



## CITY OF BATTLE CREEK

### ADDENDUM #1

IFB# 2018-032B

TITLE: SECURITY GUARD

ADDENDUM ISSUED: November 21, 2017

The following changes, additions and deletions have been provided:

**DUE DATE, TIME, AND LOCATION REMAIN THE SAME.**

**The City will provide:** workstation that has a locking drawer, computer, desk phone, two-way radio, internal access badges.

**CHANGE Item 1, section 4.4 to read:** Maintain a courteous, helpful, and professional demeanor at all times. Greet all visitors and customers and provide information or direction, accept packages, and announce (by calling) visitors to departments, as requested. If not certain what department a customer needs, the guard shall find out by calling departments to verify. After accepting packages or deliveries, the guard will immediately contact the relevant department. City staff will be responsible for the retrieval of their own mail and packages from the security desk.

**ADD the following to section 4.4 Daily procedures, item 14:** Guard shall carry and respond to a cell phone at all times, and that number shall be made available to the City Hall Facility Manager. The cost of the cell phone shall be included in the pricing. The workstation will have a locking drawer, which the security company can use to secure their property on site, if you choose to assign one phone to this location.

**CHANGE Item 5, section 4.5 to read:** Not depart their assigned duty area(s) except for random building patrols or reasonable personal breaks, without notifying and getting approval from the City Hall Facility Manager.

**REPLACE** all instances of "site supervisor" to "operations manager." The City is requiring only one guard on premises, with no supervisor on site.

#### Pre-bid attendees:

**US Security Associates**  
Peter Rykowski

**DK Security**  
Josh Gerard  
Robert Nunn

**Guardian Guard Services**  
Michael Lamboff

**Securitas**  
Hope Yates

**Teachout Security**  
Micahel Duweck

**Paschal Security System**  
Darrin McCall

**American Guard Services**  
Mark Cassei

This addendum must be acknowledged or your bid may be deemed non-responsive.