

**RFP NECC25-AF001, Security Services
Northern Essex Community College
Haverhill, Massachusetts**

ADDENDUM NO. 1

January 29, 2025

The attention of bidders submitting proposals for the subject project at Northern Essex Community College, Haverhill and Lawrence, Massachusetts, is called to the following addendum to the Specifications and General Documents. The items set forth herein, whether of omission, addition, substitution, or clarification, are all to be included in and form a part of the proposal submitted.

Revisions to Pricing Form:

- **Remove** the following sentence:
PRICING: "The undersigned proposes to furnish all labor and materials required for NECC20-AF001– Security Services for the price specified below".
- **Insert** the following sentence:
PRICING: "The undersigned proposes to furnish all labor and materials required for NECC25-AF001– Security Services for the price specified below".

Bidder Questions and NECC Responses:

1. **NECC requests timesheets and employee schedules to correspond with invoices – are we able to submit these electronically or manually / handwritten?**
Digital/Electronic timesheets and invoices are preferred.
2. **In order to provide accurate pricing, can you please verify what communication devices the Contracts Manager may require such as smartphones, computers, printers, tracking devices, etc?**
See RFP Section III, Uniform/Equipment/Supplies for communication device requirements.
3. **Please clarify if any of the on-the-job training hours are billable to the College.**
All training costs are the responsibility of the Contractor. See RFP Section III, Training.
4. **Does the College wish to retain any incumbent Officers?**
If possible, there are several guards we would like to retain.
5. **If intending to retain incumbent officers, would you be able to provide a seniority list and or benefits/PTO?**
NECC does not possess this information. It is managed by the incumbent vendor.
6. **Are you able to share current wage and bill rates?**
Per the Commonwealth of Massachusetts Public Record Law, please request this information through the NECC Records Access Officer (RAO) which can be found at <https://www.necc.mass.edu/discover/public-records/>
7. **Are any incumbent Officers Union?**
No.

8. **Will the contractor need to provide marked patrol vehicle and, if so, how many?**

No.

9. **Will you require certified payroll?**

No.

10. **How should breaks be handled?**

Guards should coordinate with the supervisor as needed.

11. **Can you please share the current schedule for all positions?**

The typical schedule is listed below. Schedules are subject to change based on operating hours and class/event schedules. Typically, hours are reduced during summer, holidays etc. See Section III, Scope of Work and Pricing Form, (A) Service Requirements.

Post	Shift	Shift Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hrs	Pay Rate	Total
Account Manager		8.00		TBD	TBD	TBD	TBD	TBD		40.00		
414 Common St. - Supervisor	0700-1500	8.00	TBD	TBD	TBD	TBD	TBD	TBD	TBD	56.00		
414 Common St. - Supervisor	1500-2300	8.00	TBD	TBD	TBD	TBD	TBD	TBD	TBD	56.00		
414 Common St. - Officer	2300-0700	8.00	TBD	TBD	TBD	TBD	TBD	TBD	TBD	56.00		
45 Franklin St. - Officer	0700-1500	8.00		TBD	TBD	TBD	TBD	TBD		40.00		
45 Franklin St. - Officer	1500-2300	8.00		TBD	TBD	TBD	TBD			32.00		
45 Franklin St. - Officer	0900-1700	8.00		TBD	TBD	TBD	TBD		TBD	32.00		
78 Amesbury St - Officer	0700-1500	8.00		TBD	TBD	TBD	TBD	TBD	TBD	48.00		
78 Amesbury St - Officer	1500-2300	8.00		TBD	TBD	TBD	TBD	TBD	TBD	48.00		
LAWRENCE TOTAL:										408.00		
Haverhill Campus - Officer	0700-1500	8.00	TBD	TBD	TBD	TBD	TBD	TBD	TBD	56.00		
Haverhill Campus - Officer	1500-2300	8.00	TBD	TBD	TBD	TBD	TBD	TBD	TBD	56.00		
Haverhill Campus - Officer	2300-0700	8.00	TBD	TBD	TBD	TBD	TBD	TBD	TBD	56.00		
Haverhill TOTAL:										168.00		
TOTAL HPW-NECC										576.00		

12. **Is this RFP under the terms of the Commonwealth of MA FAC115 Statewide agreement or is this procurement separate?**

This is a separate procurement issued by Northern Essex Community College.

13. **What is your current pay/bill rates?**

Per the Commonwealth of Massachusetts Public Record Law, please request this information through the NECC Records Access Officer (RAO) which can be found at <https://www.necc.mass.edu/discover/public-records/>

14. **Can you provide total spend for prior year?**

Per the Commonwealth of Massachusetts Public Record Law, please request this information through the NECC Records Access Officer (RAO) which can be found at <https://www.necc.mass.edu/discover/public-records/>

15. **How many special events typically happen during the year and how much notification is provided?**

The number of events vary. We try to provide as much notice as possible with at least 24 hours notice.

16. **Can security officers self-relieve or must a breaker be provided?**

They are responsible for coordinating breaks on their own.

17. **What is the primary reason for going out to bid?**
We are initiating this bid to adhere to Chapter 30B of the Massachusetts General Laws, ensuring compliance while securing the highest quality of service and the best value for the college.
18. **Who is the current security provider?**
Allied Universal.
19. **What specific improvements or enhancements are you aiming to achieve by selecting a new security vendor?**
We are interested in exploring resources that can enhance our current security measures. We are looking for a Contractor to provide effective security services, along with a skilled account manager who demonstrates a high level of professionalism to act as a liaison between the Contractor and NECC, ensuring improved communication, quality control, and field inspections.
20. **Do you have any particular concerns about transitioning to a new security vendor? Such as cost, personnel retention, or potential service interruptions?**
Yes, we have concerns about transitioning to a new security vendor. We need to keep costs fiscally responsible, retain a few key personnel to maintain established relationships, and ensure a smooth transition with minimal service interruptions.
21. **Do you intend of retaining any of the current work force?**
If possible, there are several guards we would like to retain.
22. **Can you provide a list of employees with tenure and accrued PTO?**
NECC does not possess this information. It is managed by the incumbent vendor.
23. **Are the security staff covered under any collective bargaining agreement?**
No
24. **Can you provide the current wages being paid to the security staff and current bill rates?**
Per the Commonwealth of Massachusetts Public Record Law, please request this information through the NECC Records Access Officer (RAO) which can be found at <https://www.necc.mass.edu/discover/public-records/>
25. **Do you require us to provide a vehicle or golf cart?**
No.
26. **Is PTO to be direct billed or is the contractor required to assess and place into the billing rate?**
It should be included in the bill rate. See RFP Section III, Wages and Section V, Pricing.
27. **Are the current officers provided health benefits? If so, is this included in the bill rate or billed separately?**
Full time employees get benefits through their own company, not NECC. This would be included in the bill rate. See RFP Section III, Wages and Section V, Pricing.
28. **Are there specific uniform requirements?**
See RFP Section III, Uniform/Equipment/Supplies.

29. **Is there any guard tour technology currently being utilized?**
Heliaus is being utilized for tour technology.
30. **Do you currently have a supervisor stationed at each campus, or just 1 supervisor that oversees both?**
There is one supervisor on duty for both campuses from 7am-11pm. There is also an Account Manager that works 40 hours per week who is responsible for the oversight.
31. **Is there any additional training or qualifications associated with the Daycare on campus?**
No.
32. **What are the Current Pay Rates and Billing Rate?**
Per the Commonwealth of Massachusetts Public Record Law, please request this information through the NECC Records Access Officer (RAO) which can be found at <https://www.necc.mass.edu/discover/public-records/>
33. **What is the overall Security Budget?**
The overall security budget is approximately 800k.
34. **Is there a guard tour system on campus (NFC tags or similar)? If so are phones and equipment provided by the contractor?**
Heliaus is being utilized for tour technology. Yes, see RFP Section III, Uniform/Equipment/Supplies for equipment requirements.
35. **Are radios provided by the contractor?**
Yes, See RFP Section III, Uniform/Equipment/Supplies.
36. **Is there currently a prevailing wage or a preferred hourly compensation for Employee/Guard?**
See RFP Section III, Wages and Section V, Pricing.

Site Walkthrough Attendee List - Attached for Reference

ALL OTHER PORTIONS OF THE CONTRACT DOCUMENTS REMAIN UNCHANGED. PLEASE BE REMINDED TO ACKNOWLEDGE THIS ADDENDUM ON THE BID FORMS.

END OF ADDENDUM NO. 1

