



PORT of OLYMPIA

Request for Proposal No. 2021-1002 2021-2023 SECURITY GUARD SERVICES

ADDENDUM #4 – April 6, 2021

Purpose

This notice augments the Request for Qualifications for the “**2021-2023 SECURITY GUARD SERVICES**,” issued by the Port of Olympia on March 25, 2021.

Addendum #4

A mandatory pre-bid walkthrough with potential bidders was held at 11:00 am, on April 6, 2021. ***Only bidders who attended this event will be considered for award of this work.***

Below is a summary of topics requiring clarification, and bidder questions and Port responses noted from the pre-bid walk-through. Answers are in **BLUE**:

1. What does the guard check at the gate? **The guard checks for government issued ID, TWIC credentials, and gate access list.**
2. Does the Port do the background check or is that up to the vendor? **Vendor will perform background checks.**
3. What are some of the challenges at the Port of Olympia? **Critical public, protests in general and those related to certain cargos, homelessness.**
4. Does the Port have a uniform? **Security will wear their company provided uniform. The Port will provide vehicles to the vessel guard and to the roving guard.**
5. Communication chain – **From the Port – the site supervisor will generally be the first line of contact and situational dependent. There are times when both site supervisor and their supervisor will be in copy; for example: sending out vessel schedules, special need for additional security.**
6. Additional support? **Be consistent, follow standards, and don't become complacent.**
7. It is understood that at the Marine Terminal, a Site Supervisor is required 40 hours per week and another Security Officer is required for 25 hours per week between the hours of 5am – 6pm, Monday through Friday. What are the required shift times when a vessel is NOT in Port? **The gate will need to be manned during weekend &/or night operations if scheduled. 48 hours to a week advance notice will be given.**
8. It is understood that at the Swantown Marina, a Roving Security Guard is required 90 hours per week Monday through Sunday, 1800 – 0400 (70 hours) and 20 hours per week varied days. What are the required shift times? **This varies dependent on situations and time of year.**

9. The Security Personnel will be using a company issued device (Guard Tour Verification and Data Collection) that allows the Security Professional to log daily reports, complete detailed incident reports and captures details of rounds made during a shift. Is there a storage locker or equivalent available to lock up the device at the end of their shift? – Yes.
10. How are security officers relieved when taking required Rest and Meal Breaks? Vendor is responsible.
11. Does the (client) have a preference to retain incumbent employees that are in good standing and meet the hiring criteria of the Proposer? Contractually - the Port has no say in your workforce hiring practices.
12. Are there restroom facilities in close proximity to all of the posts? Yes.
13. For inclement weather, is there shelter available for the security professionals? Yes.
14. there be a requirement for the guards to facilitate temperature checks of visitors/staff? (due to COVID) Is that initiated contactless? No.
15. Is the contractor responsible to provide PPE for the guards? Yes (to include Covid-19).
16. We note the criminal background standards in “Special Bidding Conditions” Section 4.A, 6th bulleted item on page 3 of the RFP: “Individuals with felony convictions may not be employed at Port facilities.” We assume that the Contractor’s compliance with the foregoing standard is intended to be in accordance with Title VII of the Federal Civil Rights Act of 1964 which prohibits employment discrimination. In interpreting Title VII, EEOC Enforcement Guidance 915.002 (4/25/12) prohibits blanket exclusions based on a class of crime. The Guidan requires assessment of the facts and circumstances of a conviction to determine whether it truly renders a person unsuitable for the position for which he or she is intended. Can the cited specification be replaced with the following to achieve compliance with applicable law? All security officers must qualify for and acquire a TWIC card. See the following link for disqualifying criminal offenses: <https://www.tsa.gov/disqualifying-offenses-factors>.