

**NOTICE TO ALL PROSPECTIVE BIDDERS:
ADDENDUM NO. 1
February 12, 2020**

**City of Chino Hills
Request for Proposals
PRIVATE SECURITY SERVICES FOR EVENTS AT
CHINO HILLS RECREATIONAL FACILITIES**

Proposals are to be received at the office of the City Clerk of the City of Chino Hills, 14000 City Center Drive, Chino Hills, CA 91709, until 2:00 p.m. on Thursday, February 20, 2020.

The following clarifications are provided relating to questions raised regarding the RFP documents and scope of work to be bid:

1. **QUESTION:** How often do you have events? Will there be events every week?

ANSWER: Events take place weekly, primarily Friday through Sunday evenings, with multiple events taking place at both locations. For the 2020 rental calendar on average both facilities have 1-3 events taking place each weekend.

Firm will be required to provide unarmed security guard(s) between the hours of 8:00 a.m. to 12:00 a.m., Sunday through Saturday on an as needed basis.

City facilities will be closed on the following observed holidays; Presidents' Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

2. **QUESTION:** Question about the request for proposal for private security services for events at Chino Hills, attachment 1 The Professional Service Agreement is supposed to have Exhibit A- Scope of Work and Exhibit B- Compensation they are both referenced in the RFP as well but I did not get them as a part of the packet. Can you please help me locate them so I can get this proposal out as soon as possible?

ANSWER: Attachment No. 1 of the RFP "The Professional Services Agreement" is a sample of the professional service agreement that will be required from the awarded firm. There is no "Exhibit A - Scope of Work" or "Exhibit B - Compensation" This is part of the professional's service agreement contract and will be specific to the terms agreed upon based on the proposals received during this RFP process.

As stated on page 2 on the RFP under "Due Date and Delivery". The proposal package shall contain the following:

- Four (4) stapled or bound copies of the proposal
- One (1) copy of the cost proposal in a separate sealed envelope clearly marked "Sealed Cost Proposal"
- A signed W-9
- Vendor Application