

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICTATION:** Security Services for County Facilities 2/29/2024

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**QUESTIONS/RESPONSES**

Q1. Are vehicles required? How many, what type, etc.?

**R1.** No vehicle requirements at this time and has been removed. See Attachment 2 Pricing Sheet REVISED 02.29.24 on the website.

Q2. Who is the incumbent? What are the current rates?

**R.2 The incumbent is ICU, Inc. d/b/a ICU Protective Services. The current rates can be viewed on our website by using the link provided:** [19-0204.pdf (lakecountyfl.gov)](https://c.lakecountyfl.gov/ProcurementDocuments/term-supply_contracts/19-0204.pdf)

**Q3.** What is the annual budget?

**R3. Anticipated spend is $196,000.00.**

**Q4.** Is a 9mm alternative weapon acceptable?

**R4. Yes.**

**Q5.** Should the holiday rates be blended into the hourly rate?

**R5. Buildings are closed on holidays. No security guard on duty.**

**Q6.** The documentation shows that the main guard will work 40 hours per week. That is different to the total hours. Please confirm the hours needed.

**R6. The County will not be paying any overtime unless there is a public meeting lasting longer than expected. The current security contractor has five (5) security officers assigned rotating in the County facilities. 40 hours per week will be the number of hours worked. See Attachment 2 – Pricing REVISED 02.29.24 on the website.**

**Q7.** Will the officers need to be armed or unarmed?

**R7. Armed.**

**Q8.** What are the current pay rates for your guards?

**R8. See response to Q2.**

**Q9.** What are the current bill rates?

**R9. See response to Q2.**

**Q10.** Who is the current security provider?

**R10. See response to Q2.**

**Q11.** Can you clarify the exact amount of hours guards will be working at each location? Per Section 6 in Exhibit A, the exact calculation would be 52.5 hours x 2 guards, so 105 hours at the Administration Building, 45 hours per week at the Planning and Zoning Office and 52. 5 hours per week at the CS Housing & Veterans Services Office. But Attachment 2 – Pricing, it is only 100 hours for the Administration Building and only 50 hours for the CS Housing & Veterans Services Office.

**R11. See response to Q6. Also, 30 minutes lunch breaks were deducted per day. See Attachment 2 – Pricing Sheet REVISED 02.29.24 on the website.**

**Q12.** Does the Contractor need to provide a vehicle?

**R12. See response to Q1.**

**Q13.** Will bidders be scored on minority participation?

**R13. This solicitation is an ITB – Invitation to Bid, scoring is not applicable.**

**Q14.** What additional forms are to be submitted in addition to the attachments posted to the portal? Do any of the forms listed in Section A of the Exhibit C – General Terms and Conditions need to be submitted with the bid?

**R14. Under Section 8.0 of Invitation to Bid 24-509 – Delivery and Submittal Requirements, are the items that must be included with a bid response and only those items.**

**ADDITIONAL INFORMATION**

The following documents have been revised and are posted on the website for review and use:

Exhibit A – Scope of Services REVISED 02.29.24

Attachment 2 – Pricing Sheet REVISED 02.29.24 **\*\*this is the pricing sheet that must be submitted\*\***

**For informational purposes, below is the current schedule for each location:**

Lake County Administration Building:

Monday’s & Friday’s: 6:30 a.m. till 5 p.m. and a 9:00 a.m. till 5:30 p.m.

Tuesday through Thursday: 6:30 a.m. till 5:00 p.m. and a 7:30 a.m. till 6:00 p.m.

Planning and Zoning:

Monday through Friday 8:00 a.m. till 4:30 p.m.

CS Housing & Veterans Services Office:

Monday through Friday 7:00 a.m. till 5:30 p.m.

**ACKNOWLEDGEMENT**

Firm Name: Click or tap here to enter text.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.