



OFFICE OF THE SHERIFF

Chad Chronister, Sheriff
Donna Luszczynski, Chief Deputy
Hillsborough County, Florida

July 31, 2020

SUBJECT: Amendment #1 to Request For Proposal (RFP) 3-20 *Courthouse Security*

MESSAGE: Please note and acknowledge the following changes or additions to be included in the referenced section(s) of RFP 3-20:

1. PART C - TECHNICAL SPECIFICATIONS (SERVICE PROGRAM DETAILS), Paragraph 2e will be amended as follows:

e) Juvenile Assessment Center

The primary function of the Hillsborough County Juvenile Assessment Center (JAC), located at 8605 N. Branch Avenue, Tampa, Florida 33604, is the intake, assessment, and release of juveniles arrested by law enforcement in Hillsborough County. The JAC posts are responsible for unarmed security 24 hours per day, 7 days per week, 365 days per year and will require 15 full-time Security Officers for a total of 504 billable hours per week.

The JAC is under the command of the Department of Detention Services, Jail Division I.

Refer to EXHIBIT A - *Staffing Schedule* and EXHIBIT C - *Controlled Access Point Screening Statistics* for additional details.

2. PART C - TECHNICAL SPECIFICATIONS (SERVICE PROGRAM DETAILS), Paragraph 3 will be amended as follows:

The Contractor will be a Class "B" licensed security agency whose managers also meet the State of Florida licensing requirements. The Contractor shall be solely responsible for the recruitment, hiring, training, supervising, discharging, and compensation of all employees. Nothing in this solicitation or ensuing contract will intend to create or imply an employment relationship between the HCSO and any Security Officer, Lead, or Supervisor.

3. PART C - TECHNICAL SPECIFICATIONS (SERVICE PROGRAM DETAILS), Paragraph 5 will be amended as follows:

Four (4) classifications of Security Officers will be required: unarmed, armed, lead, and supervisory. All Security Officers will hold either a Class "D" or Class "G" State of Florida license and will be direct employees of the licensed security agency, which will become the Contractor as a result of the award for this solicitation. Security Officers shall have met all the qualifications to become licensed by the State of Florida, i.e. be at least 21 years old, have a high school diploma or GED, have successfully completed 40 hours of State approved Security Officer training (and an additional 16 hours firearms training for Class "G" license holders), have never been convicted of a felony, adjudicated incompetent, or been committed to a mental institution or have a history of drug or alcohol abuse. Security Officers will be physically fit (not assigned to "light duty"), of stable mental and emotional health, present a professional appearance and attitude, be able to calmly handle emergencies, remain alert, be cooperative, respectful of and able to communicate with the public in the English language.

4. PART C - TECHNICAL SPECIFICATIONS (SERVICE PROGRAM DETAILS), Paragraph 14 will be amended as follows:

The HCSO will pay for services rendered at the hourly billing rates for the four (4) classifications of Security Officers (armed, unarmed, lead, supervisory) based on the information in EXHIBIT A. Proposed hourly billing rates will be presented in *Proposal Response* (PART D). Rates will include straight time and overtime/holiday for each position. Rates will also be shown by location.

Straight time billing will be used for all hours as contracted in this solicitation or as permanently added to the contract in the future. Overtime rates will apply only as pre-approved by the respective Division Commander or designee. Overtime rates will apply to HCSO holidays as posted on the HCSO website.

Hourly billing rates are to remain constant during the initial contract term. Refer to *Special Provisions*, PART B - Paragraph 22 Escalation/De-escalation, for terms involving billing rate changes.

5. PART D - PROPOSAL RESPONSE, Section Cover Page for Hourly Billing and Pay Rates, page 30 will be replaced in its entirety, see attached.
6. PART D - PROPOSAL RESPONSE, Section Cover Page for Personnel - Attracting and Retaining, page 32 will be replaced in its entirety, see attached.

7. EXHIBIT A - *Staffing Schedule* and EXHIBIT B - *Pricing Matrix* are to be replaced in their entirety, see attached.

Please note that this document hereby becomes part of RFP 3-20 and without this document, the Proposal is considered incomplete.

Sincerely,



Christina R. Porter, CPA
Chief Financial Officer

CRP/drj

Enclosures

ACKNOWLEDGMENT OF AMENDMENT

We do hereby acknowledge the information and/or changes described in the
Amendment #1 to RFP 3-20.

PLEASE PRINT – Company Name: _____

By: _____

Title: _____

Date: _____

Signature: _____

(Signed Acknowledgment must be included with your Proposal Response)

Hourly Billing and Pay Rates (Part D.2.c)**20 Points**

Proposers must download and complete EXHIBIT B - *Pricing Matrix*. EXHIBIT B is posted to the website in conjunction with the RFP's EXHIBIT A - *Staffing Schedule*, and all associated Proposal documents.

EXHIBIT B - *Pricing Matrix*:

Proposers must enter the minimum hourly wage paid to employees and the hourly, billing rates for straight time and for overtime/holiday by position as indicated.

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Personnel - Attracting and Retaining (Part D.2.e)**10 Points**

Documents:

- Personnel and Benefits Manual.
- Disciplinary Procedures.

Narrative:

- Provide the company's pay scale for armed, unarmed, Lead, and Supervisors; see EXHIBIT B – *Pricing Matrix*.
- Describe all benefits offered to Security Officer employees to include, but not limited to, the following:
 - i. Uniforms and duty gear provided;
 - ii. Reimbursement of parking costs;
 - iii. Type(s) of insurance coverage available and related cost;
 - iv. Type(s) of paid leave available and basis on which it is earned.
- Provide the statistics on employee turnover rates by position.
- Describe advancement opportunities within the company and process by which an employee becomes eligible or qualifies.
- Describe the company's methods of retaining employees.
- Describe employee recognition and incentive programs, if offered.

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**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
REQUEST FOR PROPOSAL 3-20: COURTHOUSE SECURITY
EXHIBIT A: STAFFING SCHEDULE**

SECURITY SERVICES STAFFING REQUIREMENTS BY LOCATION

Position		No of FTEs	Days / Week	Hours ¹			
Description and Location	Type		Su=Sunday, M=Monday, Tu=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sa=Saturday	Coverage / Day	Billable / Week		
Contract Manager		Armed	1	5 days M-F	0700-1600	0.0	
COURTHOUSE COMPLEX							
Shift Supervisor		Armed	1	3.5 days Su-W	0700-1900	39.5	
Shift Supervisor		Armed	1	3.5 days W-Sa	0700-1900	39.5	
Shift Supervisor		Armed	1	3.5 nights Su-W	1900-0700	40.5	
Shift Supervisor		Armed	1	3.5 nights W-Sa	1900-0700	40.5	
			4			160.0	
Edgecomb County Courthouse - 800 East Twiggs, Tampa	Edgecomb	Armed	1	3.5 days Su-W	0700-1900	39.5	
	Edgecomb	Armed	1	3.5 days W-Sa	0700-1900	39.5	
	Edgecomb	Armed	1	5 days M-F	0700-1600	40.0	
	Edgecomb	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb - Dock	Armed	1	5 days M-F	0700-1600	40.0	
	Edgecomb - Child Support	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb - Foreclosure	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb - Juvenile Floor	Armed	1	5 days M-F	0730-1630	40.0	
	Edgecomb - Domestic Rel	Armed	1	5 days M-F	0800-1700	40.0	
	Edgecomb Nights	Armed	1	3.5 nights Su-W	1900-0700	40.5	
	Edgecomb Nights	Armed	1	3.5 nights Su-W	1900-0700	40.5	
	Edgecomb Nights	Armed	1	3.5 nights W-Sa	1900-0700	40.5	
	Edgecomb Nights	Armed	1	3.5 nights W-Sa	1900-0700	40.5	
				14			561.0
	Edgecomb	Unarmed	1	3.5 days Su-W	0700-1900	39.5	
	Edgecomb	Unarmed	1	3.5 days W-Sa	0700-1900	39.5	
	Edgecomb	Unarmed	1	3.5 days Su-W	0700-1900	39.5	
	Edgecomb	Unarmed	1	3.5 days W-Sa	0700-1900	39.5	
	Edgecomb	Unarmed	1	5 days M-F	0700-1600	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0700-1600	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0700-1600	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0730-1630	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0730-1630	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0800-1700	40.0	
	Edgecomb	Unarmed	1	5 days M-F	0800-1700	40.0	
	Edgecomb Nights	Unarmed	1	3.5 nights Su-W	1900-0700	40.5	
	Edgecomb Nights	Unarmed	1	3.5 nights W-Sa	1900-0700	40.5	
			13			519.0	

¹ Hours: COVERAGE HOURS and BILLABLE HOURS are APPROXIMATED; they are based upon current schedules, lunch breaks, split shifts, dual assignments, manpower utilization, etc.

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Position		No of FTEs	Days / Week		Hours ¹	
			Su=Sunday, M=Monday, Tu=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sa=Saturday		Coverage / Day	Billable / Week
Description and Location	Type					
COURTHOUSE COMPLEX (Continued)						
Courthouse Annex - 401 North Jefferson Street, Tampa	Armed	1	5 days M-F	0700-1600	40.0	
	Unarmed	1	5 days M-F	0700-1600	40.0	
		2				80.0
Clerk/Public Defender's Offices - 700 East Twiggs Street, Tampa	Armed	1	3.5 days Su-W	0700-1900	39.5	
	Armed	1	3.5 days W-Sa	0700-1900	39.5	
	Unarmed	1	3.5 days Su-W	0700-1900	39.5	
	Unarmed	1	3.5 days W-Sa	0700-1900	39.5	
		4				158.0
Clerk/State Attorney's Offices - 419 Pierce Street, Tampa	Armed	1	3.5 days Su-W	0700-1900	39.5	
	Armed	1	3.5 days W-Sa	0700-1900	39.5	
	Armed	1	5 days M-F	0730-1630	40.0	
	Armed	1	5 days M-F	0730-1630	40.0	
	Unarmed	1	5 days M-F	0730-1630	40.0	
		5				199.0
Plant City Courthouse - 301 North Michigan Avenue, Plant City	Armed	1	5 days M-F	0730-1630	40.0	
	Armed	1	5 days M-F	0800-1700	40.0	
	Armed	1	5 days M-F	0830-1730	40.0	
		3				120.0
County Center - 601 East Kennedy Boulevard, Tampa	County Center Shift Supervisor	Armed	1	5 days M-F	0800-1700	40.0
	County Center	Armed	1	5 days M-F	0830-1730	40.0
	County Center	Armed	1	5 days M-F	0830-1730	40.0
	County Center	Armed	1	5 days M-F	0700-1600	40.0
	County Center	Armed	1	5 days M-F	0700-1600	40.0
	County Center	Armed	1	5 days M-F	0800-1700	40.0
	County Center	Armed	1	5 days M-F	0800-1700	40.0
	County Center	Armed	1	5 days M-F	1000-1900	40.0
	County Center	Armed	1	5 days M-F	1000-1900	40.0
	County Center	Armed	1	3.5 nights Su-W	1900-0700	40.5
	County Center	Armed	1	3.5 nights W-Sa	1900-0700	40.5
	County Center	Unarmed	1	3.5 nights Su-W	1900-0700	40.5
	County Center	Unarmed	1	3.5 nights W-Sa	1900-0700	40.5
			13			522.0
Courthouse Complex Subtotals						
Total Number of Full-Time Equivalents (FTEs):		59	Hours			2,319.0

¹ Hours: COVERAGE HOURS and BILLABLE HOURS are APPROXIMATED; they are based upon current schedules, lunch breaks, split shifts, dual assignments, manpower utilization, etc.

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Position		No of FTEs	Days / Week <small>Su=Sunday, M=Monday, Tu=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sa=Saturday</small>	Hours ¹		
Description and Location	Type			Coverage / Day	Billable / Week	
JUVENILE ASSESSMENT CENTER (JAC)						
Juvenile Assessment Center - 8605 North Branch Avenue, Tampa	JAC Site Supervisor	Unarmed	1	M-F	0600-1400	40.0
	JAC Officer	Unarmed	2	M-F	0600-1400	80.0
	JAC Lead	Unarmed	1	M-F	1400-2200	40.0
	JAC Officer	Unarmed	2	M-F	1400-2200	80.0
	JAC Lead	Unarmed	1	M-F	2200-0600	40.0
	JAC Officer	Unarmed	2	M-F	2200-0600	80.0
	JAC Lead	Unarmed	1	Sa-Su	0600-1800	24.0
	JAC Officer	Unarmed	2	Sa-Su	0600-1800	48.0
	JAC Lead	Unarmed	1	Sa-Su	1800-1600	24.0
	JAC Lead	Unarmed	2	Sa-Su	1800-1600	48.0
JAC Subtotals						
Total Number of Full-Time Equivalents (FTEs):			15	Billable Hours		504.0
GRAND TOTALS						
Total Number of Full-Time Equivalents, Armed:			40	Billable Hours		1,560.0
Total Number of Full-Time Equivalents, Unarmed:			34			1,263.0
GRAND TOTALS			74			2,823.0

¹ Hours: COVERAGE HOURS and BILLABLE HOURS are APPROXIMATED; they are based upon current schedules, lunch breaks, split shifts, dual assignments, manpower utilization, etc.

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE
RFP 3-20: COURTHOUSE SECURITY
EXHIBIT B - PRICING MATRIX**

EXHIBIT B MUST be updated electronically using this MS Excel file.

This file has been made available at the Purchasing/Bid Lists webpage at: <https://TeamHCSO.com>.

Update ONLY the Minimum Hourly Wage Paid, and the HOURLY BILLING RATES for Straight-Time and Overtime / Holiday below.

(The Excel file will automatically calculate the annual cost for the positions and hours indicated.)

POSITIONS	Number of FTEs	BILLABLE HOURS 1 Scheduled per Week	Minimum Hourly Wage Paid	HOURLY BILLING RATES		ANNUAL TOTALS 3 = 1 X 2
				Straight-Time 2	Overtime / Holiday	
COURTHOUSE COMPLEX - TAMPA, PLANT CITY COURTHOUSE, COUNTY CENTER COMPLEX						
Contract Manager <i>(Not paid by HCSO)</i>	1.0			N/A		
Armed Supervisor	5.0	200.0	\$ -	\$ -	\$ -	\$ -
Armed Security Officer	34.0	1,360.0	\$ -	\$ -	\$ -	\$ -
Unarmed Security Officer	19.0	759.0	\$ -	\$ -	\$ -	\$ -
Subtotal - Courthouse Complex:	59.0	2,319.0				\$ -
JUVENILE ASSESSMENT CENTER						
Unarmed Supervisor	1.0	40.0	\$ -	\$ -	\$ -	\$ -
Unarmed Lead	2.0	176.0	\$ -	\$ -	\$ -	\$ -
Unarmed Security Officer	12.0	288.0	\$ -	\$ -	\$ -	\$ -
Subtotal - Juvenile Assessment Center:	15.0	504.0				\$ -
GRAND TOTALS	74.0	2,823.0				\$ -