

ADDENDUM No. 1

RFP No. 19-01

SECURITY/RECEPTION SERVICES

Due: January 10, 2019 at 10:00 A.M. (local time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Security/Reception Services, RFP No. 19-01, on which proposals will be received on/or before the date and time listed above.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes three (3) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- **Attachment B - Non-Discrimination Declaration of Compliance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Who is the current incumbent?

Answer 1: There is no incumbent firm, these services are not currently being provided.

Question 2: When was the current incumbent awarded the contract?

Answer 2: N/A

Question 3: What is the estimated usage (number of annual hours) of prior contract?

Answer 3: N/A

Question 4: What is the estimated amount spent on this contract last year?

Answer 4: N/A

Question 5: What is the estimated total number of annual hours for this contract?

Answer 5: Approximately 2,500 coverage hours per year.

Question 6: What is the current bill rate?

Answer 6: N/A

- Question 7: What was the contract amount spent last year?
Answer 7: N/A
- Question 8: Are there any additional services that may be needed that are not listed in the RFP?
Answer 8: In addition to staffing the security/reception desk, the City anticipates opportunities to review general building security and discuss possible implementation of needed improvements.
- Question 9: Is there any minimum wage/pay?
Answer 9: The City of Ann Arbor has a Living Wage ordinance that sets the minimum wage. This information is provided in paragraph J (page 6), Attachment C (page 19) and Attachment F (page 22) of the RFP. There are no additional wage requirements.
- Question 10: Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?
Answer 10: See the answer to question 9 above.
- Question 11: Is a Bid Bond required? If yes, how much?
Answer 11: No bid bond is required.
- Question 12: How often / how many times have you assessed liquidated damages, if applicable?
Answer 12: N/A
- Question 13: If awarded, will a Performance Bond be required? If yes, how much?
Answer 13: We do not anticipate requiring a performance bond for this contract.
- Question 14: If awarded, will a Payment Bond be required? If yes, how much?
Answer 14: We do not anticipate requiring a payment bond for this contract.
- Question 15: Is there a specified way you would like to responses to come? For example, bound, unbound, 3-ring binder(s) etc.?
Answer 15: Please review "Preparation of Proposals" on page 14 of the RFP.
- Question 16: Are there any vehicles required for this bid? If so, how many?
Answer 16: No vehicles are required as all the work is located in one building.
- Question 17: Could you please provide a list of all equipment needed for this job?
Answer 17: The City will be providing standard equipment for the reception desk, including a computer workstation, desk telephone, panic button and general office supplies. If the Police Department determines a portable radio is necessary, one will be provided. Security staff or the Offeror should provide the proper attire per the RFP requirements, an operable cellular telephone, and any other standard equipment needed to provide the services requested.
- Question 18: In the RFP it mentions how your agency would like us to submit our response, it says that 2 fee proposals should be separately sealed, does this mean we are to not include all fee proposal documentation and literature in our original response and the USB?
Answer 18: The fee proposal should be included when you submit your proposal, but placed in a separate sealed envelope. The fee proposal should not be included on the USB. The City will separate the sealed fee proposal when the proposals are opened and the City's Purchasing agent will hold the fee proposal. The rest of the proposal content will be evaluated and scored by the selection committee. If your firm reaches the short-list, then the selection committee will request the fee

proposal from the City's Purchasing agent and will consider that in the next round of evaluation. If a firm does not make the short-list, the fee proposal will remain unopened.

Question 19: Could you provide all hours?

Answer 19: The anticipated hours of coverage would be from 7:30 am until 5:30 pm Monday – Friday. No coverage is required during days (such as observed holidays) that City Hall is closed to the public. For 2019, the City observes nine full day holidays and closes at noon for three additional holidays.

Question 20: Is it going to be 1 security guard for 10 hours a day?

Answer 20: The City anticipates the daily 10 hour shift would be split between two security personnel which would also keep the desk covered during lunch. The City is open to receiving alternative options based on the expertise of the Offeror.

Question 21: Will he/she get a paid or unpaid lunch?

Answer 21: That will be determined by the Offeror. The reception desk must remain staffed during the lunch period.

Question 22: Will their lunch be for one hour?

Answer 22: That will be determined by the Offeror. The reception desk must remain staffed during the lunch period.

Question 23: Could you please elaborate on shift times and how many positions are required?

Answer 23: Please see the responses to Questions 19 and 20 listed above.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.