

**BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA  
OFFICE OF PURCHASING**

213 PALAFOX PLACE 2<sup>nd</sup> Floor  
P.O. BOX 1591

PENSACOLA, FL 32591-1591

TELEPHONE (850) 595-4980

(SUNCOM) 695-4980

TELEFAX (850) 595-4805

<http://www.myscambia.com/departments/purchasing>



Claudia Simmons  
*Purchasing Manager*

June 02, 2016

To: All Known Prospective Bidders

**ADDENDUM NUMBER 2:**

**Re: SECURITY SERVICES FOR VARIOUS COUNTY BUILDINGS**

We recently advertised a "Invitation to Bid" on the above-mentioned specification, **Security Services for Various County Buildings, PD 15-16.051.**

This **Addendum #2:**

- A. Provides for the definition & explanation to the Security areas operating hours, and quantity of Security Officers to man these work areas, from questions on Monday's, (June 1, 2016), Solicitation Pre-Bid meeting.

This Addendum also defines whether the Security Officers should be (Armed, or Un-Armed) within the same designated Secure work areas.

- B. The following is a list for work area 'Hours of Operations', as defined by the Contract manager, and other Department Managers with the need for Security Officers.

**Addendum # 2**

**PD 15-16.051 Security Service for Various Buildings**

**June 1, 2016**

**Page 1 of 2**

**Hours of Operation:**

**Ernie Lee Magaha Building  
221 Palafox Place  
Pensacola, Florida 32502**

**Normal Hours: Monday through Friday  
7:00 a.m. until 6:00 p.m.**

**Exceptions: 2/3 Night Meetings Per Month**

**1<sup>st</sup> and 3<sup>rd</sup> Thursday Night Board of County Commissioners  
Meeting – Normally end by 8:00 p.m. but can last until 11:00  
p.m.**

**2<sup>nd</sup> Tuesday – MSPB – Normally out by 6:00 p.m. but can last until 7:00 p.m.**

January through March – Homestead Exemption opened on Saturdays from 8:30 a.m. until 12:30 p.m.

Elections – On election days (08/30/16 and 11/08/16) we are opened from 6:00 a.m. until 9:00 p.m.

Quote for Unarmed Guard(s)

Cobb Building  
2251 North Palafox Street  
Pensacola, Florida 32501

Normal Hours: Monday through Friday  
8:00 a.m. until 5:00 p.m.

Quote for Armed and Unarmed Guard(s) (Two Quotes)

West Florida Public Library  
239 West Gregory Street  
Pensacola, Florida 32502

Normal Hours: Monday through Thursday  
10:00 a.m. until 8:30 p.m.

Friday and Saturday  
10:00 a.m. until 4:30 p.m.

Sunday  
12:00 p.m. until 4:30 p.m.

Addendum # 2  
PD 15-16.051 Security Service for Various Buildings  
June 1, 2016  
Page 2 of 2

West Side Library  
1301 West Gregory Street  
Pensacola, Florida 32502

Normal Hours: Monday through Thursday  
10:45 a.m. through 7:15 p.m.

Friday  
10:45 a.m. through 4:30 p.m.

Saturday  
9:45 a.m. through 3:15 p.m.

Quote for Armed and Unarmed Guard(s) (Two Quotes)

Please remember when placing your bid, I would like to see it broken out into:

- What the cost per hour is for an armed guard?
- What the cost per hour is for an unarmed guard?
- Restroom and Lunch Breaks covered for the guard(s) at the Ernie Lee Magaha Building
- Please remember that hours could change and additional building(s) may be added in the future to this contract. That's why I would like to see the cost per guard broken out.
- Procedures in place if a guard doesn't show up or calls in sick.
- Reference List for similar security jobs (Not required but extremely helpful.)
- Cell phone number for the person responsible for administering the contract.

Solicitors must return one copy of the Addendum 2, with original signature, with your bid as an acknowledgement of your having received the same. You may photo copy for your record.

Sincerely,



Lester L. Boyd  
Purchasing Specialist

COMPANY: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

LLB/llb