June 10, 2025

**ADDENDUM NO. 01**

Your reference is directed to RFx Number 3000024818 for the Invitation to Bid (ITB) for the State of Louisiana – Security Guard Services - DPS, which is currently scheduled to open at 10:00 AM CT on 06/17/25.

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**Questions from the Vendors and State’s Responses:**

**Vendor Question 1.** Is there a site visit schedule for this solicitation?

***State’s Response:*** *There is no site visit requirement for this bid.*

**Vendor Question 2.** Who is the current incumbent?

***State’s Response:*** *The incumbent vendor is Rivers Security, LLC.*

**Vendor Question 3.** When is the service start date?

***State’s Response:*** *The service start date is July 1, 2025.*

**Vendor Question 4.** How much does the State pay River Security per hour for services?

***State’s Response:*** *The previous Purchase Order was $13.78 per hour for Unarmed Guards and $18.55 per hour for Guard Supervisors. However, this bid requires Unarmed Guards to be paid a minimum of $15.00 per hour and Guard Supervisors to be paid a minimum of $24.00 per hour per Page 1 of Attachment B – Specifications.*

**Vendor Question 5.** Is the State able to provide a list of the 8 holidays you are projecting for the first year of service?

***State’s Response:*** *July 4, 2025; September 1, 2025; November 11, 2025; November 27, 2025; December 25, 2025; January 1, 2026; January 19, 2026; February 17, 2026; April 3, 2026*

**Vendor Question 6.** Line Item 11, the first Supervisor role states: “Supervisor will be required to travel from building to building.” Which buildings is this supervisor expected to visit and to what frequency?

***State’s Response:*** *This supervisor is responsible for buildings in the Baton Rouge area.*

**Vendor Question 7.** Line Item 25, the second Supervisor role states: “Supervisor will be responsible for scheduling, relieving guards for breaks and covering post when necessary.” This role is positioned at the Monroe State office Building. Is it the State’s intent that this supervisor will work only from the Monroe State Office Building? If not, could this Supervisor also be able to travel to other locations, such as Shreveport, for onsite inspections and visiting employees?

***State’s Response:*** *Yes, the Supervisor is allowed to travel to other locations. However, the Agency will only pay for hours specified on the Purchase Order.*

**Vendor Question 8.** Line Item 13, the Guard at the Employee Entrance item states: “One Guard at the Employee entrance Monday through Friday (Except holidays) 5:30 AM - 2:30 PM (8 hours per day, 5 days per week).” When I calculate the hours for this time slot, I am coming up with 9 hours in this workday. Is the expectation for the employee to have a 1 hour break for lunch or is this a typo and a 9-hour coverage time?

***State’s Response:*** *This is a typo. The coverage is for 9 hours. See revised specifications in this Addendum No. 01.*

**Vendor Question 9.** In Attachment B, it is stated, “The DPS Capitol Detail Commander approved overtime shall be paid at a rate of one and one half times the hourly rate. Additional security services shall be provided at the request of the DPS Capitol Detail Commander and/or designee in case of emergency, disaster, and/or other situations.  These additional services shall be provided at the normal rate and within two hours of request.” From the State’s experience, what is the level of “Additional Security Services” that has been needed for previous emergencies? Assuming a natural disaster constitutes one type of emergency, does the State have any other examples of when additional security has been needed within 2 hours? This question hopes to assist in reserve guard need for this contract.

***State’s Response:*** *This issue has not occurred. Security Guards are typically not requested during State office closures.*

**Vendor Question 10.** In Attachment B, the State refers to guards being “registered to carry a baton” and mentions other equipment. Can the State provide a list of mandatory equipment each guard must be equipped with, i.e., baton, handcuffs, flashlight, zip ties, etc.?

***State’s Response:*** *No mandatory equipment is required.*

**Vendor Question 11.** We function in a primary–subcontractor relationship. The primary contractor is not licensed by the Louisiana State Board of Private Security Examiners (LSBPSE), but the subcontractor is. May the primary contractor submit the bid proposal without holding a license from the LSBPSE?

***State’s Response:*** *Subcontracting is not allowed per Page 2 of Attachment B – Specifications.*

**Vendor Question 12.** Are patrol vehicles required at any post? If so, at which locations and during what hours? Must these be marked or unmarked security vehicles?

***State’s Response:*** *No patrol vehicles are required.*

**Vendor Question 13.** Are radios or other communication equipment required?

***State’s Response:*** *Radios or other communication equipment are not required.*

**Vendor Question 14.** Will the state provide a radio system, or must the contractor furnish compatible radios?

***State’s Response:*** *Radios are not required.*

**Vendor Question 15.** Are there specific radio frequency requirements or encryption protocols (e.g., P25, digital trunked systems)?

***State’s Response:*** *Radios are not required.*

**Vendor Question 16.** Is body-worn camera (BWC) use required or prohibited?

***State’s Response:*** *Body-worn cameras are not required and are not prohibited.*

**Vendor Question 17.** Are guards required to maintain any written or electronic activity logs? If electronic, is there a preferred software or reporting format?

***State’s Response:*** *Some posts require handwritten sign-in logs for visitors and appointments.*

**Vendor Question 18.** Are electronic tour systems (e.g., Detex wands, RFID tag readers) required?

***State’s Response:*** *No electronic tour systems are required.*

**Vendor Question 19.** Is a security vehicle or golf cart required at 24/7 posts with wide coverage areas (e.g., loading docks, campuses)?

***State’s Response:*** *No security vehicle or golf cart is required.*

**Vendor Question 20.** Are lunch breaks paid or unpaid? Must the post remain staffed continuously during breaks?

***State’s Response:*** *This is at the discretion of the Contractor.**All posts must be staffed at all times as listed on each line description.*

**Vendor Question 21.** Are we expected to provide relief officers for breaks, PTO, or sick days, or will the state accept uncovered posts temporarily during absences?

***State’s Response:*** *All posts must be staffed at all times as listed on each line description.*

**Vendor Question 22.** For 24/7 posts, is a dedicated full-time schedule rotation required (e.g., 4-on/4-off), or can guards float between posts?

***State’s Response:*** *This will be at the Contractor’s discretion but within the confines of the rules and regulations of the Louisiana State Board of Private Security Examiners and any applicable labor laws. All posts must be staffed at all times as listed on each line description.*

**Vendor Question 23.** Are there any post-specific training requirements beyond the LSBPSE minimums? Example: de-escalation, customer service, HAZCOM, active shooter awareness, etc.

***State’s Response:*** *No post-specific training is required.*

**Vendor Question 24.** Are CPR/First Aid certifications required for any posts?

***State’s Response:*** *No CPR or First Aid certifications are required.*

**Vendor Question 25.** Does the agency conduct or require post-specific site orientation or onboarding training?

***State’s Response:*** *Yes, this will be a short one on one as new guards are hired.*

**Vendor Question 26.** Will the contractor be responsible for background checks and drug testing, or will the State perform these?

***State’s Response:*** *Refer to Page 3 of Attachment B – Specifications, “Screening Requirements”.*

**Vendor Question 27.** Are any guards expected to have or obtain a TWIC or other federal credential?

***State’s Response:*** *No TWIC or federal credential is required****.***

**Vendor Question 28.** Will the State provide access to post orders, SOPs, or general directives before contract award to inform pricing and staffing planning?

***State’s Response:*** *No, these will be available after contract has been awarded.*

**Vendor Question 29.** Will indoor post stations include: State-provided desks, chairs and shelters; Climate control (heating/AC); Computer/phone access?

***State’s Response:*** *Yes, indoor posts will include chairs and desk space in climate controlled areas. Computer and phone access will be provided for posts requiring them as part of guard duties.*

**Vendor Question 30.** Will guard posts in high-traffic areas (e.g., Bienville, Iberville) include restroom access and facilities for meal/rest breaks?

***State’s Response:*** *Yes, restrooms will be accessible and facilities for meal/rest breaks may be accessible. All posts must be staffed at all times as listed on each line description.*

**Vendor Question 31.** Are any posts “roving” or “patrol” assignments across buildings or floors, or are all guards expected to remain at fixed stations?

***State’s Response:*** *All guards work fixed stations.*

**Vendor Question 32.** Are electronic incident reporting or daily activity logs required in real time (e.g., through a state portal)?

***State’s Response:*** *No electronic incident reporting or daily activity logs are required. However, some posts require handwritten sign-in logs for visitors and appointments.*

**Vendor Question 33.** Does the contractor need to supply IT infrastructure, tablets, or access to state databases for reporting?

***State’s Response:*** *No IT infrastructure, tablets, or access to state databases for reporting is required.*

**Vendor Question 34.** What are the expectations for after-hours or emergency incident notifications to State personnel?

***State’s Response:*** *Guards will contact LSP dispatch.*

**Vendor Question 35.** Will the State accept blended billing rates or must hourly billing be broken down per site/post?

***State’s Response:*** *Hourly billing must be broken down per line as listed in the solicitation.*

**Vendor Question 36.** Will a centralized invoice be required, or must invoices be sent to individual departments (e.g., DOTD, DHH, DPS)?

***State’s Response:*** *Contractor shall submit a centralized invoice listing line numbers as shown on Purchase Order.*

**Vendor Question 37.** Are guards entitled to any prevailing wage or local supplement beyond the $15.00/hour minimum?

***State’s Response:*** *No*

**Vendor Question 38.** For guards assigned part-time or rotating posts, how should hours be tracked and billed?

***State’s Response:*** *This will be at the discretion of the Contractor. DPS will track any deficiencies (late guards, unmanned posts, etc.).*

**Vendor Question 39.** Are guards expected to detain, physically intervene, or merely observe and report?

***State’s Response:*** *Observe and report.*

**Vendor Question 40.** What is the escalation protocol with local or state police?

***State’s Response:*** *Guards will be required to contact LSP dispatch when any laws are broken.*

**Vendor Question 41.** Will any posts require coordination with State Police or Capitol Police, and if so, is a liaison assigned?

***State’s Response:*** *Yes, the Contractor will be given contact information upon award.*

**Vendor Question 42.** Can personnel be cross-assigned between posts or locations during emergencies or staffing shortages?

***State’s Response:*** *Yes, however posts must be manned at all times.*

**Vendor Question 43.** Can the staffing plan be modified post-award with prior notice and approval?

***State’s Response:*** *See Page 4, Responsibilities of the Contractor, #3. Any deviation from the weekly schedule is to be promptly reported to the State Police Captain and/or the Capitol Detail Commander.*

**Vendor Question 45.** Is a single contract performance bond required, or will individual site bonds be requested by specific state entities?

***State’s Response:*** *There is no performance bond requirement for this solicitation. However, a single blanket fidelity bond is required in accordance with Page 10 of Attachment A – Special Terms and Conditions.*

**Vendor Question 46.** Are any new sites expected to be added to the contract within the first 12 months?

***State’s Response:*** *No new sites are expected to be added to the contract within the first 12 months.*

**Vendor Question 47.** Does the State require a full-time on-site contract manager, or will a roving supervisor suffice?

***State’s Response:*** *Roving supervisor will suffice.*

**Vendor Question 48.** What is the expected transition period from award to full post coverage?

***State’s Response:*** *The awarded Contractor is required to provide listed services beginning July 1, 2025. If a transition period is necessary, it will be coordinated by OSP and DPS Capitol Detail to ensure all posts are manned at all times.*

**Vendor Question 49.** Will the incumbent provider assist with post handovers, including SOPs, current schedules, and equipment transfers?

***State’s Response:*** *This will be at the discretion of the incumbent provider. The Agency does not provide any equipment. SOPs will be available at each post.*

**Vendor Question 50.** Will the State provide site access for pre-deployment walkthroughs and staff orientation prior to the go-live date?

***State’s Response:*** *Refer to Page 8 of Attachment B – Specifications.*

**Vendor Question 51.** Can you provide the current turnover rate for the contract?

***State’s Response:*** *This information is not available.*

**Vendor Question 52.** If incumbent personnel are hired, will legacy benefits and the current wage rate carry over?

***State’s Response:*** *Benefits are at the discretion of the Contractor, wages must meet minimum requirements as listed in the bid specifications..*

**Vendor Question 53.** Will the contractor who awards this contract be required to honor the legacy employees' tenure and grandfather their vacations based on their time of service?

***State’s Response:*** *This will be at the Contractor’s discretion but within the confines of the rules & regulations of the Louisiana State Board of Private Security Examiners.*

**Vendor Question 54.** How many hours of on-the-job training will be required before a staff member can commence working at a location? Is there any additional annual training required?

***State’s Response:*** *No prior on-the-job training or additional annual training is required.*

**Vendor Question 55.** Should medical benefits be included in our pricing or billed separately?

***State’s Response:*** *The Agency is not responsible for medical benefits.*

**Vendor Question 56.** What electronic tracking system is currently in use?

***State’s Response:*** *None, this is at the discretion of the Contractor.*

**Vendor Question 57.** Is this the lowest price bid?

***State’s Response:*** *Award will be made to lowest responsive, responsible bidder – meeting the specifications as stated in the ITB.*

**Vendor Question 58.** Is there any specific equipment that the security vendor is to provide?

***State’s Response:*** *No specific equipment is required.*

**Vendor Question 59.** Are there specific uniform requirements for this RFP?

***State’s Response:*** *Refer to Page 2 of Attachment B – Specifications, “Security Personnel”.*

**Vendor Question 60.** What are the current wages for staff at each location?

***State’s Response:*** *This information is not available.*

**Vendor Question 61.** What are the current hourly bill rates for routine, emergency, and temporary services?

***State’s Response:*** *Hourly bill rates will not differ from amount awarded on contract.*

**Vendor Question 62.** Is there any prevailing wage, living wage ordinance, state or local mandated wage, or contract? Specific wage or collective bargaining agreement?

***State’s Response:*** *Refer to Page 1 of Attachment B – Specifications.*

**Vendor Question 63.** What locations are closed during the designated holidays and is the vendor required to staff those locations?

***State’s Response:*** *Locations requiring holiday staffing are listed in the line descriptions.*

**Vendor Question 64.** Is this is a new contract and if not who the incumbent is and what the max ceiling is for the current contract.

***State’s Response:*** *The incumbent is Rivers Security LLC. The previous Purchase Order was $13.78 per hour for Unarmed Guards and $18.55 per hour for Guard Supervisors. However, this bid requires guards to be paid a minimum of $15.00 per hour for Unarmed Guards and $24.00 per hour for Guard Supervisors per Page 1 of Attachment B – Specifications.*

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**Line 13 of RFx currently reads: 5:30 AM - 2:30 PM (8 hours per day, 5 days per week)**

**Line 13 of RFx changed to read: 5:30 AM - 2:30 PM (9 hours per day, 5 days per week)**

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All else remains as on original Invitation to Bid.

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**This addendum is hereby officially made a part of the referenced SOLICITATION.**

**ACKNOWLEDGEMENT:** If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail or delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REVISION:** If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail or delivery by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756, and indicate the RFx number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

**Revisions received after bid opening shall not be considered and you shall be held to your original bid.**

Revision:

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: Renee Bullock

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