



Addendum #02

RFP-SJR-02-2025

Posted on: 04/21/2025 4:30pm

Note: Vendor questions and College responses below are hereby incorporated into the Bid/RFP.

Question 1: How many fixed security coverage hours including supervisors were provided in 2024?

Answer: 22,462.45

Question 2: Who is the current security service provider?

Answer: Please refer to Addendum 1, Question 3.

Question 3: What are the current pay rates for security officers and supervisors?

Answer: Please refer to Addendum 1, Question 14.

Question 4: Is a bond or surety required in addition to contractors' liability and umbrella insurance as the RFP is not specific?

Answer: No

Question 5: If SJR asks for removal of a contractor employee, what time frame will the contractor be allowed?

Answer: The time frame will depend on the seriousness of the violation ranging from immediate to a few weeks.

Question 6: What type of public records is a contractor required to maintain?

Answer: Please refer to section 2.18 Retention of Records on page 7 of the RFP.

Question 7: What determines whether a proposer presentation/interview will be required?

Answer: If the Selection Committee requires further information to make a decision.

Question 8: Are there any page requirements for the proposal?

Answer: Part 3 of the RFP provides details on the correct format for the proposal.



Attachment 6.15 provides a checklist of all required pages for your convenience.

Questions 9: What type of confidential and sensitive internal and external investigations will contractors' employees be required to conduct?

Answer: Contract Security will manage basic reports, personal injury reports, damage to property reports, etc.... Sensitive investigations will be managed by SJRSTATE Campus Commanders or Law Enforcement.

Question 10: What type of hourly surveillance will contractors' employees be required to conduct?

Answer: When in the office and not on patrol, the camera system should be monitored as time permits.

Question 11: Do you know how many additional hours were required in 2024 for special events or other additional coverage?

Answer: None

Question 12: What are the specific requirements for personality/psychological testing?

Answer: We expect well-rounded and professional individuals that can follow directions, have an excellent work ethic, and get along well with others.

Question 13: How many hours of pre-employment training required?

Answer: Your officers should be well trained prior to coming on board at SJRSTATE. The college will cover specific subjects and will provide a list of topics per RFP 4.13 and RFP 4.15.

Question 14: How many hours of annual retraining is required?

Answer: Approximately 12 hours of annual training is required. Those training hours include Firearms Qualifications, CPR, Clery review, De-Escalation training, and refreshers on specific SJRSTATE content.

Question 15: What type of security uniform is required? For instance, standard security uniform BDU and uniform shirt or more casual Polo and slacks?

Answer: Uniforms should meet state requirements per Florida D & G for marking uniforms. Slacks or BDU trousers and a properly marked uniform shirt or polo is fine. Swat



style tactical uniforms, tactical carriers, etc., are not acceptable.

Question 16: Does SJR have a specific Tour System in mind?

Answer: The baton or scan system, or any system that covers assigned checkpoints and covers times.

Question 17: Package must include one original copy marked "ORIGINAL" and three duplicates. It states five duplicates in another section, do we need three or five copies aside from the Original?

Answer: We require only one (1) original and three (3) copies.

Question 18: Can a sample agreement be provided prior to Bid Award?

Answer: A sample bid is attached as Appendix 1 to Addendum 2.

Question 19: Will exceptions and changes to the agreement be allowed prior to bid submission or after bid submission or do we have to sign as is?

Answer: The agreement may be negotiated after the award for what is in the best interest of the college.

Question 20: Can the previous contract be reviewed and current rates of pay be disclosed as an addendum?

Answer: See Addendum 1 for current rate of pay. Please submit a Public Records Request for the current contract.

Reminder: Bids are due at 2:00PM on May 1, 2025.

Except as noted above, all other Conditions and Specifications remain unchanged.

Each Respondent must incorporate all revisions, clarifications, and/or supplemental information provided in all issued addenda with their submitted proposal. Respondents must submit Attachment 6.13 to acknowledge all posted addenda with their submitted proposal as provided in the RFP documents.

End of Addendum No: 02



Appendix 1
CONTINUING SERVICES AGREEMENT
for
RFP-SJR-02-2025 SECURITY SERVICES

This agreement (hereinafter referred to as the “Agreement” or “Contract”) is made between the District Board of Trustees of St Johns River State College, Florida, a political subdivision of the state of Florida (hereinafter referred to as “SJR State” or “College”) and _____, located at _____ (hereinafter referred to as the “Contractor”), (hereinafter collectively referred to as the “Parties”).

WHEREAS, SJR State issued a Request for Proposal/Bid (hereinafter referred to as “**BID/RFP-SJR-XX-XXXX**”) and Contractor was selected as the most responsive and responsible, and;

WHEREAS, SJR State wishes to contract with Contractor to provide or deliver **describe services or products being performed/delivered** (hereinafter referred to as the “Services” or “Project”) to SJR State, and;

WHEREAS, SJR State and Contractor have caused to be made a part hereto, the following documents, which shall take precedence in the order listed:

- This Agreement
- Exhibit A: Solicitation # **BID/RFP-SJR-XX-XXXX**
- Exhibit B: Contractor’s Response to **BID/RFP-SJR-XX-XXXX**

THEREFORE, the Parties hereto intending to be bound hereby agree as follows:

- 1. SCOPE OF WORK** – Contractor will provide Services as outlined in **BID/RFP-SJR-XX-XXXX**, attached as Exhibit A. Contractor warrants that it has, and agrees to perform all services with the professional skills, expertise, and abilities necessary to effectuate the work contemplated by this Agreement, and will perform its obligations under this Agreement in a manner consistent with other contractors performing similar services in Contractor’s industry at the highest level. Should the College wish to engage Contractor to provide services not listed below, a detailed, written addendum to this Agreement shall be executed describing the additional services and any additional protections or conditions applicable.
- 2. CONTRACT TERM** – This Agreement shall commence effective **July 1, 2025** and shall extend for a period **of twelve (12) months** from that date. This Agreement may, by



mutual assent of the Parties, be extended for up to three (3) additional twelve (12) month periods, up to a cumulative total of four (4) years.

3. **TERMINATION** – Either party may terminate this Agreement for any reason upon ninety (90) days written notice to the other party. Termination under this clause will not affect any financial obligations incurred prior to termination.
4. **PRICING** – Pricing applicable to this Agreement is provided in Exhibit B, attached hereto, which is fully incorporated by reference as if fully set forth herein. Pricing for work performed that is not covered by the Agreement shall be negotiated by the parties and agreed to in writing prior to the start of the work.

At the time of renewal, inflationary increases shall be mutually agreed upon but shall not exceed the rate of increase in the Consumer Price Index for Other Goods and Services as reported by the U.S. Department of Labor Consumer Price Index Summary for each renewal period. The index used to adjust the Agreement price will be the most recent “unadjusted twelve (12) month” index available for the month preceding the annual Notice of Intent to Renew. Any and all option terms shall be determined from these stipulated dates.

5. **ASSIGNMENT** – Contractor shall not assign (by operation of law, change of control or otherwise) any part of this Agreement without the prior written consent of the College.
6. **GOVERNING LAW AND VENUE** – This Agreement and any disputes hereunder, shall be governed by and construed in accordance with the laws of the State of Florida. Venue and jurisdiction for any action related to this Agreement shall rest in Putnam County, Florida.
7. **FORCE MAJEURE** – In any event that the performance of any covenant(s) of this Contract shall be prevented by an act of God, physical disability, act or regulations of public authorities or labor union labor difficulties, strike, civil tumult, terrorism, war, epidemic, or any other reasons proven beyond their control, the Contractor and SJR State shall respectively be relieved of their obligations stated in this Agreement.
8. **INDEPENDENT CONTRACTOR** – Contractor personnel are and at all times shall remain the employees of the Contractor, an Independent Contractor. The payment of Federal, State, and/or local tax, social security benefits, unemployment



compensation tax, and employee compensation, shall be the sole function and responsibility of the Contractor.

9. SEVERABILITY – Should any provision of this Agreement be or become invalid, void, illegal or not enforceable, it shall be considered separate and severable from the Agreement and the remaining provisions shall remain in force and be binding upon the parties hereto as though such provision had not been included.

10. DEFAULT – The failure of either party to comply with any provisions of this Agreement shall place that party in default. Prior to terminating this Agreement, the non-defaulting party shall notify the defaulting party in writing, stating the provision or provisions which give rise to the default. The defaulting party shall be entitled to a period of thirty (30) days from the receipt of the Notice of Default to cure the default. In the event said default is not timely cured, the non-defaulting party may immediately terminate this Agreement by written notice.

11. IDEMNIFICATION – Contractor shall indemnify, defend and hold harmless SJR State and its directors, trustees, officers, agents, and employees from all loss, cost and expense arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone arising out of this Agreement or the services covered by this Agreement, or by any act or omission of Contractor or any of its officers, agents, employees, subcontractors, guests, vendors, or third-party contractors.

12. GRAMM LEACH BLILEY ACT – Contractor will implement and maintain appropriate safeguards for any customer or student information that comes into its possession as a result of its business relationship with the College as described in this Agreement.

13. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) – Florida Statute section 1002.225 and FERPA protect the privacy of students' education records. If Contractor gains possession of records in the process of performing services under this Agreement, Contractor will not use, share or further disclose such records, and Contractor will promptly return records to College.

14. ENTIRE AGREEMENT – This Agreement constitutes the entire agreement between the Parties, and no addition, modification or amendment hereto shall be effective unless in writing and executed by the parties hereto.

15. SIGNATURES



ST. JOHNS RIVER

S T A T E C O L L E G E

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed.

**The District Board of Trustees, of ST JOHNS
RIVER STATE COLLEGE, Florida**

Contracting Firm's Name

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____