



**CITY OF CLEVELAND**

Mayor Justin M. Bibb

**FINANCE**

*Purchases & Supplies*

July 16, 2025

**ADDENDUM 2**

**BID TITLE:** File No. 86-25 Citywide Unarmed Uniformed Security Services

**BID DUE:** Thursday, August 7, 2025

**Attention Bidders:**

We have been requested to issue the addendum for the following:

1. Respond to all questions received. Please see the attachment

**Please ensure that a copy of this addendum is included and returned with the bid specifications furnished to you by this office, as it will have the same force and effect as if it were part of the specifications originally issued.**

Please acknowledge receipt of this addendum by faxing it to 216-664-2177 or emailing [Purchasing@city.clevelandohio.gov](mailto:Purchasing@city.clevelandohio.gov)

\_\_\_\_\_  
Signature of Potential Bidder & Name of Company

\_\_\_\_\_  
Today's Date

Thank you,

  
Lauren Drake, Project Director  
Purchases & Supplies

CC:  
Attachments



## Addendum 2 File no. 86-25 Citywide Unarmed Uniformed Security Services

1. Will the incumbent Security Personnel be grandfathered for training requirements or are they required to be retrained? **Yes, they will be grandfathered in, but there is always recurrent and on the spot training through out the year. Mandatory training can be issued after incidents or root cause analysis after events or inspections.**
2. Will the incumbent Security Personnel be grandfathered for background investigation/screening requirements or are they required to be rescreened? **Yes, they will be grandfathered in because all officers should remain in place to make a smooth transition.**
3. Which locations are the incumbent Security Personnel unionized & which union are they represented by? **No unions are represented at CLE.**
4. What are the current pay rates and billing rates by labor category? **There are events that we could need more officers, emergency, special events, construction events, and other situations as deemed necessary by the director or their designee. Pay rates: \$15/\$16/\$18.**
5. What metrics are used to evaluate the success of the security program? **Metrics are TSA inspections, CLE inspections, job performance, testing, customer reviews, overall performance. There are post orders, walkthroughs, training, if a new awardee is selected, they will work together with current vendor for a smooth transition.**
6. Are there seasonal or event-based fluctuations in staffing or security needs? **No, once the contract is signed any other outside need will have to be arranged via a new contract between the company hosting the events. There are no seasonal staffing needs.**
7. What resources or documents will be provided to support the onboarding of the new provider? **It all depends on operational needs. Department of Port Control can add/subtract officer posts throughout the year, TSA/FAA can mandate new security**

responsibilities that require more security officers, equipment, process, etc....  
What is in the current contract is the minimum, at any given point, DPC will request more officers, including the contingent emergency 10 that is required by the contract.

8. Are the security officers unionized at any or all of the locations within the bid? If so, where, and under what CBA entity? [Current staff is not unionized.](#)
9. The RFP mentions that the City, should the length of the bid deprive the City of its best market price, an alternate bid is to be presented with a specified time and price. What is this length that would trigger such a re bid? What are the market factors that would trigger the necessity for a rebid to reduce pricing? [This language is not suggesting market factors may trigger a re-bid. An alternate bid would be submitted by a vendor in addition to their "original" bid that matches the City's contract duration.](#)
10. The RFP states that it may be renewed for an additional 2 years, to total 3 years, without additional cost to the City. I presume this means that we may not submit an increase for services, however should the Security Officers become a part of a union CBA, would then an increase be permissible? If market forces, such as were demonstrated during COVID-19 pandemic simply require an increase, is this feasible? If not, what are the contractual terms for us, as the provider, to provide notice to cancel services for the City? [The City of Cleveland may exercise the renewal year options without additional cost. For information regarding unforeseen events or delay beyond control, please see Section B.](#)
11. What is the percentage of bid bond we should anticipate obtaining? [Please see A-4](#)
12. There exists a potential contradiction within the RFP concerning the hours worked per day. B-8 for example specifies the maximum amount of hours within a day a contract employee may work is 8, but later in the RFP it is specified as 12 in D-4. Which is correct?

[DPC, we have some spots that will work 12hr shifts, during emergency situations, officers might work a double, operational needs. Nothing over 16 hours.](#)



13. D-4 requires staff to arrive 15 minutes early for debrief and transport to their duty stations. It is typically held that if you require staff to report early, then it is a part of their schedule, and must be paid. Are we able to bill this 15 minutes? This will almost assuredly cause overtime for the staff, is this billable as well?

We do not pay the extra 15 minutes; officers should be ready at their post at the start of their shift. DPC, there are areas that require a 5-minute drive that is not included in the working hours.

14. D-5 states we must provide various equipment concerning 2 way radios, repeaters and base stations. What brand of radio, repeater and base station will work? It is assumed we utilize the frequencies provided by the City, are you responsible for the upkeep and licensing fees for the FCC licensing? Exactly how many radios and repeaters are we expected to purchase and maintain for the entirety of this RFP? How many base-stations? How many repeaters? Does the City pay for the installation costs for base stations, repeaters, their subsequent antennae's, power delivery needs, ETC? Does the city program radios to work with its frequencies, or pay for this service? Must radios and repeaters be provided to Group A locations? Must the Radios in group B communicate with Group A locations? The RFP states we may take the radios at the end of the contract providing the frequencies are removed – does this include base stations and repeaters? Are the removal costs and deprogramming costs covered by the City?

The airport provides radios for the security officers, the vendor does not need to provide two way radios. However, they do need to have cell phones for each post as a secondary form of communication.

15. The RFP states cell phones are required for each post. Exactly how many posts exist in group A and B that will require phones? If only one group, specify and provide the total amount needed.

This will be discussed when the vendor is selected, 6-10 cell phones needed.

16. Historically, when presenting a new officer to the Contracting Office for approval and badging, the process took 1-3 weeks for an employee to be submitted, then based

and approved to work. Is this still the process, and a good representation of the typical amount of time?

Depending on several factors, could take 3 days or 3 months. All applicants that are born outside the United States, can take some time to return for clearance.

17. D-9 Specifies staff members, I assume include dispatchers, compliance, special compliance, group A and B staff, ETC must be OPOTA 120 certified, or "approved equivalent". What are the approved equivalents? May staff work while in progress to complete the 120 OPOTA or an approved equivalent? It is assumed this is applicable for both group A and B, advise if so.

This would be acceptable, we do have officers that are not 120 Hour OPOTA Certified. This is not mandatory but a guideline.

18. Tele-communicator certification for any security officer required by the Deputy Commissioner or his/her designee to serve as dispatcher. Is this offered by the City, if so, at what cost? If not, where would such training be provided, or is this a program we may create and deploy in-house? DPC will train the Dispatcher, at this time there is not a certification needed.

19. Training is specified at various locations within the RFP, and it also references required quarterly training. What specifically does this entail? How many hours per officer do we anticipate for this training? Does it vary from post to post?

DPC training information is considered SSI, training will be described when vendor is selected, training is a paid event.

20. The RFP requires additional radios be provided where 2 forms of communication on a post do not exist. How many radios will this be, and for where? Is it included within the totals provide to an earlier question asked within this series of questions? Radios provided by DPC.

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21. The RFP states Security will be paid time and one half plus 8 reg hours when they work a holiday. Sections states its reimbursable, what does this mean, as other sections elude to being unable to bill for hours worked on holidays. DPC will pay holiday and overtime pay at time and one half hour. I'm unsure what reimbursable means.

22. The RFP States that there must be 3 vehicles, and under D-23 Scope of work F.7 Be equipped with an Aviation-frequency mobile receiver (Burke Lake Front Airport) Is this not required for CLE as well?

Vendor vehicles will not have Aviation radios, the city vehicles with radios would be used on special events.

23. D-30 states we must provide "freshly laundered" shirts per a certain benchmark of hours. Is this to mean we simply provide X amount of shirts for full and part time staff, or is it literal meaning we must engage a service like Cintas to collect and delivered laundered uniforms?

At DPC we expect each officer to be a neat, clean, uniform, appropriate outer clothing for severe weather conditions for outside posts. As of now, each officer has a set number of uniforms. We do not pay for uniforms.

24. D-38 requires we have 10 additional vehicles on standby for the city, to be provided as needed. Must these vehicles be equipped, marked and meet the specs of the assigned 3 vehicles? Are we able to bill for these vehicles when idled awaiting the City to call upon their usage?

There is a requirement for 10 emergency security officers that are available upon request and have a 1-hour reporting requirement. Cars are requested as needed and should be billed in accordance with the bid. (\$100.00/day) Vehicles that are not assigned to the airport can have security placards and lights; each vehicle must have at least two amber lights on top of the vehicle for airfield movement.

These 10 emergency officers, this will be tested throughout the year to ensure vendor can meet the standard.



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25. Please provide a detailed schedule of posts and hours for Group B, to include how many for what post. For example, if there are 4 compliance Officers working M-F 0800-1600, 2 Exit Lane Officers 7 days per week 1800-0200, ETC.

This is SSI and cannot be released, the airport is a 24 hour a day operation, each post that is here is 24/7, and can change at any moment during the year. DPC will create and delete any post or detail at any time. DPC can release officers from duty at any point, at any point an officer can have their badge revoked and access to the airport taken away. All discipline matters will follow the airport security program PDP program. This will be discussed when vendor is selected.