



City of Key West
1300 White St.
Key West Florida, 33040

ADDENDUM NO. 1

RFP #005-21 CITY OF KEY WEST PRIVATE SECURITY SERVICES

The information contained in this Addendum adds information to be included in the Bid and is hereby made a part of the Contract Documents. The referenced bid package is hereby addended in accordance with the following items:

GENERAL NOTES:

1. Revised bid form attached.

QUESTIONS & CLARIFICATIONS:

1. Is there a living wage requirement? *No*
2. Is the Proposer required to provide a motor vehicle for any part of the contract? If so, please indicate vehicle type, location(s) and number of anticipated hours. *No*
3. Please provide the annual hours requested during the previous fiscal year. *Hours are equivalent to hours in the bid document*
4. Do you anticipate more or less hours being requested under the new contract? *Neither*
5. Is parking available for security officers at each site? *Yes*
6. Are restrooms available at each site? *Yes*
7. What equipment, if any, will be provided by the City of Key West? *None. Proposer will be required to provide a phone that works with the City's ProxiGuard Security Guard Tour System*
8. What equipment, other than flashlights, will be required by the Proposer? *Refer to bid document*
9. Are there facilities at each site where the Proposer can use for storing equipment and supplies? *Yes*
10. Does the City have an accelerated payment program for vendors? *No*
11. Who is the current incumbent? *Florida Keys Security, LLC*
12. When was the current incumbent awarded the contract? *January 2019*
13. Could you please provide us copy of current contract? *Attached*
14. Are there any subcontractors being used for the current contract? *No*
15. What was the initial term length of the current contract (for example, 1 year plus 4 year options, etc.) *3 year with 2 year options*
16. What was the start date of the initial contract? *February 2019*
17. What was the amount spent in the last 12 months? *\$229,746.04*
18. What was the total spent in the last billed month? *\$20,266.10*
19. Are there any other rates billed separately (such as equipment, vehicles, etc.) *No*

20. 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? *Cruise ship security was removed from this RFP*
21. What was the amount spent on this contract last year? *1/1/2020-12/31/2020 \$229,159.62*
22. What is the estimated total number of annual hours for this contract? *Refer to RFP*
23. What is the current bill rate for each position? *\$21.26*
24. 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. *Not currently*
25. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage? *No*
26. Is there a specific way you would like the response to be prepared? For example: bound, unbound, 3-ring binder(s), pages limits, paper type, etc.? *Refer to RFP*
27. Is the current contract using vehicles? If yes, how many? *One golf cart*
28. Will your agency hold a public opening? If yes, can you please provide with the date, time, and location? *Refer to RFP*

All other elements of the Contract and Bid documents, including the Bid Date shall remain unchanged. All Bidders shall acknowledge receipt and acceptance of this **Addendum No. 1** by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business

Notice to Bidder: Use Black Ink or Type For Completing the Form.

BID FORM

To: CITY CLERK
CITY OF KEY WEST, FLORIDA
1300 WHITE STREET
KEY WEST, FLORIDA 33040

Project Title: CITY OF KEY WEST PRIVATE SECURITY SERVICES,

Project No.: RFP No. 005-21

BIDDER'S INFORMATION

Name: _____

Address: _____

Contact Name: _____

Email: _____

Telephone: _____

Fax: _____

BID FORM

PORT AND MARINA SECURITY SERVICES

The security services for each facility is outlined in the Scope of Work section

LOCATION	UNBURDENED HOURLY RATE (\$)¹	RATE IN WORDS	BURDENED HOURLY RATE (\$)²	RATE IN WORDS
Key West Bight/ Key West Bight Ferry Terminal³				
City Marina⁴				
Key West Bight Ferry Terminal⁵				

¹ Direct Labor Cost.

² Direct Labor Cost, O/H, G&A, Profit.

³One (1) guard from 6:00 pm until 6:00 am Monday – Friday, One (1) guard from 6:00 am Saturday – 6:00 am Monday

⁴One (1) guard daily from 5:30 PM until 5:30 AM.

⁵One (1) guard from 3:00 pm until 6:00 pm. Monday – Sunday or when Key West Express is docked at the ferry terminal facility.

SUBCONTRACTORS

The Bidder further proposes that the following subcontracting firms or businesses will be awarded subcontracts for the following portions of the work in the event that the Bidder is awarded the Contract:

Portion of Work: _____

Name: _____

Address: _____

Portion of Work: _____

Name: _____

Address: _____

Portion of Work: _____

Name: _____

Address: _____

BIDDER

The name of the Bidder submitting this Bid is: _____

Doing business at _____

City _____ State _____ Zip _____

Telephone No. _____

This address is where all communications concerning this Bid shall be sent.

The names of the principal officers of the Corporation submitting this Bid, or of the Partnership, or of all persons interested in this Bid as Principals are as follows:

Name

Title

If Corporation

IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this _____day of _____, 20__.

(SEAL)

Name of Corporation

By: _____

Title: _____

Attest: _____

Secretary

If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his/her/its hand this _____day of _____, 20__.

Signature of Bidder _____

Title _____