



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
SECSVS14

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
TARA LYLE 304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

SHIP TO

DATE PRINTED
04/16/2014

BID OPENING DATE: 04/24/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS	990-46	GUARD AND SECURITY SERVICES		
ADDENDUM NO. 2 SEE ATTACHED PAGES. END OF ADDENDUM NO. 2						
***** THIS IS THE END OF RFQ SECSVS14 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: SECSVS14
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as SECSVS14 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. Responses to vendor questions attached.
2. The bid opening has moved from 04/23/2014 to 04/24/2014. The bid opening time remains at 1:30 pm.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT AQuestions:

Q1: Will all bidders be required to price in Affordable Care Act (ACA)?

A1: If applicable, Vendors should incorporate this charge into the hourly rate.

Q2: If federal minimum wage is changed during the length of this contract, will security provider be able to adjust rates as needed?

A2: See General Terms and Conditions, No. 6, **Pricing**.

Q3: How will the RFP submissions be evaluated? Will overall cost be the determining factor?

A3: See General Terms and Conditions, No. 4, **Contract Award** - Subsection 4.1.

Q4: What are the disqualifying factors of the credit check?

A4: The credit check is reviewed but is not generally grounds for disqualifying an individual for employment.

Q5: What type of uniform must be worn by the Division of Protective Services and what is the cost?

A5: There needs to be some sort of distinction from the normal uniform for other assigned details in Charleston. The distinction could be a color change or a style change. For example, we must be able to distinguish from guards who may be assigned to work a Legislative Parking Detail, who would wear the company's standard uniform. In years past a company with the DPS detail has been uniformed in blazers with a pocket patch of the security company logo and dress pants. Another company utilized a BDU style uniform or jumpsuit, again with a shoulder or pocket patch with the security company logo. The cost should be determined by the vendor.

Q6: Can you confirm that all uniforms will be at the expense of the vendor and not the officer?

A6: This is the vendor's decision.

Q7: Bid bonds aren't common in the security service industry. Can this be waived since we are providing a service and not a good?

A7: A bid bond is required for this solicitation. See Section 8, Required Documents in the General Terms and Conditions. The bid bond must be submitted with the bid and must be 5% of the total amount of the bid.

Example 1: Bidding on all regions, the bid bond must be 5% of the "Total Cost per Region" for all regions.

Region 1 - total cost per region	\$100,000.00
Region 2 – total cost per region	\$ 50,000.00
Region 3 – total cost per region	\$150,000.00
Region 4 – total cost per region	<u>\$ 20,000.00</u>
Total Cost for All regions	\$32,000.00
5% bid bond	\$ 1,600.00

Example 2: Bidding on two (2) regions, Region 1 and Region 3, the bid bond must be 5% of the "Total Cost per Region" for the two (2) regions.

Region 1 - total cost per region	\$10,000.00
Region 3 – total cost per region	\$15,000.00
Total Cost for All regions	\$25,000.00
5% bid bond	\$ 1,250.00

Q8: Has there been in liquidated damage on these sites over the last 2 years?

A8: No.

Q9: It says the state can cancel this contract with a 30 day notice. It is common in security contracts for the vendor to have the same terms if something is violated in the contract. Can this be added?

A9: See Instructions to Vendors Submitting Bids, No. 1, **Review Documents Thoroughly**, which states in part, "[a]ll bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid."

Q10: Can you provide a list of what type of equipment that each site would need so we can include that in the price?

A10: Section 3.1.5 states in part, “[t]he Agency may from time to time, make equipment available for the use by the security guards in the performance of the contracted services.” Each agency may provide the officers with different types of equipment and it will vary by site.

Q11: The Affordable Care Act will affect the pricing on January 1, 2015. Can price be renegotiated at that point by the successful bidder since we will have to offer that to all our full time employees? Manpower companies will have to pass this cost onto their clients. Pricing information for this hasn’t been finalized so we only have a rough estimate now.

A11: If applicable, Vendors should incorporate this charge into the hourly rate.

Q12: Will the successful bidder have to provide a performance bond?

A12: No.

Q13: The weekly man hours are roughly 2K hours a week I notice by adding up the different regions.

Looking an old state bid from 2010, it says there is between 4000-5500 man hours of security a week. Has the number of hours a week dropped that much since then? Please provide a rough estimate of total hours a week so we can give the state the best price possible. The total money spent a year could help us determine that too.

A13: The number of hours provided on this solicitation are estimates. As stated on the bottom of each pricing page, “Subject figure is shown for information purposes and should not be construed as any guarantee of future contract usage.” See Section 5, Quantities in the General Terms and Conditions.

Q14: When the state minimum wage increases in 2015 or if taxes increase, can the price be adjusted at that point to match those increases?

A14: See Item No. 6, Pricing under the General Terms and Conditions.

Other Information:

1. The bid opening has moved from 04/23/2014 to 04/24/2014. The bid opening time remains at 1:30 pm.
2. No additional questions will be accepted on this RFQ.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SECSVS14

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.