

Procurement Office  
Harford Community College  
401 Thomas Run Road  
Bel Air MD 21015  
443-412-2416

RFP 18P-002 SECURITY SERVICES

**ADDENDUM NO. 1**

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

**Questions and Answers**

- Q1. In the past contract year of utilizing outsourced security for events and flex coverage:
- a. What is the average time allocated for each of these requests?
  - b. What is the average number of staff allocated for each request?
  - c. The number of request of this nature?
- A1. The vendor for events security was used seven (7) times last year with an average time commitment of five (5) hours and an average manpower commitment of fifteen (15) people.
- Q2. Regarding verified hazmat training requirement for staff:
- a. Who covers the cost of the training (client or vendor)?
  - b. What is the timeline for implementation?
- A2. There is no plan for implementation of hazmat training. Section II, K.5.d contemplates the occasion that Contractor's employees might encounter hazardous chemicals. If the Contractor has provided its employees with hazardous chemical training, the College requests that Contractor forward such evidence to its Health and Safety Office.
- Q3. Regarding naloxone training:
- a. Who covers the cost of training (client or vendor)?
  - b. Who performs the training?
- A3. Section III, 3.4.6.1 states that the College will provide training at the contractor's expense. At this time "at the contractor's expense" means paying the employee's salary while s/he attends the training. The College currently receives the training form the County Health Department at no charge. Should this training not be offered at no charge in the future, we would expect the Contractor to pay for the course as well as the employee's salary while attending.
- Q4. What does the College define as acceptable bike training?
- A4. The College expects the employee to be trained in the safe operation of a mountain bike. We expect a professionally designed course stressing the proper way to ride a mountain bike in an environment like ours. It is important that the course stresses the safety of others as well as the safety of the employee.

- Q5. The RFP currently requires 10 million dollar umbrella for awarded vendors, would the College be amenable to a 5 million dollar umbrella to allow local and regional firms the ability to bid?
- A5. This is not acceptable. The insurance requirements will remain as stated in the "General Contractual Conditions of the solicitation.
- Q6. The RFP currently does not allow any subcontracting for this contract, would the College be amenable to allowing subcontracting of flex/events to allow local and regional firms the ability to bid and be operationally competitive with large/national firms?
- A6. Yes, subcontracting will be allowed in these instances. All other terms and conditions of this solicitation including to the insurance requirements will apply to subcontractors.
- Q7. Regarding interviewing of potential employees for the site, does this extend to emergent fill-ins, flex and event staffing?
- A7. No, we would not expect to interview fill-ins and employees assigned on flex assignments. We would, however, prefer that the successful contractor not continue to assign the same employee to fill a long-term vacancy unless the College approves that person's assignment on a longer term basis.
- Q8. Under duties (section 3.12) the RFP references staff are to assist with persons vehicle problems. What duties have been assumed under this section and have been performed in the past?
- A8. The College has jump-start boxes for jump-starting vehicles and is investigating the possibility of acquiring lock-out tools. These duties, as well as placement of flares or cones to alert drivers to a disable vehicle in the roadway are the typical needs encountered.

**END ADDENDUM 1**

November 1, 2017