

LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)

AMENDMENT OF SOLICITATION

1. SOLICITATION #10-004	2. AMENDMENT No. 1	3. ISSUED: 02/17/2010
4. ISSUED BY: Cathy Zickefoose <a href="mailto:czickefoose@ridecitrus.com">czickefoose@ridecitrus.com</a>		5. NUMBER OF AMENDMENT PAGES: 8
<b>6. <u>AMENDMENT OF SOLICITATION:</u></b>  The solicitation identified in Block 1, is hereby amended as described in Block 9. Except as provided herein, all other provisions of the solicitation, as hereto amended, shall remain unchanged and in full force and effect.		
<b>7. <u>REQUIREMENT TO ACKNOWLEDGE AMENDMENT:</u></b>  Failure of an offeror to acknowledge receipt of this amendment may result in offer rejection. Offeror must acknowledge receipt of this amendment prior to the deadline specified in the solicitation for receipt of offers and by one of the following methods:  a. by signing Block 8 and returning this amendment to the District with your Proposal; b. by acknowledging receipt of this amendment on the <u>FORM O: COST AND PRICE SUMMARY</u> c. by separate letter or e-mail which includes a reference to this solicitation and amendment numbers.		
<b>8. <u>OFFEROR'S ACKNOWLEDGEMENT OF AMENDMENT:</u></b>  Name & Title: _____ Signature: _____  Offeror: _____ Date: ____/____/____		
<b>9. <u>DESCRIPTION OF THE AMENDMENT:</u> The following modifications are hereby made to the Solicitation document:</b>  A. Replace SECTION 2 SCOPE OF SERVICES in its entirety with the attached SECTION 2 SCOPE OF SERVICES REVISED. Section 2.0 General, Security Guard services has been modified at 200 N. Florida.  B. Attached to this amendment are questions and answers. Answers to questions are provided as a courtesy and do not "modify" the solicitation. All modifications to the solicitation are referenced in paragraph A above.  <p style="text-align: center;"><b>[END OF AMENDMENT #1]</b></p>		

**SECTION 2**  
**SCOPE OF SERVICES REVISED**

**2.0 GENERAL**

The specifications outlined in the requirements to provide Security Guard Service, for the District’s properties and facilities in accordance with Chapter 493, Florida Statutes as that term is defined by the Department of Agriculture and Consumer Services, Division of Licensing, Private Security Industry. It is the intent of the District to award this entire bid to one contractor to supply all of the armed and unarmed Security Guard needs for the District, but the District reserves the right to award this contract to more than one contractor.

The District facilities listed below will be provided security guard services under this contract:

Location	Security Type	Weekly Estimated Hours	Hours of Operation
1212 George Jenkins Blvd.	Unarmed Security Officer	86.5	5a – 8p Monday-Friday 6:30a – 6p Saturday
200 N. Florida (Bus Terminal)	Unarmed Security Officer	71	7a – 7p Monday-Friday 7a – 6p Saturday
200 N. Florida (Bus Terminal)	Unarmed Security Officer	10	1p – 3p Monday-Friday
*200 N. Florida (Bus Terminal)	Armed Security Officer	As needed	As needed

\*It is estimated that the District will request an Armed Security Officer to accompany District Staff to empty cash from the Ticket Vending Machine located at 200 N. Florida (Bus Terminal) one time weekly.

The District reserves the right but is not obligated to add or delete facilities or types of services during the term of a contract issued as a result of the IFB, and any extension or renewal thereof.

**2.01 OBJECTIVES**

It is the intent of the District to protect its personnel and/or property by means of well-trained, experienced, alert, interested, and reliable selected Contractor’s personnel. The Contractor shall impress upon its personnel that their primary duty and responsibility is to safeguard the employees of the District and District property. This general order supersedes all others. The Contractor’s personnel shall act in a courteous and professional manner at all times. The Contractor shall provide appropriately equipped and trained personnel, with background inspections completed according to the District’s specified eligibility criteria.

These personnel shall provide protection for the District's personnel and property in and around the District's facilities. The Contractor shall be liable for losses; potential losses or damages arising from the actions of its personnel.

## **2.02 REQUIREMENTS AND SERVICE**

The Contractor shall assume all costs associated with complying with personnel requirements, including but not limited to: recruiting, screening and background checks.

All licenses and other personnel requirements shall be maintained throughout the term of a contract issued as a result of this solicitation and any extensions or renewals.

- A. All Officers shall pass a urinalysis test showing abstinence from drug/illegal substance use, except prescribed medications.
- B. All Officers shall have a state criminal history background check completed prior to providing service to the District.
- C. All Officers shall be able to communicate (oral and written) in English. Security work often deals with life/safety issues; therefore, must be able to read, write, speak, understand and be understood. Oral command of English must be sufficient to permit full communication, even in times of stress.
- D. All Officers are to appear and behave professionally and courteously and are not to engage in personal activities (such as texting, personal phone calls, reading magazines, etc.) while on the job. Security Officers are not to permit their friends, family members or acquaintances to be in the building or on the premises they are entrusted to protect for more than 10 minutes.
- E. Officers are to work no longer than twelve (12) hours per (24) hour period. This limitation may be waived in emergency situations.
- F. Officers will be required to maintain an activity paper log containing, at minimum, visitor arrival and departure times and unusual events, and provide a copy of same to the Customer, upon the Customer's request.
- G. Security Officers are to have a minimum of 1 (one) year experience. This minimum may be waived for honorably discharged military personnel and police officers (current or retired.)
- H. Security work requires standing or sitting for prolonged period of time.
- I. Officers are to possess physical and mental stamina.
- J. Officers are not to vacate their post during or at the end of their shift or until shift is completed. Contractor is responsible for arranging replacement personnel for shift changes, breaks and for unanticipated events (i.e. Security Officer becomes ill, or has a family emergency, etc.)
- K. All applicable licenses, including drivers license are to be kept current and on the Security Officers' person while he or she is on duty.
- L. Officers must wear a Contractor issued employee ID while he or she is on duty.
- M. The Officers shall turn in all lost and found articles to a District Supervisor or authorized personnel at the end of each shift. All lost and found articles and the action taken by the officer shall be reported in the officer's incident report. The Contractor shall develop procedures to collect lost and found articles, secure them and turn them into Lost and Found. The procedures

for the collection of lost and found articles shall be provided to the District Supervisor for approval.

- N. On occasion Officers must call for local Law enforcement to remove customers or to trespass customers, they must notify the contact person of the District.
- O. Authority – The officer's power to arrest shall be no greater than that of a private citizen in accordance with Florida Law.
- P. The officer's shall perform security functions at alternate District posts only as required by the District and as ordered by the District.
- Q. The officer's must have a high school diploma or its equivalent or must obtain within 120 days of assignment.
- R. A photo copy of the license of Security Officers proposed to work on the District property(s) must be provided prior to issuance of NTP.
  - \* Armed Security Officers must possess Class D and Class G licenses.
  - \* Unarmed Security Officers must possess a Class D license.

### **2.03 UNIFORMS**

The Contractor shall furnish all labor, uniforms, badges, equipment, materials, supplies, vehicles, training, supervision, and management to satisfactorily perform armed and unarmed security guard services as required by this Scope in compliance with all applicable Florida Laws that pertain to the "Security Services" field. A professional appearance and demeanor are vital to a positive first impression. The Contractor shall equip each officer with one flashlight; reflective, high conspicuity safety vest with "SECURITY" on back; and foul and cold weather uniform articles.

### **2.04 POLYGRAPH EXAMINATION**

The District reserves the right to require any of the Contractor's personnel to submit to a polygraph examination as deemed necessary by the District's Project Manager or designee. The Contractor shall pay the costs for the examination. If the employee refuses to submit to the examination or fails the examination, the employee shall not provide service to the District under a contract issued as a result of this solicitation. All employees involved in an investigation shall complete a polygraph examination, upon request, as soon as possible but no later than five (5) working days from the date of request. The Polygraph Examiner shall be approved by the District's Project Manager.

### **2.05 TRANSITION PERIOD**

The Contractor will have a maximum of thirty (30) days from the issuance of the Notice To Proceed to be fully transitioned into all of the facilities. The District's Project Manager will coordinate the Contractor's activities with those of the current Contractor to ensure an orderly transition. At the conclusion of the contract which includes any possible options to renew, the Contractor will coordinate his/her activities with any new Contractor to insure an orderly transition.

### **2.06 CELLULAR PHONES AND ELECTRONIC DEVICES**

The Contractor shall comply with the District's policy regarding the use of Cellular Phones and Electronic Devices. The Contractor and Contractor employees shall not use electronic communication devices and accessories to include piece while

on duty in safety sensitive areas. Electronic communication devices include cellular phones (including those with hands-free devices), scanner, walkie-talkie, tape recorder, Compact Disc (CD) player or cassette/walkman, radio, MP3 Player, boom-box, game-boy and other electronic device used to transmit, receive or record information. The safety sensitive areas will be identified by the Project Manager at the Kick-off meeting.

### **2.07 OVERTIME**

The District's maximum overtime, with prior approval would be paid at a rate not greater than one and a half times the regular hourly wages stated within this contract. This allowance shall only be provided in those instances where expressly authorized by a representative of the District prior to the commencement of the overtime work. Further, overtime work shall not be allowed during the normal work day. As a matter of confirmation, overtime work only occurs after 40 hours of work effort in a given week by a given individual.

### **2.08 PROGRESS MEETINGS**

The District may hold mandatory meetings, at the discretion of the District Project Manager or designee, for the purpose of discussing issues relevant to the performance and/or administration of the services provided by the Contractor. The District's Project Manager or designee reserves the right to call meetings at any time during the contractual period. The Contractor's appropriate person, as requested by the District, shall be present at all meetings scheduled by the District's Project Manager or designee unless specifically waived by the District's Project Manager or designee.

**END OF SECTION 2  
REVISED**

**LAKELAND AREA MASS TRANSIT DISTRICT  
Lakeland, Florida**

**QUESTIONS AND ANSWERS**

**IFB #10-004/CZ – Security Guard Services**

**February 18, 2010**

1. Who is the current service provider?

**Response: US Securities Associates, Inc.**

2. What is the current bill rate?

**Response: \$11.97 Unarmed  
\$30.00 Armed**

3. Is radio communication equipment required from the vendor?

**Response: No.**

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

**Response: US Securities Associates, Inc. Current contractors have provided security for the District since May 2006.**

5. 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.

**Response: No**

6. What are the present billing rates for each line item, as listed on the bid sheet "Form O"? Accordingly, please consider this a FOIA public records request for disclosure of this information or forward this document to the approving authority for disclosure of such records.

**Response: See Response 2**

7. Can you reconcile the hours listed on Form O with the service schedule proposed in Section 2 on Page 21? Page 21 seems to require 157.5 hours weekly plus the estimated 2hrs for the armed guard, but Form O says 168 & 2.

**Response: See Amendment 2, Section 2 Scope of Services – Revised (attached). The unarmed hours on Form O are weekly**

**estimates only. There are two guards @ 200 N. Florida from 1:00pm-3:00pm weekly adding an additional 10 hours/week.**

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

**Response: The District anticipates security needs will change following the completion of construction at 1212 George Jenkins Blvd. The District has an estimated budget of \$150,000 for the base term.**

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

**Response: The District provides no paid breaks or lunch.**

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

**Response: See Response 2**

11. Please provide a seniority and anniversary roster to estimate vacation benefits and annual training/licensing costs.

**Response: Seniority and anniversary roster is N/A from LAMTD. See 2.02 Requirements and Services. All licenses and other personnel requirements shall be maintained throughout the term of a contract issued as a result of this solicitation and any extensions or renewals.**

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

**Response: See Section 2.01 Objectives. It is the intent of the District to protect its personnel and/or property by means of well-trained, experienced, alert, interested, and reliable selected Contractor's personnel. The Contractor shall impress upon its personnel that their primary duty and responsibility is to safeguard the employees of the District and District property. This general order supersedes all others. The Contractor's personnel shall act in a courteous and professional manner at all times. The Contractor shall provide appropriately equipped and trained personnel, with background inspections completed according to the District's specified eligibility criteria. These personnel shall provide protection for the District's personnel and property in and around the District's facilities. The Contractor shall be liable for losses; potential losses or damages arising from the actions of its personnel.**

13. Other than the uniforms identified in Section 2.03, is there any other vendor supplied equipment that is required to fulfill this contract?

**Response: No. See Section 2.03 The Contractor shall furnish all labor, uniforms, badges, equipment, materials, supplies, vehicles, training, supervision, and management to satisfactorily perform armed and unarmed security guard services as required by this Scope in compliance with all applicable Florida Laws that pertain to the “Security Services” field. A professional appearance and demeanor are vital to a positive first impression. The Contractor shall equip each officer with one flashlight; reflective, high conspicuity safety vest with “SECURITY” on back; and foul and cold weather uniform articles.**

14. Please confirm the DBE goal, and what percentage, if there is one?

**Response: See Section 1.09 The District has a DBE Program goal of 0% for total expenditures under this requirement.**

[end]