



# EL MONTE UNION HIGH SCHOOL DISTRICT

## Purchasing Department

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August 29, 2024

TO : All Bidders  
FROM : El Monte Union High School District  
BID # : 2024-25 (P1)  
PROJECT : Security Guard Services  
SUBJECT : Addendum No. 2

The following changes, omissions, and/or additions to the Project Manual and/or Drawings shall apply to proposals made for and to the execution of the various parts of the work affected thereby, and all other conditions shall remain the same.

Careful note of the Addendum shall be taken by all parties of interest so that the proper allowances may be made in strict accordance with the Addendum, and that all trades shall be fully advised in the performance of the work which will be required of them.

Bidder shall acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

In case of conflict between Drawings, Project Manual, and this Addendum, this Addendum shall govern.

### CLARIFICATIONS:

- 1. Bid Due Date and Time: Wednesday, September 4, 2024 at 2:00 pm**
- 2. Remove and Replace Section 1; Article 14. Insurance; b. Additional Insured with:**  
Additional Insureds  
The CGL and CA/BA policies Additional Insured Endorsement certificate holder shall be listed as the **El Monte Union High School District, its Board, officers, agents, employees, and volunteers.**
- 3. Remove and Replace Section I; Article 14. Insurance; d. Minimum Coverage Requirements with:**  
Minimum Required Coverages
  - (1) Commercial General Liability (CGL)
    - Includes both bodily injury and property damage.
    - \$1,000,000 per occurrence
    - \$ 100,000 fire damage
    - \$5,000 medical expenses
    - \$1,000,000 personal and advertisement injury
    - \$2,000,000 general aggregate
    - \$2,000,000 products/completed operation aggregate

- (2) In addition, provide Excess Liability Insurance Coverage in the amount of Two Million Dollars (\$5,000,000.00)

Commercial (Business) Automobile Liability (CA or

- (2) BA) All owned, hired and non-owned autos  
\$1,000,000 combined single limit

- (3) Workers' Compensation (WC)

Part A – Statutory limits

Part B Employers' Liability -- \$1,000,000/\$1,000,000/\$1,000,000

Workers' Compensation: During the term of the Contract, Bidder shall fully comply with the terms of the law of California concerning Workers' Compensation. Said compliance shall include, but not be limited to, maintaining in full force and affect one or more policies of insurance to insure against any liability Bidder may have for Workers' Compensation.

**4. Remove and Replace Section II; Article 4. Contract Extension (if applicable) with:**

CONTRACT TERM AND EXTENSION: The contract will be effective as of November 1, 2024 to November 1, 2025. After the initial contract period of twelve (12) months, the contract may be subject to four (4) additional twelve (12) month extensions, for a maximum of five (5) year's total. Extensions are contingent upon written mutual consent of the District and the Contractor. Any request for extension must be requested by the Contractor in writing no later than ninety (30) days prior to the expiration date of the existing agreement.

**5. Add Section III; Article 2. Proposal Requirements:**

I. Provide photos of your employee uniforms.

J. Provide photos of your vehicle fleet.

**6. Remove and Replace Section III; Article 6. Award:**

The District shall evaluate all proposals submitted. Qualified firms may be interviewed by a selected panel. The award will be based upon services offered, prior experience in unarmed security services, availability of the firm or individual, references, and fees quoted. The District reserves the right to reject any or all of the proposals submitted without obligation to any firm responding to this announcement.

The responsive and responsible bidder proposal will be recommended for award on October 2, 2024 Board meeting. The anticipated start date for these services is November 1, 2024.

**7. Add to Exhibit B Scope of Work; Article D. GUARD RESPONSIBILITIES AND DUTIES FOR THE EL MONTE-ROSEMEAD ADULT SCHOOL ("EMRAS") FACILITIES (MAIN BUILDING, PARKING LOT AND GRANADA CHILD CARE ENTER)**

28. Refrain from being on cell phone for personal use or sitting in their car during working hours.

29. Be visible to students, staff, and administrators. Security presence is a deterrent to those that may damage property or act unlawfully.

30. Communicate respectfully with students and staff.



## RFI LOG FOR RFP NO. 2024-25(P1)

No.	Question	Response
1	Please identify the incumbent contractor.	Contact Security, Inc.
2	Please provide the current contract value, annual cost, and <b>billing rates</b> .	Please use Question #12 and #13 as references.
3	Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard position, or a need for additional resources?	The scope of work required on RFP No. 2024-25(P1) is similar to the current services.
4	Please clarify the information on pages 31-32, "Proposal Form," which indicates that the proposed rate is for FY January 1, 2019, to December 31, 2019.	The proposed rate is for fiscal year January 1, 2025, to December 31, 2025.
5	What is the average alarm calls on a twenty-four (24) hour basis on the weekend and all designated school holidays?	On average, we experience approximately 6 alarm calls per day.
6	What are the average alarm calls per locations from Exhibit C – School Sites and District Offices?	On average, we receive around 3 alarm calls per school site and district office on a typical weekend or designated school holiday. Some locations may have higher or lower averages depending on specific activities or ongoing projects.
7	Who is the current incumbent?	Contact Security, Inc.
8	When was the current incumbent awarded the contract? Could you please provide us with a copy of the current contract?	The contract was board approved on November 07, 2018.
9	Are there any subcontractors being used for the current contract?	No.
10	What was the start date of the initial contract?	January 1, 2019.
11	The pricing submitted will it be for one year or do you wish to see pricing for three years?	One year with 4 (12) month extensions.
12	What was the amount spent in the last 12 months?	We spent \$858,208.15 in School Year 2023-2024.
13	What was the total spent in the last in the last billed month?	It was \$ 56,771.80.
14	Are there any other rates billed separately (such as equipment, vehicles, etc.)	No.
15	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?	The scope of work required on RFP No. 2024-25(P1) is similar to the current services.



31	Does the district currently have a total contract amount not to exceed?	Yes.
32	What was the total amount for the last fiscal year of service?	We spent \$858,208.15 in School Year 2023-2024.
33	Is the district approving overtime for shift schedules longer than an 8-hour working day?	Please refer to Exhibit B Scope of Work on the RFP documents.
34	We note that on Page 31 of the Proposal Form, the first sentence lists the fiscal year as January 1, 2019 – December 31, 2019. Is this a typo?	The proposed rate is for fiscal year January 1, 2025, to December 31, 2025.
35	Does Attachment E (Criminal Conviction Certification) require notarization?	No.
36	Page 9, under Section 2 (Proposal Requirements), Letter D, identifies contractor certification compliance with fingerprinting requirements (Page 30). However, Page 30 of the RFP is Attachment A (Proposal Summary). Can you clarify if this is a typo?	It is on Page 18.
37	To clarify the respondents' submission request listed on Page 1, is it only Attachments A – G that are required? Can you confirm if Attachments H and I are not required to submit, as the instructions state, "Attachments A to G must be completely filled out and signed...?"	All attachments must be completely filled out and signed by authorized signatory personnel for the proposing firm.
38	Can you confirm our understanding that the proposal response outline should only include the provided forms, or are we allowed to submit a technical proposal that includes the requested forms?	Your proposal must include the complete RFP documents. A technical proposal can be included to your proposal.
39	If we are not able to provide a technical response, are we limited to a maximum of 3 pages? Please elaborate further. We note that resumes of each member of the proposed project team are required, but they may exceed 3 pages. Can you clarify if these will be included in our technical response, if that is an option?	See Question #38.
40	For the patrol vehicles, will parking be available to leave the car during non-operating hours?	Yes.
41	I noticed that the Non-Collusion Affidavit (Attachment H, page 42) has an incorrect year on the NOTARY line. Could you please provide an updated form with the correct year?	See Addendum 2.
42	Due Date and Time: The Notice Inviting Proposals has a due date of August 26, 2024 at 2:00 p.m and	See Addendum 2.

	the RFP has a due date of AUGUST 26, 2024, AT 10:00A.M. (PST). Can you please clarify when proposals are due.	
43	Does the District provide parking locations for the vehicles assigned to this program?	Yes.
44	Does the District provide locations at the sites for the officers to be able charge the security provider-provided mobile phones?	Yes.
45	Are meal periods currently provided off-duty or on-duty?	Meal periods are provided by the security firm.
46	Please provide the name of all the incumbent provider(s).	Contact Security, Inc.
47	Please provide a copy of the current contract, inclusive of current wage and bill rates.	Please use Question #12 and #13 as references.
48	Who is the current incumbent(s)?	Contact Security, Inc.
49	Please provide the amount spent last year for these services?	See Question #12.
50	How many vehicles does the current incumbent utilize to perform these services?	Two.
51	Please advise if there are collective bargaining agreements and/or labor agreements that will affect the contract resulting from this RFP. If so, please provide a copy of the agreement.	None.
52	Please advise if there are any training and/or qualification requirements for the security personnel beyond those listed within the RFP (i.e., first aid/CPR/AED, immunizations, etc.).	Take 5-hour District mandatory trainings.
53	There are contradictory schedules and number of hours between Exhibit B and Attachment B, please provide the corrected shift start and end times, days of the week needed and hours per week for each of the services requested: “GUARD TOUR” PATROLS – ALL SITES AND OFFICES ALARM RESPONSE – DISTRICT SCHOOL SITES AND OFFICES MOBILE PATROL SERVICES DISTRICTWIDE	Please refer to Addendum 2. Attachment B for correct schedule.
54	Attachment B has some errors such as the fiscal period and the number of holidays vs the holidays listed. Please advise if the District will provide an updated Attachment B.	Please see revised Attachment B in Addendum 2.

55	For transparency, may respondents add cost lines to Attachment B for additional line items to billed monthly (such as guard tour software, phones, other equipment)?	Yes, we encourage firms to provide any additional costs related to the service.
56	Exhibit B, SOW, Section G. provides "Supervisor" position responsibilities; however Attachment B does not provide cells/field to provide the hourly rate for a Supervisor.	Please refer to Addendum 2. Attachment B.
57	Exhibit B, SOW, Section H.2 lists OC spray under equipment. Do the current incumbent officers carry OC spray?	Not required.
58	Does the Non-Collusion Affidavit need to be notarized with the proposal submission?	No. See Addendum 2.



**ATTACHMENT B**  
**RFP No. 2024-2025(P1) SECURITY GUARD SERVICES**

**PROPOSAL FORM**

Submitted herewith is our proposal for Security Services for the El Monte Union High School District.

We propose to perform these services in accordance with the requirements of the California Department of Consumer Affairs Bureau of Security and Investigative Services and all state certifications.

**1. Alarm Response Districtwide**

Shift	Estimated Hrs. per Week	Hourly Rate	Weekly Rate	Extended Annual Cost
Mon – Fri (11:00p.m. – 6:00a.m.)	35	\$	\$	\$
Saturday (6:00a.m. – 6:00a.m.)	24	\$	\$	\$
Sunday (6:00a.m. – 6:00a.m.)	24	\$	\$	\$
<b>Total Annual Expense:</b>				<b>\$</b>

**2. Mobile Patrol Services Districtwide**

Shift	Estimated Hrs. per Week	Hourly Rate	Weekly Rate	Extended Annual Cost
First (Monday - Friday 2:00p.m. – 10:00p.m.)	40	\$	\$	\$
Second (Monday - Friday 10:00p.m. – 6:00a.m.)	40	\$	\$	\$
Saturday (2:00p.m. – 10:00p.m.)	8	\$	\$	\$
Saturday (10:00p.m. – 6:00a.m.)	8	\$	\$	\$
Sunday (2:00p.m. – 10:00p.m.)	8	\$	\$	\$
Sunday (10:00p.m. – 6:00a.m.)	8	\$	\$	\$
<b>Total Annual Expense:</b>				<b>\$</b>

**3. EMRAS Facility (Main Building, Parking Lot and Granada Center)**

Shift	Estimated Hrs. per Week	Hourly Rate	Weekly Rate	Extended Annual Cost
First (M – Th: 7:30a.m. – 2:30p.m.)	28	\$	\$	\$
Second (M – Th: 2:30p.m. – 9:30p.m.)	28	\$	\$	\$
Friday (7:30a.m. – 4:30p.m.)	9	\$	\$	\$
<b>Total Annual Expense:</b>				<b>\$</b>

**4. Rosemead High School**

Shift	Estimated Hrs. per Week	Hourly Rate	Weekly Rate	Extended Annual Cost
Mon – Thur (5:15p.m. – 9:15p.m.)	16	\$	\$	\$
<b>Total Annual Expense:</b>				<b>\$</b>

**5. FMOT Yard**

Shift	Estimated Hrs. per Week	Hourly Rate	Weekly Rate	Extended Annual Cost
First (M – F: 6:00a.m. – 2:00p.m.)	40	\$	\$	\$
Second (M – F: 2:00p.m. – 10:00p.m.)	40	\$	\$	\$
Third (M-F 10:00p.m. – 6:00a.m.)	40	\$	\$	\$
First (Saturday: 6:00a.m. – 2:00p.m.)	8	\$	\$	\$
Second (Saturday: 2:00p.m. – 10:00p.m.)	8	\$	\$	\$
Third (Saturday: 10:00p.m. – 6:00a.m.)	8	\$	\$	\$
First (Sunday: 6:00a.m. – 2:00p.m.)	8	\$	\$	\$
Second (Sunday: 2:00p.m. – 10:00p.m.)	8	\$	\$	\$
Third (Sunday: 10:00p.m. – 6:00a.m.)	8	\$	\$	\$
<b>Total Annual Expense:</b>				<b>\$</b>

**6. Mountain View High School**

Shift	Estimated Hrs. per Week	Hourly Rate	Weekly Rate	Extended Annual Cost
M – F: 8:00p.m. – 4:00a.m.	40	\$	\$	\$
Saturday: 8:00p.m. – 4:00a.m.	40	\$	\$	\$
Sunday: 8:00p.m. – 4:00a.m.	40	\$	\$	\$
<b>Total Annual Expense:</b>				<b>\$</b>

**7. Hourly Rate for Supervisor**

Shift	Estimated Hrs. per Week	Hourly Rate	Weekly Rate	Extended Annual Cost
First (M – F: 6:00a.m. – 2:00p.m.)	40	\$	\$	\$
Second (M – F: 2:00p.m. – 10:00p.m.)	40	\$	\$	\$
Third (M – F: 10:00p.m. – 6:00a.m.)	40	\$	\$	\$
First (Saturday 6:00a.m. – 2:00 p.m.)	8	\$	\$	\$
Second (Saturday 2:00p.m. – 10:00p.m.)	8	\$	\$	\$
Third (Saturday: 10:00p.m. – 6:00a.m.)	8	\$	\$	\$
First (Sunday 6:00a.m. – 2:00 p.m.)	8	\$	\$	\$
Second (Sunday 2:00p.m. – 10:00p.m.)	8	\$	\$	\$
Third (Sunday: 10:00p.m. – 6:00a.m.)	8	\$	\$	\$
<b>Total Annual Expense:</b>				<b>\$</b>

**8. Hourly Rate for Additional Services Rendered (As Needed)**

Description	Hourly Rate
Guard, Holiday Rate	\$
Patrol Officer/ Guard (Mobile) Holidays	\$
Guard, Graduation Night Rate (5 Sites)	\$
Shift Overtime Rate (for shifts that cannot be broken into 8-hour shifts) per man-hour	\$
Short Notice Special's Rate	\$
Short Notice Special's Rate (per man-hour): Weekends and Nights	\$

**ATTACHMENT B – CONT.  
RFP No. 2024-2025(P1) SECURITY GUARD SERVICES**

**PROPOSAL FORM – CONT.**

**NOTES:**

- ❖ **Regular Rate shall apply on man-hours beyond an eight (8) hour shift.**
- ❖ **Shift Notice’s Special Rate shall apply for “same day” notice(s) on request for security service(s) by the District.**
- ❖ **Holiday Rates shall only be applicable to the ten (10) holidays stated below:**

<b>Month</b>	<b>Holiday</b>
January	New Year’s Day
January	Martin Luther King, Jr. Birthday
February	President’s Day
March	Lincoln Day
May	Memorial Day
June	Juneteenth
July	Independence Day
September	Labor Day
November	Thanksgiving Day
December	Christmas Day

Completed By: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address \_\_\_\_\_  
(Please print clearly or typed)

Signature \_\_\_\_\_  
(Black or blue ink)

Name: \_\_\_\_\_  
(Please print clearly or typed)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The services will be performed in accordance with the requirements outlined in the “REQUEST FOR PROPOSALS FOR SECURITY SERVICES” and will be performed by the personnel identified in the “Statement of Qualifications”. The firm will enter into an agreement with the El Monte Union High School District in the form submitted with this Request for Proposal.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



**ATTACHMENT H**

**EL MONTE UNION HIGH SCHOOL DISTRICT**  
3537 JOHNSON AVENUE  
EL MONTE, CA 91731  
**NON-COLLUSION AFFIDAVIT**  
(PUBLIC CONTRACT CODE 7106)  
**RFP No. 2024-25(P1) SECURITY GUARD SERVICES**

The undersigned declares:

I am the \_\_\_\_\_ [Title] of \_\_\_\_\_ [Name of Company],  
the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [Date], at \_\_\_\_\_ [City], \_\_\_\_\_ [State].

Signed: \_\_\_\_\_

Typed Name: \_\_\_\_\_