Addendum 1

Q. How many officers are needed on each shift and what will be the shift hours?
A. At West:
   Full time around the clock 365 days a year, one officer per shift.
   Part-time while school is in session (Fall/Spring semesters) during the following hours:
   Mon-Thurs 7:00AM to 1:00PM - 3 guards
   Mon-Thurs 1:00PM to 5:00PM - 1 guard
   Mon-Thurs 5:00PM to 10:00PM - 3 guards
   Friday 7:00AM to 1:00PM - 1 guard

At Culinary Arts Institute:
   Full time 40 hours a week - 1 guard
   Part-time less than 30 hours a week - 1 guard
   During hours that the building is open for classes.
   We reserve the right to change this schedule at any time for any reason.

At Central Campus:
   On an as needed basis - 3 guards to assist with traffic for fixed periods of time during the first two weeks of our Fall and Spring Semesters. These hours are not guaranteed and will be filled based on our request.

Q. Once the contract is awarded how long will be allowed for set up and operations to begin?
A. This will be discussed after a vendor is choosen.

Q. Is there a specific format you would like to see the pricing placed in?
A. No

Q. On page 6, can you define “watchman services”? Is this another term for Security Officer Services?
A. Yes

Q. In the same section, can you elaborate on the contractors responsibilities of Security of cash at registrations and during peak periods at the bookstores?
A. There are no additional duties and/or responsibilities. They are to be aware of the location of money and watch for suspicious behavior and deter criminal activity. Security will never handle/carry money belonging to the College. Armed security presence is not required.

Q. Will the selected vendor be working with MCCC In-house Security Officers at any of these locations?
A. At Central Campus, duties will include guiding students to appropriate parking and directing traffic on parking lots. They will be working under the supervision of in house staff. At Central Campus, we’ll provide an hour of extra training on campus layout and some campus rules.
Q. Are the officers going to be operating vehicles at any of these locations?
A. Vehicles and/or segways at West Campus and no vehicles and/or segways at Central Campus or the Culinary Arts Institute.

Q. On Page 15, Section 3b) it states the Contractor shall provide 32 hours of basic training. I am assuming this is in addition to the 48 hours mandated training by the college?
A. It includes both vendor and college training hours.

Q. On Page 15, Section 3c) it states the Contractor shall provide 32 hours of basic training. I am assuming this is in addition to the 48 hours mandated training by the College?
A. No. The 32 hours is from the vendor (could include new hire training, CPR, first aid, etc.), and we reserve the right to hold 16 hours of our own training at no cost to the College.

Q. On page 17 it states radios are a requirement. Are these radios supplied by the College?
A. Radios are supplied by the College.

Q. Is this agreement part of the Statewide Department of General Services master agreement and Costar?
A. We are looking for best pricing, it can be GSA, Costars, or non-contract if it is lower.

Q. Will security services be provided at ALL locations or just the West Campus?
A. West Campus, Central Campus (as needed), and the Culinary Arts Institute.

Q. Will security services be a “sole source provider” or combination with other security agencies?
A. At West Campus they are the sole source provider, answering to the Safety and Security Coordinator. At the Culinary Arts Institute they are the sole provider answering to the Director of Campus Safety. At Central Campus they will work as needed with existing in-house security guards.

Q. Clarify “including weapons” please specify what types for each service location? Firearms, batons, etc?
A. No weapons of any kind are needed or required.

Q. Are the requested security officer positions “armed” or “unarmed”? If armed, how many of the positions are armed?
A. No weapons of any kind are needed or required.

Q. Is there a minimum hourly wage for a supervisor?
A. No.

Q. What is the current wage rate for a supervisor?
A. This information is proprietary.

Q. Are the following vehicles provided by the College: Segway, bicycle, and automobile for patrol?
A. All means of transportation while on patrol on campus are provided by the College.

Q. If yes, is the College responsible for the maintenance, fuel and insurance as necessary for the vehicles?
A College is responsible for maintenance, upkeep, fuel and insurance.

Q. How many hours per week would normal service be provided during the summer months and break periods for each service location? What are the work shift time periods and staffing levels during the summer months and break periods for each service location?
A Only 1 guard 24/7
   Fall is approximately the last week of August until mid-December, and spring is approximately mid-January to mid-May.

Q. Under “financial information” is a credit check to be conducted as part of the hiring process or only upon request from the College?
A Only upon request.

Q. What verification would be required for the following: good general health, correctable 20/30 vision, free of color blindness, and hearing requirements?
A College maintains the right to request documentation or evaluation of such if there is cause for question.

Q. Confirming that ALL training is non-billable to the College?
A. Correct.

Q. What is the current hourly invoice rate for security services?
A. This is propriety information.

Q. What is the anticipated startup date for services?
A. July 1, 2014.