



# PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: June 2, 2021

TO: All Prospective Proposers

FROM: Adrienne Smith  
Procurement Coordinator, Office of Procurement  
301-546-0015

RE: **Addendum 2 to RFP 21-12 Largo Campus and Extension Centers Security Service**

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The following amends the above referenced RFP documents. Receipt of this addendum two is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. Questions and Responses.

Attached to this Addendum 2 is the Questions and Response Log. The Questions and Response Log contains all of the questions received. The last day for questions was May 17, 2021 at 10:00 AM ET

End of Addendum 2 dated 6-2-21

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.: RFP 21-12**

**PROPOSAL DUE DATE:**

June 14, 2021 at 10:00 AM ET

**RFP FOR: Largo Campus and Extension Centers Security Service**

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**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No.   1                        dated 5-26-21

Addendum No.   2                        dated 6-2-21

Addendum No.                             dated       

Addendum No.                             dated       

Addendum No.                             dated       

As stated in the RFP documents, this form is included in our Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**END OF FORM**

**RFP 21-12 Largo Campus and Extension Centers Security Service**

Q#	RFP Section	Questions	Responses
1.		The contract term under paragraph 7 is not described.	Only one (1) awarded firm will result from this Solicitation. Any Contract arising from this RFP action shall commence on the date the Contract is executed on behalf of PGCC, or such other date as PGCC and the Contractor shall agree.
2.		Can you clarify the contract term as that will allow us to bid the contract and ensure manpower?	The quoted rates and fees shall be valid for the initial term of the Contract and will remain in effect throughout the renewal terms of the contract, unless the Contractor submits a request in writing to the PGCC Procurement Office sixty (60) days prior to the end of each term. PGCC will have sole discretion to approve or deny rate increase requests.
3.		How much time will be allotted for the transition period to the new service provider?	To be determined.
4.		Is there a Union / Collective Bargaining Agreement associated with this contract? If so, please provide us with the CBA and seniority roster of the incumbent personnel	No.
5.		Are you requesting bonding for individual security personnel?	No.
6.		What level clearances are requested?	A Tri-FBI background check. Must show that they are eligible and are pending approval for the security guard permit through Maryland State Police.
7.		Are you requesting copies of fingerprint cards for each employee or are you requesting for our officers to be	No. Must provide copies of security guard permit and or pending approval.

		fingerprinted? Can this requirement be removed based on scarcity of notary services amid the pandemic?	
8.		What are the acceptable credit requirements?	Credit should be in Good standing.
9.		Does the university have an approved medical history questionnaire?	No, this is no longer needed.
10.		Are security guard posts self-relieving for meal breaks and restroom breaks? Or will another officer be required to serve as a replacement during meal breaks?	Another officer will be required to cover the post while the officer is on break.
11.		Is this a new requirement? If not, who is the incumbent security service provider?	No. Allied Universal TOPCO, LLC
12.		What are the mandatory minimum hours for initial training, OJT and Refresher Training?	40 hours in-service credit hours. 18-refresher training hours.
13.		Is the resume of Site Supervisor required for submission with the proposal?	No. It will be needed prior to the start of the assignment. Resumes of training instructors will be required.
14.		Who is the PGCC program oversight official for the security program?	Department of Public Safety
15.		What are the official Holidays that are publicly recognized by the University?	The following holidays are observed by the College: – New Year’s Day, Martin Luther King Jr., Presidents Day, Memorial Day, Independence Day,

			Labor Day, Thanksgiving Day, Christmas Day
16.		With regards to any mandatory screening, background checks, drug testing, physicals or training previously satisfied by the incumbent security force, will such mandates be required to be fulfilled again on the new security program?	Yes. Will need to show how recent the training was provided.
17.		What is the proposed work schedule of the Site Supervisor?	Depending on the needs of the security program.
18.		Is the college willing to reconsider the “response time of 30 minutes or less to provide replacement guards and/or Site Supervisor” as the average time within the security industry is 2 hours?	No
19.		What are the net payment terms for services provided?	The Colleges net terms are 30 days.
20.		Where is Appendices C, M and S, identified as “Provided under a separate cover”?	Appendix C, M, S is located on the PGCC Procurement page: <a href="https://www.pgcc.edu/community/doing-business-with-pgcc/procurement/request-for-bids/">https://www.pgcc.edu/community/doing-business-with-pgcc/procurement/request-for-bids/</a>
21.		Has a prevailing wage been established for the security personnel assigned to this program?	The State of Maryland only requires prevailing wage for construction projects.

22.		Will meal breaks be paid by PGCC?	No.
23.		Is the client able to provide space onsite for onboarding, orientation and required training?	Yes.
24.		Will security personnel have on-site storage for duty-related equipment, i.e., lockers or cabinets?	No.
25.		Who is responsible for supplying the radio equipment for communications, i.e. client or security company?	Department of Public Safety.
26.		Are radio repeaters required for the contract?	No.
27.		How many radios, base stations, and repeaters are required for the contract?	Twenty radios will be needed.
28.		Due to the current COVID-19 pandemic, can any of the classroom training be done virtually and still meet minimum contract requirements.?	Yes.
29.		What is the life of the contract?	There will be four (4) one (1)-year renewal options at the sole discretion of PGCC.

30.		<p>If the life of the contract is greater than one year, Is PGCC looking for only Year 1 rates to be entered into the form Or does PGCC desire rates that cover the entire initial period of performance?</p>	<p>The quoted rates and fees shall be valid for the initial term of the Contract and will remain in effect throughout the renewal terms of the contract, unless the Contractor submits a request in writing to the PGCC Procurement Office sixty (60) days prior to the end of each term. PGCC will have sole discretion to approve or deny rate increase requests.</p>
31.		<p>What is the expected start date of the contract?</p>	<p>To be determined and discussed with awarded vendor.</p>
32.		<p>Training programs must be designed, administered and monitored for effectiveness by a full-time training specialist.” Is the training specialist billable or included in the rate?</p>	<p>DPS Training Unit will monitor the effectiveness and coordinate training as needed.</p>
33.		<p>For additional event at PGCC, how often do these events occur? What is the number of additional officers needed during these additional events?</p>	<p>Depends. Sometimes monthly with advance notice. (15-20) officers should be in reserved to cover events to avoid the overtime rate.</p>
34.		<p>Is any specialized equipment required for the additional service events?</p>	<p>No.</p>
35.		<p>Does PGCC have a list of uniform requirements for the additional service events?</p>	<p>Uniform must be neatly pressed and cleaned. Have a belt and name tag. Black boots or shiny shoes.</p>

36.		Does PGCC request service for 9 hours a day, or 8 hours a day with 1-hour break?	Will be with a 30-minute lunch break and (2) 15 minute breaks.
37.		The College may request the Contractor to attend meetings or working sessions PGCC's offices/campuses and/or at designated offsite locations, as Needed. How often do these meetings occur?	This will occur (2) times a week on campus.
38.		For Contractor meetings or working sessions, will PGCC consider the supervisor as the Contractor's representative to attend these meetings?	Yes.
39.		Will PGCC provide parking for the officers?	Yes.
40.		Is the contractor required to provide radio? If so, what are the minimum spec requirements?	Radio equipment will be provided by PGCC for selected vendor.
41.		Does the Solicitation require unarmed or armed services?	Unarmed Guards.