

Superior Court of California, County of Santa Barbara
Unarmed Security Guard Services
RFP # 2010-06

Questions and Answers

Who is the current vendor and what is their billable rate per hour with the state?

- Universal Protection Service.
- Security Guard Billable Rate Per Hour - \$20.35
- Security Guard Supervisor Billable Rate Per Hour - \$24.00

Holiday rate per hour?

- Straight time for 12 paid Holiday's. Contractor's employees are not asked to work on those 12 Holidays.

Overtime Rate per hour?

- Time and one half

Will there be a pre-bid conference?

- No.

Who is the Current Provider?

- Universal Protection Service.

What are the total weekly guard hours for all six locations?

Location	No. of Guards	Hours	Subtotal	Days per week	Total
Lompoc	2	8	16	5	80
Figueroa	4	8	32	5	160
SB Juvenile	2	4	8	5	40
Dept. 14 SB	2	4	8	5	40
SM Juvenile	2	8	16	5	80
SM Bldg. G	5	8	40	5	200
Total					600

- Anacapa Division will have 1-2 guards 1-2 days per week. It varies and is unpredictable.

How many hours were billed last year?

- The number of screening stations has changed throughout the year. The numbers of hours billed last year are therefore irrelevant to the court's current needs.

Do you require health insurance?

- No.

Are any preferences given for woman owned or small business certified?

- No

Is there a prevailing wage and H&W for this contract?

- No.

On Section C you specified that the proposal will be evaluated on Contractor's ability to maintain a sufficient management infrastructure within or near the court - our office is based in Los Angeles does this mean we have to provide a local or nearby branch office?

- Yes, we want a local or nearby office.

Regarding page, 14, article 4.A.2., and Attachment A, please provide the specific, scheduled service and coverage times.

Courthouse Location	Hours of Operation for each WSS
Lompoc Division	7:00 a.m. – 4:15 p.m.
Anacapa Division	<i>Varies and is unpredictable</i>
Figueroa Division	1 WSS 7:00am – 5:00pm 1 WSS 7:30am – 3:00pm Tuesdays 1 WSS until 5:15pm for Teen Court Every Other Tuesday 1 WSS until 7:00pm for night Court
Santa Barbara Department 14 Jury Building	Wednesdays, 8:30am-Noon Additional days and times vary
Miller Division	7:30 a.m. – 5:00 p.m. Tuesdays 1 WSS until 7:00 pm for Night Court
Santa Maria Juvenile Court	7:45 a.m. – 4:45 p.m.
Santa Barbara Juvenile Court	1:00pm-4:00 pm <i>Additional hours added as needed</i>

1 WSS = x-ray machine, magnetometer, and hand-held wand device

Regarding Attachment A, in terms of the number of guards listed by courthouse location, are these the number of guards required on post at all times or does/can the number on post fluctuate due to giving scheduled breaks, etc.?

- The vendor should provide a schedule which explains how breaks will be covered. The schedule can fluctuate but it is incumbent upon the vendor to demonstrate how they will provide the right level of security.

Who are the incumbent contractors and sub-contractors? How long have these contractors held these contracts or any predecessor contracts?

- Universal Protection Service. They have provided security services for three (3) years.

What are the present billing rates for each line item?

- Security Guard Billable Rate Per Hour - \$20.35
- Security Guard Supervisor Billable Rate Per Hour - \$24.00

What is the estimated budget for the first term of the contract or the next fiscal period?

- The Court prefers not to provide this information and thus possibly bias a true cost response.

What are the current pay rates for all classes of officers including supervisory personnel?

- Security Guard Billable Rate Per Hour - \$20.35
- Security Guard Supervisor Billable Rate Per Hour - \$24.00

Is there a collective bargaining agreement, living wage ordinance, prevailing wage act or other specified wage and benefits requirements that apply to this contract? If so please provide copies of such or a reference source to them.

- No.

What is the agency's position or preference with regards to the retention of the incumbent staff by any future contractor?

- Any or all staff that meets the Contractor and Courts standards of security guards as described within the RFP, whether incumbent or not, may be employed by Contractor to perform the duties as described in Section E, Statement of Work.

How are lunch and meal breaks handled? Is this time billable?

- The vendor should provide a proposal which shows adequate coverage. Meal periods are not paid.

How do we obtain a copy of the winning bid from the last RFP for Unarmed Security Officers?

- The court will make identifiable judicial administrative records available upon request unless the records are exempt from disclosure under Rule 10.500. Records are subject to payment of a fee pursuant to subdivision (e)(4) of rule 10.500. You will be charged \$.50 per page plus any request requiring personnel time in excess of two hours will result in a charge for the cost of the employee's wages and benefits for all time spent.
- For copies of the procurement records maintained by the Santa Barbara County Superior Court, you must complete the Request for Judicial Administrative Records – Fiscal Division, and submit to:

Ammon M. Hoenigman
Senior Procurement Specialist
Santa Barbara County Superior Court
1100 Anacapa Street, 2nd Floor
Santa Barbara, CA 93101
ahoenigman@sbcourts.org

- You may request this form from the above contact.

- The Court will return a copy of this form indicating the amount due. Payment is required before the copies will be released. Make checks payable to: Santa Barbara County Superior Court, and submit to the above address.
- The total cost for the full proposal in this instance is \$13.

May we please have access to the previous proposal/accepted vendor with the current pay rates and charges paid by the county to the service provider?

- Security Guard Billable Rate Per Hour - \$20.35
- Security Guard Supervisor Billable Rate Per Hour - \$24.00

Page 15, Section A.7 – “The Security Firm Supervisor shall perform on-site visits of each security guard on duty, at a minimum, once per week per shift.” Please clarify the total number of mandatory inspections for each officer, each week, as 1 or 5.

- The supervisor should visit at least once per week. This is a minimum. Adequate supervision, time keeping, understanding of post orders, training and compliance with orders are important.

Page 37, Attachment A – Please clarify the term “(This is a part-time assignment)”. What are the current/proposed days or hours to be worked on a part time assignment for the Santa Barbara Department 14 Jury Building and the Santa Barbara Juvenile Court?

Santa Barbara Department 14 Jury Building	Wednesdays, 8:30am-Noon Additional days and times vary
Santa Barbara Juvenile Court	1:00pm-4:00 pm Additional hours added as needed

Addendum – the website provided www.sbcourts.org did not have any addendum. Are there any additional documents (other than the RFP) posted for RFP # 2010-06 as of May 31, 2011?

- Not as of May 31, 2011

Reference: 4. Scope of Service (Specifications) /B. security Guard Requirements...” “11. Security Guards are required to be equipped with cell phones and flashlight”. In terms of cell phones, is this requirement specific to each security officer, per post, or other?

- This requirement is negotiable; however one cell phone per post is preferred.

As may be permitted, would a list of participating bidders on this project be made available for viewing anytime during the bidding process?

- Not during the bidding process. The list will be available after award of contract.

We would like to provide a presentation on our company; and would greatly appreciate the opportunity to provide the presentation in person, at the convenience of the selection committee. Is this a request that may be granted and scheduled?

- The request for a meeting/presentation may be granted. We have not determined the next step at this time.

The Statement of work states 8 screening stations. Attachment “A” states 10. How many actual stations are there?

- Currently, there are 8 full screening stations and more may be added in the future. The Anacapa Division is not equipped with a full screening station; however Security Guards are utilized in that division one or more days per week. The Cook Division is also not equipped with a full screening station at this time.

The Statement of Work states that the officers will be working 9 – 10 hour shifts per day. This creates over-time. In Attachment “B” there is no provision for an over-time charge. Did the previous vendor charge over-time?

- Typically, the security guards will work 8 paid hours and have one hour unpaid for lunch, which provides for a 9 hour day in which no overtime is accrued. Very little overtime was ever required, and the few times it was required and authorized it was paid at time and one half.

If we do not have any experience in providing security service in other county/city courthouses, do you still recommend we submit a bid?

- Any vendor that has proven success in providing like or equivalent services to companies/groups of similar size and complexity should submit a bid.