



Addendum #2

The above referenced RFP is hereby addended as follows: RFP Responses to Written Questions

Failure To Return This Addendum In Accordance With Instructions May Subject Your RFP To Rejection.

Please sign this addendum and write your initials on the line at the bottom of each page. Submit this Addendum in its entirety with your RFP.

Representative: _____
Print Signature

Vendor Name: _____

Reference	Vendor Question	WSSU Response
1.0 PURPOSE AND BACKGROUND: paragraph 3; Pg 7	Should you select a new security partner, is the University interested in retaining incumbent personnel? If so, approximately what percent? Do the incumbent personnel meet the statement of work qualification standards (e.g. education, experience, training, etc.)?	It will be open for discussion. At this time, the current company is meeting the required standards.
3.4 EVALUATION CRITERIA; Pgs 16-17	Can you provide more information on how evaluation criteria will be weighted during the evaluation process?	As indicated in Section 3.4 on pages 16 and 17, all qualified proposals will be evaluated and awarded using the Best Value procurement method. Please read Section 3.4 for details.
	Will the university please provide the budget and/or estimated annual value of this contract?	As mentioned during the Pre-Bid meeting, WSSU has the proper amount of funding made available for this service. The spend over the past 12 months comes to \$984,227.11.
4.0.9 VENDOR'S REPRESENTATIONS; Pgs 21-22	What reporting platform is required of vendors?	See Section 6.4 Periodic Monthly and Annual Reports
4.2 INVOICING; Pg 18	Is weekly invoicing acceptable as is net 30 terms?	Yes
4.4 HUB PARTICIPATION Pg 18	a. Please clarify the expectations regarding SBE/MBE/WBE/VBE participation requirements and subcontracting for this project. b. Are there any vetting requirements for subcontractors that should be submitted with the primary proposal?	No Sub-contractors
4.7.1 b BACKGROUND CHECKS – GENERAL INFORMATION Pg19	Please indicate the facilities requiring the fingerprint background checks and will this costs be billable.	All Facilities and events listed in Section 5.6 must meet the background check requirements; All cost and expenses are the responsibility of the vendor (See Section 4.7.1)



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4.7.3.g BACKGROUND CHECK LIMITATIONS Pg 20	Is a bid or performance bond required by the University?	The bond should be a Performance Bond with \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate.
4.8 PERSONNEL Pg 21	Are there any subcontractors being used for the current contract?	No Subcontractors
4.12 NC COVID-19 VACCINATION AND TESTING REQUIREMENT Pg 23	How will compliance with federal COVID-19 vaccination requirements be monitored and enforced?	There are none at this time. If this changes, we will follow the guidelines of the CDC
5.0.H SPECIAL EVENT SECURITY Pg 27	We would like to understand how much on-call/event/emergency services are requested. Over the past year, how many hours have been requested each month outside of known contracted hours?	Currently, that information is not available.
5.0.M SPECIFICATIONS AND SCOPE OF WORK SECURITY PATROL VEHICLE Pg 28	Please advise on the preferred vehicle model and/or type (SUV, compact, electric or gas golf cart, etc.), annual mileage, and how many vehicles vendors are required to provide and at which locations.	No preference.
5.0.N DAMAGE TO UNIVERSITY Pg 28	Regarding damage to University property, will you please provide examples of the types of damages and related amounts vendors have been responsible for paying over the last two years?	We have not had any incidents with the current company being billed for damages.
5.0.P SPECIFICATIONS AND SCOPE OF WORK: TRANSPORTATION Pg 28	Regarding parking permits, how much does each permit cost and how long are they valid?	\$90 per permit for yearly pass.
5.0.Z SPECIFICATIONS AND SCOPE OF WORK - CONDUCT AND EXPECTATIONS Pgs 30-31	For sites where only one officer is on post, what is the expectation regarding break coverage? Are any posts self-relieving for breaks and meal periods?	The security supervisor will assist with relief.
5.0.AA CONTRACTOR FURNISHED ITEMS Pg 32	Please confirm the equipment that vendor is required to provide by site/post and in what quantities (e.g., PPE, radios, cell phones, flashlights, handheld metal detection wands, etc.).	Refer to the RFP
5.0 SPECIFICATIONS AND SCOPE OF WORK Pgs 24-25	Is there any annual or required training that vendor can bill for? Example: OSHA, Workplace Violence, etc.	No



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5.1 GENERAL Pg 24	<ul style="list-style-type: none"> a. Are there any specific qualifications or certifications required for the security personnel employed by the contract security company? b. Regarding the training of security personnel, is there a requirement for ongoing professional development beyond the initial certification? c. Is there any specification regarding the types of vehicles to be used for patrol purposes, aside from the requirement for appropriate lights, insurance, registration, and markings? d. Is it expected to provide a rental vehicle if a vehicle is out of service due to repair? 	<ul style="list-style-type: none"> a. Yes as deemed by state regulations b. Yes c. No d. Yes
5.1.A.11 - CONTRACT SECURITY COMPANY RESPONSIBILITY Pg 24	Please clarify if annual drug testing is required for all employees, or just upon hire and is a mouth swap test is an acceptable form of testing as the swap is provided by a reputable drug testing company but is administered by management during the hiring process.	We will adhere to the company's policy for the hiring process that encompasses drug testing. If the company does not have a drug policy in place, then we may request random drug testing annually.
5.1.I SPORTING EVENTS SECURITY & 5.1.J HOMECOMING WEEK SECURITY Pg27	Please clarify who is providing the tents and number of tents required as outlined in Sec I, and in Sec J the number of golf carts / gators required.	The security company is responsible for providing all equipment. The number of golf carts/gators needed shall be determined by the company based on the amount of personnel.
5.1.M SECURITY PATROL VEHICLE Pg28	Is there any vehicle preference, how many miles per year are currently used per-vehicle and will fuel be allowed to be billed back as a direct-line item at true usage and pump price.	No. The estimate of mileage for the year is less than 1000.
5.1.O OFFICE SPACE Pg28	What is the proximity that is considered to be near to the campus that the office location is required to be?	The office will be on campus and will be disclosed at a later time.
5.1.P TRANSPORTATION Pg 28	What is the cost to obtain the required parking permit and are the lots available for use in close proximity to the required post and if not, are shuttle services provided from the lots to the general area of the post location and is so, at what cost if any.	Please see Exhibit 1 Campus Map, or visit website: https://www.wssu.edu/about/offices-and-departments/business-and-auxiliary-services/parking-transportation/
5.1.Q PERSONNEL SPECIFICATIONS Pg 29	<p>Please clarify the type of bond required. The company must provide proof of Bonding Status for the contract value.</p> <p>Company must provide proof of Bonding Status for the contract value. Please advise contract value and what percentage of performance bond is needed.</p>	The bond should be a Performance Bond with \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate.



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5.1.R PHYSICAL CONDITION Pg 29	Regarding the physical condition requirement, are there any specific fitness tests or criteria that security officers need to meet?	Must be able to perform the duties of the post assignments and special events to include long hours of standing or exposure to weather conditions.
5.1.S ADDITIONAL PERSONNEL Pg 29	How does the University notify the contractor about the need for additional security officers, especially in situations such as athletic events or weather-related emergencies? If additional security is requested with less than 48 hours, will the University pay overtime rates?	All request for special events are sent by WSSU Police Department within a timely manner. However, if a short notice is given, the university will comply with the company's policy within reason
5.1.T UNIFORMS Pg 29	Regarding the uniforms, what criteria does the University use to pre-approve uniforms provided by the contractor? Is there any current uniform standard the University wishes to recommend to bidders?	All uniforms will be approved by the Chief of Police or his designee.
	Is there a specific preference for the uniform style, what is the current requirement?	Security Standard polyester uniform clearly identifying security officer.
5.1.Z.3 CONDUCT AND EXPECTATIONS Pg 32	Does the officer's billable shift time begin and end during the sign-in/out process at the University Police Dept and when they proceed to their assigned post and is transportation provided. Please clarify that sec a & b are to be conducted at the same time and place.	All billable hours are the same as reporting time for the post assignment.
5.1.AA. CONTRACTOR FURNISHED ITEMS Pg 32	<ul style="list-style-type: none"> a. Please clarify the number of radios needed on hand for special coverage events and extra coverage requests. Do these radios need to meet the same requirements as the fixed post radios? b. Please clarify if golf carts are billed back to the client on an as needed basis or if this should be quoted as a recurring expense and the quantity of this item. c. What is the cost per RamCard Building Cards? 	<ul style="list-style-type: none"> a. The number of radios must accommodate all post assignments and special events. b. It should be quoted. c. \$10.00 per Employee; \$20 replacement
5.2 TASKS/DELIVERABLES Pg 34	<ul style="list-style-type: none"> a. What specific metrics does the university use to measure productivity? b. How does the university measure customer satisfaction? c. Are there any predefined targets or benchmarks for productivity and customer satisfaction? <p>Does the university provide any guidelines or criteria for determining quality and performance?</p>	<p>This will be combination of expectations from each campus stakeholder and on site supervision.</p> <p>Also see Sections 6.3 – 6.7</p>



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5.6 CONTRACT SECURITY SERVICE LOCATIONS, SPECIAL EVENTS, SPORTS EVENTS, ANNUAL HOMECOMING REQUIREMENTS; Pg 36-38	For special events, are event staff required to be fully licensed security guard personnel? If so, would awarded vendor be allowed to partner with a subcontractor for the special events portion of the contract?	Yes. No subcontractors
5.6 CONTRACT SECURITY SERVICE LOCATIONS Pg 35	Are any of the security staff or locations subject to a collective bargaining agreement or security union activity such as SEIU? If so, can you please tell us which site locations and the union they are represented by?	No
5.6 CONTRACT SECURITY SERVICE LOCATIONS Pg 35	Are there any posts that require transport for meal/relief breaks?	Yes provided by the on site supervisor
7.0 Attachment A-PRICING OR COST PROPOSAL Pg 42	Are three separate costing attachments to be completed for the initial 3 year term of the contract. If not, will annual adjustments be allowed during the contract term to accommodate for any changes in local, state or federal wage requirements and local wage market conditions in order to maintain the quality of staff to deliver the level of service expected during the term of the contract.	WSSU will utilize the Consumer Price Index (1982-84 = \$100; CPI-U.S. City Average; All Urban Consumers; Note Seasonally Adjusted) as published monthly by the Bureau of Labor Statistics. An increase will be granted with proof that the CPI has increased from the previous 12 months.
7.0 ATTACHMENTS ATTACHMENT A: PRICING OR COST PROPOSAL Pg 42	<ul style="list-style-type: none"> a. To ensure that all bidders are bidding to the same scope and format, will the University provide a standardized pricing template to bidders to complete and return with the proposal submission? b. Will office space & furniture for the on-site security team be provided at the university's expense - estimated at \$15, 000? c. Should the bidder include billing for vehicles inclusive of fuel and maintenance, or should these expenses be directly billed back to the university? d. Will there be reimbursement for fuel for the dedicated on-site account manager position to facilitate travel between campus locations? e. Will parking permits be provided by the University? If not, what is this additional cost? f. Will 40 hours of vacation time per officer be billable to the university or included in the bill rates? 	<ul style="list-style-type: none"> a. No. The scope and format provided in the RFP will be the same for all Bidders. b. If furniture is available, however any special request must be covered by the company. c. No WSSU will only cover wages d. No WSSU will only cover wages e. The awarded company will have to purchase the Parking Permits. The cost of the permit(s) can be located on the WSSU website. f. Vacation time/pay is the responsibility of the awarded company, therefore, this should be included in the billable rate(s).



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7.0 ATTACHMENTS ATTACHMENT A: PRICING OR COST PROPOSAL Pg 42	Will the contractor be able to bill anything separately (e.g., benefits, vacation, holidays, vehicles, etc.)	No. WSSU is expecting the awarded contractor to honor the Per Hour Rates indicated in Attachment A of the awarded proposal.
7.0 ATTACHMENTS: ATTACHMENT A: PRICING OR COST PROPOSAL, Pg 42	What holidays does the University observe?	New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday & Friday), Christmas
7.0 ATTACHMENTS: ATTACHMENT A: PRICING OR COST PROPOSAL Pg 42	Will the University please confirm—on Attachment A “Rate per Hour” is implying the bill rate per hour?	The Employee Pay Rate per Hour is what the awarded company will be paying their employee. The Rate Per Hour is what WSSU will be billed.
General	Who is the current vendor and how long have they been providing the required services? It was stated during the pre-bid on-line conference that the incumbent was Allied Universal. Please confirm how long they have managed the contract.	The current vendor is Allied Universal Security Services. WSSU has been utilizing this vendor for the past 1-1/2 years.
	What was the spend for contracted security services over the last 12 months?	\$984,227.11
	Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?	WSSU would expect the awarded vendor to have conducted proper research to determine the answer or answers to this question and then incorporate this into the wages it indicates on Attachment A of the response to the RFP.
	Are there any federal government funds involved with this contract? Is there a certified payroll requirement?	No
	Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources? Who is the current vendor(s) performing these services? How long have they held the contract?	There are a few changes regarding an increase in security hours. See the answer above for the current vendor and the time this vendor has been contracted by WSSU.
	Will you provide a copy of the current contract?	No



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**Exhibit 1
Campus Map**

