



**ADDENDUM #1  
Boulder County Housing & Human Services  
Boulder County Housing Authority (BCHA)  
Security Services  
SOQ # 7515-23**

October 10, 2023

The attached addendum supersedes the original Information and Specifications regarding SOQ # 7515-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

**Please note: BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.gov](mailto:purchasing@bouldercounty.gov).**

1. Question: What hours of service are required? Daytime, overnights, 24 hours

**ANSWER: Services at night patrol between 9pm and 5am, daytime shifts occur between 7am and 6pm**

2. Question: What is the minimum and maximum expected number of officers or patrols in operation at one time?

**ANSWER: This is up to the contractor to schedule**

3. Question: Is there an expectation that only one patrol vehicle will provide all the patrol stops nightly, or will multiple patrol vehicles be needed? If so, how many?

**ANSWER: This is up to the contractor to schedule**

4. Question: Does the coverage per property differ? If so, what kind of differences should we expect?

**ANSWER: Yes, some properties have multiple stops and others are just the weekends. Changes in circumstances that require additional patrols at a property will be communicated, with costs at that property increasing or decreasing by the additional number of stops or reduced number of stops.**

5. Question: How frequently is it expected to check every site once?

**ANSWER: See answer to 4.**

6. Question: Can you provide a full list of properties, addresses, and frequency of service?

**ANSWER: The following are the current scheduled patrols of BCHA properties:**

**1) Kestrel Site- 1130 S. Kestrel Ln. Louisville, CO (property includes 17 mixed family 4-9 plexes and a 71 unit residential apartment building)**

Exterior patrol, 2 stops a night (between 21:00-23:00 and 01:00-03:00) 7 days a week with an additional stop during the day (between 10:00 and 15:00) on Saturday and Sunday.

Slow drive the property with overhead lights on report any suspicious activity and report any maintenance related issues. Also checking the park for trespassers.

**2) Cotton Wood - 1403 – 1433 (one 4-plex and four 8-plexes) Emery St. Longmont. CO**

Exterior and interior patrol, 1 stop a night 7 days a week.

Slow drive the property with overhead lights on report any suspicious activity and report any maintenance related issues Check the buildings with interior common area check laundry rooms for trespassers.

**3) 501-517 W. Geneseo Lafayette, CO (six 4-plexes, laundry rooms in two)**

Exterior and interior patrol, 1 stop a night 7 days a week between 01:00-03:00.

Drive the property, check the alley, and check both the laundry rooms.

Report transient and resident related issues.

**4) Spoke on Coffman – 512 (parking garage) & 518 (74 unit residential apartment building) Coffman St, Longmont, CO**

Interior Exterior check 2 times a night 7 days a week, once between 22:00-00:00 and again between 02:00-04:00.

Take the parking garage to the top floor checking for trespassers. Take the south stairs to the bottom and out to the alley. Turn left and check the electrical panel for trespassers. Continue walking down the alley till you get to the common area, check the common area for trespassers and continue walking down the alley again. Once you see another Common area walk straight till you hit the stairwell, walk up to the top. Check all exterior doors / all stairwells / all common areas. This patrol is more extensive than other current patrols.

**5) Aspin Wall -771 Excelsior Place & 455 N Burlington Ave Lafayette, CO (Property includes 76 Mixed Family residential units & 74 unit residential apartment building)**

1 Exterior patrol 7 days a week between 2200 - 0000

Slow Drive the Property with overhead lights on report any suspicious activity. Special attention to Clubhouse and note any suspicious activity or damage to property.

**6) Villas West I & II – 300-550 S. Carr Ave; 490, 492, 510, 522, 556, 558 S. Carr Ave W; 520, 522, 550, 552 S. Dover Ave, Lafayette, CO (Property includes four 6-plexes, one 4-plex, and five duplexes)**

1 Exterior Patrol on weekend nights, Saturday and Sunday. 22:00-00:00 or 02:00-04:00 Slow drive the property with overhead lights on, report any suspicious activity.

7. Question: Do you know which properties you plan to have serviced?

**ANSWER: See Answer 6 for current properties serviced. As need arises other properties may need patrols and those would be added to the awarded vendor's continuing services contract based on rates and costs submitted to determine how patrol costs are calculated using Table A. Basic Pricing Schedule Template.**

8. Question: Will there be an option to tour some of the sites before providing a bid?

**ANSWER: No site visits are planned at this time, feel free to visit open areas on sites listed in Answer 6.**

9. Question: On average, how much time do you expect the officers to take during a patrol stop at each property?

**ANSWER: A thorough site visit is required and varies per property.**

10. Question: What kind of general duties are required for each property? For example, checking doors, laundry rooms, scanning QR codes, etc.

**ANSWER: Scanning subcontractors provided QR codes, checking doors, laundry rooms and trash rooms.**

11. Question: How are the officers informed of an issue occurring at another property? Who is authorized to request the officer respond to the site?

**ANSWER: Additional site visits are infrequently requested by management staff.**

12. Question: What is the response time or protocol for responding to an issue at another property while the patrol officer is waiting, trespassing, or removing someone from a property they are currently at? How would you like us to prioritize the issues at a property or different properties?

**ANSWER: If an issue has occurred at a property BCHA will contact local Police department not the security company. If an incident occurs on location the Security company will contact the local Police department and notify BCHA in writing.**

13. Question: What would be the trespass protocol?

**ANSWER: A warning is first given to trespassers, if they do not leave willingly the local police department is notified and an incident report is written. If an individual that is not registered at the property is using areas.**

14. Question: For parking issues, will there be an expectation to tag or boot any vehicles?

**ANSWER: No, a report will be provided to BCHA**

15. Question: How do you currently get reporting? Can you provide an example of one of those reports?

**ANSWER: No examples provided. We receive incident forms per properties with the date, time, and type of incident. Narrative and if the police, EMS, or Fire were involved. After hours emergency incidents also report to BCHA on call services.**

16. Question: Who is the current provider?

**ANSWER: Colorado Security Services**

17. Question: Are there any issues with the current provider or how services are being performed?

**ANSWER: No**

18. Question: Do you have a current or expected budget for these services?

**ANSWER: With varying request we do not know the exact budget for these services.**

19. Question: Do you have cameras? Does anyone monitor your cameras?

**ANSWER: Yes we have cameras and they are monitored by the facilities team.**

20. Question: Will there be a secure area to park our patrol vehicles so our security officers can drive directly to the site to save driving time?

**ANSWER: We would need clarification on "secure area" as there are spots available at all locations, though none are fenced or guarded.**

21. Question: Boulder County Housing Authority (BCHA) currently operates over 908 residential units at 61 properties and is looking for a security company at several of these properties. Locations are spread throughout Lyons, Longmont, Niwot, Gunbarrel, Lafayette, Louisville, and Nederland.

- a) How many residential units require security services?
- b) Are security officers armed or unarmed?

**ANSWER: a) The security services for this SOQ involve scheduled patrols of exterior and some interior common areas of BCHA properties, not continuously posted personnel. See answer 6 for the current properties serviced  
b) Unarmed.**

22. Question: The scope of work requires contractors to provide roving patrols of interior and exterior building areas at various locations, such as Nederland, Lyons, Lafayette, Louisville, Longmont, Niwot, and Gunbarrel.

- a) Are the roving patrols vehicle patrols or foot patrols?
- b) If vehicle patrols are required, what is the estimated mileage that bidders should use for fuel calculations?
- c) How many officer are required at each of the properties listed?
- d) What are the shift hours at each location?

**ANSWER:**

**a) Both**

- b) Varies due to location of vendor. If mileage is used to determine cost of patrols, use Additional Costs column in Table A. Basic Pricing Schedule Template to detail how.**
- c) This is up to the vendor to manage.**
- d) Varies depending on the needs at properties and vendor's scheduling. See answer 6 for current scheduling.**

23. Question: Under the TERMS AND CONDITIONS section "Proposers are expected to examine the drawing, specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk."

- a) None of the documents listed were provided in the RFP. Will the documents be provided?
- b) Will the schedule of delivery include the post hours required at each location.
- c) What type of security stop is required at each location (eg. Access Control Points, Patrolling Stops, Vehicle Inspection Point etc...)?

**ANSWER:**

- a) The purpose of this SOQ is to award continuing services contracts to vendors who are then able to provide security service patrols throughout the BCHA property portfolio as needed with an established basic pricing schedule used to determine the cost of each patrol. For this SOQ only the general scope of work was provided in the SPECIFICATIONS section.**
- b) See answer 6 for examples of current active patrols at BCHA properties. BCHA has no plans for requiring posted security officers, but if a security service required that, it would be detailed in the schedule of delivery for that particular service.**
- c) See answer 6 for examples of current services. Currently only patrolling stops are needed.**

24. Question: Table A. Basic Pricing Schedule Template

- a) Please define the cost associated with the "Per Stop Rate"?
- b) If vehicle patrols are required, will bidders be able to invoice fuel separately?

**ANSWER:**

- a) If a vendor uses the number of different locations that a particular patrol is visiting to determine cost, this is where to indicate if a set cost per stop can be used.**

**b) This cost should be included in the Per Stop Rate and/or detailed in the Additional Costs column.**

25. Question: Are the guards required to have two-way radio or site phones?

**ANSWER: No.**

**Submittal Instructions:**

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on October 27, 2023.**

**Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.**

**NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).**

**Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

Email [purchasing@bouldercounty.gov](mailto:purchasing@bouldercounty.gov); identified as **SOQ # 7515-23** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their proposal is received on time at the stated location(s). Any proposal received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all proposals, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER  
ACKNOWLEDGMENT**

October 20, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for SOQ #7515-23, Security Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to [purchasing@bouldercounty.gov](mailto:purchasing@bouldercounty.gov) as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.gov](mailto:purchasing@bouldercounty.gov).**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Company \_\_\_\_\_

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