**ADDENDUM #** **One TO RFP # 0055769**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (**Virginia Tech)

**Procurement Department** (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

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| DATE  July 12, 2018 | ORIGINAL DUE DATE AND HOUR  Wednesday, July 25, 2018, 3:00 pm |

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| ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kimberly Dulaney, Assistant Director, Procurement  E-MAIL ADDRESS: kdulane@vt.edu TELEPHONE NUMBER (540) 231-8543  FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221 |

Private Security Services for Campus

1. The following questions have arisen for the aforementioned RFP;

**Question 1.** Can you provide an exact schedule of coverage?

**Virginia Tech Answer:** No. Schedule is specific to each current location and subject to change based on security needs/requirements, school status (open/closed), presence of student population, and the potential for additional buildings to come “on-line.” A successful proposal should be able to adjust to additional requests for service or changes in security needs within the contract.

The following illustrates historical coverage for planning/proposal purposes from 2017-2018 information.

During the school year (fall/spring semesters), there were six (6) locations being covered by contract security. Each location was protected by a single officer unless an officer was being trained. Most assignments were 6pm to 6am (0600-1800 hours), 7pm to 7am (0700-1900 hours), or 10pm to 6am (2200-0600 hours). Four of the locations have coverage 7 days a week and 2 have coverage 5 days a week. All assignments are walking assignments. There are variations in coverage depending on the specific location but once the schedule is set it is generally consistent.

During the summer and winter breaks, there is a reduced contract security presence on campus. There were four (4) locations that were covered by security. Each location was protected by a single officer unless an officer was being trained. Most assignments were 6pm to 6am (0600-1800 hours), 7pm to 7am (0700-1900 hours), or 10pm to 6am (2200-0600 hours). Three of the locations had coverage 7 days a week and one had coverage 5 days a week. All assignments are walking assignments. There are variations in coverage depending on the specific location but once the schedule is set it is generally consistent.

An exact coverage schedule will be discussed and provided to the winning vendor. The schedule will be based on security needs/requests from the individual locations at the time the contract is awarded. It is anticipated that the initial coverage will be similar to historical information above with each location having specific needs (time/officer requirements) identified for the vendor.

**Question 2.** Will there be a formal bid conference?

**Virginia Tech Answer:** No

**Question 3.** Please provide a copy of the current contract, specifically the pricing portion.

**Virginia Tech Answer:** All information regarding the current contract can be accessed from the Virginia Tech Procurement website from the following link;

<https://secure.hosting.vt.edu/www.apps.vpfin.vt.edu/contracts/contract_summary.php?contract=TC-003-14>

**Question 4.** How many radios are required, and what specific type? Will the vendor need to use a repeater and if so, who will pay for that service?

**Virginia Tech Answer:** Vendor should provide six (6) portable radios/batteries/chargers with a provision/acknowledgement that additional locations may require additional equipment (e.g. new building/site comes on-line). Kenwood NX300 portable (handheld) radios are recommended but a radio of comparable quality capable of transmitting/receiving low band UHF frequencies (450mHz) will be acceptable. Frequency will be provided for programming. No repeater currently needed for the proposal. Radios can be stored at the Virginia Tech Police Department and issued each night through the Security Center.

**Question 5.** What was the main issue with the current contract that the University was not pleased?

**Virginia Tech Answer:** The contract expired and had no renewals.

**Question 6**. Are there any more hours of contract security at the college, or is everything else done by in house?

**Virginia Tech Answer:** Contract security is handled on an “as needed” basis. This proposal does not address “event security” which is handled through a different contract. The university employees a full service police department with an additional unarmed security element for other issues.

A successful proposal should anticipate additional security demands (hours/personnel) associated with new buildings coming “on-line” or changing security needs within an existing building and provide for expansion/contraction of services. See question one.

1. There will be no further inquiries accepted for this solicitation.
2. All other terms, conditions and descriptions remain the same.
3. The due date and hour remains Wednesday, July 25, 2018 at 3:00 pm.

I acknowledge that I have read and understand this addendum in its entirety.

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Signature Date

Revised 01/01/2018