



TO: ALL PROPOSERS

**FROM: KEVIN CHRISTOPHER, DIRECTOR OF
SUPPLY MANAGEMENT**

DATE: JULY 29, 2019

**SUBJECT: REQUEST FOR PROPOSALS FOR
SECURITY GUARD SERVICES –
RFP #2019-08**

PROPOSAL DUE DATE: AUGUST 6, 2019 – 2:00P.M. EDT

ADDENDUM #1

Please bind the following into the above-referenced Request for Proposals dated July 5, 2019.

BIDDERS ARE ADVISED OF THE FOLLOWING:

1. Performance Bond is only required for the successful proposer. It is not required to be included in proposal submitted.
2. PART III: SECTION 1.1 SCOPE OF WORK is to read as follows:

McKinley Avenue Campus

Base Coverage: One security guard will be stationed in the main lobby of the McKinley Avenue Transportation facility located at 1600 McKinley Avenue. The facility will require guards from November 1, 2019 through October 31, 2020 for the following hours:

Monday through Sunday, and Holidays	8:00 AM – 8:00 AM (24 hour coverage)
Monday through Friday	8:00 AM – 5:00 PM (One additional guard)

One security guard will be performing foot and vehicle patrols of the McKinley Campus twenty-four hours per day, seven days per week (24/7). A second security guard will be stationed in the main lobby of the 1600 McKinley Avenue Transportation facility, Monday through Friday (including nationally recognized holidays) between the hours of 8:00 AM and 5:00 PM. The facility will require guards from November 1, 2019 through October 31, 2020.

THE FOLLOWING QUESTIONS REGARDING THE SUBJECT REQUEST FOR PROPOSAL HAVE BEEN POSED:

	Question	Response
1	Is the security contract currently operating under the SEIU union agreement?	The Officers are currently paid a wage that exceeds the SEIU minimum allowable salary, so the contract does comply.
2	The contract is a one year contract with option for two additional one year renewals. How are increases handled for year two and three of renewals? Especially since the union security services CBA is not expiring until 10.30.20 so many contractors will not know the new union rate and benefits are for 2021 and 2022 until after negotiations are completed.	Fixed pricing is required for year one and the first option year. Pricing for the second option year shall be based on the first option year plus an adjustment based on the Consumer Price Index (CPI).
3	How many miles on average are the vehicles being driven nightly or monthly at McKinley and Fields? This will help in terms of figuring out the vehicle cost.	Unknown. Vehicle data is not monitored by COTA.
4	When two day shift officers are on duty at Fields and McKinley will one be permitted to leave to fuel up the vehicles when needed with permission from COTA?	Yes.
5	Is parking made available to our officers at the Easton Transit Center? This is the only location where parking is not specified.	Yes, parking is available.
6	COTA is specifying that the officers must have 6 months prior security experience and 3 months experience working for the contractor prior to assigning an individual to COTA. In this extremely tight labor market, these requirements make it virtually impossible to staff the COTA facilities unless the contractor pays a significant wage premium to attract officers away from other companies and to attract officers that will want to transfer from other contractor customer facilities since they have to work for the Contractor for three months. This will add over \$100,000 to the cost of the proposal compared to not having these requirements. Will COTA consider waiving these requirements?	No.
7	An additional concern with the 3 and 6 month officer experience requirements is that if these requirements will not be waived, please specify the penalties that will be placed on the contractors who do not comply with these requirements. This is important to make sure all contractors understand that they must follow these provisions, and they cannot be ignored. This is critical in the sense that some contractors are from out of town and don't have enough local staff to transfer in twenty officers with 3 months experience. This could prove very challenging even to those who have a large	We will not allow the contractor to assign any employee to work any of our facilities unless the experience requirement is met. Any attempt to place an employee at our site who does not meet the requirement will result in the removal of the employee.

	presence in Columbus as officers will have to be compensated well enough to want to leave their current assigned facilities. We are just trying to get all contractors on the same page regarding the requirements and any penalties that will be assessed.	
8	What equipment is to be provided by the proposing company?	Please refer to RFP Section III: Scope of Work. All equipment requirements can be found there.
9	What equipment is to be provided by the entity?	COTA will provide access control credentials, keys, radio, and a desktop PC.
10	Is training billable?	No
11	Is the project manager billable?	No.
12	How much training is required?	Please refer to RFP Section III: Scope of Work.
13	Who is the current provider?	Securitas Security
14	What is the current pay rate?	Unknown to COTA.
15	What is the current bill rate?	\$18.41 per hour for Officer, \$20.87 per hour for Supervisor.
16	What is the revenue over a 12 month period?	Refer to question #20 response.
17	Who is the current incumbent?	Refer to question #13 response.
18	When was the current incumbent awarded the contract?	October, 2016.
19	What is the estimated usage (number of annual hours) of prior contract?	Rough estimate: 43,000 hours per year.
20	What is the estimated amount spent on this contract last year?	Approximately \$600,000.00
21	What is the estimated total number of annual hours for this contract?	Please refer to RFP, Part III: Scope of Work. The sum can be calculated using that information.
22	What is the current bill rate?	See question #15 response.
23	What was the contract amount spent last year?	See question #20 response.
24	How many sites need services?	Please refer to RFP, Part III: Scope of Work.
25	Are there any additional services that may be needed that are not listed in the RFP? IE Additional sites, seasonal required training etc.	No.
26	Is there any minimum wage/pay?	Please refer to RFP Part IV: Proposal Submission, Section 4.6.3.
27	Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?	No, just the minimums cited in question #26 response above.
28	Is a Bid Bond required? If yes, how much?	No.
29	How often / how many times have you assessed liquidated damages, if applicable?	Not Applicable.

30	If awarded, will a Performance Bond be required? If yes, how much?	Yes, please refer to RFP Part I: General Information Section 3.38.
31	If awarded, will a Payment Bond be required? If yes, how much?	No.
32	Is there a specified way you would like to responses to come? For example, bound, unbound, 3-ring binder(s), pages limits, paper type etc.	Please refer to RFP Part IV: Proposal Submission.
33	Are there any vehicles required for this bid, if so, how many?	Please refer to RFP Part III: Scope of Work.
34	Could you please provide a list of all equipment needed for this job	Please refer to RFP Part III: Scope of Work.
35	Could you provide all hours for this job?	Please refer to RFP Part III: Scope of Work.
36	Is there a pricing form or format?	Please refer to PRP Part IV: Proposal Submission, Section 4.6.
37	How many total guards are needed for this job?	Please refer to RFP Part III: Scope of Work.
38	Are all pages of this solicitation required to be submitted and turned in on the due date? Or only the forms that require a mark-up need to be submitted?	Please refer to RFP Part IV: Proposal Submission.
39	Will your agency hold a public opening?	No.
40	Are there any M/W/S/VS/DBE goals?	No.
41	Are there any subcontracting goals?	No.
41	What are the current provider's billing rates?	Refer to question #15 response.
43	Could you please advise if the security officer positions provided by outside vendors are union positions?	The Security Officers are entitled to join the SEIU if they would like.
44	Can you tell me who the current vendor is and how long they have held the contract?	Refer to question #13 response, 3 years.
45	In regard to the pricing proposal, there doesn't appear to be an optional coverage at McKinley and Fields Avenue.	That was intentional.
46	The marked patrol vehicle is no longer optional. Please clarify the pricing instructions.	Refer to question #33 response.
47	Is the second guard and the supervisor 8 hours a day or 9 hours a day? Is there a paid or unpaid lunch for the second guard?	We require a second unit at McKinley and Fields between 8AM and 5PM (9 hours). This person can take a brief paid lunch break on the premises.
48	Is candidate information to be supplied upon submission?	Please ensure all information requested in RFP Part IV: Proposal Submission is provided in your proposal.