

Addendum #1

Security Guard Services (Unarmed) – Three Year Contract (FY23-FY25)

Issue Date: Wednesday, February 9, 2022

Bids Due: Wednesday, February 23, 2022 at 1:00PM

- 1) How many sites in total require security Guard services?

As of now, five sites require security guard services. These sites are: Conley Stadium, Hope High School track, the Providence Career and Technical Academy Field House, Registration Center at 325 Ocean Street, and PPSD School Administration Building at 797 Westminster Street. The total number of guards may fluctuate depending on the time of the year.

At the Registration Center, a guard is needed for the month of August. At the School Administration Building, a guard is needed year-round. At the three athletic locations, the needs will vary depending on whether the facility is in use.

- 2) What are the hours per week at each site?

Varies. A lot of these positions revolve around our Athletic Programs and fields to include nights and weekends.

- 3) Is prevailing wage required; is there any wage requirement?

No, prevailing wage is not required.

- 4) Are there any specific certifications or trainings required such as CPR?

Currently, no specific trainings are required.

At the Registration Center, we require a guard who is bilingual in English and Spanish due to the high volume of Spanish-speaking individuals visiting this location during that time.

- 5) What are the requirements for paid time off, benefits – if any?

PPSD does not have requirements for this; we do not offer paid time off or benefits to individuals hired through agencies. We provide schedules of our needs to the winning bidder and expect coverage at each event.

- 6) What are the specific job duties?

Job duties include monitoring sites, keeping general order, ensuring that visitors/families follow current PPSD COVID policies/guidelines, and confirming appropriate paperwork from teams that may show up to use the facility in question.

- 7) Are we to supply equipment such as laptops, phone, or vehicles?

The contracted agency must supply all equipment. PPSD will not provide any equipment.

- 8) On page 7 it states the following:

Duty Hours *It must be explicitly understood that coverage will consist of the exact number of hours listed on the specifications. Only the School Department representative in charge may approve increases or decreases in hours.*

Is there a “specifications” page that outlines the hours per site?

Hours and coverage needed will be determined once athletic schedules are released and finalized. The exact hours for the Registration Center and the PPSD Administration Office will be determined upon contract finalization.