

**PRIVATE SECURITY SERVICE (GARFIELD CAMPUS)-SEC2026-01**

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| <b>QUESTION 1</b> | Site walk date listed for March 11, 2026 at the Garfield Campus, please clarify the time of the site walk. Would a notice of intent to attend the site walk be necessary?   |
| <b>ANSWER:</b>    | <b>Site walk scheduled for March 11, at 10 am. A notice of intent is not legally required.</b>  |
| <b>QUESTION 2</b> | Is there an incumbent contractor for this RFP? Please identify the contractor(s). How Long? And What is the duration of the contract?   |
| <b>ANSWER:</b>    | <b>On site security services are currently being provided by a District approved contracted vendor.</b>   |
| <b>QUESTION 3</b> | Please provide the incumbent's current contract value, annual cost, and billing rates.<br><b>Contract value, annual cost, and billing rates from the current vendor will not be provided as part of the bid process to avoid any unfair advantage to a prospective company. The annual budget for security services is \$400,000.00</b> |
| <b>QUESTION 4</b> | Could the District clarify the anticipated schedule for security services, including days of operation, hours of coverage, and whether services are required during holidays, special events, or academic breaks?   |
| <b>ANSWER:</b>    | <b>Monday through Thursday, two officers, 7am to 10pm<br/>Friday, one officer 8am to 6pm<br/>Saturday, one officer 8am to 330pm</b>   |
| <b>QUESTION 5</b> | Will patrol vehicles be required as part of the security services? If so, please clarify whether the District will provide designated parking or a staging area for the vehicle(s) and how many?  |
| <b>ANSWER:</b>    | <b>Patrol vehicle not required.</b>   |
| <b>QUESTION 6</b> | Will parking be accessible to the guards or will there be applicable fees to consider?<br><br><b>Parking for security officer(s) provided. No fee for parking.</b>  |
| <b>QUESTION 7</b> | Does the District have a preferred number of posts or officers per shift, or is the proposer expected to recommend staffing levels? What are the staffing totals or schedule, will there be hourly rates?   |
| <b>ANSWER:</b>    | <b>See above answer to Question 4 regarding staffing levels, shift.</b>   |
| <b>QUESTION 8</b> | Approximately how many special events per month or per year require additional security staffing?   |

**ANSWER:**

The number of special events held at the Garfield Campus varies depending on the academic calendar and community programming. Events may occur during weekdays, evenings or weekends and may occasionally require additional security support. When necessary, the College Chief of Police or their designee may request additional contracted security personnel to assist with event coverage, crowd management, or safety monitoring.

**QUESTION 9**

Does the District prefer foot patrols only, vehicle patrols, or a combination of both?

Security officers assigned to the Garfield Campus will primarily perform foot patrols throughout the campus facilities and surrounding areas. Foot patrols support increased visibility, direct engagement with campus users, and effective monitoring of buildings and public spaces. The College Chief of Police reserves the right to assign sworn police officers to the Garfield Campus at any time for special events, operational needs, or regular shifts. These assignments may occur in addition to or in lieu of contracted security personnel, depending on the circumstances.

**QUESTION 10**

Does the District require the use of a specific reporting or guard tour system, or may the contractor utilize its own digital reporting platform?

**ANSWER:**

Security personnel will maintain communication with the Glendale Community College District Police Department using two-way radios provided by the College Police Department. All communications between security personnel and the College Police Department are coordinated through the Police Dispatch Center. Dispatch personnel monitor radio traffic, document incidents, and maintain records of calls for service, which are subsequently entered into the Department's Computer-Aided Dispatch (CAD) system.

The District will provide an office space, desk, chair, and computer workstation for use by security personnel while on duty. Contractors may utilize their own internal reporting systems or digital reporting platforms; however, any such systems must be reviewed and approved by the College Police Department prior to use. Security personnel operate under the direction and supervision of the College Police Department, its officers, and command staff. Any internal logs, incident reports, or documentation maintained by the contractor may be considered public records and must be provided to the College Police Department upon request.

**QUESTION 11** Will the District require any specific equipment beyond standard unarmed security gear (e.g., radios, golf carts, vehicles)? PPO Is required, are Guard Cards required for all staff?

**ANSWER:** **Security personnel assigned under this contract will conduct unarmed foot patrols and will not be required to utilize patrol vehicles. The College Police Department will provide two-way radios for communication with the campus dispatch center. Security officers must also maintain access to a personal cellular phone for operational communication when necessary.**

**The selected vendor must hold a valid California Private Patrol Operator (PPO) license issued by the California Bureau of Security and Investigative Services (BSIS). All security personnel assigned to the contract must possess valid California Guard Cards and comply with all applicable state licensing and training requirements.**

**The vendor is responsible for ensuring that all assigned personnel are properly vetted, in good standing, demonstrate good moral character, and have no felony convictions. Prior to deployment, security personnel will receive orientation and familiarization training provided by the College Police Department to ensure alignment with campus safety procedures and operational expectations.**

**QUESTION 12** Is there a living wage ordinance?

**ANSWER** **There is no specific Glendale Community College District living wage ordinance for this contract. However, the Contractor is required to comply with all applicable State of California and Federal minimum wage laws and labor regulations.**

**QUESTION 13** Is there a bond requirement ?

**ANSWER** **There is no bond requirement**

**QUESTION 14** Are there specific insurance endorsements required (Additional Insured, Primary/Non-Contributory, Waiver of Subrogation)?

**ANSWER** **YES, The Glendale Community College District, its Board of Trustees, officers, agents, and employees must be named as Additional Insured.**

