



## **The Woodlands Township**

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### **Invitation For Bid Park and Ride Facilities Security Guard Services Contract No. C-2024-0595**

#### **Addendum #1**

October 17, 2024

**Note: This Addendum must be included as part of the proposal documents.**

Included in this addendum:

- Clarification on IFB document, missing schedule K, and questions submitted by deadline. Answers are below.
  1. Section 5.9 of the IFB notes an Exhibit "K"; however, there is no attached Exhibit "K" as noted.
    - This is an editing error and the reference has been changed as follows: Section 5.9 Second sentence should read: In the event that Contractor fails to comply with minimum performance standards, the Township shall be entitled to make adjustments in the amount of payment owing, or to become due to the Contractor in the amounts specified, per occurrence as set out in the table in Section 5.13.
  2. Are there any rates billed separately (e.g. equipment, vehicles, etc.)?
    - No - there are not additional billed rates for equipment, vehicles, etc...associated with this project.
  3. 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?
    - There are no significant modifications for hours, guard type, or additional resources from previous contracts to this new one; however, we have included a section for contract penalties / adjustments for acts of non-compliance (see pg 10 of IFB) which is a variation from the previous contract.

4. What is the estimated total number of annual hours for this contract?
  - Total number of annual hours for the core services of this contract can be estimated based off the information provided in the relevant sections of IFB for operating hours, holidays observed, number of park and rides and scheduled personnel shifts at each.
5. 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.
  - No; however, in Section 4.3 it notes “Additions to the Contract, (i.e. new services) are based on unit prices as agreed upon in the bid (refer to Supplemental Unit Price Section on Bid Tabulation Form, Exhibit C). The Township will request a proposal for additional services and will add it to the contract, at their discretion”.
6. Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?
  - No, there is not a contract-specific or prevailing wage associated with positions underneath this contract; however, the selected Contractor must follow Department of Labor guidance. According to the U.S Department of Labor (DOL) if the employer/s will be using foreign workers, the employer needs to obtain the proper wage rate/prevailing wage from the National Prevailing Wage Center (<https://flag.dol.gov/wage-data/wage-search>).
7. Is a Bid Bond or performance bond required? If yes, how much?
  - No, there is no bid bond or performance bond required for this project.
8. Are there any MWBE/VS/DBE or other goals for this project?
  - No, there are no set contract DBE goals for this project.
9. Can you please clarify the number of guards needed for this contact and is there a minimum pay?
  - Total number of guards may be calculated based on the relevant Sections of the IFB, including Section 4.9a. There are three park and ride locations, and two guards required, one for each shift at each location. Total of two shifts per location, per operating day.
  - For minimum pay reference, there is not a contract-specific or prevailing wage associated with positions underneath this contract. See answer 6 of this Addendum.
10. Regarding cash drawer and logging of receipts and cash. How is the money turned in and who is responsible for collecting the money from guards. Who takes ownership of the money.
  - Per Section 4.10b of the IFB, each guard will be required to conduct ticket sales and handle cash as part of their regular duties, and in accordance with well-established Township internal protocols. Cash handling procedures, including collection, logging of receipts, securing of cash etc.. are proprietary and will be provided to the awarded Contractor during the onboarding process.

11. Is there a form of communication that you would prefer? Or carrier that works best in the area? Two Way Radios etc.

- The Township prefers direct, clear, concise and timely communication and email, phone call or texting are all acceptable forms of communication with the Township during business hours. After hours contacts will be provided to the successful bidder. Per Section 5.2, we would expect that the Contractor is familiar with the area, including regional coverage and availability of carriers, and the sites where service will be provided. We take no issue if contractor wishes to use two-way radios, or other incorporated technology, that is in line with acceptable industry standards and aligns with the requirement set out in the IFB, more particularly in Section 4.6.

12. Anything you would want changed about how the guards currently communicate, If so, what.

- The Contractor should ensure that effective communication is a core component of the service provided. Contractor's internal communication policies and escalation procedures should align with the communication requirements set out in the IFB. Additionally, a Supervisor in Charge must be readily available during operating hours, 5AM -9PM, to provide guidance, respond to issues, and oversee escalation processes for the onsite guards and act as a liaison between the Township and the onsite guards.

13. Who is the current company servicing the locations now.

- The Township would encourage bidders to visit the sites. Please refer to Section 3.4 of the IFB. Bidders may also review previous public meetings to review contract awards. See link: <https://www.thewoodlandstownship-tx.gov/991/Meeting-Agendas-Minutes>

14. Would you please share what the current security budget is.

- You may review the Township Budget for various years at the following link: <https://www.thewoodlandstownship-tx.gov/Archive.aspx?AMID=163>

15. Is there Desktops or laptops that are provided and does the township provide those.

- No. This equipment is not required at this time; however, per 4.5b of the IFB The Township will provide offices and associated furniture, equipment (cash registers, etc.), parking, and utilities. The Township, at its discretion, shall have the option to hold the Contractor liable for damages to its property.

16. Is there a charge for parking, if so, can you advise.

- No. The Township would encourage bidders to visit the sites. Per Section 4.5b of the IFB, the Township will provide offices and associated furniture, equipment (cash registers, etc.), parking, and utilities. The Township, at its discretion, shall have the option to hold the Contractor liable for damages to its property.

17. Sec. 5.13. What is the dollar value of penalties imposed over past year? What type of fines and penalties have been imposed.

- This provision was not included in previous contract awards.

**This Addendum must be Signed & Returned with your submittal.**

\_\_\_\_\_  
Signature

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Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company