

ADDENDUM NUMBER 3

Project Name: Invitation for Bids: Security Guard Services at Melrose Towers and Morningside Manor

September 30, 2026

The following clarifications, additions, deletions, and/or changes shall be incorporated into the specifications and shall become a part of the Contract Documents.

1. Change: A revised version of “Solicitation Doc A – Bid Form” with corrected annual hours for Line Items #1 – 3 has been attached. **Pricing must be submitted on the Revised Bid Form for a Bid to be determined responsive.**
2. Clarification: Quantities for unit costs are provided for Bid purposes only and are not a guarantee of services requested. The annual hours on the Revised Bid Form are based on the initial schedule in the Scope of Work. RRHA reserves the right to adjust the schedule by increasing or decreasing the hours by giving a written fifteen (15) day notice to the Service Provider. No limitation has been placed on the amount by which RRHA may increase or decrease scheduled security hours during a contract year.
3. Clarification: Unit cost shall be used as the basis for add/deduct from contract amount once final quantities for hours been determined. If RRHA-directed schedule changes increase hours worked, the Contractor will be compensated for the additional hours worked based on the hourly rates submitted in the bid. Overtime pay will be considered when appropriate and must be approved by RRHA as part of the contract modification.
4. Clarification: Unit Costs for hours shall include all costs to provide the specified services, including labor, equipment, profit, and overhead costs required to perform the work. Rate adjustments for option years must be included on the Bid Form in order to be considered for those years of the contract. If an offeror provides **optional** enhanced technology solutions or suggests additional management or security guard staff in order to meet the scope of services of this procurement, those costs must be presented as a separately identified component of the bid. However, if the costs are **not** optional, they must be incorporated into the hourly unit price.
5. Clarification: The stated hours per property anticipate one (1) security guard onsite per property at any given time.
6. Clarification: In regard to lobby coverage and patrols, RRHA understands that in order to perform patrols, there will be periods of time when the front doors are unattended. Guards are not permitted to secure the entrance during patrols. Upon award of contract, the selected offeror will meet with the Property Manager of each property to discuss how this works best at that specific property including the expected number of patrols per shift.
7. Clarification: For purposes of Security Guard Services provided at Melrose Towers and Morningside Manor, a “minor disturbance” is an incident or behavior

that disrupts the peace, safety, comfort, or normal operation of the property but does not involve an immediate threat of serious bodily injury, the use or display of a weapon, fire, significant property damage, or other circumstances requiring immediate emergency response. Minor disturbances may include, but are not limited to:

- Excessive or disruptive noise, including loud music, television, shouting, or other repeated noise that interferes with other residents' reasonable enjoyment of their homes.
- Verbal disagreements, arguments, or disputes between residents that involve yelling, profanity, threats of a non-immediate nature, or other disruptive behavior, provided that no weapon is involved or displayed and there is no immediate threat of serious bodily harm.
- Verbal altercations in common areas, hallways, parking areas, or other portions of the property that do not escalate to physical violence.
- Repeated disturbances involving visitors or guests that are disruptive but do not present an immediate threat to residents, staff, or property.
- Other non-emergency conduct that violates property rules or unreasonably disturbs other residents but can reasonably be addressed through verbal intervention, de-escalation, documentation, notification to management, or other routine security procedures.

8. Clarification: Physical intervention and/or detention is not permitted by Security Guards under this contract. Any disturbances that escalate to the point that physical intervention is required should be handled by law enforcement officers or EMS. Security Guards are expected to contact the appropriate authorities immediately and then contact RRHA Maintenance or Property Management staff as well.
9. Clarification: Holiday Pay in Line Item #4 should list the INCREASE ONLY, not the total hourly billing rate applicable to holiday service. Base hours for those dates are already included in the total annual hours per year in Line Items #1-3 and are NOT to be included in Line Item #4. Holiday pay will only be issued for holidays observed by RRHA and as listed in the IFB.
10. Clarification: RRHA will provide at least a 60 day notice prior to contract expiration of its intent to exercise the option year or terminate the contract.
11. Clarification: RRHA anticipates notice of award of contract will be given to the selected offeror no later than November 1, 2026, pending Board approval on October 26, 2026. The contract will commence effective December 1, 2026. This date is consistent with the periods shown in the holiday worksheets.
12. Clarification: Invoices should be submitted monthly and should reflect the actual hours performed. Net 30 commences upon receipt of a proper invoice. Holiday compensation should be identified separately on any invoices in which it has been paid.
13. Clarification: The selected contractor shall not subcontract any of the work unless specifically authorized in advance and in writing by RRHA. Subcontractors will be expected to meet the same level of certification as the awarded contractors and

this must be verified and approved in advance. If a subcontractor has been approved, the security guard personnel must be an employee of that approved subcontracting service provider.

14. Clarification: Offerors should refer back to the Virginia Department of Criminal Justice Services (VADCJS) for applicable regulations. RRHA requires all Security Guard Service personnel to be fully trained and licensed by the VADCJS. All offerors are required to provide their company's VADCJS License Number.
15. Clarification: RRHA does not require individual guards to be submitted for approval before assignment. Please refer back to the VADCJS for all hiring requirements for licensed Security Guard Personnel. RRHA does not require screening beyond VADCJS requirements.
16. Clarification: In the event that scheduled Security Guard Personnel call out or are unexpectedly absent, the selected Contractor must contact RRHA staff as soon as the Contractor becomes aware of the absence. RRHA has not established a specific timeframe within which replacement coverage must be provided; however, the Contractor is expected to make every reasonable effort to provide replacement coverage as soon as possible.
17. Clarification: The use of body-worn cameras is prohibited.
18. Clarification: Security Guard Personnel will NOT have access to RRHA's CCTV system while on duty. There are plans to replace the non-operational cameras, but RRHA has not started the procurement process yet.
19. Change: The scope of services indicates an operational telephone placed at each security workstation. After discussion with the Property Managers, this is not the case. Contractors are required to provide their own cellular phone.
20. Clarification: Daily Reports are due by 8:30 AM the next day or by Monday at 8:30 AM when the shift falls on the weekend. This will ensure the management office may address any concerns immediately. Electronic copies of written reports may be maintained in contractors' internal security-management system and contractors may elect to submit daily reports electronically so long as they are received by the 8:30 AM deadline. However, any electronic copies of said documents would be subject to FOIA and must be made available to RRHA upon request.
21. Clarification: RRHA does not expect contractors to hire new personnel specifically for this contract if they already have existing workforce. However, if new staff must be hired as a result of being awarded this contract, contractors must notify RRHA so any qualified Section 3 applicants seeking employment are given preference in hiring. Contractors are not required to hire Section 3 applicants who do not meet the Contractor's qualifications for the position being filled. RRHA will not provide a reporting template to document total labor hours, Section 3 worker hours, and targeted Section 3 worker hours. Contractors may choose the format so long as it is reported with each invoice.

22. Clarification: Submitted pricing must remain firm for a minimum of 60 days from the bid deadline of October 7, 2026 at 2:00 PM, local prevailing time. The correct identifier for the sealed envelope is REM-26-08-18. Offerors are required to submit only one copy of the Bid in the sealed envelope. **Signed addendums must be submitted with the bid.** Electronic copied of the Bid documents are prohibited as all Bids must be sealed until the Bid Opening at 3:00 PM, local prevailing time on October 7.
23. Change: The previous addendum issued on Friday, September 25, 2026 was mistakenly labeled Addendum 1 and will now be considered Addendum 2. This Addendum is therefore labeled Addendum 3.
24. Clarification: This contract does NOT incorporate any wage determination, mandatory fringe-benefit schedules, or collective-bargaining or successor obligations.
25. Clarification: This is a new solicitation of Security Guard Services provided under the current contract. The scope of work has not changed.
26. Clarification: Attendance to the site visits held on September 15, 2026 were NOT mandatory. Those who did not attend are welcome to submit bids.
27. Clarification: RRHA does not release cost estimate amounts for projects. The expectation is that contractors will price their bids based on what they think it will cost to provide the service requested. The current Year 1 contract cost was provided strictly for informational purposes.
28. Clarification: Per HUD regulations, contract periods may not exceed five (5) years without express HUD approval. RRHA intends to utilize both option years with the contractor the contract is awarded to if the required service level is maintained.

END OF ADDENDUM #3

Acknowledge the receipt and inclusion of Addendum #3 in Bid by signing a copy of Addendum #3 and including signed copy with Bid. Failure to acknowledge Addendum #3 can result in Bid being determined non-responsive and therefore Bid will be disallowed.

_____ (signature)