Duluth Transit Authority

REQUEST for PROPOSALS

RFP# 2026.10.29

FOR

SECURITY SERVICES CONTRACT

November 29, 2026

ADDENDUM 1

ISSUE DATE: November 16, 2026

Duluth Transit Authority
2402 W. Michigan St
Duluth, MN 55806
(218) 623-4329
email: hborn@duluthtransit.com

This addendum provides responses to pre-bid questions, includes corrections and additional information that modifies the RFP. All other terms, conditions, and requirements of the original RFP remain unchanged. Vendors must acknowledge receipt of this addendum in their proposal response.

1 PRE-BID QUESTIONS RECEVIED WITH DTA RESPONSES

#	Question	Answer
1	Please Clarify the holidays.	The DTA observe the following holidays: New Years Day - January 1 Memorial Day - Last Monday in May Independance Day - July 4th Labor Day - First Monday in September Thanksgiving Day - November 26 Christmas Day - December 25
2	In RFP, it mentions officers may be deployed to other DTA owned properties and bus stops. a. What does this mean Other properties and where are the located? b. How far from the transportation center are these locations? Is a security provider security vehicle required? c. Deployments are expected or occasional. How often has this occurred?	We are removing this from scope.
3	Are there any alarms that we respond to? a. Elevator b. Panic	Elevator and door alarms.
4	Are the lunch and breaks unpaid or paid?	It is up to the vendor.
5	Are there any DTA-mandated training programs or certifications (beyond those listed) that security personnel must complete?	At this time, no, but this could change. FTA could mandate additional/new training and DTA will notify the vendor as soon as we know.
6	Will the DTA provide any orientation or site-specific training for new security staff?	If needed or requested yes.
7	What are the key performance indicators (KPIs) or metrics the DTA will use to evaluate contractor performance?	Anticipated KPIs include post coverage rate, patrol/tour completion, incident response and reporting timeliness, training and licensing compliance, staffing retention, and complaint resolution. Proposers are encouraged to describe the performance metrics, tracking tools, and reporting they currently use with comparable clients." DTA will establish key performance indicators with the selected contractor during contract transition.

8	Page 26 Formal Proposal Sheet: Please provide clarification on: W/O Post and W Post. Does W/O Post mean 1 Officer making consistent rounds on foot and W/Post mean 1 Officer watching the cameras from the office location? Also please provide confirmation on my understanding of the scheduled hour per week noted below. a. Monday- Friday = 102.5 hours per week W/O post and 102.5 hours per week W/Post b. Saturday-Sunday = 35 hours per week W/O post and 35 hours per week W/post c. Total = 275 hours per week d. Holidays = 18 hours per day	POST (Peace Officer Standards and Training) is not required. We currently have one security guard on duty at a time with no overlap. At a minimum, your proposal should be for 1 guard. You can propose a second guard as an option, if so be sure your proposal is clear on pricing for second guard. The 2 charts on Formal Proposal Sheet are there for you to provide hourly rates for both with or without POST if you choose, but rates with POST is not required.
9	Evaluation criteria: Will the evaluation criteria be weighted? If so, could DTA share the weight or point value for each criterion, including price?	The evaluation criteria is not weighted.
10	Pricing format: The pricing tables are headed "Hourly Rates" but ask for a daily rate, and the contract references a weekly rate. Should proposers submit an hourly rate, a daily rate, or both? Also, the Year 4 dates appear to read 1/1/30 to 12/31/29. Should Year 4 be calendar year 2030?	Proposals should list the hourly rate as listed in the charts on proposal sheet. Year 4 is for calendar year 2030. A **revised Proposal Sheet** is part of Addendum 1 for use.
11	Coverage: Please confirm that the contract calls for one unarmed officer on duty at a time, covering the transit center, skywalks, and the 3-story parking structure.	Yes, and it also includes the Transit Center East that is attached to main Transit Center via the skywalk over Michigan Street as outlined in the RFP.
12	Holidays: Which days does DTA observe as holidays for the holiday schedule and holiday rate?	See #1.
13	Shift hand-off: Given the zero-gap hand-off requirement, should overlap time between outgoing and incoming officers be built into the bid rate, or will DTA pay for brief overlap hours?	There should be a hand-off, if there are critical items to discuss. The hourly rate should cover overlap with no extras charges.
14	Auto liability: If no vehicles are used on DTA property, will hired and non-owned auto liability coverage satisfy the auto insurance requirement?	Yes, as long as all insurance requirements on contract are meet.

15	References: May a newly formed firm provide references for work performed by its principal and personnel, including work performed as a subcontractor or employee of another security provider?	Yes.
16	What go-live date does the DTA currently have in mind? Would the DTA be open to a start date after the holiday season rather than requiring a January 1 implementation?	Great question. Ideally January 1st is best, but we will work with the incumbent and winning proponent to determine a transition date that works for all parties.
17	May proposers include annual price escalation for the base term and the option years, and may proposers include a pass-through for statutory minimum-wage increases and any applicable collective-bargaining wage and benefit increases over the term?	Yes. Include pricing that is all inclusive (price increases, etc.). No pass-through increases?
18	Will the DTA consider exceptions submitted with the proposal? If exceptions are permitted, please confirm the deadline and format for submitting them, and how proposed exceptions will be evaluated.	See section 1, G-10. Yes, we will consider exceptions. They need to be included with proposal. Addendum 1 includes Sample Contract in word doc for redlining.
19	Please identify ATE Management of Duluth and confirm its role under the Contract and the basis for its inclusion as an indemnified and additional-insured party.	ATE Management of Duluth, Inc. (operating as ATE Management of Duluth SBC) is the local operating subsidiary and private management company responsible for running the day-to-day operations of the Duluth Transit Authority (DTA).
20	Article 9 (Insurance) requires Commercial General Liability and Automobile Liability of "not less than $2,000,000 Single Limit, or $1,000,000 single limit with a $1,000,000 umbrella." Please confirm fixed limits and whether an umbrella/excess policy is mandatory or only one acceptable option.	As it states, you have 2 choices: 1) $2M single unit, or 2) $1M single unit with $1M umbrella.
21	Please confirm whether environmental/pollution coverage is in fact required for this unarmed security services engagement.	Environmental/pollution coverage is not required.

2 CORRECTIONS

SECTION 6.A – PROJECT OBJECTIVE AND BACKGROUND

The following sentence is hereby removed:

Security guards may also be deployed to other locations such as specific bus stops or DTA-owned property.

SECTION .G – FULL VENDOR EQUIPMENT…

Under 'Equipment and Supervision' the following sentence is removed:

> This also includes mobile devices (e.g., smart phones and/or handheld radios), chargers, batteries, earpieces, and microphones are to be provided the company.

And replaced with the following:

> The DTA will supply handheld radio, charger, batteries, earpieces for communications with DTA staff on site.

AWARD DATE

The RFP Schedule incorrectly shows the award date as early as December 31.

The DTA intends to issue a notice of award as early as December 1, 2026 with a start date of January 1, 2027. Notice of award will be contingent upon completed contract negotiation and DTA Board approval on December 16.

3 CLARIFICATIONS

NUMBER OF SECURITY PERSONEL

Section 6.E of service specifications states 'one unarmed security officer on active duty.' Proposals may include optional plans for having more than one security officer on duty at one time. Please provide details of what that would look like along with schedule and hours.

3 ADDITIONAL INFORMATION

SECURITY GUARD / VIDEO SURVEILLANCE WORK STATION

Insert info and photo for the workstation used for video surveillance that will be utilized by security services vender.



EMPLOYEE PARKING

Parking pass will be provided for parking at the Transit Center Ramp.

CONTRACT

Word file of Security Service Contract imbedded. Use this for redlining if required.

SECTION 4 - REVISED PROPOSAL SHEET

See the following pages.

Section 4. FORMAL PROPOSAL SHEET-REVISED

PROPOSAL PRICES: Prices shall be the hourly rate and shall be all-inclusive for services rendered.
TAX: Federal Excise Tax Exemption Account No. 41740056K; The DTA is State and City Tax Exempted.

Hourly Rates W/O POST*						
Daily Rate Period	Total Hours	Years 1-3 (Base)			Years 4-5 (Option)	
		1/1/27-12/31/27	1/1/28-12/31/28	1/1/29-12/31/29	1/1/30-12/31/30	1/1/31-12/31/31
Monday-Friday, 4:30 am to 1:00 am	20.5					
Saturday-Sunday, 5:30 am to 11 pm	17.5					
Holidays, 4:30 am to 10:30 pm	18					

OPTIONAL

Hourly Rates W/ POST*						
Daily Rate Period	Total Hours	Years 1-3 (Base)			Years 4-5 (Option)	
		1/1/27-12/31/27	1/1/28-12/31/28	1/1/29-12/31/29	1/1/30-12/31/30	1/1/31-12/31/31
Monday-Friday, 4:30 am to 1:00 am	20.5					
Saturday-Sunday, 5:30 am to 11 pm	17.5					
Holidays, 4:30 am to 10:30 pm	18					

*** Peace Officer Standards and Training**

Note: Hourly rates should be for 1 guard. If proposing a second guard as an option, include second sheet for 2 guards and mark as such.

Firm Name:_____

Mailing Address:

Addendum Acknowledgment Rec'd

Number Date

_____ _____ _____

_____ _____ _____

CITY STATE ZIP CODE

By: _____ _____

(PRINT NAME) TITLE PHONE NO.

Signature: _____

Email: _____