

ADDENDUM 1

(Please sign and return with the submittal)

- I. **Written Inquiries.** In response to Offerors' written inquiries in accordance with the Solicitation's **Section 2.8** ("Inquiries"), the City of Phoenix ("**City**") provides answers to those inquiries below.

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	City's Response
1.	Can we send all document via Email or does it have to be mailed?	Under Solicitation Section 1.3, offers must be submitted by mail or in person to must be mailed or hand delivered to, City of Phoenix, Public Transit Department, 302 N. 1st Ave., Suite 900, Phoenix, AZ 85003. See also Solicitation Section 9.1, which requires submittal of printed hard copies and electronic copies on a portable drive or compact disc.
2.	Will the City provide how many vehicles and golf carts are currently being utilized under the current contract?	Under Solicitation Section 3.6.1.1, no specific type or quantity of vehicles are required under this Contract. The City has one golf cart, located at the West Facility, that is shared by the City's municipal security guards (MSGs) and the Contractor's security personnel. Any other vehicles for Contractor's security personnel would be provided by the Contractor at its own cost and expense. The contractor under Public Transit's current security guard services contract uses two vehicles (a primary and a backup).
3.	Will the City provide the two way radios mentioned in the RFP or is this the responsibility of the Contractor?	Under Solicitation Section 3.3.1, the Contractor shall supply all equipment necessary to provide the security guard services required under this Contract. Such provision of equipment would include two-way radios, supplied at the Contractor's own cost and expense.
4.	Can you let us know what the encombent billing rate is?	For Public Transit's existing security guard services contract, the current hourly billing rate for security guards is \$24.19/hour and for Field Supervisors is \$27.95/hour.
5.	The RFP talks about needing a Project Manager. There isn't a place on the Price Proposal Sheet for a Project Manager. Is that costs to be included?	The costs for the project manager are not paid under a separate hourly rate, but rather Offerors should cover these costs by building them into the hourly rates for security guards and field supervisors.
6.	Who is the current incumbent?	PalAmerican Security Inc.
7.	When was the current incumbent awarded the contract? Could you please provide a copy of the current contract?	City Council awarded Public Transit's current contract for security guard services (Contract No. 153985) on March 17, 2021, with the contract term beginning on July 1, 2021.

		A public records request can be submitted to the City (phoenix.gov/pio/public-records-request) to receive a copy of this contract.
8.	Are there any subcontractors being used for the current contract?	No.
9.	What was the initial term length of the current contract? (for example, 1 year plus 4-year options, etc.)	Public Transit's current contract for security guard services has an initial term of three-and-a-half years (through December 31, 2024), with two one-year options to extend the term. See <i>also</i> answer to Question No. 22 below.
10.	What was the start date of the contract in place now?	See answer to Question No. 7 above.
11.	What was the amount spent in the last 12 months?	For Fiscal Year 2023-2024 (July 1, 2023 to June 30, 2024), the City paid \$2,368,211.26 under Public Transit's current contract for security guard services.
12.	What was the total spent in the last billed month?	For June 1 to June 30, 2024, the City paid \$199,367.12 under Public Transit's current contract for security guard services.
13.	Are there any other rates billed separately (e.g. equipment, vehicles, etc.)	No. Offerors should cover such costs by building them into the hourly rates for security guards and field supervisors.
14.	Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g. armed vs unarmed), a need for additional resources?	There are many changes in this solicitation from Public Transit's current contract for security guard services (Contract No. 153985), although the significance of these changes is rather subjective. To compare these changes, a public records request can be submitted to the City (phoenix.gov/pio/public-records-request) to receive a copy of this contract.
15.	What was the amount spent on this contract last year?	See answer to Question No. 11 above.
16.	What is the current bill rate for each position?	See answer to Question No. 4 above.
17.	Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc.?	It is possible that additional services may be needed. For additional services not listed in the RFP, Solicitation Section 6.9 reserves the City's right to add services and/or locations under the Contract. In addition to regularly scheduled shifts, please note that Solicitation Section 3.8.1.7 also requires the contractor to provide security services during special events and emergency situations.
18.	Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?	The City has no such wage requirements in effect at this time.
19.	Is the current contract using vehicles? If yes, how many?	See answer to Question No. 2 above.
20.	Are there any MWBE/VS/DBE or other goals for this project?	No.
21.	Was there a liquidation penalty on the previous contract?	Public Transit's current contract for security guard services provides for liquidated damages in the event of certain non-performance and badging/access failures. To date, the City has not assessed liquidated

		damages against the current contractor.
22.	Why didn't the City of Phoenix use the options remaining on the current contract?	It is the City's sole option whether to extend Public Transit's current contract for security guard services. Public Transit has determined that it is not in the City's best interest to exercise its options to extend that contract, provided that this new Contract for security guard services can be awarded prior to expiration of the initial term for the current contract (December 31, 2024).
23.	If a liquidation penalty was charged? (Meaning the contract in place now)	See answer to Question No. 21 above.
24.	If liquidation penalties were a part of the contract? (Meaning the contract in place now)	See answer to Question No. 21 above.
25.	Can you give clarification of what the City is asking for regarding Phase 1, Sub-Criteria #2 occupy the CITY-owned facility? Page 30 RFP.	This sub-criteria component (b) pertains to the Offeror's implementation plan for staffing (occupying) each City-owned facility with security personnel, including the transition/start-up schedule and all of the key elements, resources, activities, and procedures required in advance of the Contract's start date
26.	<p>Our agency has an additional question regarding the page limit. Per "2.34 Offer Submittal Format,"</p> <p>"The written offer may not exceed 35 single-sided pages of letter size paper, 8 ½" x 11", exclusive of the following items:</p> <ul style="list-style-type: none"> A. Cover Letter B. Price Proposal C. Required Submittals (Forms, excluding the City's Submittal H – Acceptance Form, Attachments, Resumes, and Certifications/Licenses)." <p>Regarding the above, does this mean that the City's Submittal H – Acceptance Form does count against the page limit? Or does this mean that Submittal H – Acceptance Form should not be included at the time of bid submittal?</p> <p>Additionally, would the City count cover pages, table of contents pages, and divider pages (pages that only have text introducing a forthcoming City-required form), as part of the 35 page maximum?</p>	<p>The City ask that Offerors submit this blank form (Submittal H – Acceptance Form) with their proposals. Under Solicitation Section 2.34, this blank form does not count against the page limit.</p> <p>Under Solicitation Section 2.34, only the cover letter, price proposal, and required submittals (forms, attachment, resumes, and certifications/licenses) are excluded from the City's 35-page limit. Cover pages, dividers/tabs, and the table of contents are not material components of the proposal and will likewise not be counted against the City's 35-page limit.</p>
27.	Are there any specific considerations or requirements for Disadvantaged Business Enterprises (DBE) firms? We noticed that this was not mentioned in the RFP.	See answer to Question No. 20 above.
28.	Does the City have any specific vehicle requirements? How many vehicles are	See answer to Question No. 2 above.



	required? What type of Make/Model is required by the City or if it is the preference of the Contractor?	
29.	What is the estimated annual mileage the vehicle will be driven?	See answers to Question Nos. 2 and 13 above. The Contractor may elect provide vehicles for its security personnel at its own discretions, cost, and expense. The contractor under Public Transit's current security guard services contract uses two vehicles (a primary and a backup). The City has no records for the current contractor's annual mileage to provide an estimate.
30.	Are vehicles able to be billed as a direct pass through to the City?	See answers to Questions Nos. 2 and 13 above.
31.	How many vehicles are currently being deployed?	See answers to Question Nos. 2 and 29 above.
32.	Does the City have a desired minimum number of required training hours for security officers, or is this left up to the security provider's discretion?	No. See Solicitation Section 3.5 for the training requirements that the Contractor must satisfy under the Contract.
33.	How many hours is the current contractor providing?	The contractor under Public Transit's current security guard services contract currently provides services in the amount of 152 hours/week for the field supervisors and 1,992 hours/week for security guards.
34.	Who is the incumbent service provider?	See answer to Question No. 6 above.
35.	How long has the incumbent been supporting the requirements of the security program?	See answers to Question Nos. 7 and 9 above.
36.	Is the incumbent fully staffed and fulfilling all the required service hours/posts?	For the City's safety and security purposes, it is not in the City's best interest to publicly disclose information regarding current security staffing and service posting. <i>But see answer to Question No. 21.</i>
37.	What is the anticipated date of the contract award?	The City anticipates awarding the Contract in or around November 2024.
38.	What aspects of the security program does the City want to see improved under the new contract?	All changes and improvements to Public Transit's procurement of security guard services program are reflected in this Solicitation. See answer to Question No. 14. The City expects these changes and improvements to be fulfilled by the Contractor's performance under this Contract.
39.	Will the incumbent Security Personnel be grandfathered for training requirements or are they required to be retrained?	The current contractor's security personnel are not "grandfathered" for these purposes. Under Solicitation Section 3.5, the Contractor is responsible for providing the required training for all of its employees.
40.	Does the City have a preference to retain incumbent employees that are in good standing and meet the hiring criteria of the proposer?	This Solicitation has no preference regarding the retention of the current contractor's security personnel, although such personnel could be a valuable resource to the Contractor.
41.	Will the incumbent Security Personnel be grandfathered for background	The current contractor's security personnel are not "grandfathered" for these purposes. Under Solicitation Section 6.24, the Contractor is



	investigation/screening requirements or are they required to be rescreened?	responsible for providing the required background screening for all of its workers and its subcontractors' workers.
42.	Which locations are the incumbent Security Personnel unionized & which union are they represented by?	The contractor's security personnel under Public Transit's current security guard services contract are not unionized.
43.	What are the current pay rates and billing rates by labor category?	See answer to Question No. 4 above.
44.	On Page 19 Section 3.5.3, Subsection 3.5.3.1 it states that the contractor will be required to attend City-conducted threat awareness training specific to surface transportation-how long is this training and is it billable? Is this a one-time training or is there a requirement to complete this every year?	<p>This training applies to the project manager and the field supervisors and is billable for field supervisors. See answer to Question No. 5 above regarding how the costs for the project manager are covered.</p> <p>The training is approximately a few hours. The City's Police Department Transit Unit provides a "ride along" or PowerPoint for the supervisors who then provide the training to the field staff (security guards). It is a one-time training for the entirety of the Contract.</p>
45.	On Page 18, Section 3.3.6.1.1 – are Field Supervisors the same as the Shift Supervisors listed on Exhibit 1? 168 hours per week? Or is this an additional position?	Field Supervisors and Shift Supervisors are synonymous (the same).
46.	On page 61, Section 8.6- The city is requiring a CCC endorsement. Would the City accept the following: coverage for items stolen which fall under Care, Custody and Control via a current Crime Policy?	No changes to the specifications are warranted. Although Solicitation Section 8.3 provides that the commercial general liability coverage be endorsed to include coverage for "care, custody, and control for the property of others," Solicitation Section 8.6 likewise requires crime insurance coverage for third-party fidelity (i.e., property of third parties that is held by the Contractor in any capacity or property for which the Contractor is legally liable). A care, custody, and control endorsement under the Contractor's crime insurance coverage will satisfy all of the City's insurance requirements for care, custody, and control for the property of others, so long as there are no exclusions that would cancel coverage for such requirements.
47.	On page 46, Section 4.6-We currently invoice 1-15 of each month and the 16-to the end of the month-would the City be willing to change their invoicing requirements?	No changes to the specifications are warranted.
48.	On page 47, Section 4.6 cont.-would the City be willing to move the payment terms to 30 days instead of 45 days?	No changes to the specifications are warranted. Please note that Submittal B (Cost and Payments) provides check-box options that could expedite payments.
49.	6.1 Price: States price shall be firm/fixed for two years, with adjustments allowed in subsequent years; however, Attachment A-Price Proposal is	After the first two years of the Contract, Solicitation Section 6.1 provides that the Contractor may annually request a price increase for that year's originally proposed pricing, subject to approval by the



	asking for pricing for five years. Please clarify how price increases are to be allowed.	City in its sole discretion. Accordingly, such price-increase requests are only available for Contract Years 3, 4, and 5.
50.	<p>Section 3.6.1.1 states: "Conduct site surveillance every hour by foot, electric cart, or vehicle. No specific type or quantity of vehicles are required under this Contract". While we acknowledge that the City has noted no quantity or type of vehicles are required, without a detailed description of the post requirements at each site it would not be possible for proposers to know or understand how many or types of vehicles may be needed to properly provide services at each site. In other words, if the particular site only requires access control and short walkable patrols, no vehicle will need to be budgeted for the provision of services. Whereas a particular site may require perimeter patrols on a regular basis, perhaps at night, which would be best served in a patrol vehicle. Would the City respectfully provide one of the following:</p> <ol style="list-style-type: none"> 1. Detailed post requirements for each site, 2. Provide a City recommendation for type of vehicle or cart per site if contractor should so desire to provide or 3. Provide a list of what types and quantities of vehicles are currently being used by the incumbent provider at each site? 	<p>Public Transit's sites are not so large that vehicles or carts are required for patrols by security guards stationed there. See Exhibit 1 (PTD Locations and Shifts) for details on post requirements. For Public Transit's current contract for security guard services, security personnel perform foot patrols for each site.</p> <p>Under Solicitation Section 3.6.1.1, no specific type or quantity of vehicles are required under this Contract. Accordingly, the City has no recommendations for such vehicles. The City expects Offerors to have the knowledge and expertise to develop a proposal based on the specifications of this Solicitation. The Contractor may provide the type and quantity of vehicles, if any, as it deems necessary for its security personnel. See <i>a/so</i> answer to Question No. 13 above.</p> <p>For vehicles used under Public Transit's current contract, see answers to Questions Nos. 2 and 29 above.</p>
51.	<p>Usage of radios is mentioned several times in the RFP. Are radios supplied by the City or is contractor expected to provide? If contractor's responsibility, what type of radio is required? Would they need to be programable? Would they need to operate at certain frequencies? Are they only meant to be used to communicate at a single site or would they need to be able to be programmed to reach a repeater and be used to communicate throughout ALL City sites?</p>	<p>The two-way radios must be supplied by the Contractor. At this time, the radios will be needed at Public Transit's Headquarters and Transit Facilities, which is for communication between the two security guards on post. The two-way radios do not need to reach to the other Public Transit locations. See answers to Question Nos. 3 and 13 above.</p> <p>The City has no recommendations for the brand of radio. The City expects Offerors to have the knowledge and expertise to develop a proposal based on the specifications of this Solicitation. The Contractor must provide the type of radio as it deems necessary for its security personnel at Public Transit's including, but not limited to, those posted at Public Transit's Headquarters and the three Transit Facilities.</p>
52.	<p>Would the City please provide the current hourly bill rates which the incumbent provider is charging the City for the various levels (unarmed, supervisor, and any other current levels)?</p>	<p>See answer to Question No. 4 above.</p>

53.	Is the Project Manager currently a billable position that the incumbent contractor bills the City? Or is this position currently built into the incumbent contractors current rate?	See answer to Question No. 5 above.
54.	Does the incumbent provider currently bill for any additional items such as vehicles, radios, guard tour systems, etc.?	These items are not billed directly/separately by the contractor for Public Transit's current contract for security guard services. Please note the answer to Question No. 13 above for this Solicitation.
55.	For clarification purposes, can they City confirm that all background screening is to be conducted by the contractor, that contractor is responsible for ensuring the employees meet the "Maximum" level, and that the City will <u>not</u> be performing the actual background screenings?	Yes, this is confirmed.
56.	Please confirm that the only fee the contractor will be required to submit for new employees is the "badge fee" and that there is not a separate "screening fee". If there is a separate fee to be submitted for background screening, please provide cost.	The City charges an initial badge fee of \$55 per application. See Solicitation Section 6.34. The City does not charge a separate fee to review and approve or deny background/security checks and screening conducted by the Contractor. See Solicitation Section 6.37.
57.	I was wondering if you could provide some clarification regarding the "safety vest". Is this a reflective safety vest or a protection style vest?	Due to the nature of Public Transit's sites, where many vehicles and buses drive on the premises, reflective safety vests are required.

The balance of the specifications and instructions remain the same. Offeror must acknowledge receipt and acceptance of this addendum by completing and signing Submittal F – Addenda Certification.