



DATE: December 14, 2018
SUBJECT: Letter of Clarification
RE: Security Services RFP
TO: All Prospective Proposers

Houston First Corporation (“HFC”) issues this Letter of Clarification regarding the referenced Security Services RFP to provide a Pricing Form for the benefit of potential respondents, attached at the end of this letter, and answer questions timely received in the manner set forth below:

Question 1: Can existing employees of the current contractor be considered for positions with a newly-selected contract?

Answer: Yes. A phase-in period, up to 30 days, is an obligation of the current contractor under the expiring contract. During such period, the new contractor would have the opportunity to consider personnel matters to ensure an orderly transition of services.

Question 2: May off-duty peace officers be utilized to provide security services?

Answer: Yes, provided they are duly licensed and qualified under the requirements set forth in the RFP.

Question 3: Which certification sources are acceptable to HFC for purposes of the Diversity Goal?

Answer: Generally, HFC recognizes certifications issued by the City of Houston; Texas Comptroller of Public Accounts (i.e., Historically Underutilized Business or “HUBs”); Houston Minority Supplier Development Council; METRO’s Small Business Certification Program; Women’s Business Enterprise Alliance; Texas Department of Transportation’s Unified Certification Program; and Texas Small Business Association. For security services, in response to a specific inquiry, HFC will also recognize and accept a service-disabled veteran-owned small business (SDVOSB) certification.

Question 4: Are all positions staffed 24/7?

Answer: No.

Question 5: Is there a collective bargaining agreement?

Answer: No.

Question 6: Will HFC pay for overtime?

Answer: No. The contractor is responsible for scheduling personnel, including relief officers as necessary, as well as paying personnel providing the services overtime in accordance with applicable law.

Question 7: What are the equipment requirements?

Answer: Please refer to the Equipment Requirements section on pages 18-19 of the RFP. Additional equipment could be proposed as an optional value-added feature by a proposer. (Please refer to the Management Strategy portion of the Proposal Format section on page two of the RFP.)

Question 8: Will the selected contractor be required to provide metal detectors?

Answer: No, although additional detection technology could be included as an optional value-added feature by a proposer. (Please refer to the Management Strategy portion of the Proposal Format section on page two of the RFP.)

Question 9: Are vehicles required?

Answer: Please refer to the Equipment Requirements section of the RFP on pages 18-19. As the Project Manager and Assistant Project Manager will oversee multiple facilities, the contractor selected is expected to arrange for their transportation by personnel or company vehicles.

Question 10: Will HFC allow the contractor selected to terminate for convenience?

Answer: No.

Question 11: Will HFC agree to limit the contractual indemnification to actual negligence, or otherwise materially modify the provision?

Answer: No. Only the sole negligence, gross negligence and willful misconduct of the indemnitees can be excluded from the indemnification provision.

Question 12: Regarding the contractual indemnification procures, can HFC please clarify that participation by HFC in the defense of an indemnified claim is at its sole cost and expense?

Answer: Yes.

Question 13: Will HFC agree to a mutual waiver of consequential damages?

Answer: No.

Question 14: Will HFC limit the insurance requirements to the indemnification, or limit the indemnification to available insurance?

Answer: No.

Question 15: Who is the current contractor?

Answer: Andy Frain Services, Inc.

Question 16: Is a copy of the expiring contract available?

Answer: Please visit <https://www.houstonfirst.com/do-business/> for a copy of the expiring Agreement for Security Guard Services.

Question 17: What are the estimated usage hours?

Answer: Please refer to the Staffing Requirements on page one of the RFP.

Question 18: Is there a minimum wage that must be paid to Contractor and subcontractor?

Answer: Yes. Please refer to page seven of the RFP.

Question 19: Is there a page limit to proposals?

Answer: No, but please refer to the last paragraph of the Proposal Format section of the RFP on page two.

Question 20: Are bid or performance bonds required?

Answer: A performance bond is required (please refer to page eight of the RFP; Section 3.7). No bid bond is required.

Question 21: Are liquidated damages applicable?

Answer: No.

Question 22: Will the contractor selected be required to provide event security at the facilities?

Answer: No, although additional security presence may be requested to protect HFC's property and interests when facilities are actively used.

Question 23: Where are the facilities/sites located?

Answer: All of the facilities are located in Houston, Texas. Please refer to the definition of "Facility" on page five of the RFP.

Question 24: Is there a historical budget or summary of costs available for these services?

Answer: No.

Question 25: Can the contractor selected pass-through labor cost increases (such as tax increases and benefits) occurring during the Term to HFC?

Answer: No.

Question 26: Are any additional security services needed?

Answer: Services required by HFC are as stated in the RFP.

Letters of Clarification become a part of the RFP automatically upon issuance and supersede any previous specifications and/or provisions in conflict therewith. By submitting their Proposal, Proposers are deemed to have received all Letters of Clarification and to have incorporated them into their Proposal.



PRICING FORM
SECURITY GUARD SERVICES RFP

Proposer offers to provide security services at the rates proposed below in accordance with the requirements of the Security Services Request for Proposals issued by Houston First Corporation on November 30, 2018 (the "RFP"), including but not limited to the Security Services Agreement terms and conditions.

Rates must be provided for four positions: Project Manager, Assistant Project Manager, Supervisor, and Security Officer. As stated in the RFP, amounts must be inclusive of all amounts due and payable for the services (including, by way of example and not limitation, wages and benefits to personnel, administrative fees, overhead, rent, insurance, bonds, office supplies, training, licenses, permits, litigation expenses, taxes, vehicles, fuel, equipment, supplies, tools, phones, computers, and uniforms):

	Hourly Service Rates (Amounts Payable to Contractor)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Project Manager	\$	\$	\$	\$	\$
Assistant Project Manager	\$	\$	\$	\$	\$
Supervisor	\$	\$	\$	\$	\$
Security Officer	\$	\$	\$	\$	\$

As stated in the RFP, in addition to requiring the services of a (full-time) Project Manager and Assistant Project Manager, Houston First Corporation estimates in good faith that the hourly equivalent of 16 full-time supervisors and 100 security officers are required annually, assuming a 40-hour work week (i.e., 2,080 hours per year) based on available data. Houston First Corporation cannot and shall not guarantee any minimum number of positions or service hours, as requirements will fluctuate due to events, seasons, and a host of other variables, known and unknown.