

**CITY OF GALLUP
CENTRAL PURCHASING OFFICE
P.O. BOX 1270
GALLUP, NEW MEXICO 87305-1270
Phone: 505-863-1232; Fax: 505-722-5133**

**SECURITY GUARD SERVICES FOR THE
CITY OF GALLUP**

AMENDMENT NO.: **One (1)**

RFP NO.: **2013/2014/04/P**

THE FOLLOWING REVISIONS, ADDITIONS AND/OR CLARIFICATIONS SHALL FORM A PART OF THE PROPOSAL DOCUMENTS AND EACH OFFEROR SHALL INDICATE ON THEIR PROPOSAL, THE RECEIPT OF THIS NUMBERED AMENDMENT. REVISIONS, ADDITIONS, AND/OR CLARIFICATIONS ARE AS FOLLOWS:

Included is a list of questions received to date and the City's responses to those questions, and other clarifications:

1. QUESTION: Is this a new (initial) contract or is there an incumbent company?

RESPONSE: This is a new contract. The current company is only on contract until this RFP is awarded, however, the current company may respond to this RFP.

2. QUESTION: If there is an incumbent, are they eligible to re-bid? If there is an incumbent, will the City release the current bill rate?

RESPONSE: The current company on contract may bid. The current flat rate is \$14 an hour for Security Guards I, II, III.

3. QUESTION: Does the City of Gallup have a living wage determination?

RESPONSE: The City of Gallup does not have a wage determination. The City adheres to the Fair Labor Standards Act.

4. QUESTION: If no living wage determination, will the City name the officer's pay rate?

RESPONSE: No. The cost of the officer's pay rate should be stated on XI. Cost Proposal, Page 22, and submitted with Contractor's RFP response.

5. QUESTION: On Page 14, Section IV, Part C, #1 states the Guard II shall have a “staggered” one hour lunch. Please explain what the City considers a “staggered” lunch. Is lunch payable/billable.

RESPONSE: The City considers the word “staggered” lunch as alternating or spread out over the one hour lunch period between other security guards on the same shift at the same location. This prohibits all security guards leaving the security location at the same time.

Lunch is “on their own” and not billable.

6. QUESTION: Page 14, Section IV, Part C, #1 also states that the total shift hours are a total of 8½ per day. If this is the case, the officer working the post shall accumulate 2.5 hours of overtime per week. Is this overtime billable?

RESPONSE: Yes

7. QUESTION: On Page 15, Section V, Part A, #2, the guards must clear a “criminal background check” provided by the City. The way this is written, it is assumed that there is no charge to the contractor for this service. Is that correct?

RESPONSE: Section V, Part A, #2. Is superseded and replaced with the following:

Prior to commencing services the Security Guard(s) to be provided under this proposal must have cleared a “Criminal Background Check,” and a “Drug and Alcohol Test provided at the Contractor’s expense and provide results to the City of Gallup for potential Security Guards who will be responsible to carry out these services. Contractor must provide copies of Driver’s Licenses of potential Security Guards. The City of Gallup may conduct a Driver’s License check and a statewide DPS criminal background check on any or all Contractor’s permanent and/or temporary security guards and/or supervisors/owners that may be assigned to work on City of Gallup sites and/or involved in the response of this solicitation prior to beginning work and/or during the term of the contract.

8. QUESTION: Page 16, Section V, Part A, #12, the city required the contractor to provide “proper orientation and training” to any newly assigned guards. What does the City consider “proper” orientation and training?

RESPONSE: Meaning the Contractor ensures that security guards have the direction and training from the Contractor along with qualifications, and experience to meet the necessities of the City. Refer to NMSA 61-27B1 through 61-27B-26, Title 16, Chapter 48

9. QUESTION: On Page 17, Section V, Part A, #17 requires the guards to report on and off duty to their supervisor/home office which will require a cellular telephone. Then on Page 18, Section V, Part A #26-1 (Contractor Equipment) requires a two-way radio to communicate with emergency personnel and staff. Please clarify, is the contractor required to provide both types of communication. What type of two-way radio (make, model, etc.) is required to communicate with emergency personnel and staff

RESPONSE: Security Guards should have a means to communicate with their supervisor/home office. However, a two-way radio provided by the Contractor must be operational at the City sites where security is being performed for communication with other security guards at the site. The City of Gallup uses Motorola, BPR40 Mag One Model No. UHF, two-way radio. The Contractor will need to apply with their own FCC radio communication license. Other options would be to utilize a local community repeater.

10. QUESTION: In reference to Page 18, Section V. Part A #23 the RFP states that there are no escalation clauses and no increase in rates will be allowed during the contract period. Does the City consider the employer mandated section of the Affordable Health Care Act as a “mandatory federal increase”? If not, then how will the City assist the contractor in covering those mandatory expenses?

RESPONSE: Any costs with the Affordable Health Care Act would be the responsibility of the Contractor and presumably reflected in the hourly rate. The City Adheres to Fair Labor Standards Act. Health care insurance is the responsibility of the Contractor and must be factored in the Security Guard costs.

11. QUESTION: Also on Page 18, Section V, Part A, #27-1 requires that “formal attire” pictures be submitted with response. Is formal attire required on any of the sites listed? If so, how many S/O would be required to be issued the attire.

RESPONSE: Yes, refer to Page 18, Paragraph 27, Contractor Uniforms. All Security Guards to be “formal attire” when providing services to the City.

**THE DEADLINE FOR THIS RFP HAS BEEN EXTENDED TO THURSDAY,
FEBRUARY 13, 2014 2 P.M. LOCAL TIME**

LOCATION FOR RECEIPT OF PROPOSALS REMAINS UNCHANGED.

THIS AMENDMENT CONSISTS OF (4) PAGES. PLEASE CALL IF YOU DO NOT RECEIVE ALL PAGES

City of Gallup:

DATE: January 30, 2014

BY/S/ Ronald M Caviggia
Ronald M. Caviggia, Purchasing Agent

Acknowledge
Receipt No. 1

Contractor:

BY/S/ _____
Authorized Signature of Seller/Bidder

Company Name:

[ACKNOWLEDGE RECEIPT BY SIGNING AND RETURN ONE (1) COPY WITH PROPOSAL]

