



MARYLAND TRANSIT ADMINISTRATION

MARYLAND DEPARTMENT OF TRANSPORTATION

Martin O'Malley, Governor • Anthony G. Brown, Lt. Governor
James T. Smith, Jr., Secretary • Robert L. Smith, Administrator

MEMORANDUM

TO: Holders of Contracts Documents

FROM: Nannette Gibson, Procurement Officer
Maryland Transit Administration
Procurement Division
6 Saint Paul Street, 7th Floor
Baltimore, Maryland 21202-1614

SUBJECT: Addendum No. 1
Contract No. MTA-1436/J05B440021
MTA REVENUE PROCESSING SERVICES

DATE: March 5, 2014

Issued herewith and effective this date is Addendum No. 1. The Bidder shall acknowledge receipt of this Addendum by completing and returning this form with the bid package.

All other terms and conditions remain unchanged.

• **DUE DATE AND PUBLIC OPENING OF SEALED BIDS**

The submission deadline for sealed bids *remain unchanged* **Tuesday, March 11, 2014 no later than 2:00pm** at the Maryland Transit Administration, William Donald Schafer Tower, 6 Saint Paul Street, 7th Floor, Baltimore, MD 21202.

Acknowledgement of receipt of ADDENDUM # 1 to Solicitation #MTA-1436/J05B440021

Vendor Name: _____

Authorized Representative's Signature

Date

QUESTIONS/INQUIRIES/MTA RESPONSES

ITEM ONE:

QUESTION #1:

In accordance with 1.23, we would like to clarify our position on the following items:

3.1 It is assumed that our pricing will be based upon the MTA providing their own security deposit bags.

MTA RESPONSE:

The Maryland Transit Administration will be providing the tamper evident security bags.

QUESTION #2:

3.2.1.3.1 Contractor performs Background Security Checks as part of an employee's pre-employment. We do not share the results with our customers due to privacy reasons.

MTA RESPONSE:

A letter to the MTA certifying that Contractor employees have undergone a security and financial background check and said employees have passed would satisfy this requirement.

QUESTION #3:

Item 3.2.2.1 (credit to their account) is purely a bank function that can't be controlled by the carrier.

MTA RESPONSE:

The MTA understands the contractor's concerns. Documentation that Contractors made the deposit within 24 hours will meet the intent of this clause even if the bank does not credit the MTA's account within the 24 hour period.

QUESTION #4:

Item 3.2.2.2 Appears to be redundant to 3.2.2.1 – Therefore if pick-up is missed two penalties would be assessed.

MTA RESPONSE:

Liquidated damages of \$500.00 per day under 3.2.2.2 only applies if the Contractor does not pick up the revenue when scheduled. Liquidated damages under section 3.2.2.1 only

applies after the Contractor has taken possession of the revenue. Contractor would not be assessed liquidated damages under both clauses if they fail to pick up the revenue.

QUESTION #5:

3.4 Insurance Requirements:

3.4.2.3 We do not have Professional Liability. This type of coverage does not apply to armored car companies.

3.4.4.4 – Contractor will provide “30-day” prior written notification. Also, we do not provide copies for all the policy exclusions. We will provide a copy of the certificates only.

MTA RESPONSE:

MTA’s Insurance requirements remain unchanged

QUESTION #6:

Please confirm if the contract value does not exceed \$ 100K, does the 1.36 living wage clause apply

MTA RESPONSE:

Please read Attachment F- Living Wage Requirements, Item B.

ITEM TWO:

NO ADDITIONAL QUESTIONS WILL NOT BE ACCEPTED

ITEM THREE:

The information issued with this Addendum will become part of the contract awarded to the successful bidder. If you have any questions regarding this Addendum, please contact me at 410-767-0813 or by e-mail at ngibson@mta.maryland.gov.



Nannette Gibson
Procurement Officer

Cc: Contract File