



Hamilton County Purchasing Department

138 East Court Street ▪ Room 507 ▪ Cincinnati, OH 45202 ▪ Phone (513) 946-4355 ▪ Fax (513) 946-4335

Bid Information: www.hamilton-co.org/purchasing/

Surplus Auction: www.hamiltoncountyohioauction.com/ps

Addendum #1

July 22, 2024

RFP# 044-24 – Unarmed Security Services for the Cincinnati Black Music Walk of Fame

To All Registered Vendors:

Revised Dates for Section 1.1 Project Schedule, Proposal Review Completed and Written Decision Issued dates:

Proposal Review Completed:	August 7, 2024
Written Decision Issued (Approximately):	August 15, 2024
Estimated Project Start-Up:	September 1, 2024

Revised Attachment F Post Orders, Page 6 Responsibilities #6 updated

Attached documents - Pre-Bid Agenda and Sign-In Sheet

#1 Question: Attachment D and the Prime Contractor Substitution Request Form.

Can you explain what Attachment D is asking for from Metro Security and Detective Agency? Is it asking if they subcontract any certified MBE/WBE/SBE businesses?

The same question for the Prime Contractor Substitution request form? A few questions that we were stuck on were Total trade contract price? Percent of trade contract?

Answer:

In Attachment D:

- **The Prime Contractor Substitution Request Form is to be used post award if respondent finds they must replace one of the subcontractors listed in their proposal.**
- **In this Attachment, respondents must list all subcontractors they have selected for an award and indicate the ones that are MBE/WBE/SBE. The goals are MBE-10,6%, WBE- 0%, and SBE-10%.**
- **In the MBE/WBE/SBE Goal Compliance Plan section, the respondent must complete the form, indicate whether they are certified (if applicable), and**



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describe the work they will self-perform along with the dollar amount and the percent of total cost.

#2 Question: I know that the packet states that they paid on a monthly basis, but is bi-weekly pay possible?

Answer: Monthly payment.

#3 Question: Uniforms are currently navy blue - the package states black uniforms. Will the navy suffice, or will new black uniforms need to be purchased for this site?

Answer: Black uniforms only

#4 Question: What if the Agency doesn't use any subcontractors for their company?

Answer: The waiver needs to be submitted and signed.

Sincerely,

Jill Williams

Jill Williams
Purchasing Director



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**ATTACHMENT F
POST ORDERS**

**THE CINCINNATI BLACK MUSIC WALK OF FAME,
HAMILTON COUNTY**

190 W. MEHRING WAY

POST ORDERS

APPROVED BY:

Client Representative

Date

Vendor Representative

Date

**ATTACHMENT F
POST ORDERS**

September 2024

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2	Contact List
3	Uniform Policy
3	Duty Schedule
4	Responsibilities

ATTACHMENT F POST ORDERS

WHO TO CALL WHEN

For each respective situation, call the people in the order they are listed below. For phone numbers see "Contact List."

For Life or Death emergencies such as:

1. Life is at risk or injuries have occurred.
2. Emergency personnel have responded to the property.
3. Fire in the building.
 - a. Call 911 if Emergency Services are not on scene already.
 - b. Hamilton County-The Banks Project Executive, Phil Beck (513)240-6580
 - c. Security Account Manager or designee.

For emergencies such as:

1. Damage to a Hamilton County Facility or property has occurred.
 - a. Hamilton County Building Manager, Matt Dunne (513)616-2638
2. The Media is involved or on scene for an abnormal circumstance.
 - a. Hamilton County-The Banks Project Executive, Phil Beck (513)240-6580

For non-emergency incidents involving the building systems or water leaks:

1. Hamilton County Building Manager, Matt Dunne (513)616-2638
2. Hamilton County-The Banks Project Executive, Phil Beck (513)240-6580

For lost or missing keys:

1. If the keys are the set the Security Officer carries:
 - a. Security Account Manager or designee.
 - b. Hamilton County-The Banks Project Executive, Phil Beck (513)240-6580

Be sure to document all incidents and emergencies on an Incident Report Form.

**ATTACHMENT F
POST ORDERS**

CONTACT LIST

Name	Phone	Cell Phone	Position

**TBD:
Operation**

Management contacts:

Hamilton County The Banks On-Call List

Hamilton County Contacts:

<u>Title</u>	<u>Name</u>	<u>Cell Phone</u>
Building Manager	Matt Dunne	513-616-2638
The Banks Project Executive	Phil Beck	513-240-6580

UNIFORM POLICY

All Security Officers while on duty must wear a uniform. The current accepted uniform is as listed below:

1. Uniform Shirts (color to be agreed upon by HC) with company shoulder patch on each arm designating the vendor and “Security Officer” (season appropriate)
2. Black Pairs of Uniform Pants (BDU Style)
3. (1) Black duty belt (must provide support to carry equipment on Officer’s person, NO BASKETWEAVE).
4. (1) Duty Style Flashlight and Belt Holder (Black Plain, NO BASKETWEAVE).
5. (1) Radio Holder (Black Plain, NO BASKETWEAVE)
6. (1) Black Spring Jacket with Security stenciled on the back and a company shoulder patch on each arm designating the vendor and “Security Officer”
7. (1) Black Winter coat with a company shoulder patch on each arm designating the vendor and “Security Officer”
8. (1) Black Raincoat (Spring Jacket may be utilized to meet this requirement provided that it is water resistant and has a hood) with Security stenciled on the back and a company shoulder patch on each arm designating the vendor and Security Officer

**ATTACHMENT F
POST ORDERS**

9. (1) Silver Name Plate designating the rank and last name of the Officer and an American flag pin that will be worn on the uniform shirt at all times. This will be worn over the right pocket.
10. (2) Silver Security Officer metal badges. One will be worn on the uniform shirt at all times. One will be affixed to any outer garment that is worn.
11. (1) Black Baseball Style Cap with Security in white lettering embroidered on the front.
12. Security Officers are to wear all black leather type boots or uniform shoes and an all-black trouser belt with a plain buckle. No gym shoe or high-top style footwear will be acceptable.
13. Security Officer is to maintain a clean polished look on all belts, holders, and footwear.

Additional uniforms shall not have other company names, logos, advertisements, or any limerick of any type unless previously approved by the Security Management Company and the County Safety & Security Manager.

DUTY SCHEDULE

Weekly/Holiday Schedule	Start Time	Stop Time
First Shift	0700	1500
Second Shift	1500	2300
Third Shift	2300	0700

Arrive at your post on time, well rested, properly dressed, and ready to work. **The outgoing Security Officer cannot leave until the next guard arrives at the post.**

Review the logbook, temporary post orders, revisions to the original post orders section, and any other essential information before you begin your shift.

Ask the outgoing Security Officer to brief you about his shift and situations that you need to be made aware of.

If equipment is damaged or missing the Security Guard shall call The Banks Project Executive, Phil Beck immediately and report it.

ATTACHMENT F POST ORDERS

RESPONSIBILITIES

1. **PATROL** - The Security office will patrol a minimum of 3 times per shift. Checkpoints must be reported of any unusual condition.
2. **AFTER HOURS ACCESS CONTROL** – The Security Officer shall ensure all employees, contractors, and/or visitors entering the area after hours sign in and out.
3. **KEY CONTROL** – Contract security shall ensure that the keys are returned to the Security Office at the end of each shift.
4. **INCIDENT REPORTS** - Any unusual condition (e.g., water leak, unruly person, elevator outage, power outage, unlocked door, etc.) or emergency in or outside of the building, including but not limited to Police, Fire or News Media, will require a detailed incident report. All activities shall be noted on the daily activity report, and the appropriate personnel contacted per the section “Who to Call When” on page 1.
5. **MAINTAIN POST** –Buildings and Grounds are always maintained throughout their shift in accordance with post orders. Provide relief or rotate responsibilities when patrolling The Cincinnati Black Music Walk of Fame.
6. **CINCINNATI POLICE DEPARTMENT** – Be aware that Cincinnati Police Department has been asked to provide extra patrol throughout their shifts. They will only be patrolling area, to help eliminate any unwanted visitors from loitering on the property. Contact Cincinnati Police Department if you have trespassers who refuse to leave.

CITY OF CINCINNATI POLICE 911

AGENDA FOR PRE-BID ON 7-15-24 AT 10:00 AM
LOCATION: 190 W. MERHING WAY, CINCINNATI, OHIO 45202
RFP# 044-24 UNARMED SECURITY SERVICES CINCINNATI BLACK MUSIC WALK
OF FAME

1. Introduction - Phil

- a. Project
- b. Owner

2. The Bid Process - Gina

- a. Key Dates
Questions
Answers
Bid Opening Date
- b. Addendums
- c. Identification/location (RFP Section 2, page 11) of required documents to be submitted with the proposal package

3. Bid Documents – Phil

- a. Location
- b. Scope Review
- c. Cost

4. Economic Inclusion and Workforce Development – Robert Bell, Hamilton County

- a. SBE Goal - 10%
- b. MBE Goal – 10.6%
- c. Economic Inclusion
- d. Workforce Development
- e. **Building Opportunities by Leveraging Diversity (BOLD)**

5. Questions and Answers – Gina

PRE-BID CONFERENCE REGISTRATION

DATE: July 15, 2024
 RFP# 041-24 Unarmed Security Services for Cincinnati Black Music Walk of Fame (CBMWof)

#	COMPANY NAME	REP NAME	EMAIL ADDRESS	TELEPHONE #
1	Hamilton County	Robert Bell	Robert.Bell@hamilton-co.org	513-946-4422
2	" "	Joan Butner	joan.butner@hamilton-co.org	513-946-3895
3	" "	Andra Williams	andra.williams@ " "	513-767-0373
4	HC Purchasing	Gina Richmond	gina.richmond@ " "	513 946 4321
5	Hamilton County	Phil Beck	phil.beck@hamilton-co.org	(513) 240-6580
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