



REQUEST FOR PROPOSALS
UK-2435-24 Unarmed Security Guard
ADDENDUM # 1
4/19/24

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

IMPORTANT: RFP AND ADDENDUM MUST BE RECEIVED BY 04/30/24 @ 3:00 P.M. LEXINGTON, KY TIME

Offeror must acknowledge receipt of this and any addendum as stated in the Request for Proposals.

ITEM #1: BIDDER NOTICES

- The proposal due date has been moved to April 30th, 2024.

ITEM #2: QUESTIONS AND RESPONSES

- Refer to and incorporate within the offer, the enclosed Questions and Responses.

OFFICIAL APPROVAL
UNIVERSITY OF KENTUCKY

Brian Schwegman

Contracting Officer / (859) 257-1024

SIGNATURE

Typed or Printed Name

UK-2435-24
Question and Response Log
4/19/2024

#	Date	Question	Response
1	4/15/2024	What is the current set up of supervision embedded in the security program?	Supervisors are required to monitor the vendor's officers, and to provide breaks to their teams as needed.
2	4/15/2024	is there a vehicle utilized for the requested security coverage?	No
3	4/15/2024	Is there any requirement for officers to utilize any equipment? If so, what equipment ?	Electronic Health Record, Visitor Management System
4	4/15/2024	what is the current ongoing training requirements?	Varies based on Department --Hospital Operations, McMillan--Initial and annual safety WBTs, Initial Orientation & Initial/Annual Competencies
5	4/15/2024	what is the requirement for badges / id's for officers and any costs associated with these?	Yes, each contractor needs to purchase a Wildcat ID, currently \$20 each ,
6	4/15/2024	what is the parking pass needs/ requirements for officers at all of the requested posts and what is the costs associated with these passes?	Parking permits are issued by the University's Transportation Services department. https://transportation.uky.edu/service_vendor
7	4/15/2024	are there any PPE requirements for the healthcare posts?	Gloves at weapons screening locations.
8	4/15/2024	are there any vaccination requirements?	Yes; Initial pre-employment screening; annual -- uploaded to VendorMate per Purchasing
9	4/15/2024	are there any requirements for pepper/ oc spray or other non-lethal items?	Those items are not allowed to be carried by security staff.
10	4/15/2024	will officers at the healthcare posts be required to perform patient watch or sitter services?	No, under a different contract
11	4/15/2024	will the officers require some sort of de-escalation training ?	Yes; WBT CPI Prevention First De-Escalation Training for Hospital posts.
12	4/15/2024	will the officers at the healthcare posts be required to de-escalate with patients?	No
13	4/15/2024	are the officers function as healthcare security officers or as security officers at a healthcare setting? Will they be required to assists with patients or simply function in an access control / patrol capacity ?	Varies depending on location. They will serve in all capacities, including assisting patients
14	4/15/2024	what is the current pay rates for any incumbent officers or supervisors?	You may request an Open Records Review.
15	4/15/2024	are there any incumbent officers you wish to retain?	Unknown
16	4/15/2024	is there any Cleary / title IX training requirements?	Yes, the training can be conducted online.
17	4/15/2024	is there any required university orientation or university specific training required?	Yes; UKHC New Employee Orientation; Safety WBTs; Clery Training
18	4/15/2024	are there ant specific certifications / training requirements in regards to healthcare?	Yes; covered in UKHC New Employee Orientation & On-Boarding plan
19	4/15/2024	can you provide more information regarding the athletics need described as weekly during the 8 home football games? What hours and what type of coverage is needed?	One guard needed the week prior to home game in evenings to secure equipment.
20	4/15/2024	what is the scope of work needed for the housing security coverage?	Three overnights per week (Friday, 12 AM-8 AM; Saturday, 12 AM-8 AM and Sunday 12 AM-8 AM). One guard per area of campus (North, Central, South). Guards will be completing interior and exterior rounds of the building, assisting with any issues in the residence halls.
21	4/15/2024	will officers be required to utilize magnetron/metal detection devices as referenced in the RFP to describe our training for the use of these items?	Officers will not be operating the metal detectors.
22	4/15/2024	Who is the current incumbent?	You may request an Open Records request
23	4/15/2024	When was the current incumbent awarded the contract? Could you please provide a copy of the current contract?	You may request an Open Records request
24	4/15/2024	Are there any subcontractors being used for the current contract?	No
25	4/15/2024	What was the initial term length of the current contract? (for example, 1 year plus 4-year options, etc.)	You may submit an Open Records request
26	4/15/2024	What was the start date of the initial contract?	Immediately after contract award
27	4/15/2024	What was the amount spent in the last 12 months?	\$572,000
28	4/15/2024	What was the total spent in the last billed month?	\$47,225
29	4/15/2024	Are there any other rates billed separately (e.g. equipment, vehicles, etc.)	No
30	4/15/2024	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?	No change from previous contract to the new one.
31	4/15/2024	What was the amount spent on this contract last year?	\$572,000
32	4/15/2024	What is the estimated total number of annual hours for this contract?	Varies
33	4/15/2024	What is the current bill rate for each position?	You may submit an Open Records request
34	4/15/2024	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.	See section 7.1

35	4/15/2024	Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?	No
36	4/15/2024	Minimum timeline for notification of special event coverage?	Varies
37	4/15/2024	Are walking rounds expected on any of the sites?	Yes
38	4/15/2024	Are driving rounds wanted?	No
39	4/15/2024	During special events including athletic events, what is the expectation of the officer on duty?	Each event may have different expectations
40	4/15/2024	Is the UK police department staffed and on site 24/7?	Yes - On Campus
41	4/15/2024	The RFP mentions a Site lead. Is that person expected to work a post, or to be available and mobile to assist with issues and liaise with the police Department as needed? Is this position part covering a particular shift or salaried?	How the supervisor role is structured is based on vendor
42	4/15/2024	How many hours of OJT do they require?	Varies by department
43	4/15/2024	Do they require CPR/AED and/or First Aid? If so, please indicate training or certification.	No
44	4/15/2024	What equipment do they require?	Uniform and a cell phone
45	4/15/2024	Any additional training required?	Varies based on Department --Hospital Operations, McMillan--Initial and annual safety WBTs, Initial Orientation & Initial/Annual Competencies. Clery Training
46	4/15/2024	2.1 – “various sites and special events” - What is the highest average attendance for the special events?	Varies
47	4/15/2024	Are interior patrols required for residence halls?	No
48	4/15/2024	What is the average approval time for background checks submitted to UKPD?	Vendor responsible for conducting background checks, we are just asking that they are submitted for file prior to working with UKPD.
49	4/15/2024	How many hours of refresher training are required?	Varies
50	4/15/2024	What uniform type is preferred, e.g. military/hard look?	See 4.5 #6
51	4/15/2024	Are any vehicles required, including golf carts?	No
52	4/15/2024	Is any less-than-lethal training or equipment required?	No less-than-lethal equipment is permitted on security officers.
53	4/15/2024	What personal defense technique classes are conducted by your current security provider, if any?	WBT CPI Prevention First De-Escalation Training
54	4/15/2024	Will UK sign an NDA to allow for the release of the required audited financial statements by a privately held company?	No - Not released to the general public.
55	4/15/2024	Is a physical fitness assessment of any kind required as part of the screening process? If so, what are the requirements of that assessment?	No, there are no physical fitness assessment required.
56	4/15/2024	Is a bond of any kind required with the proposal submission? If, so please provide the requirements.	No
57	4/15/2024	Who is your current provider?	You may request an Open Records request
58	4/15/2024	What is the biggest security issue you are facing?	Varies by location.
59	4/15/2024	Do you have any incumbents you would like to retain if you change vendors?	Unknown
60	4/15/2024	Are we able to bill and pay time and a half for the six major holidays?	See section 8.1
61	4/15/2024	Do the hours reduce in the summer months?	Consistent schedule year round.
62	4/15/2024	By what date will RFP questions be answered?	Will be posted via email to all vendors prior to submission date.
63	4/15/2024	Is there a vendor fee to register or use PaymentWorks, Inc?	no
64	4/15/2024	In section 4.4 #4, is language pertaining to a <i>contract terminated for default</i> . To more narrowly define default, can we use the description of default as outlined in section 6.11?	yes
65	4/15/2024	Please define “In Good Health” as written in section 4.5 #2	A state of complete physical, mental and social well-being and not merely the absence of disease or infirmity
66	4/15/2024	Please define “Zero-Tolerance Policy” as written in section 4.5 #3. It’s unclear if zero tolerance applies to the background check or drug testing.	"zero-tolerance" applies to drug screen.
67	4/15/2024	Is there a particular drug panel test that’s required?	no
68	4/15/2024	Section 4.5 #3 states, “All paperwork should be submitted to UKPD prior to employee’s first shift.” Please advise what type of paperwork is to be submitted.	Copy of background check and drug screen
69	4/15/2024	Is the University or provider required to provide magnetron/metal detection devices? Which positions require the use of these devices?	These security officers will not be operating the metal detectors.
70	4/15/2024	The RFP refers to a Site Supervisor on page 27 (last paragraph). Is the site supervisor an additional position that’s not listed in section 8.1? Are there other positions not listed, such as a shift supervisor or roaming officer?	Site supervisor will meet with a designated person from UKPD on monthly basis. Based on your response and structure.
71	4/15/2024	Please describe officer duties and expectations for <u>each</u> guarding position.	Varies. Hospital - operating visitor management equipment.
72	4/15/2024	For the Housing guards, which 3 nights do they work? Do they work together?	Three overnights per week (Friday, 12 AM-8 AM; Saturday, 12 AM-8 AM and Sunday 12 AM-8 AM). One guard per area of campus (North, Central, South). Guards will be completing interior and exterior rounds of the building, assisting with any issues in the residence halls.

73	4/15/2024	Are there any requirements related to vaccinations or immunizations?	Yes; Initial pre-employment screening; annual -- uploaded to VendorMate per Purchasing
74	4/15/2024	How are breaks for guards currently being provided?	To your discretion
75	4/15/2024	Do guards currently use radio communication equipment? If yes, does the University supply?	No.
76	4/15/2024	What is the intended start date?	immediatly after contract award
77	4/15/2024	Are you willing to retain incumbent officers?	unknown
78	4/15/2024	Will you be providing any equipment for officers such as PPE, Cell Phones or Computers?	no
79	4/15/2024	Are you requiring Cell Phones and Guard touring systems?	No. But cell phones are encouraged.
80	4/15/2024	What vaccinations are officers required to have?	Initial pre-employment screening; annual -- uploaded to VendorMate per Purchasing
81	4/15/2024	How many hours of on-site training is required of officers?	Varies based on Department --Hospital Operations, McMillan--Initial and annual safety WBTs, Initial Orientation & Initial/Annual Competencies
82	4/15/2024	Do you have a special events calendar or what type of notice can you provide to request those officers?	No, depends on circumstance
83	4/15/2024	Can you define overnight, weekend and Holiday hours?	Anything outside normal working hours
84	4/15/2024	Can you provide a schedule of home games?	https://ukathletics.com/sports/football/schedule/
85	4/15/2024	Will there be a walk-through of the facility any time before the actual bid deadline ?	No
86	4/15/2024	Will the winning security company be able to keep any of the current security personnel if they would be willing to come aboard with the new company?	unknown
	4/15/2024	Type of Metal Dectors/ Magnetrons	Not under scope of RFP
87	4/15/2024	# of units?	n/a
88	4/15/2024	How many officers needed per unit?	n/a
89	4/15/2024	What trainings are required for guards?	n/a
90	4/15/2024	Who is responsible for Training- AUS or UK?	n/a
	4/15/2024	PPE required for guards	
91	4/15/2024	Does hospital provide standard PPE for guards required for UK Hospital Posts?	Gloves at weapons screening locations
92	4/15/2024	Radios needed for any posts?	No, radios are not required for posts.
93	4/15/2024	If so, Does UK provide Radios?	n/a
94	4/15/2024	Vehicles Required?	No
95	4/15/2024	If so, how many- model type?	n/a
	4/15/2024	Standard Operationg Procedures SOP	
96	4/15/2024	Can the Daily Incident Reports that are sent to UKPD be electronic?	Yes.
97	4/15/2024	Did Hospital or Incumbent create SOP & Post Orders?	Yes, Post Orders will be given to the security officer on the post.
	4/15/2024	Healthcare	
98	4/15/2024	Do guards monitor SOC's?	No.
99	4/15/2024	If so, how many guards required for monitoring?	n/a
	4/15/2024	Prefered De-escalation Training	
100	4/15/2024	Specific program name used by UK?	Crisis Prevention Institute
101	4/15/2024	Does Hospital provide de-escalation training?	WBT CPI Prevention First De-Escalation Training
102	4/15/2024	Clinical & Security required to complete same de-escalation training?	UK HealthCare receive the same WBT on CPI Prevention First De-Escalation Training
103	4/15/2024	Specific Technology required for Posts- Does UK provide?	Desktop and visitor management system is supplied by UK.
	4/15/2024	IE:- Radios, spray,	
104	4/15/2024	Inoculations required for contracted staff?- UK Campus facilities &/or Hospital	Yes; Initial pre-employment screening; annual -- uploaded to VendorMate per Purchasing
	4/15/2024	CODES-	
105	4/15/2024	Are ALL officers responding to ALL hospital Codes?	No. They will remain at their posts in the hospital.
106	4/15/2024	Are they using plain language or Colors for designation?	Any conversations will be plain language.
107	4/15/2024	Who backfills open posts during codes?	Posts will remain filled and will not leave during codes.
108	4/15/2024	Are guards responsible for handaling patient restraints?	No.
109	4/15/2024	Are guards responsible for monitoring 24-72 hour patient holds?	No.