



ADDENDUM NO.1

METROLINK STATION SECURITY GUARD SERVICES

Project No. 25-001

Date Issued: April 28, 2025

By: *R. Smiderle*
Richard Smiderle

The following revisions and/or clarifications shall be made to the Request for Proposal document under "Request for Information". All other descriptions shown on the original document(s) and all applicable sections of the original Contract Specifications, contract documents related to Project #25-001 shall be included in the contract, except as herein modified. This Addendum shall be incorporated into the Request for Proposal document.

The City will post this Addendum to the City web-site main page, RFP's & Bids section. Receipt of this Addendum by the Bidder must be acknowledged by signature and submittal of this cover sheet, attached to your Proposal, on the RFP due date and time, said date and time being **May 8, 2025 5:00pm**.

PLEASE SIGN & ATTACH THIS ADDENDUM SHEET TO YOUR PROPOSAL.

I hereby acknowledge that I have received, read, and understood this Addendum and certify that the total amount of my company's proposal includes full compensation, therefore.

Company Name: _____

Bidder's Signature: _____

ADDENDUM DOCUMENTS

Item No. 1 – RFI Detail

1. Who is the current incumbent? **American Global Security.**
2. When was the current incumbent awarded the contract? Could you please provide a copy of the current contract? **July 1, 2021. Yes.**
3. Are subcontractors a requirement for this project? **No**
4. Are there any subcontractors being used for the current contract? **No**
5. What was the initial term length of the current contract? (for example, 1 year plus 4-year options, etc.). **Refer to the RFP details, under General Information.**
6. What was the start date of the initial contract? **July 1, 2021**
7. What was the amount spent in the last 12 months? **Estimated \$150,000**
8. What was the total spent in the last billed month? **\$12,402**
9. Are there any other rates billed separately (e.g. equipment, vehicles, etc.) **No**
10. Is there a pre-bid conference for this project? **No**
11. Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g. armed vs unarmed), a need for additional resources? **No. Remains unchanged.**
12. What was the amount spent on this contract last year? **Estimated \$140,000**
13. What is the estimated total number of annual hours for this contract?
Refer to the RFP details.
14. What is the current bill rate for each position? **\$23.99**
15. Are there additional services that may be needed that are not listed in the RFP? **No**
For instance, the need of additional sites, seasonal required security, etc.
16. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage? **Prevailing Wage.**
17. Is a Bid Bond or performance bond required? If yes, how much? **No**

18. Is the current contract using vehicles? If yes, how many? **No**
19. Will your agency hold a public opening? If yes, can you please provide with the date, time, and location? **No**
20. Are there any MWBE/VS/DBE or other goals for this project? **No**
21. Was there a liquidation penalty on the previous contract? **No**
22. Paragraph U. on pdf page 11 of 43: States "options 2 and 3" but we do not see any additional options. Please clarify. **Please disregard "Options" verbiage.**
23. Exhibit A, first paragraph states: "The City of Upland is inviting qualified Vendors to submit a proposal response for Security Guard Services at Metrolink Station Facility in accordance with the minimum Scope of Services and Specifications indicated herein. "Vendor References" shall be submitted with the RFP response but "ONLY" as a separate attachment under its own Title Page, "Exhibit – 3", Vendor References." Can the City please clarify what the expectation is here. When the City states "Only as a separate attachment under its own title page", is the expectation that the references not be included in the body of the proposal, but rather as a completely separate attachment? If that is the case, are there any other documents that the City wants submitted as completely separate attachments?

All documents that are required to be submitted with the Proposal are within the RFP package. Please submit all completed documents starting with AUTHORIZATION DOCUMENT – 1 thru PROPOSAL SUMMARY SHEET – 9. As well as this Addendum document.

24. Insurance Certificates: These would be certificates/endorsements signed and prepared by our Insurance provider, and provision of such documents would only be produced with the numbers and information upon successful award of a contract with the City. Would a sample Certificate of Insurance showing the limits and coverage be acceptable for proposal purposes? **Yes.**

If not, please let us know what the expectation is of the City with this requirement and what other form of documentation would be acceptable to the City. If the expectation is to insure the City and provide endorsements prior to even an intent to award a contract, we may not be in a position to propose. **A sample Certificate will be acceptable.**

Item No. 2

Request for Proposal submission deadline has been revised to a deadline date & time reflecting the following. **Thursday May 8, 2025 at 5:00pm.**

Public Works Services Department - City Yard
1370 N. Benson Avenue
Upland, CA 91786