



County of Roanoke

FINANCE DEPARTMENT PURCHASING DIVISION

Kate Hoyt, Buyer
5204 Bernard Drive SW, Suite 300 F
Roanoke VA 24018
(540) 283-8149
(540) 561-2829 – Fax
khoyt@roanokecountyva.gov

May 2, 2019

RFP # 2019-112 **Professional Security and Visitor Reception Services** **for the** **Roanoke County Administration Building**

ADDENDUM NO. 1

2014-225 Contract Documents

Due Date & Time:
May 10, 2019, 2:00 PM
(Local Prevailing Time)

RFP # 2019-112
SECURITY AND RECEPTION SERVICES
ADDENDUM NO. 1

1. **Contract 2014-225** – Please see Attachment A to Addendum 1 for a copy of the current contract documents, as requested by interested vendors.

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**ATTACHMENT A TO
ADDENDUM NO. 1 TO RFP # 2019-112
Security and Reception Services**

2014-225 Contract Documents



County of Roanoke

FINANCE DEPARTMENT

PURCHASING DIVISION

CONTRACTUAL AGREEMENT #2014-225

Professional Security and Visitor Reception Services for the Roanoke County Administration Building

ARTICLES OF AGREEMENT made this Eleventh (11th) day of June, 2014, by and between Holton Enterprises, Inc. t/a Star City Security, 3433 Brambleton Avenue, Roanoke, Virginia 24018 party to the first part, and the County of Roanoke, Virginia, party of the second part, also referred to as the OWNER.

WHEREAS, the party of the first part has made a Proposal in writing to the OWNER, to provide Professional Security and Visitor Reception Services for the Roanoke County Administration Building, hereby mentioned and identified herein for the OWNER, as the WORK, for the price, on the terms and within the time set forth herein, all pursuant to the Request for Proposal, the specifications, and the proposer's response, as if each of the documents were attached hereto, and are thereby made a part of this Contract. The OWNER has accepted the Proposal by the said party of the first part, according to law.

NOW, THEREFORE, the said party of the first part, for and in consideration of the payment as set forth in the proposer's response, for itself, its heirs, executors, administrator, successors and assigns, as the case may be, hereby covenants and agrees to and with the OWNER to perform the said WORK for the said price, upon the said terms, within the said time, and according to the said specifications, the WORK being more specifically identified as follows:

1. Request for Proposal #2014-225
2. Proposal Response Holton Enterprises, Inc. t/a Star City Security dated February 10, 2014
3. Exhibit A: Holton Enterprises, Inc. t/a Star City Security Agreement to Provide Un-armed Security Services Letter dated May 30, 2014

The Contract will be in effect starting June 16, 2014 through June 30, 2015 and is renewable for four additional one year periods upon mutual written agreement of both parties. It is understood that if the party of the first part does not perform WORK as specified, then the Contract may be canceled as specified herein by the OWNER.

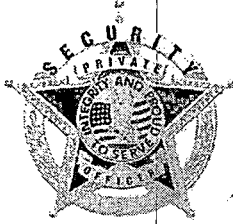
Holton Enterprises, Inc. t/a Star City Security:

Ken W. Holton
Authorized Signature

KEN W. HOLTON (PRESIDENT)
Name/Title (please print)

County of Roanoke, VA:

Ashley King
Ashley King, Senior Buyer



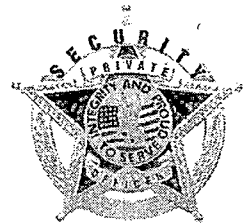
STAR CITY SECURITY

3433 BRAMBLETON AVE SW SUITE 104A

ROANOKE, VIRGINIA 24018

PHONE: (540) 772-2625 FAX: (540) 650-0046

DCJS LICENSE NUMBER 11-7002



May 30th, 2014

Amended March 23rd, 2017

Client Name: County of Roanoke, Finance Department Purchasing Division (Client)
Address: 5204 Bernard Drive SW, Suite 300F
Address: Roanoke, VA 24018
Attention: Rob Light (Roanoke County Purchasing Manager)
Location: 5204 Bernard Drive SW, Roanoke VA. 24018

Subject: Proposal / Agreement to provide Un-Armed Security Services

- Holton Enterprises, Inc., t/a Star City Security, agrees to provide trained, insured and uniformed Security Officers (Dress uniform, suite jacket & dress pants) for the purpose of providing regularly scheduled Un-Armed Security Services in accordance with the clients prescribed specifications. (See client's contract & RFP #2014-225) Security services are to be performed Monday-Friday 7:00AM-5:00PM for Property, Building, Parking Lot Patrol Logging Guest & Visitors In/Out and General Security Services TBD by client.
- Client agrees to reimburse Holton Enterprises, Inc. at the rate of **\$15.45** per hour for (full time) Un-Armed Security Services during the prescribed normal work week totaling approximately **52.5** hours. Client also agrees to reimburse Holton Enterprises, Inc. at the rate of Time and one-half per hour during listed holidays (New Years Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day) if Star City Security provides security on any of these holidays. Client also agrees to reimburse Holton Enterprises, Inc at the rate of Time and one-half per hour for any requested additional security coverage with **LESS THAN A 24 HOUR NOTICE**. (Such as special events or extra coverage.)
- An invoice for services will be presented on the 1st and 16th of each month. Payment will be due upon notice. (Net 30 days) The Security Officers time sheets will be sent along with the invoices for your review.
- The reimbursement rate will remain the same throughout the period of the agreement, except that in the event of federal, state or local legislation that affects the cost of services. Holton Enterprises, Inc., t/a Star City Security, reserves the option to renegotiate this agreement within 30 days of signing this contract.
- All court appearances if necessary will be billed at \$35.00 for the first hour and \$24.00 for each additional hour with a minimum of a TWO (2) hour charge. (Per Security Officer)
- Annual increases will be negotiated 30 days prior to the contract date at the rate of 1-4% annually.
- This agreement, when signed, is effective and binding for a period of one (1) year from the beginning date of June 16, 2017, unless canceled by either party after providing 30 days written notice to the other party by United States Postal Service.

If you have any questions or special needs, please contact Ken Holton at ken@starcity-security.com or by phone at 540-400-4880.


Roanoke County, Brandon Spencer Purchasing Mgr

3-27-2017
Date


Holton Enterprises, Inc. t/a Star City Security

3-3-2017
Date



County of Roanoke
FINANCE DEPARTMENT - PURCHASING DIVISION

March 3, 2017

Mr. Ken Holton
Holton Enterprises, Inc. t/a Star City Security
3433 Brambleton Avenue
Roanoke, Virginia 24018

Re: Annual Contract: Professional Security and Visitor Reception Services for Roanoke County
Contract No.: 2014-225

Dear Mr. Holton,

The County of Roanoke would like to renew the referenced current contract with you. We would like the renewal period to be **FROM: July 1, 2017 to June 30, 2018.**

Please have a copy of your current Certificate of Liability Insurance listing Roanoke County Board of Supervisors and/or Roanoke County School Board as additional insured faxed (540-283-6736) or mailed to our office to my attention. Please be sure to include the corresponding address.

To renew this contract, check the appropriate line, sign within 7 calendar days of the letter date, and email to bspencer@roanokecountyva.gov.

If you are in agreement with this renewal, and prices & terms remain firm, please check the line below, make a copy of this notice for your records and e-mail a copy of the original. This will serve as a renewal confirmation.

☐ **Agree with this renewal, the price terms and conditions would remain firm during the renewal period (include all pricing even though it remains unchanged from last renewal period).**

If you do not agree with the renewal or request changes, please check the appropriate line and return with your attached explanation. We will review your response and advise you of our decision regarding the renewal.

☐ **Do not wish to renew contract, per attached explanation.**

☒ **Request changes in contract, per attached explanation (include all pricing, even those items which remain unchanged). Respectfully request a raise of .20 (twenty cents) per hour since there has been no increase in three years.**

Questions, comments, concerns or suggestions regarding this contract are always welcome.

Sincerely,

Brandon Spencer
Buyer

VENDOR Ken W. Holton Ken W. Holton President 3/10/2017
Authorized Signature Printed Name Title Date



STAR CITY SECURITY

3433 BRAMBLETON AVE SW SUITE 104A

ROANOKE, VIRGINIA 24018

PHONE: (540) 772-2625 FAX: (540) 650-0046

DCJS LICENSE NUMBER 11-7002



May 30th, 2014

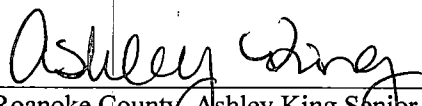
Roanoke County Contract #2014-225 Exhibit A

Client Name: County of Roanoke, Finance Department Purchasing Division (Client)
Address: 5204 Bernard Drive SW, Suite 300F
Address: Roanoke, VA 24018
Attention: Rob Light (Roanoke County Purchasing Manager)
Location: 5204 Bernard Drive SW, Roanoke VA. 24018

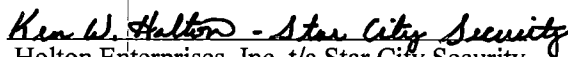
Subject: Proposal /Agreement to provide Un-Armed Security Services

1. Holton Enterprises, Inc., t/a Star City Security, agrees to provide trained, insured and uniformed Security Officers (Dress uniform, suite jacket & dress pants) for the purpose of providing regularly scheduled Un-Armed Security Services in accordance with the clients prescribed specifications, terms and conditions. (See client's contract & RFP #2014-225) Security services are to be performed Monday-Friday 7:00AM-5:30PM for Property, Building, Parking Lot Patrol Logging Guest & Visitors In/Out and General Security Services TBD by client.
2. Client agrees to reimburse Holton Enterprises, Inc. at the rate of \$15.25 per hour for (full time) Un-Armed Security Services during the prescribed normal work week totaling approximately 52.5 hours. Client also agrees to reimburse Holton Enterprises, Inc. at the rate of Time and one-half per hour during listed holidays (New Years Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day) if Star City Security provides security on any of these holidays. Client also agrees to reimburse Holton Enterprises, Inc at the rate of Time and one-half per hour for any requested additional security coverage with **LESS THAN A 24 HOUR NOTICE.** (Such as special events or extra coverage.)
3. An invoice for services will be presented on the 1st and 16th of each month. Payment will be due upon notice. (Net 30 days) The Security Officers time sheets will be sent along with the invoices for your review.
4. The reimbursement rate will remain the same throughout the period of the agreement, except that in the event of federal, state or local legislation that affects the cost of services. Holton Enterprises, Inc., t/a Star City Security, reserves the option to renegotiate this agreement within 30 days of signing this contract.
5. All court appearances if necessary will be billed at \$35.00 for the first hour and \$24.00 for each additional hour with a minimum of a TWO (2) hour charge. (Per Security Officer)
6. Annual increases will be negotiated 30 days prior to the contract date at the rate of 1-4% annually.
7. This agreement, when signed, is effective and binding for a period of one (1) year from the beginning date of June 16, 2014, unless canceled by either party after providing 30 days written notice to the other party by United States Postal Service.

If you have any questions or special needs, please contact Ken Holton at ken@starcity-security.com or by phone at 540-400-4880.


Roanoke County, Ashley King Senior Buyer

6-14-14
Date


Holton Enterprises, Inc. t/a Star City Security

6-14-2014
Date



STAR CITY SECURITY
3433 BRAMBLETON AVE SW SUITE 104A
ROANOKE, VIRGINIA 24018
PHONE: (540) 772-2625 FAX: (540) 650-0046
DCJS LICENSE NUMBER 11-7002



August 19th, 2014

Client Name: Roanoke County Libraries (Client)
Address: 6303 Merriman Road
Address: Roanoke, Va. 24018
Attention: Diana Rosapepe (Director), Michael Meise (Assistant Director), or Holly Salvatore (Business Coordinator)
Locations: See attachment A

Subject: Proposal / Agreement to provide Un-Armed Alarm Response Security Services

1. Holton Enterprises, Inc., t/a Star City Security, agrees to provide trained, insured and uniformed Security Officers for the purpose of providing Un-Armed Alarm Response Security Services on an as needed basis in accordance with the clients prescribed specifications. Star City Security will be providing one (1) Security Officer per request for alarm responses. Upon entering the building, the Security Officer will enter the code to deactivate the alarm, conduct a walk-through, and then re-arm the security system. If they do notice a breach of security, prior to entry or during their walk-through, they will immediately contact Library staff who will contact the police. The Security Officer will stand duty until Management or Police arrive if necessary.
2. Client agrees to reimburse Holton Enterprises, Inc. at the rate of **\$16.50** per hour for Un-Armed security services for each alarm response with a two (2) hour minimum. If the Security Officer is requested to stay on site after the initial call, Client agrees to reimburse Holton Enterprises, Inc. at the rate of **\$14.85** per hour billed in half (½) hour blocks until Client relieves the Security Officer on duty. Client also agrees to reimburse Holton Enterprises, Inc. at the rate of Time and one-half per hour during listed holidays (New Years Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day) if Star City Security provides security on any of these holidays. Client also agrees to reimburse Holton Enterprises, Inc at the rate of time and one-half per hour for any requested additional security coverage with **LESS THAN A 48 HOUR NOTICE**. (Such as an emergency or extra coverage request.)
3. An invoice for services will be presented on the 1st and 16th of each month for services rendered. Payment will be due upon notice. (Net 30 days) All past due invoices are subject to a 1.5% late charge per month (18% annually), plus court cost of \$65.00 and Attorneys fees.
4. The reimbursement rate will remain the same throughout the period of the agreement, except that in the event of federal, state or local legislation that affects the cost of services. Holton Enterprises, Inc., t/a Star City Security, reserves the option to renegotiate this agreement within 30 days of signing this contract.
5. All court appearances if necessary will be billed at \$35.00 for the first hour and \$28.00 for each additional hour with a minimum of a TWO (2) hour charge. (Per Security Officer)
6. Annual increases will be negotiated 30 days prior to the contract date, and must be agreed upon by both parties.
7. This agreement, when signed, is effective and binding for a period of one (1) year from the beginning date of ~~October 1st~~ 2014, unless canceled by either party after providing 30 days written notice to the other party by United States Postal Service.

If you have any questions or special needs, please contact Ken Holton at ken@starcity-security.com or by phone at 540-400-4880.

Ashley King
Signature Purchasing Manager / Ashley King

9/22/14
Date

Ken Holton
Signature Star City Security / Ken W. Holton

9/24/14
Date



County of Roanoke

FINANCE DEPARTMENT - PURCHASING DIVISION

June 30, 2015

Ken Holton
Holton Enterprises, Inc. t/a Star City Security
3433 Brambleton Avenue
Roanoke, VA 24018

Re: Contract No.: 2014-225 Professional Security and Visitor Reception Services for the Roanoke County Administration Building & Alarm Response Security Services for Roanoke County Libraries

Dear Mr. Holton,

The County of Roanoke would like to renew the referenced current contract with you. We would like the renewal period to be FROM: July 1, 2015 to June 30, 2016.

Please have a copy of your current Certificate of Liability Insurance listing Roanoke County Board of Supervisors and/or Roanoke County School Board as additional Insured faxed (540-561-2857) or mailed to our office to my attention. Please be sure to include the corresponding address.

To renew this contract, check the appropriate line, sign within 7 calendar days of the letter date, and email to aking@roanokecountyva.gov or fax to (540) 561-2828.

If you are in agreement with this renewal, prices & terms remain firm please check the line below, make a copy of this notice for your records and e-mail and/or fax a copy of the original. This will serve as a renewal confirmation.

☒ **Agree with this renewal, the price terms and conditions would remain firm during the renewal period (include all pricing even though it remains unchanged from last renewal period).**

If you do not agree with the renewal or request changes, please check the appropriate line and return with your attached explanation. We will review your response and advise you of our decision regarding the renewal.

☐ **Do not wish to renew contract, per attached explanation.**

☐ **Request changes in contract, per attached explanation (include all pricing, even those items which remain unchanged).**

Questions, comments, concerns or suggestions regarding this contract are always welcome.

Sincerely,

Ashley D. King
Purchasing Manager

VENDOR	<u>Ken Holton</u>	<u>Ken Holton</u>	<u>President</u>	<u>7/3/2015</u>
	Authorized Signature	Printed Name	Title	Date



County of Roanoke

FINANCE DEPARTMENT - PURCHASING DIVISION

May 10, 2016

Mr. Ken Holton
Holton Enterprises, Inc. t/a Star City Security
3433 Brambleton Avenue
Roanoke, Virginia 24018

Re: Contract No.: 2014-225 Professional Security and Visitor Reception Services for the Roanoke County Administration Building & Alarm Response Security Services

Dear Mr. Ken Holton,

The County of Roanoke would like to renew the referenced current contract with you. We would like the renewal period to be **FROM: July 1, 2016 to June 30, 2017.**

Please have a copy of your current Certificate of Liability Insurance listing Roanoke County Board of Supervisors and/or Roanoke County School Board as additional insured faxed (540-561-2857) or mailed to our office to my attention. Please be sure to include the corresponding address.

To renew this contract, check the appropriate line, sign within 7 calendar days of the letter date, and email to swells@roanokecountyva.gov or fax to (540) 561-2857.

If you are in agreement with this renewal, prices & terms remain firm please check the line below, make a copy of this notice for your records and e-mail and/or fax a copy of the original. This will serve as a renewal confirmation.

☒ ***Agree with this renewal, the price terms and conditions would remain firm during the renewal period (include all pricing even though it remains unchanged from last renewal period).***

If you do not agree with the renewal or request changes, please check the appropriate line and return with your attached explanation. We will review your response and advise you of our decision regarding the renewal.

☐ ***Do not wish to renew contract, per attached explanation.***

☐ ***Request changes in contract, per attached explanation (include all pricing, even those items which remain unchanged).***

Questions, comments, concerns or suggestions regarding this contract are always welcome.

Sincerely,

Stanley Wells
Buyer

VENDOR	<u>Ken W. Holton</u>	<u>Ken W. Holton</u>	<u>President</u>	<u>6/26/16</u>
	Authorized Signature	Printed Name	Title	Date