



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Questions & Answers

Issued: March 9, 2016

RFP #16-002-47 Security Guard Services (Shelby County Sheriff's Office)

TO ALL PROSPECTIVE BIDDERS:

The following questions were submitted by potential vendors. Our answers are listed in **red** below:

1. Can you specify the officer wages?
We only pay contracted hours, not individual wages.
2. Can you specify the tenure of the officers?
Tenure is at the discretion of the contractor. Some officers have been with this contract since the beginning.
3. Can you specify bill rates?
\$15.85 per hour
4. What is the management structure of the program?
The Shelby County Sheriff's Office Facility Security Unit has the general oversight of all contracted security services.
 - a. Is there on-site management or is the program remotely managed?
As stated in the RFP, the contractor is required to provide an on-site supervisor to schedule and supervise contracted personnel.

5. How many vehicles are on site and what is the annual mileage of each vehicle?
This proposal does not require the use of company vehicles.
6. Is there a union presence at this site? Is there a CBA covering this site?
No
7. How many holidays are observed at the sites and is there reduced or extra coverage during those times?
The County has eleven (11) holidays in which the majority of the posts are closed. However, the twenty-four (24) posts are listed in the RFP. There is no reduced or extra coverage for the County holidays.
8. What amount of “extra” or “special” coverage do you foresee during the course of the contract?
None at this time.
- a. Is it billed at a premium?
N/A
9. What are the Title VI requirements that are referred to on page 4, #7?
Title VI, as amended, is outlined in section H of the RFP – see pages 8 through 10. Please provide a statement of your compliance in your proposal response.
10. Page 26, Section B, 1. Responsibilities for claims and liabilities, (a) – Has Shelby County ever negotiated changes to this indemnification section on any prior agreements that would hold Shelby County responsible for incidents resulting from the sole negligence of the agents, representatives or employees of Shelby County?
As a general rule the County requires indemnification from our contractors. Notwithstanding, if Shelby County employees (in the regular scope of employment) are solely responsible for acts of negligence, then the County may not require indemnification from the contractor for the County employee’s negligence.
11. Do the attached schedules (Pages 14 - 20) provide for break periods? Are the officers allowed time off post for breaks? Lunch
The hours designated for “Relief Officer” is for two (2) 15- minute breaks and when two (2) Officers are assigned to a post, they relieve each other for two (2) 15- minute breaks. WE DO NOT PROVIDE PAID LUNCH BREAKS.
- a. Are officers required to take any "unpaid" lunches?
This is at the discretion of the contractor, not Shelby County.

12. If a guard is scheduled for a 9 hour shift, does the contractor bill for overtime or does the schedule provide for unpaid lunch and breaks?
Shelby County contract post hours only; it is at the discretion of the contractor how the posts are manned. We do not pay overtime rates nor do we provide lunch breaks; only the 15- minute breaks as indicated above by the “Relief Officer” are provided.
13. Page 13, #12, are the 4 hour training courses billed to the client?
No.
- a. Or is it at the expense of the contractor for labor purposes?
Yes
14. What charge will we incur for the NCIC Background Check?
No charge. The Sheriff’s Office will conduct the NCIC Background screening at no cost to the contractor.
15. Page 8 - Does this require an LOSB partnership, or are we able to commit to making purchase from various vendors? Uniforms, equipment, weapons, weapons accessories, etc. ?
There is no locally-owned small business (LOSB) utilization goal requirement for this contract; however, Shelby County Government has a 20% LOSB goal for all of its procurements and encourages its suppliers to do the same.
16. Does the County provide the weapons or is the contractor responsibility?
No.
17. Does the County provide gun safes for storage or do the officers take the weapons home?
The County does not provide gun safes for storage. It is at the contractor’s discretion as to whether weapons are taken home.
18. If the contractor is responsible for weapons purchases, does the County have a specific firearm they would like used?
The Shelby County Sheriff’s Office finds it prudent and suggests that the contracting company issue or require its employees to carry the same firearm. Whether it is issued by the company or owned by the employee is the contractor’s choice. The selected firearm should be from a quality manufacturer utilizing no smaller than 9mm and no larger than .45 cal. The barrel length should be no less than 3 inches and no longer than 6 inches. The preferred barrel length is approximately 4 inches. Revolvers of any type are prohibited. Semi-automatic pistols must be double action only or safe-action striker fired pistols. Single action pistols with an internal or external safety, (1911 style) are prohibited. The contracting company should consult the Shelby County Sheriff’s Office prior to committing to a specific weapon and equipment. The Shelby County Sheriff’s Office will reject any unauthorized or inferior firearm and/or related equipment.

19. **If the contractor is responsible for purchasing weapons, can they purchase from a Locally Owned Small Businesses and proof to be provided later?**
At contractor's discretion.
20. **Will this bid require a performance bond? If so how much?**
A performance bond is not required for this RFP; however, a \$25,000 bid bond is required with your proposal submission.
21. **Since the wages are not specified in the RFP can you share what they are?**
Please refer to question #1 above.
22. **Can you share the current bill rates or annual spend?**
The current bill rate for armed security guards is \$15.85 per hour.
23. **Other than providing the equipment for armed officers is there any other equipment we would need to provide?**
All requirements are listed in the RFP, Page 13, and Paragraph 17.
24. **We were working on the pricing for the contract and I was wondering if you can tell me if the number of hours has increased from this contract to the last?**
Current Hours – 107,893 per year. Proposed Contract hours – 110,089.

