



PORT of OLYMPIA

Request for Proposal No. 2021-1002 2021-2023 SECURITY GUARD SERVICES

ADDENDUM #3 – April 5, 2021

REMINDER: MANDATORY Pre-Bid Walk-through is scheduled for Tuesday, April 6, 2021 at 11:00 a.m. Please refer to the RFP for location. Contractors who do not attend and/or do not sign the attendees log will be ineligible for consideration during the bid review process.

Purpose

This notice augments the Request for Qualifications for the “**2021-2023 SECURITY GUARD SERVICES**,” issued by the Port of Olympia on March 25, 2021.

Addendum #3

The following questions were cut and pasted from an email from a potential bidder (*identifying information has been removed*). Answers from the Senior Contracts Administrator are in **BLUE**:

1. Is Attachment A “Bid Form” the only allowed document to be included in the Bid Packet? Can the Proposer provide additional information showing experience, quality of service and project approach?
As bonds are not required for this procurement, Bidders are to conform with the instructions, outlined starting on page 7. Do not include anything other than what is specified in the RFP - it will not be considered in the initial evaluation.
2. Are there any Page Limits for the Bid Packet? **See #1**
3. On page 1 of the RFP, it states that the Bid Packet is to be physically delivered to the Port Administrative Office. On page 9, it states the that Bid Packet shall be emailed to Contracts@portolympia.com. Are both delivery methods required or is email acceptable?
Page 1 is a Notice - Bidders are to conform to the instructions, outlined starting on page 7.
4. Who is the current incumbent? **Securitas**
5. Are the rates proposed locked in for the entire duration of the contract or is there an opportunity to increase rates due to federal, state, etc wage and medical cost increases for each ensuing year?
This is addressed under "Contract Terms" in the RFP.

6. We note that the contract term as stated on page 1 of the RFP includes an option to renew for no more than two, additional, one-year periods after expiration of the initial contract term on May 31, 2023. The RFP also states that "Adjustments to monthly fees may be made, subject to negotiation and mutual agreement." Is renewal contingent on agreement by the Contractor and the Port on the amount of the monthly fees in effect for each renewal period, or does the Port have the unilateral option to renew the term at then-current rates if the parties are unable to agree on the amount of the fee increase?

There is no obligation, for any party, to continue the contract outside of the contract terms set forth, except by approved and executed amendment.

12. What are the Port's standard payment terms? **This is spelled out in the sample contract.**

13. Is the Port exempt from payment of state and local sales and use taxes? **No. Contractors will pay WSST, as required.**

14. Attachment "A" on page 11 of the RFP states that rates in effect during the first year of the initial contract term shall automatically renew for the second year of the initial contract term if the Contractor does not request a rate review and the Port does not approve a rate increase prior to May 31, 2022. Can the Port provide any guidance on the amount of an acceptable rate increase? **No, it is subject to negotiation between the contractor and PM, at the time of renewal.**