




TO: ALL POTENTIAL PROPOSALS DATE: MAY 23, 2022

FROM: Shelia Maclin, Purchasing Manager 

SUBJECT: ADDENDUM #1 FOR RFP 22-12
THREE YEAR SECURITY GUARD SERVICE

**THE FOLLOWING ARE ITEMS THAT SHOULD BE INCLUDED IN RFP 22-12
THREE YEAR SECURITY GUARD SERVICE:**

- 1. Correction on Hours of Service per Site**
- 2. Future Specialized Security Services with Transportation Security Administration (TSA) – Department of Homeland Security (DHS) Expectations and Experience**
- 3. Minimum Wage Rate Required**

Correction on Hours of Service per Site

Memphis Area Transit Authority (MATA) is hereby amending or clarifying the above-mentioned RFP #22-12 for Three-Year Security Guard Service. The original document can be found on MATA's website at https://www.matatransit.com/assets/2/6/RFP_22-12.pdf.

The addendum will be 'an addition to' portion to the RFP. The Bidder shall acknowledge receipt of this addendum on the Bid Form by acknowledging the addendum number and date. Failure to do so may subject Bidder to disqualification. There are no specification changes only an 'at-will' opportunity to address an additional component to the RFP.

Site (Location)	Days	Hours of Operation	Hours of Coverage	# of Guards	First bus arrival	Last bus arrival
William Hudson Center	M-F	4:00AM – 12:30AM	Only hours of operations and service	6 per shift	4:15 am	12:11 am
	Sat	6:00AM – 11:00PM		6 per shift	6:45am	10:30PM
	Sun	8:00am-7:00pm		6 per shift	8:15am	6:51pm
American Way Center	M-F	5:00 am – 11:30 pm	19	3 per shift	5:15am	11:02pm
	Sat	8:00am – 8:30pm	13	2 per shift	8:15am	8:20pm
	Sun	8:00am-6:30pm	11	2 per shift	8:00am	8:20pm
Airways Transit	M-F	4:15am-12:30AM	18	3 per shift	4:30am	12:30am
		12:30AM-6:00AM	6	2 per shift	---	---
	Sat	8:00am-9:00pm	13	3 per shift	8:15am	8:53pm
		9:00pm – 8:00AM	11	2 per shift	---	---
	Sun	8:00am-6:30pm	10.5	2 per shift	8:00am	6:30pm
		6:30pm-6:00pm	12.5	2 per shift	---	---
Levee Road	M-F	8am-5pm (admin)	24	6 per shift	4:00am	12:59am
	DAILY	Maintenance				

**Future Specialized Security Services with Transportation Security Administration (TSA) –
Department of Homeland Security (DHS) Expectations and Experience**

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MATA is seeking to maintain a highly regulated security environment. The security services requested in the RFP are specialized. Through this response, we are seeking prospective contractors who can demonstrate their ability to provide exceptionally high-quality security services in a highly regulated environment where safety is a critical component of MATA's work environment. MATA anticipates that the need for potential contractors with prior experience in TSA-DHS regulations and protocols is forthcoming.

MATA seeks contractors who can articulate in their proposal to this RFP their expertise, expectations, and evaluations for MATA's best interests as it pertains to TSA-DHS regulations. The TSA-DHS experience should be verifiable. The contractor's sole responsibility is to include sufficient information in its proposal to demonstrate meeting or exceeding the minimum qualifications. There are three (3) consecutive years of leadership experience with five (5) years providing services in security-type areas where TSA-DHS regulations are critical requirements for this portion of the proposal.

Please include the rates for this type of services. In the event your agency does not have these services in your existing capabilities, you can partner with agencies that do so. If you do not have the ability to gain a partnership or have these capabilities, how will you meet these qualifications? Please note that this service is a separate expense from the original RFP.

Lack of qualifications or 'no-response' will not disqualify bidder's proposal from consideration to the RFP response.

Minimum Wage Rate

Please show the following on the proposal.

1. Minimum wage rate of \$16/hr.
 2. Buildup showing cost components of Bill Rate:
 - a. \$16.00 – Wage Rate
 - b. \$xx.xx – Employment Taxes (FICA/FUTA/SUTA)
 - c. \$xx.xx – Benefit Cost
 - d. \$xx.xx – Any other costs (provide detail)
 - e. \$xx.xx – Profit Margin
- \$XX.XX – Bill Rate (sum of the above costs)**