

Procurement Office  
Harford Community College  
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## **RFP 19P-004 SECURITY SERVICES**

### ADDENDUM NO. 1

The following shall be incorporated into the captioned solicitation as though included in the original documents issued:

1. Vendor questions and College responses:

Q1. Based on the request to provide a response, it appears that there is an error based on the items below:

16. Provide response to 3.6.4.5 above (page 7)

17. Provide response to 3.6.4.6 above (page 7)

18. Provide response to 3.6.4.7 above (page 8)

Did you mean 3.6.5, 3.6.6 and 3.6.7?

R1. Yes we mean 3.6.5, 3.6.6. and 3.6.7.

Q2. We request an official copy of the post schedules to better understand the structure and respond to the requirement: Provide a detailed listing of proposed personnel, job assignments, staff and schedules for the base bid as an attachment.

R2. Post schedules vary and post duties are covered in our field training for new officers.

Q3. We note that Contractors taking exception to any part of the RFP “should so indicate on the face of their proposals”. Section IIG on page 2. Please clarify what is mean by that instruction.

R3. If a bidder takes exception to any part of the RFP the exception should be noted in the cover letter of the submission.

Q4. We assume that the College’s discretion in adjudication of background checks will be limited by the parameters of applicable law, including Title VII of the Federal Civil Rights Act of 1964 which prohibits employment discrimination. In interpreting Title VII, EEOC Enforcement Guidance 914.002 (4/25/12) prohibits blanket exclusions based on a class of crime or type of military discharge. The Guidance requires assessment of the facts and circumstances of a conviction or military discharge to determine whether it truly

renders a person unsuitable for the position for which he or she is intended. Will the College revise the sections cited below as follows to aligned with applicable law?

Section 3.6.3, page 7

Line 4 – Delete the word “dishonorable” before the word “discharge”

Add the following to the end of section 3.6.3.2

Anything to the contrary notwithstanding, the College’s determination regarding assignment of Contractor employees shall be based on the guidance provided by the US Equal Employment Opportunity Commission Enforcement Guidance 915.002 (4/25/12) regarding use of conviction and military discharge history in such decisions which requires a weighing of (a) nature and gravity of the offense or conduct; (b) the time that has passed since the offense, conduct, discharge or the employee’s completion of any sentence given as result of the offense; and (c) the nature of the job held or sought.”

Section 3.6.9 on page 8

Add the following sentence after word “contract” on line 3:

Anything to the contrary notwithstanding, no such rejection of a potential employee or request to dismiss/reassign a formerly approve employee shall be made for reasons that would violate applicable law.”

- R4. We would not expect a contractor to violate Federal or State law in their hiring practices. Interpretation being key, however, we would expect the vendor to accept our rejection of candidates where allowed by law and to protest any rejections that they believe violate the law. We would expect the attorneys for the vendor and the College attorney to work out any differences.
- Q5. Is the College exempt from payment of State and local sales and use taxes?  
R5. The College is tax exempt; a certificate will be provided upon request.
- Q6. The Form of Proposal, page 17, provides for one set of straight time and overtime bill rates. However, the RFP appears to require bidders to submit more than one set of rates. RFP section 3.13.2 page 12 requires a set of rates based on base wage rates. Section 3.13.3 page 13 requires a set of rates based on wage rates for the current contracted security officers. Section 3.14.3 page 12 requires various other pay rates for each job classification and corresponding bill rates. May additional fields be added to the Form of Proposal to present additional bill rates based on additional wage levels?
- R6. Bidders should include additional pages with the Form of Proposal to provide the pay rates requested.
- Q7. We note that bidders are required to include information addressing yearly increases to the bill rates as part of their pricing proposal. Section 3.14.2.4 page 12. However, the Form of Proposal does not provide space for disclosure of that information. May additional fields be added to the Form of Proposal to present information pertaining to annual rate adjustments.

R7. Bidders should include additional pages with the Form of Proposal to provide this information.

Q8. What internal/HCC security infrastructure currently exists?

R8. Contractors have a “working” supervisor on staff who reports to the College’s Special Police Officer supervisor for direction of work to be performed. The College’s own Special police force includes a director, a supervisor, three full-time special police officers, two part-time special police officers, and several deputies from the Harford County Sheriff’s who work on an as needed basis.

Q9. Who is your current outside security provider and what rates are they being paid?

R9. Whelan Security

Starting Officer \$11.75

After 9 Mos \$12.75

After 2 yrs \$14.00

Site Supervisor \$16.00

Q10. What is the time requirement and cost of the various required training?

R10 That is for the vendor to determine. We expect that the training would be performed by a qualified instructor and that the trainee would maintain a current certification if one is generally available for the length of his or her assignment at the College (example: CPR certification). If the vendor plans to use the College’s Allied Health department for any of the training, the vendor should contact the Allied Health department to obtain the catalog of offerings and the cost.

Q11 Do all of the guards need to complete all of the prescribe training?

R11. Yes

Q12. Can you describe what predicted events have normally occurred?

R12. Events at the Arena such as: WWE (wrestling), Epic Cheer, concerts, State wrestling and basketball championships, all County high school graduations (six days in May) County Homeless Connect (service providers and homeless put together) etc. Some other sporadic events around campus.

Q13. What is the current schedule for each guard type and supervisor?

R13. The schedule varies depending on Semester and Special events. The college supervisor does all the scheduling.

Q14. What is the definition (requirement) of Guard 1 vs Guard II vs Guard III?

R14. Guard I less than 9 months Guard II less than 2 years Guard III over 2 years

Q15. For paragraph 3.13.4 what do you mean by onboarding and orientation costs?

R15 How many hours of paid training do you provide for new hires. Does your company have

candidates for employment perform testing or training without pay?

Q16. What are the requirements for the supervisor position?

R16 Same as a normal Security officer; has shown through observation the ability to take direction, be proactive and follow the direction of college officials.

Q17 What are the usual requirements/schedule for the two satellite locations?

R17 There are no satellite locations per se; the Towson University NE and Amoss Theater are across the street from the College campus.

Q18 Can we provide our own vehicles?

R18 You may provide them at no cost. The college has no wish to lease/rent vehicles for contract personnel.

Q19 Will HC provide a current Post Exhibit detailing the standard (recurring) weekly post hours?

R19 Yes upon awarding of contract.

Q20 What is the recurring number of weekly hours excluding special events?

R20 Approximately 280 average

Q21 Who is the incumbent security provider and how long have they been providing the contract security services to HCC?

R21 Whelan Security 1 yr

Q22 With respect to the Pricing portion of the proposal, do pages 17 and 18 of the RFP document represent the "form provided"?

R22 Yes along with any additional pages that are added that contain pricing. The pricing information must be in a separately sealed envelope from the technical proposal and marked with the Firm Name and Pricing Proposal.

Q23 The Form of Proposal appearing on RFP page 17 and 18 appears to have both Technical and Pricing Information. Please provide what information is to be provided as the separately sealed Pricing Proposal and NOT included in the Technical submission.

R23 The Form of Proposal (page 17/18) and any other pages that contain pricing information shall be submitted in a separately sealed envelope, marked with the Firm name and PRICING PROPOSAL.

Q24 Please confirm whether there is a Performance or Payment Bond required.

R24 Not required

Q25 Per RFP 3.13 is it HCC's preference to retain incumbent security personnel and HCC has provided the current base wage per hour by guard classification. Will HCC provide the

current number and classification of the incumbent security workforce?

R25 Yes

Q26 What is the current contract STBR by classification?

R26 Providing the bill rate would not be proper—I would expect vendors to bid their best bill rate based on the contract requirements and not base it on the bill rate of another vendor.

Q27 As there is a possibility that the minimum wage in Maryland may be increased as the result of proposed legislation and such potential increases will cause a ripple effect in the market pay rates for security officers, will HCC permit a reconsideration of the proposed billing rates in the event such an increase becomes effective during the initial contract period?

R27 HCC would expect vendors to build into their bid, any contingencies that might cause a change to what they can provide and at what cost they can provide it so the College could accept or reject that contingency based on its budgetary concerns and needs assessment.

Q28 What is the number of full-time and part-time officers currently provided to staff the recurring regular post schedule?

R28 6 full 6 P/T

Q29 Can HCC provide the duration (training hours) and cost for HCC provided training as noted in RFP 3.6.4.6.1 (First Aid, CPR, AED and Naloxone Administration) and Policy Style Bicycle Patrol as per 3.6.4.7?

R29 CPR/ AED currently at 8 hours, Naloxone at 6 hours. Bike training per your company's training manual—HCC would be willing to consider other courses and would seek the advice of its Allied Health department to gauge the adequacy of the programs.

Q30 What factors cause the account to go out for bid?

R30 Not appropriate to answer

Q31 How do you rate the incumbent's management response?

R31 Not appropriate to answer

Q32 How often is the incumbent meeting with you to review the account?

R32 Not appropriate to answer

Q33 We recognize that hours spike from time to time, what are the normal hours per week?

R33 310

Q34 Can you provide a current schedule?

R34 HCC feels like the hours per week should be sufficient information to bid the contract—

the schedule varies.

Q35 Of the following classifications, please indicate the number of guards at each classification (Security Guard I, II, III) for the current staff.

R35 Guard I 4 Guard II 3 Guard III 5

Q36 Regarding the following criteria, how would you like to see this verified? There is no physical verification include for each officer within paragraph 3.6 section .8 (“Must be of sufficient physical fitness to walk and ride (bicycle) the campus for an eight (8) hour period with reasonable breaks and be able to walk up and down at least three (3) flights of stairs quickly”).

R36 We would expect the company to conduct whatever assessment they feel is necessary and appropriate to gauge the fitness of candidates to perform these functions—HCC expects that officers would be able to perform at least at this level.

Q37 Does Harford Community College object to the Harford-provided First Aid, CPR and AED training be compensable time for the Officers? In other words, can we will appropriate hours we ask them to be present for the required training that is be provided by the College as it pertains to First Aid, CPR and AED?

R37 If the question is whether HCC will pay their bill rate for them to attend the training, the answer is no—the College would expect officers to be compensated by the vendor to attend the training.

Q38 Regarding paragraph 3.7 section .2 can you confirm the requirement is (1) bike per assigned officer, or (1) bike per post? (1) bike per post is a much more reasonable expense as opposed to (1) bike per assigned officer. (The contractor shall provide one (1) bike uniform and sufficient cold weather gear to each officer).

R38 All officers wear a bike style uniform as a daily uniform (Bike shirt Cargo Pants). Shorts are worn only when assigned to bicycle patrol. No more than 2 officers assigned to bike patrol at any one shift. Bikes are supplied by HCC

Q39 Regarding paragraph 3.7 section .3 will joint patches be completed prior to transition/implementation? These patches will need to custom made unless we employ a dual patch strategy (i.e. patch for security supplier and patch for Harford Community College).

R39 No joint patches

Q40 Paragraph 3.9 section .1 shows peak security hours per month at 1384 in April 2018. This equates to an average of 115 hours per week. However, the paragraph directly above states, “Security coverage at the Main Campus shall be provided 24 hours a day, 365 days a year. Can you confirm the posts will be 24/7 or 168 hours per week?

R40 1384 hours divided by 4 weeks equals 346 hours per week

Q41 Does the College object to each officer also carrying a smartphone in addition to the provided radios? This technology empowers our ability to quickly report incidents, ensure proper tour information, provide data for proper Clery Act reporting etc. Or does HCC provide proprietary technology instead?

R41 Officers may carry a personal cell phone. The college also supplies cell phones that are assigned to Public Safety with information and apps for patrol purposes--officers are expected to carry HCC's phone

Q42 Regarding paragraph 3.13 section .1 is Harford Community College open to us paying a living wage as set form by the Economic Research Institute? The currently specified wages for Security Guard I and II are significantly below market and may have a significantly negative impact on service delivery.

R42 HCC would expect vendors to bid whatever wage they feel is necessary to fulfill the requirements of the contract.

Q43 Paragraph 3.5 section .2 states the following: "The Contractor shall have available at all times two (2) security officers who are not assigned to the College but have trained on campus for a least 40 hours. The aforementioned training shall be achieved over a period no greater than 60 days". Can HCC confirm ALL assigned officers are expected to have 40 hours + of training?

R43 Yes

Q44 Section 3.6.6.1 and 3.6.1.4 – Re First Aid/AED/CPR – what is the cost of the College training offered per employee and how long do employees have to complete the training? Is there a pre-determined time frame (i.e. 90 days) or is it required at the time of hire?

R44 90 days from hire. Service provider arranges and pays for training. If vendors want HCC's Allied Health department to provide training, that would be a contract between the vendor and Allied Health. Satisfying the requirements of the contract would be the responsibility of the vendor and not Allied Health so vendors should not assume Allied Health has the courses necessary to fulfill the contract.

Q45 Supervisor-the RFP states the supervisor resume shall be presented to the College prior to the commencement of the contract and it also states the resume should be provided in our RFP response. Can you clarify if the supervisor resume is desired in our response?

R45 We currently have a site supervisor and wish to retain our current staff—the resume is not required in the response.

Q46 How many current employees are under 25 years of age?

R46 4

Q47 What are the current billing rates per category?

R47 Not appropriate to answer—see answer to Q26.

Q48 Page 6, section 3.5 states “.3 The Contractor shall be licensed to perform security services in Harford County and the State of Maryland.” Is there a separate license that is required for Harford County or will the State of MD license suffice?

R48 We do not believe so but that would be up to the vendor to confirm.

Q49 Page 8 section 15 states “Contractor’s employees must maintain a valid certification to administer naloxone.” Does this have to be at the time of award or can guards who do not have this cert per permitted time to do so?

R49 90 days

END ADDENDUM 1

March 5, 2019