

## **Pre-Bid Meeting notes RFP #251-25-72 – Security Services**

**March 26, 2024 – 10:00am**

- Introduction of Purchasing and Security Teams
- Purpose of meeting: to explain key bid processes and allow vendors to ask questions.
- Vendor question period is until April 1, 2024, at 2:00pm
  - All questions must be in writing and shall be emailed to Petra Gooding
- All questions submitted at the pre-bid meeting will be posted along with emailed vendor questions by no later than April 5, 2024.
- Bids are due by April 17, 2024, at 2:00 pm.
- Vendors may hand-deliver bids to Purchasing Dept front entrance (1551 Rock Quarry Road, Building F) or send via courier service (e.g., UPS, USPS, FedEx).
- WCPSS cannot accept late proposals.
- Bid opening is public
  - Vendors are welcome to attend, but this is not required
  - Vendors should come early if dropping bid off to ensure the bid is here on time.
- All communication moving forward and until an award is made must go through Petra Gooding.
- Submit proposal in sealed envelope with one with original copy (wet signatures are preferred), one photocopy, and one electronic copy on a flash drive
- Submissions shall include:
  - Execution page (page 2)
  - Attachments A, B, and C
  - Acknowledgement pages (pages 10-15) with initials
  - Full description of how vendor will perform the required services
  - Cost proposal
- Vendor must be licensed with Secretary of State and Security PPSB
- All officers must be licensed with the PPSB
- Vendor must have a minimum 5 years' experience
- Vendors must disclose any 3<sup>rd</sup> party contractors
- Approximately 90% of the security positions are cold starts and shut down after school daily (no 3<sup>rd</sup> shift positions required)
- WCPSS requires vendor to have summer employment opportunities (June-August) for their officers

- Big portion of the contract ends in June when traditional calendar schools end
- Vendors should have plan for their employees during the summer so they can bring them back in the Fall
- Some Elementary and Middle schools are year-round and will work through the summer months
- Contract positions:
  - Majority of positions are foot or bike patrol
  - 24-hour monitoring post
  - 2 patrol vehicles running
  - 3 posts in Cary
  - Account Supervisor
- Opportunity for officers to work more hours with after school activities (dances, football games, other after-school/evening events)
  - Those opportunities will be initiated by and paid for by the individual school sites
  - May include weapon detecting system monitoring in select cases, which would require additional coverage
- Spring Graduation will require 30 or more officers for 4 days straight
- As the district grows and adds schools, the contract will grow

## Vendor Questions for RFP #251-25-72 – Security Services

Reference	Vendor Question	Answers
<b>Pre-Bid Meeting Questions</b>		
	For cold start positions, will the guards be required to unlock the facilities?	The vast majority of the time, a school employee will already be onsite (principal, teacher, custodian). On the rare occasions that no one is there, officers will have a badge to enter and the alarm code. Officers will not have keys or equipment that they will take home.
	Will Piney Plains location be added to the contract?	At some point, yes. All Central office security services will eventually move to Piney Plains, but we are not sure when move will happen at this time.
	Will the officers work in conjunction with an SRO?	It depends on the site. High School and Middle Schools will have an SRO, so that is a yes. Officers assigned to Elementary Schools will not have an SRO present.
	Is the Sheriff's Department covering Middle Schools?	Some of them.

	Does WCPSS require a bond? Bid or PMP bond?	Historically, WCPSS has not required a bond for this type of service. However, the district reserves the right to require this at their discretion.
	Will officers be provided with radios and equipment from the district.	The district will provide those items.
	WCPSS Policies and Procedures: are there extras coming?	Vendors shall follow the same policies and procedures given by the Board of Education for employees and other onsite vendors – see the website for those.
	Mandatory training mentioned in the RFP, who mandates that, or is that in-house?	Officers must be licensed, must have in-course training. Cannot be armed (no positions are armed).
	Are E-Bikes acceptable?	No.
	Are offices provided for the Admin/Account Managers?	Yes, the district will provide space for that purpose.
	What does the district mean by an “integrity testing program”?	A pre-employment integrity testing program designed to assess a job applicant’s propensity for engaging in on-the-job theft and other counterproductive behavior.
<b>Emailed Vendor Questions</b>		
Page 11, Bullet Point #13	The IPMBA has 2 different classes. One for security and one for police. The security class is 24 hours while the police class is 40 hours. The RFP says the 40-hour class is required. Is this the case?	The required training is PPSB, account specific training, and bike specific training shall be required. This is not a IPMBA required training course.
	Who is the incumbent contract holder?	Allied Universal.
	What are the current bill rates?	Bike Officer: \$23.62 Foot Officer: \$21.81 Receptionist: \$22.90 Account Manager: \$39.25 (salaried) Account Supervisor: \$26.17 AMC Operator: \$24.35 Vehicle Patrol: \$22.53
	Are the required PPSB background checks through CRC licensing sufficient for Wake County Schools?	Yes.
	Will all questions that were asked during the Pre-Bid on 3-26-24 be answered prior to the question cutoff time?	Answers to all questions posed at the Pre-Bid meeting are included in this Addendum.

	How many hours and total officers Is needed for this bid? Will some positions just be 180 days a year and some 365 days a year. Can you please specify?	Please refer to the list of positions needed in the RFP. Most positions are from August through June. Some are year-round. Again, see the RFP for a list of positions.
	Are you interested in armed or unarmed service?	Unarmed only.
	What is the preferred transition timeframe?	Contract will begin July 1, 2024.
	What uniform type is required?	Bright colored top and long black pants for indoor officers, option for shorts for bike officers.
	Are vehicles required? How many and at which locations? What is the estimated mileage per site? Is the security provider required to supply fuel and maintenance costs?	Yes, two vehicles are required for patrol officers that cover the entire county. Mileage is unknown as they will patrol the entire county. All vehicle costs, including fuel, are the responsibility of the vendor.
	What On-the-Job Training requirements do you have? How many hours?	All officers should complete a minimum of 40 hours of training on the account, which can include specific training such as bike training.
	What specialized training is required? (CPR/AED/FA, Defensive Driving, etc.)	Bike training for bike officers.
Page 11, Bullet Point #13	What annual refresher training is required (hours and topics)?	See page 11 of the RFP.
	What federal holidays are observed? Does your coverage change on holidays?	Federal holidays can be referenced on the Federal Office of Personnel Management website. WCPSS recognizes all holidays with the exception of Presidents Day, Juneteenth, and Columbus Day. When the district is closed only admin site coverage is required, and patrol moves to all day coverage.
	Is there any specified type of medical/physical/psychological examination required? If so, please describe.	It is a requirement in the RFP but is not specified by the district. Vendors will select their own examinations.
	What radios, phones or other communication equipment do you require?	Communication equipment is supplied by WCPSS.
	Are computers are required for the supervisors/managers? If so, who provides?	Computers needed for WCPSS operations are supplied by the district. However, any vendor specific computer needs shall be provided by the vendor.
	Is earned vacation time to be honored by the awarded security services provider?	No. Employee benefits are determined by the awarded vendor.

	For all year-round positions, are they Monday through Friday?	Yes, for year-round school coverage posts. The Alarm Monitoring Center is in operation 24/7/365.
Page 10	Can you give us an example of a “police quality” bike that meets this standard? What are you using now?	Example bike: <a href="https://www.thecyclist.com/articles/law-enforcement-pg179.htm">https://www.thecyclist.com/articles/law-enforcement-pg179.htm</a> . The current bike being used is the Cannondale Catalyst.
Page 10	<p>“...certified bicycle patrol trainer located on site to certify and train all bicycle personnel.”</p> <ul style="list-style-type: none"> <li>Do you want training or certification? If certification, from what certifying body?</li> <li>How many hours of training or certification do you require?</li> </ul>	Only training and verification from the security services provider is required.
Page 11	<p>“...will complete initial pre-assignment training of 40 hours...”</p> <ul style="list-style-type: none"> <li>Does this training include the state required PPSB training of 16 hours? In other words, is it 16 hours of PPSB and 24 hours of OJT?</li> </ul>	This will be in addition to the PPSB training. 16 hours of PPSB training, plus 40 hours of OJT and company specific training.
Page 11	<p>“...16 hours of annual refresher or performance enhancement training...”</p> <ul style="list-style-type: none"> <li>Will officers be able to complete this training online while working his/her post?</li> </ul>	Yes.
	Do the district require a full medical exam prior or just a minimum basic test?	A minimum basic evaluation is sufficient.