



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

SOLICITATION ADDENDUM

Issuing Agency:	Department of Transportation
Solicitation Number:	54-RJR-04252024
Solicitation Description:	Security Services
Solicitation Opening Date and Time:	July 23, 2024 @ 2:00 PM ET
Addendum Number:	1
Addendum Date:	06/28/2024
Procurement Specialist:	R. Reber rjreber@ncdot.gov

THIS ADDENDUM IS REQUIRED TO BE RETURNED WITH SOLICITATION RESPONSE.

1. The Solicitation is hereby modified as follows: Item Highlighted are the changes in each section.

2. For clarification purposes, the solicitation Opening Date is July 23, 2024, at 2:00 PM ET.

3. Section 5.1 is hereby replaced by the following:

5.1 GENERAL REQUIREMENTS

The actual number of security positions may adjust up or down, as requirements may change. For offer purposes, Vendor shall consider the following:

- Approximately twelve (12) Security Officers
- Approximately four (4) Security Sergeants
- Approximately six (6) SOC Operators

1. The Vendor shall be able to furnish a qualified position two (2) hours from the time of notification when emergency scheduling is required due to illness or unforeseen circumstances.
2. The Vendor shall report any building maintenance problems, such as lights out, door difficulties, roof /ceiling leaks, bathroom overflows, and electrical outages to the NCDOT Security Management and/or NCDOT Facility Maintenance Section. Problems that could result in building and property damage shall be reported immediately.
3. The Vendor shall be responsible for providing supervision of all its employees working under this contract. It is preferred that the assigned Sergeants be responsible for overseeing and managing the Vendor's employees.

4. Any Vendor's employee(s) who fails to comply by these or other rules established by the Contracting Agency shall be immediately removed from the job and replaced. The Vendor shall ensure that all its employees comply with the following:
 - a) All Security personnel shall keep and leave work area clean and neat.
 - b) Security personnel shall not leave assigned post until relieved by another Security personnel nor shall they have visitors on site.
 - c) All Security personnel shall maintain a friendly customer service atmosphere while performing their assigned duties.
 - d) The Vendor shall ensure all security personnel are assigned a company email address. The email addresses must be shared with the NCDOT Security Management for communication purposes.
 - e) Free parking is available at all sites except the Transportation Building. Employees at the Transportation Building will be responsible for their parking. Street meter parking and several public parking decks are within one (1) to two (2) blocks from the Transportation Building.

4. Section 5.5 is hereby replaced by the following:

5.5 STAFFING REQUIREMENT

Security coverage and all services will vary from five (5) to seven (7) days a week, including holidays, for specified buildings and sites. All buildings and sites shall be subject to a reduction or increase in security coverage. Schedules will be defined by the NCDOT Security Management.

NCDOT will provide a list of State holidays each year. State holidays range from one (1) to three (3) days in duration.

The Vendor shall provide the following staffing for the below listed locations, facilities, and ranks as needed by NCDOT. The number of security officer positions and hours are evaluated annually and will be adjusted based on the agency's needs and coverage required. The final staffing numbers and ranks will be determined and shared with the Vendor prior to full implementation of the work schedule. Additionally, a Sergeant position is required and will act as a floater in support of planned and unplanned endeavors. This position is at the discretion of the NCDOT Security Management and shall be properly invoiced when used. Security Management will communicate within thirty (30) days when the floater position is projected for service. NCDOT encourages the Vendor to reduce turnover rates by encouraging the selected Vendor to adopt a plan that provides merit or tenure- based raises. The hours in the schedule below are for demonstration purposes only. Shifts must be within two (2) hours of the times listed with standard shifts lasting eight (8) hours (e.g., 0600-1400 for an 0800-1600 shift).

Raleigh - Transportation Building							
Physical Address: 1 S. Wilmington St Raleigh, NC 27601							
POSITION:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weekday & Weekend Support:							
Sergeant		1600-2400	1600-2400	1600-2400	1600-2400	1600-2400	
SOC Operator	0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	0800-1600
SOC Operator	1600-2400						1600-2400
SOC Operator	2400-0800						2400-0800
Raleigh - Century Center Complex "A & B Buildings"							
Physical Address: 1020 Birch Ridge Dr. Raleigh, NC 27610							
POSITION:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weekday & Weekend Support:							
(One in A and one B Bldgs.) (2) Sergeants		0700-1500	0700-1500	0700-1500	0700-1500	0700-1500	
(A Bldg.) Security Officer	0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	0800-1600
(B Bldg.) Security Officer		0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	
(B Bldg.) Security Officer	1600-2400	1600-2400	1600-2400	1600-2400	1600-2400	1600-2400	1600-2400
(B Bldg.) Security Officer	2400-0800	2400-0800	2400-0800	2400-0800	2400-0800	2400-0800	2400-0800

Rocky Mount - DMV HQ Complex							
Physical Address: 1417 N. Church Street Rocky Mount, NC 27804							
POSITION:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weekday & Weekend Support:							
Sergeant		0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	
Security Officer		1600-2400	1600-2400	1600-2400	1600-2400	1600-2400	
Security Officer		2400-0800	2400-0800	2400-0800	2400-0800	2400-0800	
Security Officer	0800-1600						0800-1600
Security Officer	1600-2400						1600-2400
Security Officer	2400-0800						2400-0800

Raleigh – Chapanoke Road Building							
Physical Address: 313 Chapanoke Road Raleigh, 27603							
POSITION:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weekday Support:							
SOC Operator		0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	

Raleigh/Durham Airport – NCDOT Hangar							
Physical Address: 1050 Meridian Drive Morrisville, NC 27560							
POSITION:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Weekday Support:							
SOC Operator		0800-1600	0800-1600	0800-1600	0800-1600	0800-1600	

5. Section 6.3 is hereby replaced by the following:

6.3 INVOICES

The Vendor must submit a weekly invoice within seven (7) calendar days following each billing period in which work was performed. Depending on specific worksite, the Vendor will be responsible for submitting their invoice to the various locations for approval and payment.:

Invoices shall be submitted to the following address:

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NCDOT DIVISION OF AVIATION (Raleigh/Durham Airport – NCDOT Hangar)

Valencia D. Smith, Administrative Assistance
1560 MAIL SERVICE CENTER Raleigh, NC 27699-1560 (919) 814-0550

NCDOT Facilities Management – Security (Raleigh – Chapanoke Road Building, Raleigh - Transportation Building, Raleigh - Century Center Complex “A & B Buildings”)

Attention: NCDOT Security Management
1504 Mail Service Center Raleigh NC 27699-1504 (919) 707-4854

NCDOT DIVISION OF Motor Vehicles (Rocky Mount - DMV HQ Complex)

Attention: DMVBUSINESSSERVICES@NCDOT.GOV
Marvin Shelton, Director of Business Services
1405 N. Church St. Rocky Mount, NC 27804-2012
919-615-7023

Invoices shall be submitted on the Vendor’s official letterhead stationery and must be identified by a unique invoice number. All invoice backup reports and spreadsheets must be provided in electronic format.

Invoices must bear the correct contract number and purchase order number to ensure prompt payment. The Vendor’s failure to include the correct purchase order number may cause delay in payment.

Invoices shall include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor and the original signature of the Vendor’s project manager. Invoices shall provide the number of hours for each employee by location.

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6. Section 7.0 is hereby replaced by the following:

7.0 ATTACHMENTS

ATTACHMENT A: PRICING FORM

The vendor shall provide the price for the estimated hours for each role listed below.

3 Year Total	Estimated Hours		Regular Hourly Rate	Holiday Hourly Rate	Total
	Regular	Holiday			
Security Officer	40,709	1,728			
SOC Operator	19,550	864			
Sergeant	6,240	0			
Total					\$

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Check **ONLY ONE** of the following options and return one properly executed copy of this Addendum prior to the Solicitation opening time and date.

- ☐ A response was submitted prior to this Addendum. An updated response has been submitted to address the changes resulting from this Addendum.
- ☐ A response was submitted prior to this Addendum. **NO CHANGES have resulted** from this Addendum.
- ☐ A response was **not** submitted prior to this Addendum. **ANY CHANGES resulting** from this Addendum are included in our response.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME

Authorized Signature

Date

Printed Name

Title