

Mandatory Bidder's Conference

September 17, 2008

Time: 11:00 a.m.

Summary of Questions asked during the Bidder's Conference

1. What type of equipment will be utilized or needed for the security services?
 - a. Example would be radios, ear pieces, batons, and other types of equipment that you would use for this job.
2. Do we, the vendor, need to provide a copy of our Profit and Loss Statements Balance Sheet?
 - a. Yes.
3. Do we need to provide proof of Workers Comp. and Certification Insurance/Certification of Bond?
 - a. Yes.
4. Should the Proposal document be unbounded?
 - a. Yes, unbounded and preferably numbered as to avoid any losses.
5. What is HCC looking for, armed or unarmed security officer?
 - a. Unarmed
6. How many customers/individuals walk through Hub Cities' door?
 - a. Approximately 1,500 to 2,500 per month.
7. Who provides customers with sticker passes?
 - a. Our staff as well as security guards.

8. Where are the guards positioned/placed during their shift?
 - a. Guards are placed in alternating locations, examples; the parking lot, 2nd floor front desk, first floor resource center and other location may be added.
9. Will Hub Cities provide a list of employees to the vendor?
 - a. Yes.
10. The 97.5 work hour week is for how many guards, one or two?
 - a. Two guards will total 97.5 hours.
11. Is Hub Cities open during major Holidays?
 - a. Hub Cities is closed during 12 yearly major holidays.
12. Can the service provider charge/bill additional for Holiday(s) and/or weekend(s) hours?
 - a. This is up to the service provider to decide.