

	<b>CLARENDON COUNTY PROCUREMENT</b>  <b>REQUEST FOR PROPOSAL ADDENDUM #1</b>	Solicitation Number	<b>PROJECT: RFP 2025-008 ARMED SECURITY GUARD SERVICES</b>  Jeffrey A. Hyde - Procurement Director  <a href="mailto:Jhyde@clarendoncountygov.org">Jhyde@clarendoncountygov.org</a>
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**October 17, 2025**

**\*\*Please remember to acknowledge all addendums**

**NOTE: THE PROCUREMENT OFFICE LOCATION – 3 SOUTH CHURCH STREET  
VOTER REGISTRATION and ELECTIONS BUILDING**

**NOTE: CURRENTLY THE CITY OF MANNING HAS ROAD CONSTRUCTION IN THE  
AREA – PLEASE PLAN ACCORDINGLY WHEN DELIVERING YOUR PROPOSAL**

**ADDENDUM #1** -The purpose of this **ADDENDUM** is to answer questions received to date.

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**QUESTION/ ANSWER**

1. **Q:** Is there a Prequalification Process for this solicitation?  
**A:** There is no “prequalification process” required for this solicitation.
  
2. **Q:** Does the Judicial Bldg./Courthouse have any other required court services?  
**A:** There are several court services being held in the Judicial building – including Magistrate Court, Family Court, Drug Court....
  
3. **Q:** Are there any special requirements for the security personnel at the Courthouse?  
**A:** In addition to the current specified requirements and examples – there must be one (1) male and one (1) female guard present for the searches before gaining access to the courts.
  
4. **Q:** Is weekly billing allowed (net 30)?  
**A:** It is the intent of the County to issue checks monthly to the awarded contractor.  
The County may consider bi-monthly payments to lessen the financial burden issues.
  
5. **Q:** In Section 3.16 It states that: "The County Administrator or their designee shall be regarded as the "site supervisor" for the location where security guards are assigned. The Country shall have the ultimate authority to determine security guard duties provided such duties are allowable under applicable law." Will you still be deferring to the awarded security company's employee handbook, policies and allowed duties, or are you expecting to supersede these? Doing so would cause insurance and human resources issues.  
**A:** The County would expect the security guards to act in a legal and professional manner that would allow for unforeseen situations (that would require immediate action) to be resolved in the best interest of public safety. The various security company’s employee handbook could vary significantly from company to company.
  
6. **Q:** Your RFP requires an office within 100 miles of your location. While we have multiple supervisors, a satellite office, and many resources within that radius, our primary office is about 10-15 miles past that mark, this is where we would prefer mail and correspondence to go, is that an issue?  
**A:** A manned satellite office would be sufficient.
  
7. **Q:** What is the desired timeframe to begin?  
**A:** We anticipate within 30 days from the award notification to ensure a seamless transition to provide service continuity and minimize any disruptions of services.

8. **Q:** What uniform type is required?  
**A:** Refer to the Scope of Work/Specifications: Contractor's Responsibilities
9. **Q:** What On-the-Job training requirements do you have? How many hours?  
**A:** TBD by the company requirements. In addition to specific (SLED) training requirements, the Contractor shall certify that an assigned guard has received appropriate on-the-job training for the specific duty position to which they have been assigned to.
10. **Q:** What annual refresher training is required (hours and topics)?  
**A:** Employees shall attend any required training conducted by SLED and any other requirements for maintaining certification - including any refresher and/or update training required by SLED. Proof of meeting these requirements shall be provided upon request.
11. **Q:** What federal/state holidays are observed? Does your coverage change on holidays?  
**A:** The County Holidays are attached, and no services are required on those holidays.
12. **Q:** Is there any specified type of medical/physical/psychological examination required? If so, please describe.  
**A:** Refer to SC Code of Laws - Section 40-18-50. The company is responsible for ensuring their employees are qualified to perform the tasks required under the contract.
13. **Q:** What PPE is required? Please specify.  
**A:** The current contractor has a weapon, holster, belt, and professional looking uniform. Other personal safety devices, such as batons, tasers and/or other non-lethal equipment, may be carried if permitted by S. C. laws and regulations, and with the approval of SLED and the County. It is the responsibility of the Offeror to ensure complete and up-to-date knowledge and compliance regarding South Carolina laws and regulations and maintain valid permits and SLED approvals and records.
14. **Q:** What radios, phones or other communication equipment do you require?  
**A:** The current contractor has company provided cell phones for their employees.
15. **Q:** Is a supervisor required to always be on site?  
**A:** A supervisor is not required to be on the site at all times.
16. **Q:** Is earned vacation time to be honored by the awarded security services provider?  
**A:** County benefits are not available for contracted service providers. The awarded contractor shall provide their employees their company provided benefits. All guards must be employees of the Contractor. The hiring, training, payment of wages and benefits, uniforms, equipment, supervision, transportation costs, direction and discharge of guards shall be the responsibility of the Contractor.
17. **Q:** For random drug screens, will you allow an in-house, oral drug screen or is a urinalysis drug screen at a testing site required?  
**A:** Random drug screening shall be a urinalysis drug screening at a third part testing site.

**18. Q: Guard Selection Process:**

Will you be able to give us specific directions/orders as to how the pre-approval process for assigned security guards will be conducted, and whether the County will participate in interviews or evaluations of proposed personnel prior to final approval? Is there an in-house Human Resource Department or outsource that works through these personnel decisions?

**A: The County shall have the right to interview, approve or disapprove any security guards that are assigned under this Contract. The company approved candidates shall be submitted to the County for approval prior to starting at any assigned position.**

**19. Q: Performance and Communication Protocol:**

Will there be a designated County representative or facility security coordinator who will serve as the primary point of contact for daily operational matters and ongoing performance discussions once services begin with contracted Armed Security Services?

**A: Yes – Each facility will have a point of contact.**

**20. Q: Additional Service Requests:**

In the event the County requires additional or temporary security coverage (such as for special events or after-hours needs), would these services be billed at the same hourly rate as the standard schedule, or under a separately negotiated rate?

**A: The County would negotiate a separate rate for any additional needs.**

**21. Q: Evaluation Criteria:**

Under the evaluation criteria listed in Section 6.7.00, “Cost” accounts for 40% of the scoring. Could the County confirm whether experience and qualifications may serve as a determining factor in the event of a close evaluation between vendors?

**A: The evaluation criteria are outlined in the RFP document, and they include experience and qualifications.**

**22. Q: Transition and Start-Up Expectations:**

Given the tentative contract start date of **December 1, 2025**, does the County have standard a transition, training, or orientation period for onboarding, site familiarization, and coordination with contracted employees or any existing security staff prior to the official commencement of services?

**A: We anticipate starting this contract within 30 days from the award notification and we are currently envisioning a seamless transition to provide service continuity and minimize any disruptions of services.**

**All other terms and conditions remain unchanged.**

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**DEADLINE TO SUBMIT RESPONSES: REMAINS UNCHANGED**

**SUBMIT TO: Jeffrey A Hyde, CPPB, NIGP-CPP**

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