

Mayor
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Ronn Hall
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September 2, 2025
iRFB #25/26-20091

TO: PROSPECTIVE BIDDERS

RE: SECURITY SERVICES

ADDENDUM #1

This is **Addendum No. 1** to the City of Santee Request for Bids (RFB) for *Security Services* per iRFB #25/26-20091 dated August 26, 2025. This Addendum forms an essential part of the RFB and Contract Documents by revising the specifications with the following changes and/or additional information.

Reminder: Receipt of this addendum must be acknowledged on the 'Bid Proposal – Signature Sheet' or the Bid may be deemed non-responsive.

CHANGES/ADDITIONS/DELETIONS/ADDITIONAL INFORMATION

CHANGE: **BID DUE DATE**
FROM: Wednesday, September 3, 2025, by 2:00 PM
TO: **Thursday, September 4, 2025, by 2:00 PM**

1. **Question:** Will guard services be limited solely to nightly closure of park gates and restrooms, or are additional patrol/monitoring duties expected?
Answer: This iRFB is requesting nightly closure of park gates, restrooms, and skatepark gates (see **EXHIBIT 'A' (REVISED) – SCOPE OF SERVICES**, part of this addendum). At this time no additional duties are required. Parks are opened in the morning by City staff.
2. **Question:** Are you requesting a standing officer on-site for a full shift, or mobile patrol services that include property checks and lockups?
Answer: The City is looking for lock up of all restrooms, parking lot gates where applicable, and skatepark gates (see **EXHIBIT 'A' (REVISED) – SCOPE OF SERVICES**, part of this addendum) only. No standing officers or mobile patrols, no overnight services, at this time. Officer will travel to each park, in own vehicle to perform tasks.
3. **Question:** Should guards conduct a full sweep of park grounds before locking, or is the requirement limited to gates and restrooms?

Answer: Guard shall ensure restrooms and skatepark are empty prior to locking. Announcement shall be made upon arrival to each location that park is now closed and premises should be vacated.

4. **Question:** If vehicles are on site when it's time to secure and nobody is around are we going to have to tow them and wait for the tow truck company?

Answer: Announcement shall be made upon arrival to each location that park is now closed and premises should be vacated. If no one returns to vehicles by the time guard has completed other duties, gates are secured and vehicles are left in the lot. If a car is locked in, the owner can call the sheriff non-emergency and if a unit is available to go unlock the gate, they will. If not they will have to wait until morning to get their vehicle out.

5. **Question:** As part of the park restroom, gate, and facility locks and inspections, the City of Santee requests the officers to clear the park of all patrons prior to the facilities closure? Will the security company be held accountable for patrons that refuse to leave resulting in the delay of park closure?

Answer: Security will not be held accountable for patrons refusing to leave. However, restrooms must be vacated, and must be locked. Sheriff can be called for assistance if necessary.

6. **Question:** When we arrive at the site to lock up the parks, are we expected to stay at the park until it is completely evacuated?

Answer: Guards are not expected to stay until the park is completely vacated. Please refer to answer #3 and #5.

7. **Question:** In regards to the proposal, do you want a complete company proposal with a resume and how we perform the duties or do you just want us to fill out your pages four and five for pricing only?

Answer: At minimum, it is required to completely fill out the City's pages in the iRFB. If you would like to include additional information, feel free.

8. **Question:** The project requires Commercial General Liability of \$2,000,000 per occurrence and \$4,000,000 aggregate. We currently carry \$1,000,000 per occurrence and \$2,000,000 aggregate, but we also have an additional \$3,000,000 in excess liability coverage. My insurance provider confirmed that the excess liability will be added to our General Liability, making our coverage sufficient to meet your requirements.

Answer: This is sufficient, Umbrella or Excess Liability coverage brings total coverage to minimum \$2mil/\$4mil.

9. **Question:** The bid forms limit the number of rates to Regular Hourly Rate and Holiday Rate per officer. What service would you like the hourly rate based on? Assuming the initial bid request is for a Vehicle Patrol Officer specially for Park Closures. How would you like to account for

Marked Patrol Vehicle and Gas Expenses? Should the hour rate quoted be inclusive of all costs associated with the Vehicle Patrol Officer and park closures?

Answer: The hourly rate should be all-inclusive.

10. **Question:** What is the maximum compensation (budget ceiling) for FY 25-26 so we can tailor our proposal accordingly?

Answer: Staff has a general understanding of the time required to perform the nightly services based upon information shared by the Sheriff's Deputies who previously performed these services and a general understanding of hourly rates based upon existing agreements for security at select City events. However, the City is relying upon the security firms to offer realistic proposals based upon their expertise, business needs, and estimates of how long the nightly services will take. Budget is estimated to be between \$65,000-\$80,000 annually, with initial contract approximately 9 months.

11. **Question:** Is there a cap on CPI-based annual rate adjustments, and can extraordinary cost increases (such as state-mandated wage hikes) be considered separately?

Answer: There is no cap on the CPI adjustments. Refer to sections 2.4 & 2.5 of the Agreement.

12. **Question:** Rates for events and regular guard services without a vehicle requirement could be less than the quoted rate for the proposal on Park Closure if the rate is all inclusive. How does the City of Santee wish to address pricing for the regular guard services for Exhibit A - Scope of Work Item 4 Event Monitoring and Item 5 Guard Patrol? The Bid limits the rates to one Regular hourly Rate and one Holiday Rate per officer.

Answer: Include additional pages if hourly rate differs and further explanation is necessary.

13. **Question:** Can you confirm the resource for identifying the "Dusk" time associated with park closures for Big Rock Park, Shadow Hill Park, Weston Park, and Woodglen Vista. Assume these times are identifying the Astronomical Twilight hours just before dark which change throughout the year. <https://www.timeanddate.com/sun/usa/san-diego>

Answer: Sunset time in Santee, CA <https://www.timeanddate.com/sun/@5393429> plus **30** minutes for dusk.

14. **Question:** Do all parks close at the same time each night, or will closing times vary by location and season (e.g. , dusk closures)?

Answer: Refer to Exhibit A1, Section 3 of iRFB for Closure Schedule.

15. **Question:** Could you please clarify whether "dusk" is considered the start of the shift and 10:00 p.m. the end time? If not, could you provide the approximate start and end times, or the standard shift duration for reference.

Answer: Locations listed with a closing time of “dusk” shall begin to be closed at dusk, which is defined by Santee Municipal Code 8.08.150 as one-half hour after sunset. Locations listed with a closing time of 10:00pm, shall begin to be closed at 10:00pm.

16. Question: Incident Reporting- Does the City of Santee want automated email daily reports with pictures, confirmed GPS times, and guard reports identifying all the activities of the officer during their park closures? Reports would include pictures confirming locks of identified spaces, property damage identified on inspection, water leaks, homeless encampments, and unattended vehicles left in the park to name a few. With our other City contracts (San Diego, El Cajon, Oceanside), we have automated reporting set up for specific city employees that wish to receive them.

Answer: Reports are only needed if there are any incidents or something out of the ordinary like graffiti or vandalism. If everything is good, then no report would be necessary.

17. Question: What form of reporting does the City require – written logs, electronic reporting/tracking or a City-specific form?

Answer: Refer to question #16.

18. Question: If vandalism or suspicious activity is observed, should guards contact law enforcement immediately, or report the matter only to City staff?

Answer: If vandalism or suspicious activity is in progress, call 911, it is a crime in progress. Include in incident report.

19. Question: In our experience with Parks closures and locks we have encountered homeless encampments where the patrons refused to leave threatening our officers. Do you allow for security officer to have pepper spray for self-protection if they are trained, certified, and have a chemical agent permit?

Answer: In situations that may give rise to confrontation or threatening behavior, de-escalation by safely leaving the scene and contacting law enforcement if unable to lock the gates should be the first defense where possible. Security officers that are trained, certified and carrying a valid permit, may carry pepper spray for self –protection. Include in incident report.

20. Question: Are there any additional qualification required of security officers ie (First Aid, CPR, AED, Narcan) In our experience with parks, our security officers have encountered injured patrons and overdose victim's requiring intervention. Does the City of Santee require all Security officer to have these safety qualification requirements?

Answer: The licenses and/or certificates required are listed on page 1 of the RFB, section 1, “Contract Terms”. Medical aid is not expected, call 911.

21. Question: Can you confirm any City of Santee Living Wage Ordinance requirements and any regular compliance reporting requirements.

Answer: The City of Santee does not have a Living Wage Ordinance and this contract does not have any compliance reporting requirements.

22. **Question:** Will all sites require a dedicated, marked patrol vehicle?

Answer: While it is not a requirement to have a marked patrol vehicle, uniformed security personnel is required.

23. **Question:** How many hours per officer are needed at each site?

Answer: Only lock up is requested, no specific number of officers, or hours, is required. Whatever it takes to get the complete job done efficiently. City staff has conducted a study and it took no more than 3 hours per night.

24. **Question:** For additional requested services, will you need armed or unarmed services?

Answer: There is no requirement for armed services at this time.

25. **Question:** How frequently are “as-needed” services for other parks or City events expected, and will they be billed at the same rates listed in Exhibit B?

Answer: At this time we do not have a schedule for other events or needs. This is included within the contract to allow flexibility for future needs.

26. **Question:** For City-sponsored events requiring additional security, will these be scheduled well in advance, or should contractors expect short-notice assignments?

Answer: Refer to answer #22. Advance notice will be given for any schedule changes, whenever possible.

27. **Question:** How often do you utilize services under this agreement for special events? Is this contract replacing the agreement for the seasonal events held in the Santee Community Parks or is this a separate agreement?

Answer: Currently, this is a separate, stand-alone agreement. As noted in “Invitation for Bids”, the City reserves the ability to expand the scope of services to include general security services at other locations and City events as needed. This is not a replacement for the current events security agreement.

28. **Question:** Who is the current contractor?

Answer: The San Diego County Sheriff Department is currently closing the parks.

29. **Question:** What is the current hourly rate/charge of the current contractor?

Answer: Information is not available.

26. **Question:** What is the term of the current contract?

Answer: N/A

27. **Question:** Is there a prevailing wage? If yes, how much?

Answer: Not a prevailing wage contract.

28. **Question:** What is/are the specific license required?

Answer: Refer to Page 1, Section 1 of the iRFB.

29. **Question:** Our company is licensed by the Bureau of Security and Investigation Services (BSIS) under PPO License #xyz. However, we do not currently hold a City of Santee Business License. We can obtain this license upon award of the project. Would we still be considered eligible to bid on this solicitation?

Answer: Business license upon award of contract, prior to notice to proceed, is sufficient.

ATTACHMENT:
EXHIBIT 'A' (REVISED) – SCOPE OF SERVICES

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