DATE: August 10, 2009

TO: All Prospective Bidders

FROM: Sharon Quinn

RE: UMBC Security Guard Services at South Campus Student parking Lot Multi-step Bid #BC-20625-Q - ADDENDUM #1

The following amends the above referenced Bid 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 Offer you return to the University.

The due date and time for the Multi-Step Bid to be submitted to the University has been extended to **THURSDAY, AUGUST 13, 2009 by 2:00 p.m.** to the issuing office.

A. The Pre-Bid Meeting for the above referenced project was held on Thursday, July 30, 2009 and the following clarifications were made:

1. The Guard House is heated/air conditioned and there is a phone and it is alarmed.

2. The Guard Service will have UMBC’s guidance, and support during their duty. If you need help you will have an UMBC radio and you can radio the UMBC Police.

3. This contract will start on August 28, 2009 at 2:00 p.m.

4. The University will communicate with the Supervisor assigned to this job.

B. The following questions were asked during the Pre-Bid Meeting held on July 30, 2009, and the following responses were given:

1. **QUESTION:** Who is the contract currently with?
   
   **ANSWER:** The contract ended in May as this contract is on the University’s semester schedule. Spartan Security, Inc.

2. **QUESTION:** What kind of problems has the University had in the past?
   
   **ANSWER:** There have been no vehicle thefts, but there have been thefts from vehicles, such as catalytic converters / mirrors etc.

3. **QUESTION:** What is the response time if there is a problem?
   
   **ANSWER:** 3-4 minutes.
4. QUESTION: What is the size of the UMBC Police Force?

ANSWER: Twenty-seven (27) Sworn Officers and three (3) Security Guards, as well as, a Civil Force which includes Student Marshalls.

5. QUESTION: Does “Living Wage” apply to this Bid?

ANSWER: No.

6. QUESTION: On page 6 of the documents you say the “after” and on page 52 you say it will be done “before”. Please clarify.

ANSWER: The Plan of Action is to be provided in the Technical offer and will be evaluated before the Bid Prices are opened.

7. QUESTION: You note there are six (6) University holidays. Please advise which holidays they are.

ANSWER: The Holidays are as Follows: Labor Day, Thanksgiving Day, Thanksgiving Break, Veterans Day, Columbus Day, and President’s Day, as well as, whatever other days UMBC designates.

8. QUESTION: You have requested $3 Million dollars for the Insurance, but industry standards are less than that. Can that be adjusted?

ANSWER: The insurance requirement for this solicitation is:

1. $1,000,000 for property damage and shall cover damage to private property and/or public property
2. $1,000,000 per person for personal safety
3. $2,000,000 per accident

9. QUESTION: It would helpful to have the total number of hours listed on the Bid Sheet. Can that be done?

ANSWER: A Revised Bid Price Sheet will be provided to you which will include the hours.
C. The following questions have been submitted to the University for a response:

1. **QUESTION:** What is the hourly rate currently being charged for services? Is there a wage requirement currently?

   **ANSWER:** This contract has expired so there is no current hourly rate being charged. There is no wage requirement.

2. **QUESTION:** Who is the current vendor and how long have they been in place on this site?

   **ANSWER:** Spartan Security Services was the vendor and was under contract for two years.

3. **QUESTION:** Only dates for the fall session are listed in the specifications. We need the spring dates as well. We are assuming there is no winter or summer term, is that correct?

   **ANSWER:** The *revised* Bid Price Form will include the hours for both the Fall and Spring Semesters. Services will not be needed in January until UMBC opens for the Spring Semester. Services are not needed for the summer months.

4. **QUESTION:** On the pricing sheet, Number 1, states there are 2 posts from 2pm-8:30am. This is 18.5 hours are there more than 2 posts or are the guards allowed to take unpaid lunch break and leave the post or is this contract approved overtime?

   **ANSWER:** Yes, guards are to take unpaid lunch and are to eat at their post. There is NO overtime allowed under this contract, unless requested and authorized by the UMBC Chief of Police or his designee. If there is a need to leave the post the guard MUST request to speak in person to the On-Duty UMBC Police Department Shift Supervisor for arrangements or to work out any details. **At no point is anyone to abandon this post without prior UMBC contact.**

5. **QUESTION:** What are the school dates for the out years? Or can you provide a standard number of hours per school year to be used for all years?

   **ANSWER:** The hours provided on the *Revised* Bid Price Sheet can be used for the renewal years, however, if the University exercises its option to renew this contract we will expect the successful firm to provide us with an updated quote for that year incase there are any changes. The University reserves the right to amend the hours of services for any and all years under the resulting contract.
6. QUESTION: Page 48: Appendix E Paragraph C: Schedule
   Appendix B: Bid Price Sheet

   In order to determine the “Total Hours” for pricing, please clarify either
   the Spring 2010 dates as noted on page 48 or the Total Hours noted on the
   Bid Price Sheet. Since the Spring 2010 dates are not spelled out, and the
   Bid Price Sheet is silent as to the quantity of service hours required,
   bidders are left to guess how many hours to use to price out this service
   requirement.

   ANSWER: Based on the Academic Calendar the Spring Semester dates are
   Wednesday, January 27, 2010 through May 21, 2010. Total hours are
   reflected on the Revised Bid Price Sheet.

7. QUESTION: Appendix B: Bid Price Sheet Item #4

   Please provide some guidance as to how many emergency closure hours
   might be expected, as the bidder is left to guess how many hours to use
   toward the total bid hours and prices. The scope of the contract is silent as
   to what basis can be reasonably anticipated for this entry.

   ANSWER: Please fill-in the hourly rate only under this category. The hours will be
   left blank because it is the University’s hope that we will not need these
   hours and we will only be charged for them if used. This will not be
   figured into the Lump Sum Price of your bid.

8. QUESTION: Terms and Conditions paragraph 6.2 Certificate of Insurance
   Appendix D 2.21 Insurance
   Appendix E paragraph D Insurance

   Please clarify the insurance requirements for this contract. Each of the
   above referenced paragraphs appears to have a little different language.

   ANSWER: The insurance requirement for this solicitation is:

   1. $1,000,000 for property damage and shall cover damage to private
      property and/or public property
   2. $1,000,000 per person for personal safety
   3. $2,000,000 per accident
D. The following CHANGES will REVISE the Multi-Step Documents:

1. In Item 6.3 – “Plan of Action” under the Terms and Conditions, in line 4, DELETE the sentence that starts with the word “After bids are received” and REPLACE with the following sentence: “THE SECURITY COMPANY WILL BE REQUIRED TO SUBMIT A PLAN IN THEIR TECHNICAL OFFER ON HOW THE CONTRACTOR WILL PROVIDE SECURITY FOR THE FACILITY, PROPERTY AND INDIVIDUALS DESCRIBED HERIN.”

2. In Appendix D, Item 2.21.1 – “Insurance”, DELETE “Item .1” and REPLACE with:
   1. $1,000,000 for property damage and shall cover damage to private property and/or public property
   2. $1,000,000 per person for personal safety
   3. $2,000,000 per accident


Enclosure: Acknowledgement of Receipt of Addenda Form

REVISED Bid Price Form

Cc: Procurement File

END OF ADDENDUM #1 DATED 08/10/09

This addendum was posted on UMBC’s eBid Board and notice was submitted to eMaryland Market on 08/10/09.
(Original with enclosures were not mailed)
UMBC Security Guard Services
Addendum # 1

BID NO.: BC-20625-Q

BID DUE DATE: THURSDAY, AUGUST 13, 2009 AT 2:00 P.M.

BID FOR: UMBC SECURITY GUARD SERVICES AT SOUTH CAMPUS STUDENT PARKING LOT

NAME OF BIDDER: ____________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 08/10/09
Addendum No. ______ dated ________
Addendum No. ______ dated ________
Addendum No. ______ dated ________
Addendum No. ______ dated ________
Addendum No. ______ dated ________

As stated in the solicitation documents, this form is to be returned with your Technical offer.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM
Dear Ms. Quinn:

The undersigned hereby submits the Bid Price as set forth in Multi-Step Bid # BC-20625-Q dated 07/24/09 and the following subsequent addenda:

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<tr>
<th>Addendum</th>
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Having received clarification on all matters upon which any doubt arose, the undersigned proposes to provide the services as described in this bid and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this Multi-step Bid including any issued addenda.

1. Hourly rate for two (2) shifts daily, Monday through Friday, covering the hours 2:00 P.M. through 8:30 A.M.

2. Hourly rate for twenty-four hour guard service from 2:00 P.M. on Friday through 8:30 A.M. each Monday.

3. Hourly rate for twenty-four hour guard service during six (6) scheduled UMBC holidays. (Dates will be supplied.)

4. Hourly rate for twenty-four hour guard service during emergency closure of UMBC or as required by UMBC.

<table>
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<tr>
<th>ITEM #1 (M-T-W-Th-F)</th>
<th>TOTAL HOURS (2,844 Hours)</th>
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<th>ITEM #2 (Weekend)</th>
<th>TOTAL HOURS</th>
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UMBC SECURITY GUARD SERVICES
MS BID # BC-20625-Q

ITEM #3 (Holiday)  TOTAL HOURS  TOTAL
(Holiday)  96 Hours
Hourly Rate

ITEM #4 (Emergency)  TOTAL HOURS  TOTAL
Hourly Rate

TOTALS  TOTAL HOURS  TOTAL

The above noted hours are only intended as estimates, as there are no guarantees under this contract. These hours may vary depending upon the needs and services of the University; and the University reserves the right to adjust them as they feel appropriate.

We understand that by submitting a Bid we are agreeing to all of the terms and conditions included in the Multi-step Bid documents. We understand that the University reserves the right to award a contract for all items, or any parts thereof, or no contract at all based on available funding.

We understand that by submitting a Bid we are agreeing to all of the terms and conditions included in the solicitation documents and that the Bid/Proposal Affidavit submitted as part of the original technical offer remains in effect.

The undersigned hereby certifies that he/she is a duly authorized office of the Bidder and can bind the Bidder to the prices quoted herein.

__________________________
Proposer (Company Name)

__________________________
Authorized Signature

__________________________
Print Name

__________________________
Title

END OF BID PRICE FORM