

QUESTIONS AND ANSWERS FOR SECURITY GUARD SERVICES 2021

1. On the scope of services: Will services be requested 6 p.m. – 6 a.m., 7 days per week?

The selected Bidder is required to provide security "Patrol" services for Agency locations from 6 p.m. to 6 a.m., and seven (7) days per week. (Ref: Page 1)

2. Is there a submission deadline?

The submission Deadline: No later than 9:30 a.m., Tuesday March 23, 2021 (Ref: Page 1)

3. Will the promise of opening and maintaining an office for this contract be considered as meeting the requirement?

Please read page 9-12, specifications.

4. Do all references need to be local?

Yes.

5. Is there an estimated number of drives by services per year?

At a minimum, all accessible doors and windows shall be checked at least three (3) times per shift. Provide with your bid a proposed schedule for your patrol indicating travel time and the number of officers needed to meet this schedule. (Ref: Page 9)

6. Are bidders required to submit financial statements?

If you are "Small Business/Minority/Woman Owned" business, you're required to provide a "Small Business/Minority/Woman Owned" Certification from a recognized governmental agency. And by having average annual receipts for the last three fiscal years of less than seven million dollars. Financial documentation will be required to determine your status as an SB. (Ref: Page 15)

7. Under the "Minimum standards for responsible prospective bidders" section, it states "The agency may request representative and other information sufficient to determine bidder's ability to meet these minimum standards." What would be examples of the type of paperwork the agency would request in order to show sufficiency of bidder's ability to meet the minimum standards?

To show sufficiency of bidder's ability to meet the minimum standards, you need to provide:

- 1) Financial statement
- 2) Minimum of 2 Reference letters from your current or past serving companies
- 3) A list of all current officers, along with a copy of their license that will be providing services under this contract. (Ref: Page 9).
- 4) A criminal background report from your employees
- 5) Business formation documentation

8. How are conferences done via-e-mail?

As the current COVID-19 pandemic goes intensive and deeper, conferences can be done via e-mail. It is a benefit for both parties.

9. What is the estimated award date?

The award date will be determined and announced after the Board meeting on May 21, 2021.

10. What is the estimated start date?

The contract will take effect on September 1, 2021