



Office of the Administrative Director – Financial Services Department

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Terri Gearon
FINANCIAL SERVICES DIRECTOR

April 1, 2020

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Terri Gearon, Financial Services Director /s/ Terri Gearon

SUBJECT: **ADDENDUM NO. 3, REQUEST FOR PROPOSALS NO. J21002
To Provide Statewide Security Services For The Judiciary,
State of Hawaii**

Transmitted herewith for your review is one copy of Addendum No. 3, and is hereby made a part of Request for Proposals J21002 for the above-mentioned solicitation, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Should you have any technical questions regarding this addendum, please contact Mr. Tim Kozak, telephone (808) 539-4970 or e-mail at: Timothy.A.Kozak@courts.hawaii.gov. Other questions regarding the Request for Proposal may be directed to Ms. Tritia Cruz in the Judiciary Contracts & Purchasing Office at (808) 538-5805 or email Tritia.L.Cruz@courts.hawaii.gov

ADDENDUM NO. 3
REQUEST FOR PROPOSALS NO. J21002
To Provide Statewide Security Services For The Judiciary
State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals No. J21002 for the above-mentioned solicitation, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

1. Replace **SECTION 2.4 c. Physical, Education and Training Requirements** in its entirety to read as follows:

C. Physical, Educational and Training Requirements.

Prior to award, if any, bidder shall ensure and certify that each individual to be assigned to this contract meets the following minimum requirements and shall provide proof thereof as directed and outlined in the Notice of Award.

It is the Contractor's responsibility to ensure that all security personnel assigned to this contract is qualified physically and educationally, and properly trained to perform security work required under this contract. Compliance with this requirement shall be submitted as directed and outlined in the Notice of Award.

The Contractor will only select those individuals capable of demonstrating or having the following:

1. Ability to exercise sound judgment and render immediate, appropriate decisions, under stressful conditions.
2. Maturity in conduct, behavior and attitude.
3. Ability to take orders, follow instructions, accept and assume responsibility for one's actions.
4. Alertness, attentiveness and professional conduct. Ability to recognize, respond and take appropriate and corrective action to various situations.
5. Strong moral character. Must possess high standards and be truthful.
6. All security personnel shall have no record of moral turpitude, domestic violence, untruthfulness or mental and/or emotional disorders which may interfere with the performance of their duties.
7. Ability to effectively communicate, verbally and in writing, in English.
8. Courtesy in their inter-personal relationships with the public, Judiciary employees, public, law enforcement (Federal, State and local) and security personnel. Be well-groomed and neat in appearance as officially commissioned representatives of the Judiciary.

9. **Pass a complete physical examination within the past six (6) months, to include drug testing and also random drug and alcohol testing every year. All expenses related to the random drug and alcohol testing shall be borne by the Contractor.**

A certificate from a licensed physician shall be submitted to the Contract Administrator as directed and outlined in the Notice of Award attesting that the individual has completed the required physical examination. Results of any drug and/or alcohol testing shall also be submitted to the Contract Administrator as directed and outlined in the Notice of Award attesting that the individual has completed the required screening test. The Judiciary reserves the right to randomly select up to six (6) security officers to participate in a drug and/or alcohol screening test and/or physical examination in each year of this contract at the Contractor's expense.

10. Correctable vision to 20/30 each eye.
11. Security personnel must be able to hear at a normal conversational level. A hearing aid may be used to meet this requirement.
12. Security personnel must be physically able to serve a normal shift walking; standing; being posted at security gates and checkpoints; using stairs, escalators, parking ramps; operating motor vehicles or power carts; and directing and managing traffic.
13. Security personnel must be able to withstand the physical demands of responding to emergency situations and exercise physical force, if required, in the execution of their official duties to defend themselves and others.
14. Security personnel must be certified in the operation of hand-held magnetometers, walk through magnetometers, and X-Ray machines to identify and stop prohibited items from entering Judiciary facilities. Certifications of this proficiency for security personnel shall be provided to the Chief Court Administrator and/or their designee of every circuit, as directed and outlined in the Notice of Award.
15. Security personnel must be certified First Aid Training, Cardiopulmonary Resuscitation (CPR), use of an Automated External Defibrillator (AED), and Stop The Bleed Training. Certifications of this proficiency for security personnel shall be provided to the Chief Court Administrator and/or their designee of every circuit, as directed and outlined in the Notice of Award.
16. Security personnel must be trained in the Americans with Disabilities Act (ADA) and the proper handling of service animal issues related to the entry of service animals into Judiciary Facilities. Certification of this proficiency for security personnel will be provided to the Chief Court Administrator and/or their designee of every circuit, as directed and outlined in the Notice of Award.
17. Security personnel must be trained to operate a Judiciary owned handheld touchless digital thermometer to take individual's body temperatures before entering Judiciary Facilities during an epidemic or pandemic event. Certification of this proficiency for security personnel will be provided to the Chief Court Administrator and/or their designee of every circuit, as directed and outlined in the Notice of Award.

18. Minimum age of 21 years of age for Court Security Attendants II, Court Security Attendant I, Circuit Security Supervisors, and/or Contract Security Manager.
19. High school graduate or equivalent. Copies of their high school diploma, General Educational Development ("GED") or proof of applicable work experience shall be made available in the Contractor's district offices in Hawaii for inspection by the Judiciary.
20. Individuals assigned to this contract shall possess a valid State of Hawaii driver's license or a valid driver's license recognized in the State of Hawaii by the start of this contract. Copies of their valid driver's license shall be made available in the Contractor's district offices in Hawaii for inspection by the Judiciary.
21. Maintain compliance with all requirements for a security guard license in accordance with HRS 463.
22. Individuals assigned to this contract shall have experience and training which indicates an ability in clerical work and record keeping activities to include having basic computer skills, operating an access control system, typing and explaining rules, regulations and procedures. Personnel must have excellent communication (oral and written) skills and be very courteous to the public.
23. If security personnel are arrested for any major crime or felony, personnel will be relieved of any security duties pending final resolution of the investigation. The Judiciary has the final authority to allow the individual to perform security duties pending investigation, resolution, or conviction. A resulting conviction will disqualify the individual from performing work in any capacity under this contract.
24. If security personnel are arrested for any major crime or felony, the Contractor must immediately return their access control pass to the Contract Administrator and/or their designee.
25. All Circuit Security Supervisors shall work in collaboration with their respective Chief Court Administrator and/or their designee to resolve any contractual security related issues that may arise. The Contract Administrator will serve as the final arbiter of all contract matters.

2. Replace **SECTION 2.4 F Training** in its entirety to read as follows:

F. Training.

1. Prior to commencing work on this contract, all security personnel employed by the Contractor and assigned to work under this contract must successfully complete the Contractor's training program designed for this contract and approved by the Judiciary. The training plan and training manual must be oriented for work at the Courts and Judiciary facilities with respect to state and federal security requirements, courtesy to visitors, and safety. The length of training for each subject area is specified with a minimum requirement, and the training curriculum can extend the length of training of any subject area to guarantee satisfactory performance by all security personnel in all positions.

Verification of each individual's Judiciary security training shall be submitted to the Contract Administrator or his designee as directed and outlined in the Notice of Award.

The Contractor's Judiciary security training program shall include, but not be limited to:

A minimum of eight (8) hours of classroom training and/or practical training in each of the following subjects:

- a. Certification that all security personnel must be certified in the operation of hand-held magnetometers, walk through magnetometers, and X-Ray machines to identify and stop prohibited items from entering Judiciary facilities.

A minimum of four (4) hours of classroom and/or practical training in each of the following subjects is required for the Contractor's Judiciary security training program:

- b. Familiarization with the Judiciary and its operations.
- c. Law - Constitutional, State Law, Search and Seizure, Evidence, and
 - i. Arrest.
- d. Recognition and handling of the mentally ill, abnormal behavior
 - i. and controlled substances recognition.
- e. Operations, procedures, and customer service.
- f. Bombs threats, bombs, and explosives.
- g. Command presence recognition and the understanding of working in large crowds and being able to provide direction to these crowds.
- h. Workplace violence and sexual harassment.
- i. Fire detection, suppression, life safety and evacuation.
- j. Certification of First Responder First Aid Training, Cardiopulmonary Resuscitation (CPR) Training, use of an Automated External Defibrillator (AED), and Stop The Bleed Training.
- k. Americans with Disabilities Act (ADA) and the proper handling of service animal issues related to the entry of service animals into Judiciary facilities.
- l. Trained in the operation of a Judiciary owned handheld touchless digital thermometer to take individual's body temperatures before entering Judiciary Facilities during an epidemic or pandemic event.
- m. Communication skill building (field note taking, incident report writing, interview techniques, courtroom testimony, two-way radio use and etiquette, etc.).
- n. Appropriate knowledge and understanding to apply acceptable

defensive tactics to include, but not limited to, the use of Avoid, Deny and Defend principles (the use of Run - evacuation, Hide - cover and concealment, and Fight principles).

- o. Contractor's Standard Operating Guidelines (SOGs) for this contract.
2. The Contractor's Judiciary security training program shall also include an annual re-certification and training which shall include, but not be limited to:

A minimum of eight (8) hours of classroom training and/or practical training and shall include the following subject areas:

- a. Certification that all security personnel must be certified in the operation of hand-held magnetometers, walk through magnetometers, and X-Ray machines to identify and stop prohibited items from entering Judiciary facilities.
 - b. Law - Constitutional, State Law, Search and Seizure, Evidence, and Arrest.
 - c. Command presence recognition and the understanding of working in large crowds and being able to provide direction to these crowds.
 - d. Certification of First Responder First Aid Training, Cardiopulmonary Resuscitation (CPR) Training, use of an Automated External Defibrillator (AED), and Stop The Bleed Training.
 - e. Americans with Disabilities Act (ADA) and the proper handling of service animal issues related to the entry of service animals into Judiciary Facilities.
 - f. Fire detection, suppression, life safety and evacuation.
 - g. Appropriate knowledge and understanding to apply acceptable defensive tactics to include, but not limited to, the use of Avoid, Deny, and Defend principles (the use of Run - evacuation, Hide - cover and concealment, and Fight principles).
 - h. Contractor's Standard Operating Guidelines (SOGs) for this contract.
 - i. **Trained in the operation of a Judiciary owned handheld touchless digital thermometer to take individual's body temperatures before entering Judiciary Facilities during an epidemic or pandemic event.**
3. For each program subject, Contractor shall provide the curriculum outline for review and approval by the Contract Administrator or his designee, and shall specify an instructor qualified to conduct the training.

The instructor(s) of the Contractor's Training Program shall possess the following minimum qualifications:

- a. Bachelor's Degree in Criminal Justice or related field of study. An acceptable "related field of study" shall be reviewed and determined on a case-by-case basis by the Contract Administrator.

- b. Three (3) years experience as a full-time instructor on subject matters required by the training program as specified herein or other related courses of instructions.

A resume containing the background, education, work, and academic experiences for each instructor shall be submitted to the Contract Administrator as directed and outlined in the Notice of Award.

The Contract Administrator reserves the right to determine whether or not an instructor is qualified, and also reserves the right to require the Contractor to change, modify, or upgrade its training program.