

Capital Area Transportation Authority



AMENDMENT NO. 1 TO SOLICITATION CTC SECURITY SERVICES

1. AMENDMENT NO: 1	2. SOLICITATION NO: RFP 2019-101	3. SOLICITATION NAME: CTC Security Services	4. AMENDMENT DATE: March 5, 2019
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5. ISSUED BY

Capital Area Transportation Authority
Purchasing and Contracts Department
4615 Tranter Street
Lansing, MI 48910

PLEASE NOTE: Contractor is required to sign this document and return it with the bid/proposal/quote.

6. DESCRIPTION OF AMENDMENT:

The following documentation has been attached to this Amendment:

- a. Pre-Proposal Attendance Sign in Sheet.
- b. CATA's Responses to Vendor Questions.
- c. Please note Exhibit #11: Cost Proposal Form has changed. A **"REVISED" Cost Proposal Form, Exhibit #11** is attached and must be submitted with your proposal.
- d. All other terms and conditions remain unchanged.

NAME / TITLE OF OFFEROR (Type or Print)	COMPANY NAME
(Signature of person authorized to sign)	(Date Signed)



Date: March 5, 2019

Re: Attendance of Pre-Proposal Meeting and Responses to Questions Submitted
CATA RFP 2019-101, CTC Security Services

A pre-proposal meeting was held on February 26, 2019 at 10:00 AM. Those in attendance were:

Nicole Wilson, CATA Purchasing & Contracts Manager
Lolo Robinson, CATA Director of Marketing & Customer Experience
Margaret Stephens, CATA Customer Experience Manager
Norm VanAlstine, CATA Facilities Manager
Deb Kirby, CATA Operations Supervisor
Steve Law, Knight Watch Inc.
Joel Meller, DK Security
Roderic Sanders, Allied Universal
Devin Greene, Allied Universal
Steven Kleiner, Lagarda Security
Chris Brown, Lagarda Security
Dino Torres, Charlesbrook Protection Services
Mack Flennor, Great Lakes Security
Chris Price, Sterling Security
Chip Krieger, Securitas Security Services
Ricardo Millet, The DM Burr Group
Ryan Woodford, Charlesbrook Protection Services

Please see the attached attendance sheet, as well as Questions & Answers.





March 5, 2019

Capital Area Transportation Authority Request for Proposal 2019-101
CTC Security Services
CATA Response to Vendor Questions

VENDOR QUESTIONS AND ANSWERS:

- 1. Page 10, II-C states “Contractor shall provide all labor, supervision and equipment necessary for complete and efficient security officer services”. Can you please itemize the required equipment?**

Defensive Repellent (personal protection spray)
Cell Phone
Gloves (as needed)
One pocket size air horn or whistle for each guard
Office Supplies

- 2. Could you please provide a list of all equipment needed for this job?**

Please refer to Question 1 for our response.

- 3. Page 10, II-C, first paragraph: “Security personnel will only be armed with defensive repellent”. Is carrying a defensive repellent a requirement of CATA?**

Yes

- 4. Page 13, II-C, bullet point #5: “Contractor to provide working cell phone to at least one guard per shift”. I’d like to request Exhibit #11, Cost Proposal Form, page 73, adds a column to price the cell phone separately.**

Approved. Please see Exhibit #11, revised cost proposal form.

- 5. Who is the current incumbent?**

DuHadway, Kendall & Associates (“DK Security”)

- 6. When was the current incumbent was awarded the contract?**

The agreement between CATA and DK Security was executed on November 1, 2013.





7. What is the reason CATA is releasing an RFP for these services?

The contract CATA has with DK Security will expire.

8. Do you have wage requirements for each Security Officer position?

It is the responsibility of the vendor to ensure they meet State of Michigan living wage requirements, as well as any Federal requirements.

9. Is there any minimum wage/pay?

Please refer to Question 8 for our response.

10. Can you provide the current wages paid to each Security Officer position?

Supervisor	\$24.05
Lead Officer (Cost proposal form referenced as Senior Officer)	\$18.00
Security Officer	\$13.85

11. Can you provide the current bill rate CATA is charges for each Security Officer position?

Please refer to Question 10 for our response.

12. What is the current bill rate?

Please refer to Question 10 for our response.

13. What is the estimated usage (number of annual hours) of prior contract?

The estimated usage hours were 15,440.

14. What is the estimated amount spent on this contract last year?

The estimated billable cost for FY 2018 was \$242,000.

15. What is the estimated total number of annual hours for this contract?

The estimated billable hours for the proposed contract is 17,687.

16. What was the contract amount spent last year?

Please refer to Question 14 for our response.





17. Are there any additional services that may be needed that are not listed in the RFP?

Please refer to the RFP, which addresses this question.

18. Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?

Wages are determined by the vendor. It is the responsibility of the vendor to ensure that they meet State of Michigan living wage requirements, as well as any Federal requirements.

19. Can we provide Holiday bill rate?

Please see Exhibit #11, revised cost proposal form, which includes a holiday bill rate and must be completed by the vendor.

20. Will the guards we required to work on holidays?

Please refer to the RFP, II-C Scope of Work.

21. Is a Bid Bond required?

a) If yes, how much?

Please refer to the Terms and Conditions, Section B, #14.

b) How often / how many times have you assessed liquidated damages, if applicable?

Please refer to the Terms and Conditions, Section A, #22.

22. If awarded, will a Performance Bond be required?

a) If yes, how much?

Please refer to the Terms and Conditions, Section B, #14.

23. If awarded, will a Payment Bond be required?

a) If yes, how much?

Please refer to the Terms and Conditions, Section B, #16.

24. Is there a desired page limit for the proposal?

No





25. Is there a specified way you would like to responses to come? For example, bound, unbound, 3-ring binder(s) etc...

Please refer to the RFP, Section II-D Proposal Requirements.

26. Are there any vehicles required for this bid? If so, how many?

No

27. Our Firm bid on the previous solicitation that was issued by your agency, could you elaborate a to why it was cancelled and reissued?

CATA awarded the contract to Global Security Services, who was awarded numerous contracts across the states of Iowa and Wisconsin, all of which simultaneously commenced around the same time as our award to them. Global felt the contractual awards they received exceeded the capabilities and resources of their staff in a new market, causing them to withdraw.

28. What has changed from the previous RFP that was released in 2018 from this RFP?

It is incumbent upon all vendors to thoroughly review the scope of work detailed in the RFP and to fully understand submission requirements expected of the awardee. The opportunity for questions and answers does not excuse vendors of the responsibility to comprehensively review the RFP. Given its finite resources, CATA's Purchasing Department is unable to respond to questions already addressed in the RFP. When warranted, we will provide clarity for timely submitted questions.



EXHIBIT #11 "REVISED" COST PROPOSAL FORM

A – HOURLY RATE BY TASK

TASK	RATE	Estimated Annual Hours	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate
CTC Security Supervisor	Straight	2080	\$	\$	\$	\$	\$
CTC Security Supervisor	Overtime	0	\$	\$	\$	\$	\$
CTC Security Supervisor	Holiday	56	\$	\$	\$	\$	\$
CTC Senior Security Officer	Straight	2080	\$	\$	\$	\$	\$
CTC Senior Security Officer	Overtime	0	\$	\$	\$	\$	\$
CTC Senior Security Officer	Holiday	39	\$	\$	\$	\$	\$
CTC Security Officer	Straight	12,428	\$	\$	\$	\$	\$
CTC Security Officer	Overtime	0	\$	\$	\$	\$	\$
CTC Security Officer	Holiday	189	\$	\$	\$	\$	\$
CTC On-Board Security Officer	Straight	775	\$	\$	\$	\$	\$
Investigation Rate	Straight	40	\$	\$	\$	\$	\$
Consulting Rate	Straight	0	\$	\$	\$	\$	\$
A. SUBTOTAL:			\$	\$	\$	\$	\$

B – CELL PHONE RATE

	Cell Phone Per Shift Supervisor	Year 1 Yearly Rate	Year 2 Yearly Rate	Year 3 Yearly Rate	Year 4 Yearly Rate	Year 5 Yearly Rate
Cell Phone	_____ Qty	\$	\$	\$	\$	\$
B. SUBTOTAL:		\$	\$	\$	\$	\$

C – GRAND TOTAL COST PROJECTION - (Add Section A + Section B SUBTOTALS for YEARS 1 through 5, then compute the 5-Year Grand Total)

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	GRAND TOTAL
C. GRAND TOTAL:	\$	\$	\$	\$	\$	

What is your firm's wage markup (percentage)? _____%

Vendor: _____

EXHIBIT 11 - COST PROPOSAL FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Continuation of Exhibit 11, "REVISED" Cost Proposal Form:

- **FILL IN ALL CELLS IN THE ABOVE TABLES, DO NOT LEAVE BLANKS.**
- **IF YOUR RESPONSE IS "\$0.00", FOR ANY HOURLY RATE ABOVE, PLEASE STATE SAME.**
- **IF YOU QUOTE \$0.00 FOR ANY HOURLY RATE ABOVE, CATA WILL INTERPRET RESPONSE AS "NO HOURLY RATE CHARGE" TO CATA FOR THAT SERVICE.**
- **IF YOU ARE NOT QUOTING ON A REQUESTED RATE, PLEASE STATE "N/Q" WITHIN THAT CELL.**

Vendor: _____

Signature of person authorized to sign: _____

Printed Name: _____

Title: _____

EXHIBIT 11 - COST PROPOSAL FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL