

## ADDENDUM 1

DATE: April 12, 2016  
PROJECT: Security Guard Services  
RFP NO: 744-R1611  
OWNER: The University of Texas Health Science Center at Houston  
TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, March 18, 2016, with amendments and additions noted below.

### 1. **Questions & Answers**

**Question 1:**

Who is the current incumbent?

**Answer1:**

Allied Barton.

**Question 2:**

When were they awarded the contract?

**Answer 2:**

UTHealth began using the Allied Barton contract with TXMAS in early 2012.

**Question 3:**

Estimated usage (number of hours) of prior contract?

**Answer 3:**

PVAM is approx. 1,000/month. University Housing and UTPB are approx.. 8,736 hours (24 hours, seven days a week).

**Question 4:**

Estimated number of hours for this contract per location?

**Answer 4:**

PVAM is approx. 1,000/month. University Housing and UTPB are 1pprox... 8,736 hours (24 hours, seven days a week).

**Question 5:**

What is the current bill rate?

**Answer 5:**

This information cannot be communicated during the formal solicitation process.

**Question 6:**

What was the previous bill rate?

**Answer 6:**

This information cannot be communicated during the formal solicitation process.

**Question 7:**

Were vehicles used on the last contract, if so what was the bill rate for the vehicle ?

**Answer 7:**

Vehicles are not part of the contract.

**Question 8:**

If a vehicle was used, what type of vehicle was used ? Or what type of vehicle would be required?

**Answer 8:**

Vehicles are not part of the contract.

**Question 9:**

How often/how many times have you assessed liquidated damages, if applicable?

**Answer 9:**

Not applicable for all 3 locations.

**Question 10:**

Can we get clarification on the hours, specifically the UTPB building. The price section asks for unarmed and armed services for UTPB is this missing something. Is the calculation of 301 hours a week correct?

**Answer 10:**

- Provide two (2) guards on the premises located at **UTPB** 6410 Fannin St., Houston, Texas 77030; at **ALL** times **EXCEPT** between the hours of 4:00 PM – 7:00 AM CST as stated below.
  1. Provide one (1) **unarmed** guard at the lobby guard workstation, 24 hours a day, 365 days a year—168 hrs/wk
  2. Provide one (1) **unarmed** guard at the UTPB parking garage loading dock, Monday – Friday, between the hours of 7:00 AM CST – 4:00 PM CST – 45 hrs/wk
- Provide 2 (two) guards; one (1) **armed** and one (1) **unarmed** at the PVAMU parking garage facility located at 6436 Fannin St., Houston Texas 77030,

1. Provide 1 (one) **unarmed** guard at the PVAMU parking garage facility located at 6436 Fannin St., Houston Texas 77030, Monday-Sunday, between 11:00 PM CST – 7:00 AM CST – 56 hrs/wk
  2. Provide 1 (one) **armed** guard at the PVAMU parking garage facility located at 6436 Fannin St., Houston Texas 77030, Monday-Friday, between the hours of 7:00 AM CST – 11:00 PM CST to escort cash removals from parking payment machines – 40 hrs/wk
- 309 hours per week for two buildings

**Question 11:**

If current service, please provide me that contract number.

**Answer 11:**

We have been using the TXMAS contract; number is TXMAS-6-840110

**Question 12:**

Is the current contract at the end of its scheduled time?

**Answer 12:**

The TXMAS contract expired on 2/29/2016; we received an extension through 8/31/2016 from TXMAS due to our fiscal year dates which end on 8/31/2016.

**Question 13:**

What are your insurance requirements for this RFP?

**Answer 13:**

Please see Appendix 2, Section 11 – Insurance for requirements.

**Question 14:**

The Disclosure of Interested Parties cannot not be completed without a contract number. Should the RFP number be used as the contract number or was Appendix 5 included in the RFP Package for the awarded Contractor only?

**Answer 14:**

This is just a notice that the form 1295 will need to be completed by the awarded contractor upon contract execution.

**Question 15:**

Can you tell us the duration of the work (contract or agreement)?

**Answer 15:**

Typical local contract length is for five (5) years.

**Question 16:**

Will UT provide office space (or shared space) on campus for the security services onsite leadership?

**Answer 16:**

University Housing-no; UTPB-security station on first floor lobby

**Question 17:**

Will UT provide access to secure weapons' storage (e.g., arms room) in support of armed officer positions?

**Answer 17:**

No for all 3 locations

**Question 18:**

RE: RFP, Para 5.4 (Scope of Work): Are the three security positions at UTPB armed officer positions?

**Answer 18:**

Only 2 guards at UTPB-both unarmed; 1 unarmed and 1 armed guard at PVAMU

**Question 19:**

Who is the current contractor and what was the value of the last fiscal year?

**Answer 19:**

Current contractor is Allied Barton; the last fiscal year had a value of approximately \$435,000.

**Question 20:**

Is the PWS in this solicitation posting the same as the PWS that is currently being operated by the current contractor?

**Answer 20:**

Do not understand the term PWS.

**Question 21:**

Does the contract mandate a living wage rate for personnel, or is there an applicable wage determination which the contractor should follow?

**Answer 21:**

No.

**Question 22:**

Are any posts self-relieving?

**Answer 22:**

UTPB—only at shift change; University Housing—no; PVAMU garage—yes.

**Question 23:**

Is there any site specific training provided by the client?

**Answer 23:**

UTPB will familiarize contractor with Fire and Command protocols; University Housing will provide Post Orders.

**Question 24:**

Will solicitation addendums be sent via email to interested parties, or is there a specific website location that we should visit?

**Answer 24:**

Interested suppliers should visit the UTHHealth Bid Opportunities webpage located at <https://www.uth.edu/buy/bid-list.htm> . Additionally, I will send via email any addenda to those suppliers which I already have contract information.

**Question 25:**

Can you please provide Appendix 1 referenced in the solicitation documents. This form is not available in the current solicitation documents.

**Answer 25:**

Appendix 1 is included in the RFP document itself; on page 17.

**Question 26:**

Is the contract currently union? This will impact how it is priced.

**Answer 26:**

No.

**Question 27:**

Is there a specific wage for each of the job classifications for this contract or is it at the contractor's discretion to determine what the competitive livable wages are for this market?

**Answer 27:**

At the contractor's discretion.

**Question 28:**

If incumbent personnel are hired, will legacy benefits and current wage rate carry over?

**Answer 28:**

No.

**Question 29:**

Will the contractor who is awarded this contract have to honor the legacy employee's tenure and grandfather their vacations based on their time of service?

Answer 29:

No.

**Question 30:**

In the SOW there is not mention of how many hours of on boarding training for new hires is there a requirement?

**Answer 30:**

No.

**Question 31:**

Will you require a specific type of firearm, ammunition type for this contract or will that be at the contractor's discretion in conjunction with state security guard guidelines?

**Answer 31:**

No firearm requirement.

**Question 32:**

Please state the minimum number of hours dedicated to security guard ongoing/refresher training annually.

**Answer 32:**

At the contractor's discretion.

**Question 33:**

Due to ACA compliant medical benefit requirements will this cost be inclusive in our hourly bill rates is this acceptable?

**Answer 33:**

Yes.

**Question 34:**

Will the contractor be required to provide bullet resistant vests for the armed officers?

**Answer 34:**

This is at the contractors discretion.

**Question 35:**

Will the average hours per week fluctuate greater than 15% (this is related to staffing and training of additional personnel)?

**Answer 35:**

No.

**Question 36:**

Will there be a physical required for all staff who work this contract?

**Answer 36:**

No.

**Question 37:**

Are there job descriptions available for all of the listed positions in the SOW?

**Answer 37:**

University Housing Post Orders.

**Question 38:**

What type of mobile communication is necessary cellphones or radios?

**Answer 38:**

UTPB—radios and 1 cell phone provided by UT; PVAM—radio provided

**Question 39:**

If so are there any specific make and or model being needed?

**Answer 39:**

Motorola radio provided by UTPB.

**Question 40:**

Will paperless workforce management technology be accepted in lieu of traditional pen and paper documentation?

**Answer 40:**

Paper currently, but we are open to new tech if it meets our needs.

**Question 41:**

Will there be any other locations where service would be required besides the locations and work schedules mentioned in the SOW?

**Answer 41:**

At this time no; possibility of adding other new / acquired facilities in the future as needed.

**Question 42:**

Are lunch and breaks to be factored into the pricing?

**Answer 42:**

Yes.

**Question 43:**

What current electronic guard monitoring system is being utilized?

**Answer 43:**

None.

**Question 44:**

What equipment is the contractor to provide since there is no mention of any in the RFP?

**Answer 44:**

Please see question 38.

**Question 45:**

Will armed officers be required to carry handcuffs, mace, Taser, retractable baton, etc.?

**Answer 45:**

Not required.

**Question 46:**

Will there be any kind of established parking, for our Security Officers, or are they responsible for their own?

**Answer 46:**

Parking is provided by University/ Parking is available at Housing.

**Question 47:**

In relation to the 24/7 Officer at University Housing, how are "Bio-breaks" typically handled?

**Answer 47:**

The gate arm would stay down while the guard is using the facilities.

**Question 48:**

In relation to the Armed Officer at the PVAMU PG, how often are cash escorts occurring?

**Answer 48:**

2 to 3 times monthly



**Question 49:**

Are perimeter patrols occurring at University Housing? If so, are they the responsibility of Security or Campus Police?

**Answer 49:**

These are exclusively handled by UTPD

**END OF ADDENDUM 1**