



WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
600 Fifth Street, NW, Washington, DC 20001-2651

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

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| 1. AMENDMENT/MODIFICATION Amendment No. 002 | | 2. EFFECTIVE DATE (Same as block 17) | |
| 3. ISSUED BY PURCHASING SECTION Office of Procurement and Materials Charmyne Reid – (202) 962-1476 | | 4. ADMINISTERED BY (If other than block 3) | |
| 5. CONTRACTOR NAME AND ADDRESS (Street, city, county, state, and Zip Code) | | 6. FORM TYPE (Check only one) <input checked="" type="checkbox"/> Amendment Of Solicitation No. CQ-15116 Date <u>12/10/14</u> (See block 7) <input type="checkbox"/> MODIFICATION OF CONTRACT NO. Date _____ (See block 9) | |
| 7. <input checked="" type="checkbox"/> THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods; (a) By signing and returning <u>1</u> copies of this amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. | | | |
| 8. ACCOUNTING AND APPROPRIATION DATA (If required) | | | |
| 9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 10 are made to the above numbered contract/order. <input type="checkbox"/> The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 10. <input type="checkbox"/> Supplemental Agreement is entered into pursuant to authority of It modifies the above numbered contract as set forth in block 10. | | | |
| 10. DESCRIPTION OF AMENDMENT/MODIFICATION 1) Amendment 002 transmits Clarifications and Interpretations to RFP No. CQ15116; 2) Revised Armed Security Guards Price Schedule; 3) Revised Revenue Collection Price Schedule; 4) Exhibit A- Performance Evaluation and Contract Close-Out; 5) Section 32, Subsection B of Part II, Section 2- Special Provisions, is hereby deleted. 6) Exhibit B- Evaluation Criteria for Armed Security Guards. Except as provided herein, all terms and conditions of the document referenced in block 6, as heretofore changed, remain unchanged and in full force and effect. | | | |
| 11. <input type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS MODIFICATION AND RETURN _____ COPIES TO ISSUING OFFICE. | | <input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT | |
| 12. NAME OF CONTRACTOR/OFFICE BY _____ (Signature of person authorized to sign) | | 15. WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY BY (Signature of Contracting Officer) | |
| 13. NAME AND TITLE OF SIGNER (Type or print) | 14. DATE SIGNED | 16. NAME OF CONTRACTING OFFICER (Type or print) Lily Cheung | 17. DATE SIGNED 15 January 2015 |

Metro Washington Area Transit Authority (WMATA)
RFP CQ15116_ RCF Security, Revenue Collection and Processing
Amendment 002

Questions

Q1. When bidding the armed security guards portion, how important is the armored car service? Will not bidding that count against a company versus someone who includes it?

A. The armored car service is an optional service; WMATA reserves the right to exercise this optional service in the future. Therefore, the awarded Offeror should have the ability of providing this service, which will be considered in the overall evaluation process.

Q2. Is there any historical contract information available? Is this the first time WMATA is contracting these services?

A. Historical contract information may be requested through WMATA's Public Access to Records Program (PARP). WMATA has not contracted all of these services.

Q3. What is the budget that WMATA has in mind when the RFP references that the bid must be within budget??

A. WMATA does not release budgetary information associated with any specific Request for Proposal (RFP).

Q4. Can we bid on the transportation and processing only? (No guard work). Pickup at the centers in armored car and transport to our processing facility.

A. WMATA may make an award for each service contained in the Price Schedule. Offeror(s) may be awarded more than one service if they are technically acceptable and present the best value. Offeror(s) are not required to propose on all services, but must propose on all services contained within the respective service category.

Q5. What does the deposit coming to us look like? Bagged, rubber-banded, etc. What kind of bag is used for the deposit? Can we have a picture of what the deposit looks like before and after being bagged?

A. The deposit will be delivered in several metal currency devices, which would have to be opened and the currency removed. Currency will not be in order by denomination, but will be stacked for easy processing. Offeror should have the ability to process by denomination, strap and bag, and deposit as per the Statement of Work.

Q6. In order to participate in this RFP, must the responder be willing to provide armed guards for protection of the RCF and to escort your personnel in collecting from your AFCs, as well as your Money Train? Or will WMATA entertain a response that provides for servicing only a portion of the services, such as processing of daily revenues and retrieval of revenues from your Metrorail facilities and mobile vaults from your bus garages?

A. WMATA may make an award for each service contained in the Price Schedule. Offeror(s) may be awarded more than one service if they are technically acceptable and present the best value. Offeror(s) are not required to propose on all services, but must propose on all services contained within the respective service category.

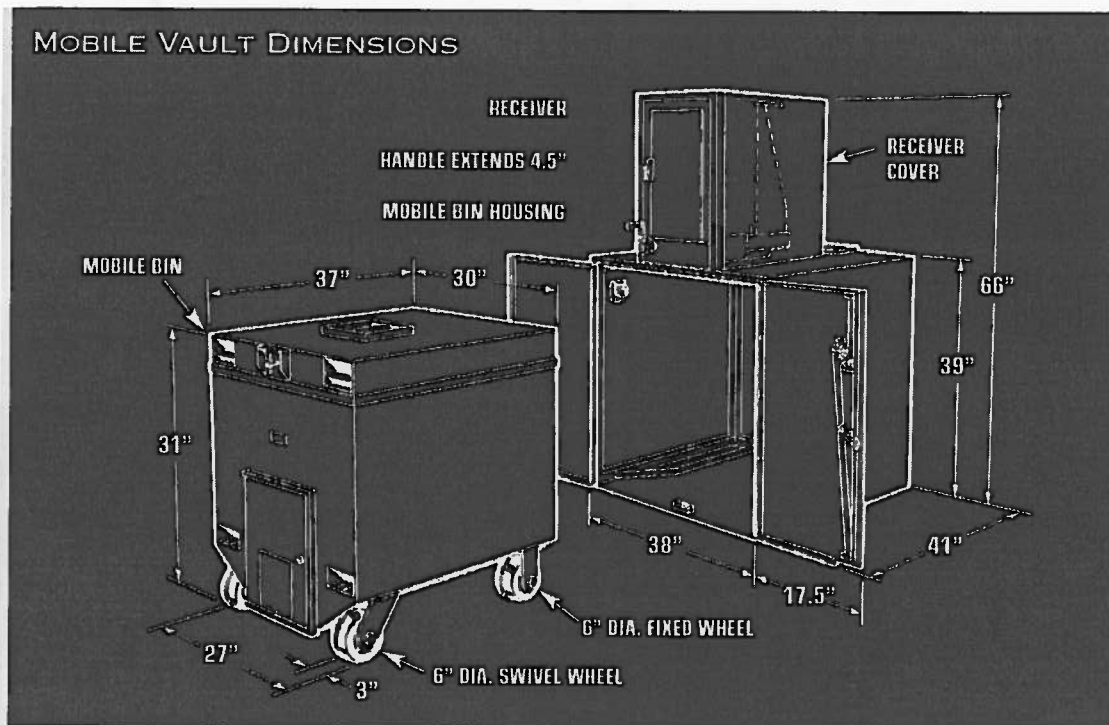
Q7. Item 4.4 – How many bus facilities are there, and where are they located (please provide address)? How many coin-bearing carts are picked up at each bus facility? How much currency will be picked up at each bus facility? How is the currency packaged? What is the loaded weight of the coin carts? Is there a loading dock to facilitate their transfer to our armored vehicles? If not, is there a forklift that can be used for this purpose, or must we have lift-gate vehicles? Do the coin carts have locking wheels? Could you please provide the dimensions of the coin carts? What is the average liability for each shipment?

A. There are nine bus facilities-

1. Bladensburg- 2251 26t St., N.E. Washington, DC
2. Four Mile Run- 3501 S. Glebe Road, Arlington, VA
3. Landover- 3503 Pennsy Drive, Landover MD
4. Montgomery- 5400 Marinelli Road, Rockville, MD
5. Northern- 4615 14th Street N.W., Washington, DC
6. Shepard Parkway- 2 DC Village Lane S.W., Washington, DC
7. Western- 5230 Wisconsin Avenue N.W., Washington, DC
8. West Ox- 4970 West Ox Alliance Drive, Fairfax VA
9. Southern Avenue- 1301 Boomshill Road, Capitol Heights MD

There is a two cart max at each bus facility. Currency will be loosely stored in metal currency devices, which will have to be opened and the currency removed. Offeror should have the ability to process by denomination, strap and bag, and deposit as per the SOW. The estimated loaded weight of the cart is 1200 lbs. There is no loading dock. WMATA currently uses a lift-gate to put the carts in the vehicle and a forklift to remove the elevated vaults to place them on the surface to roll to the armored vehicle. The Offeror may propose an alternative solution as long as the requirements set forth in the SOW are met. The carts do not have locking wheels. WMATA shall not provide a forklift for usage. The Offeror should have lift-gated vehicles or The Offeror will be required to determine the best means to transfer coin

carts to armored vehicles. The average liability can vary based on the location and the time of the year.



Q8. Section V (Page 84) – What is the average time required to service an EFV and a TDM? The first paragraph refers to the daily collection from your EFV's and TDMs, but your pricing spreadsheet specifies service 3 times per week during Phase 1 and 4 days during Phase 2 – could you please clarify frequency of service? This section also refers to collection and replenishment of your parking meters daily. Where are these parking meters, and how many are there per location? What are the service requirements for the parking meters? Where are the EFVs and TDMs located in your stations, and how do we access them? On track level or in the concourse? Are these to be cassette swap or cash extraction (for removing the currency and coin)? If the units are serviced via cassette swap, will the chosen Offeror be provided with empty cassettes? How many cassettes are in each unit? Will the media to load these units be housed at our facility, or do we pick it up at your sales areas at each station? Are the devices under camera coverage? Will the units be accessed via an elevator or an escalator? Do you have service instructions that we can review for the preparation of our bid? We assume that for this service, all movement of currency/coin will be via the Offeror's armored vehicles?

A. On average it takes 5 minutes to service an EFV and TDM. Collection is a daily function, for this RFP the Offeror will service 3 times a week during Phase I and 4 times a week in Phase 2 according to the SOW. Parking Meters; if this option is exercised, maybe added in Phase II. The Offeror will be required to service parking meters 4 times a week. Most EFVs and TDMs are located in the concourse, but there are some located on the track level. Revenue equipment required for the

removal of currency and coins shall be provided to the awarded Offeror . Details of the revenue receptacles in EFVs and TDMs will be provided to the awarded Offeror. Media used to load units shall be housed at the Offeror 's facility. All devices are under camera coverage. An accessible elevator and/or escalator will be available at most rail locations. Service instructions will be provided to the awarded Offeror . All movement of currency and coin will be via the Offeror 's armored vehicles.

Q9. Section VI – (Page 87) – Item H – please confirm – each ticket dispenser must be individually counted and reported? And the same holds true for each station? Is the revenue processing limited to the processing of the rail revenues, or will this also include the processing of currency and coin from your bus garages?

A. All TDMs and EFV serviced shall be individually counted and reported. Offeror shall be required to process both rail and bus currency.

Q10. Pricing Spreadsheets Armed Security Guards – Where would pricing be indicated for Option 4.4 – “Revenue Operations Armored Car Service”? Would that be the last line on the Armed Security Guard price sheet? If so, we notice there is not a spot for the transportation costs per trip. Where would you like this indicated?

A. Yes, please include transportation cost per trip, if applicable. The Armed Security Guards Price Schedule has been revised to incorporate these charges.

Q11. Revenue Collection – We see the frequency of service on this spreadsheet, but what service days would the pricing be based upon? Is it your expectation/requirement that the Security Personnel indicated on this spreadsheet are to provide guarding service for our transportation personnel as they collect the deposits from the EFV's and TDM's?

A. The service days are Monday through Friday. The requirement is for security personnel to guard personnel as they perform collection services from the EFV's and TDM's.

Q12. Where would the cost for personnel to clear the parking meters be indicated on the spreadsheet?

A. The Revenue Collection Price Schedule has been revised to include parking meter servicing, which is an optional service.

Q13. Per the guidelines of the RFP issued August 7, 2014, xxxxxx provided our response. In this revised RFP, what is the difference from the previous?

A. The RFP issued on August 7, 2014 was specific to “excess” bus revenue only. The current SOW requires more services and additional responsibilities.

Q14. At WMATA pick-up locations, will WMATA Security need to escort Vendor to perform service?

A. No, WMATA's MTPD will not provide escort services.

Q15. There are three (3) areas of services requested a.) armed security services, b.) collection and transporting c.) processing of Rail, SmartTrip, Parking and Bus revenue.

Please confirm that a responding company is allowed to respond to 1 or 2 of the three areas of services without responding to all three and still be considered responsive and able to compete for award in those specific areas.

A. WMATA may make an award for each service contained in the Price Schedule. Offeror(s) may be awarded more than one service if they are technically acceptable and present the best value. Offeror(s) are not required to propose on all services, but must propose on all services contained within the respective service category.

Q16. Part III- Technical Specifications states the following; "I. BACKGROUND The Washington Metropolitan Area Transit Authority (WMATA), a transportation agency serving the Washington Metropolitan Area, is seeking a highly qualified, responsive, responsible Contractor to provide armed security services, collection, transporting, and processing of Rail, SmartTrip, Parking and Bus revenue."

Is an armed car a requirement for all three areas of services outlined in the RFP? Please confirm if an armed car is required, regardless of the area of services the company is responding to in the RFP.

A. An armored car shall be required for Revenue Collection Services and Revenue Operation Armored Car Service.

Q17. Part III Technical Specification outlines the Scope of services for Armed security guards (page 78) states:

"The Contractor shall provide armed security guards to provide protection of persons and property at the Revenue Collection Facility escort and protect WMATA personnel and property while collecting currency and coins at the designated locations in transit system, and transport WMATA assets to a designated depository, and retrieve mobile bus vaults from bus garages;"

Under the Armed Security Guard evaluation Criteria (page 83) states;

"Armed security services

- Physical retrieval, replenishment, and transport of currency, coin and fare media into/from electronic fare Offeror s and ticket dispensing machines.

- Contractor must detail how they will provide physical counts by denominations within 72 hours from collection with 99.7% accuracy. Best practices can be utilized but they must relate to”

The Scope of services and the evaluation criteria do not match with regard to job responsibilities as outlined in the RFP. Can you please confirm the Scope of services for armed security guards and how the evaluation criteria will be evaluated?

A. WMATA has provided an updated Evaluation Criteria for Armed Security Guards in Amendment 002.

Q18. Part III Technical Specification outlines the Scope of services for Revenue Collection (page 79) states the responsibilities for these services. Under the Revenue Collection evaluation Criteria (page 85), the evaluation criteria does not match the scope of work.

The Scope of services and the evaluation criteria do not match with regard to job responsibilities as outlined in the RFP. Can you please confirm the Scope of services for revenue collection and how the evaluation criteria will be evaluated?

A. The SOW and Evaluation Criteria for Revenue Collection Services are provided on Pages 84 and 85, respectively.

Q19. Question: Please confirm if the armed security officers will be responsible for transporting money or if we will be escorting WMATA employees as they transfer money?

A. The armed security officers will be responsible for escorting and ensuring safety only – with the exception of those assigned to the Revenue Collection Facility. Armed Guards assigned to the Revenue Collection Facility will be responsible for safeguarding the facility.

Q20. Question: If the armed officers are transporting money, will these services be provided on WMATA property or will the armed officers be required to transport money off of WMATA’s property and in public space?

A. The armed security officers responsible for the Revenue Collection portion of the SOW are required to transport money off WMATA’s property to designated depository.

Q21. Will the contracting officer please provide a copy of Chapter 17 of the Authority's Procurement Procedures Manual?

A. The Authority’s Procurement Procedures Manual may be accessed at:

http://www.wmata.com/business/procurement_and_contracting/WMATA%20Procurement%20Procedures%20Manual.pdf

Q22. Are there any DBE Subcontracting goals or targets of any or all of the services being solicited in this RFP?

A. There is no DBE goal requirement.

Q23. Will WMATA accept electronic invoicing?

A. Yes, WMATA will accept electronic invoicing.

Q24. Will armed security guards be required to cross between jurisdictions? (DC/MD/VA)
If so can WMATA identify which posts and how many require that?

A. Yes, WMATA estimates 43% of Revenue Collection work is done in Washington, DC, 30% in the State of MD and 27% in the Commonwealth of VA, daily. Offeror will be required to provide armed security guards that are licensed in all three jurisdictions.

Q25. Are the Armed Security Guards leaving WMATA property during the course of their normal duties? If they are NOT, do they still need to be licensed in all three jurisdictions?

A. Armed Security Guards presence may be required in any of the WMATA servicing jurisdictions, which will require the Armed Security Guards to be licensed in all three jurisdictions.

Q26. Section 20 (a) 15 Contracting Officers Technical Representative the RFP refers to Standard Form 1420 "which contains a detailed performance evaluation of the contractor". Is this applicable to all three services solicited in the RFP and can WMATA provide a copy of this evaluation form?

A. WMATA included as Exhibit A Performance Evaluation and Contract Close-Out form.

Q27. Section 32 Safety Requirement states "the contractor shall employ and assign a full time safety superintendent". Is this position required for all segments of this RFP? If so and if WMATA selects multiple Offeror s will all Offeror s be required to provide this position? Can WMATA provide the experience requirements, certifications and/or education requirements for this position? Is this position billable and counted among the positions outlined in the pricing tables?

A. A Safety Superintendent is not a requirement for these services and Section 32, Subsection B is hereby deleted.

Q28. Section 32 (c) Safety Requirements states that the contractor "will provide a first aid kit at the site of work". As security guards will be traveling through the WMATA system, driving vehicles etc. how many kits will be required?

A. At minimum, Offeror shall provide 12 WMATA approved first aid kits.

Q29. Section IV (r) Armed Security Services states "the contractor must perform/adhere to WMATA Standard Operating Procedures and propose more efficient procedures when applicable. In order for Offerors to understand the scope of work fully, will WMATA provide copies of the relevant SOP's to which it is asking us to adhere to?"

A. Yes, a copy of the SOP will be provided to the awarded offeror(s) at which time a Non-Disclosure Agreement (NDA) will be executed. The awarded offeror(s) will have the ability to propose more efficient procedures, where applicable.

Q30. Section 4:1 (a) Revenue Collection Facilities - Armed Security Guards states "The contractor will fully staff the RCF within 10 days of notice to proceed". Depending on the jurisdiction where the RCF is located, the security guard licensing process may take more than 30 days and is beyond the control of contractors, making this requirement almost impossible to meet. How will WMATA accommodate such delays that are based upon the Processing time of those government agencies?"

A. WMATA anticipates providing a Notice to Proceed at least 30 days prior to the start date of April 1, 2015.

Q31. The RFP indicates that WMATA's intention is for the contractor to begin service on April 1. When does WMATA anticipate making an award announcement? What amount of time does WMATA anticipate for a transition period between date of award and the April 1 start date? This is important so that Security Companies will have a clearer understanding of the transition timeline to begin service.

A. WMATA anticipates providing a Notice to Proceed at least 30 days prior to the start date of April 1, 2015. WMATA does anticipate a transition period.

Q32. In Section 4.4 Revenue Operations Armored Car Service (optional) the RFP outlines the duties and requirements for the security guards including the operation of armored vehicles. Are those vehicles provided by WMATA or the Offeror ?

A. The Offeror shall provide armored vehicles.

Q33. In Section 4.5 Armed Security Personnel the RFP states "the contractor shall ensure all security guards assigned to this contract are in good general physical health without physical or mental defects or abnormalities that would interfere with the full performance of their duties". As there is great disparity in the manner in which this can be determined and

that such tools and methods contractors may use to make this determination will WMATA provide a more detailed description of its requirements? For example, medical physical, psychological evaluation, etc.? Also can contractors assume that this requirement will be met within the guidelines of all applicable law and EEOC guidance and regulations? By doing so WMATA will ensure all submissions are equal in terms of value and quality to allow WMATA to make a fair determination between Offeror s.

A. Offeror shall comply with all Federal, State and Local laws and regulations regarding employment practices. Offeror shall also provide qualified staffing to perform necessary job duties as defined in the SOW.

Q34. In the RFP, Section 4.2 paragraph G on page 80 “escorting service teams will remain with the team at all times including lunch”.

- Will the supplier be required to provide paid breaks or relief due to this requirement?
- If yes, are there other posts at which the supplier will need to provide paid relief?
- Is the paid relief billable time?

A. It is the responsibility of the Offeror to ensure coverage is provided during service hours. The Offeror shall comply with all applicable Federal, State and Local laws and regulations regarding employment practices.

Q35. Please clarify whether sales tax must be included in the All-inclusive billing rates. In the RFP document, page 36, paragraph 27 regarding Federal Local and state sales tax. “a. the authority is exempt under this solicitation...”b this provision supersedes any language pertaining to payment of taxes that may appear elsewhere in this solicitation”. This appears to supersede paragraph 18, on page 36.

A. Per Page 16 of the RFP, “the Authority is exempt under this solicitation from all Federal, State and District of Columbia, municipal and local taxation. This provision supersedes any language pertaining to payment of taxes that may appear elsewhere in this solicitation.”

Q36. Please clarify proposed billing and payment terms. On Page 15, paragraph 24 of the RFP document “Type of Contract “the contractor will be required to submit monthly invoices ...” On page 56 paragraph 6 regarding Payment terms and page 57 paragraph 7 under the special provisions section describe the invoicing and discount policy but do not offer proposed payment terms.

A. Per Page 15 of the RFP “The contractor will be required to submit Monthly Invoices to WMATA’s COTR for payment approval.”

Q37. Please clarify what is included in the “security personnel” line item in the attachment “WMATA CQ15116 Revenue Collection Price Schedule Sheet”. This appears to be duplication of the “Armed Security Guards” for the revenue escort as described section 4.5 on page 82 of the RFP and in a separate attachment “WMATA CQ15116 Armed Security Guards Price Schedule Sheet”

A. These are two different services and two different Price Schedule sheets. Revenue Collection will require individuals to exchange currency/coin in the cash machines which must be accomplished with armed guard security personnel.

Q38. In reference to section 4.5 on page 82 of the RFP and attachment “WMATA CQ15116 Armed Security Guards Price Schedule Sheet”, can you please clarify how many guards are on each shift, their current responsibilities, and what the individual shift hours are per position/post?

- In order to appropriately account for the operation to be supplied can you please supply the per post/job type hours and shifts? An example of a scheduling matrix by type of employee/post has been included below.

| Description | Shift | Hours Per Week |
|----------------------------|---------------------|----------------|
| Assistant Security Manager | 9:00-17:00 M-F | 40 |
| Security Manager | 9:00-17:00 M-F | 40 |
| Security Officer Shift 1 | 9:00-17:00 M-F | 200 |
| Security Officer Shift 2 | 16:00-24:00 M-Su | 280 |
| Supervisor Shift 1 | 9:00-17:00 M-F | 40 |
| Supervisor Shift 2 | 16:00-24:00 M-Su | 56 |
| Vehicle Roving Officer | 24Hours 7 days | 168 |

A. This information is provided on page 82 of the SOW. The hours outlined are Monday – Friday and the estimated number of contractors are indicated based on the hours of operation.

Q39. As per Section 11 in the Solicitation Instructions, will “performance bonds” be required by the WMATA and, if so, will the WMATA be requiring submission of a Consent of Surety along with our bid materials?

A. Per the RFP on page 64 titled Bond Requirements, refer to Article 12 in Section 15- General Insurance Requirements

Q40. WMATA’s request to remove or replace an Officer or Officers should the WMATA become dissatisfied with the Officers performance at any time, Please confirm, however, that this right will be restricted to removal or replacement only for those reasons that would not violate any applicable laws. (Part II, Section 2 – Special Provisions 10(a), p. 58).

A. Please refer to page 58 of the RFP titled Contractor Personnel. The Offeror shall ensure compliance with all applicable Federal, State and Local laws and regulations regarding employment practices.

Q41. Is the WMATA willing to consider clarification of the Indemnification provisions in Part II, Section 2 – Special Provisions 14 at RFP pages 58-59 to apply to the extent of the Contractor’s negligence and not to any portion of the negligence of any other party?

A. The Offeror shall submit exceptions or suggested language to WMATA terms and conditions under Volume III of its proposal submission. WMATA will review any

exceptions or suggested language to WMATA terms and conditions after receipt of proposals.

Q42. Is the WMATA willing to consider clarification of the additional insured provisions in Part II, Section 2 – Special Provisions 15 at RFP pages 59-64 to align the rights of the additional insureds with the liability assumed by the contractor for its negligence under the contract and the current specified insurance limits the contract requires the contractor to provide, i.e. “to the extent of the Contractor’s negligence and the current specified insurance limits”?

- 1.) Would the WMATA consider adjusting the limits of Crime Insurance required under this RFP at pages 63-64, Part II, Section 2 – Special Provisions 15?
- 2.) Considering the inclusion of the Crime Insurance requirements in the RFP materials at Part II, Section 2 – Special Provisions 15, would the WMATA consider rescinding the fidelity bond requirement found at Part II, Section 2 – Special Provisions 15, page 64 given that the types of losses covered by same would be covered by said Crime Insurance coverage?

A. The Offeror shall submit exceptions or suggested language to WMATA terms and conditions under Volume III of its proposal submission. WMATA will review any exceptions or suggested language to WMATA terms and conditions after receipt of proposals.

Q43. Section IV. e. of the RFP states that all guards must be “carefully screened”. As there is great disparity in how Security Contractors conduct background checks (ex. simple reference check, verification of employment history, criminal background) can WMATA further clarify its requirements on screening?

A. Per Page 76 of the RFP states “It is the responsibility of the Offeror to provide armed guards that comply with the most recent versions and any future revisions to all applicable federal, state and District laws, Court Orders, regulations, policies in the fulfillment of the required services.

Q44. Section 4.1 b. 1. Discusses surveillance. Is the surveillance labor or electronic? If electronic are Offeror s expected to provide this equipment and if so can WMATA provide specifications and numbers of units required?

A. Surveillance is both labor and electronic. WMATA may provide the use of WMATA’s security cameras, video feed and electronic access systems which are already installed. WMATA does not require the Offeror(s) to provide this equipment but shall provide the labor.

Q45. Section 4.1 b. 4. Of the RFP discussed inspections. Are these inspections via a magnetometer or by hand or both? If by magnetometer does WMATA intend to provide the equipment?

A. The inspections shall be conducted visually by inspecting bags and property. Magnetometer is not required unless there is a noted threat to the facility at which time the Offeror will be notified and shall provide a solution.

Q46. Section IV. (a). Since Virginia has different categories of licensing, Page 76 Armed Security Guards - can you specify what category of licensing are you looking for ie, Armed, SCOP etc.?

A. “Per Page 76 of the RFP states “It is the responsibility of the Offeror to provide armed guards that comply with the most recent versions and any future revisions to all applicable federal, state and District laws, Court Orders, regulations, policies in the fulfillment of the required services”. The contractor will at a minimum supply armed security guards with firearms and shotgun endorsements.

Q47. Section IV Page 77(b). The contract shall provide guards licensed to carry handguns in Washington, DC, Maryland and Virginia. Can you specify what type of handgun as to revolver or semiautomatic?

A. The choice of firearms is solely up to the Offeror as long as the Armed Security Guard meets or exceeds the standards set forth by Washington, DC, State of Maryland and the Commonwealth of Virginia.

Q48. Section 4.3 B states that officers will carry “12-gauge shotguns or similar weapons” – are these provided by WMATA or the Offeror? If by the Offeror does WMATA have a preferred make/model? How many shotguns will be required?

A. WMATA shall not provide Firearms. The shotgun will be 12 gauge, pump action. The Offeror will provide a minimum of six of which two will remain in the building and two on each Money Train.

Q49. Section IV Page 77 (c). Could you clarify as to the special events, what is the additional number of hours and an average of special events per year? You mention (see work Schedule) but it does not list.

A. Per the RFP, page 82, the work schedule is shown and also states “the hours are subject to change due to special events, extended servicing hours, and emergencies- to include weekends”. WMATA does not have an average of special events per year; it is on an as needed basis.

Q50. Section IV Page 77 (i). The contractor shall be required to maintain, at all times, on-call reserve force. The reserve shall be of a sufficient size to provide the amount of temporary or emergency staffing services. Does WMATA have a specific percentage in mind or do you intend for Offeror s propose what they believe to be sufficient?

A. The Offeror shall propose what is deemed sufficient based on the SOW.

Q51. Section 4.1 Page 77 (l). The Contractor shall provide all training, uniforms, equipment, unless provided by WMATA as defined in the SOW to protect WMATA persons or property. Can you clarify “training requirement” in more detail?

A. Offeror shall be responsible for ensuring personnel receive all of the necessary training necessary to comply with the most recent versions and any future revisions to all applicable federal, state and District laws, Court Orders, regulations, policies in the fulfillment of the required services.

Q52. Is there, and uniforms that will be excepted in all three jurisdictions and what equipment will be needed?. For example, uniform type (military, police style tactical?) and what uniform issue is required (for example, all weather coat, cap type, number of trousers and shirts etc) This is important from a cost perspective as some Offeror s may provide only one uniform per officer, and not provide outerwear which will lead to officers being required to provide their own which detracts from a professional appearance.

A. It is at the discretion of the Offeror to provide uniforms for their personnel. WMATA does not intend to be responsible for uniform costs.

Q53. Section 4.1 Page 78 c. Contractor will provide patrol vehicle, if deemed necessary. Can you confirm if needed? What type of vehicle is need? What does this vehicle need to be equipped with?

A. Per page 78 of the RFP; it states “Contractor will patrol the facility and surrounding areas to observe, detect, report, and respond to all suspected or apparent security violations. Roving security guards will be responsible for maintaining logs, reports and files of all incidents and occurrences encountered during the patrol hour. Contractor will provide patrol vehicle, if deemed necessary”.

Q54. Page 83 of the RFP, Armed Security Guard Services Evaluation Criteria, lists several factors that are clearly related to the OPTIONAL REVENUE SERVICES and are not related to any of the scope of work assigned to Armed Security Guard Services as presented in the RFP. Will WMATA please correct/clarify the evaluation criteria for the Armed Security Guard Services?

A. Revised Evaluation Criteria for Armed Security Guards is hereby included as Exhibit B.

Q55. On page 75 Sections d.& e. refer to the contractor providing site-supervisors, and on page 83 the RFP states that Offeror s “must at a minimum identify the Project Manager”. Is this the same position as the Site Supervisor? Is this PM a billable position to the WMATA?

A.This position requires a site supervisor only. Yes, the Site Supervisor is the same position as the Project Manager. Site supervisor(s) will be on-site and will be in direct contact with the COTR to assist with making the necessary decisions in regards to services being performed.

Q56. The pre-award evaluation data on page 20-21, contains questions that appear to be aimed at construction services rather than security services. For example, “In the past two years have you ever been denied an award where you were the Offeror”? As a large company we respond to hundreds of RFP’s annually where we are not the selected Offeror for various reasons many related to pricing? Does WMATA intention to see a spreadsheet with hundreds of incidents of those type of proposals? Similarly question 8 asks for a list of “completed” contracts – in the security services industry contracts aren’t really “completed – they are either retained or not. Can WMATA clarify their intention as to what information they are trying to gather?

A. Yes, WMATA requires the Offeror(s) to provide under Schedule Three attachment the full particulars regarding each occurrence where the Offeror has been denied an award.

Question 8 requires the Offeror(s to attach under Schedule Two a list of similar contract, each with the contract amount, name of contracting party, and character or type of work for similar contracted completed in the last two years.

Q57. Will WMATA provide a location for storage of Offeror supplied weapons? Will WMATA provide a weapons safe or will the Offeror need to provide their own?

A. Yes, WMATA will provide storage space; however, the Offeror will be required to provide their own weapons safe.

Q58. The RFP states that “the Offeror will be responsible for the safekeeping of revenue facility keys - does WMATA currently have a secure key storage device”?

A. Yes, WMATA has a secure key storage device.

Q59. Page 74 of the RFP includes the Mid-Atlantic Purchasing Team Rider Clause. If a Offeror has a current contract vehicle that includes that clause, will WMATA entertain direct negotiations with a qualified Offeror in lieu of the competitive bid process?

A. The Mid-Atlantic Purchasing Team Rider Clause on Page 74 allows any jurisdiction of those entities listed to utilize this contract vehicle for services of similar size, scope and/or complexity. WMATA will proceed with the competitive bid process and will not entertain using an alternative contracting vehicle.

End of Amendment 002



EXHIBIT A-

Washington Metropolitan Area Transit Authority

PERFORMANCE EVALUATION AND CONTRACT CLOSEOUT

1. CONTRACT NUMBER

PART I - GENERAL CONTRACT DATA -- CA

| | | |
|---|------------------------------|--|
| 2. CONTRACTOR (Name, address, and ZIP code) | 3. TYPE OF CONTRACT (CHECK) | A. Advertised |
| | | B. Negotiated |
| | | <input type="checkbox"/> CPFF <input type="checkbox"/> FIRM FIXED PRICE <input type="checkbox"/> OTHER |
| 4. <input type="checkbox"/> SINGLE SOURCE | | <input type="checkbox"/> COMPETITIVE <input type="checkbox"/> EMERGENCY |

5. DESCRIPTION OF WORK

6. FISCAL DATA

| | | | |
|-----------------------------|------------------------------------|---------------------------|--|
| A. Amount of Basic Contract | B. Total Amount of Modification(s) | C. Amount Paid Contractor | D. Amount Available for De-obligation (COTR) |
|-----------------------------|------------------------------------|---------------------------|--|

7. SIGNIFICANT DATES

| | | | |
|---------------|--------------------------------------|-------------------------------------|---|
| A. Award Date | B. Original Contract Completion Date | C. Revised Contract Completion Date | D. Actual Contract Completion Date (COTR) |
|---------------|--------------------------------------|-------------------------------------|---|

8. DBE PARTICIPATION

YES NO _____ % PARTICIPATION

PART II - PERFORMANCE EVALUATION OF CONTRACT - COTR (Check appropriate box)

| | | |
|-------------------------|--------------|----------------|
| 9. PERFORMANCE ELEMENTS | SATISFACTORY | UNSATISFACTORY |
| A. Quality of Work | | |
| B. Timely Performance | | |
| C. Other | | |

10. OVERALL EVALUATION

SATISFACTORY UNSATISFACTORY (Explain below)

11. EVALUATED BY (COTR)

| | | |
|-------------------|--------------|---------|
| A. Organization: | | |
| B. Name and Title | C. Signature | D. Date |

12. EVALUATION REVIEWED BY (Contracting Officer)

| | | |
|-------------------|--------------|---------|
| A. Organization: | | |
| B. Name and Title | C. Signature | D. Date |

EXHIBIT B-

TECHNICAL EVALUATION FACTORS for Armed Security Guards:

Technical proposals will be evaluated based on the following criteria:

Criterion 1: *Understanding of scope:*

Contractor should demonstrate a clear understanding of the scope of this effort. The suggested approach should be specifically focused on WMATA's requirement and not simply recommending an industry solution. Contractor must detail how they will provide, where applicable, the following:

- Armed security services to all servicing jurisdictions (MD, VA, and DC);
- Support to WMATA collection efforts;
- Support to WMATA money train operation;
- Support to Revenue Collection Facility;
- Armored car support.

Best practices can be utilized but they must relate to the WMATA environment.

Criterion 2: *Transition Plan:*

Please provide a detailed transition plan that includes project timeline for a 04/01/15 start date.

Criterion 3: *Past experience with delivering similar services of similar size and complexity:*

Contractor shall have in-depth experience successfully providing services of similar size and complexity. Please provide three (3) references of like size and complexity. Please include the following information:

- Name and address of contracting activity
- Contract type (fixed price/cost reimbursement)
- Contract Value
- Brief description of services required under the contract, including performance location(s) and performance period
- Name and telephone number of the administrative contracting officer/program manager

Criterion 4: *Project Team:*

Please provide an executive summary for each individual who will provide service under this contract. At a minimum, you must identify the Project Manager. Also, please discuss your company's background check and hiring process.