



ADDENDUM 1

ATTACHMENT E

MASTER Q & A FORM

PROJECT: SECURITY GUARD SERVICES RFP

Master Q&A	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
Q&A Process	<ol style="list-style-type: none">1. Prepare questions or concerns on the template provided.2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).3. Submit the completed form via email to bratiej@billingsmt.gov. Attach associated documents as necessary. <p>Please contact Jamie Bratie with any questions regarding this process.</p>

#	Date	Reference Section	Question or Comment	City Response
1	Apr. 12, 2021	Section 5 Scope of Work Pg. 8	The library references communication with library staff. Are radio or cell phones provided by the library or are they the contractor's responsibility?	Contractor's responsibility.
2	Apr. 12, 2021	Section 5 Scope of Work Pg. 8	The library references that the proposal should include random checks of the exterior and grounds 3-6 times per evening when closed. Is evening Patrol a requirement for this solicitation?	Yes, they are required.
3	Apr. 12, 2021	Attachment A Validation Questions for Supplier - Gen Info #2	In addition to our Billings Branch, we have almost 300 facilities/locations in the US. Instead of listing every single location in our proposal response, would a provided weblink to the that information be acceptable?	A web link is acceptable.
4	Apr. 12, 2021	General Question	Who is the current Incumbent? Is the library satisfied with their service? What challenges is the library experiencing?	<ol style="list-style-type: none">1) Guardian Security2) The City is not displeased with the current service, but we are required by our own policies to compete this contract at this time.3) Currently the library is running at decreased hours and programming. Regarding security, the biggest struggle now is the frequently changing schedule.

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5	Apr. 15, 2021	Section 5 Scope of Work Pg. 8	Please describe the Patrol requirement in more detail? Is it a foot or vehicle Patrol? How long should each random check last per visit?	The after hours patrol will be a complete patrol of the exterior of the building and grounds, including the parking lot. The officer will check that all doors are secure and that there is no one on property. Anyone found to be on the property will be told to move on. The officer will remain on-site until the person or people have left the property. The majority of the patrols take about 10 minutes to complete. If someone is on the property, patrols can take longer.
6	Apr. 15, 2021	Section 5 Scope of Work Pg. 8	Does Guardian currently provide the evening Patrol services today?	Yes
7	Apr. 15, 2021	Section 5 Scope of Work Pg. 8	Is the City open to allowing the awarded contractor to Subcontract the Evening Patrol Service requirement?	This could be discussed and the Library may consider it.
8	Apr. 15, 2021	Section 5 Scope of Work Pg. 8	Is a vehicle required to patrol the exterior, etc. or is it done on foot?	The exterior check of the building must be done on foot, as the guard is to check that all the doors are secure and make sure no one is loitering or sleeping along the building. The lot is small enough it can be done on foot as well, but it can also be patrolled in a vehicle.
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