



Memorandum

TO: Prospective Proposers
CC:
FROM: South Coast Transit Management, Inc. (SCTM)
DATE: April 12, 2024
RE: Request for Proposals (RFP 24-01) Security Guard Services

Background:

The Southeastern Regional Transit Authority (SRTA) is a political subdivision of the Commonwealth of Massachusetts and is responsible for public transit services in ten (10) communities within the Southeastern Massachusetts region. The SRTA was created pursuant to Massachusetts General Laws (MGL), Chapter 161B, and is funded with Federal, State, and local subsidies, as well as farebox revenue.

SRTA is prohibited, by the provisions of Section 25 of Chapter 161B, from directly operating transit service. SRTA's current contractor – Transdev / South Coast Transit Management, Inc. (SCTM) – provides management and operational services of its public transit system and ancillary public transit services as allowed by MGL 161B and the Urban Mass Transportation Act of 1964, as amended. SRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities with which it contracts.

SCTM reserves the right to reject any or all proposals, or any part of any proposal, that SCTM deems it in its best interest to do so.

Scope of Services:

SCTM is seeking written proposals from qualified proposers for unarmed security guard service to provide a safe, and security environment at its two (2) Terminals located at 134 Elm Street New Bedford, MA 02740 and 118 4th Street Fall River, MA 02721 for its passengers and employees.

Additional information regarding the expected *Scope of Services* can be found in the solicitation document and attachments for this RFP. To obtain a copy of these documents, please refer to the instructions outlined in the ensuing *Intent to Respond* section.



Intent to Respond:

Prospective Proposers can request the applicable RFP / Solicitation Documents via email to ccabral@srtabus.com (Subject Line: SCTM RFP 24-01: Security Guard Services beginning on the date of *RFP Release* and until the date and time of *RFP Submission Due*, as outlined in the *Key Action Dates* table below.

The body of the *Intent to Respond* email shall include the official name of the proposer, the name of the preferred Contact Person, and the Contact Information (Phone and Email Address) for said Contact Person.

Key Action Dates:

The table below lists the dates for key milestones of the procurement process. Some of the dates shown are tentative and subject to change. Any changes to this defined schedule will be released via addendum.

Please note that “COB” identifies Close of Business, which is defined as 4:00PM (Eastern) for this procurement. The successful Proposer should be prepared to begin work immediately upon Notice to Proceed.

Milestone	Date	Time
RFP Release	Friday, April 12, 2024	COB
Site Visit	Thursday, April 25, 2024	1:00 PM EST NB 2:00 PM EST FR
Questions and Clarifications Submitted	Friday, April 26, 2024	2:00 PM EST
Questions and Clarifications Responses	Friday, May 3, 2024	COB
RFP Submission Due	Friday, May 10, 2024	2:00 PM EST
Interviews (if needed)	May 17-23, 2024	TBD
Notice of Award	May 31, 2024	COB