



April 19, 2022

To All Bidders:

Subject: **Bid No. CR-7793-W2, Security Services (unarmed) / WPS**

**ADDENDUM NO. 1**

To Whom It May Concern:

With reference to our bid request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

• **Please see below questions received and responses from City**

1. What training do you require our officers to have?  
**A one hour training will be required for all unarmed security guards. Most of the training thereafter is done on the job.**
2. Do you anticipate situations where our officers will have to go “hands on”? What is the extent of physical involvement?  
**Security Guards will need to have the endurance to walk around the school building two or three times a day.**
3. Why is this contract going out to bid?  
**Contract term is ending.**
4. Who is currently guarding these locations?  
**ISSM Protective Services**
  - a. Are you looking to keep current officers?  
**There are 4 current security guards who might be interested in staying on with the new security vendor. Successful bidder is welcome to contact any existing staff upon award.**
  - b. Are the current officers union affiliated?  
**No, not union affiliated.**
  - c. What is the seniority date of current officers?  
**Do not know this information.**
5. What happens to the deployment of officers in bad weather, scheduled closures (i.e. summer)?  
**Officers do not work during non-school days including vacation and snow days**



6. What is the expectation of the degree of involvement from supervisors?  
**Supervisors would choose their own method of supervising the security guards.**
  - a. How often would a supervisor be required to visit the officers?  
**Supervisors should visit their employees at least bi-weekly(check-in)**
7. To what extent will officers need to be involved in Title IX issues?  
**Security Guards are required to report any negative behaviors/actions of students/staff/outside in the building.If it involves a potential Title IX violation,the school administration would take the lead on investigation and follow-up...**
8. Will officers be required to participate in training that other staff members at the school locations are to be involved in?  
**Security Guards will be involved in some staff meetings if the Principal deems it appropriate.  
Security Guards working in administration buildings would not be involved in any training.**
  - a. Who will be required to pay for the training?  
**School District would pay for any training.**
9. What are the types of communication equipment the officers will be required to use?  
**All Security Guards will be provided a Walkie-Talkie in order to communicate with staff.  
Equipment paid for by the School District**
10. Are there any wage rate requirements (prevailing wage, union, etc.)  
**No.**
11. Do you wish to retain current Officers  
**There are 4 current security guards who might be interested in staying on with the new security vendor. Successful bidder is welcome to contact any existing staff upon award.**
12. How is meal relief currently handled?  
**All security guards are entitled to a lunch break and other breaks when needed.**
13. Do you have any pto or vacation requirements for Officers?  
**No, there are no District requirements. Vendors must comply with state labor laws.**
14. Do you have any specific training requirements?  
**There will be a one hour training for every security guard prior to working at their respective school or administration building. This training can happen with everyone in one meeting.**

Bidders are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro  
Purchasing Director