



Superior Court of California  
County of Santa Barbara  
1100 Anacapa Street, 2<sup>nd</sup> Fl  
Santa Barbara, CA 93101



REQUEST FOR PROPOSALS (RFP) NO. 2008-01  
UNARMED SECURITY GUARD SERVICES

RFP NO: 2008-01

Addendum Date Issued: February 15, 2008

From:

Superior Court of California, County of Santa Barbara  
1100 Anacapa Street, 2<sup>nd</sup> Floor  
Santa Barbara, CA 93101

Submittal Contact: **Ammon M. Hoenigman**

Submittal Phone: **805-568-3101**

Email: **ahoenigman@sbcourts.org**

Acceptable Delivery Methods:      Mail or Express Delivery:       Hand Delivery:       Facsimile:

**ADDENDUM**  
**QUESTIONS AND ANSWERS**

**Bid Submittal Deadline:      Thursday, February 21, 2008, 3:00pm (Pacific Time)**

Bidders are hereby given notice of a typographical error in the text of the amendment dated February 8, 2008. The correction is as follows: Proposals must be submitted and received no later than 3:00 p.m., Pacific Standard Time, on February 21, 2008, in order to be considered. Late proposals will be returned unopened.

1. Who is the incumbent?  
**None**
2. Are they eligible to re Bid?  
**N/A**
3. What is the current billing rate?  
**N/A**
4. What is the wage rate and benefits?  
**N/A**
5. Confirm the benefits if any are offered and the amount.  
**None**
6. Is there a Living Wage Ordinance or Department of Labor pay rate?  
**No**
7. What are the exact contract amounts of service hours annually, monthly, and yearly rates?  
**N/A**

8. Are all current officers eligible for transition to a new vendor? Would you like us to retain any officers contingent upon their passing our hiring requirements?  
N/A
9. What equipment is required? If equipment is necessary indicate equipment (i.e. cell phone, radios, and flashlight).  
Cell phones, radios, and flashlights
10. How many weekly hours per week and is there any different classification (Supervisor, Armed Officer, Unarmed Officer, etc.)  
Generally, stations must be manned 52.5 hours per week per person, reduced by Court holidays.  
See Section D Statement of Work
11. Is the County of Santa Barbara currently using private security for the locations listed in the RFP?  
The Superior Court does not currently use private security. The Superior Court of California, County of Santa Barbara has courthouse locations throughout the County of Santa Barbara and is a separate entity from the County; although some court facilities are owned by the County.
12. Can we propose a straight time rate as well as an overtime rate for those occasions that overtime is required?  
Bidder may propose whatever combination of hours and compensation which provide the best demonstration of contractors' ability to meet the requirements at the most cost effective manner. i.e., shifts with extra help or part time employees to supplement.
13. Is there some defined percentage that the manpower increase requirements will occur?  
Refer to Section D and Attachment A
14. Is it imperative to try to match a wage level that will reduce turnover at Santa Barbara County as well as provide numbers that are cost effective to the County?  
Selection of any winning proposal will be based on the criteria detailed in Section 10 (Evaluation of Proposals) of the RFP.
15. Is the County of Santa Barbara recommending wage levels that would place all bids in the same valuation level?  
The Superior Court of California, County of Santa Barbara is not recommending any specific wage levels. The Court does require that the proposing vendors comply with all applicable federal, state and local laws, rules and regulations, including but not limited to those regarding wages.
16. Can additional cost options be proposed that may help reduce cost to the County?  
Yes
17. Will the Court accept having only one security officer staffing the WSS while the other is taking their 30 minute off duty meal period, and 10 minute on duty rest periods?  
No
18. Alternately, will the Court provide relief personnel (e.g. sheriff's deputy) to staff one of the two WSS positions while each security officer takes a 30 minute off-duty meal period, and 10 minute rest periods?  
No, see example given in answer to question number 12
19. I noticed that the acceptable delivery methods for the RFP response, from the cover page, are "Mail or Express Delivery". Does this mean that "Hand Delivery" is not acceptable for the 2-14-08; 3:00pm deadline?  
Yes, hand delivery is not acceptable.

20. Is there a current security guard company providing these services?  
No
21. Will there be a transition period for training purposes?  
N/A
22. What is the purpose of the Fidelity Bond?  
To cover losses incurred by Court due to dishonest acts of personnel.
23. How often do you pay the invoices?  
We normally pay invoices on a monthly basis, however, this is negotiable.
24. Can we invoice twice per month?  
This is negotiable.
25. Do we need to also have a membership in ASIS?  
It is desirable, but not required.
26. Our officers will not be driving in the course of their duties. What is the purpose of vehicle insurance?  
As more courthouses throughout Santa Barbara County require security guard services for screening stations a contractor may choose to relocate staff during the work day. A contractor may require guards to drive from one facility to another to deal with absences.
27. The proposed shift is 9-10 hours. On the Pricing Sheet Section A you are requesting a unit per hour rate. California Labor law states we must pay over-time after an eight hour shift. Do you want a separate overtime rate or a blended rate with over-time included in the rate?  
Separate, however there are many possible scenarios, see example in the answer to question number 12.