



UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 2 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-FPB-2876-CJ

DESCRIPTION: Unarmed Security Guard Services for The University of South Carolina

DATE: October 13, 2015

This Amendment No. 2 modifies the Fixed Price Bid only in the manner and to the extent as stated herein.

An additional clause has been added to Section II-B of the solicitation.

The Information For Offerors To Submit – General Clause in Section IV of the solicitation has been revised/modified.

Item E. Uniforms and Appearance of the Overall Administrative Requirements clause in Section III Scope of Work / Specifications of the solicitation has been revised/modified.

Vendor Questions and Answers.

The Deadline for Receipt of Bids (Bid Opening) has been changed to October 21, 2015 at 11:00 AM.

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 2 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Name of Offeror

Date

THE FOLLOWING CLAUSE HAS BEEN ADDED TO SECTION II-B OF THE SOLICITATION:

CLARIFICATION (NOV 2007): Pursuant to Section 11-35-1520(8), the Procurement Officer may elect to communicate with you after opening for the purpose of clarifying either your offer or the requirements of the solicitation. Such communications may be conducted only with offerors who have submitted an offer which obviously conforms in all material aspects to the solicitation. Clarification of an offer must be documented in writing and included with the offer. Clarifications may not be used to revise an offer or the solicitation. [Section 11-35-1520(8); R.19-445.2080] [02-2B055-1]

THE INFORMATION FOR OFFERORS TO SUBMIT – GENERAL CLAUSE IN SECTION IV OF THE SOLICITATION HAS BEEN REVISED/MODIFIED AND NOW READS AS FOLLOWS:

INFORMATION FOR OFFERORS TO SUBMIT – GENERAL: You shall submit a signed Cover Page and Page Two. Your offer should include all other information and documents requested in this part and in parts II.B. Special Instructions; III. Scope of Work; V. Qualifications; VIII. Bidding Schedule/Price Proposal; and any appropriate attachments addressed in Part IX. Attachments to Solicitations. **You should submit a summary of all insurance policies you have or plan to acquire to comply with the insurance requirements stated herein, if any, including policy types; coverage types; limits, sub-limits, and deductibles for each policy and coverage type; the carrier's A.M. Best rating; and whether the policy is written on an occurrence or claims-made basis.** [04-4010-2]

THE FOLLOWING QUESTION WAS RECEIVED FROM VENDOR A:

QUESTION: I am in the process of ordering my certificate of insurance for submission with my response. On page 24, it is written that EPLI coverage must be included on the certificate of insurance; however, I am unable to find anywhere in the bid the exact coverage amount for EPLI. Would you be able to assist in this?

ANSWER: The University needs more time to research the vendor's question and will answer it in an upcoming amendment to the solicitation.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:

QUESTION NO. 1: Are Supervisors and Rovers billable at the hourly rate?

ANSWER: Yes, and they may be discontinued at any time at the discretion of Housing (If for their facilities).

QUESTION NO. 2: The Solicitation stipulates a maximum hourly rate of \$13.50 for year one, with progressive maximum rates for the following four years. \$13.50 is the current published hourly rate for this contract, and has been for the past five years. The Solicitation mandates a minimum pay rate of \$8.75 for day shift and \$9.25 for night shift officers, which represent a significant increase over the wages given in the 2010 Solicitation.

Overtime required for staffing surges and holiday pay are not billable above this \$13.50 rate, although its reasonable to assume that wages required to staff this security program and retain officers have risen over the past five years. If the cost of the Supervisors and Rovers are to be absorbed by the vendor, we must assume that the wages required to hire and retain these employees have increased as well over the past five years.

There is an additional new requirement for 4 hours pre-employment training by USC Police Department for each officer, cost to be absorbed by the vendor.

Other overhead costs for all security vendors, including the implementation of the Affordable Care Act, have increased over the past five years.

Given all the above contract stipulations, and increases in cost of providing the service, will USC consider leaving the maximum hourly rate open for years one through five?

ANSWER: No.

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR C:

QUESTION NO. 1: The solicitation is entitled “unarmed security guard services,” however references are made on page 45 in sections H & I to “weapons qualifications training” and “firearms and related equipment such as mace and blackjack.” Please confirm that no weapons, mace, etc. is required as part of this contract.

ANSWER: Confirmed. NO WEAPONS.

QUESTION NO. 2: P17, Conduct. This section references registration of vehicles for officers parking on campus. Is there an annual cost associated with vehicle hangtags for officers parking on campus? If so, what is that cost?

ANSWER: The vast majority of guards will park after the 5PM hour and therefore parking lots will not be monitored (except for handicap and reserved areas). Guards that need to park in the daytime can receive special parking instructions for free parking on campus during their tour.

QUESTION NO. 3: Uniform requirements: p 18 (E) sets forth very specific uniform requirements involving a yellow crew neck t-shirt, however p 45 (I) describes officer attire as “professional uniforms.” Please confirm that the specific description on page 18 is correct for all officers, and advise if there are any scenarios where different uniform styles would be required.

ANSWER: Item E. Uniforms and Appearance of the Overall Administrative Requirements clause in Section III Scope of Work / Specifications of the solicitation (on page 18 of the solicitation) has been revised/modified. See below.

QUESTION NO. 4: P20, Billing Rates: letter (b) specifies that no overtime rates may be billed for holidays or for officers working in excess of 40 hours per week. In the event that USC specifically requests special temporary or emergency coverage that necessarily results in officers incurring overtime, will that cost be billable?

ANSWER: No. Agencies (Contractors) are expected to be able to have enough guards on staff to rotate guards out so they do not get into overtime.

QUESTION NO. 5: P22, Training and Requirements: this section makes reference to a requirement for specific pre-assignment housing training for any officers working in dormitories. Is this training provided by USC, or is there a prescribed program that contractor is required to utilize? How many additional hours is this training, and is there a specific cost associated with it?

ANSWER: The training is no more than two hours and there is no cost.

QUESTION NO. 6: P22, Training and Requirements: the third bullet indicates that “additional training may be required as additional training needs are identified.” Page 17, letter F indicates that the contractor is responsible for all training costs. Should USC identify additional training requirements after the contract start, will those costs be billable?

ANSWER: Some of the training will be while on post, learning the job through post orders. A great deal of it will be how to communicate with the police or Housing in the event of an emergency or suspicious situation.

QUESTION NO. 7: Additional Equipment: Please identify any additional equipment required for the performance of the work, to include patrol vehicles (car, bike, golf cart, T-3), touring systems, personal protective equipment (PPE), communications devices, etc.

ANSWER: There are no additional costs. Radios, if needed, are checked out and back in through the University.

QUESTION NO. 8: Site tour. Can we schedule a campus walk-through prior to the bid due date?

ANSWER: Although there are no site visits associated with this solicitation, scheduled walk-through with Housing may be available. Keep in mind that the campus is open and the public walks through the campus on a daily basis.

ITEM E. UNIFORMS AND APPEARANCE OF THE OVERALL ADMINISTRATIVE REQUIREMENTS CLAUSE IN SECTION III. SCOPE OF WORK / SPECIFICATIONS HAS BEEN REVISED/MODIFIED AND NOW READS AS FOLLOWS:

E. Uniforms and Appearance

- a. The company (contractor) is required to provide uniforms to all of its officers. **The uniforms cannot resemble local law enforcement (USC Police Department) and must be approved by the USC Police Department prior to contract officers' arrival.**
- b. Contractor's Officers shall report for duty neat and clean with freshly laundered uniforms and shoes polished. All assignments must be performed in full uniform unless otherwise requested for a specific assignment.
- c. Issued hats or caps are required to be worn outside; they are optional inside.
- d. An exception for additional clothing will be made in severe weather conditions.