

Addendum #1
June 11, 2013
RFP 44-13
Public Works Department/High-Hanover Parking Facility
Security

This Addendum forms part of the original document marked: Public Works Department/High Hanover Parking Facility Security

The following questions have been asked and answered.

Question 1: Could you please better define the training that will be required, and who would perform each training element? For instance, in order to become familiar with the City's policies and procedures, is this something that is specific to the duties as outlined in the Post Orders that were attached to the RFP or are you referring to the General Policies and Procedures of the City? If so, would the City perform an orientation for each employee?

Answer 1: Other than providing a basic orientation of duties at the parking garage, an overview of what to do in the event of a fire or incident, and an HR briefing on personnel issues, those candidates provided for security duties at the parking garage are expected to have basic security and safety training through their company including traffic control--and preferably a certificate validating such training from a certified trainer.

Question 2: The same questions relate to the other training elements described. Does the fire and police departments give the fire, safety, and traffic control training? If we are to do the training is there a training syllabus that is required or are any specific certified courses required.

Answer 2: There is no formal training syllabus although there is a set of "Post Orders" (which you reference) provided by the current security company. In regard to additional training, I believe we inserted this to cover such things as the future installation of emergency call boxes in the garage which will most likely require additional training for the security guard in terms of responding to emergency calls and notifying the appropriate agencies.

All else remains unchanged from original rfp document.

Please acknowledge receipt of this addendum within your proposal, failure to do so may subject a vendor to disqualification.

End of Addendum #1