



Office of the Administrative Director – Financial Services Department
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Terri Gearon
FINANCIAL SERVICES DIRECTOR

April 24, 2020

MEMORANDUM

TO WHOM IT MAY CONCERN:

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

SUBJECT: **ADDENDUM NO. 4, 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. 4, 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. 4
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 3.6 SUBMISSION OF PROPOSAL** in its entirety to read as follows:

All proposals shall be submitted via electronic submittal to the following email address only and include "RFP J21002 PROPOSAL" in the subject line.

- Ms. Tritia Cruz
- Email: Tritia.L.Cruz@courts.hawaii.gov

Proposals must be received via electronic mail by May 8, 2020 no later than 4:00 p.m. HST.

Proposals received after the date and time specified above shall not be accepted.

Offeror bears responsibility for transmission. Offerors who submit proposals or amendments by electronic means, bear the whole and exclusive responsibility for assuring that the documents are received by the purchasing agency and for ensuring the complete, correctly formatted, legible, and timely transmission of their documents. By opting to submit documents by electronic means, Offerors assume all risk that a purchasing agency's receiving equipment and system may be inoperative or otherwise unavailable at the time transmission is attempted.

Questions submitted relating to RFP J21002, with Judiciary Responses:

- Q1. Will there be a pricing form provided?
 - A1. Reference is made to Addendum Number 1, Request for Proposal Number J21002, dated 03/12/20, which addressed a similar question. A review of that Addendum has indicated that additional specificity should be provided to address this question.

As such, a pricing form is attached to this addendum for Contractors to complete for inclusion in their proposal.
- Q2. Are two additional radios required on each island or are two additional radios required in each courthouse or facility?
 - A2. Reference is made to Addendum Number 1, Request for Proposal Number J21002, dated 03/12/20, which addressed a similar question. A review of that Addendum has

indicated that additional specificity should be provided to address that question and this question. As such, replace the section in the above addendum in regards to radio equipment to read as follows:

d. Hand-held two-way radios

The Contractor will provide each security officer on duty with a portable, two-way handheld radio whereby security personnel can establish instantaneous, positive, reliable and clear communications with their counterparts. These radios should be provided in accordance with the following site-specific requirements for the requested Court Security Attendant IIs (CSA II's) and Court Security Attendant Is (CSA I's) at these locations:

<u>Designated site</u>	<u>Security Personnel</u>	<u>Hours</u>
Oahu		
Supreme Court Ali`iolani Hale	One (1) CSA I Three (3) CSA II's	9:00AM – 5:45PM 7:45AM – 4:30PM
Intermediate Court of Appeals Kapuaiwa Building	One (1) CSA II	10:00AM – 6:45PM
First Circuit Courthouse Ka`ahumanu Hale	One (1) CSA II Three (3) CSA II's	6:15AM – 3PM 7:45AM – 4:30PM
First Circuit District Courthouse Kauikeaouli Hale	Four (4) CSA II's	7:45AM – 4:30PM
Kapolei Courthouse Ronald T.Y. Moon Judiciary Complex	Four (4) CSA I's	One (1) 7AM – 3:45PM, Two (2) 7:45AM – 4:30PM, and One (1) 8:30AM – 5:15PM for Control Room
	Six (6) CSA II's	One (1) 6AM – 2:45PM, and Five (5) 7:45AM – 4:30PM
Kaneohe Courthouse	Three (3) CSA II's	7:45AM – 4:30PM
Maui		
Second Circuit Courthouse Hoapili Hale	One (1) CSA II	7:15AM – 4:30PM
	One (1) CSA II	7:30AM – 4:30PM
	One (1) CSA II	7:30AM – 4:45PM
Second Circuit Adult Client Services Branch	One (1) CSA II	7:30AM – 4:30PM
Hawaii		
Third Circuit Courthouse Hilo Hale Kaulke	One (1) CSA I	7:00AM – 4:30PM
	Four (4) CSA II's	7:00AM – 4:30PM
Third Circuit Courthouse Kona Keahuolū	One (1) CSA I Seven (7) CSA II's	7:00AM – 4:30PM 7:00AM – 4:30PM

Kauai		
Fifth Circuit Courthouse Pu`uhonua Kaulike Building	One (1) CSA I Three (3) CSA II's	6:15AM – 5:00PM 6:15AM – 5:00PM

In addition, the Contractor will add a total of ten (10) additional radios to provide a portable, two-way, handheld radio to the Sheriff Division and the Chief Court Administrator and/or their designee for each of the above Circuit Courts and the Appellate Courts (2 for First Circuit Court, 2 for Second Circuit Court, 2 for Third Circuit Court, 2 for Fifth Circuit Court, and 2 for Supreme Court and Intermediate Court of Appeals).

The Contractor will be responsible for the proper maintenance of their radios and for replacement of these radios if lost, stolen or damaged. Radios will be fully operational at all times. The radios must be able to provide communication to and from all locations within a specified Circuit at each of the above locations. All maintenance costs (i.e. batteries, alternate power supply backups) shall be at the Contractor's expense.

In emergencies and exercises, the Contractor must have sufficient batteries and alternate power sources to ensure that prolonged use of Contractor

radios does not cause the communications system to fail due to the lack of adequate and reliable power.

If additional security positions are added to this contract at any time at the above locations it will be the responsibility of the Contractor to equip their security personnel with the required portable, two-way handheld radio.

- Q3. Regarding General Conditions, Travel Costs and Expenses, Section 24; GC-10: Travel Costs and Expenses. Any travel costs and expenses reasonably and necessarily incurred by Contractor and its employees, agents, and subcontractors in the performance of this contract which Judiciary is obligated to directly pay or reimburse Contractor for under this contract shall be subject to the following requirements:

24.1 Any air travel shall be at coach class' air fare, unless travel at a higher class will result in an overall cost-savings to Judiciary;

Please confirm that the Contractor is allowed to bill direct to the Judiciary State of Hawaii, the travel and cost expenses as outlined in the General Conditions, section 24, GC-10.

- A3. Each respective Circuit is billed separately; Contractor shall bill each Circuit in the same manner for travel and cost expenses as outlined in the General Conditions, section 24, GC-10.

- Q4. Regarding Addendum No. 3, item 9.: please clarify what the Judiciary defines as random drug testing. Is there a percentage of staff or quantity of staff participation that the Judiciary State of Hawaii requires to meeting the random drug testing requirement?
- A4. As stated in Addendum Number 3, Request for Proposal Number J21002, dated 04/01/20, Section 2.4, C, 9, 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.
- Q5. Regarding the Incumbent Staff. Should AUS be awarded, we would like the opportunity to retain incumbents upon the Judiciary State of Hawaii recommendations. As such, we want to ensure we are offering equivalent, if not improved benefits/incentives. If possible, please list any benefits and incentives the Incumbent Staff currently receive. For example, 40 hours paid vacation upon one year of service.
- A5. The Judiciary has no information at this time which we could provide in regards to the current benefits and incentives received by the current security staff.
- Q6a. Regarding RFP section 3.9; Contracts Performance Bond:
- a. Are there any required bond form or are the surety companies' forms acceptable?
- A6a. No there are no required bond forms. The surety body forms are acceptable.
- Q6b. Will the State of Hawaii accept a PDF copy of the bond if you are successful?
- A6b. The Judiciary requires original bonds from the awarded Contractor. A PDF copy may be forwarded to expedite contract execution.
- Q7. Is there a requirement for patrol scanning checkpoints or electronic reporting? If so, please specify the scope (i.e. only the CSA I per shift is to conduct patrol scanning checkpoints or no this is not a requirement).
- A7. Patrol scanning checkpoints or electronic reporting is not a requirement for this contract at this time.
- Q8. Regarding additional equipment, please specify if any additional equipment is required; however not mentioned in the solicitation (i.e. laptops, printers for CSM and/or CSSs; what quantity).
- A8. Personal Protective Equipment (PPE) for each Court Security Attendant to provide the services of this contract shall be provided by the Contractor. No other equipment not mentioned in this contract is required at this time.

- Q9. Regarding Addendum No. 3, there are multiple new references to the provision of digital thermometer screening services.

Referencing Addendum No. 3, item 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.

- Q9a. Please outline what the Judiciary State of Hawaii deem as appropriate training and what is the anticipated duration of training time? Is there a specific certification the Judiciary State of Hawaii requires or would a training completion checklist suffice?

- A9a. Reference is made to Addendum Number 3, Request for Proposal Number J21002, dated 04/01/20, where the Judiciary introduced the training requirements for the development of a plan by the Judiciary to monitor individual's body temperatures before entering Judiciary facilities during an epidemic or pandemic event. A review of that Addendum has indicated that additional specificity should be provided to address your question.

As such, replace SECTION 2.4, C, 17, Training, in its entirety to read as follows:

17. Security personnel must be trained to operate a Judiciary owned touchless digital thermometer to take individual's body temperatures before entering

Judiciary Facilities on an as needed basis 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.

Additionally, as such, replace SECTION 2.4, F, 1, l, Training, in its entirety to read as follows:

- l. Trained in the operation of a Judiciary owned touchless digital thermometer to take individual's body temperatures before entering Judiciary Facilities on an as needed basis during an epidemic or pandemic event.

Additionally, as such, replace SECTION 2.4, F, 2, i, Training, in its entirety to read as follows:

- i. Trained in the operation of a Judiciary owned touchless digital thermometer to take individual's body temperatures before entering Judiciary Facilities on an as needed basis during an epidemic or pandemic event.

As referenced in Addendum Number 3, Request for Proposal Number J21002, dated 04/01/20, Section 2.4, F, 1, a, a minimum of four (4) hours of classroom and/or practical training in the above training requirement is sufficient. Upon completion, a Training Completion and Checklist shall be provided to the Chief Court

Administrator and/or their designee of every circuit, as directed and outlined in the Notice of Award.

- Q9b. Since we will be within 6 feet of the person screened, Personal Protective Equipment (PPE) will be required. Will the Judiciary State of Hawaii be providing the PPE or is the expectation for the Contractor to provide the PPE?
- A9b. At this time, the program to monitor individual's body temperatures before entering Judiciary facilities on an as needed basis has not been finalized. In addition, the Judiciary has not selected the touchless digital thermometer which will be used in this program. As such, no conclusions should be made that security personnel will be within six (6) feet of the individual being screened.

In regards to Personal Protective Equipment (PPE), the contractor should provide any individual PPE for their personal to safely fulfill the requirements of this contract during any situation. In regards to the Judiciary's plan to monitor individual's body temperatures before entering Judiciary facilities on an as needed basis, the Judiciary will provide PPE to the security personnel who are involved with this program.

- Q9c. Will the Judiciary State of Hawaii assume liability for any claims related to this temperature screening service? We will include our service agreement specific thermal temperature screening services for your review.
- A9c. The Judiciary's standard policy in regards to this subject is that the Judiciary is only liable for damages sustained from acts or omissions involving a Judiciary employee while acting within in the scope of their employment.
- Q9d. What is the expectation for sanitization equipment? Is there a maintenance aspect? And will this be a requirement for the Contractor?
- A9d. The Judiciary will be responsible for the sanitization and/or maintenance of any equipment associated to the Judiciary's plan to monitor individual's body temperatures before entering Judiciary facilities on an as needed basis.
- Q9e. May we ask for the ability to terminate this portion of the services independent of the remaining security services?
- A9e. The Judiciary will not allow a Contractor to terminate this portion of the services independent of the remaining security services.
- Q9f. Please outline formalized procedures as to what constitutes an unacceptable reading and what is to be done next. If denied entry, please confirm there will be no

further role of the Contractor other than to allow them to speak to a client representative.

A9f. At this time, the program to monitor individual's body temperatures before entering Judiciary facilities on an as needed basis has not been finalized. The Judiciary has

also not selected the touchless digital thermometer or any other equipment which will be used in this program. As such, acceptable and unacceptable readings have not been identified. In addition, acceptable and unacceptable readings may vary depending on the individual epidemic or pandemic.

If entry to a Judiciary facility is denied based on this program, the Contractor will refer these individuals to a representative of the Judiciary.

Q9g. Would the Judiciary State of Hawaii honor force majeure rights as it pertains to this temperature screening service?

A9g. The Judiciary will honor force majeure rights as it pertains to the temperature screening service.

Q9h. It is our company's policy that we do not make Clients additional insureds for this particular service. Will that be acceptable to the Judiciary State of Hawaii?

A9h. As stated in RFP J21002 Section 3.10.1, The Judiciary shall be added as an additional insured as respects to operations performed for The Judiciary, State of Hawaii, and it is agreed that any insurance maintained by The Judiciary, State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

Q9i. Will the Judiciary State of Hawaii warrant and represent that their thermal screening procedures will comply at all times with the current CDC guidelines?

A9i. The Judiciary is in the process of developing a plan to monitor individual's body temperatures before entering Judiciary Facilities on an as needed basis during an epidemic or pandemic event. This plan will be in accordance with the Centers for Disease Control and Prevention (CDC) guidelines and recommendations.

Q10. For some sites, it states "after hours", is it safe to say the "after hours" CSA would start his/her shift immediately after the last CSA's shift for that respective site? For example for Kapolei Courthouse, the last shift is the Control room CSA shift ending at 5:15pm. Is the expectation that the "after hours" CSA's shift would be at 5:15pm to 6:00am (the start of the first morning shift CSA)?

A10. A review of the Request for Proposal Number J21002, dated 04/01/20, **SECTION 2.4, E, Site Specific Requirements**, identified that corrective action is required to the requirements at the Kaneohe Courthouse. As such, replace **SECTION 2.4, E, Site Specific Requirements**, in its entirety to read as follows:

E. Site Specific Requirements:

The following site-specific requirements for the requested Court Security Attendant IIs (CSA II's) and Court Security Attendant Is (CSA I's) are as follows for the following designated sites to fulfill the requirements of this contract:

(Hours scheduled below include start time and ending time with a 45-minute lunch period which will not be billed to the Judiciary.)

<u>Designated site</u>	<u>Security Personnel</u>	<u>Hours</u>
Oahu		
Supreme Court Ali`iolani Hale	One (1) CSA I Three (3) CSA II's	9:00AM – 5:45PM 7:45AM – 4:30PM
Intermediate Court of Appeals Kapuaiwa Building	One (1) CSA II	10:00AM – 6:45PM
First Circuit Courthouse Ka`ahumanu Hale	One (1) CSA II's Three (3) CSA II's	6:15AM – 3PM 7:45AM – 4:30PM
First Circuit District Courthouse Kauikeaouli Hale	Four (4) CSA II's	7:45AM – 4:30PM
Kapolei Courthouse Ronald T.Y. Moon Judiciary Complex	Four (4) CSA I's Six (6) CSA II's One (1) CSA II	One (1) 7AM – 3:45PM, Two (2) 7:45AM – 4:30PM, and One (1) 8:30AM – 5:15PM for Control Room One (1) 6AM – 2:45PM, and Five (5) 7:45AM – 4:30PM After hours, holidays, and weekends
Ewa Courthouse	Two (2) CSA II's	7:45AM – 4:30PM
Kaneohe Courthouse	Three (3) CSA II's	7:45AM – 4:30PM
Wahiawa Courthouse	Two (2) CSA II's	7:45AM – 4:30PM
Maui		
Second Circuit Courthouse Hoapili Hale	One (1) CSA II One (1) CSA II One (1) CSA II One (1) CSA II One (1) CSA II Two (2) CSA II's	7:15AM – 4:30PM Courthouse 7:30AM – 4:30PM Courthouse 7:30AM – 4:45PM Courthouse 7:00AM – 8:00AM Parking Garage 4:00PM – 5:00PM Parking Garage 4:30PM – 5:30PM “Kids First” Event, second Wednesday of every month and is subject to change

Second Circuit Lahaina Courthouse	One (1) CSA II	7:30AM – 4:30PM
Second Circuit Adult Client Services Branch	One (1) CSA II	7:30AM – 4:30PM
Hawaii		
Third Circuit Courthouse Hilo Hale Kaulke	One (1) CSA I Four (4) CSA II's One (1) CSA II	7:00AM – 4:30PM 7:00AM – 4:30PM After hours, holidays, and weekends
Third Circuit Courthouse Kona Keahuolū	One (1) CSA I Seven (7) CSA II's One (1) CSA II	7:00AM – 4:30PM 7:00AM – 4:30PM After hours, holidays, and weekends
South Kohala District Court Waimea	Two (2) CSA II's	7:30AM – 4:30PM
Kauai		
Fifth Circuit Courthouse Pu`uhonua Kaulike Building	One (1) CSA I Three (3) CSA II's	6:15AM – 5:00PM 6:15AM – 5:00PM

Continuation of answer:

As referenced above three (3) courthouses maintain twenty-four (24) security which include after hour security, holiday security, and weekend security. These courthouses are identified as:

Kapolei Courthouse, Ronald T.Y. Moon Judiciary Complex
Third Circuit Courthouse Hilo, Hale Kaulke
Third Circuit Courthouse Kona, Keahuolū

Generally speaking, after hour security, holiday security, and weekend security pick up after the articulated site specific requirements discontinue for the above locations and are maintained until the site specific requirements continue again on the next work day. The referenced and attached pricing form should provide additional clarity.

The following price form is hereby submitted for all services listed below, to PROVIDE STATWIDE SECURITY SERVICES FOR THE JUDICIARY, State of Hawaii. All to be performed for a twenty-four (24) month period beginning July 1, 2020 and ending on June 30, 2022.

A. For the Period July 1, 2020 through June 30, 2021

A.	JUD RFP NO. J21002	FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021			
			FY 2021		
	LOCATIONS	No. of Positions	Est. Hours (a)	Unit Price Bid (b)	07/01/20 - 06/30/21 (a x b)
	OAHU				
1	Supreme Ct Aliiolani Hale CSA II	3.0	5,976		
1a	Supreme Ct Aliiolani Hale CSA I	1.0	1,992		
2	Kapuaiwa CSA II	1.0	1,992		
3	First Circuit Kaahumanu Hale CSA II	4.0	7,968		
4	DC1 Kauikeaouli Hale CSA II	4.0	7,968		
5	DC1 Ewa CSA II	2.0	3,984		
6	DC1 Kaneohe CSA II	3.0	5,976		
7	DC1 Wahiawa CSA II	2.0	3,984		
8a	Kapolei Court Complex CSA II	6.0	11,952		
8b	Kapolei Court Complex CSA I	4.0	7,968		
8c	Kapolei Court Complex - After Hours CSA II	1.0	3,984		
8d	Kapolei Court Complex - Holidays & Weekends CSA II	1.0	2,808		
	MAUI				
9	Second Circuit, Hoapili Hale, Wailuku CSA II	2.0	4,482		
9a	Second Circuit, Hoapili Hale, Wailuku CSA I	1.0	2,241		
10	Second Circuit, Adult Client Svcs, Kahului CSA II	1.0	2,241		
11	DC2 Lahaina CSA II	1.0	2,241		
	HAWAII ISLAND				
12a	CC3, Hale Kaulike, Hilo CSA II	4.0	7,968		
12b	CC3, Hale Kaulike, Hilo CSA I	1.0	1,992		
12c	CC3, Hale Kaulike - After Hours CSA II	1.0	2,988		
12d	CC3, Hale Kaulike - Holidays & Weekends CSA II	1.0	2,808		
13a	CC3, Keakhuolu Courthouse CSA II	7.0	10,416		
13b	CC3, Keakhuolu Courthouse CSA I	1.0	1,992		
13c	CC3, Keakhuolu Courthouse - After Hours CSA II	1.0	2,988		
13d	CC3, Keakhuolu Courthouse - Holidays & Weekends CSA II	1.0	2,808		
14	South Kohala Div., Waimea Civic Ctr. - Kamuela CSA II	2.0	3,984		
	KAUAI				
15a	CC5 Puuhonua Kaulike - Lihue CSA II	3.0	5,976		
15b	CC5 Puuhonua Kaulike - Lihue CSA I	1.0	1,992		
A	Subtotal 07/01/20 - 06/30/21	60.0	123,669		

ADDENDUM NO. 4 - PRICING FORM

B. For the Period July 1, 2021 to June 30, 2022

B.	JUD RFP NO. J21002	FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022			
		FY 2022			
	LOCATIONS	No. of Positions	Est. Hours (a)	Unit Price Bid (b)	07/01/21 - 06/30/22 (a x b)
	OAHU				
1a	Supreme Ct Aliiolani Hale CSA II	3.0	5,976		
1b	Supreme Ct Aliiolani Hale CSA I	1.0	1,992		
2	Kapuaiwa CSA II	1.0	1,992		
3	First Circuit Kaahumanu Hale CSA II	4.0	7,968		
4	DC1 Kauikeaouli Hale CSA II	4.0	7,968		
5	DC1 Ewa CSA II	2.0	3,984		
6	DC1 Kaneohe CSA II	3.0	5,976		
7	DC1 Wahiawa CSA II	2.0	3,984		
8a	Kapolei Court Complex CSA II	6.0	11,952		
8b	Kapolei Court Complex CSA I	4.0	7,968		
8c	Kapolei Court Complex - After Hours CSA II	1.0	3,984		
8d	Kapolei Court Complex - Holidays & Weekends CSA II	1.0	2,808		
	MAUI				
9a	Second Circuit, Hoapili Hale, Wailuku CSA II	2.0	4,482		
9b	Second Circuit, Hoapili Hale, Wailuku CSA I	1.0	2,241		
10	Second Circuit, Adult Client Svcs, Kahului CSA II	1.0	2,241		
11	DC2 Lahaina CSA II	1.0	2,241		
	HAWAII ISLAND				
12a	CC3, Hale Kaulike, Hilo CSA II	4.0	7,968		
12b	CC3, Hale Kaulike, Hilo CSA I	1.0	1,992		
12c	CC3, Hale Kaulike - After Hours CSA II	1.0	2,988		
12d	CC3, Hale Kaulike - Holidays & Weekends CSA II	1.0	2,808		
13a	CC3, Keakhuolu Courthouse CSA II	7.0	10,416		
13b	CC3, Keakhuolu Courthouse CSA I	1.0	1,992		
13c	CC3, Keakhuolu Courthouse - After Hours CSA II	1.0	2,988		
13d	CC3, Keakhuolu Courthouse- Holidays & Weekends CSA II	1.0	2,808		
14	South Kohala Div., Waimea Civic Ctr. - Kamuela CSA II	2.0	3,984		
	KAUAI				
15a	CC5 Puuhonua Kaulike - Lihue CSA II	3.0	5,976		
15b	CC5 Puuhonua Kaulike - Lihue CSA I	1.0	1,992		
B.	Subtotal 07/01/21 - 06/30/22	60.0	123,669		

	07/1/20 to 06/30/21 (A)	07/1/21 to 06/30/22 (B)	Total (A + B)
Total Bid Amount (A + B) Sum total Bid Price*			

***NOTE :** Total Proposed Amount shall include all applicable taxes and fees.

Estimated hours are for evaluation purposes only. Payment will be made for actual number of hours worked by each security personnel at each location.