



CITY OF ALBANY, OREGON
FINANCE DEPARTMENT
RFP #240311, Unarmed Security Guard Services
Request for Proposals, Addendum 2

April 10, 2024

The purpose of this addendum is to modify the RFP documents only to the extent *indicated* herein. All other areas not changed or otherwise modified by other addenda, shall remain in full force and effect. This addendum is hereby made an integral part of the original Project Documents.

1. Who is/are the incumbent(s)?

Valley Merchant Police is our current contractor providing unarmed security guard services.

2. What are the current guard rates?

The rates at City Hall are \$25.00/hour.

3. What are the current hourly rates being billed?

\$25.00/hour.

4. What is the budget for this service?

Several departments' budgets will be charged for this service. Beginning July 1, 2024, additional services have been added to the previous scope of work. I am unable to provide a combined budget for these services.

5. How much has been paid in the past year for this requirement?

Beginning July 1, 2024, additional services have been added to the previous scope of work, such as the patrols at the Train Station, TOF, REA building, and RCC. In addition, the nightly patrols have increased. The amount paid would not be representative of the scope of work required in this new contract.

6. What equipment will be provided? What is required to be provided by contractor?

The security guard will be provided with a workstation and chair at City Hall adjacent to the Municipal Courtroom. Daily supplies will be provided, such as PPE, if applicable, and may include a tablet for checking in court defendants.

Patrols must be conducted using the Contractor's vehicles.

7. Is there a prevailing wage rate?

No.

8. Is parking provided for the guards, and are there lockers or other areas available for guards to keep personal items?

On-street parking is available within walking distance of City Hall. There are no fees for parking in this area. Parking permits may be available from the Albany Downtown Association's Parkwise program for a monthly fee.

Lockers are not available, however, there may be space for personal items in the Janitorial closet.

9. What challenges, problems or issues have been experienced at any location?

No material issues. City parks' restroom lockup may encounter transients.

10. Will other locations be added?

None that we know of at this time. The RFP allows for additions and deletions to be applied to the scope of work.

11. Would there ever be a need for armed guards?

No.

12. How many guard hours annually are anticipated per location? Can the City provide estimated number of hours for Exhibit A?

Hours vary dependent on need for evening security guard services and special events.

The anticipated required hours for each location are provided in Sections 3.4 and 3.7, and in Exhibit A. Use the data from these Sections to calculate your Cost Proposal for this RFP. See additional clarification in Exhibit A and base your proposal on what is provided on Exhibit A..

13. Is there a page limit to the submission?

No.

14. Is the Certificate of Insurance required in the proposal or at award? 4.6.5 indicates in the proposal, 5.10 says at award, and Exhibit F requires acknowledgment/confirmation – Which is required to be submitted with proposal?

"Evidence of insurance" is required with the submittal reflecting you can meet the City's insurance requirements; Exhibit F is required as well noting you will meet the requirements if you do not currently have them in place. A certificate of insurance (COI) and endorsements will be required upon contract award and must include the City as an additional insured.

15. Does any part of the Sample Agreement have to be acknowledged/returned?

No. It is provided as an example.