

Avondale School District
RFP #1185
School Security Services
Response to Questions

The following questions have been submitted to the School District seeking additional clarification. All respondents are strongly encouraged to read all pages of the RFP documents prior to submitting their responses.

Q - Who is the current incumbent?

A – These positions are currently staffed by Avondale Employees under a Master Bargaining Agreement with the Avondale Para Educators Association.

Q - When was the current incumbent was awarded the contract?

A – N/A this has been an Avondale Employee since establishment of the position.

Q - Is the pre bid conference mandatory?

A – N/A, per the RFP documents, there is no pre bid conference scheduled.

Q - What is the estimated usage (number of annual hours) of prior contract?

A – Our staffing for the 2018-19 school year was 6.83 hours per individual for 180 student days.

Q - What is the estimated amount spent on this contract last year?

A – Approximately \$184,065 was spent on staffing including retirement and FICA for the 2018-19 school year.

Q - What is the estimated total number of annual hours for this contract?

A – We estimate 8 hours per individual, 9 individuals, 180 student days. There COULD be additional hours for afterschool activities/events for which we are currently unable to define (as needed basis).

Q - What is the current bill rate?

A – *N/A, see above responses, these have been employed positions paid bi-weekly.*

Q - What was the contract amount spent last year?

A – *N/A, see above responses, these have been employed positions, total paid last year was approx. \$184,065.*

Q - How many sites need services?

A – *We are seeking services for a total of three (3) sites, Avondale High School, Avondale Middle School and Meadows Learning Center.*

Q - Are there any additional services that may be needed that are not listed in the RFP? IE Additional sites, seasonal required training etc....

A – *There is POTENTIAL for additional services for after-school activities at one or more of the identified sites. Specific dates/hours are not definable at this time.*

Q - Is there any minimum wage/pay?

A – *Only as defined by applicable state or federal law. The School District does not wish to set a wage rate as we believe that would be up to respondent to determine adequate pay rates to accomplish the job with appropriately trained staff.*

Q - Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?

A – *There is a current collective bargaining agreement which defines pay for Avondale employees. The District has notified the bargaining unit of this RFP as per P.A. 152 and the bargaining unit is being encouraged to respond to this RFP as per conditions within P.A. 152.*

Q - Is a Bid Bond required?

a) If yes, how much?

b) How often / how many times have you assessed liquidated damages, if applicable?

A – *The RFP documents do not require a bid bond.*

Q - If awarded, will a Performance Bond be required?

a) If yes, how much?

A - The RFP documents do not require a performance bond.

Q - If awarded, will a Payment Bond be required?

a) If yes, how much?

A – The RFP documents do not require a payment bond.

Q - Is there a specified way you would like to responses to come? For example, bound, unbound, 3-ring binder(s), pages limits, paper type etc....

A – Please refer to the RFP documents Section 1.5 “Proposal Requirements and Format” for directions relative to response submittal. Additionally, all responses should be legibly printed on paper in English.

Q - Are there any vehicles required for this bid, if so, how many?

A - The security services contract as contained within the RFP documents, Section VI addresses the need for vehicles. Please refer to that section for clarification.

Q - Could you please provide a list of all equipment needed for this job?

A - The security services contract as contained within the RFP documents, Appendix C, Section VI addresses the need for equipment. Please refer to that section for clarification.

Q - Could you provide all hours for this job?

A – Appendix A to the RFP documents clearly states the required hours of service.

Q - Is there a pricing form or format?

A – Attachment C to the RFP documents provide for the pricing form.

Q - How many total guards are needed for this job?

A - Appendix A to the RFP documents clearly states the anticipated staffing levels.

Q - Are all pages of this solicitation required to be submitted and turned in on the due date? Or only the forms that require a mark up need to be submitted?

A - Please refer to the RFP documents Section 1.5 "Proposal Requirements and Format" for directions relative to response submittal.

Q - Will your agency hold a public opening?

A – Please refer to RFP Section 1.3 and 1.4.6 for information regarding public opening of responses to this RFP.

Q - Are there any M/W/S/VS/DBE goals?

A - The RFP documents do not require nor specify M/W/S/VS/DBE goals.

Q - Are there any subcontracting goals?

A - The RFP documents do not provide for subcontracting.

Q - Could you please clarify how many originals and copies are being requested of the technical proposal and the cost proposal?

A – Please refer to Section 1.4.4 of the RFP documents for required copies.

Q - Could you please verify that we are using the hours stated in Appendix A under Expected Minimum staffing coverage, which includes the additional 30 minutes before the morning bell and 30 minutes after the afternoon bell?

A – Confirmed

Q - Are the FTE hours the same as those listed under Expected Minimum Staffing Coverage?

A – Confirmed

Q - Can you please verify that all three facilities listed (Avondale High, Avondale Middle, and Meadows Learning Center) operate 5 days a week, Monday-Friday?

A – Confirmed with the exception of federal holidays, District bargained non-school days (calendar to be provided) and unforeseen Act of God days.

Q – What Companies were sent the RFP?

A – Direct emails were sent to: LaGarda Security, D M Burr, H&P Protective Services, Granco Security, Broadmoor Global Security, Korner Security, and SafeED. Attempts were made to send directly to Securitas and SecurAmerica though multiple emails were “bounded back”. Additionally, the RFP was advertised in the Troy Gazette on July 8 and published on the State of Michigan’s SIGMA VSS website (25 emailed were sent through this site, addressee’s are unknown to the District).

Q - As I read through the requirements, I note that you prefer that your security firm currently holds a contract with other educational institutions. While we have provided security to several educational institutions in the past, as of August, 2018, we no longer provide security to educational institutions. Please advise if we are still eligible to bid your security needs and if so, please send off all necessary documents.

A - Yes, we would still welcome your proposal. While this is a preference, it will NOT exclude you from consideration.

Q - Do you have a required wage for your officers? If not, would you consider one, in order to ensure your district officers receive proper pay & to put all bidding contractors on an “even playing field”?

A - . The School District does not wish to set a wage rate as we believe that would be up to respondent to determine adequate pay rates to accomplish the job with appropriately trained staff.

Q - Will the District or awarded bidder provide the officers’ radios?

A - The security services contract as contained within the RFP documents, Appendix C, Section VI addresses the need for equipment. Please refer to that section for clarification.

Q - Fixed Annual Fee, Monthly Billing (4.2.1.). Is this a requirement? Our school districts order additional services a handful of times per year, so agreeing to bill a fixed amount would prove challenging. Additionally, our invoices are automatically generated weekly, based on the number of hours an assignment ran that week.

A – The School District requires a fixed fee for the days and hours specified within the RFP. It is agreed that services beyond the indicated scope would be additional billings. The School District requires a set fee for the specified hours for numerous reasons including direct comparability of responses and budgeting purposes. The School District is agreeable to accept weekly, bi-weekly, monthly or quarterly invoices for services performed. The School District pays invoices bi-weekly based on timely receipt of valid invoices which is not negotiable.

Q - Does the District have a current security provider? Is so, what company has the current contract?

A - These positions are currently staffed by Avondale Employees under a Master Bargaining Agreement with the Avondale Para Educators Association.

Q - If the District is currently under contract with another security provider, what was the total amount billed for the 2018-2019 school year?

A - Approximately \$184,065 was spent on staffing including retirement and FICA for the 2018-19 school year.

Q - What type of uniforms are desired? Military style, polo, blazer, other?

A – Polo style shirts with khaki pants would be preferred, blazers are also acceptable.

Q - Can you provide a total number of security hours scheduled per school?

A – Please refer to Appendix A of the RFP. We estimate 8 hours per individual, 9 individuals, 180 student days. There COULD be additional hours for afterschool activities/events for which we are currently unable to define (as needed basis).

Q - Is a vehicle required for this contract?

A - The security services contract as contained within the RFP documents, Section VI addresses the need for vehicles. Please refer to that section for clarification.

Q - Is the incumbent using a vehicle?

A – Current staff does not utilize any vehicle to perform the current assignment.

Q - Who is the incumbent provider? When were they awarded this contract? What is their current bill rate?

A – Please refer to responses above

Q - Is the contractor required to have an on site supervisor or lead officer?

A – The current RFP documents contemplate one individual as the “lead officer” to interface with our police school resource officer and co-ordinate other security services. The School District may be amendable to this if the respondent has a different approach they wish to present.

Q - Appendix A under the Contractor Personnel column, is that 4 guards on per shift for the High School, 3 guards for the Middle School, and 2 for the Learning Center? For instance at the High School, 4 guards would on together, all from 6:52am to 2:52pm totaling roughly 160 hours per week at that location.

A -The staffing indicated within the RFP documents suggests a total number of individuals per location as stated within the question. We anticipate a "normal" schedule would encompass 40 hours per week per individual. Potentially staffing could be scheduled to accommodate additional hours after the normal school day

Q - Can you tell us the current pay rate for the guards and the Contractor Manager?

A – Current staffing is covered under a Master Bargaining Agreement with district employed staff. Hourly rates for the 218-19 school year were between \$11.25 to \$13.37 per hour. There is/was no contract manager.

Q - Page 17 Part B has a list of fees. Are these in the current security guard contract? If so, what amount is levied annually to the current contractor?

A – N/A as all current services are performed by internal personnel.

Q - Is a contractor provided vehicle necessary for this contract?

A - The security services contract as contained within the RFP documents, Section VI addresses the need for vehicles. Please refer to that section for clarification