



ADVERTISEMENT for CONTRACTUAL SERVICE

RFP – EVENT SECURITY SERVICES - 030724

**ADDENDUM No. 2**

**OWNER’S BID PROPOSAL FORM**

OWNER: City of College Park  
3667 Main Street  
College Park, GA 30337

PROJECT: Event Security Services

DATE: February 28, 2024

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BID #030724 is hereby revised as instructed throughout attached ADDENDUM No. 2.

This Addendum forms a part of the contract documents and modifies the original bid documents. The following items shall take precedence over the originally published bid documents for the above-named project and shall become a part of the contract documents.

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1. Should the pricing provided be an hourly rate per staff member? Or a budgeted annual rate?  
*(For example - should our bid pricing be : \$25/hr or \$352,000 annually)*
  - a. **We ae looking for annual rates**
2. Considering the event dates and staffing per event are TBD, I am confused as to how we can provide an annualized rate without this information.
  - a. **You need to base your calculation on an estimated 75-100 events held on the GICC/Arena Campus.**
3. Referencing General Instructions to Offeror Number 14 and Number 15 on p. 3 of the Request for Sealed Proposal, can the City confirm that provision of the offeror's Certificate of Insurance reflecting our Workers Compensation and Commercial General Liability Insurance coverage will satisfy this?
  - a. **The City wants a copy of all documents included in bid package.**
4. Referencing THE CONTRACT section of the Terms and Conditions on p. 4 of the Request for Sealed Proposal, can the City provide a copy of the City's purchase order terms and conditions for review?
  - a. **Those can be viewed only under Purchasing in the FAQ section.**
5. Referencing the INDEMNIFICATION section of the Terms and Conditions on p. 8 of the Request for Sealed Proposal, will the resulting contract be issued under a Government prime contract or subcontract?
  - a. **All contracts are issued to the prime.**

6. Several sections of the Request for Sealed Proposal (Basis of Award, p. 11; Bid Document Requirements & Checklist, p. 14; Vendor Questionnaire, p. 15; Subcontractor form, p. 22; Additional Information, p. 28) reference bid, performance, and payment bonds. Can the City confirm what bond(s) are required or if non-applicable to this RFP?
  - a. **No bond is required for this service project.**
7. If possible, please provide a projected schedule of events and posts by position required for this contract. What are the call numbers for each of the events? What is the number of hours a staff member would be expected to work during an event? We note the NBA mandated numbers on page 28; thus, this request is for events pertaining to this RFP outside of the NBA noted.
  - a. **This information is specific to estimated number of events.**
8. For event services, what is the average length of post (i.e. 6 hours)?
  - a. **This information is specific to estimated number of events.**
9. Will the vendor have access to free WIFI, office space at the center?
  - a. **The awardee will have access to the internal portal to complete work.**
10. Please provide the current bill rates of the incumbent vendor?
  - a. **Each offeror will need to determine what their bill rate will be.**
11. How much was spent (dollar value) on this service last year?
  - a. **We will inform you the contracted cost for the campus was \$634,608.00**
12. Is there a Prevailing/Living wage requirement associated with this project or is a collective bargaining agreement (CBA) or union in required?
  - a. **The City request offeror determine what they will pay their staff.**
13. What screening equipment will the event vendor need to supply if applicable, (detecting wands, magnetometers, etc..) and how many will be needed per event?
  - a. **All event screening equipment will be supplied from GICC/Arena Campus.**
14. We note the naming convention of the position being “event security,” with that said, is a guard card license required per staff under this contract?
  - a. **The City wants the contracted staff to be in position to fulfill the requirements of the position(s).**
15. We note the training listed such as: problem resolution, conflict management, evidence handling, and CPR. Does GICC require a set number of training hours? Will GICC provide any of this training? May the vendor bill for these training hours?
  - a. **The Contractor, all Event Security Supervisor and all Event Security Officers should have current CPR and first aid training certificate to be always on file with Contractor**
  - b. **No**
  - c. **No**