DATE: September 22, 2011

TO: All Prospective Proposers

FROM: Delores R. Pertee

RE: Security Guard Services At The Columbus Center – MS BID #BC-20764-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 you return to the University.

The DUE DATE and TIME for the Technical & Price Proposals to be submitted to the University has been EXTENDED to FRIDAY, SEPTEMBER 30, 2011 by 3:00 p.m. to the issuing office.

The Pre-Bid Meeting held on September 9, 2011 was mandatory. Only responses submitted from those in attendance will be accepted for this contract. All others will be considered “non-responsive”.

A. DOCUMENT REVISIONS:

1. Section 5: Term of Contract, DELETE “November 1, 2011 and ending on October 31, 2012” from the end of the first sentence, and REPLACE it with “December 1, 2011 and ending on November 30, 2012”.

2. Section 6: Requirements for Technical Offer, Paragraph 6.4 Certificate of Insurance, DELETE “Biotech Firms” in the first sentence, and REPLACE it with “Columbus Center tenants”.


4. Appendix D: General Information for Bidders, Section 2: “General”, Paragraph 2.21.1, DELETE “all references to $1,000,000 in .1 through .5 (pages 40 and 41) and REPLACE the amounts with $2,000,000.”

5. Appendix E: Security Guard Services-The Columbus Center, Section I: “Introduction/General Requirements”, Item B. “Scope”, Paragraph 3, DELETE the entire paragraph and REPLACE it with “The Contract Representative cannot be the shift supervisor. The shift supervisor is to occupy one of the guard posts for the 7:00am – 3:00pm shift.”
6. Appendix E: Security Guard Services-The Columbus Center, Section II: “Technical Performance Requirements”, Item A. “Detailed Work Scope”, 2a, DELETE “UMBC” and REPLACE it with “Columbus Center”

7. Appendix E: Security Guard Services-The Columbus Center, Section II: “Technical Performance Requirements,” Item A. “Detailed Work Scope”, 2b, DELETE the first sentence in the paragraph, and REPLACE it with “Shall maintain a patrol of the specified areas identified in the Duties and responsibilities matrix at end of this Appendix.”

8. Appendix E: Security Guard Services-The Columbus Center, Section II: “Technical Performance Requirements,” Item A. “Detailed Work Scope,” 2c, at the end of the sentence, DELETE “UMBC police dispatcher” and REPLACE it with “Columbus Center Operations Facilities Director or Facilities Manager.”

9. Appendix E: Security Guard Services-The Columbus Center, Section II: “Technical Performance Requirements, Item A. “Detailed Work Scope,” Section F. “Uniforms,” Item #7 DELETE the entire paragraph and REPLACE it with “All guards shall have their hair neatly trimmed and groomed, including facial hair.”

10. Appendix E: Security Guard Services-The Columbus Center, Section III: “Documentation,” A. “General,” Item 2, DELETE “one (1) 12 inch square photograph” and REPLACE with “a digital image in JPEG format.”

11. Appendix E: Security Guard Services-The Columbus Center, Section VI. “Benefits,” Paragraph B, DELETE “must” and REPLACE it with “should”.


13. Section 7: Requirements for Bid Price, ADD “7.4- Bargaining Unit Affiliation/Wage and Benefit Time: Currently there is no formal bargaining unit representation of the Security Guard Services labor membership. All personnel pay rates should be maintained at The Baltimore City Living Wage pay range, at minimum. The contractor should allow full time staff membership (those working a full-time equivalent of 40 hours per week) ten (10) paid holidays, five (5) vacation days and five (5) sick days each year. The number of days should be pro-rated for staff working less than full-time.”
14. Section 7: Requirements for Bid Price, ADD “7.5-Cost Adjustments: Requests for cost increases in wages in subsequent renewal terms may be made only for the actual amount that the Baltimore City Living Wage Schedule increases. The basis for consideration of a cost increase must be supplied to the University’s Contract Administrator in sufficient detail by July 31st for the following contract year. See Section 5: Term of Contract, for information on other (administrative or overhead) cost increases. However, no increases are guaranteed.”

B. ADDITIONAL DESIRABLE REQUIREMENTS

The following are additional desirable requirements under Section 6. Requirements for Technical Offers:

1. ADD “Item d. Contract Representative – Complete the Contract Representative Form in Appendix A for the person that will serve as the contact person under this contract.”

2. ADD “Item e. Paid Time Off Policy – Describe in detail your current policy, or one that you may plan to implement for Paid Time Off for employees.”

3. ADD “Item f. Reports - Include with your Plan of Action, a sample of what you would give to the University (report, statement, etc.) to validate wages and time off for employees.”

4. ADD “Item g. License – Include a copy of your Business License (s) in your Technical Proposal.”

C. QUESTIONS AND ANSWERS

The Pre-Proposal Meeting was held at the Columbus Center on Friday, September 9, 2011 at 3:00 p.m. and the following questions were submitted to the University for a response:

1. QUESTION: Does the Living Wage apply to this contract? 
   ANSWER: At a minimum, the Baltimore City Living Wage pay range should be used with this contract.

2. QUESTION: Would it be possible to have the Technical Evaluation Forms provided in Microsoft Word Format so that they can be completed? 
   ANSWER: Yes. All of the forms in Appendix A have now been posted in Word format.
3. **QUESTION:** What types of background investigations are conducted?  
**ANSWER:** The contractor is to conduct the background investigation as outlined in Appendix E, Section II: Technical Requirements B. Personnel Standards, Item #3, for its employees at this location.

4. **QUESTION:** What are the total hours for each, 1st, 2nd and 3rd shift. Please break down the hours by shift.  
**ANSWER:** Please see the chart below. This chart does not include hours for holidays or special events, as those change annually. The revision to the shift breakdown is reflected on the attached REVISED BID PRICE FORM that should be used.

<table>
<thead>
<tr>
<th>Columbus Center Security Guard Shifts</th>
<th>1st Shift</th>
<th>2nd Shift</th>
<th>3rd Shift</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Desk</td>
<td>7 am - 3 pm</td>
<td>3 pm - 11 pm</td>
<td>11 pm - 7 am</td>
<td>24</td>
</tr>
<tr>
<td>Loading Dock</td>
<td>7 am - 5 pm</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Desk</td>
<td>7 am - 3 pm</td>
<td>3 pm - 11 pm</td>
<td>11 pm - 7 am</td>
<td>24</td>
</tr>
<tr>
<td>Loading Dock</td>
<td>7 am - 5 pm</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Desk</td>
<td>7 am - 3 pm</td>
<td>3 pm - 11 pm</td>
<td>11 pm - 7 am</td>
<td>24</td>
</tr>
<tr>
<td>Loading Dock</td>
<td>7 am - 5 pm</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Desk</td>
<td>7 am - 3 pm</td>
<td>3 pm - 11 pm</td>
<td>11 pm - 7 am</td>
<td>24</td>
</tr>
<tr>
<td>Loading Dock</td>
<td>7 am - 5 pm</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Desk</td>
<td>7 am - 3 pm</td>
<td>3 pm - 11 pm</td>
<td>11 pm - 7 am</td>
<td>24</td>
</tr>
<tr>
<td>Loading Dock</td>
<td>7 am - 5 pm</td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>
The following additional questions were submitted to the University for a response:

1. **QUESTION:** Is there parking available to the guards assigned to this account? If there is a cost associated with the parking, what is the amount?
   
   **ANSWER:** There is no on-site parking available to the guards assigned to this account. The selected vendor will need to make their own arrangements with a local garage or surface lot to provide for their employees.

2. **QUESTION:** The MS Bid documents asks for an audit trail during the building rounds. Is there a tour system in place that is being used or does the officer just make a note that the tour was completed?
   
   **ANSWER:** The officer conducting the rounds need only use their badge at card readers around the building as they are patrolling. A badge use report can then be printed from the Lenel security system which will indicate the badge #, date, time and reader # as an audit trail of the patrol.

3. **QUESTION:** What is the current bill rate for the contract?
   
   **ANSWER:** This information is available only through the Public Information Act.

4. **QUESTION:** The bid documents states payment terms are net thirty days. Is the current invoicing done on a weekly, bi-weekly or monthly basis?
   
   **ANSWER:** The current contract invoicing is done bi-weekly, however, we anticipate moving to a monthly invoicing and payment schedule for the new contract.
5. **QUESTION:** The bid documents states the contractor must supply a flashlight at each post. Is there any other equipment the contractor must provide?

**ANSWER:** Per Appendix E, Section II, Item E “Equipment, there is a list of equipment that the contractor is to supply. In addition, the guards are to be provided with uniforms as well as suitable weather gear for the outside patrols as indicated in the bid documents.

6. **QUESTION:** Is there a listing of contractors?

**ANSWER:** No.

7. **QUESTION:** Does the Procurement Department check into the status of companies that claim to be small business?

**ANSWER:** UMBC verifies that each company submitting a response under this contract is registered as a Small Business with the Maryland State Department of General Services.

8. **QUESTION:** Does the Procurement Department check with the Maryland State Police Department to see if the business owners meet the criteria of being a qualified license holder?

**ANSWER:** No. UMBC requires the successful contractor to provide a copy of their business license and the appropriate insurance coverage.

Enclosures:  
- Contract Representative Form  
- Revised Bid Price Form  
- Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM #1 DATED 09/22/11

This addendum was posted to eMaryland Marketplace, eBid Board and GOMA on 09/22/11.  
(Original with enclosures were not mailed)
SECURITY GUARD SERVICES AT THE COLUMBUS CENTER
MS BID #20764-P

CONTRACT REPRESENTATIVE FORM
Page 1 of 2

Complete this form for the person that will serve as the main contact for this contract. (Duplicate this form if more than one person will serve in this capacity).

PROPOSING FIRM: _______________________________________________________________

NAME OF CONTRACT REPRESENTATIVE: ____________________________________________

1. EDUCATIONAL BACKGROUND: Indicate highest level of education (include high school, undergraduate and/or graduate degree, certifications, etc.)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree/Diploma/Certificates</th>
<th>Major (if any) and Date of Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. EMPLOYMENT HISTORY*: (*NOTE: If a person has more than three (3) employers in his/her employment history, please provide complete employment history via supplemental page(s) attached to this form.)

DATES OF CURRENT EMPLOYMENT: __________________________________________________

POSITIONS HELD | DURATION BY DATE
----------------|-------------------
________________|__________________
________________|__________________
________________|__________________

2.1 COMPLETE FOR PRIOR EMPLOYER (if person has less than 5 years with your firm)...

PRIOR EMPLOYER'S NAME: __________________________________________

DATES OF EMPLOYMENT: __________________________________________

LAST POSITION HELD
_________________________________________________________________
2.2 COMPLETE FOR PRIOR EMPLOYER (if less than 5 years at 2.1 above)

PRIOR EMPLOYER'S NAME: ____________________________________________

DATES OF EMPLOYMENT: ____________________________________________

LAST POSITION HELD

____________________________________________________________________

3. REFERENCES (should be former employers)

A. Reference #1 Name: ________________________________________________
   Company Name: _____________________________________________________
   Address: ___________________________________________________________
   Telephone Number: ______________ Email Address: ______________________

B. Reference #1 Name: ________________________________________________
   Company Name: _____________________________________________________
   Address: ___________________________________________________________
   Telephone Number: ______________ Email Address: ______________________

C. Reference #1 Name: ________________________________________________
   Company Name: _____________________________________________________
   Address: ___________________________________________________________
   Telephone Number: ______________ Email Address: ______________________

END OF FORM
BID NO.: BC-20764-P
BID PRICE DUE DATE: FRIDAY, SEPTEMBER 30, 2011 BY 3:00 P.M.
BID FOR: SECURITY GUARD SERVICES – THE COLUMBUS CENTER

BIDDER: ____________________________________________________________

Federal Identification Number/Social Security Number: ________________________________

---

**REVISED 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-20764-P dated 09/1/11 and the following subsequent addenda:

- Addendum 1 dated 9/22/11
- 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 two security officers to work at the Columbus Center during the following hours:

1. **Supervisor:** Monday – Friday, 7:00 a.m. – 3:00 p.m. at either post, Pratt Street Lobby Security Desk or Loading Dock (8 hours/day)

2. **Security Officer(s):** Balance of time (12:00 a.m. – 11:59 p.m. seven days per week including holidays) is to be filled with one or more security officers providing coverage of the posts noted for the times noted.
a. **Front Desk Hours**: 12:00 a.m. – 11:59 p.m., Seven (7) days per week, including holidays.

b. **Loading Dock Hours**: 7:00 a.m. – 5:00 p.m. (10 hours per day, Monday through Friday, excluding University Holidays).

<table>
<thead>
<tr>
<th></th>
<th>1st Shift Hourly Rate</th>
<th>2nd Shift Hourly Rate</th>
<th>3rd Shift Hourly Rate</th>
<th>Emergency Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
</tr>
<tr>
<td>Security Guard</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
<td>___________</td>
</tr>
</tbody>
</table>

**Annual Cost**

(Breakout costs according to role (supervisor or guard) and location (front desk or loading dock) per the required hours in #1 and #2 above.

A. Supervisor/Front Desk Coverage $___________
B. Supervisor/Loading Dock Coverage $___________
C. Guard/Front Desk Coverage $___________
D. Guard/Loading Dock Coverage $___________

**TOTAL Annual Lump Sum** $___________

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
MS BID NO.: BC-20764-P

TECHNICAL & PRICE PROPOSALS
DUE DATE: FRIDAY, SEPTEMBER 30, 2011 AT 3:00 P.M.

BID FOR: SECURITY GUARD SERVICES AT THE COLUMBUS CENTER

NAME OF BIDDER:______________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

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