DATE: May 11, 2010

TO: All Prospective Bidders

FROM: Delores R. Pertee

RE: Security Guard Services at BWTECH@UMBC-South Campus—BC-20661-P
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 Bid Price Sheet you return to the University.

The due date and time for the Bid to be submitted to the University remains the same, Friday, May 21, 2010 by 2:00 p.m. to the issuing office.

The Pre-Bid Meeting was held at the BWTech Center on Monday, May 10, 2010 at 2:00 p.m. and the following questions and revisions were discussed:

A. CLARIFICATION:

1. Under Appendix E, Section III, Item A.2, on the second line, DELETE "12” before the word inch and REPLACE WITH “1 ½” for the size photo required of the head and shoulders of each guard.

2. Under Appendix D, Section 2.21, Insurance:
   a. Item 2.21.1.1 – DELETE "$1,000,000” from each occurrence, personal injury; products/completed operations; and general aggregated, and REPLACE WITH “$2,000,000.”
   b. Item 2.21.1.3 – DELETE “$1,000,000” before the words “each accident” in the last sentence and REPLACE WITH “$2,000,000”.
   c. Item 2.21.1.4 – DELETE “$1,000,000” following the words “not less than” and REPLACE WITH “$2,000,000”.
   d. Item 2.21.1.5 – DELETE “$1,000,000” from the second line after the words “not less than” and REPLACE WITH “$2,000,000”; DELETE “$1,000,000” prior to the words “for each accident” in the third line and REPLACE WITH “$2,000,000”.
B. QUESTIONS AND ANSWERS:

1. QUESTION: Is it possible to get the total number of hours needed for each of the categories on the Bid Sheet? As it is now, it is difficult to determine how many hours to calculate for the bid.

   ANSWER: The Bid Sheet was revised to reflect the number of hours estimated for each category and is included as a part of this Addendum.

2. QUESTION: Is it necessary to document the hours when rounds are being made—check in with Campus Police at certain checkpoints?

   ANSWER: The Security Guard will be required to maintain communications with the UMBC Police and keep a log of rounds made. There are no check points needed throughout the shift.

3. QUESTION: The insurance requirements are listed in two (2) different places in the proposal and the amounts are different. What is the correct amount for each type of insurance?

   ANSWER: The correct amounts are stated in “Section A: Clarifications” above.

4. QUESTION: Is an actual certificate of insurance required with the bid?

   ANSWER: A certificate of insurance or a letter from the vendors’ insurance provider documenting that the required insurance is available is required with the Technical offer. If a letter is sent, the actual certificate will need to be provided by the successful contractor soon after notification of award.

5. QUESTION: Is there a living wage associated with this contract?

   ANSWER: No. This solicitation does not fall within the parameters set by the State of Maryland to include the Living Wage requirement.

6. QUESTION: In Section III, Item A2, should the size of the guard photos be 1 1/2” (inches) instead of 12” square?

   ANSWER: Yes. This is being corrected in “Section A: Clarifications” of this addendum noted above.
7. QUESTION: Who is the current vendor and why is this contract going out for bid?

ANSWER: Spartan Security, Inc. is our current contractor. This contract has been bid each year and will expire at the end of this month. With our new contract, we will have the option to renew the contract for four (4) additional one-year periods so that we will not have to solicit bids each year.

8. QUESTION: What types of uniforms are required?

ANSWER: The guards may wear traditional uniforms with the company emblem or whatever is presentable and insures that they can be identified as a Security Guard. The uniform must be consistent across the guards.

9. QUESTION: Can the Security Guard currently working at your site be hired by our firm?

ANSWER: The University has no objections to this, but this is something your firm will have to discuss with the incumbent firm.

Enclosures: Revised Bid Sheet
Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM #1 DATED 05/11/10

This addendum was e-mailed to the Bidders on record on 05/11/10
(Originals were not mailed)
BID NO.: BC-20661-P
BID PRICE DUE DATE: FRIDAY, MAY 21, 2010 AT 2:00 P.M.
BID FOR: SECURITY GUARD SERVICES AT BWTECH – SOUTH CAMPUS

BIDDER: __________________________________________________

Federal Identification Number/Social Security Number: ______________________________

BID PRICE FORM

Ms. Delores R. Pertee
Procurement Services
University of Maryland, Baltimore County (UMBC)
1000 Hilltop Circle, Administration Building, Room 301
Baltimore, MD 21250

Dear Ms. Pertee:

The undersigned hereby submits the Bid Price as set forth in Multi-Step Bid # BC-20661-P dated 05/03/10 and the following subsequent addenda:

Addendum 1 dated 05/11/10
Addendum _____ dated_______
Addendum _____ dated_______
Addendum _____ dated_______
Addendum _____ dated_______

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.

The contract guard service shall furnish one security officer to work at the BWTECH@UMBC South Campus during the following hours:

1. Hourly rate for 80 hours weekly or 4,176 hours total for security coverage at the Technology Center, Monday through Friday, covering the hours 4:30 P.M. through 8:30 A.M.

2. Hourly rate for twenty four hour coverage on Saturdays and Sundays at the Technology Center resulting in 48 hours weekly or 2,496 hours total.
3. Hourly rate for twenty-four hour security guard service at the Technology Center during 14 holidays totaling 336 hours.

4. Hourly rate for on-call, twenty-four hour guard service during emergency closure of UMBC or as required by UMBC. **THIS SERVICE WILL BE USED AS NEEDED AND THE RATE SHALL NOT BE INCLUDED IN THE TOTAL BID PRICE.**

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For Emergency on-call service only as needed.

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

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.
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
BID NO.: BC-20661-P

BID DUE DATE: FRIDAY, MAY 21, 2010 AT 2:00 P.M.

BID FOR: SECURITY GUARD SERVICES AT BWTECH@UMBC – South Campus

NAME OF BIDDER: __________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. 1 dated 05/11/10
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 with your Bid Price Sheet.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
Title

________________________________________
Date

END OF FORM