

RFP contact person

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Mendocino County
HEALTH & HUMAN SERVICES AGENCY

Health & Human Services Agency Request for Proposal**RFP # SS-16-003-RFP****ADDENDUM # 1****Security Guard Service****Addendum Issue Date: May 12, 2016****RFP Issue Date: March 30, 2016****NEW RFP Submission Deadline: June 15, 2016*****Addendum is provided to all vendors and potential proposers*****Reason for Addendum:**

**TO ALLOW FOR ADDITIONAL INQUIRIES AS A RESULT OF ADDENDUM #1
THE INQUIRY PERIOD WILL BE EXTENDED UNTIL JUNE 1, 2016
A NEW SUBMISSION DATE IS ANNOUNCED
JUNE 15, 2016 BY 3:00 PM:**

**GENERAL RFP CLARIFICATION PROVIDED TO ALL VENDORS AND POTENTIAL
PROPOSERS:**

The County of Mendocino is providing the following clarification regarding the intent and Scope of Work of the RFP:

I. INTENT

This Request for Proposal (RFP) announces the intent of the County of Mendocino to provide a uniformed security officer for the County of Mendocino, including, but not limited to the following departments and locations:

- **Health & Human Services Agency**
Buildings locations:
727-747 South State St. and 1120 South Dora St., Ukiah, CA
764-790 South Franklin St., Fort Bragg, CA
472 East Valley St., Willits, CA
- **Ukiah Library**
Building location: 105 North Main Street, Ukiah, CA
- **Administration Center**
Building location: 501 Low Gap Road, Ukiah, CA
- **Ukiah Animal Shelter**
Building location: 298 Plant Rd, Ukiah, CA

XI. SCOPE OF WORK

The scope of work for this bid includes providing security guard service at the various County locations listed below. Each guard will be uniformed and unarmed.

1. The Ukiah Social Services Campus is located at 737-747 S. State St., Ukiah, CA 95482. The work week is Monday through Thursday, 10:00 a.m. to 6:00 p.m. and Friday, 8:30 a.m. to 4:30 p.m. Duties are to include patrolling the exterior of HHSA buildings, detecting unwanted persons, identifying hazardous situations, patrolling multiple lobby areas, writing incident reports, and maintaining activity logs.
2. The Fort Bragg Avila Center is located at 764-790 S. Franklin St., Fort Bragg, CA 95437. The work week is Monday through Thursday, 7:30 a.m. to 5:30 p.m. Duties are to include patrolling the exterior of HHSA buildings, detecting unwanted persons, identifying hazardous situations, patrolling multiple lobby areas, writing incident reports, and maintaining activity logs.
3. The Willits Integrated Services Center, (WISC) is located at 472 E. Valley St., Willits, CA 95490. The work week is Monday through Thursday, 8:30 a.m. to 6:30 p.m. Duties are to include patrolling the exterior of HHSA buildings, detecting unwanted persons, identifying hazardous situations, patrolling multiple lobby areas, writing incident reports, and maintaining activity logs.
4. The Public Health and Behavioral Health and Recovery Services Building are located at 1120 S. Dora St., Ukiah, CA 95482. The work week is Monday, Tuesday, and Thursday, 8:00 a.m. to 6:00 p.m., and Wednesday 9:30 a.m. to 7:30 p.m. Duties are to include patrolling the exterior of HHSA buildings, detecting unwanted persons, identifying hazardous situations, patrolling multiple lobby areas, writing incident reports, and maintaining activity logs.
5. The Ukiah Library is located at 105 North Main Street, Ukiah, CA. The work week is as follows:
 - Tuesday and Wednesday 10:00 a.m. – 5:30 p.m.
 - Thursday through Saturday: 10:00 a.m. – 5:00 p.m.
 - Sunday: 1:00 p.m. – 5:00 p.m.Duties are to include patrolling the exterior building, detecting unwanted persons, identifying hazardous situations, patrolling multiple lobby areas, writing incident reports, and maintaining activity logs.
6. The County Administration building is located at 501 Low Gap Road, Ukiah, CA 95482. The work week is Monday through Friday, 8:30 a.m. to 5:00 p.m. interior and exterior of the County of Mendocino Administrative Offices, detecting unwanted persons, identifying hazardous situations, patrolling lobby areas, parking enforcement (if requested by the County), writing incident reports and maintaining activity reports. A Daily Activity Report will be provided.
7. The Ukiah Animal Shelter building is located at 298 Plant Rd, Ukiah, CA 95482. The service hours at this site have been approximately 20 hours per week and may be reduced further. The Shelter does not have a dedicated security guard, but coverage is provided by adjusting schedules with the guards on other HHSA Ukiah campuses. Duties have included patrolling the exterior building, detecting unwanted persons, identifying hazardous situations, patrolling multiple lobby areas, and maintaining activity logs.

ALL OTHER SPECIFICATIONS REMAIN IN FULL FORCE AND EFFECT.

Acknowledgment of receipt of this addendum is required to be included in your proposal. You may indicate such inclusion in narrative form within your proposal or by attaching a copy this addendum to your proposal.

Any questions or concerns regarding this matter should be directed to the phone number or email addresses below:

Health and Human Services Agency

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