

ADDENDUM NO. 2**DATE: December 14, 2022****REVISIONS TO:****RFP Specification No. CT22-0358F****Uniformed Security****NOTICE TO ALL RESPONDENTS:**

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

REVISIONS TO THE SUBMITTAL DEADLINE:

The submittal deadline remains the same.

REVISION TO THE SPECIFICATIONS (Two Revisions):**SECTION 4.4.6.A.4 – add language for 12 hour shift**

Per 8-hour shift, officer shall receive two 15-minute paid breaks and a 30-minute paid lunch break on-site, during which times officer is on call. The times in which these breaks occur shall be determined by the contract administrator

Per 12-hour shift, officer shall receive three 15-minute paid breaks and a 30-minute paid lunch break on-site, during which times officer is on call. The times in which these breaks occur shall be determined by the contract administrator.

SECTION 4 - Updated to include 4.4.10 Nisqually River Project - attached

See attached for Scope of Work (pg 3-4) and Price Proposal Form (pg 5-6) for this location.

REVISIONS TO THE EVALUATION CRITERIA AND CONTENT TO BE SUBMITTED (Two revisions):

See attached revised:

Section 10: Evaluation Criteria (pg7)

Section 11: Content to be Submitted (pg 7-9)

Revisions include:

1. Evaluation Criteria total possible is 125 rather than 100.
2. 11.5 Examples of Projects has been eliminated with the requested information being included in 11.2 Verifiable Work History.

NOTE: Vendors who have already submitted their bid/proposal may revise their response in Ariba prior to the submittal deadline.

4.4.10 Nisqually River Project

A LOCATION

Project Office: 46502 Mountain Highway E, Eatonville, WA 98328

The Nisqually River Project consists of two (2) dam sites, Alder and LaGrande. Nisqually administrative offices are on the LaGrande Powerhouse site grounds at the above address in LaGrande, WA. The Alder Dam and Powerhouse are contiguous and are located at the foot of Alder Lake, approximately five (5) road miles from the Nisqually administrative offices.

LaGrande Dam is located at the foot of the LaGrande Reservoir, approximately five (5) road miles from the Nisqually administrative offices.

The Nisqually River Project has three (3) parks. Directions to Alder Lake Park, Sunny Beach Point, and the Rocky Point Campground.

B MINIMUM SECURITY REQUIREMENTS

- 1 Officers will be headquartered at the Nisqually River Project office complex. All security rounds will begin and end at this location. The Security Desk has telephone communication, VHF radio communication, and CCTV and alarm monitoring equipment. Bathroom facilities are immediately available.
- 2 Shift changes will take place at the Nisqually Project office complex.
- 3 For security rounds, the officer may be furnished a handheld VHF radio and a pager.
- 4 Officer Shifts.
Plant security requires one (1) officer on swing shift (3:00 p.m. - 11:00 p.m.) and graveyard shift (11:00 p.m. - 7:00 a.m.), Monday through Friday, and all shifts (24 hours per day) on Saturdays, Sundays, and holidays.
- 5 Weekday, Weekend and Holiday Shift Requirements.
 - a CCTV and alarm equipment has been installed to allow on-site security monitoring of project facilities. The officer will have responsibility for monitoring CCTV, intrusion detection, fire detection, and other security and operational systems and will have call- out authority.
 - b Conduct walk-through inspections of the Alder and/or LaGrande Powerhouses. Routes and times will be established by Project management. Inspections will include both the inside of the powerhouse and the immediate outside grounds.
 - c While on a walk-through inspection, the officer will look for unauthorized personnel; unauthorized entry; vandalism; fire; unusual noises, smells, and vibrations; oil leaks and spills; water leaks and spills; and any other unusual sights, sounds, or events.
 - d Conduct drive-by inspections of the project's administrative office, equipment storage and garage area, switchyard, facilities at both dam sites, and on occasion, Project personnel residences (located within one hundred yards of the administrative offices). Routes and times will be established by Project management. Drive-by inspections require only a visual inspection from the vehicle unless a more thorough inspection is warranted.
 - e While on a drive-by inspection, the officer will look for unauthorized personnel; unauthorized entry; vandalism; fire; unusual noises, smells, and vibrations; oil leaks and spills; and any other unusual sights,

sounds, or events.

- f The officer will contact the TPU Security Monitoring Center Command Officer and/or the TPU Energy Control Center Dispatcher as needed and by means set by Project management.
- g The officer will contact the TPU Security Control Center on a schedule. If an officer fails to call in, the on-duty TPU officer will contact Project management 20 minutes after the missed call-in. Notification by order will be: on-call manager; off-call manager.
The duties and the prescribed courses of action required of the Nisqually River Project Officer shall be set forth in site post orders and related policies and procedures. Knowledge of these post orders, policies, and procedures, and familiarization with project facilities and patrol areas will be essential to appropriate fulfillment of the requirements of the position.

C OTHER CONSIDERATIONS

- 1 On occasion, the officer will respond to directions given by the TPU Energy Control Center Dispatcher.
- 2 The officer will have contact with the public.
- 3 The officer may be required to record and report weather data, reservoir lake level readings, or other readings of monitoring and/or metering devices.
- 4 The officer is to perform other related duties as assigned.

 Name of Firm

PROPOSAL FOR UNIFORMED SECURITY OFFICER SERVICES - NISQUALLY RIVER PROJECT

PROPOSAL ITEM #1: Proposed security officer hourly wage rate mark-up for contract billing purposes.

This item consists of the mark-up to the hourly wage paid to the officer that will be used to determine the contract hourly billing rate for each particular security officer. (Example: if the officer is paid an hourly wage of \$10.00 and the contractor's wage rate mark-up is 50%, City is billed \$15.00 per hour for that officer. The mark-up shall be applied to the various hourly rates for all officers.)

Hourly Straight Time Wage Rate Mark-Up for Billing Purposes	_____ %
Hourly Overtime Wage Rate Mark-Up for Billing Purposes	_____ %
Proposed Hourly Overtime Wage Multiplier	_____

PROPOSAL ITEM #2: Proposed supplemental officer wage and wage rate mark-up for contract billing purposes.

This item consists of the wage to be paid to officers supplemental to standard contractual services and the mark-up to the hourly wage paid to the supplemental officer that will be used to determine the contract hourly billing rate for supplemental officer services.

Hourly Straight Time Wage for Supplemental Security Officer Services	\$ _____
Hourly Straight Time Wage Rate Mark-Up for Billing Purposes	_____ %
Hourly Overtime Wage Rate Mark-Up for Billing Purposes	_____ %
Proposed Hourly Overtime Wage Multiplier	_____

City reserves the right to determine and pay each security officer based on job assignment, responsibilities, cost of living increases, or other purposes.

List all benefits for the officers that are included in your standard billing rates and estimated hourly cost of each. (Be specific, e.g. vacation plan, sick leave, personal time off, medical insurance, life insurance, etc.)

<u>BENEFIT</u>	<u>ESTIMATED HOURLY COST</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

_____ \$ _____

List all hourly accruals and accrual rates for the officers that are included in your standard billing rates
(Be specific, e.g. vacation leave, sick leave, personal time off, etc.)

ACCRUAL

NUMBER OF ANNUAL HOURS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List all contractor-recognized holidays for which overtime rates will be charged.

HOLIDAYS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List all contractor training programs and/or resources to be provided to ensure training requirements are met.

TRAINING

10. EVALUATION CRITERIA

The relative weight of each scoring criteria is indicated in the table below.

Criteria	Max Points
Fees and Charges	35
Verifiable Work History	30
Personnel Selection and Training	20
Proposed Employee Health and Benefits Package	5
Qualifications / Experience of Key Personnel	25
Sustainability	5
Equity in Contracting	5
Total	125

A Selection Advisory Committee (SAC) will review and evaluate submittals. After the evaluation, the SAC may conduct interviews of the most qualified Respondents before final selection.

10.1 The SAC may select one or more respondent to provide the services required.

10.2 The SAC may use references to clarify information in the submittals and interviews, if conducted, which may affect the rating. The City reserves the right to contact references other than those included in the submittal.

10.3 A significant deficiency in any one criteria may result is rejection of the entire submittal.

11. CONTENT TO BE SUBMITTED – This section represents 100% of the possible scoring criteria.

Respondents are to provide complete and detailed responses to all items below. Submittals that are incomplete or conditioned in any way that contain alternatives or items not called for in this RFP, which materially deviate from the requirements of this RFP, or which are not in conformity with law, may be rejected as being non-responsive.

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the Respondent's abilities to meet the requirement of this RFP. Emphasis will be on completeness of content. The written submittals should be prepared in the sequential order as outlined below.

The City reserves the right to request clarification of any aspect of a submittal or request additional information that might be required to properly evaluate the submittal. Failure to respond to such a request may result in rejection of the firm's submittal. Respondents are required to provide responses to any request clarification within two (2) business days.

Requests for clarification or additional information shall be made at the sole discretion of the City. The City's retention of this right shall no way diminish a Respondent's responsibility to submit a submittal that is current, clear, complete, and accurate.

Submittals shall not exceed 20 single side pages. Any pages beyond 20 will not be reviewed.

11.1 Fees and Charges / Method of Billing / Hourly Rates – 35 points

11.1.1 Clearly state which of the scopes of work your proposal addresses.

11.1.2 Complete the Proposal Form for all locations that your company is billing.

11.2 Verifiable Work History – 30 points

11.2.1 Briefly describe the firm including history, years in business, management philosophy, mission statement and reputation.

11.2.2 Provide information to verify financial stability of the firm, with references.

11.2.3 Provide information that verifies success in providing security services, including a list of recent or current clients in the Northwest Region who have been provided with similar services. Provide complete information such as name of company, contact person, address, phone number, and email address. Unreachable contacts will result in no points being awarded in this category and may result in rejection of the submittal.

11.3 Personnel Selection and Training – 20 points

11.3.1 Describe officer recruitment, selection, and background screening at your firm.

11.3.2 Describe officer training practices, including new employee orientation and ongoing professional development that, at a minimum, meet the training requirements outlined in the Scope of Work and Deliverables section.

11.4 Proposed Employee Health and Benefits Package – 5 Points

11.4.1 Describe employee benefits packages including, at a minimum, the requirements laid out in the Scope of Work and Deliverables section.

11.4.2 Be sure to complete the portion of the Proposal Form dedicated to benefits in addition to the description here.

11.5 Qualifications / Experience of Key Personnel – 25 points

Provide names, titles, background, and experience of key personnel who will be responsible for the support, administration, and supervision of security officer services.

11.6 Sustainability – 5 points

Provide information on your commitment to the environment. Include your sustainability statement and current practices.

11.7 Equity in Contracting – 5 points

State if the Respondent, or the any entity Respondent is partnering with is certified with Washington State for any of the below categories. Confirmation of any of the below certifications below will award all points for this category.

11.7.1 Combination Business Enterprise (CBE)

- 11.7.2 Disadvantaged Business Enterprise (DBE)
- 11.7.3 Minority Business Enterprise (MBE)
- 11.7.4 Minority/Women Business Enterprise (MWBE)
- 11.7.5 Small Business Enterprise (SBE)
- 11.7.6 Socially and Economically Disadvantaged Business Enterprise (SEDBE)
- 11.7.7 Women Business Enterprise (WBE)

11.8 Credit Card Acceptance – 0 points

Provide a statement regarding your ability to meet the City's credit card requirements (state below) as well as identifying your reporting capabilities (Level I, II, or III). This information is not a consideration in the evaluation process.

11.9 Exceptions – 0 points

If Respondent takes exception to any of the City of Tacoma's Standard Terms and Conditions stated herein or to any other part of this specifications, including the stated Insurance Requirements, they must identify the section and page that is the subject of the exception, specify the nature of the exception and, if applicable, provide proposed replacement language or proposed replacement form of Contract. Acceptance of any proposed changes are at the sole discretion of the City.