

Meeting Minutes – RFP 10-14 Court Complex Security & Video Visitation Security

Date of Meeting: July 9, 2014 10:00 AM

Minutes Prepared By: Janice Wilder, Sr. Procurement Analyst

1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Escort potential bidders on site visit.

2. Attendance at Meeting

See attached sign in sheet

Attendance was mandatory

3. Meeting Notes, Decisions, Issues

Potential Proposers were greeted by Lt. Dan Tewmey. Janice Wilder passed the sign in sheet and reviewed some basic bid information including:

- Submittal deadline is July 25, 2014 3:00 PM.
- Proposals are to be delivered to the Sheriff's Operation Center at 2008 E. 8th Ave which is a secure facility. If hand delivering, leave enough time to clear the Access Control Center. Have identification with you.
- Be sure bid packages are marked as such on the outside of the box.
- The public is welcome to attend the Bid Opening at which time names and prices will be read. Everyone is reminded that bids will be evaluated by committee and that price is only 40% of the weighted score.
- Other evaluation criteria are Personnel Recruitment and Training, Corporate and Financial capability and support and References from similar operations.
- A bid bond is required.
- All questions must be in writing to the buyer. Please send to the purchasing unit general email address at purchasing@hcs0.tampa.fl.us . Questions and Answers will be shared with all eligible proposers by posting to the website.
- Deadline for questions will be Friday July 18, 2014 5:00 PM.
- Target award date is mid August. Commencement is November 1, 2014.

Lt. Tewmey distributed an aerial map on which all of the facilities involved are identified. He then escorted the group to the lobby of the Edgecomb Courthouse (800 E. Twiggs) where the Controlled Access Point (CAP) operations were observed. There are three CAPs at this location. Two are open continuously and the third only during peak hours. Questions or points made or asked at this stop included:

- The magnetometers, xray machines and wands are owned and maintained by the HCSO.
- The HCSO has no requirement that armed and unarmed guards wear the same or different uniforms.
- The HCSO does not provide a time keeping method for security personnel.
- Minimum staffing requirements are included in the RFP (Exhibit A Staffing Schedule).
- There is nothing to prevent a new provider from recruiting personnel from the outgoing

provider.

- In response to a question about the software used with the xray scanning equipment, a brochure from the newest x-ray machine purchased is attached.
- Management personnel may not be armed while in the courthouse.

Lt. Tewmeyer then took the group to the Zack Street rear entrance of the Edgecomb Courthouse which is used by employees and for deliveries only. There is one CAP. From there the tour proceeded via the cross over bridge to the Courthouse Annex (401 Jefferson). There is one CAP at the south end of this building which may be used for entry by Employees, Attorneys and Law Enforcement only. The general public must use the main entrance at 800 E. Twiggs.

The tour proceeded across Kennedy Blvd. passing by the county garage to enter the County Center (601 E. Kennedy). A Control Access Point is set up for all Board of County Commissioner (BOCC) meetings on a varying schedule averaging 2-3 times per week.

At the State Attorney office building (419 Pierce) one CAP is manned at the entrance to the Traffic Court with security in place before and during traffic court sessions. The Public Defender's Office (700 E. Twiggs) also utilizes one CAP for all entry to the building. Roving patrols are assigned to monitor the two parking garages and one parking lot and the Joe Chillura park.

The group disbanded at 700 E. Twiggs at 10:52 AM and reconvened at 11:30 AM at FRJ Visitation Center, 520 N. Falkenburg Rd. All attendees signed in for Part 2 of the Pre-bid conference. Deputy Derfler and later Major Flowers explained the Visitation Center procedure. The security guard at this location also mans a CAP magnetometer/wand but also must work with the Community Service Officers to correctly identify visitors and monitor the behavior of visitors during visitation. Visitation is scheduled hourly, seven days per week 1:00 PM to 9:00 PM. Security guard back up and breaks are provided by the perimeter patrol deputy. The group was escorted into the video visitation room.

Reminder – Court Complex Security and Video Visitation Security will be billed separately and from the HCSO side managed separately.

4. Action Items

Unanswered questions or clarifications to be obtained by the Buyer.

- a. Is there a particular time of year when the Edgecomb Courthouse is busier?
- b. How long does the background check/clearance process performed by the HCSO on Contractor personnel take?
- c. Are prices submitted with the proposal to be held firm for the initial term of the contract (2 years) without escalation options?