JEFFERSON PARISH
DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

October 19, 2020

ADDENDUM #3

RFP NO.:0416

RECEIPT DATE: OCTOBER 23, 2020
REVISED RECEIPT DATE: OCTOBER 30, 2020

For: TO PROVIDE SECURITY GUARD SERVICES FOR A PERIOD OF TWO (2) YEARS AT VARIOUS LOCATIONS THROUGHOUT THE PARISH OF JEFFERSON FOR THE JEFFERSON PARISH DEPARTMENT OF SECURITY.

CLARIFICATIONS AND CHANGES:
BY NOTICE OF THIS ADDENDUM – THE RECEIPT DATE HAS BEEN POSTPONED TO:

OCTOBER 30, 2020 AT 4:30 P.M.

1. RFP provides, "The basis of the need for an automobile will be solely for the use of unarmed security guard services at various parish locations. It is not used for supervisory personnel and is not an item which will be required for each and every job site. All vehicles shall be marked company vehicles with yellow flashing light(s)."

   QUESTION A: Which sites require use of vehicles? ***JP Landfill***. How many vehicles are required for this contract? ***1***
   QUESTION B: Does the Parish have a preferred make/model? ***No***.
   QUESTION C: Please describe the usage of the vehicle so an estimate on mileage can be made by offerors. ***Periodic patrols of the Landfill***.

2. Pricing must be submitted on the Cost Proposal (Price Schedule) furnished in Attachment "B". All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

   QUESTION A: Will the Parish allow for an annual modification of rates based on CPI or legislated wage increases? ***No.***

3. RFP Section 2.1 provides, "Specific locations and shifts will be assigned to the proposer awarded the contract by the Director of the Department of Security.

RFP page 31 provides, "Roving supervisors shall visit all sites daily within two hours of a shift starting and two hours before a shift ends."
QUESTION A: Please provide the number of locations that are anticipated to be staffed with personnel, so that offerors can accurately calculate their roving supervisory costs. ***Approximately 20.***

4. RFP Section 2.5 provides, "The locations of these services are to be performed at various Jefferson Parish properties/facilities throughout Jefferson Parish (except for the towns of Grand Isle and Jean Lafitte) on an as needed basis at the direction of the Director of Security."

   Attachment B provides for 147,000 unarmed, uniformed security guard hours (across a two-year period)

   Addendum #1 response No. 9 provides, "Hours are as needed."
   QUESTION A: What number of hours should offerors use in calculating their rates? A contract with a volume of 73,500 hours per year is vastly different from one that is "as needed" with potentially far fewer hours. Offerors must spread fixed costs across the expected number of hours in order to arrive at a realistic and fair bill rate. Will the Parish please provide their best estimate at the minimum number of hours expected to be required or perhaps the historical hours utilized in recent years? ***Approximately 35,000 hours per year.***

5. RFP Attachment B requests "provide a price per hour for marked automobile" at 14,000 hours across two years.

   QUESTION A: Does this mean that each vehicle, if requested by the Parish for security duties, will be billed at a standard 7,000 hours per year? ***No***. So for example, if the Parish orders one vehicle, the Parish agrees to pay 7,000 hours x Unit Cost each year? ***No***. If three vehicles are ordered, the Parish agrees to pay 7,000 x 3 x Unit Cost each year? ***No***.

   QUESTION B: Or is it the Parish's intent that they are only billed for hours that the vehicle is utilized on a shift? For example, if a single 8-hour per day post requires a vehicle Monday through Friday, the total vehicle hours would be 2,080 per year billable at the Unit Rate. If this is the case, then offerors need a much more detailed understanding of the number of vehicles required, what shifts/posts will require vehicles, and the duties of said vehicles so accurate mileage can be calculated. ***There is only one (1) location utilizing a vehicle, it provides the guard the ability to patrol the landfill.***

   QUESTION C: The method of vehicle billing listed in Attachment B is highly irregular and can lead to confusion as shown above with regards to how cost should be priced and/or billed. Would the Parish consider amending Attachment B to reflect a flat monthly vehicle rate instead? This way, the Parish will only ever have to pay the flat rate anytime a vehicle is ordered. ***No.***

6. RFP Section 2.1 provides, "Each employee shall have six (6) months of security guard experience."

   RFP Page 30 provides, "All guards shall possess a high school graduation diploma or a GED and have two (2) years' experience in security work."

   QUESTION A: Please clarify the experience requirements for personnel. Is it six months or two years?
   6 MONTHS.

7. RFP Page 25 provides, "Uniform styles will be designated for each post or site ... Additionally, blazer ensembles may be requested at the discretion of the Parish at specified sites. The security firm must provide foul weather attire for sites where working outside is a part of the post at no extra cost to Jefferson Parish."

   QUESTION A: What are the various uniform styles that may be designated for each site? ***Blazer ensembles and regular uniform.***
   QUESTION B: Please provide how many hours are performed under each of the various uniform types so that offeror's can accurately price these costs. ***As of this date, all locations are in regular guard uniforms.***
   QUESTION C: Please provide how many hours are performed outdoors at locations that would require foul weather gear. ***The landfill location has duties that is impacted by weather. We utilize guards for various locations during the Mardi Gras season, which can be affected by weather.***

8. RFP Page 26 covers training requirements

   QUESTION A: Does the Parish have a required minimum number of hours to cover the listed training topics in the RFP? ***All guards should meet the training requirements prior to the notice to proceed.***

9. This RFP requests screening services but only lists a quantity of one (1) hour in Attachment B.

   QUESTION A: Does the Parish have an estimated number of hours that will be used for screening services? ***Approximately 500 temperature screening hours per week***. Or is this pricing purely indicative?

   Part I Section 1.16 on page 12 requires the successful proposer to provide a fidelity bond in the amount of $100,000. May commercial crime insurance be substituted in satisfaction of that requirement?

10. Can the fitness standards in Part II Section 2.1 be revised as follows to achieve compliance with the Americans with Disabilities Act? ***(See 'Replacement' below)***

    Page 24, last two (2) sentences; and Page 31 5th paragraph:

    o Replace with the following:

    § Security personnel shall be physically capable of performing all essential job duties, with or without reasonable accommodation." ***(See 'Replacement' below)***

    Replacement
    Security personnel shall be physically fit to perform necessary security functions. Physical fitness and readiness will be specific to each site and will require the security personnel to be in adequate health, and physically able to perform the duties required by the job. Jefferson Parish complies with the ADAAA therefore security personnel shall be physically capable of performing all essential job duties, with or without reasonable accommodation.

    Part II Section 2.1 on page 26 requires the security officer to perform temperature screening. Please describe how temperature screening will be performed, i.e. are screeners expected to take temperatures using a wand or thermometer, or will temperatures be taken automatically by temperature screening equipment which displays the screening subject's body temperature without involvement of the security officer? ***Jefferson Parish utilizes No-Touch hand-held thermometers.***

Part II Section 2.1 on page 26 requires the security provider to perform random drug testing. Many jurisdictions prohibit random drug testing. Can that specification be revised to apply "to the extent permitted by law?" ***No.***
The Parish reserves the right to require a credit check in Part II Section 2.1 on page 28 and page 34. Many jurisdictions prohibit or limit an employer's ability to perform a credit check. Can that specification be revised to apply "to the extent permitted by law?" ***No.***

May exceptions to the General Conditions at pages 12-59 of Resolution No. 113646 be submitted with the proposal?
Our company's insurance deductibles exceed $10,000.00. We note the specification in General Conditions Section 39.D on page 34 which states that "the deductible may be increased, based on the company's most recent financial audit if such increase is expressly approved in advance of the bid opening, in writing, by the Parish Attorney's Office with the concurrence of the Director of Risk Management."

What must the bidder submit to the Parish in its request for an increase in the allowable deductible? ***The 10K deductible requirement has been waived by Risk Management and the Parish Attorney until further notice for all procurement.***

Part I Section 1.16 on page 12 requires the successful proposer to provide a fidelity bond in the amount of $100,000. May commercial crime insurance be substituted in satisfaction of that requirement?
Yes, a commercial crime policy may be substituted.

Replacement
Security personnel shall be physically fit to perform necessary security functions. Physical fitness and readiness will be specific to each site and will require the security personnel to be in adequate health, and physically able to perform the duties required by the job. Jefferson Parish complies with the ADAAA therefore security personnel shall be physically capable of performing all essential job duties, with or without reasonable accommodation.

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No.
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May exceptions to the General Conditions at pages 12-59 of Resolution No. 113646 be submitted with the proposal? ***See below.***
Our company's insurance deductibles exceed $10,000.00. We note the specification in General Conditions Section 39.D on page 34 which states that "the deductible may be increased, based on the company's most

recent financial audit if such increase is expressly approved in advance of the bid opening, in writing, by the Parish Attorney's Office with the concurrence of the Director of Risk Management."

What must the bidder submit to the Parish in its request for an increase in the allowable deductible? ***The 10K deductible requirement has been waived by Risk Management and the Parish Attorney until further notice for all procurement.***

Will a parent company guaranty of payment of losses and related claims investigation, administration and defense expenses that fall within the policy self-insured retentions and deductibles be considered as a possible option? ***See below.***

When must a request to increase the allowable deductible be submitted, i.e. with the proposal or at some other time? ***See below.***
To whom must a request to increase the allowable deductible be submitted? ***See below.***

Insurance Requirements
This section is asking for additional insured under Workers compensation which is not an industry supplied endorsement. Can you provide an example of an expectable endorsement? ***There is no additional insured requirement for workers compensation.***

Worker's Compensation Insurance
This section does not ask for Maritime insurance explicitly but eludes that there may be a requirement for Maritime coverage. Will USL&H coverage suffice in lieu of Maritime coverage? We don't see any posts or potential posts that would require Maritime coverage. ***Maritime coverage is not required for this RFP.***

Comprehensive Automobile Liability
This section is requesting $1,000,000 split limit. Will the Parish except $1,000,000 combined limit? ***Standard insurance requirements are 1,000,000 per occurrence.***

Deductibles
If the cost of the deductible is borne by the proposer, why would the deductible limit be capped at $10,000? ***The 10K deductible requirement has been waived by Risk Management and the Parish Attorney until further notice for all procurement.***

NO ADDITIONAL QUESTIONS WILL BE ALLOWED AFTER THIS ADDENDUM

- ATTACHMENT "A" CORRECT INSURANCE REQUIREMENTS. PLEASE USE THIS FORM.

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

RFP SUBMISSION:
Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 dated 12/09/2009.

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 113646.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be $1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than $500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: $1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability $1,000,000.00 each person; $1,000,000.00 each occurrence. Property Damage Liability $1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than $10,000.00. The cost of the deductible is borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.