



**RFP #HSH2019-128 – Unarmed Security Services
Answers and Clarifications
Issued December 20, 2019**

GENERAL PROGRAM

- 1. Question** **The Request for Proposals (RFP) is calling for one location, which is 440 Turk Street, for two guards, at 6,500 hours/year and 125 hours/week with any other services to be on an as needed basis, is that correct?**

Answer Yes. Please see page 4 of the RFP.
- 2. Question** **Is there a current service provider for these services?**

Answer The Department of Homelessness and Supportive Housing (HSH) has a current contract for security services, which ends June 30, 2020, but the 440 Turk site is not included, as will not open until January 2020.
- 3. Question** **What are the weekly hours?**

Answer Please see page 4 of the RFP.
- 4. Question** **What is the current staffing level of the current contract?**

Answer The current contract has 28 guards.
- 5. Question** **What is the transition of employees' requirement?**

Answer Please see page 24 of the RFP.
- 6. Question** **Are subcontractors required to be licensed as well?**

Answer Yes, subcontractors must also be licensed.
- 7. Question** **Are vehicles required for this RFP?**

Answer Vehicles are not included in the scope, or as a requirement for this RFP.
- 8. Question** **Are there any more equipment required other than what is listed in the RFP?**

Answer Please see page 10 of the RFP. Providers may provide equipment in addition to what is listed on page 10 of the RFP at no additional cost to HSH.
- 9. Question** **Does this bid require a bid bond or performance bond?**

Answer Bid and/or performance bonds are not required for the submittal of the proposal. With that, the evaluation panel will evaluate a proposal based on what was submitted and the awarded agreement will be based on that proposal. Any awarded provider that attempts to negotiate agreements outside of what was included in their proposal may not be considered for award.
- 10. Question** **Is this RFP subject to a union or collective bargaining agreement (CBA)?**

Answer No. Please see the RFP for requirements.

WAGE/PREVAILING WAGE

- 11. Question** Does the proposal need to match current prevailing wage rates or the ones that will be updated January 2020?
Answer The Appendix 2 Price Proposal should include the rates that are in place for July 1, 2020 as stated in the [Security Prevailing Wage Rates 2020](#).
- 12. Question** Is lunch time paid?
Answer San Francisco Prevailing Wage does not have requirements about paid lunch. In this instance, providers must be in compliance with California labor law and their own internal policies.
- 13. Question** Are prevailing wage benefits based on a percentage of the prevailing wage amount?
Answer No. Benefits are based on the rates as stated in the [Security Prevailing Wage Rates 2020](#).
- 14. Question** Who should proposers contact regarding prevailing wage questions?
Answer Please contact the Office of Labor Standards and Enforcement (OLSE) as stated in [Security Prevailing Wage Rates 2020](#).

LOCAL BUSINESS ENTERPRISE (LBE)

- 15. Question** If an agency is a Local Business Enterprise (LBE) is that agency still subject to the 15 percent LBE subcontracting requirement?
Answer Yes.
- 16. Question** What is the Local Business Enterprise (LBE) goal for this RFP?
Answer Please see page 20 of the RFP.
- 17. Question** What is LBE Good Faith Outreach?
Answer Please refer to the [Contract Monitoring Division \(CMD\) Local Business Enterprise \(LBE\) Pre-Proposal handout](#).
- 18. Question** Is having an LBE subcontractor mandatory or just a goal?
Answer An LBE subcontract is required.
- 19. Question** Who should proposers contact regarding Local Business Enterprise (LBE) questions?
Answer Please contact the Contract Monitoring Division (CMD) as stated in the [Contract Monitoring Division \(CMD\) Local Business Enterprise \(LBE\) Pre-Proposal handout](#).

SUBMISSION REQUIREMENTS

- 20. Question** What does electronic PDF format mean? Does HSH want the Appendix 1 and Appendix 2 via email?
Answer Please see page 13 of the RFP. Electronic proposal means the Appendix 1, Appendix 2, and all required attachments as one PDF document and one Excel file of the Appendix 2 emailed to HSHprocurements@sfgov.org.
- 21. Question** Is there a page limit for the proposal submission?

Answer No, there is not a page limit. Please consider the evaluation panel and make responses clear, concise, and complete. Please do not submit material that has not been requested.

EVALUATION

22. Question

Will there be oral interviews?

Answer Please see page 19 of the RFP.