

Housing Authority of the City of Pittsburgh

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August 15, 2014

Security Guard Services for HACP Family Communities RFP#350-27-14

ADDENDUM NO. 2

This addendum issued August 15, 2014 becomes in its entirety a part of the Request for Proposals RFP#350-27-14 as is fully set forth herein:

Item 1: Q. Please confirm mileage for cars will be reimbursed at \$.555/mile per the attachment C Scope of Work.

A. Yes, as per attachment C – Scope of work.

Item 2: Q: The Fee Sheet attached to RFP 350-27-14 appears to be requesting a quote for both armed and unarmed guard services. However, we were with the understanding that RFP 350-27-14 was strictly armed similar to RFP 350-13-13. RFP 350-27-14 Fee Sheet appears to be the same as RFP 350-28-14 Fee Sheet.

A: Please See Attachment A to this addendum.

Item 3: Q: What is the average days to pay after being invoiced, from HACP for Security?

A: The average is 30 days.

Item 4: Q: Can we access the video Orientation "How the Community Works" and can we get a copy of it? How long (minutes) is the video?

A: We are not aware of a current video Orientation "How the Community Works".

Item 5: Q: Is there a contractor approved vendors list for EVERYTHING? Patches, badges etc. that will help with using minority businesses?

A: No, HACP does not currently maintain a list of minority or women owned business.

Item 6: Q: Should the bid include all costs in the 1st year or do we spread it over the three year period? (renewals)

A: The cost of bid should include all cost in the 1st year necessary to fulfill the contract.

Item 7: Q: Is there a cost of living rate which automatically raises the bid or do we have to build cost of living into our bid?

A: All bids should include all related items necessary to fulfill the contract.

Item 8: Q: What about car mileage for rovers, is that billable? (3) cars rovers (7) Family Communities

A: Yes we pay mileage for the vehicles.

Please Clarify item 8 - (3)cars (7)family communities

Item 9: Q: GPS if an officer has one on his phone does he have to have one in his car? Will using computers with GPS in the car meet this need?

A: Contractor agrees to maintain a GPS tracking system on all vehicles used in service of any contract. GPS tracking systems shall also be utilized on Security Guard cell-phones to be carried on them at all times while on HACP property.

Item 10: Q: Under the prevailing wages requirement are we 1 or 2 and what is the prevailing wage for each?

A: Please refer to <http://pittsburghpa.gov/controller/pwo>

Item 11: Q: How many hours are to be covered per day for Family Communities?

A: Contractor shall submit a suggested model to provide coverage at some or all of the seven (7) HACP family communities using a minimum of eight (8) hours per community.

Item 12: Q: Is there a difference in requirement hours between summer hours and other seasonal hours? Do you have requirements for additional staffing for special events or holidays?

A: No there is no difference in requirement hours between summer hours and other seasonal hours The Authority reserves the right to increase or decrease the hours, number of Security Guards to be provided, or number of properties serviced, to include properties that are in addition to those referenced in this scope of work, by providing a twenty-four (24) hour written notice

Item 13: Q: What about Court times and Evictions (Info received) regarding billable hours? What are number of minimum and maximum hours?

A: All bids should include cost necessary to fulfill the contract.

Item 14: Q: What are prevailing wages in the city and are we required to submit a prevailing wage certificate to the city after the first year of the contract is completed?

A: Please refer to <http://pittsburghpa.gov/controller/pwo>

Item 15: Q: 4 Tier program are we allowed to check the box for more than one Tier program?

A: Assuming that you are referring to the Section 3 Opportunities Plan, yes a perspective bidder is allowed to check more than one tier.

Item 16: Q: What is the current billing rate? What is the rate for fees?

A: The current Billing rate is \$29.96 please specify what is meant by the rate for fees.

Item 17: Q: What do the regular Security Guards make per hour now? What is the roving Security Guard supervisor being paid per hour?

A: The security Guard company is responsible for the payment being made out to the Guards.

Item 18: Q: What is the back-up Liaison described in Section II being paid?

A: The HACP does not itemize/breakout the cost for the liaison working on the current contract.

Item 19: Q: If your company is an M/WBE, does it have to meet the HACP M/WBE goals?

A: A company can only participate in one category or the other and HACP expects that you will meet the goals in the other category. For instance if your company is participating as a minority business enterprise then it is expected that you demonstrate at minimum outreach to certified woman owned businesses. The company's participation may not be used for the goals for each category

Item 20: Q: What is the City of Pittsburgh's prevailing wage rate?

A: Please see Item 10

Item 21: Q: If awarded the contract with the HACP, will it be acceptable to keep the current guard force in place?

A: Previous employment or performance on an Authority contract does not guarantee hiring of a Security Guard. All Security Guards are processed and evaluated individually and in accordance with all applicable laws and regulations. Within one week of hiring a Security Guard, the Security Company shall provide the results of the Security Guard screening to HACP. Security guards will not be able to perform duties on Housing Authority Properties, until approved by HACP

Item 22: Q: On page 102, Attachment K, is the number of guard hours accurate? There is a line for an unarmed guard for each year.

A: No that is not correct there should only be a line for Armed Guards totaling 3,720 hours for 12 months. Please see Attachment A to this addendum.

Item 23: Q: Isn't the coverage 24/7 for all 7 sites listed in Section II, General Description of Communities?

A: No Contractor shall submit a suggested model to provide coverage at some or all of the seven (7) HACP family communities using a minimum of eight (8) hours per community.

Item 24: Q: Is there a vehicle at each site at present? Does the HACP require a vehicle at each site?

A: The HACP does not provide a vehicle at each site. HACP does require a vehicle for every 2 guards working on the contract.

Item 25: Q: What is the perimeter in miles of each of the 7 sites?

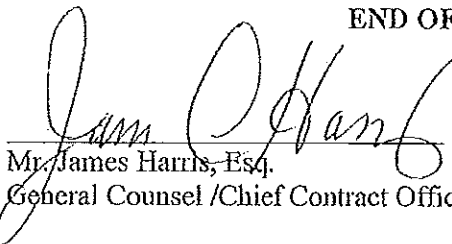
A: Answer is unavailable please consult google maps.

Item 26: Q: What is the distance in miles between each of the 7 sites?

A: The contractor authorized to determine distance to each site, guards are authorized to can change routes

Item 27: The proposal due date, time and location remain unchanged at August 22, 2014 at 2:00 PM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 2


Mr. James Harris, Esq.
General Counsel /Chief Contract Officer

Date

8/15/14

Attachment A
Revised Fee Sheet (Attachment K)

ATTACHMENT K REVISED

**Security Guard Services at HACP Family Communities
RFP#350-27-14**

FEE SHEET REVISED

PRICE IS TO BE LISTED PER THE FOLLOWING:

Initial Term

Type of Guard	Hourly Rate	Est. Number of Hours	Number of Months	Total (rate x est. # hours)
Armed Guard	\$	3720	12	\$
Total				\$

Ext Opt 1

Type of Guard	Hourly Rate	Est. Number of Hours	Number of Months	Total (rate x est. # hours)
Armed Guard	\$	3720	12	\$
Total				\$

Ext Opt. 2

Type of Guard	Hourly Rate	Est. Number of Hours	Number of Months	Total (rate x est. # hours)
Armed Guard	\$	3720	12	\$
Total				\$

Total Bid amount: _____
(Add Total for Initial Term, Extension Option 1, Extension Option 2)

Total Bid amount: _____
(In Words)

Company Name (Printed): _____

Name (Printed): _____

Title: _____

Address: _____

Phone/Fax: _____

Email Address: _____

Signature: _____