



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

August 21, 2023

**Addendum #2 Clarifications to
Request for Proposal
RFP Guard Services School of Medicine Tolan Park Mazurek 400 Mack dated August 7, 2023**

This Addendum must be acknowledged on Schedule D.

Note: only those vendors that attended the mandatory pre-proposal meeting will be allowed to participate in this bid opportunity.

Please find the following questions and clarifications for the above bid opportunity.

Question 1: Is it possible to schedule time for a walk through of each location?

Answer: No walk thru has been scheduled for this RFP.

Question 2: Training: Do you have a minimum requirement for training? Will you require quarterly training? Will you require ongoing training as well?

Answer: We will train for our specific needs on site. Guards must have basic knowledge of computers and be able to reset as necessary. We will train all guards on how to re-boot the computers that monitor the security cameras when needed.

Question 3: Uniforms: Will you require Military style uniforms, or are there any requirements such as Polo shirts or Jackets?

Answer: Polo or dress shirts are acceptable, black or navy blue dress pants, No T-shirts, No Blue Jeans, Company patch should be on shirts or jackets.

Question 4: Do you wish to retain any current personnel should you change security providers, and if so, would you be providing their wages, tenure, and benefits?

Answer:

Question 5: Parking: To clarify as stated in the Minutes of the Pre-Proposal Conference, there is parking on WSU Campus lots at a rate of \$9.00/access. Is the lot accessible 24/7/365? I understand there will be a 24/7/365 requirement for one location and want to ensure we cover the costs in the bid correctly. However, the RFP does state that parking is provided free of charge in a lot and visitors will be provided with a 4-digit code to exit.

Answer: in Scott Hall, one parking space is provided the guards for each shift. For Mazurek, guards can choose to park in the surface lot (lot 75) across the street, or the guard may park on the Scott Hall dock. Parking on the University is \$9.00/access. **Tolan Park Building** has lot available with 4 – digit code to exit.

Question 6: Tolan Park guard shifts: The RFP does clarify that M-F from 7:00 a.m. -7:30 p.m. shift (as Krista did mention it was extended 30 minutes) and I wanted to confirm the once-a-month Saturday shift will end at 12:30 p.m. and not extended an additional 30 minutes for a walk through as mentioned for the weekday shifts.

Answer: Generally, the Saturday hours end at 12:30 PM. This does not mean that for a special event the hours will not be extended. We will provide ample notice should an extension of the Saturday hours occur.

Question 7: Who is the current incumbent?

Answer: LaGarda Security

Question 8: When was the current incumbent awarded the contract? Could you please provide us with a copy of the current contract?

Answer: You may submit a request via the Freedom of Information Act; however, FOIA requests are handled by a process. You will not receive the results until after this bid is completed and Proposals received.

Question 9: Are there any subcontractors being used for the current contract?

Answer: No

Question 10: What was the initial term length of the current contract (for example, 1 year plus 4 year options, etc.)

Answer: You may submit a request via the Freedom of Information Act; however, FOIA requests are handled by a process. You will not receive the results until after this bid is completed and Proposals received.

Question 11: What was the start date of the initial contract?

Answer: You may submit a request via the Freedom of Information Act; however, FOIA requests are handled by a process. You will not receive the results until after this bid is completed and Proposals received.

Question 12: What was the amount spent in the last 12 months?

Answer: The University doesn't disclose budget figures. It asks vendors to provide their best pricing.

Question 13: What was the total spent in the last billed month?

Answer: The University doesn't disclose budget figures. It asks vendors to provide their best pricing.

Question 14: Are there any other rates billed separately (such as equipment, vehicles, etc.)

Answer: No

Question 15: 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?

Answer: This is not pertinent or relevant to the current Request for Proposal and Vendor's responses.

Question 16: 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.

Answer: 400 Mack and Tolan Park sometimes have late clinic hours and/or special weekend event or clinics. Guard service will be requested for these special times outside of the normal weekly hours. We usually try to give a few weeks notice to make sure ample time is given to find coverage.

Question17: Are there any MWBE/VS/DBE or other goals for this project?

Answer: The University asks you to provide any MWBE/VS/DBE information you may have.

Question 18: What is included in the “full benefits package?”

Answer: We ask that you provide the option of health insurance to your guards.

Question 19: In the submission tab there is a security check for “sample video” can you clarify what is needed? Or if its relevant?

Answer: There has been no request for a “sample video” for this particular RFP.

Vendors must acknowledge each addendum in Schedule D.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712**
Email: **Rfpteam3@wayne.edu** by 12:00 p.m., **August 18, 2023**.

Do not contact the School of Medicine, or other University Units, directly as this may result in disqualification of your proposal.

Thank you

Robert Kuhn,
Sr. Buyer, Purchasing
313-577-3712

CC: Thane Peterson, Krista Mitchel, Valerie Kreher, Attendees list.

Attachments: