



REQUEST FOR PROPOSALS  
FOR  
UNIFORMED SECURITY SERVICES  
SNHD-22RFP005

December 2, 2021

280 South Decatur Boulevard  
Las Vegas, Nevada 89107

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## **SECTION I: INTRODUCTION**

### **A. Purpose**

The Southern Nevada Health District (“Health District”) is requesting proposals from experienced and qualified security firms to provide uniformed security services at Health District facilities and at non-Health District facilities for events operated by the Health District (“Project”).

### **B. Entity Information**

The Health District was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. The Health District is one of the largest local public health organizations in the United States, serving more than 2.2 million residents and safeguarding the public health of more than 42 million visitors to Las Vegas annually.

The mission of the Health District is, “To assess, protect, and promote the health, the environment, and the well-being of Southern Nevada communities, residents, and visitors.”

The Health District is governed by the Southern Nevada District Board of Health (“Board”). The Board is vested with jurisdiction over all public health matters within Clark County, Nevada.

### **C. Funding**

Any contract awarded as a result of this RFP may be funded by federal or state awards or subawards, which will require compliance with Uniform Guidance and workplace safety guidance and COVID-19 protocols required of contractors and subcontractors.

### **D. Anticipated Contract Type**

Any awarded contract will be a “requirements” contract for the services specified and effective for the period stated. Any quantities stated are estimates only and are not guaranteed to be purchased under any awarded contract.

### **E. Anticipated Contract Term**

The Health District anticipates that any awarded contract will be for one (1) year with four (4) optional one (1) year extensions. The Health District reserves the right to determine the length of the initial contract term prior to awarding any contract. Any awarded contract will be subject to the availability of funding and shall be terminated immediately if funding budgeted for the contract is withdrawn, limited, or impaired.

### **F. Subcontracting**

Subcontracting will not be permitted under any awarded contract.

### **G. Ethics in Procurement**

It is unlawful for any Proposer to offer, or any employee of the Health District or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any contract or purchase order issued by the Health District.

## **SECTION II: SCOPE OF SERVICES**

### **A. General**

1. Security guards shall establish order and safeguard employees, clients and property.
2. Security guards shall assist in emergency situations, identify conflicts, intervene courteously, defuse potential employee/client problems and perform other security-related functions as required.

### **B. Locations and Hours**

1. Services may be required at all Health District facilities and at non-Health District facilities for events operated by the Health District.
2. The Health District and the successful vendor will agree upon the location, days and hours of duty for security guards.
3. The awarded vendor may only bill for holiday pay if the awarded vendor observes the holiday. If the awarded vendor does not observe a Health District observed holiday and the awarded vendor services are utilized on that Health District observed holiday, the rate of pay will be the regular shift hourly bill rate. Proposers shall list their observed holidays in their proposals.

### **C. Schedule and Duties**

#### **1. General**

Under normal circumstances the Health District will provide the successful vendor with a minimum of 48 hours-notice for any significant changes in service and/or scheduling.

#### **2. Safety**

- a. Security guards will perform all necessary services to assure the safety and protection of employees, clients and property.
- b. Security guards will immediately report potentially hazardous conditions including any physical or real property-related repairs to the Health District.
- c. Communication devices (such as walkie talkies) will be required when multiple guards are on duty. The successful vendor will be responsible for supplying communication devices unless the Health District agrees to supply them.

#### **3. Emergency Assistance**

In the event of an emergency situation, security guards will immediately notify the law enforcement agency with jurisdiction and take necessary action(s) until law enforcement or other emergency assistance arrives.

#### **4. Weapons**

- a. An armed security guard is defined as a uniformed officer who is certified, authorized and trained to use, proficient at using, and will carry a firearm in the course of duty.

- b. An unarmed security guard is defined as a uniformed officer who will not carry a firearm but who is certified, authorized and trained to use, proficient at using, and may carry other types of weapons or no weapons at all as applicable.
- c. The Health District will advise the successful vendor(s) whether armed or unarmed services are required.
- d. The Health District will advise the successful vendor(s) what types of weapons may be used at each location. All weapons must be within acceptable industry standards. Some examples of other, non-firearm weapons may include baton, electronic control device, and oleoresin capsicum.
- e. Security guards may carry locking blade knives for utility purposes only. Generally, a locking blade knife will not be considered a weapon.
- f. Proposers shall specify their intent to provide armed, unarmed, or both armed and unarmed guards and state pricing for each or both.
- g. Proposers shall provide a list of firearms and other weapons their guards are authorized to carry and proof that their guards are certified to carry those weapons.

5. Arrest and Detention

Security guards may make citizens arrests or detain individuals who endanger the safety of employees, clients and/or property.

6. Reporting

Security guards will prepare electronic daily logs and/or irregularity reports as required by the Health District.

**D. Cost**

- 1. Provide rates for the following work shifts (see Attachment B - Cost Proposal Form):
  - a. Regular: Pre-scheduled hours as requested by the Health District at least fourteen (14) days in advance. Regular shifts will not be paid as overtime regardless of the number of hours during a day, week, or pay period.
  - b. Overtime: Non-scheduled shift, call back, or an extension of a regular shift in which the Health District requires the security guard to remain on duty.
  - c. Holiday: Actual holiday day if holiday is observed by the successful vendor.
  - d. Special Events: Occasional or one-time events requiring additional resources or locations not otherwise associated with or scheduled as a regular shift.
  - e. Emergency: Request for new service or to significantly change established service made within less than 48-hours when new service/change of service is required. Any scheduled shift within 48-hours from the time of the request to the start of the shift may be billed as an "Emergency Shift."

2. The successful vendor shall maintain a minimum of four (4) relief guards who are trained and available for unexpected service requests or absences of regularly posted guards due to sickness, injury or vacation.
3. The successful vendor and the Health District will reconcile hours worked. In the event of any dispute regarding hours worked and subsequent charges, the figures of the Health District shall prevail.
4. Cost shall not include travel to the primary location of service.

#### **E. Billing**

1. Contractor will submit monthly invoices with supporting documentation for completed work to AP@snhd.org.
2. Invoices at a minimum shall include the following:
  - a. Name of individual;
  - b. Number of hours worked during the pay period;
  - c. Start and end times;
  - d. Applicable payment rate;
  - e. Total compensation requested for the individual;
  - f. Explanation of overtime or holiday hours charged; and
  - g. Total amount due the contractor for the period invoiced.
3. There will be a four (4) hour minimum billing charge. If a temporary security guard is asked to cover an assignment for eight (8) hours and is only needed for one (1) hour, the Health District will be billed a minimum of four (4) hours for that temporary security guard.

#### **F. Reporting**

1. The successful vendor shall agree to compile and report the total number of billable hours and the total amount billed each month by the 20th day of the following month .
2. Reports will be emailed to procurement@snhd.org.

#### **G. Project Specifications**

1. Contract Administration
  - a. The Health District reserves the right to require the immediate replacement of any security guard determined to be unprofessional in the performance of their assigned duties.
  - b. The successful vendor shall furnish to the Health District uniformed security guards in such numbers and grades as specified by the Health District.
  - c. The ideal vendor will maintain an office(s) in Southern Nevada for the duration of the contract. The office should have a manager and/or coordinator to manage the vendor's workforce and interface with the Health District.

- d. The successful vendor is directly responsible for the supervision of security guards assigned to the Health District. Supervisors must make on-site reviews and/or interface with the Health District at least once a week.
- e. The successful vendor must have a procedure and supply a telephone number for immediate, 24-hour response for significant personnel issues, emergencies and/or urgent matters.
- f. The successful vendor must promptly report any pending disciplinary proceedings brought forward by the Health District to [procurement@snhd.org](mailto:procurement@snhd.org).
- g. Disciplinary problems with successful vendor's security guards requiring remedial action shall be resolved as follows:
  - i. The Health District will immediately report any observed disciplinary concern to the successful vendor's representative; and
  - ii. The successful vendor must initiate corrective action and report to the Health District.
  - iii. The Health District will conduct on-the-job inspections to determine the overall quality of the security guard's performance, job knowledge, training effectiveness, conduct and appearance. The Health District will alert the successful vendor to any deficiencies found during inspections. The successful vendor shall take immediate corrective action to remedy any deficiencies.

## 2. Personnel Standards

- a. Security guards employed by the successful vendor and assigned to the Health District must meet the following criteria and be registered/licensed as defined in NRS and NAC Chapter 648.
  - i. All armed security guards must adhere to the minimum training standards as prescribed in NRS and NAC 648.
  - ii. Security guards must not be wanted, under investigation, convicted or on release pending criminal charges for any felony, crime of moral turpitude, or other criminal act inconsistent with the Health District's mission.
  - iii. Security guards must be authorized to maintain full-time employment in the United States according to current U.S. Immigration Department rules and regulations and must have the ability to read, write and speak the English language.
  - iv. Security guards must be at least 21 years of age and possess either a high school diploma or a GED.
  - v. Security guards must be familiar with their respective post orders. The successful vendor shall ensure that all of the duties, responsibilities and instructions provided by the Health District are carried out as specified.

- vi. Security guards must possess valid Nevada driver's licenses and have access to reliable transportation.
- vii. Security guards must be able to perform the physical duties of the job. This will not require a physical examination. Security guard duties require moderate to arduous physical exertion, including but not limited to activities such as:
  - 1) Standing or walking for an entire shift;
  - 2) Climbing stairs and ladders;
  - 3) Lifting/carrying objects weighing up to 50 pounds; and
  - 4) Running for short distances.
- viii. Security guards are prohibited from manufacturing, distributing, dispensing, possessing, or using illegal drugs, or any other unauthorized or mind-altering or intoxicating substances, or using prescription drugs above the prescribed levels or for other than the prescribed purposes while assigned to the Health District.
  - 1) It is the successful vendor's responsibility to ensure that security guards assigned to the Health District are drug-free as evidenced by an approved drug testing process.
  - 2) The successful vendor must have a policy requiring mandatory drug testing following a workplace accident or injury, or a use of deadly force incident.
- ix. Security guards must have and carry in their possession a Work Card issued by the County Sheriff where the work will be performed as defined under NRS 648.060 and 648.203. The Work Card will specify armed or unarmed security.
- x. Armed security guards must adhere to the minimum training standards as prescribed in NRS and NAC Chapter 648.
- xi. The successful vendor will ensure that security guards have reliable wireless (cellular) telephones in their possession for quick/direct communication while assigned to the Health District at no cost to the Health District and will provide the numbers to the Health District.
- xii. At no time during the security guard's shift will any of the following be tolerated:
  - 1) Any form of harassment or unwelcome conduct that creates an offensive, hostile, or intimidating environment, and failing to report such conduct when observed;
  - 2) Discourtesy or insolence;
  - 3) Vacating their post without authority;
  - 4) Eating while on duty other than lunch hour;
  - 5) Leaning on or against walls, doors, etc.;



- 6) Prolonged idle talk with other security personnel, Health District employees or visitors;
- 7) Sleeping on duty;
- 8) Unauthorized use of Health District telephones, computers or other equipment;
- 9) Improper use, display of, or failure to secure any weapon;
- 10) Possession of an unauthorized weapon;
- 11) Failure to make a prompt and complete report of damage incurred to any Health District property or equipment;
- 12) Failure to report known violations of Health District rules or regulations; and
- 13) Reading any materials which are not job-related while on duty.

### 3. Prior Experience of Security Guards

- a. Armed: Prior to assignment under any awarded contract, armed security guards must have a minimum of six (6) months of paid experience, which may include law enforcement, military police, armed security or another closely related field.
- b. Unarmed: Prior to assignment under any awarded contract, unarmed security guards must have a minimum of six (6) months of paid experience, which may include employment as a civilian in a public safety agency, corrections, bailiff, military, or another closely related.

### 4. Permanent Status

For stability and continuity of assignment, the Health District expects only the most experienced security guards to be assigned to the Health District.

### 5. Employee Documentation

- a. Upon commencement of any contract, and upon request, the successful vendor shall submit a list of the security guards to be assigned to the Health District.
- b. The list shall include the following information for security guards:
  - i. Work Card;
  - ii. Name;
  - iii. Physical address (and mailing address if different);
  - iv. Primary telephone number;
  - v. Date of birth;
  - vi. Nevada driver's license number;
  - vii. Length of employment with successful vendor;
  - viii. High school diploma or GED.;

- ix. Proof of completed mandatory training class required (refer to section II.G.6.c);
- x. Criminal background check; and
- xi. Drug testing certification.

6. Recruitment, Testing and Training

- a. The successful vendor shall provide and pay all costs for recruitment, physical examinations, drug testing, aptitude/qualification testing, orientation and training of security guards at no cost to the Health District.
- b. Security guards must maintain training, certification, and examinations requirements as required by the Private Investigator's Licensing Board.
- c. Security guards assigned by the successful vendor must have successfully completed eleven (11) hours for armed guards or four (4) hours for unarmed guards of classroom instruction and training in the following areas:
  - i. Duties and functions of a private security force;
  - ii. Communication systems;
  - iii. Legal procedures and limitations;
  - iv. Note taking and report writing;
  - v. Public relations;
  - vi. Access control;
  - vii. Fire prevention and basic firefighting;
  - viii. Telephone courtesy;
  - ix. Emergency response and emergency medical assistance;
  - x. Bomb threat procedures;
  - xi. Alarm response;
  - xii. Personal appearance;
  - xiii. Visitor or crowd control including nonviolent dispute resolution intervention techniques;
  - xiv. Radio operations procedures;
  - xv. Patrol methods;
  - xvi. Theft prevention;
  - xvii. Traffic control;
  - xviii. Evacuation procedures; and
  - xix. Weapons qualifications if applicable.

- d. The Health District and successful vendor shall coordinate the initial orientation to be provided to each newly assigned security guard, which will include the following:
  - i. Agency organizational structure;
  - ii. Facility familiarity;
  - iii. Tour duties and post orders;
  - iv. Security center operations;
  - v. Security rules and regulations;
  - vi. Emergency procedures; and
  - vii. Appropriate visitor/client interaction techniques and methods.

#### 7. Appearance, Uniforms, Identification and Equipment

- a. Appearance: The successful vendor shall ensure that the appearance, manner and general demeanor of all employed security guards is of a high standard.
- b. Uniforms: The successful vendor will provide uniforms to security guards assigned to the Health District. The successful vendor shall ensure that all assigned/posted security guards wear the required uniforms. Per NAC 648.530 uniforms shall be distinctive from local law enforcement agencies to avoid misrepresentation or confusion.
- c. Identification: The successful vendor shall ensure that security guards have in their possession a valid identification card with the following data:
  - i. Name;
  - ii. Photograph;
  - iii. Employer's name;
  - iv. State license number if applicable;
  - v. Employer's authorizing signature; and
  - vi. Work Card.
- d. Equipment: Security guards assigned to the Health District shall wear duty belts with:
  - i. If armed, extra magazines and carrier;
  - ii. Handcuffs;
  - iii. Holster;
  - iv. Flashlight if applicable; and
  - v. Any other defensive items approved by the Health District and supplied by the successful vendor as defined (refer to section II.C.4.d).

#### 8. Policies

Proposers must provide copies of their written firearm, use of force, sexual harassment and discrimination, and drug-free workplace policies.

9. Additional Contractor Responsibilities

- a. The contractor will be responsible for all federal and state payroll requirements, including but not limited to payroll taxes, payroll reports, workers' compensation, and liability insurance.
- b. The contractor will be responsible for any paid time off (PTO) including but not limited to vacation and sick leave. The Health District will not be billed for any PTO.
- c. The contractor will be responsible for maintaining workers' compensation insurance for any person assigned to the Health District and providing evidence thereof.

## SECTION III: TIMETABLE AND PROVISIONS

### A. Timetable

RFP Issuance.....	December 2, 2021
Deadline to Submit Questions .....	December 13, 2021
Deadline to Disseminate Questions and Answers .....	December 17, 2021
Deadline to Submit Proposals.....	January 6, 2022
Evaluation Completed/Award Notification .....	January 13, 2022

### B. Authorized Contact

All questions about this RFP from RFP Issuance to Award Notification shall be directed to the Authorized Contact, **Kevin Bratcher** at [procurement@snhd.org](mailto:procurement@snhd.org). No other person has the authority to respond to questions about this RFP unless expressly authorized by the Authorized Contact. **Proposers who do not adhere to this requirement may be disqualified.**

### C. Questions

Written questions about this RFP must be submitted via email to [procurement@snhd.org](mailto:procurement@snhd.org) by **12:00 p.m. on December 13, 2021**. All written questions and answers will be posted to the [Health District Public Notices](#) website by **4:00 p.m. on December 17, 2021**.

### D. Deadline to Submit Proposals

Proposals are due by **12:00 p.m. on January 6, 2022**.

### E. Proposal Submission

Email one (1) Adobe PDF document (an email attachment) with the subject “**SNHD-22RFP005 Uniformed Security Services**” to [procurement@snhd.org](mailto:procurement@snhd.org). Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will be not accepted.

### F. Late Proposals

Proposals submitted after **12:00 p.m. on January 6, 2022** will be rejected as late.

## SECTION IV: REQUIREMENTS

### A. Proposer Qualifications

To be eligible to submit a proposal, Proposer must have:

1. A minimum of five (5) years of experience providing uniformed security services.
2. A valid Nevada business license. The successful vendor shall be appropriately licensed by the Nevada Secretary of State's Office pursuant to NRS 76.

### B. Proposal Preparation and Submission

1. Complete, compile or prepare and submit the following:
  - a. Attachment A - Proposal Form;
  - b. Attachment B - Cost Proposal Form;
  - c. Nevada business license;
  - d. Nevada Public Investigators Licensing Board license;
  - e. Certificate of Insurance;
  - f. Narrative describing
    - i. how your services differentiate your firm from your competitors;
    - ii. your proposed implementation plan; and
    - iii. how you would address absenteeism.
  - g. The following policies:
    - i. Firearm;
    - ii. Use of force;
    - iii. Sexual harassment and discrimination; and
    - iv. Drug-free workplace.
  - h. List of firearms and other weapons your security guards are authorized to carry and proof that your security guards are certified to carry those weapons; and
  - i. At least three (3) client references, preferably government agencies, that your firm has provided services for in the past three (3) years. Provide contact information.
2. Disclose or deny any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the proposer has been alleged to be liable or held liable in a matter involving a contract with any governmental entity, and/or any pending claim or litigation occurring within the past five (5) years, which may adversely affect the proposer's ability to perform or fulfill its obligations related to any contract that may result from this RFP.
3. Disclose or deny any interest, financial or otherwise, that any Health District employee or official or Board of Health member may have in Proposer's firm or the proposed Project.

4. State any exceptions to any RFP specifications or requirements and propose alternatives if applicable. The Health District reserves the right to accept or reject any proposed alternative.

### **C. Proposer Representations**

1. Proposer has read and understands the RFP documents including addenda and asserts that its proposal is made in accordance therewith.
2. Proposer shall comply with all applicable federal, state and local laws, regulations and ordinances whether explicitly stated, including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and regulations issued pursuant to those acts.
3. Proposer certifies its proposal was derived independently and without collusion.

### **D. General Conditions**

1. Interpretation or Correction of Solicitation Documents:
  - a. Proposer shall promptly notify the Authorized Contact in writing of any ambiguity, inconsistency or error, which it may discover in the solicitation documents and/or to request clarification or interpretation of the solicitation documents by the Deadline to Submit Questions, except as related to addenda issued after this date.
  - b. Changes to this RFP will be only by written addenda issued by the Authorized Contact or designee. Addenda will be posted to the [Health District Public Notices](#) website. Proposer shall be responsible for ensuring that its proposal reflects all addenda.

2. Responsive Proposal:

A responsive proposal is one that conforms in all material respects to the RFP. The Health District reserves the right to waive any technicality, irregularity or informality in determining a proposal's responsiveness.

3. Rejection and Cancellation:

The Health District reserves the right to reject any proposal that does not conform to the RFP requirements and to reissue or cancel this RFP for any reason.

4. Modification or Withdrawal of Proposal:

Proposer may modify or withdraw its proposal by submitting a written request to the Authorized Contact prior to the Deadline to Submit Proposals.

5. Proposal Costs:

The Health District will not reimburse any costs incurred to prepare or submit a proposal.

6. No Guaranteed Contract:

This RFP neither creates an offer to contract nor commits the Health District to contract.

7. Limited Contract:

The Health District reserves the right to contract for less than all the services specified herein.

8. Exclusivity:

Nothing in this RFP or any resulting contract precludes the Health District from obtaining services like those specified herein from other sources.

9. Public Records:

Pursuant to NRS 239.010, et seq., documents provided to the Health District are presumed to be public records open to inspection and copying by any person. The Health District will produce documents provided by any Proposer, even if marked “confidential” or “proprietary,” pursuant to a public records request in compliance with state laws and mandates. The Health District will not be liable for disclosure of any documents or information provided by a Proposer to the Health District.



## **SECTION V: EVALUATION & SELECTION**

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. The Health District reserves the right to consider any other factors when evaluating proposals and Proposers if doing so is in the Health District's best interests.

### **A. Evaluation Criteria**

<b>Criteria Description</b>	<b>Weight</b>
Experience of firm, key personnel and staff	35
Cost	30
Experience performing comparable engagements (Client References)	25
Conformance with RFP terms	10

### **B. Clarification, Site Visits, Interviews, and Presentations**

1. The Health District reserves the right, as it deems necessary or appropriate, to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits and/or interviews, and/or to request that Proposers make presentations.
2. The Health District reserves the right to base its decision solely on written proposals, irrespective of any other interactions with Proposers as referenced in paragraph B.1.

### **C. Selection**

1. The proposal selected for award, if any, will be the proposal that is most beneficial regarding Proposer's experience, qualifications and capabilities and cost, and/or that best meets the Health District's needs.
2. If the Health District is unable to finalize a satisfactory contract with the selected Proposer within a reasonable time, the Health District shall formally terminate discussions with the selected Proposer and, at its sole discretion, begin discussions with another Proposer or cancel and reissue the RFP.
3. Awards/contracts will be presented to the Board for consent if applicable.

## Attachment A Proposal Form

The undersigned, as an authorized representative of the company named below, acknowledges that he/she has examined this Request for Proposals including any related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein. Provide responses to the following questions and requested information. Indicate "None" as applicable.

Question	Response
Company name:	
Ownership type (i.e., partnership, corporation):	
Number of years in business:	
Company officers' names, titles and years in the uniformed security industry:	
Address of company headquarters:	
Address of office/location from which security guards will be assigned for this Project:	
Number of local employees/security guards:	
Number of national employees/security guards:	
Federal tax ID number:	
Nevada business license number:	
Nevada PILB license number:	
Dun & Bradstreet D-U-N-S number:	
Does the proposal include exceptions to any RFP specifications/requirements?	Yes                      No

Signer acknowledges receipt of the following addenda. Indicate "N/A" if no addenda were issued:

Addendum No. \_\_\_\_\_ Issue Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Issue Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Issue Date \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Attachment B**  
**Cost Proposal Form**

The firm-fixed hourly bill rates must incorporate all costs including wages, taxes and benefits, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein. No additional costs may be billed to the contract without prior approval by the Health District via a contract amendment.

<u>Shift</u>	<u>RFP Section</u>	<u>Hourly Bill Rate</u>	
		<u>Unarmed</u>	<u>Armed</u>
Regular	II.D.1.a	_____	_____
Overtime	II.D.1.b	_____	_____
Holiday	II.D.1.c	_____	_____
Special Events	II.D.1.d	_____	_____
Emergency	II.D.1.e	_____	_____