DATE: April 16, 2015

TO: All Prospective Proposers

FROM: Delores R. Pertee

RE: SECURITY GUARD SERVICES AT BWTECH@UMBC SOUTH CAMPUS
RFP#BC-20960-P ADDENDUM # 1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Technical Proposal to the University.

The deadline date for the Technical Proposals to be submitted to the University remains as Wednesday, April 22, 2015 at 2:00 p.m.

A. ADDITIONAL REQUIREMENTS:

Under Section 3: Submission Requirements: Proposals and Forms Article 2, “Paragraph 3.2.3: Plan of Action” on page 26, the following requirements should be added:

1. Item 3.5 Timeline, ADD “Discuss how your firm would handle the transition of the current guard staff at BWTech assuming your firm is awarded the contract” to the end of the item.
2. ADD Item “3.6 Contract Guard Service is to describe any benefits (health, vacation, etc.) if any, that are provided to its employees,” to this section.
3. ADD Item “3.7 Contract Guard Service is to describe their current process of relief for restroom and meal breaks for security personnel,” to this section.

B. QUESTIONS AND ANSWERS:

1. QUESTION: Is the training provided by UMBC billable hours?
   ANSWER: Yes, the hours are billable.

2. QUESTION: Does UMBC require any “special” equipment not listed in RFP?
   ANSWER: Equipment other than that listed in the RFP are not required.

3. QUESTION: What is the relief procedure for restroom and meal breaks?
   ANSWER: There are no set procedures. Please discuss in your Plan of Action, how your firm currently handles this.
4. **QUESTION:** Would UMBC like to retain the current security guards, or are replacements expected?
   **ANSWER:** Yes, we would like to retain the current staff. Please discuss in your Plan of Action, how your firm would handle the transition of employees assuming your firm is awarded the contract.

5. **QUESTION:** If there is a change in contractor, how long is the contract transition period?
   **ANSWER:** The proposer should explain their transition process and anticipated timeframe in their Plan of Action, per Item 3.5 on page 26.

6. **QUESTION:** On Page 16, Item #8 of the RFP, it is stated that “The guard force shall not possess firearms or weapons while on duty or on UMBC property under this contract, including but not limited to pepper mace, chemical mace, and batons”.
   Is it the policy of BWTECH@UMBC to not allow security guards to carry anything at all for defense? A Taser is not technically classified as a “weapon”, but can they carry a Taser? Having been in business for many years, our professional opinion is that completely unarmed officers are incapable of protecting others, securing a threat or defending themselves if a situation warrants, and believe the “no weapon at all” policy creates unnecessary risk and liability for both clients and officers because it places the personnel in too much of an indefensible position.
   **ANSWER:** Tasers are not permitted.

7. **QUESTION:** On Page 12, Paragraph B: Scope, Item #3 of the RFP states, “The position of guard and that of site supervisor or shift supervisor cannot be held by the same individual unless authorized by the bwtech@UMBC South Director or designee.”
   Can the shift supervisor work a post?
   **ANSWER:** Yes, the shift supervisor can work a post.

8. **QUESTION:** What is the current term of the contract? Base Year, Option Year 1, etc.?
   **ANSWER:** The current contract began in 2010 for a one-year period, with four (4) one-year renewal terms. The current and final term of this contract runs from July 1, 2014 through June 30, 2015.

9. **QUESTION:** What is the current Pay/Bill rate?
   **ANSWER:** This information is available under the Public Information Act.

10. **QUESTION:** What is the current value of the contract?
    **ANSWER:** This information is available under the Public Information Act.

11. **QUESTION:** What is the annual contract value?
    **ANSWER:** For the new contract, we are relying on the proposers to provide an annual value.
12. QUESTION: Who is the incumbent security provider?
   ANSWER: All County Security Agency, Inc.

13. QUESTION: Is the incumbent provider a small business?
   ANSWER: Yes.

14. QUESTION: Is this contract subject to the Maryland Wage rates for security guards (Tier I and II)?
   ANSWER: No.

15. QUESTION: What is the lead time for notifying the contractor of additional staffing requirements for special events?
   ANSWER: Inclement weather alerts are automatically sent to the scheduling person. All other special events are scheduled within 2-3 days in advance.

16. QUESTION: On Page 15, Paragraph C: Working Conditions, Item #1b - #1d reads:
   b. Twenty-four hour guard service from 4:30 P.M. Friday through 8:30 A.M. each Monday.
   c. Twenty-four hour guard service on scheduled UMBC holidays. Guard service to be supplied with the dates.
   d. On call, twenty-four hour guard service during emergency closure of UMBC or as required by UMBC.”
   For b, c, and d, is that one (1) guard twenty-four hours, or more than one guard?
   ANSWER: We anticipate this would be more than one guard.

17. QUESTION: On page 15, Paragraph D: Equipment, Item #2 of the RFP reads, “The contract guard service shall furnish each guard with any and all equipment (including hard hats and safety equipment) required by OSHA, MOSHA, or any other State, Federal or local laws.” Aside from hard-hats, what specific safety equipment do you require?
   ANSWER: There are no additional requirements.

18. QUESTION: On page 16, Paragraph E: Training, Item the RFP reads, “At a minimum, the security training program will consist of 16 hours of basic training and eight (8) hours of re-qualification training annually. Basic Training - 16 hours (includes eight hours of on-site, on the job training provided by UMBC)”

   Does that mean that UMBC will provide 8 hours of initial training and the awarded contractor will provide 8 hours of initial training, thus resulting in a total of 16 hours of training? Same of re-qualification training – 4 hours by UMBC and 4 hours by awarded contractor, totaling in 8 hours of re-qualification?
   ANSWER: Yes, that is correct.
19. QUESTION: What is the schedule for the roving patrols? Are they executed every hour?
   ANSWER: Three times minimum for every 8-hour shift.

20. QUESTION: Approximately how many emergency hours have been billed or worked yearly?
   ANSWER: This number will vary each year and is based on the number of “snow days” for the University. This past year, there were approximately 6 days of emergency services needed.

21. QUESTION: If the technical proposal is hand-delivered, what is the exact address to drop off the proposal? Is there a room number?
   ANSWER: The proposals must be delivered to the Issuing Office, UMBC, 1000 Hilltop Circle, Department of Procurement, Administration Building Room 301, Baltimore, MD 21250.

22. QUESTION: How are the factors for the Technical Proposal being weighted and scored?
   ANSWER: The University uses an internal process to score proposals. The criteria for the Technical Proposal evaluation are provided in Section 3 beginning on page 23 of the RFP.

23. QUESTION: Is there a preferred invoice format for UMBC projects?
   ANSWER: No.

NOTE: Appendix A forms (loose forms) have been posted on eBid Board in Microsoft Word format for your ease in responding.

Cc: Procurement File

END OF ADDENDUM #1 DATED 04/16/15

This addendum was posted to eMaryland Marketplace and eBid Board on 04/16/15

(Original with enclosure was not mailed)
AMENDMENT #1

RFP NO.: BC-20960-P

TECHNICAL PROPOSALS DUE DATE: WEDNESDAY, APRIL 22, 2015 BY 2:00 P.M.

RFP FOR: SECURITY GUARD SERVICES AT BWTECH@UMBC SOUTH CAMPUS

NAME OF PROPOSER: ____________________________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1    dated 04/16/15
Addendum No. _____ dated __________
Addendum No. _____ dated __________
Addendum No. _____ dated __________
Addendum No. _____ dated __________
Addendum No. _____ dated __________

As stated in this Addendum, this form is to be returned within your Technical Proposal.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM