



RFP 23-03  
 ARMED SECURITY SERVICES  
 QUESTIONS & RESPONSES

	NO.	SOLICITATION REFERENCE	COMMENTS / QUESTIONS	RESPONSE	DATE RECEIVED	ANSWERED IN ADDENDUM
	1	RFP	<p><b>Please share information on the incumbent contract</b></p> <p><b>A. Name of Company</b></p> <p><b>B. Terms</b></p> <p>i. Price per hour</p> <p>ii. Overtime/holiday pay</p> <p>iii. Pay rate for guards</p> <p>iv. Other allowed billable charges (vehicle etc.)</p> <p><b>C. Participants in previous RFP process</b></p>	<p>Allied Universal Security Services</p> <p>Regular Guard - \$24.34            O/T – Regular Guard - \$36.51            Supervisor - \$27.40            O/T – Supervisor - \$41.10            Manager - \$36.70            Other Billable Charges – N/A</p> <p>We received five (5) proposals.</p>	01/03/2023	1
	2	RFP	<p><b>Does the Security Company have to be a Disadvantaged Business Enterprise vendor?</b></p>	No	12/29/2022	1
	3	RFP	<p><b>When was the current incumbent awarded the contract? Could you please provide us with a copy of the current contract? Who is the current incumbent?</b></p>	<p>9/26/2019</p> <p>We can provide our standard blank contract.</p> <p>Allied Universal Security Services is our current incumbent</p>	01/06/2023	1
	4	RFP	<p><b>Are there any subcontractors being used for the current contract?</b></p>	No	01/06/2023	1



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5	RFP	<b>What was the initial term length of the current contract (for example, 1 year plus 4-year options)?</b>	3 years with 2 one-year options	01/06/2023	1
6	RFP	<b>What was the start date of the initial contract?</b>	Refer to Question 3	01/06/2023	1
7	RFP	<b>What was the amount spent in the last 12 months?</b>	\$1,596,795.96 – January – December 2022 There were extra costs that included coverage for The World Games and for East & West Terminus.	01/06/2023	1
8	RFP	<b>What was the total spent in the last billed month?</b>	\$178,360.31 – December 2022	01/06/2023	1
9	RFP	<b>Are there any other rates billed separately (such as equipment, vehicles, etc.)?</b>	No	01/06/2023	1
10	RFP	<b>Is the pre-bid conference mandatory?</b>	No	01/06/2023	1
11	RFP	<b>Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources?</b>	The only significant changes were the additional two sites which required additional coverage and extra guard coverage for the World Games. There may be extra guard coverage for large scale events or sporting events during this contract.	01/06/2023	1
12	RFP	<b>What was the amount spent on this contract last year?</b>	Please see question #7	01/06/2023	1
13	RFP	<b>What is the estimated total number of annual hours for this contract?</b>	84,292 Hours (Estimated)	01/06/2023	1
14	RFP	<b>What is the current bill rate for each position?</b>	Please see question #1	01/06/2023	1



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15	RFP	<b>Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc.</b>	No additional sites at this time. Any additional need that might arise will be addressed as they may arise.	01/06/2023	1
16	RFP	<b>Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?</b>	Not that I am aware of at this time.	01/06/2023	1
17	RFP	<b>Is a Bid Bond or performance bond required? If yes, how much?</b>	No	01/06/2023	1
18	RFP	<b>Is the current contract using vehicles? If yes, how many?</b>	Not at this time, but the likelihood for the need is possible.	01/06/2023	1
19	RFP	<b>Is there a pricing form or format?</b>	Please see the "Attachment A" on page 14.	01/06/2023	1
20	RFP	<b>Will your agency hold a public opening? If yes, can you please provide the date, time, and location?</b>	No public opening. Please submit proposals to the following email: <a href="mailto:procurebids@bjcta.org">procurebids@bjcta.org</a> Proposals are due January 31, 2023 @10:00 a.m. (CST).	01/06/2023	1
21	RFP	<b>Are there any MWBE/VS/DBE or other goals for this project?</b>	We have a goal of 10% for DBE, but it is not required for the proposal. We encourage DBE participation.	01/06/2023	1
22	RFP	<b>If there is a liquidation penalty on contract Ex: If security officer comes late there will be a penalty on the contract or budget cost? Was there a liquidation penalty on the previous contract?</b>	Yes, it is the responsibility of the proposer to honor this RFP in its entirety by ensuring security guards are on time and in complete uniform and all beats are secured. Any previous liquidation penalty is confidential.	01/06/2023	1



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23	RFP	<b>When do you anticipate the start date of a contract resulting from the award of this solicitation?</b>	30 – 45 days Contract will start June 1, 2023	01/06/2023	1
24	RFP	<b>What is your preferred transition schedule? More specifically, how much time from the award date to the contract start date do you anticipate?</b>	30 – 45 days Contract will start June 1, 2023	01/06/2023	1
25	RFP	<b>DOES It Require to use a DBE?</b>	No, it is not required, however, we encourage you to work with a DBE	01/09/2023	1
26	RFP	<b>In the RFB it says that the DBE recommendation is 10%, is that what you all are shooting?</b>	Yes, normally that is what we are shooting for.	01/09/2023	1
27	RFP	<b>So, is the 8.2% a set number?</b>	The FTA has a goal set based on the projects we are looking for in 3 fiscal years, and with that formula that set that goal at 8.2%, but we are always looking for higher.	01/09/2023	1
28	RFP	<b>Is this a mandatory pre-bid meeting?</b>	No, this is not a mandatory meeting.	01/09/2023	1
29		<b>1. Reference: RFP, Pages 5-6, Section I Scope of Product and Services</b> <b>QUESTION A: Would BJCTA provide a Master Schedule to confirm the total hours per week, as some posts appear to fluctuate with coverage requirements.</b>	Staffing levels and hours are determined by on site walk throughs and service hours of the agency. The hours provide in the solicitation document outlines the most current requirements.		1



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30		<p><b>2. Reference: RFP, Pg 5, Section I Scope of Product and Services, t.</b></p> <p><b>QUESTION A: What type and model of vehicle is required? Quantity?</b></p> <p><b>QUESTION B: Estimated annual mileage per vehicle?</b></p> <p><b>QUESTION C: Will vehicles be a pass-through cost?</b></p>	<p>The specifics of the need and use of a vehicle will have to be established upon development of post orders and the discovery of the necessity of a vehicle. This process is new to the agency, there is not any historical data to share.</p> <p>A: It is up to the proposer to determine this need based on past experience with other clients. All vehicles must follow local and state laws. Training documents must be provided for Segway vehicles, etc.</p> <p>B: All vehicles must be safe to operate and pass annual local and state inspections.</p> <p>C: No</p>		1
31		<p><b>3. Reference: RFP, Pg 5, Section I Scope of Product and Services, g.</b></p> <p><b>QUESTION A: Regarding BJCTA's training log requirements, would a vendor's online reporting dashboard detailing personnel and the training they have completed be sufficient, or does BJCTA have a required format?</b></p>	<p>An online training log requirements of the security company will suffice.</p>		1



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32		<p><b>4. General Questions</b></p> <p><b>QUESTION A: Would BJCTA provide the current pay rates?</b></p> <p><b>QUESTION B: Does the City of Birmingham have a Living Wage minimum requirement?</b></p> <p><b>QUESTION C: What is the anticipated start date of the contract?</b></p> <p><b>QUESTION D: What challenges are BJCTA currently experiencing with regard to security and the current security provider?</b></p> <p><b>QUESTION E: Does BJCTA have a preference to retain incumbent employees that are in good standing and meet the hiring criteria of the proposer?</b></p> <p><b>QUESTION F: What is the attrition rate for security personnel at BJCTA for the last 12 months?</b></p> <p><b>QUESTION G: Does BJCTA have a preference or requirement for a specific firearm for this scope of work?</b></p> <p><b>QUESTION H: Does BJCTA have any specific uniform type or equipment requirements for this scope of work?</b></p>	<p>Please see question #1</p> <p>We are not a part of the City of Birmingham</p> <p>Please see question #6</p> <p>D: This is not all inclusive, but we are currently facing challenges with homelessness and fare evasion. The current concerns with the security provider are confidential.</p> <p>E: This is up to the proposer to decide on meeting the hiring criteria.</p> <p>BJCTA does not keep the attrition rate for the current security personnel.</p> <p>All armed guards must have the same firearm with documented annual recertification training. No specific or preference firearm. Please see questions #1 &amp; #7</p>	1
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				The uniform style shall be the same amongst the guards by rank such as brand, style number, fabric, color, collar, front, epaulets, badge, pocket, button, stitching, thread, military crease, and overall design		
	33		<b>How long does it take BJCTA to process a vendor invoice for payment?</b>	Minimum 30 days		1
	34		<b>Does BJCTA expect that the quoted pricing will also apply for the duration of the maximum five (5)-year contract term? How and when will rate increases be addressed?</b>	Contract terms are for 3 years with 2 one-year options. It is up to the proposer to provide rate increases throughout the entire contract with the bid.		1
	35		<b>Will the BJCTA also permit rate increases to allow the Contractor to recoup increases in unforeseen costs that are outside of the Contractor's control such as: increases in Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum, prevailing and living wage rates and other statutory requirements, such as legally mandated sick leave costs; and medical and other benefit costs? If so, please describe the process</b>	Any amendments will require mutual agreement. Contractor can make a request for review when determined necessary.		1



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			by which the Contractor will be able to submit a request for a rate adjustment.			
	36		<b>We note that the contract resulting from this solicitation will extend for three (3) years with two (2) one-year options of renewal. Are renewals in the sole discretion of the BJCTA or contingent on mutual agreement of the BJCTA and the Contractor on renewal period pricing?</b>	BJCTA will hold the rights to any renewals within the contract. It is up to the proposer to include the rate increases throughout the contract terms during the bid process.		1
	37		<b>The federal clauses attached to the solicitation allow the BJCTA to terminate the resulting contract for convenience. Can the RFP be revised to give the Contractor the reciprocal right to terminate the resulting contract for convenience on ninety (90) days' prior written notice to the BJCTA?</b>	No, there cannot be any changes to the Federal Clauses (FTA) – Federal Transportation Administration		1
	38		<b>Our company stands behind our security services and regularly accepts the obligation to indemnify clients for the comparative portion of any losses, costs or damages that are caused by the negligence, recklessness or willful misconduct of our personnel in the performance of security services under client agreements. Can Section 4 of "Additional Instructions to Proposers" on page 8 of the RFP be revised as follows to reflect that standard?</b>	No, section 4 cannot be revised. Please see page 8 under the insurance section 5 for additional insurance requirements.		1





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39		<p><b>Our company routinely adds clients as additional insureds on our insurance policies, so long as our obligations are aligned with our indemnification obligations and limited to the specified insurance limits we have agreed to provide. The foregoing parameters are stated in our contracts, and the additional insured endorsements to all of our insurance policies cover each additional insured to the extent of those contractual requirements. Our additional insured endorsements are broadly written to cover each additional insured “where required by written contract.” Furthermore, because our additional insured endorsements are blanket endorsements, additional insureds need not be expressly named in order to be covered. Similarly, certificates of insurance will confirm that the client “is included as an additional insured where required by written contract.” Can Section 5 of “Additional Instructions to Proposers” on page 8 of the RFP be revised as follows to reflect those parameters?</b></p>	<p>No, the section 5 cannot be revised. Please question #38 also.</p>		1
41		<p><b>We note the requirement for the Proposer to carry Public Liability and Property Damage insurance in Section 5(b) of “Additional Instructions to Proposers” on page 8 of the RFP. May Commercial General Liability insurance be provided in satisfaction of that requirement?</b></p>	<p>Please see question #38.</p>		1



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42		<p>We note that Section 5(b) of “Additional Instructions to Proposers” on page 8 of the RFP requires that the Proposer’s liability insurance be structured to provide 3 separate sub-limits. Our company’s Commercial General Liability insurance is structured to provide a single “per occurrence” limit that covers bodily injury, death and property damage and destruction. May we provide a combined single limit of \$1 million for bodily injury, death and property damage and destruction in lieu of the separate sub-limits specified in Section 5(b)?</p> <p><b>General Topic</b></p> <ul style="list-style-type: none"><li>• Who will comprise the evaluation committee?</li><li>• Does the authority have a current DBE approved vendor list?</li></ul> <p><b>Scope of Work (RFP pages 4-5)</b></p> <ul style="list-style-type: none"><li>• Item g: Where can vendors locate BJCTA Drug-Free Workplace Program Plan?</li><li>• Item h: Are there any specific training topics or requirements specific to BJCTA?</li><li>• Item j: Please clarify Testing Lab requirement</li><li>• Item m: please confirm if security officers have master key control</li><li>• Item n: What equipment will be provided by BJCTA?</li><li>• Item r: Will BJCTA pay for any OT incurred as a result of additional coverage requests with short notice?</li><li>• Item r/k: If additional request coverage cannot be provided within 8 hours of notice, will vendor incur penalties as set forth in item K?</li></ul>	<p>Please see question #38.</p> <p>The committee will have three (3) people. These people will be BJCTA employees and outside non-BJCTA employees.</p> <p>Yes, we do have a DBE vendor’s list.</p> <p>BJCTA’s Human Resources and the Safety Departments.</p> <p>H: Customer Service, Ethics, Use of Force/de-escalation, Community Policing, Mental Health, etc. Not required but recommended.</p> <p>J: The requirements are found in 49 CFR 655.4 section of the FTA regulation.</p> <p>M: yes</p> <p>N: Desktop computers for monitoring CCTV, keyboards, and mouse. Keys, badges for access controls. This is not all-inclusive. R: Overtime is part of this RFP.</p> <p>r/k: Part of this RFP is for the proposer to be able to provide coverage within 8-hour notice. If the proposer cannot provide</p>		1
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			<ul style="list-style-type: none"> <li>Item s: Please clarify who is doing the required inspections (“Proposer” or Client)?</li> <li>Item t: Will client please speck the type and confirm the quantity of the vehicle(s) requested in this RFP? Will this cost of fuel be inclusive in price or direct billed?</li> </ul> <p>Price Proposal</p> <ul style="list-style-type: none"> <li>For easier comparisons between all proposers, will the client be providing a pricing template to include with our cost proposal submissions?</li> <li>Attachment A, BJCTA requests for a complete outline of services provided. Please clarify if this outline should reflect pricing through first year only or encompass the three-year contract period.</li> <li>Please clarify if the 40-hour roving supervisor is considered the Account Manager or should the account manager be billed separately from the minimum requested hours as indicated on pages 5-6?</li> </ul>	<p>security coverage, the contract may be terminated.</p> <p>S: Proposer will be doing inspections</p> <p>T: Client will not speck the type of vehicle or quantity. Fuel costs are the responsibility of the proposer.</p> <p>Please see page 14 “Attachment A”.</p> <p>Please see page 4 for contract period. This contract will be for three (3) years with two (2) one-year options of renewal.</p> <p>All positions can be billed on a single invoice.</p>		
43			<p>Are we to create our own cost proposal form? I did not see one provided in the RFP.</p>	<p>Yes, proposers are to create and issue a cost proposal form that they feel is adequate.</p>	1/12/2023	2
44			<p>Please confirm the cost proposal file and technical file will be sent in the same email.</p>	<p>Proposals must be sent electronically with <b>two separate files (Technical and Cost)</b> labeled accordingly as a PDF file to: <a href="mailto:procurebids@bjcta.org">procurebids@bjcta.org</a>.</p>	1/12/2023	2



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45			Will Max Transit accept a Holiday rate for when officers work a specific holiday?	<a href="#">Refer to question 1.</a>	1/12/2023	2
46			Will Max Transit accept multiple billing rates for different positions? (Supervisor, Manager, etc.)	<a href="#">Refer to question 1.</a>	1/12/2023	2
47			Is any of the training billable? Letter I suggest BJCTA will provide training on metal detectors... that would go beyond contractor training	No	1/12/2023	2
48			Scope of services letter P. Did you apply any liquidated damages for missed shifts or guard being 20 minutes late in the last 12 months?	<a href="#">Refer to question 22</a>	1/12/2023	2
49			Letter R. Is there an OT rate for Emergency Services guard on 8-hour notification? If not, is that acceptable in a cost proposal	<a href="#">Refer to question 42</a>	1/12/2023	2
50			Letter T suggest a vehicle/bike/other times of vehicles to be placed at "any and all facilities". Can you please elaborate or confirm this is needed? I did not see marked vehicles at the facilities	<a href="#">Refer to question 30</a>	1/12/2023	2
51			Does the contract have any required non-lethal weapons? (OC, Handcuffs, Baton)	<a href="#">No requirements for non-lethal weapons.</a>	1/12/2023	2



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52			What equipment does the BJCTA provide the contractor? (Radio, Cell Phone, Computer, Workstations, Vehicles)	BJCTA will provide a workstation, proposers are responsible for all other equipment.	1/12/2023	2
53			What equipment does the contractor need to provide? (Radio, Cell Phone, Computer, Workstations, Vehicles). Please provide the quantity of each if applicable.	Refer to question 52	1/12/2023	2
54			Can we receive a copy of the current contract?	Refer to question 3	1/12/2023	2