



**ISSUE DATE: TUESDAY, DECEMBER 10, 2024**

**TO: ALL POTENTIAL RESPONDENTS**

**SUBJECT: ADDENDUM NUMBER 1  
REQUEST FOR PROPOSALS - 2025-0064  
SECURITY GUARD SERVICES**

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Proposals ("RFP") package and shall be taken into account in preparing your Proposal response. Please note that the deadline for receipt of Proposals is **December 20, 2024, at 3:00 P.M.**, local time and continues to remain unchanged.

The above numbered solicitation is amended as set forth below. Respondents must acknowledge receipt of this addendum by signing and completing the ***Addenda Acknowledgement Form***, under *Event Attachments page of the solicitation*. The Addenda Acknowledgement Form must be submitted with the Firm's response to this RFP. *Failure to include the Form in the Proposal response may subject your firm to disqualification.*

In order to ensure that all firms are given an equal opportunity to submit a competitive Proposal, the following are responses to questions and/or requests for clarification concerning **RFP #2025-0064**.

**TO ALL PROSPECTIVE RESPONDENTS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:**

**QUESTIONS AND ANSWERS:**

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**1. Question:**

What is the budget allocated?

**Answer:** Budget information is not disclosed during the solicitation process. AH is requesting interested Respondents to propose costs for the different components requested for the services. Please keep in mind that AH will award to the vendor or vendor(s) that provide the best overall value to the Authority. Best overall value is a combination of service offering, qualifications and cost.

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**2. Question:**

The contractor will provide three (3) armed and trained security guards that will be present at all times during twenty-four (24) hours at the location. Each security guard will perform duties as described in this document during eight-hour (8) shifts. Could AH clarify: Is the number of officers 3 per 8 hour shift per site? Does that number include the Supervisor per site?

**Answer:**

Contractor shall provide access to supervisor level personnel during all authorized duty shifts. The contractor shall provide three (3) armed and trained security guards at all times during a twenty-four (24) hour period, that number does not include the Supervisor.

**3. Question:**

Was there a liquidation penalty on the previous contract?

**Answer:**

No.

**4. Question:**

Could you please clarify how many originals and copies are being requested of the technical proposal and the cost proposal?

**Answer:**

Proposals shall be submitted via AH electronic sourcing platform – Jaggaer. Extra copies are not required.

**5. Question:**

Are there any MWBE/VS/DBE or other goals for this project?

**Answer:**

Accordingly, businesses intending to respond to this RFP shall be a certified MBE/WBE/SBE or agree to expend no less than 35% of the total contract price, inclusive of all modifications and amendments through work with certified MBEs and WBEs. AH business partners that are certified not-for-profit/non-profit entities shall agree to expand not less than 20% of their contract value via MBE/WBE/SBE.

Respondents who, as a result of a robust, timely and documented process of solicitation to the marketplace to meet this requirement, find that it is not possible to secure that level of participation, may augment their MBE/WBE/SBE participation goal with a comprehensive detail of good faith efforts. Documented good faith

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efforts will be considered on their merits and in light of other respondents and their plans regarding impracticability of meeting the published goals.

**6. Question:**

Will your agency hold a public opening? If yes, can you please provide with the date, time, and location?

**Answer:**

No.

**7. Question:**

Is there a pricing form or format?

**Answer:**

Please see the provided Proposal Form under the Event Attachments.

**8. Question:**

Is a Bid Bond or performance bond required? If yes, how much?

**Answer:**

A Bid Bond or performance bond is not required.

**9. Question:**

Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?

**Answer:**

AH is not aware of any applicable living wage ordinances or prevailing wage ordinances. However, Respondent must abide by all state, federal or local laws applicable when responding to this solicitation.

**10. Question:**

Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc.

**Answer:**

While this solicitation includes Boisfeuillet Jones Atlanta Civic Center and 450 Hank Aaron Drive, additional services may be required as situations occur. The Contract shall be modified to accommodate any changes should the need arise in the future.

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**11.Question:**

What is the current bill rate for each position?

**Answer:**

Any information regarding the current contract will require an Open Records request.

**12.Question:**

What is the estimated total number of annual hours for this contract?

**Answer:**

Normal work hours are 40 hours per guard, per week.

**13.Question:**

What was the amount spent on this contract last year?

**Answer:**

Please see Answer No. 11.

**14.Question:**

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?

**Answer:**

No.

**15.Question:**

Are there any other rates billed separately (e.g. equipment, vehicles, etc.)

**Answer:**

The Respondent shall be responsible for providing uniforms, equipment, vehicles, etc., necessary to perform duties applicable to the contract.

**16.Question:**

What was the total spent in the last billed month?

**Answer:**

Please see Answer No. 11.

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**17.Question:**

What was the amount spent in the last 12 months?

**Answer:**

Please see Answer No. 11.

**18.Question:**

What was the start date of the initial contract?

**Answer:**

Question is unclear.

**19.Question:**

What was the initial term length of the current contract? (for example, 1 year plus 4-year options, etc.)

**Answer:**

Six (6) months.

**20.Question:**

Are there any subcontractors being used for the current contract?

**Answer:**

No.

**21.Question:**

When was the current incumbent awarded the contract? Could you please provide a copy of the current contract?

**Answer:**

Please see Answer No. 11.

**22.Question:**

Who is the current incumbent?

**Answer:**

The current provider is Facilities Protection Services.

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**23.Question:**

Could AHA share the current pricing charged by the Vendor?

**Answer:**

Please see Answer No. 11.

**24.Question:**

Does AHA have a preferred hourly rate of pay for each officer?

**Answer:**

The rate of pay will not be Scored as a part of the Evaluation process. However, AH is seeking quality and affordability.

**25.Question:**

If our officers are equipped with body cameras, are they authorized to wear them for geo-tracking and accountability purposes?

**Answer:**

The Officers are not required by AH to wear body cameras.

**26.Question:**

What is the budget allocation?

**Answer:**

Please see Question/Answer No. 1.

**27.Question:**

Who is the incumbent? Are you able to provide a copy of the current contract?

**Answer:**

Please see Answer No. 11.

**28.Question:**

It states for section i. there is a letter of interest needed. I'm not seeing this field listed in the AH platform to upload. Are we to include the letter of interest with our response to evaluation questions A through G, or is there a specific spot to upload the Letter of Interest?

**Answer:**

The Letter of Interest may be provided with your response to Question A.

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**29.Question:**

Are you able to provide us with a list of SBE- qualified vendors to use in this contract?

**Answer:**

Respondent must use their own resources to seek out and employ certified MBEWBE/SBE businesses or provide documentation of good faith effort.

**30.Question:**

What kind of vehicle (golf cart, Segway, automobile, etc.) is required for:  
a. Boisfeuillet Jones Atlanta Civic Center: Please confirm mode of transportation / brand / make / model  
b. 450 Hank Aaron Drive: Please confirm mode of transportation / brand / make / model

**Answer:**

Any mode of transportation, make, model or brand shall be decided by the Contractor. Contractor shall provide guards with vehicles to perform roving patrols (e.g. Segway, golf cart, automobile, etc.).

**31.Question:**

Who are the current security providers serving:  
a. Boisfeuillet Jones Atlanta Civic Center  
b. 450 Hank Aaron Drive

**Answer:**

Please see Question/Answer #22.

**32.Question:**

Does AH have a statement of work qualification standards (e.g., education, experience, training, etc.)? If so, can you share that with us?

**Answer:**

Please see SOW under Training.

**33.Question:**

Is AH interested in retaining incumbent personnel? If so, approximately what percentage?

**Answer:**

No. Incumbent personnel are not employees of AH.

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**34. Question:**

Do the incumbent personnel meet the employment qualifications currently in place (e.g., education, experience, training, etc.)?

**Answer:**

Yes.

**35. Question:**

Are there any re-screening requirements for incumbent personnel?

**Answer:**

No.

**36. Question:**

Will AH please provide a master schedule to include positions by site and hours per week for both unarmed and armed positions?

**Answer:**

The contractor will provide three (3) armed and trained security guards that will be present at all times, during the twenty-four (24) hour period, at the specified location, for an eight (8) hour shift each. Work schedules for supervisors and guards shall be prepared by the Contractor on separate schedules and posted in work areas, at least one week in advance, at four week intervals. For continuity and familiarity with requirements, the Contractor should have individual post(s) manned by the same guard(s) on a normal weekly basis, not to exceed a total of 40 hours per week. Low turnover in personnel is also desirable. Schedules shall be provided to the COR and the APD Chief of Police, or designee. Changes to the schedules shall be posted in work areas in sufficient time prior to schedule change to assure that employees affected by a change in duty hours are properly notified.

**37. Question:**

What is the expectation regarding break coverage when only one officer is on post?

**Answer:**

Scheduling is the responsibility of the Contractor. However, schedules are to be approved by the AH COR.



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**38.Question:**

As AH's programs are funded and regulated by the U.S. Department of Housing and Urban Development, is the contract subject to prevailing wages (e.g., the Davis-Bacon Act)? If so, will you please provide the applicable wage schedule?

**Answer:**

No.

**39.Question:**

Do the security officers assigned to the construction area require the same badges and access levels as personnel assigned to permanent locations?

**Answer:**

Yes.

**40.Question:**

Are the construction security hours delivered under a separate and direct contract with the general contractor?

**Answer:**

No.

**41.Question:**

What are your uniform specifications by post as applicable, (e.g., police-style, polo, blazer, other)?

**Answer:**

Police-style

**42.Question:**

Do any positions require specialty items (such as vests or hard hats in the construction areas) and/or other high-visibility uniform items?

**Answer:**

Please see Answer #15.

**43.Question:**

Does Georgia require uniform maintenance as part of contractor responsibility?

**Answer:**

Yes.

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**44. Question:**

Specifically, what equipment is required by site and post and in what quantities (e.g., PPE, radios, cell phones, flashlights, handheld detection wands, lethal/less lethal weapons, etc.)? If AH has brand preferences or other specifications, please clarify.

**Answer:**

Contractor shall insure each guard on duty shall be equipped with supplementary equipment including, but not limited to, notebooks, pens, pencils, replacement flashlight batteries and bulbs, and traffic control safety apparel (reflective vests, gloves, traffic batons, etc.), as appropriate to operations. AH does not have a preferred brand, but equipment must meet federal, state and local guidelines.

**45. Question:**

Regarding radios: What manufacturer and types of radios is the vendor required to provide?

**Answer:**

AH does not have a preferred brand, but equipment must meet federal, state and local guidelines.

**46. Question:**

What other accessory equipment is required (e.g., chargers, batteries, microphones/earpiece, belt clips)?

**Answer:**

See Answer #44.

**47. Question:**

Who is responsible for programming radios to AH's frequency and cost of such?

**Answer:**

The Contractor.

**48. Question:**

Are the field supervisors and Operations Managers separately billable positions or should these costs be included in the hourly guard billable rates?

**Answer:**

Please provide rates on the Fee Proposal Form for these positions on the lines titled "Other".

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**49.Question:**

For armed officers, please identify all required equipment and the specific kinds of weapons (e.g., firearm, taser, etc.).

**Answer:**

Please see Answer #44.

**50.Question:**

Are any of the security staff or either location subject to a collective bargaining agreement or security union activity, such as SEIU? If so, can you please identify the site locations and the union?

**Answer:**

No.

**51.Question:**

Will you please provide a copy of the CBA, if one applies?

**Answer:**

Question not clear.

**52.Question:**

Can you provide the total number of properties that AH owns currently and potential for future collaboration?

**Answer:**

As indicated on page one, AH may request services at other AH properties as the need arises. Respondent must include a statement attached to its Fee Proposal stating that the hourly rates outlined are applicable to all AH properties – those called out in this RFP and others that may be added in the future.

**53.Question:**

Can you please clarify what type of events may be held onsite where extra coverage is necessary?

**Answer:**

Mostly outdoor gatherings.

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**54.Question:**

Will you please provide an estimate of hours per month and typical notice given for temporary "on-request" event coverage?

**Answer:**

Information unavailable currently. However, "on-request" event coverages are usually a onetime event, not monthly.

**55.Question:**

Just to confirm, is the 35% MBE's and WBE's a requirement for award of contract?

**Answer:**

Please see Answer #5.

**56.Question:**

The Fee Proposal Form states that "If Respondent will utilize subcontractors to provide the services, each subcontractor must complete the portion of the fee proposal for the services they will deliver."

- a. Will the AH please clarify what portion of the form a subcontractor is to complete?
- b. Also, given that there is a 2-page maximum for the Fee Proposal Form, this could lead to needing more than 2 forms if there were to be a primary and more than one subcontractor. In that case, would the 2-page maximum still apply?

**Answer:**

Please note that this table is by no means inclusive of all cost and as such, AH requests the Respondent provide a comprehensive fee proposal including all costs to AH if necessary. (2 Page Maximum if additional sheets are required).

**57.Question:**

Will the contractor be able to bill anything separately (e.g., benefits, vacation, holidays, etc.)?

**Answer:**

The hourly rate for personnel shall include necessary overhead costs for performing their job function. The cost of necessary supplies, etc. shall be included in the cost per hour. NOTE: Personnel rates do not include per diem/travel expense. There is a line provided for Overtime/Holiday on the Fee Proposal Form.

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**58.Question:**

Does AH have any “credentialling” requirements? If so, please explain the process, the timeline for results/approval, and any costs to the vendor.

**Answer:**

AH does not have “credentialling” requirements. Any credentialling will be at the expense of the Contractor. Prior to commencement of work on this Contract, the Contractor is required to submit for approval via email to the COR or his/her designee, the names and all necessary documentation of fully trained and qualified personnel.

**Please utilize the Addenda Acknowledgement Form attached to the Event Attachments to acknowledge receipt of this Addendum #1. Please upload the form from the Event Attachments page in Jaggaer acknowledging Addendum #1. The Form must be included in the Firm’s response to the RFP.**

Addenda to this RFP will only be issued and posted on AH’s website. Addenda **will not** be mailed to potential Vendors. It is the responsibility of the Vendor to monitor AH’s website and Business Management Portal for any addenda issued. Each Respondent must acknowledge all addenda issued by completing and signing the Addenda Acknowledge Form. The Form must be included in the Firm’s response to the RFP.

**THE HOUSING AUTHORITY OF THE CITY OF ATLANTA, GEORGIA**

DocuSigned by:  
*Albert Murillo*  
491G6F51AA14437...

Albert Murillo  
Senior Vice President, Contracts & Procurement

Attachments

cc:: File