

**GREATER HARTFORD TRANSIT DISTRICT  
GHTD RFP #05-023  
SECURITY SERVICES  
(UNION STATION TRANSPORTATION CENTER COMPLEX – HARTFORD, CT & THE DISTRICT’S ADA  
PARATRANSIT OPERATIONS & MAINTENANCE FACILITY – EAST HARTFORD, CT)**

**ADDENDUM #1**  
November 21, 2022

The Request for Proposal (RFP) is modified/clarified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified/clarified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its proposal.

A Virtual Pre-Proposal Conference was held on **November 8, 2021 at 11:00 AM local time via Zoom** and was later followed by **two (2) on-site walk-throughs of the project locations, Union Station Transportation Center Complex, One Union Place, Hartford, CT, 06103, at 1:00 PM local time and the District’s ADA Paratransit Operations and Maintenance Facility, 148 Roberts Street, East Hartford, CT 06108, at 2:30PM local time.** The purpose of the meeting and walk-throughs was to outline requirements the District will expect of the Proposer, as well as to provide the opportunity for questions and explanations. Attendance at the pre-proposal conference and both walk-throughs were mandatory. **See addendum 1 – attachment 1 for the list of pre-proposal conference and walk-through attendees.**

**Proposals are due on or before 2:30 PM local time, Thursday, December 1, 2022 at the District offices located at One Union Place, Hartford, CT.**

**The following revision was made in reference to RFP 05-023:**

**Section I – General Information, #17. Insurance Requirements, Letter F. Bond Requirements (pg.14)**

*The Contractor shall provide Blanket Employee Dishonesty coverage in the amount of one hundred thousand dollars and no/100ths (\$100,000.00) for the benefit of the District, providing protection to the District for acts of dishonesty by employees of Contractor. Coverage may be satisfied through either a Commercial Crime policy or an Employee Dishonesty bond. The coverage shall not contain any exclusions that would preclude coverage for dishonest acts against third parties (the District) or based on the type of work performed for the District. Coverage shall be placed with insurance companies with an AM Best rating of no less than A- / VII, or with such sureties as are licensed to conduct business in the state where the Service is located and are named in the current list of "Surety Companies Acceptable on Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department.*

**The following inquiries were submitted in reference to RFP 05-023:**

1. **Question:** Please confirm if any type of special railroad insurance is required?

Answer: No

2. **Question:** Will there be a need to have a security officer tour app that can provide insights to incident reporting and officer patrols?

Answer: It is not required, but certainly an option that can be presented based on the software platform the security service utilizes.

**3. Question: Is there any special type of equipment that the officers will need?**

Answer: This is not specific, but if it is a cell phone that is being alluded to, then it can either be provided by the GHTD or the Security Service agency if they use it for other purposes. However, it must be carried during each shift.

**4. Question: Are you happy with the current staff and quality of officers? Do you want to keep any of them if there was a change?**

Answer: This will be discussed at the time that the award is made.

**5. Question: Can you provide the pay wages of the officers?**

Answer: See wage info below:

- Average Security Office Pay Rate (Hourly) \$16.30
- Average Supervisor Pay Rate (Hourly) \$20.00

**6. Question: Are you looking to make a change of provider? or is its requirement from procurement to go out to bid every few years?**

Answer: The current security services contract will be expiring at the end of February 2023. Our procurement process requires we go out to bid.

**7. Question: Could the 49 hours per week at the ADA Para Transit Facility be changed to 56 hours per week (shifts would be 8 hours versus 7 hours as proposed in the RFP)?**

Answer: No, not at this time.

**8. Question: Is the District exempt from payment of state and local sales and use taxes?**

Answer: Yes, the District is a tax-exempt entity.

**9. Question: What is the District's standard turnaround time for payment of an invoice?**

Answer: The District tries to process these specific invoices within thirty (30) days of the invoice date.

**10. Question: We note the instruction in Section III.7 on page 27 of the RFP for bidders to provide separate cost information for each service year. Will the District permit additional rate increases 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 by which the Contractor will be able to submit a request for a rate adjustment.**

Answer: The District understands that cost proposal pricing for the years beyond the initial two-year contract term are estimates and will negotiate the option year fees when the options are exercised.

- 11. Question: We note that Section I.17.F on page 14 requires the Contractor to furnish a Blanket Employee Dishonesty bond in the amount of \$100,000. May commercial crime insurance in the amount of \$100,000 be provided in place of fidelity bonding?**

Answer: The commercial crime policy would be an acceptable form of satisfying this requirement, as long as it doesn't contain any exclusions for third party theft (ie: theft of GHTD assets) or type of work performed (ie: watchman/custodian).

- 12. Question: Since the current workforce is represented by a collective bargaining agreement which, under Federal Law and regulation may require bidders to honor certain economic aspects of the contract, will the District be providing copies of that CBA and Seniority lists with all bidders?**

Answer: The Greater Hartford Transit District does not require nor prohibit the contractor awarded this contract from becoming a party to a collective bargaining agreement. Rather that is a decision to be made in accordance with applicable law by the contractor and its employees. Any obligations to succeed to the current collective bargaining agreement could arise under applicable labor law and any contractual obligation that the bidder may have with the Service Employees International Union. The District does not have access to the CBA or seniority lists.

- 13. Question: The current CBA expires on March 31<sup>st</sup> of 2024. The pricing sheet provided requests pricing through 2027. Any pricing provided beyond the expiration date of the CBA is an estimate based on historical data. Please describe the process bidders should use to address annual increases to recoup costs associated with actual increases in costs of union economics.**

Answer: Proposers will have to estimate increases beyond March 31, 2024.

- 14. Question: On Page 17, Item #11 of the RFP, the solicitation references a guard reporting system being required for the performance of this Scope of work. Are bidders expected to provide an electronic guard touring/reporting system in their proposal? If so, is this cost built into the bill rate or would it be billed as a separate line item?**

Answer: It is not required, but certainly an option that can be presented based on the software platform the security service utilizes.

- 15. Question: Will additional points be awarded to bidders in the evaluation process who utilize DBE's or make good faith efforts to meet the District's goals? If yes, what is the actual percentage goal that the District would like bidders to meet and how many points will be awarded for this?**

Answer: No as there is no DBE goal for this procurement.

**End of Addendum 1**