Security Services – Questions and Answers

Q: Who is the current provider or is this a new contract?

A: The College currently employs their safety service officers.

Q: What is the current man hour schedule?

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<td>11 pm - 7 am</td>
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<td>7 am - 3 pm</td>
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<td>3 pm - 11 pm</td>
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Q: May we get a copy of the pre-conference visit attendees?

A: A copy of the pre-conference visit attendees will be available on the IVCC website at the following location: www.ivcc.edu/purchasing

Q: What is the student head count?

A: 4500

Q: Is a police officer considered an armed sworn officer?

A: Yes

Q: Are the security vehicles provided by the College?

A: No

Q: The proposal states a preference for services located within 90 miles of the College. Would a proposal still be considered if it is 160 miles from the College?

A: Yes

Q: How many security vehicles are required?

A: The College currently provides one vehicle for their security officers. The College is open to all proposals.
Q: Regarding the e-mail option for delivering proposals, can they send one e-mail transmission (the hard copies require six)?

A: One will suffice. We can print multiple copies of the e-mail.

Q: What is the rationale for needing sworn officers versus unarmed security officers?

A: We are open to all proposals for sworn, armed or unarmed security officers.

Q: Are we looking for sworn police officers or armed security officers? Are the security officers required to have police powers?

A: We are open to all proposals for sworn, armed or unarmed security officers. The security officers are not required to have police powers.

Q: Please provide detail on scheduled events and staffing requirements.

A: Cultural center events and athletic games – 1 extra officer.
Job fairs – 3 extra officers.
Large graduation ceremonies held in the gym – 3 extra officers.

Q: Please provide detail for the statement on page 5, “Additionally, the College would welcome proposals for special assignments; these may also be a factor in the award.”

A: Special assignments include updating campus emergency, disaster preparedness, and violence prevention plans.

Q: Should threat analysis be incorporated into their costs? Please provide more detail.

A: The College requires a threat analysis report to be updated annually.

Q: Would the interviews held with the finalists from May 3-6, 2011 be scheduled for everyone or just for the top five companies?

A: The College would invite the top finalists to present their proposals.

Q: Should bidders schedule according to the current man-hour schedule?

A: The current schedule is for informational purposes. Proposals with a different schedule will be considered. The College is open to all proposals. More than one proposal may be submitted. An alternate schedule with a separate pricing schedule may be submitted.

Q: Is there a specific reason IVCC is switching to an outside vendor?

A: The College is exploring all options for security.
Q: What is the rationale for armed officers?

   A: Twenty-five of the Illinois community colleges currently have armed officers on duty.

Q: Should we just provide a completed W-9 form.

   A: Yes, you can provide one of your own or we can supply you with a blank W-9 form. You may also print a blank W-9 form from the College’s web site. A link is listed below: http://www.ivcc.edu/purchasing.aspx?id=7924

Q: Is $9.00 per hour a recommended wage rate or is that just used as an example?

   A: The rate listed in the proposal was an example only.

Q: Who compiles the Jeanne Clery Act reporting for IVCC?

   A: Robert Mattson – Director for Institutional Research.

   The security department provides the data. The Business Office completes the report.

Q: Are there any technology requirements, such as two-way radios, cell phones, and computers? List the requirements. Does the College provide any of the technology required?

   A: The College will provide two-way radios and any necessary computer equipment. The contractor will provide any cell phones necessary.

Q: Would officers be required to assist motorists on campus? Do they need jumper cables, AED devices, and other equipment? Who provides that equipment?

   A: The security officers assist motorists on campus. The College will provide jumper cables. The College has first responders on campus for medical emergencies. The first responders have two-way radios. The College has several defibrillators around campus.

Q: Are the first responders part of a multi-disciplinary team or are they just medical?

   A: Just medical.

Q: Does the College want to retain the current staff? If so, does the College want to maintain the current wage rates?

   A: The contractor can use their own discretion. The College is open to all proposals.

Q: What is the maximum denomination and total amount transported by the money courier?

   A: The College will contact the attendees with that information.

Q: What is the distance the money courier travels?

   A: Within five miles.
Q: Does the College have classes on Saturdays? If so, what are the hours?
   A: Saturday classes vary. The classes are generally in the morning.

Q: How many security guards are required per event?
   A: The question is previously listed above.

Q: Does the College want a customized benefit package if current employees work for the contractor?
   A: The contractor can use their own discretion. The College is open to all proposals.

Q: Will the Board of Trustees be receiving input from outside sources to make their decision?
   A: No

Q: Does the College have a guard-tracking system? If not, does the College want one?
   A: The College does not currently have a guard-tracking system. We are open to all proposals.

Q: Should vehicles be included in the billed rate, or listed as a separate item?
   A: Either way. The College is open to all proposals.

Q: How many special events require an extra guard per year?
   A: A link to the College calendar is listed below:
      http://www.ivcc.edu/calendar.aspx?id=6902

Q: How many hours per event, on average?
   A: Approximately four hours per event.

Q: What are the bonding requirements?
   A: The contractor should be bonded annually based upon the annual amount of the contract.