



County of El Paso Purchasing Department
800 E. Overland Room 300
El Paso, Texas 79901
(915) 546-2048 / Fax: (915) 546-8180

ADDENDUM 1

To: All Interested Bidders
From: Linda Mena, Inventory Bid Technician
Date: December 10, 2010
Subject: Bid # 10-094, Security Services for the Juvenile Justice Center

Note: Juvenile Probation Department has submitted new Revised Specifications for Bid # **10-094**.

- 9 Replace pages 4 through 13 from the bid packet with the following pages revised pages 4 -12.
- 9 Replace page 21 from the bid packet with the revised page 21.

Revised Specifications

JUVENILE JUSTICE CENTER SECURITY SERVICES

I. PURPOSE

The role of the contract security personnel is to maintain a secure and safe environment at the Juvenile Justice Center and all outlying facilities, buildings and parking areas. This shall be accomplished through the screening and observation of all individuals entering the facility; checking all materials, containers or personal property brought in to minimize the opportunity for weapons or anything which could jeopardize the orderly and safe operation at the site and by conducting patrols of the facility and property.

II. REQUIREMENTS, DUTIES AND RESPONSIBILITIES

- A. Security personnel shall arrive to their assigned work stations according to the schedule posted by JPD management, which shall be done by the first working day of the month for the following month. Scheduled work hours shall be within the contracted number of hours per week, but actual work times may be modified to accommodate specific operational needs within the facility.

During scheduled working hours, security personnel shall adhere to any rules, regulations and codes of conduct required of the contractor as well as those of JPD as specified in this policy.

- B. Security personnel shall report to work wearing the distinctive uniform of the company or firm under which they are employed which meets the statutory requirements for security officers. The uniform shall be complete as specified in that organization's dress code and include a patch, logo or badge identifying the individual as an employee of the security company.

The uniform shall be clean, pressed and neat. All accoutrements requiring shining or polish shall be maintained. The officer shall have a name tag openly displayed on the uniform with at a minimum the officer's last name. Good grooming shall be practiced as well as personal hygiene. JPD management shall reserve the right to dismiss from the facility anyone who fails to present a professional and neat appearance. Replacement of anyone who is sent home shall be the responsibility of the contract service management.

- C. Security personnel shall be licensed and certified as required by the legal requirements of the Texas Private Security Bureau for security officers. Personnel assigned to the facility shall be armed with a weapon which they have qualified with and demonstrated weapons proficiency. JPD management shall have the right to request the results of any qualification or requalification with the firearm from

the contractor. In addition, JPD management may, at their discretion, inspect the firearm for mechanical and operational soundness and serviceability.

At no time are armed security personnel to remove their weapon from its holster unless:

1. A security need arises necessitating the use of the weapon, or
2. The weapon is being inspected by an authorized member of the JPD management. Any such inspection shall be done in a discreet location out of sight of any other individuals and in a way that guarantees complete safety.

D. Two (2) armed security officers shall be on duty at the facility based on the following general work schedule:

Guard 1	Mon-Thur	0700-1900 hrs.	Admin. Bldg. Lobby
	Friday	0700-1700 hrs.	Admin. Bldg. Lobby
	Saturday	0800-1300 hrs.	Admin. Bldg. Lobby
Guard 2	Mon-Thur	0830-1930 hrs.	Delta Acad. Lobby
	Friday	0830-1700 hrs.	Delta Acad. Lobby

The work schedule and the number of security guards may be changed at mutually agreement between JPD and Contractor.

E. The Administration Building's lobby shall be manned at all times during the work shift. When security personnel require a break or are conducting foot patrols around the facility, coordination shall be done with the second officer to provide coverage of the front lobby.

Anytime an officer is on a break, an entry shall be made in the Daily Activity Log Sheet indicating the time the officer went out on break and the time returned. The log sheet shall be maintained in the Detention Central Control Room.

F. At the start of the officer's shift, all security equipment shall be inspected according to the initial status briefing given at the start of the contract period by the Department's Building Engineer. The officer shall assure the equipment is in working order and enter status on the log sheet. Faulty, damaged or non-working equipment shall be reported to the Deputy Chief of Finance and Operations immediately.

Security equipment at the facility which security personnel shall have available and be responsible for using includes:

- a. X-ray machine and metal detector
- b. Hand-held metal detector(s)
- c. Portable radio(s)

- d. Surveillance monitor(s)
 - e. Desk, table, chair and work area basics
- G. Once the officer is at the work site, that officer will maintain a professional, competent and authoritative demeanor. Distractions will be avoided. The officer shall not engage in flirtatious, loud, rowdy or inappropriate behavior. Personal visits or phone calls are not allowed while the officer is on duty. Security personnel shall not use a personal cell phone on duty unless on an authorized break. Security personnel shall be observant to all activities going on around them at all times. Unusual, suspicious or disorderly conduct on the part of any individual in or on the facility property shall require a prompt response by security personnel to address the matter and restore order.
- H. Daily security practices expected from all officers under this procedure shall include the following:
- a. Monitor X-ray and metal detector when individuals are passing through it
 - b. Investigate any alarms, signals or indicators when detectors indicate the presence of unusual or questionable items
 - c. Visually inspect all individuals entering and require them to remove hats or headgear of any type; open or remove coats, jackets or scarves
 - d. Visually inspect the contents of all personal carry items coming into the facility; this shall include purses, briefcases, shoulder or gym bags, packages, boxes or other closed containers
 - e. Assure that cell phones or personal electronic devices are not taken into the facility by members of the general public
 - f. Assure that any item which could potentially endanger or disrupt operations at the facility are not allowed
 - g. Direct all individuals based on their specific business, to the **appropriate** location and provide general **information** to inquiries from the public about facility operations
 - h. Maintain observation on all activity in the lobby and first floor area in and around the courtroom, reception desk, staircase and other adjoining areas
 - i. Conduct regular patrols of the front outside area, parking lot(s) and facility grounds at least once per hour
 - j. Investigate any suspicious behavior or activities occurring on the facility property
 - k. Respond to any disturbances in or on the facility property; respond to any calls for assistance from any location in or on the facility
 - l. Regularly check surveillance monitors for unusual or suspicious behavior
 - m. Monitor the portable radio for calls for assistance or reports of unusual activity; respond promptly when called via radio using appropriate radio protocol
 - n. Relay information via radio to any staff, facility or court member with appropriate information, warnings or updates as appropriate
 - o. Maintain the orderliness of the **front** lobby area; direct any individual to conduct themselves appropriately when on the facility property; direct any non-compliant individual to leave the property

- p. Contact the police, fire or rescue departments when needed or as directed by any staff member
- q. Prepare incident reports of any major event or activity on the required JPD incident **form** and forward to the Deputy Chief of Finance and Operations; all such incident reports shall be completed prior to the officer ending their shift and leaving the facility

III. ORGANIZATION AND SUPERVISION

A. The chain of command for security personnel shall be as follows:

- 1. The contractor shall be responsible for the direct management of all security personnel through a designated supervisory representative. This supervisory representative shall be available for contact by JPD management at anytime during the scheduled work hours of the security personnel.
 - i. Contractor shall supply JPD with contact person's name and phone number.
 - ii. Contractor shall provide JPD with the names of personnel assigned to the Juvenile Justice Center. The contractor shall notify JPD whenever there are changes in staffing or new personnel assigned. When changes occur, the contractor shall provide JPD with an updated personnel list.
- 2. The Deputy Chief of Finance and Operations shall serve as the primary contact and manager of security personnel for JPD. The Deputy Chief reserves the right to issue directions to any supervisory personnel within the security requirements of the facility and within the mandates of the contract. When possible, such directions will be coordinated through the contractor's designated supervisor.
- 3. The Chief Juvenile Probation Officer shall serve as the administrative manager for the security personnel and be responsible for the implementation of the mandates of the contract and all legal issues associated with it,

B. All personnel employed by the contractor under the terms and provisions of this contract are the employees of the contract firm. They are not employees of the Juvenile Probation Department, the Juvenile Justice Center or the County of El Paso.

IV. TRAINING AND OTHER REQUIREMENTS

- #### **A. Security personnel shall be receive training and/or certification in the following:**
- 1. Basic First Aid
 - 2. Cardiopulmonary Resuscitation (CPR)
 - 3. Crisis Prevention and Intervention (CPI)
 - 4. Abuse, Neglect, & Exploitation

All certifications and/or training shall be current, and when recertification, renewal or update is required, the contractor and/or JPD shall ensure that the training is done. All security personnel assigned to the JPD facility must have and maintain items listed in 1-4 above, and copies of all certificates, training or licensure shall be on file with JPD for the term of any contracts or agreements.

- B. Security personnel assigned to the Juvenile Justice Center shall:
 - 1. Provide complete results of all psychological evaluations to JPD management.
 - 2. Have medical clearance to perform the duties required in this agreement.
 - 3. Have completed drug screening and the results of the screening on file at JPD.
 - 4. Not be a probationary employee of the contractor but on regular service.

- C. Security officers shall complete a Texas Law Enforcement Telecommunications System (TLETS)/National Crime Information Center (NCIC) records form in order to allow JPD to perform the following:
 - 1. Criminal records check
 - 2. Local and county sex offender registration data base check
 - 3. FBI fingerprint check

Security officers shall not be assigned to the Juvenile Justice Center if they have been convicted of any felony offense or any level of crime involving moral turpitude. No security personnel are allowed to be assigned to the Juvenile Justice Center until all of these checks have been complied with.

V. **SCREENING PROCEDURES AND BUILDING SECURITY**

- A. The following individuals are exempt from entry screening requirements:
 - 1. Peace Officers licensed in the state of Texas
 - 2. Judges with an assigned court
 - 3. Juvenile Board members
 - 4. County Judge
 - 5. County Commissioner
 - 6. Mayor of any city in El Paso County
 - 7. Sheriff's Detention Officers on official Office business

Juvenile Justice Center employees are not exempt from entry screening requirements.

- B. The security checkpoint is located at the main entrance of the Juvenile Justice Center. Access includes Administration areas, Court and the Delta Academy Buildings, The **checkpoint** is equipped with security detection equipment to assist security personnel in finding weapons, dangerous devices and contraband, Security personnel are also equipped with portable radios for communication with facility staff, bailiffs and Detention Central Control.

1. All non-exempt persons, other than those who are wheelchair bound, shall pass through the metal detector when entering the facility. Individuals shall enter single file with sufficient spacing so that security personnel can detect and react to an alert signal from the metal detector. When the alert sounds:
 - a. That person will be directed to place all metal objects in their possession in a tray for inspection, then be directed to make a second pass through the metal detector.
 - b. If the alert sounds a second time, the security officer shall interview the individual to determine the cause for the alert. All explanations for alerts shall be followed up with additional screening using the handheld metal detector or, if reasonable, visual inspection.
2. Non-exempt persons are required to pass all packages, purses, briefcases, bags or hand carried property through the X-ray machine for inspection before entering the facility. This shall be done in conjunction with the pass through metal detector. Any mail or parcels delivered to the facility shall be passed through the X-ray machine. Open containers with liquid shall not be passed through the X-ray machine but shall be visually checked by security personnel.
3. On the discovery of a weapon or suspicious item believed to be a threat, the security officer shall take control of it and follow the measures detailed below:
 - a. Lock the item in the tunnel of the X-ray machine
 - b. Notify the lead or senior security officer
 - c. Notify the bailiff and/or Detention Central Control
4. Hand held metal detectors are considered standard equipment for security personnel at the facility. They are to be used in daily operations to check for metal objects on individuals entering the facility. Use of the hand held metal detectors is subject to the following;
 - a. Scanning any individual shall be done in a professional and courteous manner
 - b. Detectors will not to loaned to any agency or individual without prior authorization from the Deputy Chief or Chief.
5. The screening of disabled individuals is subject to the following:
 - a. Property belonging to a disabled individual shall be passed through the x-ray machine
 - b. Individuals in a wheel chair shall be scanned using the handheld detector
 - c. Disabled persons using a walking cane shall be directed through metal detector. If the detector alerts, the officer shall use the hand held detector to scan the individual to confirm the cane as the source of the alert.

- d. The walk through metal detector shall not be used if it creates a health **risk** to a disabled person.
6. A public **restroom** is located on the first floor inside the secondary security area. Clients, visitors and those with business at the facility are authorized to use it, but must be cleared through **security** and the receptionist. Security personnel shall coordinate with the receptionist individuals requesting the restroom and assure the following:
 - a. No more than one individual at a time is permitted in **restroom**
 - b. Security personnel shall check the **restroom** after each use when used by juvenile clients or as part of regular facility checks
 - c. Security personnel shall request have a second officer cover **the front** entrance area when conducting **restroom** checks
 - d. An incident report shall be written when tagging or any damage is discovered and turned in to Deputy Chief of Finance and Operations
 7. The contractor shall provide security personnel with (Motorola CP200) portable radios which operate on the same **frequency** as the Juvenile Justice Center's radios. This shall allow security personnel with direct and immediate contact to other security personnel, Detention Central Control and the court bailiffs.
 - a. Radio Channels:
Channel 1: Challenge
Channel 2: Detention **Central,Control**, Bailiff, Security Guard, QRF
Channel **3**: Maintenance
 - b. Radio signs
Court 1/Security 1
Court 2/Security 2
Delta/Security 3
 8. The use of the following radio terms and codes shall be used to communicate unusual or emergency situations. All other radio traffic shall be done in clear language.

BACKUP NEEDED: Officer(s) needs assistance immediately. Situations which require "Backup" are considered emergencies and can include a fight or escape in progress. This call requires all available staff to report and give assistance.

ASSISTANCE NEEDED: To be **used** when supervising the court holding room and personnel are having trouble or potential trouble with a juvenile or visitor in any room or holding location within the security perimeter of the facility. The situation must be **considered** urgent **and** not **an** emergency.

All other radio traffic shall be done in clear and concise language, **specifying** the location of the situation and need. This shall include requests for fire and medical response, or law enforcement.

Radios and all radio traffic shall be used for official business only to communicate essential and relevant information. Unauthorized individuals shall not be allowed use of the portable radios at any time.

9. No weapons, to include firearms or knives, shall be allowed in the facility. Authorized law enforcement personnel shall secure their weapon in the facility's gun lockers.

VI. CONTRACTOR'S RESPONSIBILITY

- A. Contractor warrants that Contractor is certified, approved or licensed by all Federal, State or local agencies or departments that have jurisdiction to regulate all activity performed by the Contractor. Contractor shall abide by all rules, guidelines and procedures set forth at the Juvenile Justice Center. Proof of such certification approval or licensure shall be provided to the Juvenile Justice Center within ten (10) days of execution of this agreement. Contractor warrants **he/she** will maintain and renew their license by completing continuing education while this contract remains in effect.
- B. Contractor shall be fully responsible for payment of **any** and all taxes and insurance, including, but not limited to federal, state and local income taxes and payroll taxes (such as FICA and Unemployment Insurance, etc.) and shall make such statutory filings as may be required by law.
- C. Contractor shall obtain Liability Insurance, Workers Compensation and **an** Employee Fidelity Bond. Proof of such coverage is required prior to commencing any work hereunder.
 1. Insurance Requirements – Except as otherwise stated in the contract, Contractor shall at Contractor's expense maintain insurance of the **following** types, with limits not less than those set forth below:
 - a. Worker's Compensation in accordance with the provisions of the applicable Worker's Compensation law or similar laws of the State, territory, province or political division having jurisdiction over the employee and Employer's liability with a limit of liability of \$500,000.00 for each occurrence,
 - b. **Commercial General** Liability, with a combined single limit of liability of \$1,000,000.00 per occurrence for bodily **injury** and property damage. The policy shall be endorsed to name the County of El Paso and ~~the~~ **El Paso**

County Juvenile Board as additional insured, but only with respect to liability assumed under the contract.

- c. A Fidelity Bond which includes employee dishonesty coverage for all employees assigned to work on site in the amount of \$50,000.00 per loss.
2. These policies shall be written by an insurance carrier(s) that is authorized and licensed by the Texas State Board of Insurance which shall have approved said policies as to form. The County shall be timely furnished certificates of insurance cancelable or subject to change only upon fifteen days advance written notice. Contractor shall notify the County prior to any change in carrier(s) or coverage(s). Contractor shall require certification of statutory Worker's Compensation Insurance from all subcontractors.
3. Contractor hereby waives subrogation against and releases the County and Juvenile Board and their directors, officers, employees and representatives from all liability covered by Contractor's insurance for losses or claims arising out of Contractor's negligent performance of the contract.

VII. COST

- A. Submit hourly cost.



COUNTY OF EL PASO
County Purchasing Department
800 East Overland, Suite 300
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: Bid #10-094, Security Services for the Juvenile Justice Center

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Anthony Cobos
Commissioner Anna Perez
Commissioner Veronica Escobar
Commissioner Willie Gandara Jr.
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Pete Gutierrez, Buyer II
Linda Mena, Inventory Bid Technician
Lucy Balderama, Inventory Bid Technician
Roger Martinez, Chief Juvenile Probation Officer
Marc Marquez, Deputy Chief of Juvenile Services
Lorena Heredia, Deputy Chief of Finance & Operations
David Hajar, Building Engineer
Terry Woodruff, Training Coordinator
Javier Valdez, Human Resources Manager
Alvino Hernandez, Security Consultant
Jesus Vasquez, Team Leader-Challenge
Rafael Luevanos Probation Officer
Andres Lagunas, Team Leader-Detention

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor