



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

Purchasing Department  
Fax: 863/534-0802

March 8, 2010

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DISTRICT 5

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General Counsel

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GAIL F. MCKINZIE, Ph.D.  
Superintendent of Schools

ADDENDUM #02

Page 1 of 10

To: All Vendors  
From: Scott Clanton  
Director of Purchasing and Warehousing

Subject: Bid Number 037-MHH-1210, Security Guard Services

This addendum is issued to postpone the opening date of the Invitation to Bid, to provide revisions to the BID FORM & SPECIFICATIONS, to make changes to the specifications and to provide official answers to timely received written questions.

All additions are in brackets ([ ]), **bold type** and double underlined for easy identification. All deletions are indicated by strikethrough (~~strikethrough~~).

We apologize for any inconvenience this may have caused.

Due to limited time before bid opening we will not be able to accept any additional questions.

**NOTE:**  
**Among other things, this addendum reflects changes to the BID FORM & SPECIFICATIONS and the bid specifications. ALL VENDORS BIDDING MUST SIGN PAGE 1, FILL IN THEIR BID PRICING ON PAGE 3 AND RETURN ALL PAGES OF THIS ADDENDUM IN ORDER FOR YOUR BID TO BE ACCEPTED. PLEASE SIGN AND RETURN THIS ADDENDUM IN ITS ENTIRETY WITH YOUR SEALED BID PACKAGE. If you already submitted a bid please complete this addendum sign and return by the deadline for receipt of sealed bids.**

\_\_\_\_\_  
VENDOR NAME

\*\*\*\*\* \_\_\_\_\_ \*\*\*\*\*

PRINT OR TYPE SIGNATURE AND TITLE

\*\*\*\*\* \_\_\_\_\_ \*\*\*\*\*

*Polk County Schools-  
an equal opportunity  
institution for education  
and employment*

*The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.*

Please note the changes below to the deadline for receipt of sealed bids and the date for posting the recommendation of award in Invitation To Bid 037-MHH-1210

**INVITATION TO BID**

Bid Title Security Guard Services

Bid File Number 037-MHH-1210 Posted February 9, 2010

Sealed bids will be received until 3:00 PM on ~~February~~ March 25 ~~[10] [16]~~, 2010 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: Harold Hamby telephone (863) 534-0575, FAX (863) 534-0802, E-Mail harold.hambyjr@polk-fl.net.

**BIDDER ACKNOWLEDGMENT**

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PRINT OR TYPE SIGNATURE AND TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
WRITTEN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
FEID NUMBER

**DISCOUNT:** Our company offers the following discount schedule: \_\_\_\_\_.

**NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.**

**GENERAL INSTRUCTIONS AND CONDITIONS**

- CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: March 31, 2013. Contract(s) awarded from this bid will begin on ~~March~~ April 17 [14], 2010 and will run through March 31, 2013.
- F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: See Section D. Special Terms and Conditions.
- POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices on or about March 1 ~~[12] [19]~~, 2010 and will remain posted for a period of 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
- PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)

*The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.*

**[REVISED] BID FORM & SPECIFICATIONS**

ITEM NUMBER	DESCRIPTION	UNIT PRICE
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**[DO NOT MODIFY OR CHANGE THE REVISED BID FORM & SPECIFICATIONS. ANY MODIFICATIONS OR ALTERATIONS TO THE REVISED BID FORM & SPECIFICATIONS BY THE BIDDER, WHETHER INTENTIONAL OR OTHERWISE, WILL CONSTITUTE GROUNDS FOR REJECTION OF A BID.]**

1. **Security Guard** - As per the specifications of this Invitation to Bid. Quantities shown are simply estimates that may be purchased during the bid period and do not obligate the District to purchase the quantities stated on the BID FROM & SPECIFICATIONS.

<u>CONTRACT PERIOD I</u>	<u>CONTRACT PERIOD II</u>	<u>CONTRACT PERIOD III</u>
<u>Cost March 17, 2010</u>	<u>Cost April 1, 2011</u>	<u>Cost April 1, 2012</u>
<u>- March 31, 2011</u>	<u>- March 31, 2012</u>	<u>- March 31, 2013</u>

Estimated  
 annual hours  
 per contract  
 period

24,000 hrs \$ \_\_\_\_\_ per hr.                      \$ \_\_\_\_\_ per hr.                      \$ \_\_\_\_\_ per hr.

[2. **Supervisor** - Quantities shown are simply estimates that may be purchased during the bid period and do not obligate the District to purchase the quantities stated on the BID FROM & SPECIFICATIONS.]

<u>CONTRACT PERIOD I</u>	<u>CONTRACT PERIOD II</u>	<u>CONTRACT PERIOD III</u>
<u>Cost March 17, 2010</u>	<u>Cost April 1, 2011</u>	<u>Cost April 1, 2012</u>
<u>- March 31, 2011</u>	<u>- March 31, 2012</u>	<u>- March 31, 2013</u>

Estimated  
annual hours  
per contract  
period

2,080 hrs \$ \_\_\_\_\_ per hr.                      \$ \_\_\_\_\_ per hr.                      \$ \_\_\_\_\_ per hr.]

**SERVICE COORDINATOR**

Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**EMERGENCY SERVICE COORDINATOR**

Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email address: \_\_\_\_\_

Please note the changes below in the Special Terms and Conditions Section M. 3. in Invitation To Bid 037-MHH-1210.

**3. BID BOND REQUIREMENT:** Each bid shall be accompanied by a Certified or Cashier's Check or Bid Bond in the amount of ~~10%~~ **[2%]** of the total estimated annual contract period cost for Contract Period I (to be calculated by using vendor's per hour price multiplied by the estimated quantity on the BID FORM & SPECIFICATIONS). The Check or Bid Bond, made payable to The School Board of Polk County, Florida shall serve as evidence of good faith and ~~guaranteeing that the successful bidder will execute and furnish a performance and payment bond to The School Board.~~ The Check or Bid Bond will be returned to bidders after award of the contract. **(SUBMITTAL REQUIRED.)**

Please note the changes below in the Special Terms and Conditions Section M. 4. in Invitation to Bid 037-MHH-1210.

**4. [LIQUATED DAMAGES: Should the awarded vendor fail to perform under the terms and conditions of this Bid the vendor agrees to make payment to the Polk County School Board (the Board) in an amount up to one twelfth of the total estimated annual contract volume (the actual amount to be paid will be calculated by the Board), unless the failure to perform was caused by acts or omissions of the Board. In addition to the above requirement for Liquidated Damages, the Board may hold the bidder responsible for any additional damages or costs incurred by the Board as a result of the bidder's actions.]**

~~**4. PERFORMANCE AND PAYMENT BOND:** Within ten working days from notice of award of bid, the successful bidder must submit to The School Board of Polk County, Florida, a satisfactory performance and payment bond executed by the bidder and a Surety Company that is authorized to do business in the state of Florida, in an amount equal to twenty five (25%) percent of the total estimated annual contract period cost for Contract Period I of the contract (to be calculated by using vendor's per hour price multiplied by the estimated quantity on the BID FORM & SPECIFICATIONS). The bond submitted is to serve as security for performance of contract. If the seller (the awarded bidder) fails to comply in full with these specifications and/or render any services, as noted herein, during the period of this contract, The School Board of Polk County, Florida, reserves the right to consider the awarded bidder in default and invoke this performance and payment bond. A Certified or Cashier's Check in the amount of 25% of the total estimated contract period volume will be acceptable. (A personal or business firm check will NOT be acceptable.) Upon satisfactory completion of the contract, the bond obligation will be considered released or your Certified or Cashier's Check will be returned by The School Board of Polk County, Florida.~~

- ~~a. The performance and payment bond shall be conditioned to both perform the Contract and guarantee payment of all legitimate invoices for labor and materials in the performance of the work.~~
- ~~b. The performance and payment bond shall be acceptable to the OWNER only if the SURETY is in compliance with the provisions of the Florida Insurance Code and holds a current valid Certificate of Authority issued by the United States Department of Treasury.~~
- ~~c. All bonds must be executed under corporate seal of the SURETY and countersigned on behalf of the SURETY by its qualified resident agent or attorney in fact with proof of power attached.~~
- ~~d. In case of default on the part of the successful bidder, actions for all expenses incident to ascertaining and collecting losses under the bond shall lie against the bond, including legal services.~~
- ~~e. The surety company and bond will require approval of the School Board Risk Management Department.~~

Please note the changes below in the Special Terms and Conditions Section T. in Invitation to Bid 037-MHH-1210.

T. **INSURANCE:** The contractor(s) shall take every precaution to prevent injury to persons, particularly children, or damage to public or private property while performing services under this agreement. He shall assume full responsibility for such occurrences if resulting from his operations. Before commencing work, the contractor shall furnish the School Board a certificate of insurance showing his coverage with the following minimum requirements:

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>
Worker's Compensation	Statutory
Commercial General Liability .....	Combined Single Limit \$1,000,000 per occurrence
Automobile Liability .....	\$1,000,000 Combined single limit
<del>(All owned autos, or any auto if vehicles other than owned are used).</del>	
<u><b>[(Shall include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles.)]</b></u>	

a) The School Board of Polk County shall be named as an additional insured and certificate holder on the certificate for commercial general liability insurance and as a certificate holder for automobile liability insurance. All insurance must be issued by a company or companies approved by the School Board.

b) The VENDOR shall be responsible for assuring that the insurance remains in force for the duration of the contractual period, including any and all option years that may be granted to the VENDOR. **A Certificate of Insurance shall contain the provision that the SBPC LOCATION be given no less than thirty (30) days written notice of cancellation.** If the insurance is scheduled to expire during the contractual period, the VENDOR shall be responsible for submitting any new or renewed Certificate of Insurance at a minimum of fifteen calendar days in advance of such expiration.

Please note the changes below in the Special Terms and Conditions Section W. 17. in Invitation To Bid 037-MHH-1210.

**17. Contractor Supervision:** Any job site that requires three or more guards per shift shall require a documented visit by a contractor's supervisor during that tour of duty. A contractor supervisor will visit ALL job sites, regardless of the number of guards utilized, once per week. All contractor supervisor visits will be documented on the Daily Activities Log. **[Bidders shall include the cost of any supervisory personnel in item number 2 as listed in the REVISED BID FORM & SPECIFICATIONS of Addendum #02 to Bid # 037-MHH-1210 Security Guard Services.]**

Please note the timely received written questions from potential bidders and the School Board of Polk County answers below. Unless noted otherwise questions are written as they were received.

Question:

1. How many copies of the original bid response are you requiring?

Answer

1. *One copy with the bidders signature on the BIDDER ACKNOWLEDGEMENT form meets the requirements of this Invitation to Bid.*

Question:

2. Duties performed by officers, will they be patrolling on foot or will they need to use a golf cart? If golf carts are required, how many sites will they be used at?

Answer

2. *It is contemplated that patrolling will be primarily on foot. Depending on the size and requirements of the site (school), Golf carts may be used. Some sites may provide golf carts on a limited basis, if available. The School Board of Polk County is not obligated to supply golf carts. In the event a golf cart is furnished by the School Board of Polk County, the awarded vendor and awarded vendor employees shall indemnify and hold harmless the School Board of Polk County for any damages or injuries the awarded vendor employee may incur while operating the golf cart. The awarded vendor shall be responsible for any damages or injuries*

*they cause as a result of using the golf cart. These damages or injuries include but are not limited to: personal injury, damage to golf cart, buildings, flower beds, grass, sidewalks, School Board or privately owned vehicles, etc.... The awarded vendor may supply golf carts for the use of its employees.*

Question:

3. Are the duties solely exterior patrol of schools or interior too?

Answer:

*3. The duties will be exterior and interior patrols. The Administrator at each site (school) and the Director of Safe Schools (or designee) will request patrols based on the specific requirements of each site.*

Question:

4. Is there a Living Wage used when calculating pay rate for officers?

Answer:

*4. There is no living wage clause in the requirements of Invitation to Bid 037-MHH-1210.*

Question:

5. Please tell me who is the current contractor and his billing rate to you?

Answer:

*5. The current contractor is U.S. Securities Associates, INC. The current rate for a Security Officer is \$9.98 per hour.*

Question:

6. What is the current billing rate and the current hours?

Answer:

*6. The current rate for a Security Officer is \$9.98 per hour. Please refer to Table 1 on pages 14 and 15 of Invitation to Bid 037-MHH-1210. The sites in Table 1 are currently utilizing security guard services. Quantities shown are simply estimates that may be purchased during the bid period and do not obligate the District to purchase the quantities stated in Table 1.*

Question:

7. Are there any requirements for the scope that the additional training provided by the contractor should take place with relation to subject matter and number of hours?

Answer:

*7. The Invitation to Bid does not list any requirements, however the School Board of Polk County expects the awarded vendor to use current industry training recommendations for their training program.*

Question:

8. Also I am requesting the name of the security company that currently provides the services. As well as the current billing rates that the present company is charging you for your services?

Answer:

8. Please see Question and Answer 5.

Question:

9. I need clarification on one area of the RFP concern hours per week of coverage. Are the hours per week consistent through the 52 weeks of the year or do they vary pending vacations & Holidays?

Answer:

9. The hours per week may vary during the term of the contract please refer to Sections W. 10. and W. 23. in the Special Terms and Conditions of Invitation to Bid 037-MHH-1210. Please refer to Table 1 on pages 14 and 15 of Invitation to Bid 037-MHH-1210. The sites in Table 1 are currently utilizing security guard services. Quantities shown are simply estimates that may be purchased during the bid period and do not obligate the District to purchase the quantities stated in Table 1.

Question: \*\*

10. I've reviewed the bid for security services for Polk County School Board, and I'm concerned about the School Board's requirement for a bid/performance bond. I've had the opportunity to review countless other RFB's and RFP's for security service contract throughout the State and for governmental entities. Out of the number of bids I've come across, only two of them cited the requirement of a bid/performance bond, however after bringing the issue to their attention and pointing out that this type of service contract does not warrant such a requirement, that piece of the requirement was eliminated?

Answer:

10. Please refer to the changes to Section M.3 and M.4 on page 4 of 10 and page 5 of 10 in this Addendum #02 to Bid # 037-MHH-1210 Security Guard Services.

Question:

11. Additionally, this bid also calls for a million dollar auto insurance coverage, as this service is a post position, why is an auto policy required?

Answer:

11. The auto policy is the Polk County School Board's standard requirement to offset the risk of harm to students, staff and board property. Please refer to the changes to Section T. on 5 of 10 and page 6 of 10 in this Addendum #02 to Bid # 037-MHH-1210 Security Guard Services.

\*\*Question 10 was enumerated for clarity

Question:

12. 1) On page 10, paragraph U, reference is made to a listing of current contracts on the District website: We reviewed this list and could not find this contract listed. How can we get access tot his information?  
Or, in the alternative we would simply like the following information:

Who are the incumbent contractors and sub-contractors?

How long have these contractors held these contracts or any predecessor contracts?

What are the present billing rates for each line item, as listed on the bid sheet at page 16??

Answer:

12. *The School Board of Polk County had adopted the City of Lakeland's Invitation to Bid # 4338. The current contractor is U.S. Securities Associates, INC. The City of Lakeland originally awarded this bid on January 11, 2005 and the School Board of Polk County originally adopted Bid # 4338 on April 26, 2005. The current rate for a Security Officer is \$9.98 per hour. Prior to this bid award the Polk County School Board had a contract in place with US Securities Associates, INC.*

Question:

13. 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?

Answer

13. *There is no collective bargaining agreement, living wage ordinance, prevailing wage act or other specified wage and benefits in the requirements of Invitation to Bid 037-MHH-1210.*

Question:

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

Answer

14. *Currently the district has an annual budget of \$400,000.00 for Security guard services.*

Question:

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

Answer:

15. *Lunch and meal breaks are coordinated at the site the guard is posted. Lunch and meal breaks are not billable if a guard is not present and on duty.*

Question:

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

Answer:

16. The current rate for a Security Officer is \$9.98 per hour. The School Board of Polk County had adopted the City of Lakeland's Invitation to Bid # 4338 and this bid lists the current rate for a supervisor as \$11.97 (lieutenant, captain, etc...). Please base your bid on the specifications of Invitation to Bid 037-MHH-1210 and the rates requested on the REVISED BID FORM & SPECIFICATIONS. Please refer to page 3 of 10 in this Addendum #02 to Bid # 037-MHH-1210 Security Guard Services for the REVISED BID FORM & SPECIFICATIONS.

Question:

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

Answer

17. The School Board of Polk County does not require a seniority and anniversary roster from the vendor and as such does not have one available to provide to potential bidders.

Question:

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

Answer

18. Please refer to Section W. 4. of Invitation to Bid 037-MHH-1210.

Question:

19. Notwithstanding the items discussed on page 11, paragraph W3 Uniforms, and page 13, W18 Personal Equipment, and page 14, W19 Communications equipment, is there any other vendor supplied equipment that is a deliverable under this contract?

Answer:

19. Please base your bid on the terms indicated in the GENERAL INSTRUCTIONS AND CONDITIONS and the Special Terms and Conditions of Invitation to Bid 037-MHH-1210, Addendum #01 and Addendum #02 to Bid 037-MHH-1210.

**NOTE: ALL BIDDERS MUST SIGN PAGE 1 OF 10, FILL IN ALL BID PRICING IN THE REVISED BID FORM & SPECIFICATIONS ON PAGE 3 OF 10 AND RETURN ALL PAGES OF THIS ADDENDUM #02 TO BID # 037-MHH-1210 IN ORDER FOR THEIR BID TO BE ACCEPTED.**