

Security Guard Request For Proposals Questions And Answers

Q1: Regarding Appendix E – Pricing Sheet, do we price each area separately? or do we submit pricing per month and annually on the last page of the RFQ grand total pricing sheet?

First 5 LA only has one location for security services. Please submit your hourly rate, overtime rate, and any reporting software cost per month and annually.

Q2: I would like to know if the proposal is permissible to be submitted via email? or in a sealed envelope?

We do not accept email or delivered submissions. All proposals should be submitted via our online application system. The handout you received at the job walk contained detailed steps for submission.

- **Online Application:** In order to respond to this RFQ, proposers must complete an online application form and submit all required documents specified below through the online application system. Proposers must set-up an online account in order to access the application form. Instructions on setting up the account and accessing the online application may be found at [Online Application Instructions - First 5 Los Angeles \(first5la.org\)](https://www.first5la.org/online-application-instructions).

To access the online application: https://www.GrantRequest.com/SID_725?SA=SNA&FID=35369

Q3: Will additional staff be required for events?

Meetings/events typically take place during normal business hours when our security guard is on site. If additional security is needed for any event, ad-hoc requests may be made sporadically but with advance notice.

Q4: Where do the guards park? Is parking paid for?

First 5 LA does not reimburse for parking. There are several parking lots located in the Union Station complex.

Q5: How are holidays handled?

Please include holidays in your proposal. Here is a list of First 5 LA Holidays:

2023 New Year's Day	Monday, January 2, 2023 (Observed)
Martin Luther King, Jr. Day	Monday, January 16, 2023
Presidents' Day	Monday February 20, 2023

Cesar Chavez Day	Friday, March 31, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Indigenous Peoples' Day	Monday, October 9, 2023
Veterans Day	Friday, November 10, 2023 (Observed)
Thanksgiving Day	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 24, 2023
Christmas Day	Monday, December 25, 2023

Q6: Can you share the sign in sheet?

The sign in sheet for the job walk is available on our website:

<https://www.first5la.org/wp-content/uploads/2023/02/Security-Guard-Sign-In-Sheet-1.pdf>

Q7: Do you recommend CPR Certification?

CPR certification is not required but is considered a plus.

Q8: What's the protocol for service animals?

We currently have no protocol in place for service animals entering the building.