



RFP 24P-002
Security Services
ADDENDUM 1
December 1, 2023

Current Proposal Due date, time and location have **not** changed they remain as follows:

Proposal Due: December 14, 2023 2:00 PM
Harford Community College
Conowingo Building, Room 105
Bel Air, MD 21015

Questions/Responses:

1. As there is a Performance Bond required if awarded, does a Consent of Surety from the bonding company need to be submitted with our response?

Response: No; a Consent of Surety is not required as part of your response.

2. What's the current turnover rate of the officer positions

Response: The current turnover rate is very low. We have averaged less than 2 per year for the last three years.

3. How many times in the past year was the incumbent provider unable to fill the permanent posts.

Response: Approximately seven times.

4. How many times in the past year was the incumbent provider unable to fill temporary officer request for special events etc.

Response: Zero

5. Who's the current incumbent?

Response: Allied Universal

6. How would you all rate your level of satisfaction with the current incumbent?

Response: We decline to answer this question as it is not relevant to the RFP.

7. Since the start of this contract, approximately how many high-level crimes (vandalism, trespassing, assaults, theft, etc.) have occurred?

Response: From 2019 until 2023:
Assault and Aggravated Assault: 7
Destruction of Property/Vandalism: 8
Rape and Sex Offenses: 2
Larceny/Theft: 31
Weapons Offenses: 2

The 2023 crime stats are not complete and students were not on campus this entire time frame due to COVID restrictions. This data contains serious crimes directly reported to the College's Department of Public Safety. Some crimes are reported directly to Student Affairs and victims decline Public Safety notification so the above data may not completely match the College's Annual Security Report.

8. What is the current total contract value?

Response: \$340,000

9. Do you all pay for holiday, vacation and sick time?

Response: Employees who work College holidays are paid 1.5x their normal pay rate and this is billed to the College. We do not pay for sick or vacation time, we consider this the responsibility of the vendor.

10. How many guards currently utilized to fulfill this contract?

Response: Ten

11. Once construction is completed at the Chesapeake Building, will you all want services provided at this facility?

Response: Page 19, Item #6: Sites to be Serviced; includes the Main Campus, which security will be provided for all facilities to include the Chesapeake Welcome Center; during and after construction.

11. Are contractors encouraged to perform drug tests on guards throughout the service contract?

Response: Page 20; Item #8: Contractor's Employees; require drug screening prior to the employee's hire. After the initial contract execution, it will be the Contractor's responsibility to continue the monitoring of their employees.

12. Are bicycle patrols apart of this contract?

Response: Page 23, Item 12. Security Personnel Duties/Responsibilities; para. D; as stated.

13. What is the current working schedule for the Assistant Supervisor?

Response: Page 21, Item 10; Does not directly call for an Assistant Supervisor; refers to a working supervisor. Page 24/25 Classifications and Base Wages; para. A; references only Supervisor and Guard.

14. If the company has a certified instructor for training in Narcan, is that acceptable, or must it be thru the Health Dept?

Response: Yes as long as the training aligns with the Health Department's training.

15. Who provides the Narcan?

Response: Narcan is obtained by the College through the Maryland Health Department and provided to employees and contracted employees.

16. Is there a minimum number of training hours for assigned officers? (section 18.C. calls for 40 hours for fill-in officers)

Response: 40 hrs. for new employees – paid by vendor. We expect the vendor to cover any in-service training hours required by guards to renew their certification.

17. What are the current bill rates?

Response:

FY24		
Personnel	STBR	OTBR
Supervisor	\$28.02	\$42.02
Asst Sup	\$24.61	\$36.91
Guard III	\$23.48	\$35.21
Guard II	\$23.10	\$34.64
Guard I	\$22.72	\$34.08

18. Can HCC provide the anticipated dates of scheduled breaks when the staffing may be reduced to as little as one person per shift?

Response: Barring a special event the department typically reduces staffing to one person per shift on holidays such as Christmas Eve, Christmas, New Year's Eve, New Year's Day, or other College holidays. The college calendar can be located at <https://catalog.harford.edu/academic-calendar/>. Additionally, only one person staffs the 10P-6A shift.

19. Can HCC confirm what percentage of the incumbent guard force holds active Security Guard Certification from Maryland State Police as required by line item c of this RFP?

Response: All guards currently working hold cards. However, if a new company is awarded the contract they will need to obtain new cards.

20. Is the schedule provided the schedule operated on the current contract?

Response: Yes - for a typical week.

21. In HCC's estimation, is the incumbent contract adequately staffed to support the schedule as provided? If not, how many guards (measured in Full Time Equivalents) are required to be hired to deliver the hours without scheduled OT?

Response: Yes, we typically run approximately 32 shifts per week, but it may vary based on the College SPO staffing and special events. This equates to an average of 256 hrs or 6.4 FTE per week - several of our employees are PT.

Attachments: PreProposal sign in sheet.

REMINDER:

Addenda must be acknowledged in the RFP response in the appropriate area. Failure to acknowledge receipt of addenda may deem the submitted proposal to be Non-Responsive.

RFP 24P-002 Security Services

Sign-in Sheet

Date: November 17, 2023; 1PM

Print	Name	Company	Phone	Email
1	SARK SNOBER	ALLIED UNIVERSAL	240-417-0775	SARK.SNOBER@AUS.COM
2	William Maxwelle	Allied Universal	667-416-9325	William.Maxwelle@aus.com
3	Jimmy Lewis	Tactical 1	301-305-4369	
4	Nicole Butler	Butler Security	443-315-7518	n.butler@butlersecurityinc.com
5	Catherine Curtis	Securitas Security	410-618-8722	catherine.curtis@securitasinc.com
6	Dean Blankenship	Securitas Security	410-962-9479	dean.blankenship@securitasinc.com
7	Ivan Gatewood	KR Contracting	703-894-2220	igatewood@jetercant.com
8	MIKE HIGHTOWER	Metropolitan Protective Services	(301) 477-2417	MHightower@metro-protect.com
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