



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Invitation to Bid ADDENDUM #1

BID NO.: KCT-01174
ADDENDUM NO.: 1
BID ISSUE DATE: April 3, 2019
ADDENDUM DATE: April 24, 2019
OPENING DATE: **REVISED May 1, 2019 @ 4:00 PM EST**
TITLE: Unarmed Security Guard Services

Invitation to Bid KCT-00174 will now open on May 1, 2019 @ 4:00 PM EST.

The following information is provided in response to questions submitted by potential Bidders:

1. What is the frequency and amount of cash for the bank runs?
 - a. Generally, bank runs are daily (business days). Checks are restrictively endorsed. The deposit varies according to the time of year. The first few weeks of January and first few weeks of August would be higher in amount of cash/checks than other months.
2. Does the officer go alone or with escort?
 - a. There is no escort with the officer.
3. Who is the incumbent?
 - a. Storm Security is the incumbent.
4. When was the current incumbent awarded the contract?
 - a. July 1, 2014.
5. How many total hours per week for this account (all locations combined)? Please confirm our totals of 512 hours per week (472 officers & 40 supervisor).
 - a. Yes, 472 hours for security guards per week; 40 hours for supervisor per week.
6. What is the estimated usage (number of annual hours) of prior contract?
 - a. The estimated annual hours of the current contract is 26,624 hours.

7. What is the current bill rate?
 - a. The current bill rate is \$12.59/hour and \$.42 per mile.
8. What was the contract amount spent last year?
 - a. Contract spend for FY18 was \$328,790.87
9. How many sites need services?
 - a. Three (3) sites are serviced at this time.
10. Are there any additional services that may be needed that are not listed in the bid? IE additional sites, seasonal required training, etc.
 - a. Please refer to section 11 for Additional Related Products or Services.
11. Is there any minimum wage/pay?
 - a. The minimum wage law for the Commonwealth of Kentucky is applicable
12. Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?
 - a. The minimum wage law for the Commonwealth of Kentucky is applicable.
13. Is a bid bond required? If yes, how much? How often/how many times have you assessed liquidated damages, if applicable?
 - a. No bid bond required.
14. If awarded, will performance bond be required? If yes, how much?
 - a. No performance bond is required.
15. If awarded, will a payment bond be required? If yes, how much?
 - a. No payment bond is required.
16. Is there a specified way you would like the responses to come? For example, bound, unbound, 3-ring binder(s), page limits, paper type, etc.
 - a. Please review section 26 for Bid Submittal information.
17. Are there any vehicles required for this bid? If so, how many?
 - a. One (1) vehicle is required. Please see Section 2 for details and additional information.

18. Could you please provide a list of all equipment needed for this job?
- a. It is requested that the contractor provide tracking equipment (ie. Baton system, GPS) to ensure guards are making rounds; vehicle; uniforms. Please review the bid document for further specifications.
19. Is there a pricing form or format?
- a. Please review the Form of Proposal on Page 15 of the bid.
20. How many total guards are needed for this job?
- a. There are thirteen (13) guards staffed currently.
21. Are all pages of this solicitation required to be submitted and turned in on the due date? Or only the forms that require a markup need to be submitted? How many originals and copies would your agency like us to turn in?
- a. Only one copy of the bid is required for submission. The Form of Proposal on page 15 must be completed as part of the bid package. Please review the entire bid for other required information.
22. Will your agency hold a public opening?
- a. Public opening will be held at the time/date the bids are due to be submitted. Please refer to this information in the bid/addendums.
23. Are there any Minority, Women, Veteran Disabled Diversity Business Enterprise goals?
- a. KCTCS has internal diversity initiatives; however, bids will be evaluated as indicated in the measurable criteria in Section 14.
24. Are there any subcontracting goals?
- a. Please refer to section 33 for subcontracting information pertaining to this bid.
25. It is understood that we are to provide the information requested on the bid sheet. In addition to the bid sheet, may we present our proposal for services which provides more detail about our company and capabilities?
- a. Yes, however, the award will be assessed in accordance to the measurable criteria set forth in the bid in section 14.
26. Please specify what costs are to be included in the mileage rate. All vehicle costs (lease, maintenance, insurance, fuel), or simply fuel?
- a. The total proposed cost to KCTCS for mileage. All other mileage costs will be prohibited.

27. Are we permitted to build all vehicle costs into the hourly guard rate, including mileage?

a. Please refer to the Form of Proposal on page 15.

28. Do we need to complete the W-9 and supplier registration information, purchase order information, etc. as a part of the bid or prior to start date if awarded?

a. Yes

29. Do you just want one hard copy of the bid, sealed? Or do you need multiple hard copies and possibly an electronic copy, as well?

a. Only one copy of the bid is required for submission. The Form of Proposal on page 15 must be completed as part of the bid package. Please review the entire bid for other required information.

The timeline to submit additional questions has passed. It is the responsibility of the contractor to read the bid requirements entirely for understanding and bid submission.

All other terms, conditions & specifications remained unchanged.

Bidders must acknowledge receipt of this and any addenda either with Invitation to Bid or by separate letter prior to award of contract. If by separate letter, the following information should be placed in the lower left hand corner of the envelope:

Bid No.: KCT-01174
Title: Unarmed Security Guard Services
Opening Date: REVISED May 1, 2019 @ 4:00 PM EST

Name of Firm: _____

Signature: _____