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To: All Prospective Bidders

From: Dr. Drewry L. Brown
Director of Procurement

Date: July 9, 2024

Subject: 25P-009 Security Services RFP
Addendum No. 1

This addendum will clarify, add, delete, correct, or change information outlined in the Request for Proposals (RFP) referenced above, and shall be made a part of the solicitation. This addendum must be included in your proposal submission. Failure to complete and submit this addendum with your proposal may result in your firm's proposal being considered non-responsive and therefore rejected.

Revise the KEY INFORMATION SUMMARY SHEET with:

Closing Date:	Friday, July 18, 2025, at 11 am EST Friday, July 25, 2025, at 11 am EST
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Howard Community College
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No.	<u>QUESTION</u>	<u>ANSWER</u>
1	Can the College confirm whether the contract is for two base years and three option years or three base years and one option year?	Three base years and one option year. Ref. p. 4 of the solicitation
2	Can a copy of the current contract and financials be provided?	No, for fairness we need to protect information that can compromise the bidding process; bidders are free to conduct their own market research.
3	What was the total annual spend and the amount billed last month under the current contract?	Approximately \$1.9M for fiscal year 2025 May 2025 invoice: \$180,770
4	What is the current bill rate and pay rate for each position (e.g., officers, site manager, assistant manager)?	See Appendix A
5	Are there any additional rates billed separately (e.g., vehicles, equipment)?	No
6	What is the estimated total number of annual hours for this contract?	66,915.5 total hours billed for the year 2024
7	Will these hours be run year-round? If not, which positions/hours are considered year-round?	Year round with minimal staffing on holidays and college closures

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8	Is this a routine rebid, or were there deficiencies in the current contract?	Not a rebid, cannot disclose.
9	Who is the current incumbent contractor, and when were they awarded the contract?	First Coast Security September 2016
10	Are there any subcontractors being used currently?	No
11	Is the current workforce unionized or non-union?	Non-union
12	How many incumbent officers are expected to be retained?	This would be at the discretion of the company that wins the new contract
13	Will the College share seniority data, current schedules, and PTO balances for incumbents?	The college does not maintain this information; would require sharing from the current contractor
14	Is the current contract fully staffed, or are there staffing shortages?	Fully staffed currently
15	Can you confirm the number of hours currently recorded as “open posts” in the past year?	This data is not retained by the college
16	Are there any prevailing wage, living wage, or local mandated wage requirements beyond state/federal minimums?	Howard County currently mandates a minimum wage higher than what is required by the State of Maryland

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17	Are current personnel compliant with training and qualifications required under the new RFP?	Yes
18	Are there new training or qualification requirements in the RFP compared to the current contract?	Yes – the passage of SB760 in 2023 added an additional training requirement that was not in vogue when the original RFP was published
19	Will this impact staffing or require new training for incumbent personnel?	No, the incumbent company abides by the updated training provisions
20	Should bidders only list "Site Manager" on Attachment A, or can additional positions (e.g., unarmed guards) be added?	Additional positions can be added.
21	Is Attachment A the only location to list pricing?	If additional sheets are needed to be added for pricing, please attach it below the Attachment A – Bid Form in the solicitation.
22	Can pricing be redacted in a redacted version of the proposal?	Yes
23	Please clarify the meaning of “Split” in the pricing form.	How much of the bill rate goes to direct wages. How much covers overhead, administrative costs, and profit margin.

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24	What are the College's billing requirements (e.g., certified payroll)?	Invoice
25	Are electronic timekeeping systems acceptable?	Yes
26	What are the College's payment terms?	Net 30
27	What contractor-provided equipment is required (e.g., radios, laptops, flashlights)?	Basic equipment such as duty belt, flashlight, whistle, CPR protective mask, etc., will be provided by the contractor. Desk computers and portable radios are provided by the college for officers' use
28	What is the cost of the current provider for technology items?	Currently the college provides all technology
29	Are contractor-operated vehicles used? If so, how many? Are College vehicles or bikes provided?	The college currently provides two patrol cars, 1 Polaris, one golf cart and two bicycles
30	Does the College use a guard tour platform or incident logging system? Should costs be included for this?	The college uses Omnigo, which includes a guard tour program, however it is not currently being used
31	Does the College use electronic parking ticket systems? If so, what program?	The college uses a hard copy ticket program and imports into OMINGO.

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32	Is the contractor expected to manage integration with access control, surveillance, or life-safety systems?	The college maintains the CCure and PELCO program, however officers are trained to operate the systems
33	Are training like Clery Act and Title IX required for guards and managers?	Yes
34	Will the College provide or fund training (e.g., Narcan, AED use)?	College offers NARCAN during in-house training; it is the contractor's responsibility to ensure that each officer is trained in Basic First Aid, CPR and AED
35	Are there any training course recommendations for the fourteen required topics?	Effective January 24, 2024, there are seventeen security guard entrance level training objectives. MPTC website lists approved trainers, no specific recommendation provided by the college
36	Are bike patrols and certifications required? Does the College provide bike training?	It is the contractor's responsibility to train and certify officers assigned to bike patrol
37	Can the College confirm the current 1448 HPW figure? We only see 1304 HPW including Manager/Investigator	See Appendix B for current staffing matrix
38	Is the current officer schedule available?	See Appendix B

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39	How many special events require staffing annually, and what notice is typically given?	The number of events throughout the year is highly variable. Each is placed on the department's assignment calendar as we are made aware.
40	What are the expectations for contractor support during events, including crowd control?	Uniformed security presence with the expectation to observe and report; also includes traffic and pedestrian control
41	Are fire extinguishing/fire safety expectations part of this contract?	Fire suppression equipment is maintained by the Facilities department. Officers are obliged to note condition and any concerns during routine patrol rounds.
42	How will MBE participation be evaluated within the 70-point evaluation criteria?	Refer to section 4.21 of RFP . MBE is "considered" not favorable or evaluated with scoring.
43	Is the 29% MBE goal a scoring criterion under Technical or Pricing Evaluation?	No, refer to section 4.21 of RFP
44	Will the 25% minority participation target need to be demonstrated in the proposal or at final agreement?	No, refer to section 4.21 of RFP
45	Will a full site tour, CAD drawings, floorplans, or detailed post orders be made available?	Current floorplans are available on the HCC website.

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46	Are there any driving posts or posts requiring bike patrol?	The department typically deploys two mobile patrol units that operate year-round and a bicycle officer on a seasonal basis
47	How are meal breaks handled?	Officers are allowed a lunch break coordinated through their supervisor
48	Will the College approve each officer before assignment?	The college reserves the right to approve the site manager and assistant/investigator. Hiring of officers is at the discretion of the contractor with the understanding that the college maintains the ability to have an officer removed for cause
49	Are there uniform requirements (shirt type, pants, hat, shoes, etc.)?	The college requires officers to maintain a professional appearance with a standard uniform of short and long sleeve button-down shirts, dress pants and footwear. Bike patrol officers are permitted to wear a uniform appropriate for that assignment.
50	Are tattoos restricted for officers?	Facial tattoos are not allowed. Tattoos displaying offensive content must remain covered.

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51	Regarding Section 4.17 Insurance Requirements: Will a certificate of insurance fulfill the requirement to show “evidence of full payment,” or can the College accept confirmation of active coverage instead of payment records?	The College confirms that a valid Certificate of Insurance (COI) will satisfy the requirement for evidence of insurance coverage. We do not require disclosure of payment details, but the COI must demonstrate active coverage for the full term of the contract (and any extension, if applicable).
52	Is the College willing to revise its insurance requirement to set fixed coverage limits rather than requiring “minimum” coverage, which may disproportionately affect larger firms?	The term “minimum” is used to establish a baseline level of protection required to mitigate risk to the College. While we understand your concern regarding proportional exposure for larger firms, the College does not intend to access more than the agreed-upon limits in the contract. We are open to considering proposed fixed limits that meet or exceed the required minimums and are proportionate to the contract’s scope and value.

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53	Is the College agreeable to allowing blanket additional insured endorsements, rather than naming specific entities individually, so long as it complies with written contract language?	The College is willing to accept blanket additional insured endorsements, provided your certificate of insurance includes a statement indicating that HCC and Howard County are included as additional insureds where required by written contract. The College's insurance representative may review the COI to confirm compliance with this requirement.
54	Can the language in Section 4.17 be revised to: “...shall name contain a blanket endorsement to the policies including Howard Community College and Howard County, Maryland as an additional insured to the extent of the Firm’s Indemnification obligations...”	No, reference question 57.

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55	In Section 19 (Termination for Convenience), is the College willing to allow a reciprocal right for the contractor to terminate with 90 days' notice?	Howard Community College's standard contractual framework, consistent with public procurement principles and COMAR regulations, reserves the right to terminate it for convenience solely to the College. This ensures continuity of services and safeguards the responsible use of public funds. Accordingly, we are unable to grant a reciprocal termination for convenience clause to the Seller
56	Regarding Section 36 (Indemnification), would the College accept a revision to limit indemnification to the proportionate extent of the contractor's fault, excluding the College's sole negligence?	The College finds your proposed language acceptable, as it aligns standard public sector contracting principles and Howard Community College's Terms and Conditions, particularly the provisions related to third-party claims and proportional responsibility. To ensure consistency and clarity, the College is amenable to incorporating the following version of the indemnification clause into the agreement:

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		<p>“Indemnification:</p> <p>The Seller shall defend, indemnify, and hold harmless the College from and against any third-party claims for injuries, damages, expenses, or losses, including legal costs and attorney’s fees (collectively, “Liabilities”), but only to the proportionate extent such Liabilities are caused by the negligent acts or omissions of the Seller or its personnel in connection with the performance of this agreement. This obligation shall not apply to the extent that such Liabilities result from the sole and direct negligence of the College. This provision shall survive the expiration, termination, or completion of the contract.”</p>
57	Can Section 37 (Insurance) be revised similarly to reflect proportional liability rather than full indemnification?	<p>While the College is agreeable to proportionate fault language in the indemnification section, we must maintain the insurance provision as originally written to ensure clear, unconditional</p>

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		<p>coverage during the term of the contract. The purpose of the insurance clause is to ensure coverage is available regardless of any final allocation of liability. Limiting insurance obligations to “the proportionate extent caused by” the Seller’s operations could create ambiguity and impair the effectiveness of coverage.</p> <p>Accordingly, we respectfully cannot revise Section 37 as proposed. The College will continue to require insurance that covers the full scope of the Seller’s operations during the term of the agreement, consistent with industry standards and public procurement best practices</p>
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Appendix A – Bill Rate by Position

Current billing rate for each position

Position Code	2025 Hourly Billing Rate	Hourly Pay Rate
ASM	\$33.00	\$31.53
CORP	\$24.74	\$17.40
DISP	\$27.60	19.43
LT	\$30.10	21.65
PROB	\$23.25	16.5
SM	\$47.50	31.53
SO	\$27.10	18.96
SRG	\$28.40	20.46

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Appendix B – Staff Matrix

FY-25 Staffing Matrix

Current				
# Req	Alpha Shift (11)	Bravo Shift (10)	Charlie Shift (7)	Weekends (Sat/Sun) (6)
1	LT	LT	LT	LT
2	SRG	SRG	Dispatcher	Dispatcher
3	Dispatcher	Dispatcher	Security Officer	Security Officer
4	Front Desk / SRG	Security Officer	Security Officer	Security Officer
5	Security Officer	Security Officer	Security Officer	Security Officer
6	Security Officer	Security Officer	Security Officer	Security Officer
7	Security Officer	Security Officer	Security Officer	
8	Security Officer	Security Officer		
9	Security Officer	Security Officer		
10	Security Officer	Security Officer		
11	Security Officer			

HCC	Weekly Hours
LT	168
SRG	160
DISP	168
SO	912
Total	1408

SM = Site Manager = 40hrs

ASM = Assist. Site Mgr/Investigator = 40hrs

End of Questions and Answers

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June 25, 2025 - Pre-Proposal Conference Attendance Sheet

First Name (Attendee)	Last Name (Attendee)	Email Address	Company Name	Phone
John	Reed	Jreed@arrowsecurity.com	Arrow Security	(860) 937-8498
Joseph	Fusco	Jfusco@aus.com	Allied Universal	(856) 979-9258
Calvin	Meade	cmeade@tcsservices.net	First Coast Security- Trust Consulting Services	(240) 585-1071
Michael	Balog	michael.balog@garda.com	GardaWorld	(443) 255-7806
Katrina	Kennedy	katrina.kennedy@garda.com	GardaWorld Security Services	(240) 753-9610
Larry	Stacy	lstacy@btisecurity.com	BTI Security	(301) 332-2955
Todd	Hurley	thurley@btisecurity.com	BTI	(301) 247-3261
Daniel	Murdock	daniel.murdock@securitasinc.com	Securitas	(410) 618-8818
Christopher	McNeese	christopher.mcneese@securitasinc.com	Securitas	(301) 462-3693
Ray	Stuart	rstuart@usisecurity.com	United Security Inc	(240) 479-1679
Yalonda	Douglas	ydouglas@metro-protect.com	Metropolitan Protective Services	(410) 805-0963
Chris	Martin	cmartin@dunbarsecurity.com	Dunbar Security	(443) 391-3567
Matthew	Caruso	mcaruso@icaprotection.com	ICS Security	(443) 386-2275
Rukayat	Adebeshin	info@temarallc.com	Temara LLC	(240) 918-7744
Samuel	Adenuga	info@crownthroneshield.com	Temara LLC	(240) 838-9369
John	Zargar	j.zargar@generalprotectiveservices.com	General protective services Enterprise	(818) 800-4432
Jamie	Morton	proposals@securemedy.com	Securemedy Incorporated	(202) 256-9360
Steve	Sheppard	s.sheppard@tactical-1.com	Tactical 1 Security Services, LLC	(240) 216-0444
Nicole	Butler	n.butler@butlersecurityinc.com	Armed Security Inc T/A Butler Security Inc	(443) 773-0146

End of Attendance Sheet

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Please take notice that Section (36) of HCC Terms and Conditions Indemnification has been edited to the following:

“Indemnification:

The Seller shall defend, indemnify, and hold harmless the College from and against any third-party claims for injuries, damages, expenses, or losses, including legal costs and attorney’s fees (collectively, “Liabilities”), but only to the proportionate extent such Liabilities are caused by the negligent acts or omissions of the Seller or its personnel in connection with the performance of this agreement. This obligation shall not apply to the extent that such Liabilities result from the sole and direct negligence of the College. This provision shall survive the expiration, termination, or completion of the contract.”

All other requirements in the RFP remain unchanged.

Sincerely,


Dr. Drewry L. Brown Jr.
Director of Procurement
HCC

By signing this addendum, the Offeror acknowledges receipt of Addendum No. 1.

Offeror Name: _____
(Print)

Signature: _____

Date: _____