

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

**REQUEST FOR PROPOSALS
Security Guard Services for HACP Family Communities
RFP# 350-27-14**

**Due:
August 22, 2014
2:00pm**

**To: Mr. Kim Detrick
Procurement Director/
100 Ross Street
2nd Floor, Suite 200
Pittsburgh, PA 15219**

SECTION I INTRODUCTION

The HACP is a municipal corporation, formed under the U.S. Housing Act of 1937, codified at 42 U.S.C. Section 1401 et seq. as amended and the Housing Authority Law of Commonwealth of Pennsylvania codified at 35 P.C. 1542, et. seq. as amended. As such, the HACP is charged with providing “affordable decent, safe and sanitary housing for low-income persons.”

The HACP has approximately 350 employees and services over 10,000 residents. The Authority itself maintains approximately 5208 units of rental housing; and, through its Section 8 program, funds the rental of more than approximately 5247 other units of privately owned housing.

Major operational departments include Property Management, Maintenance, Occupancy, Section 8, and Modernization & Development. Major administrative departments include Legal, Finance, Management Information Systems, and Human Resources. Our public and community relations departments are Community Affairs and Resident Self-Sufficiency. All departments work together to achieve the goals of the Authority that are set by the Board of Commissioners. Day to day decision-making rests with the Executive Director, who reports to the Board of Commissioners on a regular basis.

The Housing Authority of the City of Pittsburgh seeks proposals from persons or organizations qualified to: Security Guard Services for HACP Family Communities

The Authority is contemplating the award of a professional service contract or contracts in the form of the Sample Contract (**Attachment A**) through this solicitation process.

Any questions regarding this Request for Proposals should be in writing and directed to:

Mr. Kim Detrick – Procurement Director/Contracting Officer
Housing Authority of the City of Pittsburgh
100 Ross Street 2nd Floor Suite 200
Pittsburgh, PA 15219
412.456.5116, Option 4
412.456.5007 fax
kim.detrick@hacp.org

A complete proposal package may be obtained from:

Business Opportunities Section of the HACP website, www.hacp.org

Following are the Key Dates associated with this Request for Proposals:

Friday, August 22, 2014
2:00pm

Deadline for Submission of Proposals

Kim Detrick – Procurement Director
Housing Authority of the City of Pittsburgh
100 Ross Street 2nd Floor, Suite 200
Pittsburgh, PA 15219

Thursday, August 14, 2014
10:00am.

Pre-submission Meeting:
Kim Detrick – Procurement Director
Procurement Department
Housing Authority of the City of Pittsburgh
100 Ross Street 2nd Floor, Suite 200
Pittsburgh, PA 15219

Friday, August 15, 2014
2:00pm.

Deadline for the submission of written
questions.

****Deadlines are subject to extension at HACP discretion and will be communicated as an
addendum to this solicitation.**

SECTION II SCOPE OF SERVICES

General Description of Communities: Contractor shall provide the following services, meeting the requirements set forth below:

- A. Contractual security services for the protection of all Authority residents, employees, customers, invitees, management personnel and other assets in or on the development sites (as identified below) against any criminal activity including but not limited to vandalism, theft, trespass, fire, bodily harm and other events detrimental to the security of such individuals, assets or property in any of the following locations:
1. Addison Terrace, 2136 Elmore Square, Pittsburgh, PA 15219
 2. Arlington Heights, 3123 Cordell Place, Pittsburgh PA 15210
 3. Allegheny Dwellings, 1702 Belleau Drive, Pittsburgh, PA 15212
 4. Bedford Dwellings, 2305 Bedford Ave. Pittsburgh, PA 15219
 5. Glen Hazel Family Community, 945 Roselle Court, Pittsburgh PA 15207
 6. Homewood North, 10 Albertice Street, Pittsburgh, PA 15208 (this site to be shared with Hamilton-Larimer, 6200 blocks of Auburn and Carver St. Pittsburgh, PA 15206)
 7. Northview Heights Family Community, 533 Mt. Pleasant Road, Pittsburgh PA 15233
- B. The Authority is seeking to qualify one (1) or more vendors to provide contractual security services at its seven (7) family communities. Contractor shall submit their proposal detailing their ability to provide the required services at some or all of the sites listed. Contractor shall provide armed Security Guards to patrol some or all of the HACP's seven (7) family communities. Contractor will provide Security Guard service each day for three hundred sixty five (365) days of the year. Two (2) Security Guards shall work simultaneously at each community. Patrols will consist of cars, canine (if applicable), and foot patrols. 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. **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.** If Contractor perceives it feasible to provide adequate or maximum coverage at some of the sites utilizing roving patrols across multiple sites versus concentrated details based at a specific site, please submit the proposed plan accordingly. Such a plan should include a detailed schedule of site visitations and patrols, an estimate of actual time spent on site, as well as the proposed method to ensure completion of such patrols.
- C. Contractor must employ a roving Security Guard supervisor to be responsible for monitoring, supervising and directing Security Guards at all assigned sites during their shifts. Roving Security Guard supervisor responsibilities will include but are not limited to:
1. Periodic monitoring of the security guards to ensure that they are performing their required duties. Specify the frequency the Contractor intends to conduct this monitoring and include the proposal as part of an overall Quality Assurance Plan.

2. Completion of a Daily Activity Report to be submitted to the Authority by 6:30 AM.
3. Be equipped with a GPS tracking system on his or her phone.
4. The Roving Security Supervisor may be required to work from the Public Safety Office of the Authority located at 200 Ross Street, Pittsburgh, Pennsylvania 15219 during his/her shift at times to be agreed upon by the Contractor and the Authority. During these times, the Roving Security Supervisor will be required to utilize the Authority's video surveillance system to monitor and direct Security Guards during their shifts and will be required to complete quality control reports pertaining to the performance of the Security Guards. These reports will be completed in a format acceptable to the Authority.

The roving Security Guard supervisor will be a non-billable expense. Contractor's proposed hourly rate will incorporate the cost for operating the supervisor.

The Security Guards' employment in the contract is subject to approval by the Authority. 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. The Authority shall provide Contractor with the final requested coverage schedule. This schedule is subject to change by the written notification of the Authority and allowing for changes to include 24-hour coverage at sites with 24-hour prior notice. Contractor's proposed costs should include all costs associated with performing these services.

1. In addition to those services that the Security Guard is required to provide to HACP residents, the Security Guard shall provide or agree to the following:
 - a. Provide services that are in addition to and will be considered to be above the baseline services of patrol and investigation of 911 services.
 - b. Agrees that a Contractor policy manual exists to regulate Security Guards' conduct and activities while working on HACP properties. Contractor will provide this manual to the Authority as part of their proposal.
 - c. Agrees that all Security Guards working on the HACP properties have received the required certifications and training to provide Security Guard service and possess valid certifications to carry and utilize a firearm on Authority property. All firearms to be utilized in service of this contract must be approved by the Authority prior to the firearms being used on Authority property.
 - d. Agrees that he or she will provide all Security Guards working on the HACP properties with such basic equipment (including but not limited to radio, cell phone, uniform, firearm) as may be necessary and reasonable in order to allow the Security Guards to carry out the duties anticipated under the contract with HACP. The equipment utilized by the Security Guards under this contract will be Contractor-issued resources. Section C under Description of Duties for minimum required equipment.
 - e. Provide supervision, control and direction of work activities and assignment of Security Guard personnel, including disciplinary actions. Contractor will be required to provide notice to HACP of any disciplinary action pertaining to security guards assigned to the property. Contractor is required to submit, as part of their proposal, a detailed procedure for progressive disciplinary action against its employees to be adhered to throughout the duration of the contract. It is expressly understood that the Contractor alone shall be responsible for the compensation of the Security Guards to include court time and all related expenses, holiday time, overtime (if applicable to the security contractor) and all employee benefits, including but not limited to any and all insurance or liability payments for any injury to Security Guards or their property while on the HACP property.

- f. Contractor shall develop, outline and submit in their proposal a training program to be approved by HACP prior to execution of a final contract. Costs of training shall not be billable to the Authority. All Security Guards working on the contract must have current Act-235 certifications. Contractor must provide written certification to the Authority that employees have received the approved training prior to beginning work. At a minimum, the training must include instruction in the following areas and be administered by a certified instructor and/or an HACP approved instructor:
- i. Use of Force and Powers to Detain
 - ii. Defensive Tactics
 - iii. Observation and Documentation
 - iv. Public Relations
 - v. Customer Service
 - vi. Handling Difficult People
 - vii. Liability and Legal Issues
 - viii. Post Orders & Assignments
 - ix. Crisis Prevention & Intervention (302 issues)
 - x. Cultural Diversity and Sensitivity Training
 - xi. Emergency Medical Care – First Aid/CPR
 - xii. Report Writing
 - xiii. Firearms Training – Act 235
 - xiv. Crowd Control/Safety and Defensive Tactics
 - xv. Other training required by HACP after execution of a contract to include the Admissions and Continued Occupancy Policy (ACOP), Lease One Strike Policy and Reasonable Accommodations and any other training HACP will provide.
 - xvi. Radio Procedures
 - xvii. Trespassing
 - xviii. Supervision of Security Personnel
 - xix. Baton use (if applicable)
 - xx. Disaster preparedness
 - xxi. Counterterrorism
 - xxii. Fire Safety

A resume and valid certifications for all instructors to be utilized in performing this contract must be provided to the Authority as part of the Contractor's proposal submission.

Security Guards shall receive the minimum mandatory training hours as set forth in the training program approved by HACP.

2. The duties and extent of services of the Security Guards shall include, but shall not be limited to:
 - a. Provide a single and back-up Liaison whom is able to be available 24 hours a day to assist with facilitating the terms and conditions of the contract, to include review and submittal of reports on the timeframe established by the HACP to ensure timely invoicing of activities performed. The Liaison shall also be available to monitor Security Guards and Security Guard supervisors during their shifts to ensure compliance with the terms of the contract. See attached Procedures for Security Services in HACP Residential Communities.
 - b. Provide monthly security guard schedules to Authority one (1) month in advance. If the schedule changes from what was previously submitted, contractor agrees to provide a revised schedule within a timely manner.
 - c. Assist with the facilitation of a Neighborhood Watch/Crime Watch

- Program to include the provision of training (if applicable) for resident participants.
- d. Assist and cooperate with law enforcement personnel as well as HACP Public Safety staff.
 - e. Monitor 911 calls and report as necessary all emergency situations.
 - f. Provide monthly statistical data summaries and statistical workload reports for the HACP by the 5th of each month to serve as supporting documentation, partnership initiative and crime reduction strategies. Attachment D to the scope of work contains the Authority's required template for the monthly report.
 - g. On a monthly basis, contractor executive staff will be required to meet with HACP staff to discuss any and all issues related to the execution of the contract to be scheduled by the Public Safety Director.
 - h. Collection and delivery of found property and evidence to City Police with follow-up documentation on a separate report.
 - i. Enforcement of illegal traffic and parking. Criminal trespass citations and warnings will be issued by the authorized agent of the property, i.e., police, property manager or designee, and may be in the presence of a Security Guard. All records will be maintained by the Contractor. A copy of the required records will be provided to the HACP for documentation of services rendered and activity of occurrence.
 - j. Assisting/Counseling residents in crisis.
 - k. They shall comply with all City and State Laws.
 - l. Investigating lost or missing persons.
 - m. Attend community association meetings; tenant council meetings and other meetings as needed and directed by Public Safety Director.
 - n. Respond to Anonymous Telephone Calls on the HACP Anonymous Tip Line (as directed by Public Safety Director) and keep a log of all investigations and actions taken which is to be reported to the Authority on a weekly basis in a format deemed acceptable by the Authority.
 - o. Assist the Housing Authority's anti-drug coalitions or special interest groups, e.g., in fighting drugs and crime in the communities.
 - p. Attend workshops on crime prevention and security as pertains to public housing sites (if applicable and financially feasible).
 - q. Liaison shall meet weekly with the HACP Public Safety Director according to agreed upon schedule.
 - r. Assist in conducting security assessments and surveys.
 - s. Provide technical assistance, to include consultation on planning of grant funded security programs within the Authority.
 - t. Complete daily reports, including but not limited to, arrest reports and incident reports, daily activity reports, 911 calls for service, 3rd party accident/liability reports, tip investigation reports and provide said reports to HACP by 6:30 AM of the day following the shift date or within three (3) hours of the end of the shift. The Contractor shall provide to HACP's Public Safety Director in a prompt and timely manner, reports of all daily incidents, calls, arrest records, and other information, that will enable HACP to take remedial action against offenders, for example, legal action for eviction, vandalism or trespass. This information shall be provided by 6:30 AM, or within three (3) hours of the end of the shift.
 - u. Security Guards will be required to patrol pre-designated checkpoints, the location and frequency of which will be determined by HACP prior to the start of the contract. At a minimum, Security Guards must reach a different checkpoint every 30 minutes. Security Guards are to perform the checkpoints throughout their shift and document the time and location of checkpoints encountered on their Daily Activity Reports.

- v. They shall identify vehicles that are abandoned or illegally parked on HACP property for the City police to issue citations and arrange for towing.
- w. Enforce HACP policies against drinking, gambling, use or sale of alcoholic beverages and illegal narcotics in public areas of HACP developments.
- x. Deter trespassing, vandalism, disorderly conduct, gambling and enforce all other applicable laws. Deter loitering in corridors, stairwells and streets located within HACP properties.
- y. Report any dangerous conditions, vandalism, or any safety hazards to HACP's Public Safety Director immediately after becoming aware of such condition and follow up, in writing, with a report of the incident by 6:30 AM of the day following the shift date, or within three (3) hours of the end of the shift.
- z. The Contractor shall carry \$5,000,000 public liability, workers' compensation, unemployment compensation and vehicle liability insurance and such other necessary and proper insurance. Evidence of insurance shall be provided prior to execution of the contract with HACP.
- aa. The Contractor will supervise, schedule and deploy Security Guards in a manner to best minimize criminal activity in HACP's developments.
- bb. The Security Guard shall record on a daily activity log their presence on HACP property and details of their activity thereon.
- cc. The Contractor agrees to require all Security Guards who are assigned to work at HACP's premises pursuant to this Agreement to attend the ACOP, Lease, One-Strike and ADA/ 504 training. An updated log of Security Guards who have received this training shall be sent to HACP Public Safety Director on a monthly basis and by the 5th of each regardless of whether or not the list has changed since the previous month. The format of this list will be provided by the Public Safety Director.
- dd. The Contractor agrees that the Director/Manager, or his/her designee, will meet quarterly with an HACP designated representative and the Resident councils of HACP's developments based on a pre-determined schedule set by the Public Safety Director, in order to discuss items of mutual concern and interest to the police, HACP, and the residents of the aforementioned developments. Prior to the quarterly meetings, the Contractor will provide to HACP its quarterly report on such activities. The report shall be submitted in a manner deemed acceptable by the Authority and will be due on the 5th day of the first month following the quarter. Meetings will also be conducted on a monthly basis. The contractor owner, or his or her designee, will be required to attend. Attachment D contains the Authority's required template for the quarterly report.
- ee. 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. The GPS tracking system shall be coordinated to interface with the HACP. Contractor must provide daily GPS tracking information to HACP electronically via e-mail or by means of a web based service by 6:30 AM of the day following the shift date. These reports shall be included with the other daily reports provided to the Authority on a daily basis. Contractor is expected to utilize the GPS tracking information to cross-reference the Security Guard daily reports for all sites to confirm that Security Guards are working at the appropriate locations. Reports of these evaluations must also be submitted to HACP within 24 hours of the end time of the day's shift in a format approved by the HACP. If feasible, Contractor shall provide HACP with a direct interface to their GPS tracking and reporting software enabling the Authority to generate and review GPS reports independently from the Contractor. Contractor must establish a protocol to monitor the GPS and ensure that it is working at all times and provide for secondary measures to be implemented in case the primary GPS

system fails at any time. A detailed outline of this protocol must be submitted with the Contractor's proposal.

Description of Duties.

The selected security services company shall provide all labor and equipment to perform the following security services at all HACP sites. The selected security services company shall be required to attend meetings with the Public Safety Director, to discuss adjustments to the sites and schedules during transitional times, and to ensure that the Security Guards meet the following expectations and perform the following responsibilities:

- A. Security Guard Requirements: Security Guards performing services under the contract to be executed based on this RFP must:
- Have a high school diploma or the equivalent GED.
 - Have completed training and be licensed to provide Security Guard services or the equivalent through certification, experience and training.
 - Possess all required licenses and certifications to carry and utilize a firearm on Authority property when performing this contract.
 - The Security Guard shall be completely outfitted with Authority approved uniforms, identification and other equipment as needed and as deemed acceptable by the HACP, at all times while on duty. As part of their proposal, contractor shall submit pictures of proposed uniforms and vehicles.
 - Comply with the requirements of the security company's Employee Handbook which contractor shall provide to the Authority as part of their proposal.
 - Pass a criminal background check that is to be reviewed by HACP Public Safety Director.
- B. Patrol Duties: If applicable, Security Guards shall sign-in and meet with the site management staff to receive important information at the start of their shift at the designated location, and patrol and provide security checks at key points in each community to provide maximum security for the residents and property. These security checks shall be varied and conducted randomly throughout each shift. The Security Guards shall provide ingress and egress control as well as foot patrol throughout the areas(s) designated by the HACP. All activities should be documented on the Daily Activity Reports.
- C. Methods of Patrol and Communication. The Contractor shall provide patrol vehicles to Security Guards for each community. Patrol vehicles must be equipped with Authority approved markings and/or decals prior to the start of the contract. Contractor shall submit a picture of the proposed vehicles to be used on the contract as part of their proposal.

Generally, patrol vehicles, one per community, are to be used and will be used in addition to foot patrols. Foot patrols shall be mandatory for the patrolling officers for all communities in order to make a better connection and promote effective communication with the residents in the communities. With the exception of extreme weather conditions, Security Guards are to perform a minimum of 6 hours of foot patrol per shift that shall be documented on the Daily Activity Reports. In order to ensure continuity of services and familiarity with the residents and dynamics of each community, the security company shall make every effort to ensure that specific Security Guards assigned to a community remain constant during the term of the contract. Security Guards must:

- Be equipped with Authority approved uniforms for both summer and winter weather. Contractor shall provide to Authority a picture of the proposed uniforms as part of their proposal along with guidelines for use of issued uniforms as it pertains to changes in weather. At no cost to the Security Guard, Contractor shall provide each Security Guard 3

pairs of pants, 2 short-sleeve and 2 long-sleeve shirts, appropriate outdoor clothing, including a coat, and 1 pair of shoes.

- Be equipped with a radio in order to maintain direct communication with one another during the time when Security Guards are on duty at any of the communities;
- Be equipped with a pager and/or cellular phone (cell phones are preferable) in order to receive and respond to calls from HACP Public Safety Director, site staff or management at all times and to stay in communication with law enforcement agencies. If the contact telephone number for the Security Guards is changed during the term of the contract the new telephone number should be provided to the Public Safety Director as soon as possible.
- Be equipped with equipment that will enable the Security Guard to monitor police communications and emergency calls.
- All equipment is subject to approval by HACP.
- All equipment must remain functional at all times during shifts.
- Respond within 30 minutes or less to telephone calls from HACP staff or management.
- Maintain and have available at all times while on duty a list of key contacts, and make direct contact with Public Safety Director, emergency maintenance or on duty HACP management and/or staff as necessary.
- Go to residents' and/or homeowner homes, as needed, to respond to security concerns.
- Complete a one-time orientation with the HACP Public Safety Director and /or staff before beginning patrol duties at the locations.

- D. Communications with Residents, Homeowners and Youth. Security Guards shall interact positively and encourage effective communication with residents, homeowners and youth. In particular, to the greatest extent possible, Security Guards shall interact and dialogue with the youth of each community, in order to reinforce positive behaviors and to provide alternative behaviors for youth who are violating community rules and/or creating disturbances.
- E. Communication with the Pittsburgh Police Department (PPD). Security Guards are a critical element in maintaining security and law enforcement at the HACP communities. The Contractor shall ensure that the Security Guards work cooperatively with, and establish and maintain good, positive communications with the PPD and the Community Policing officers assigned to the geographic area. Contractor should provide a description of their experience working with municipal police departments.
- F. Domestic Violence. Security Guards must record domestic violence and other family disturbances and contact the PPD immediately as well as document them in daily reports to the HACP Public Safety Director as well as the 911 call log.
- G. Cooperation with HACP Personnel. The contractor and its Security Guards shall work cooperatively with the HACP Property Management and staff at all HACP Communities.
- H. Premises Checks. On each shift, Security Guards shall patrol the HACP communities, including the rental and for sale properties, the perimeter of the construction zone, areas of high activity, and agency and management offices, as specified by HACP. Security Guards shall make daily checks of locks and gates leading into construction zones, and intermittently patrol the perimeter and/or fenced area. Security breaches or hazards shall be reported to the Public Safety Director immediately upon becoming aware of such issues and will be followed-up in daily reports.
- I. Interaction with Loiterers. Security Guards shall assist with enforcing curfews and "No Trespassing" rules, identify loiterers and trespassers, and escort violators to their residences or off the premises as applicable. All incidents will be documented and

forward to the HACP Public Safety Department.

- J. Drug or Suspicious Activity. Security Guards shall identify persons and/or residential units involved in drug or suspicious activity, and note the destinations of such individuals within each community and/or their associations, and shall notify PPD and HACP Public Safety Department.
- K. Deterrence Through Enforcement. Security Guards shall maintain a visible presence in the community, assist in enforcing the community rules, and inform residents and guests of community rules and trespass policies.
- L. Complaints by Residents. Any complaints about other residents, about problems encountered by visitors or guests that Security Guards receive shall immediately be documented and referred to the HACP Public Safety Director.
- M. Trespass Notices. Security Guards shall enforce trespass rules, ask violators to leave the premises, identify residents associated with trespassers and telephone 911 for assistance in removing uncooperative individuals and document all incidents in reports.
- N. HACP Exclusion List. Security Guards shall enforce the HACP Exclusion List, ask violators to leave the premises, identify residents associated with trespassers and telephone 911 for assistance in removing uncooperative individuals and document all incidents in reports.
- O. Daily Log. Security Guards shall record their activity at least hourly into a Daily Activity Report, which is submitted to the Public Safety Director by 6:30 AM of the day following the shift date, or within three (3) hours of the end of the shift.
- P. Towing Authority. Security Guards shall ticket and/or arrange towing for vehicles that violate HACP community parking rules. Northview Heights Estates includes private streets. The other HACP communities include public and private streets and private lot and/or cul-de-sac parking. On public streets, Security Guards shall work with the PPD to tag inoperative, unlicensed vehicles. Registration information will be made available to Security Guards who shall check vehicles for operable condition and for parking permits in assigned HACP Communities. All activity will be documented in daily logs.
- Q. Illegal Dumping and Disposal. Security Guards shall monitor all HACP sites for improper or illegal dumping of trash, furniture or any debris into common areas and/or Housing Authority of the City of Pittsburgh Security Guards for the Family Communities construction zones. Security Guards shall record information on the vehicles involved, shall attempt to identify the individuals, and shall contact PPD for ticketing and/or arrest, if opportunity arises. Security Guards shall contact violators and advise them to cease dumping, and shall notify the Property Manager and Public Safety Director, as appropriate, for follow-up action.
- R. Building Access. Security Guards shall monitor access to tenants and guests at HACP high-rise buildings if applicable. Security Guards shall not provide access into residential units, unless access to the unit is specifically authorized by HACP/Management Staff.
- S. Alarm Responses. When a Security Guard is on duty, he/she will take care of alarm responses.
- T. Special Occasions. Special Occasions include such things as security during Community gatherings, scheduled events in the buildings such as weddings, and extra security during special programming of the HACP, etc. Most Special Occasions will be scheduled well in advance, however, if there are some

unexpected problems that arise, HACP wants to be able to have security services available on short notice. These occasions will be scheduled through the Public Safety Director.

Procedures for Security Services in HACP Residential Communities

I. General Duties and Responsibilities of Security Guards

- A. Each Security Guard will treat all residents, guests, and Housing Authority of the City of Pittsburgh (HACP) management staff with courtesy and respect.
- B. When arriving for duty, all Security Guards will log in, receive any special instructions, and conduct an inspection of the property to ensure that it is secure. The first-shift Security Guard shall relay any special instructions to the second-shift Security Guard at the start of the second shift. The second-shift Security Guard shall then conduct an inspection of the property to ensure that it is secure.
- C. Each Security Guard will keep a written log which represents a record of service during his/her shift, and which records all incidents, both routine and non-routine. This record will include arrival and departure times, actions taken, incidents observed, and notes on all suspicious activities.
- D. In certain circumstances, and if included in site instructions, the Security Guard will request identification from all entrants coming onto the site, whether they are residents or guests, and will allow entry only to bona fide residents and to guests. Security Guard will verify guest's validity by checking with the tenant whom they are visiting by either calling the tenant or inquiring at the residence directly.
- E. During the initial inspection and while on duty, the Security Guard shall give special attention to the security of entrances to the Management Office, Community rooms, stairwells, to suspicious persons and vehicles on the property; and to safety and fire hazards.
- F. When encountering persons or hazards deemed to be an imminent threat to life, limb, or property, the Security Guard will notify 911 immediately to report the threat or hazard to the proper authorities. If necessary, Security Guard will detain criminal suspects until police arrive.
- G. After notifying 911, the Security Guard will notify the Public Safety Director, or designated HACP employee, then properly log the incident. In the event that HACP staff cannot be contacted, the Security Guard will call a telephone number to be provided after contract award to report the incident to HACP's answering service, which will invoke an emergency protocol to inform appropriate HACP Management staff.
- H. Whenever there has occurred a significant event involving suspicious persons, safety hazards, documented criminal activity, or incidents involving injuries or property damage, the Security Guard will prepare a report and provide a copy to the Public Safety Director by 6:30 AM of the day following the shift date, or within three (3) hours of the end of the shift.
- I. The Security Guard will report any circumstances, which are unusual but not deemed to be emergencies to the Public Safety Director. All circumstances are to be written on a daily report.
- J. The Security Guard will follow all site-specific instructions for the site to which he/she is assigned, as developed by the HACP Public Safety Director.
- K. The Security Guard will abide by all operating rules and procedures adopted by the security service contractor by whom he/she is employed.

L. At the conclusion of a shift, the Security Guard shall complete his/her log. A copy of all reports will be submitted daily to the Public Safety Director.

II. Daily position description for work on Public Housing Communities.

- A. Develop and maintain rapport with public housing residents, thus fostering an atmosphere of cooperation, compassion, coordination, peace and order within the HACP developments.
- B. Utilize canine patrols, if applicable, within the HACP designated developments.
- C. Encourage residents, through developing a rapport of effective communication and trust, to report any and all suspicious or criminal activities, and suspected/observed abuse or neglect of people, animals, or property.
- D. Communicate with and assist homeless people on HACP properties, referring them to other agencies, when appropriate, for further assistance.
- E. Engage in walking patrols throughout the shift in all public areas of the HACP development a minimum of six (6) hours to deter disorder or crime and to develop a rapport with the residents.
- F. Work with youth in HACP developments to help them understand and comply with HACP policies and procedures.
- G. Engage in effective techniques to develop a positive rapport with the residents in the HACP communities to include youth i.e. recreational activities.
- H. Work with Staff residents to help clean up the HACP developments, including organizing or participating in a "community clean-up day" to include removal of trash and debris.
- I. Notify and report to the HACP for removal of graffiti after documentation and referral to appropriate departments and/or Agencies.
- J. Remain alert to the emergency needs of residents and visitors, and take the appropriate action to protect life and property.
- K. Investigate the activities of suspicious persons, as encountered or upon resident complaint, in conformance with legal requirements to determine the identity, activity, and reason for the presence of the suspicious persons.
- L. Identify and record violations of HACP policies and regulations, vehicle and local ordinances in conformance with legal requirements and police department policies and procedures to include pet and trespassing policies, vehicle parking and exclusion notices.
- M. Participate in "knock and talk" interactions while working on the HACP properties.
- N. Attend resident community meetings to develop a "proactive" positive rapport and relationship with the residents.
- O. Engage persons in common areas to ascertain verified status of HACP residence to include going to address provided to Security Guard by person(s) questioned and documenting conversation with tenant(s) at residence.
- P. Direct vehicle traffic on HACP property as required, ensuring a safe, orderly flow of traffic.
- Q. Promptly and properly prepare and submit the required reports of the HACP to the Public Safety Director on each shift.
- R. Enforce towing of abandoned or stolen vehicles on HACP property.
- S. Counsel juvenile and adult residents, referring them to the appropriate persons or agencies for further assistance.
- T. Assist police officers, as appropriate; accept and adhere to lawful direction and orders issued by a superior officer.
- U. Assist prosecuting and HACP attorneys in the preparation of court cases and, as required, testify at judicial trials and hearings.
- V. Maintain a professional decorum and attitude in all dealings with residents, visitors, superiors and other department personnel; conduct personal life in a manner that sets a positive example for residents, especially youths. Any behavior deemed unacceptable by the Authority may be grounds for the Authority to request suspension, reassignment, or removal of an employee from performing services on the contract.
- W. Operate a Security vehicle within assigned geographic area at the direction of a supervisor in order to deter and detect criminal activity.

- X. Operate and monitor closed circuit television (cctv) cameras and monitors in public housing developments, as required, for the purpose of deterring criminal activity and arresting violators.
- Y. Attend training courses to include sensitivity training, as assigned, to increase and enhance professional knowledge, skills, and ability.
- Z. Provide any service necessary to further the HACP mission and objectives that is not restricted by legal policy.
- AA. Perform other duties as assigned.

II. Examples of Suspicious Activity That Should Be Noted by Security Guards

- A. Any person or persons loitering within the site.
- B. Any vehicles parked on HACP property that do not have a registration tag (where registration tags are applicable) on the vehicle or are not known to be a vehicle of a guest of a resident.
- C. Suspicious activities may include, but are not necessarily limited to, the following:
 - 1. Transfer of small objects from hand to hand in return for money.
 - 2. Individuals loitering (hanging out), consuming alcohol or other drugs, with discreet exchanges of small items between individuals.
 - 3. Individuals with known gang affiliations loitering inside or near the outside perimeter of the site.
 - 4. Persons attempting to enter the site under false pretenses.
 - 5. Persons wandering the halls of the Management Office, or any of the agency offices, the common areas, or loitering where other persons pass or legitimately congregate.
 - 6. Persons observed “trying” doors in search of unlocked entries.
 - 7. Abandoned vehicles, “junkers” or vehicles leaking excessive engine/driveline fluids.
 - 8. Heavy flow of vehicles to HACP Communities while vehicle occupants remain in their cars and are met by others.
 - 9. Frequent visitors to specific residences who stay for short duration.
 - 10. Non-residents coming and going on a regular basis who have keys to the units.
 - 11. Persons known to be non-residents who are observed over a period of time frequenting specific units, which may indicate that they are lodgers.
 - 12. Uncivil behavior on the part of residents, visitors or homeowners, which may include the disturbance or harassment of other residents or guests, or which may be the result of intoxication or drug abuse.

III. Guidelines for Dealing with Safety Hazards

- A. While conducting inspections or roving the area, Security Guards will ensure that all previously described buildings’ fire doors, common area doors, storage doors and nonresidential doors are closed.
- B. Security Guards will inspect for flammable items left outside the buildings, especially against the buildings, and notify the Property Manager or designated back-up of any flammables found.
- C. While conducting inspections or roving the area, Security Guards will note any volatile chemicals improperly stored or placed inside or outside the area, taking appropriate action to report the finding, according to the level of danger perceived. No Security Guard, resident, or unqualified HACP employee should intervene in the collection or disposal of any chemicals.
- D. Protocol for responding to fire alarms/security alarms will be posted on site, and Security Guards will familiarize themselves with the fire alarm system/security system of the facility in which they are working.
- E. While conducting inspections or roving the premises, Security Guards will note and report any potential tripping hazards or other dangers posed by items found in common areas.
- F. Dangerous weapons and tools should be secured by the Security Guard if that action poses no threat to the Security Guard or to others.
- G. Syringes found in common areas should be disposed of properly by the Security Guard if he/she has been given that training by the security services contractor. Otherwise, the finding of syringes should be reported to the HACP Property Manager or designated back up.

- H. Biological hazards should be dealt with by the Security Guard only to the extent of his/her training. Otherwise, biological hazards should be reported to the HACP Property Manager or designated staff person, if available, or to 911, according to the perceived level of danger.
- I. If a Security Guard receives a threat involving a bomb or other explosive device, the Security Guard shall notify 911 immediately, then notify the Public Safety Director.

IV. General Reporting Guidelines

- A. Any activity or incident which the Security Guard believes creates an imminent risk to life or property must be reported promptly to 911. Calls to 911 must always be followed with a verbal report to the HACP Property Manager if available and the Public Safety Director, and then with a written report to the security contractor supervisor.
- B. Activities of an unusual but non-emergency nature must be logged in the Security Guards shift log, reported to the HACP Public Safety Director, Property Manager, or designated back-up in the referenced order of hierarchy.
- C. When reporting suspicious activity, the Security Guard should give as accurate a description of the individuals and vehicles involved as possible, endeavoring to note the following features:
 - 1. Persons: Name, place of residence, race, age, height, weight, hair color, skin tone, build, unusual features such as scars, tattoos, or speech patterns; and color and description of clothes, including hat, coat, shirt, pants, and shoes.
 - 2. Vehicles: Color, year, make, model, number of doors, and license plate number and state.
 - 3. Locations with correct unit addresses.

V. General Responsibilities of Security Service Contractors and Their Employees

- A. Security Guards will meet all applicable laws for the private security profession.
- B. Contractor shall work with HACP to prepare a standard set of rules, prior to, or within 30 days after contract signing, to be known as the Security Post Orders (“Orders”). The “Orders” will detail the specific duties and performance levels for the Security Guard. Modifications or additions to the “Orders” may be made by HACP at any time upon written notification to Contractor.
- C. Security Guards shall receive the minimum mandatory training hours as set forth in the training program approved by HACP.
- D. The Security Guard shall have received the minimum mandatory training established by applicable law for carrying a firearm.
- E. All Security Guards will obey all applicable laws while performing security duties for HACP.
- F. Security Guard will observe and follow all relevant HACP policies and procedures while performing security services and interacting with residents, HACP staff, and the general public.
- G. Security Guard will under no circumstances enter a residence, even when invited, unless performing their assigned duties or accompanied by the HACP Property Manager or designated employee.
- H. Security Guards will not smoke inside any HACP property.
- I. Security Guards will not use HACP telephones for any non-business-related purpose.
- J. Security Guards will respect the privacy of all residents by observing strict confidentiality over any resident information which may become known to them, including addresses, telephone numbers, and written information in resident files stored on site.
- K. Contractor will ensure that all Security Guards read, understand and follow the HACP Procedures for Security Services in HACP Communities. Further, Contractors will maintain a record of each Security Guards’ training and instructions regarding this directive. Where the Contractor’s written procedures conflict with HACP’s written procedures, HACP’s shall prevail.
- L. Unannounced inspection of the Security Guard on duty may be conducted daily by one of the HACP’s Supervisory staff or designee on each site.
- M. In addition to the requirements for invoicing in this Agreement, Contractor shall provide the Authority a sign-in sheet listing the Security Guard’s name, community, sign-in and sign-out time for the shift and signature of the Security Guard. All invoices must list the dollar amounts billed for each community and be accompanied by all supporting documentation in the

format approved by the Authority. Invoices not meeting these requirements may be rejected by the Authority at which time a new and correct invoice must be submitted by the Contractor, beginning the invoice processing period again. Any error on a submitted invoice will be grounds for the Authority to reject the invoice in its entirety. All invoices must be submitted in a correct format within 90 days of performing services. Any invoices that have not been submitted correctly within 90 days will be permanently rejected. The Authority will not disburse payment for the entirety of the invoice period in question and will not accept any future invoices that bill for the invoice period. Attachments and A, B, and C to the scope of work of this solicitation are required documents to be completed and submitted with all invoices.

- N. Contractor shall maintain a 24-hour per day staffing (dispatch) number or contact source. Said contact source must be capable of communicating with Security Guards for 24-hours a day.
- O. Contractor must comply with all the requirements of all applicable licensing provisions and laws as related to private security. Contractor must furnish a copy of the appropriate business license required to perform services within the City of Pittsburgh. All Security Guards assigned to the HACP must be authorized to perform security-related duties within the City of Pittsburgh and must carry on their person a valid Commission Card.
- P. Contractor shall provide daily written summaries and incident reports to the Public Safety Director. In addition, the Security Company shall retain copies of all summaries and incident reports. Incident reports shall be submitted to the HACP's Public Safety Director by 6:30 AM of the day following the shift date, or within three (3) hours of the end of the shift.
- Q. Security Guard screening must include, but shall not be limited to, the following areas:
 - aa. Drug Screen
 - bb. Criminal background check
 - cc. Social Security Number verification
 - dd. Driver's License Record check
 - ee. Verification of high school diploma
 - ff. Certification of training in accordance with the HACP-approved training program.
 - gg. Act-235 verification
 - hh. License to possess and utilize a firearm on Authority property.

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.

ATTACHMENT A – Scope of Work
(SAMPLE)WEEKLY DATA SUMMARY FOR
REIMBURSEMENT OF COMPREHENSIVE SECURITY SERVICES
ABOVE BASELINE

All of the activities listed on the monthly data summary have been reviewed and are classified “above baseline” for reimbursement of comprehensive security services from the Housing Authority of the City of Pittsburgh (HACP).

Hours	Category and Examples
	Daily Activity Sheet (Ordered Patrols, Saturation Details, Park & Walk)
	Investigation (Surveillance & Narcotics)
	Community Meetings (Resident Meetings, Community Forums)
	Crime Prevention Initiatives (Special Events, Youth Activities)
	Preparation of Reports
	Other (Administrative Liaison Officer)

Notes: Supporting documentation must accompany the monthly summary. The HACP will perform Quality Control Audits of the supporting documentation. If a report contains highlighted ineligible activities, the form will be returned to the security firm and payment will not be rendered for services.

Signature: _____

ATTACHMENT B – Scope of Work
(SAMPLE)

Weekly Data Summary Sheet for Week of

Daily Activity:

Total hours for Northview Heights are 194. Of those 194 hours 9.5 hours were Park and Walks.

Total hours for Allegheny Dwellings are 145.5. Of those 145.5 hours 9 hours and 5 minutes were Park and Walks.

Total hours for Addison Terrace are 120.25. Of these hours 7 hours and 20 minutes were Park and Walks.

Total hours for Bedford Dwellings are 108.75. Of these hours 6 hours and 20 minutes were Park and Walks.

There were no directed patrols or saturation details for the week.

Total hours for all communities are 568.5.

Investigations: Hours: 0
No investigations were conducted during this week.

Meetings: Hours 4
The meeting in this invoicing period was for meeting at HACP offices.

Crime prevention: Hours: 0

Preparation of Reports: Hours: 8
Time spent by to review, analyze, and compile statistical and operational data for quarterly report.

*Total hours for park and walks will be dependent upon number # of hours worked.

ATTACHMENT C – Scope of Work



Vehicle ID		WEEK		TOTAL MILES	
Community		Odometer Reading		Security Personnel Name (Please Print)	
Date	Time Spent in Community	Beginning	Ending	Total	

TOTAL MILES:

Community Miles are reimbursed at the rate of .555 per mile.

I hereby certify that the above is a true and accurate account of miles traveled by the above referenced security personnel for HACP business during the above referenced month.

Security Personnel Supervisor's Signature

Public Safety Director's Signature

Print Security Personnel Supervisor's Name

Print Public Safety Director's Name

ATTACHMENT D – Scope of Work

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Additional Information	[page#]

Quarterly Data Summary Sheet

[Insert Name of Agency]

***Data reflects hours billed to HACP and is based upon supporting documentation.**

Insert Time Period Covered by Report: []

Total Number of Days: []

Patrol and Park/Walk Hours

Community Name	Total Hours	Park & Walk Hours
Total Hours for Communities		

(Insert Narrative Summary to support hours. May include description of why hours at one community exceeded another or any other applicable information. Hours must match what was reflected on time sheets for payment by HACP)

Additional Hours***Billable or non-billable hours performed by guards and /or liaison**

<u>Description</u>	<u>Total Hours</u>
Investigations -itemized break-out	
Meetings -itemized break-out to include all meetings attended. Example: Can summarize by stating weekly meetings	
Crime Prevention -itemized break-out to include description of why activity is classified n this category	[zero value not acceptable. If zero, supplementary outline of corrective action necessary as to plan of action for remediation]
Preparation of Reports -itemized break-out or reports	
Other (Administrative Tasks) <u>Liaison (itemize duties)</u> <u>Roving Supervisor</u>	

[Insert Narrative Summary as applicable]

Incident Report Data Review

DISCLAIMER: The incident report data contained, herein, is strictly generated from incident reports and is based upon information reported on scene, at the time of the incident, directly to our Security Guards only. The data may not accurately reflect the nature of the incident based upon on additional investigation(s) or other information obtained at a later time, nor does it reflect or indicate any additional actions Housing Authority of City of Pittsburgh may have taken based on the reported information.

This section of the Quarterly Report identifies the number of incident reports created, categorized by incident and community, for the Quarterly reporting period.

Total Number of Incident Reports: []

Miscellaneous Calls for Service (CFS) are considered lease violations and other non-criminal activity

[Insert graphical data depicting incident reports by category illustrating the # of occurrences]

[Insert Narrative Summary if applicable]

QUARTERLY INCIDENT SUMMARY
[Break-out by site all incidents should be listed]

Report #	Date	Address	Incident Type

[Insert other applicable graphics/data, include site, type of call and # of occurrences]

Personnel Assignments

Site/Role	Names

[Insert Narrative Summary]

Training

[This section of the Quarterly Report identifies any training that personnel engaged in directly with HACP or on its own to improve its overall readiness and performance.]

The Professional Services Contract that is anticipated for use to obtain these services is included herein as **Attachment A**.

SECTION III GENERAL REQUIREMENTS

An Offeror may be an individual or a business corporation, partnership, firm, joint venture or other legal entity duly organized and authorized to do business in the City of Pittsburgh, financially sound and able to provide the services being procured by HACP.

If an Offeror has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its offer, which may be sufficient ground for disqualification. If the selected firm fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

Each Offeror must be in good standing with HACP, and any Federal, State or Municipality that has or has had a contracting relationship with the firm. If Offeror is not in good standing with HACP, and/or any Federal, State or Municipality this must be disclosed. If a Federal, State or Municipal entity has terminated any contract with an Offeror for deficiencies or defaults, that Offeror must disclose this information to HACP. HACP will consider such facts and circumstances during its evaluation of the Offeror's proposal. If the selected firm fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

Offeror must have and maintain all necessary insurance to cover malpractice liability and workers' compensation and submit proof of it with their proposal submission.

SECTION IV

CONTENT OF RESPONSE DOCUMENTS

Offerors submitting Proposals should fully read and comprehend the *Instructions to Offerors Non-Construction* provided in **Attachment B** and *General Conditions – Non Construction* provided in **Attachment C**. Proposals received without all of the required information may be deemed non-responsive. Offerors must submit one original plus three (3) paper copies of their technical proposal and one (1) electronic copy in .PDF format on a CD. **In a separate sealed envelope** submit one (1) original paper, one (1) paper copy and (1) electronic copy in .PDF format of the fee proposal. Proposals must include, in the same order as below and using the forms attached hereto, the following information, exhibits and schedules:

A. General Information

1. Letter of Interest (Cover letter)
2. Type of Organization; Corporation, Partnership, Joint Venture or Sole Proprietorship. Names of shareholders, partners, principals and any other persons exercising control over the Firm.
3. Description of the Offeror's capacity including staff resources
4. Organizational Certifications:
 - (a) Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document.
 - (b) A corporate resolution signed by the Secretary of the Corporation and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.

B. Previous Related Experience

1. The bidder shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this RFP. Name of the contracting entity.
2. Name, title and a telephone number of a contract person for each identified contracting entity to permit reference checks to be performed. The identified party must be one who has first-hand knowledge regarding the operation of the contracted facility or project and who was involved in managing the contract between the Offeror and the contracting entity.
3. In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.
4. All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

C. Proposed Staffing and Sub-consultants Responsibilities and Qualifications

Provide the following information relative to the proposed staffing and sub-consultants for this contact:

1. Provide background information regarding each identified Staff member that accurately describes his or her employment history and relevant experience providing services similar to those described in this Request for Proposals.
2. Description of the Scope of Services for at least three (3) projects in which the Staff and/or sub-consultant has provided services similar to those described in this Request for Proposals. Please include the individual's role in each project and all relevant aspects of each project.

D. Methodology

Project Approach: Provide a brief narrative of the Offeror's approach to the services described in this Request for Proposals. Availability: Describe the availability of the Staff proposed and the turnaround time for each request to be made by the Authority. **Provided it does not conflict with Federal law, state law or HUD requirements, the HACP intends to mirror the intent of the City of Pittsburgh's prevailing wage law herein and as such will expect respondents to offer wage rates at or above those that have been published by the controller of the City of Pittsburgh pursuant to that law. Please refer to such rates prior to submitting your response. For additional guidance with regard to local law refer to the City of Pittsburgh's Controller's Office with regard to the City of Pittsburgh's prevailing wage rate.**

E. Certifications and Representations of Offerors

Each Offeror must complete the Certifications and Representations of Offerors provided in Attachment D.

F. Minority and Women Business Participation Plan

HACP MBE and WBE Goals. It is the policy of HACP to ensure that Minority Business Enterprises (MBEs) and Women-owned Businesses (WBEs) are provided maximum opportunity to participate in contracts let by HACP. In accordance with Executive Order 11625, HACP has established a minimum threshold of eighteen percent (18%) of the total dollar amount for MBE utilization in this contract. HACP has established a seven percent (7%) minimum threshold for participation of WBEs, and, HACP strongly encourages and affirmatively promotes the use of MBEs and WBEs in all HACP contracts. For these purposes, an MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by one or more minority persons." Also, a minority person is defined as a member of a socially or economically disadvantaged minority group, which includes African-Americans, Hispanic-Americans, Native-Americans, and Asian-Americans. A WBE/MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by a female.

Proposals submitted in response to this solicitation **MUST** include an MBE/WBE participation plan which, at a minimum, demonstrates “Best Efforts” have been taken to achieve compliance with MBE/WBE goals. HACP’s Procurement Policy defines “Best Efforts” in compliance with MBE/WBE goals to mean that the contractor must certify and document with its bid or proposal that it has contacted in writing at least ten (10) certified MBE/WBE subcontractors to participate in the proposed contract with HACP or lesser number if the contractor provides documentation that ten (10) certified MBE and ten (10) certified WBE contractors could not be identified. Each contractor shall certify as to same under penalty of perjury and shall submit the back-up documentation with its bid or proposal. **Any bid or proposal received from a contractor that does not contain such certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

If you have any questions regarding the HACP MBE/WBE goals please contact Danielle Davis, MBE/WBE Compliance Specialist, by e-mail at Danielle.Davis@hacp.org or by contacting her at the Procurement Department, Housing Authority of the City of Pittsburgh, 100 Ross Street, 2nd Floor, Pittsburgh PA 15219, telephone (412) 456-5000 x8506. Proposals must demonstrate how the Offeror intends to meet or exceed these goals. Also, complete the table provided in **Attachment E** and include with your proposal.

G. Section 3 Participation

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the “Act”) requires the Housing Authority of the City of Pittsburgh to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development (“HUD”), to the greatest extent feasible, are directed to public housing residents and other low income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

To comply with the Act HACP requires its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran’s or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The goal of this policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of HACP residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. HACP shall examine and consider a contractor’s potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award. In response to any RFP, RFQ or IFB HACP will require submission of the Section 3 Opportunities Plan and roster of current employees, and certification that the bidder will comply with the requirements of Section 3 either by hiring Section 3 employees to

directly perform under the contract or by committing a dollar amount to HACP's Section 3 program in an amount consistent with the chart below.

Below are the HACP Section 3 Guidelines as listed in the HACP Program Manual:

RESIDENT HIRING REQUIREMENTS / RESIDENT HIRING SCALE

TOTAL LABOR DOLLARS USE TOTAL CONTRACT AMOUNT FOR SERVICE CONTRACTS	RESIDENT LABOR AS A % OF TOTAL LABOR A. DOLLARS
Labor dollars \$25,000 but less than \$100,000	10% of the labor dollars
\$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	½ to 1 % of the labor dollars

***A copy of HACP's Section 3 Program Manual is available for download at www.HACP.org*

A copy of HUD's Section 3 requirement is provided in Attachment F. If you have any questions regarding the Section 3 Requirements or would like to discuss goals and planning for Section 3 Requirements please contact Lloyd Wilson, Section 3 Liaison, by e-mail at Lloyd.Wilson@hacp.org or by contacting him at Housing Authority of the City of Pittsburgh, Bedford Hope Center 2305 Bedford Avenue, Pittsburgh PA 15219, telephone (412) 456-5000 ext. 1048. Proposals must demonstrate how the Offeror intends to meet or exceed the Authority's Section 3 requirements. Also, complete **Attachment F Section 3 Opportunities Plan** and include with your proposal.

Any bid or proposal received from a contractor that does not contain a Section 3 Opportunities Plan or certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.

H. Firm Demographics

Provide demographic description of all employees of your firm using the table provided in Attachment G.

I. TIN/W-9 Form

Complete a W-9 Request for Tax Payer Identification Number and Certification, as provided in Attachment H.

J. MBE/WBE Letter of Intent

Complete a Letter of Intent for each MBE/WBE firm contacted. A sample letter is provided in Attachment I.

SECTION V EVALUATION CRITERIA

The Evaluation Committee will evaluate and will score each proposal that is submitted as a complete response. It is noted that the proposed Fee will be evaluated separately. Responses may receive a maximum score of one hundred (100) points subdivided as follows:

Experience of Offeror: **Maximum 15 points**

Demonstrated successful experience and capability of the proposed staff and sub-consultants proposed for this project in providing the services described in this Request for Proposals.

Capacity: **Maximum 25 points**

Demonstrated ability of the Offeror to provide the resources (staffing, equipment, office facilities and other) necessary for the timely and efficient implementation of HACP's goals and objectives as described in this solicitation.

Proposed Fee: **Maximum 25 points**

Proposed rates and level of service are reasonable and appropriate in relation to the services requested.

Methodology: **Maximum 10 points**

The Offeror's proposed methodology is reasonable and logical and will ensure that HACP requirements will be met and indicates that the Offeror has a clear understanding of the scope of services required.

MBE/WBE Participation **Maximum 10 points**

Demonstrated experience and commitment of the Offeror to assist the HACP in meeting its requirement and goals related to Minority/Women Business Participants.

Section 3 **Maximum 15 points**

Demonstrated commitment to assist the HACP in meeting its requirements and goals related to Section 3.

Deductions

Points may be deducted for failure to submit all required documents or for submitting irrelevant or redundant material.

SECTION VI PROCUREMENT AND AWARD PROCESS

Pursuant to 24 C.F.R. Section 85.36 (d)(3), Network Engineering and Support are being procured as described in Section II of this solicitation. The following instructions are intended to aid Offerors in the preparation of their Proposals:

A. Pre-Submission Conference

A pre-submission conference will be conducted on **August 14, 2014 at 10:00am, at 100 Ross Street, 2nd Floor, Suite 200 Pittsburgh, PA 15219**. Nothing discussed or expressed at the Pre-Submission Conference will change, alter, amend or otherwise modify the terms of this Solicitation unless a subsequent written amendment (addendum) is issued. Verbal responses by HACP's representatives shall not constitute an amendment or change to this Solicitation.

Material issues raised and addressed at the Pre-Submission Conference shall be answered solely through an addendum to this Solicitation. Likewise, ambiguities and defects of this Solicitation raised at the Pre-Submission Conference shall be corrected by a written amendment only, which, if issued, shall form an integral part hereof.

Although not mandatory, all prospective respondents are strongly encouraged to attend the Pre-Submission Conference. Failure to attend will not excuse the legal contractual duty imposed by this Solicitation and the subsequent contract on each respondent to familiarize itself with the request for proposals.

Each firm shall submit in writing to the Contract Manager to request additional information as follows:

1. Describe any items, information, reports or the like, if any, that the Proposer will require from the HACP in order to comply with the scope of Services.
2. Identify any revisions to the Sample Contract that the Proposer will require in order to provide the services identified herein. Proposers are required to submit requests for revisions to the Contract, if any, to the HACP in writing at the time of proposal submission.

B. Amendments to Solicitation

Any and all amendments to this Solicitation shall be sent by certified mail, return receipt requested, electronic mail, and/or by fax, to all potential Offerors who attend the Pre-Submission Conferences and/or receive the solicitation materials.

Notwithstanding any information that may be contained in the Solicitation and amendments thereto, Offerors are responsible for obtaining all information required thus enabling them to submit Responses.

C. Submission of Proposals and/or Amendments to Proposals; Deadlines

Responses may be hand-delivered or sent by certified or registered mail, return receipt requested, to the following address:

Mr. Kim Detrick
Procurement Director/Contracting Officer
Housing Authority of the City of Pittsburgh
100 Ross Street, 2nd Floor Suite 200
Pittsburgh, PA 15219

Proposals must be received at the above address no later than **August 22, 2014 at 2:00pm.**, regardless of the selected delivery mechanism.

Each Response will be date-time stamped immediately upon its receipt at HACP to document its timeliness. Any Proposal received after the specified deadline shall be automatically rejected and will be returned unopened except as identified in the Instructions to Offerors attached hereto.

Any amendments to a response must be received before the specified response due date and time established for the delivery of the original Proposal except as identified in the Instructions to Offerors attached hereto.

D. Evaluation and Award Process

HACP staff will review each Proposal to determine if it was complete and if it was responsive to this Request for Proposals. HACP may allow an Offeror to correct minor deficiencies in its Proposal that do not materially affect the Proposal.

All Proposals determined to be complete and responsive will be provided to an HACP Evaluation Committee. HACP's Evaluation Committee will evaluate the Proposals utilizing the criteria established in Section V of this Request for Proposals.

HACP reserves the right to interview Offerors in the competitive range, request additional information from selected Offerors and/or negotiate terms and conditions with selected Offerors.

HACP will perform a responsibility determination of the highest ranked Offeror which may include reference and financial background checks.

HACP will award a contract to the highest-ranked Offeror or Offerors determined to be responsive and responsible and whose offer is in the best interest of HACP.

HACP shall not be responsible for and will not reimburse any Offeror for any cost(s) associated with preparing a proposal.

A Proposal submitted by an Offeror does not constitute a contract, nor does it confer any rights on the Offeror to the award of a contract. A letter or other notice of Award

or of the intent to Award shall not constitute a contract. A contract is not created until all required signatures are affixed to the contract.

Prior to contract execution of any professional service contracts which have a potential amount of \$25,000.00 or greater, the selected firm may be required to appear before and present a Minority and Woman Owned Business participation plan to the City of Pittsburgh Equal Employment Opportunity Review Commission for approval. Any HACP contract which has a potential amount of \$50,000.00 or more is subject to approval by the HACP Board of Directors.

ATTACHMENT A

CONTRACT

(Shaded areas of the contract and Contract Exhibits must be filled out and contract returned with proposal)

**PROFESSIONAL SERVICE CONTRACT
FOR
Security Guard Services for HACP Family Communities**

This Agreement is made as of _____ between HOUSING AUTHORITY OF THE CITY OF PITTSBURGH, a body corporate and politic created under the provisions of the Housing Authorities Law, as amended, having its principal office at 200 Ross Street, Pittsburgh, Pennsylvania 15219 ("**Authority**"), and _____, having its principal office at _____ ("**Contractor**").

PREAMBLE

Authority desires the Contractor to provide Security Guard Services for HACP Family Communities.

Contractor desires to provide to the Authority Security Guard Services for HACP Family Communities.

AGREEMENT

In consideration of the mutual covenants and promises set forth herein, the parties hereto, intending to be legally bound hereby, agree as follows:

1. Engagement. Authority hereby engages Contractor to render the following services set forth on Exhibit A (the "**Services**").

Contractor hereby accepts such engagement and covenants that Contractor will devote and will cause its employees to devote their best efforts, knowledge and skill to the performance of the Services and such additional services as may be mutually agreed upon by Authority and Contractor.

It is understood that the Contractor's Services shall be rendered at such times and places as directed by Authority.

Authority may at any time make changes to the Services to be performed. If any such change causes an increase or decrease in the rates or the time required for performance of the Services, Authority shall make an equitable adjustment in the rates and the time required for performance of the Services, and shall modify this Agreement accordingly.

2. Contractor Conflicts. Contractor agrees that neither Contractor nor its employees shall, directly or indirectly, engage in any activity, which would detract from Contractor's ability or its employees' ability to apply their best efforts, knowledge and skill to the performance of the Services. Contractor is charged with the responsibility to promptly disclose

to Authority any situations that may create possible conflicts of interest so that appropriate action can be taken to address such situations. No member, official, or employee of Authority, during his or her tenure or for one year thereafter, shall have any interest in this Agreement or the proceeds thereof.

Contractor may not participate in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

In the event Contractor is or becomes aware of a conflict of interest and fails to disclose the conflict to Authority; the Authority may immediately terminate this Agreement pursuant to paragraph 7(ii)(b) hereof.

3. Compensation. In full compensation for the Services to be rendered by Contractor to Authority hereunder, Authority agrees to pay Contractor for the Services in accord with the Fee Schedule set forth on **Exhibit B**; however, the compensation of costs for services not to exceed fee of \$_____. No work or expenses for which an additional cost or fee will be charged by Contractor shall be furnished without the prior written consent of Authority.

Contractor shall submit monthly invoices to Authority, which invoices shall include an itemization of the hours expended by Contractor and Contractor's employees and the nature of the Services performed and shall be prepared in a form reasonably satisfactory to Authority.

Contractor shall use its reasonable business efforts to submit invoices within 45 days of rendering Services.

All invoices should be mailed to: Housing Authority of the City of Pittsburgh
100 Ross Street 2nd Fl. Suite 200
Pittsburgh, PA 15219
Attn: Invoicing and Receiving

Authority shall use its reasonable business efforts to process and pay each such invoice within 30 days of its receipt.

4. Term. The commencement date for performing the Services shall be the date of this Agreement, listed above, and will continue for an initial term of one (1) year with two (2) one (1) year extension options at the discretion of the Authority, unless sooner terminated as provided herein.

5. Contractor's Obligations. Contractor shall comply with the following:

(a) If requested, Contractor will submit monthly written narrative progress reports to the Authority. Contractor shall retain all records in connection with this Agreement or the Services provided herein for a period of three years after all payments required herein are made and all other pending matters are closed.

(b) This Agreement is subject to and incorporates herein the provisions of the U. S. Department of Housing and Urban Development regulations and the sections of the Code of Federal Regulations that are applicable to said program.

(c) The rules and regulations of the Office of Management and Budget (OMB) Circular A-133 apply. If the Contractor is a non-profit organization incorporated or registered to do business in Pennsylvania under the laws of the Commonwealth of Pennsylvania, Contractor shall provide a copy of its annual Audit or Review, whichever is required to the Pennsylvania Bureau of Charitable Organizations.

(d) If Contractor is a Subrecipient or pass-through entity, Contractor must comply with applicable regulations pertaining to this Agreement.

6. Insurance. Contractor will obtain and maintain (a) workers' compensation insurance in accordance with State Workers' Compensation Law; and (b) liability insurance with a combined single limit of not less than \$100,000 per occurrence with insurers reasonably acceptable to the Authority. Authority will be named as an additional insured on each of such liability policies and such coverage shall be on a primary and non contributory basis. Contractor will deliver to Authority certificates evidencing such policies prior to the commencement of the Services, and will deliver evidence of the renewal or replacement of such policies at least 30 days prior to the expiration thereof. Each of such policies will contain a waiver of the insurer's rights of subrogation against Authority.

7. Termination.

(i) The Authority may terminate this Agreement for convenience upon 30 days' prior written notice to the Contractor.

(ii) This Agreement shall terminate automatically without notice upon the occurrence of any of the following events:

(a) A material breach of this Agreement by Contractor;

(b) Contractor or Contractor's employees engaging in conduct materially injurious to the Authority or to itself/themselves, including but not limited to acts of dishonesty or fraud, commission of a felony or a crime of moral turpitude, or alcohol or substance abuse;

(c) Contractor's refusal to substantially perform the Services;

(d) Contractor becomes insolvent or makes a general assignment for the benefit of creditors; or

(e) Contractor files a petition in bankruptcy or such petition is filed against Contractor.

Authority shall be liable only for payment for Services rendered prior to the effective date of termination. If this Agreement is terminated pursuant to subparagraphs (a) or (c) Authority may take over the Services and prosecute the same to completion by contract or otherwise, and Contractor shall be liable for any additional costs incurred by Authority. Authority may withhold any payments to Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owed to Authority by Contractor.

8. Minority/Women Participation. Contractor shall use its best efforts to ensure that minority-owned businesses and women's business enterprises shall have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with federal funds provided under this contract. In this regard, Contractor shall take all necessary steps in accordance with 24 CFR 85.36(e), to ensure that minority-owned businesses and women's business enterprises have the maximum opportunity to compete for and perform contracts. Contractor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts assisted by the U.S. Department of Housing and Urban Development.

Failure of Contractor to carry out the requirements set forth in 24 CFR 85.36(e) shall constitute a breach of contract and, after notification from the U.S. Department of Housing and Urban Development or Authority, may result in termination of this contract or such other remedy as is deemed appropriate.

For the purposes hereof, a minority-owned business shall mean sole proprietorship, partnership or corporation-owned, operated and controlled by minority group members who have at least 51% ownership. The minority group members must have operational control and interest in capital and earnings commensurate with their respective percentage of ownership. Furthermore, to qualify as a minority-owned business, the business must be certified as an MBE by either the City of Pittsburgh, Allegheny County, Commonwealth of Pennsylvania or some other governmental entity whose certification is acceptable to Authority. Minority group members include, but are not limited to, African-Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans and Hasidic Jewish American.

A women's business enterprise is defined as a sole proprietorship, partnership or corporation owned, operated and controlled by women who have at least 51% ownership. Women must have operational control and interest in capital and earnings commensurate with their respective percentage ownership. Furthermore, to qualify as a women's business enterprise, the business must be certified as a WBE by either the City of Pittsburgh, Allegheny County, Commonwealth of Pennsylvania or some other governmental entity whose certification is acceptable to Authority.

In the event of a contractor's failure to comply with the equal employment opportunity and affirmative action provisions, including the affirmative action undertaking outlined in its proposal, or with any of the rules, regulations or orders referenced within this contract, HACP, at its discretion, may exercise any one or more of the following rights and remedies:

- i. cancel, terminate or suspend the contract in whole or in part

- ii. recover from the Contractor, by set off against the unpaid portion of the contract, as liquidated damages and not as a penalty, an agreed upon sum for each day that the contractor fails to comply with the contract, the sum being fixed and agreed upon by and between contractor and HACP because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages which HACP would sustain in the event of such a breach
- iii. such other rights and remedies (which are cumulative and not exclusive) available under applicable law on in equity.

9. Acceptance of the Services. Authority has the right to review and/or require correction of any Services provided by Contractor. Contractor shall make any required corrections to any Service within 10 days at no additional charge. The payment of any invoice by Authority does not indicate acceptance of Services provided. Further, the Authority reserves the right at any time to reject or disapprove any Service provided. If Contractor fails to make the necessary corrections within a reasonable time after notice to do so from the Authority, or if the submission of any corrected Service remains unacceptable, the Authority may immediately terminate this Agreement pursuant to paragraph 7(ii)(a) hereof or reduce the hourly rate to reflect the reduced value of the Services provided.

10. Confidential Information. Contractor agrees that Contractor will not knowingly reveal to a third party or use for Contractor's own benefit, either during or after the term of this Agreement, without the prior written consent of Authority, any confidential information pertaining to the business and affairs of Authority, its officers, employees and directors obtained while working with Authority except for information clearly established to be in the public record.

11. Representation and Warranties of Contractor. Contractor hereby represents and warrants to Authority that Contractor is not a party to or otherwise subject to or bound by any contract, agreement or understanding which would limit or otherwise adversely affect Contractor's ability to perform the Services or which would be breached by Contractor's execution and delivery of this Agreement or by the performance of the Services.

12. Indemnification. Contractor agrees to indemnify and hold Authority harmless from any and all claims, damages, liabilities, costs and expenses (collectively "Claims") arising out of or in connection with Contractor's or its employees' performance of the Services on behalf of Authority.

13. Independent Contractor. Contractor shall perform the Services hereunder as an independent contractor and not as an agent or employee of the Authority. Contractor shall be responsible for paying any and all required Federal, state or local taxes arising from the performance of the Services. Contractor agrees to remove any employee from the performance of the Services at the request of Authority.

14. Copyright. No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. Authority shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials and documentation prepared by Contractor under this Agreement.

15. Inspections; Work Product. Pursuant to 24 CFR 85.36(i)(10) and (11), access shall be given by Contractor to Authority, the United States Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of Contractor which are directly pertinent to this Agreement for the purpose of making an audit, examination, excerpts, and transcriptions. All required records shall be retained for three years after Authority makes final payment and all other pending matters on which Contractor performed Services are closed.

All work product produced by Contractor, including Contractor's employees, in accordance with this Agreement shall become the sole property of Authority in perpetuity. "**Work product**" shall include all records and other documents resulting from the Services performed under this Agreement. It is understood that Authority may reproduce any such work product without modifications and distribute such work product without incurring obligations for additional compensation to Contractor.

16. Return of Authority Property. Promptly after termination of this Agreement, Contractor shall return and shall cause its employees to return to Authority all property of the Authority then in Contractor's possession, including without limitation papers, documents, records, files, computer disks and confidential information, and shall neither make nor retain copies of the same. Authority's obligation to make final payment to Contractor following termination, including without limitation accrued but unpaid fees under paragraph 3 hereof, shall be contingent upon Contractor's compliance with this paragraph.

17. Third Party Solicitation. Contractor warrants that Contractor has not retained any company, firm or person to solicit or secure this Agreement and has not paid or agreed to pay any company, firm or person any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

18. Release. Prior to final payment under this Agreement, or prior to settlement upon termination of this Agreement, and as a condition precedent thereto, Contractor shall execute and deliver to Authority a final release ("**Release**"), in a form acceptable to Authority, of all claims against Authority by Contractor under and by virtue of this Agreement, other than such claims, if any, as may be specifically excepted by Contractor in stated amounts set forth therein.

19. Disputes. All disputes arising under or related to this contract, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.

- (a) All claims by the Contractor shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the Authority against the contractor shall be subject to a written decision by the Contracting Officer.
- (b) The Contracting Officer shall, within 30 days after receipt of the request, decide the claim or notify the Contractor of the date by which the decision will be made.
- (c) The Contracting Officer's decision shall be final unless the Contractor
 - 1) Appeals in writing to a higher level in the Authority in accordance with the Authority's policy and procedures;
 - 2) Refers the appeal to an independent mediator or arbitrator; or
 - 3) Files suit in a court of competent jurisdiction. Such appeal must be made within 30 days after receipt of Contracting Officer's decision.
- (d) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action under or relating to the contract, and comply with any decision of the Contracting Officer.

20. Notices. All notices or other communications to either party by the other shall be deemed given when made in writing and deposited with the United States Postal Service addressed as follows:

If to the Authority: Housing Authority of the City of Pittsburgh
 Joy Pekar
 Security Department
 200 Ross St. 8th F.
 Pittsburgh, PA 15219
 412-456-5000 x 8002
 Joy.Pekar@hacp.org

And a copy of the notice or other communication should be sent to:

Housing Authority of the City of Pittsburgh
100 Ross St. 2nd Fl. Suite 200
Pittsburgh, PA 15219
Attn: Kim Detrick, Procurement Director/Contracting Officer

If to Contractor: Name: _____
 Address: _____

 Phone/Fax: _____
 Email: _____

21. Compliance with Law. Contractor shall comply with all Federal, State and Local laws, regulations ordinances and codes relating to the operation and activities of Authority and all Services performed pursuant to this Agreement, including, but not limited to completing the following items which shall be attached as exhibits:

- (a) Non-Debarment Certificate (Exhibit C)
- (b) Certification re: Lobbying (Exhibit D)
- (c) Disclosure of lobbying activity (Exhibit E)
- (d) Conflict of Interest (Exhibit F)

22. Transfer by Contractor. Contractor shall not transfer all or any part of its rights or obligations herein to any person or legal entity.

23. Liquidated Damages. Contractor shall pay \$_____ per day for each day of delay.

24. Miscellaneous. The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision. This Agreement embodies the entire Agreement between the parties hereto and supersedes any and all prior or contemporaneous, oral or written understandings, negotiations, or communications on behalf of such parties. This Agreement may be executed in several counterparts, each of which shall be deemed original, but all of which together shall constitute one and the same instrument. The waiver by either party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation hereof. This Agreement is executed in and shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. This Agreement may only be amended by written agreement of both parties hereto. This Agreement shall inure to the benefit of the Authority, its successors and assigns.

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**SIGNATURE PAGE TO
PROFESSIONAL SERVICE CONTRACT
FOR
Security Guard Services at HACP Family Communities**

HOUSING AUTHORITY OF THE CITY
OF PITTSBURGH

Date: _____

By: _____
Contracting Officer

Vendor Name

Date: _____

By: _____

Title: _____

EXHIBIT A

SCOPE OF SERVICES

General Description of Communities: Contractor shall provide the following services, meeting the requirements set forth below:

- A. Contractual security services for the protection of all Authority residents, employees, customers, invitees, management personnel and other assets in or on the development sites (as identified below) against any criminal activity including but not limited to vandalism, theft, trespass, fire, bodily harm and other events detrimental to the security of such individuals, assets or property in any of the following locations:
1. Addison Terrace, 2136 Elmore Square, Pittsburgh, PA 15219
 2. Arlington Heights, 3123 Cordell Place, Pittsburgh PA 15210
 3. Allegheny Dwellings, 1702 Belleau Drive, Pittsburgh, PA 15212
 4. Bedford Dwellings, 2305 Bedford Ave. Pittsburgh, PA 15219
 5. Glen Hazel Family Community, 945 Roselle Court, Pittsburgh PA 15207
 6. Homewood North, 10 Albertice Street, Pittsburgh, PA 15208 (this site to be shared with Hamilton-Larimer, 6200 blocks of Auburn and Carver St. Pittsburgh, PA 15206
 7. Northview Heights Family Community, 533 Mt. Pleasant Road, Pittsburgh PA 15233
- B. The Authority is seeking to qualify one (1) or more vendors to provide contractual security services at its seven (7) family communities. Contractor shall submit their proposal detailing their ability to provide the required services at some or all of the sites listed. Contractor shall provide armed Security Guards to patrol some or all of the HACP's seven (7) family communities. Contractor will provide Security Guard service each day for three hundred sixty five (365) days of the year. Two (2) Security Guards shall work simultaneously at each community. Patrols will consist of cars, canine (if applicable), and foot patrols. 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. **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.** If Contractor perceives it feasible to provide adequate or maximum coverage at some of the sites utilizing roving patrols across multiple sites versus concentrated details based at a specific site, please submit the proposed plan accordingly. Such a plan should include a detailed schedule of site visitations and patrols, an estimate of actual time spent on site, as well as the proposed method to ensure completion of such patrols.
- C. Contractor must employ a roving Security Guard supervisor to be responsible for monitoring, supervising and directing Security Guards at all assigned sites during their shifts. Roving Security Guard supervisor responsibilities will include but are not limited to:
5. Periodic monitoring of the security guards to ensure that they are performing their required duties. Specify the frequency the Contractor intends to conduct this monitoring and include the proposal as part of an overall Quality Assurance

- Plan.
6. Completion of a Daily Activity Report to be submitted to the Authority by 6:30 AM.
 7. Be equipped with a GPS tracking system on his or her phone.
 8. The Roving Security Supervisor may be required to work from the Public Safety Office of the Authority located at 200 Ross Street, Pittsburgh, Pennsylvania 15219 during his/her shift at times to be agreed upon by the Contractor and the Authority. During these times, the Roving Security Supervisor will be required to utilize the Authority's video surveillance system to monitor and direct Security Guards during their shifts and will be required to complete quality control reports pertaining to the performance of the Security Guards. These reports will be completed in a format acceptable to the Authority.

The roving Security Guard supervisor will be a non-billable expense. Contractor's proposed hourly rate will incorporate the cost for operating the supervisor.

The Security Guards' employment in the contract is subject to approval by the Authority. 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. The Authority shall provide Contractor with the final requested coverage schedule. This schedule is subject to change by the written notification of the Authority and allowing for changes to include 24-hour coverage at sites with 24-hour prior notice. Contractor's proposed costs should include all costs associated with performing these services.

1. In addition to those services that the Security Guard is required to provide to HACP residents, the Security Guard shall provide or agree to the following:
 - a. Provide services that are in addition to and will be considered to be above the baseline services of patrol and investigation of 911 services.
 - b. Agrees that a Contractor policy manual exists to regulate Security Guards' conduct and activities while working on HACP properties. Contractor will provide this manual to the Authority as part of their proposal.
 - c. Agrees that all Security Guards working on the HACP properties have received the required certifications and training to provide Security Guard service and possess valid certifications to carry and utilize a firearm on Authority property. All firearms to be utilized in service of this contract must be approved by the Authority prior to the firearms being used on Authority property.
 - d. Agrees that he or she will provide all Security Guards working on the HACP properties with such basic equipment (including but not limited to radio, cell phone, uniform, firearm) as may be necessary and reasonable in order to allow the Security Guards to carry out the duties anticipated under the contract with HACP. The equipment utilized by the Security Guards under this contract will be Contractor-issued resources. Section C under Description of Duties for minimum required equipment.
 - e. Provide supervision, control and direction of work activities and assignment of Security Guard personnel, including disciplinary actions. Contractor will be required to provide notice to HACP of any disciplinary action pertaining to security guards assigned to the property. Contractor is required to submit, as part of their proposal, a detailed procedure for progressive disciplinary action against its employees to be adhered to throughout the duration of the contract. It is expressly understood that the Contractor alone shall be responsible for the compensation of the Security Guards to include court time and all related expenses, holiday time, overtime (if applicable to the security contractor) and all employee benefits, including but not limited to any and all insurance or liability payments for any injury to Security Guards or their property while on the HACP property.

- f. Contractor shall develop, outline and submit in their proposal a training program to be approved by HACP prior to execution of a final contract. Costs of training shall not be billable to the Authority. All Security Guards working on the contract must have current Act-235 certifications. Contractor must provide written certification to the Authority that employees have received the approved training prior to beginning work. At a minimum, the training must include instruction in the following areas and be administered by a certified instructor and/or an HACP approved instructor:
- i. Use of Force and Powers to Detain
 - ii. Defensive Tactics
 - iii. Observation and Documentation
 - iv. Public Relations
 - v. Customer Service
 - vi. Handling Difficult People
 - vii. Liability and Legal Issues
 - viii. Post Orders & Assignments
 - ix. Crisis Prevention & Intervention (302 issues)
 - x. Cultural Diversity and Sensitivity Training
 - xi. Emergency Medical Care – First Aid/CPR
 - xii. Report Writing
 - xiii. Firearms Training – Act 235
 - xiv. Crowd Control/Safety and Defensive Tactics
 - xv. Other training required by HACP after execution of a contract to include the Admissions and Continued Occupancy Policy (ACOP), Lease One Strike Policy and Reasonable Accommodations and any other training HACP will provide.
 - xvi. Radio Procedures
 - xvii. Trespassing
 - xviii. Supervision of Security Personnel
 - xix. Baton use (if applicable)
 - xx. Disaster preparedness
 - xxi. Counterterrorism
 - xxii. Fire Safety

A resume and valid certifications for all instructors to be utilized in performing this contract must be provided to the Authority as part of the Contractor's proposal submission.

Security Guards shall receive the minimum mandatory training hours as set forth in the training program approved by HACP.

2. The duties and extent of services of the Security Guards shall include, but shall not be limited to:
- a. Provide a single and back-up Liaison whom is able to be available 24 hours a day to assist with facilitating the terms and conditions of the contract, to include review and submittal of reports on the timeframe established by the HACP to ensure timely invoicing of activities performed. The Liaison shall also be available to monitor Security Guards and Security Guard supervisors during their shifts to ensure compliance with the terms of the contract. See attached Procedures for Security Services in HACP Residential Communities.
 - b. Provide monthly security guard schedules to Authority one (1) month in advance. If the schedule changes from what was previously submitted, contractor agrees to provide a revised schedule within a timely manner.
 - c. Assist with the facilitation of a Neighborhood Watch/Crime Watch

- Program to include the provision of training (if applicable) for resident participants.
- d. Assist and cooperate with law enforcement personnel as well as HACP Public Safety staff.
 - e. Monitor 911 calls and report as necessary all emergency situations.
 - f. Provide monthly statistical data summaries and statistical workload reports for the HACP by the 5th of each month to serve as supporting documentation, partnership initiative and crime reduction strategies. Attachment D to the scope of work contains the Authority's required template for the monthly report.
 - g. On a monthly basis, contractor executive staff will be required to meet with HACP staff to discuss any and all issues related to the execution of the contract to be scheduled by the Public Safety Director.
 - h. Collection and delivery of found property and evidence to City Police with follow-up documentation on a separate report.
 - i. Enforcement of illegal traffic and parking. Criminal trespass citations and warnings will be issued by the authorized agent of the property, i.e., police, property manager or designee, and may be in the presence of a Security Guard. All records will be maintained by the Contractor. A copy of the required records will be provided to the HACP for documentation of services rendered and activity of occurrence.
 - j. Assisting/Counseling residents in crisis.
 - k. They shall comply with all City and State Laws.
 - l. Investigating lost or missing persons.
 - m. Attend community association meetings; tenant council meetings and other meetings as needed and directed by Public Safety Director.
 - n. Respond to Anonymous Telephone Calls on the HACP Anonymous Tip Line (as directed by Public Safety Director) and keep a log of all investigations and actions taken which is to be reported to the Authority on a weekly basis in a format deemed acceptable by the Authority.
 - o. Assist the Housing Authority's anti-drug coalitions or special interest groups, e.g., in fighting drugs and crime in the communities.
 - p. Attend workshops on crime prevention and security as pertains to public housing sites (if applicable and financially feasible).
 - q. Liaison shall meet weekly with the HACP Public Safety Director according to agreed upon schedule.
 - r. Assist in conducting security assessments and surveys.
 - s. Provide technical assistance, to include consultation on planning of grant funded security programs within the Authority.
 - t. Complete daily reports, including but not limited to, arrest reports and incident reports, daily activity reports, 911 calls for service, 3rd party accident/liability reports, tip investigation reports and provide said reports to HACP by 6:30 AM of the day following the shift date or within three (3) hours of the end of the shift. The Contractor shall provide to HACP's Public Safety Director in a prompt and timely manner, reports of all daily incidents, calls, arrest records, and other information, that will enable HACP to take remedial action against offenders, for example, legal action for eviction, vandalism or trespass. This information shall be provided by 6:30 AM, or within three (3) hours of the end of the shift.
 - u. Security Guards will be required to patrol pre-designated checkpoints, the location and frequency of which will be determined by HACP prior to the start of the contract. At a minimum, Security Guards must reach a different checkpoint every 30 minutes. Security Guards are to perform the checkpoints throughout their shift and document the time and location of checkpoints encountered on their Daily Activity Reports.

- v. They shall identify vehicles that are abandoned or illegally parked on HACP property for the City police to issue citations and arrange for towing.
- w. Enforce HACP policies against drinking, gambling, use or sale of alcoholic beverages and illegal narcotics in public areas of HACP developments.
- x. Deter trespassing, vandalism, disorderly conduct, gambling and enforce all other applicable laws. Deter loitering in corridors, stairwells and streets located within HACP properties.
- y. Report any dangerous conditions, vandalism, or any safety hazards to HACP's Public Safety Director immediately after becoming aware of such condition and follow up, in writing, with a report of the incident by 6:30 AM of the day following the shift date, or within three (3) hours of the end of the shift.
- z. The Contractor shall carry \$5,000,000 public liability, workers' compensation, unemployment compensation and vehicle liability insurance and such other necessary and proper insurance. Evidence of insurance shall be provided prior to execution of the contract with HACP.
- aa. The Contractor will supervise, schedule and deploy Security Guards in a manner to best minimize criminal activity in HACP's developments.
- bb. The Security Guard shall record on a daily activity log their presence on HACP property and details of their activity thereon.
- cc. The Contractor agrees to require all Security Guards who are assigned to work at HACP's premises pursuant to this Agreement to attend the ACOP, Lease, One-Strike and ADA/ 504 training. An updated log of Security Guards who have received this training shall be sent to HACP Public Safety Director on a monthly basis and by the 5th of each regardless of whether or not the list has changed since the previous month. The format of this list will be provided by the Public Safety Director.
- dd. The Contractor agrees that the Director/Manager, or his/her designee, will meet quarterly with an HACP designated representative and the Resident councils of HACP's developments based on a pre-determined schedule set by the Public Safety Director, in order to discuss items of mutual concern and interest to the police, HACP, and the residents of the aforementioned developments. Prior to the quarterly meetings, the Contractor will provide to HACP its quarterly report on such activities. The report shall be submitted in a manner deemed acceptable by the Authority and will be due on the 5th day of the first month following the quarter. Meetings will also be conducted on a monthly basis. The contractor owner, or his or her designee, will be required to attend. Attachment D contains the Authority's required template for the quarterly report.
- ee. 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. The GPS tracking system shall be coordinated to interface with the HACP. Contractor must provide daily GPS tracking information to HACP electronically via e-mail or by means of a web based service by 6:30 AM of the day following the shift date. These reports shall be included with the other daily reports provided to the Authority on a daily basis. Contractor is expected to utilize the GPS tracking information to cross-reference the Security Guard daily reports for all sites to confirm that Security Guards are working at the appropriate locations. Reports of these evaluations must also be submitted to HACP within 24 hours of the end time of the day's shift in a format approved by the HACP. If feasible, Contractor shall provide HACP with a direct interface to their GPS tracking and reporting software enabling the Authority to generate and review GPS reports independently from the Contractor. Contractor must establish a protocol to monitor the GPS and ensure that it is working at all times and provide for secondary measures to be implemented in case the primary GPS

system fails at any time. A detailed outline of this protocol must be submitted with the Contractor's proposal.

Description of Duties.

The selected security services company shall provide all labor and equipment to perform the following security services at all HACP sites. The selected security services company shall be required to attend meetings with the Public Safety Director, to discuss adjustments to the sites and schedules during transitional times, and to ensure that the Security Guards meet the following expectations and perform the following responsibilities:

- A. Security Guard Requirements: Security Guards performing services under the contract to be executed based on this RFP must:
- Have a high school diploma or the equivalent GED.
 - Have completed training and be licensed to provide Security Guard services or the equivalent through certification, experience and training.
 - Possess all required licenses and certifications to carry and utilize a firearm on Authority property when performing this contract.
 - The Security Guard shall be completely outfitted with Authority approved uniforms, identification and other equipment as needed and as deemed acceptable by the HACP, at all times while on duty. As part of their proposal, contractor shall submit pictures of proposed uniforms and vehicles.
 - Comply with the requirements of the security company's Employee Handbook which contractor shall provide to the Authority as part of their proposal.
 - Pass a criminal background check that is to be reviewed by HACP Public Safety Director.
- B. Patrol Duties: If applicable, Security Guards shall sign-in and meet with the site management staff to receive important information at the start of their shift at the designated location, and patrol and provide security checks at key points in each community to provide maximum security for the residents and property. These security checks shall be varied and conducted randomly throughout each shift. The Security Guards shall provide ingress and egress control as well as foot patrol throughout the areas(s) designated by the HACP. All activities should be documented on the Daily Activity Reports.
- C. Methods of Patrol and Communication. The Contractor shall provide patrol vehicles to Security Guards for each community. Patrol vehicles must be equipped with Authority approved markings and/or decals prior to the start of the contract. Contractor shall submit a picture of the proposed vehicles to be used on the contract as part of their proposal.

Generally, patrol vehicles, one per community, are to be used and will be used in addition to foot patrols. Foot patrols shall be mandatory for the patrolling officers for all communities in order to make a better connection and promote effective communication with the residents in the communities. With the exception of extreme weather conditions, Security Guards are to perform a minimum of 6 hours of foot patrol per shift that shall be documented on the Daily Activity Reports. In order to ensure continuity of services and familiarity with the residents and dynamics of each community, the security company shall make every effort to ensure that specific Security Guards assigned to a community remain constant during the term of the contract. Security Guards must:

- Be equipped with Authority approved uniforms for both summer and winter weather. Contractor shall provide to Authority a picture of the proposed uniforms as part of their proposal along with guidelines for use of issued uniforms as it pertains to changes in weather. At no cost to the Security Guard, Contractor shall provide each Security Guard 3

pairs of pants, 2 short-sleeve and 2 long-sleeve shirts, appropriate outdoor clothing, including a coat, and 1 pair of shoes.

- Be equipped with a radio in order to maintain direct communication with one another during the time when Security Guards are on duty at any of the communities;
- Be equipped with a pager and/or cellular phone (cell phones are preferable) in order to receive and respond to calls from HACP Public Safety Director, site staff or management at all times and to stay in communication with law enforcement agencies. If the contact telephone number for the Security Guards is changed during the term of the contract the new telephone number should be provided to the Public Safety Director as soon as possible.
- Be equipped with equipment that will enable the Security Guard to monitor police communications and emergency calls.
- All equipment is subject to approval by HACP.
- All equipment must remain functional at all times during shifts.
- Respond within 30 minutes or less to telephone calls from HACP staff or management.
- Maintain and have available at all times while on duty a list of key contacts, and make direct contact with Public Safety Director, emergency maintenance or on duty HACP management and/or staff as necessary.
- Go to residents' and/or homeowner homes, as needed, to respond to security concerns.
- Complete a one-time orientation with the HACP Public Safety Director and /or staff before beginning patrol duties at the locations.

- D. Communications with Residents, Homeowners and Youth. Security Guards shall interact positively and encourage effective communication with residents, homeowners and youth. In particular, to the greatest extent possible, Security Guards shall interact and dialogue with the youth of each community, in order to reinforce positive behaviors and to provide alternative behaviors for youth who are violating community rules and/or creating disturbances.
- E. Communication with the Pittsburgh Police Department (PPD). Security Guards are a critical element in maintaining security and law enforcement at the HACP communities. The Contractor shall ensure that the Security Guards work cooperatively with, and establish and maintain good, positive communications with the PPD and the Community Policing officers assigned to the geographic area. Contractor should provide a description of their experience working with municipal police departments.
- F. Domestic Violence. Security Guards must record domestic violence and other family disturbances and contact the PPD immediately as well as document them in daily reports to the HACP Public Safety Director as well as the 911 call log.
- G. Cooperation with HACP Personnel. The contractor and its Security Guards shall work cooperatively with the HACP Property Management and staff at all HACP Communities.
- H. Premises Checks. On each shift, Security Guards shall patrol the HACP communities, including the rental and for sale properties, the perimeter of the construction zone, areas of high activity, and agency and management offices, as specified by HACP. Security Guards shall make daily checks of locks and gates leading into construction zones, and intermittently patrol the perimeter and/or fenced area. Security breaches or hazards shall be reported to the Public Safety Director immediately upon becoming aware of such issues and will be followed-up in daily reports.
- I. Interaction with Loiterers. Security Guards shall assist with enforcing curfews and "No Trespassing" rules, identify loiterers and trespassers, and escort violators to their residences or off the premises as applicable. All incidents will be documented and

forward to the HACP Public Safety Department.

- J. Drug or Suspicious Activity. Security Guards shall identify persons and/or residential units involved in drug or suspicious activity, and note the destinations of such individuals within each community and/or their associations, and shall notify PPD and HACP Public Safety Department.
- K. Deterrence Through Enforcement. Security Guards shall maintain a visible presence in the community, assist in enforcing the community rules, and inform residents and guests of community rules and trespass policies.
- L. Complaints by Residents. Any complaints about other residents, about problems encountered by visitors or guests that Security Guards receive shall immediately be documented and referred to the HACP Public Safety Director.
- M. Trespass Notices. Security Guards shall enforce trespass rules, ask violators to leave the premises, identify residents associated with trespassers and telephone 911 for assistance in removing uncooperative individuals and document all incidents in reports.
- N. HACP Exclusion List. Security Guards shall enforce the HACP Exclusion List, ask violators to leave the premises, identify residents associated with trespassers and telephone 911 for assistance in removing uncooperative individuals and document all incidents in reports.
- O. Daily Log. Security Guards shall record their activity at least hourly into a Daily Activity Report, which is submitted to the Public Safety Director by 6:30 AM of the day following the shift date, or within three (3) hours of the end of the shift.
- P. Towing Authority. Security Guards shall ticket and/or arrange towing for vehicles that violate HACP community parking rules. Northview Heights Estates includes private streets. The other HACP communities include public and private streets and private lot and/or cul-de-sac parking. On public streets, Security Guards shall work with the PPD to tag inoperative, unlicensed vehicles. Registration information will be made available to Security Guards who shall check vehicles for operable condition and for parking permits in assigned HACP Communities. All activity will be documented in daily logs.
- Q. Illegal Dumping and Disposal. Security Guards shall monitor all HACP sites for improper or illegal dumping of trash, furniture or any debris into common areas and/or Housing Authority of the City of Pittsburgh Security Guards for the Family Communities construction zones. Security Guards shall record information on the vehicles involved, shall attempt to identify the individuals, and shall contact PPD for ticketing and/or arrest, if opportunity arises. Security Guards shall contact violators and advise them to cease dumping, and shall notify the Property Manager and Public Safety Director, as appropriate, for follow-up action.
- R. Building Access. Security Guards shall monitor access to tenants and guests at HACP high-rise buildings if applicable. Security Guards shall not provide access into residential units, unless access to the unit is specifically authorized by HACP/Management Staff.
- S. Alarm Responses. When a Security Guard is on duty, he/she will take care of alarm responses.
- T. Special Occasions. Special Occasions include such things as security during Community gatherings, scheduled events in the buildings such as weddings, and extra security during special programming of the HACP, etc. Most Special Occasions will be scheduled well in advance, however, if there are some

unexpected problems that arise, HACP wants to be able to have security services available on short notice. These occasions will be scheduled through the Public Safety Director.

Procedures for Security Services in HACP Residential Communities

I. General Duties and Responsibilities of Security Guards

- B. Each Security Guard will treat all residents, guests, and Housing Authority of the City of Pittsburgh (HACP) management staff with courtesy and respect.
- B. When arriving for duty, all Security Guards will log in, receive any special instructions, and conduct an inspection of the property to ensure that it is secure. The first-shift Security Guard shall relay any special instructions to the second-shift Security Guard at the start of the second shift. The second-shift Security Guard shall then conduct an inspection of the property to ensure that it is secure.
- C. Each Security Guard will keep a written log which represents a record of service during his/her shift, and which records all incidents, both routine and non-routine. This record will include arrival and departure times, actions taken, incidents observed, and notes on all suspicious activities.
- D. In certain circumstances, and if included in site instructions, the Security Guard will request identification from all entrants coming onto the site, whether they are residents or guests, and will allow entry only to bona fide residents and to guests. Security Guard will verify guest's validity by checking with the tenant whom they are visiting by either calling the tenant or inquiring at the residence directly.
- E. During the initial inspection and while on duty, the Security Guard shall give special attention to the security of entrances to the Management Office, Community rooms, stairwells, to suspicious persons and vehicles on the property; and to safety and fire hazards.
- F. When encountering persons or hazards deemed to be an imminent threat to life, limb, or property, the Security Guard will notify 911 immediately to report the threat or hazard to the proper authorities. If necessary, Security Guard will detain criminal suspects until police arrive.
- G. After notifying 911, the Security Guard will notify the Public Safety Director, or designated HACP employee, then properly log the incident. In the event that HACP staff cannot be contacted, the Security Guard will call a telephone number to be provided after contract award to report the incident to HACP's answering service, which will invoke an emergency protocol to inform appropriate HACP Management staff.
- H. Whenever there has occurred a significant event involving suspicious persons, safety hazards, documented criminal activity, or incidents involving injuries or property damage, the Security Guard will prepare a report and provide a copy to the Public Safety Director by 6:30 AM of the day following the shift date, or within three (3) hours of the end of the shift.
- I. The Security Guard will report any circumstances, which are unusual but not deemed to be emergencies to the Public Safety Director. All circumstances are to be written on a daily report.
- J. The Security Guard will follow all site-specific instructions for the site to which he/she is assigned, as developed by the HACP Public Safety Director.
- K. The Security Guard will abide by all operating rules and procedures adopted by the security service contractor by whom he/she is employed.

L. At the conclusion of a shift, the Security Guard shall complete his/her log. A copy of all reports will be submitted daily to the Public Safety Director.

II. Daily position description for work on Public Housing Communities.

- A. Develop and maintain rapport with public housing residents, thus fostering an atmosphere of cooperation, compassion, coordination, peace and order within the HACP developments.
- B. Utilize canine patrols, if applicable, within the HACP designated developments.
- C. Encourage residents, through developing a rapport of effective communication and trust, to report any and all suspicious or criminal activities, and suspected/observed abuse or neglect of people, animals, or property.
- D. Communicate with and assist homeless people on HACP properties, referring them to other agencies, when appropriate, for further assistance.
- E. Engage in walking patrols throughout the shift in all public areas of the HACP development a minimum of six (6) hours to deter disorder or crime and to develop a rapport with the residents.
- F. Work with youth in HACP developments to help them understand and comply with HACP policies and procedures.
- G. Engage in effective techniques to develop a positive rapport with the residents in the HACP communities to include youth i.e. recreational activities.
- H. Work with Staff residents to help clean up the HACP developments, including organizing or participating in a “community clean-up day” to include removal of trash and debris.
- I. Notify and report to the HACP for removal of graffiti after documentation and referral to appropriate departments and/or Agencies.
- J. Remain alert to the emergency needs of residents and visitors, and take the appropriate action to protect life and property.
- K. Investigate the activities of suspicious persons, as encountered or upon resident complaint, in conformance with legal requirements to determine the identity, activity, and reason for the presence of the suspicious persons.
- L. Identify and record violations of HACP policies and regulations, vehicle and local ordinances in conformance with legal requirements and police department policies and procedures to include pet and trespassing policies, vehicle parking and exclusion notices.
- M. Participate in “knock and talk” interactions while working on the HACP properties.
- N. Attend resident community meetings to develop a “proactive” positive rapport and relationship with the residents.
- O. Engage persons in common areas to ascertain verified status of HACP residence to include going to address provided to Security Guard by person(s) questioned and documenting conversation with tenant(s) at residence.
- P. Direct vehicle traffic on HACP property as required, ensuring a safe, orderly flow of traffic.
- Q. Promptly and properly prepare and submit the required reports of the HACP to the Public Safety Director on each shift.
- R. Enforce towing of abandoned or stolen vehicles on HACP property.
- S. Counsel juvenile and adult residents, referring them to the appropriate persons or agencies for further assistance.
- T. Assist police officers, as appropriate; accept and adhere to lawful direction and orders issued by a superior officer.
- U. Assist prosecuting and HACP attorneys in the preparation of court cases and, as required, testify at judicial trials and hearings.
- V. Maintain a professional decorum and attitude in all dealings with residents, visitors, superiors and other department personnel; conduct personal life in a manner that sets a positive example for residents, especially youths. Any behavior deemed unacceptable by the Authority may be grounds for the Authority to request suspension, reassignment, or removal of an employee from performing services on the contract.
- W. Operate a Security vehicle within assigned geographic area at the direction of a supervisor in order to deter and detect criminal activity.

- X. Operate and monitor closed circuit television (cctv) cameras and monitors in public housing developments, as required, for the purpose of deterring criminal activity and arresting violators.
- Y. Attend training courses to include sensitivity training, as assigned, to increase and enhance professional knowledge, skills, and ability.
- Z. Provide any service necessary to further the HACP mission and objectives that is not restricted by legal policy.
- AA. Perform other duties as assigned.

II. Examples of Suspicious Activity That Should Be Noted by Security Guards

- A. Any person or persons loitering within the site.
- B. Any vehicles parked on HACP property that do not have a registration tag (where registration tags are applicable) on the vehicle or are not known to be a vehicle of a guest of a resident.
- C. Suspicious activities may include, but are not necessarily limited to, the following:
 - 1. Transfer of small objects from hand to hand in return for money.
 - 2. Individuals loitering (hanging out), consuming alcohol or other drugs, with discreet exchanges of small items between individuals.
 - 3. Individuals with known gang affiliations loitering inside or near the outside perimeter of the site.
 - 4. Persons attempting to enter the site under false pretenses.
 - 5. Persons wandering the halls of the Management Office, or any of the agency offices, the common areas, or loitering where other persons pass or legitimately congregate.
 - 6. Persons observed “trying” doors in search of unlocked entries.
 - 7. Abandoned vehicles, “junkers” or vehicles leaking excessive engine/driveline fluids.
 - 8. Heavy flow of vehicles to HACP Communities while vehicle occupants remain in their cars and are met by others.
 - 9. Frequent visitors to specific residences who stay for short duration.
 - 10. Non-residents coming and going on a regular basis who have keys to the units.
 - 11. Persons known to be non-residents who are observed over a period of time frequenting specific units, which may indicate that they are lodgers.
 - 12. Uncivil behavior on the part of residents, visitors or homeowners, which may include the disturbance or harassment of other residents or guests, or which may be the result of intoxication or drug abuse.

III. Guidelines for Dealing with Safety Hazards

- A. While conducting inspections or roving the area, Security Guards will ensure that all previously described buildings’ fire doors, common area doors, storage doors and nonresidential doors are closed.
- B. Security Guards will inspect for flammable items left outside the buildings, especially against the buildings, and notify the Property Manager or designated back-up of any flammables found.
- C. While conducting inspections or roving the area, Security Guards will note any volatile chemicals improperly stored or placed inside or outside the area, taking appropriate action to report the finding, according to the level of danger perceived. No Security Guard, resident, or unqualified HACP employee should intervene in the collection or disposal of any chemicals.
- D. Protocol for responding to fire alarms/security alarms will be posted on site, and Security Guards will familiarize themselves with the fire alarm system/security system of the facility in which they are working.
- E. While conducting inspections or roving the premises, Security Guards will note and report any potential tripping hazards or other dangers posed by items found in common areas.
- F. Dangerous weapons and tools should be secured by the Security Guard if that action poses no threat to the Security Guard or to others.
- G. Syringes found in common areas should be disposed of properly by the Security Guard if he/she has been given that training by the security services contractor. Otherwise, the finding of syringes should be reported to the HACP Property Manager or designated back up.

- H. Biological hazards should be dealt with by the Security Guard only to the extent of his/her training. Otherwise, biological hazards should be reported to the HACP Property Manager or designated staff person, if available, or to 911, according to the perceived level of danger.
- I. If a Security Guard receives a threat involving a bomb or other explosive device, the Security Guard shall notify 911 immediately, then notify the Public Safety Director.

IV. General Reporting Guidelines

- A. Any activity or incident which the Security Guard believes creates an imminent risk to life or property must be reported promptly to 911. Calls to 911 must always be followed with a verbal report to the HACP Property Manager if available and the Public Safety Director, and then with a written report to the security contractor supervisor.
- B. Activities of an unusual but non-emergency nature must be logged in the Security Guards shift log, reported to the HACP Public Safety Director, Property Manager, or designated back-up in the referenced order of hierarchy.
- C. When reporting suspicious activity, the Security Guard should give as accurate a description of the individuals and vehicles involved as possible, endeavoring to note the following features:
 - 1. Persons: Name, place of residence, race, age, height, weight, hair color, skin tone, build, unusual features such as scars, tattoos, or speech patterns; and color and description of clothes, including hat, coat, shirt, pants, and shoes.
 - 2. Vehicles: Color, year, make, model, number of doors, and license plate number and state.
 - 3. Locations with correct unit addresses.

V. General Responsibilities of Security Service Contractors and Their Employees

- A. Security Guards will meet all applicable laws for the private security profession.
- B. Contractor shall work with HACP to prepare a standard set of rules, prior to, or within 30 days after contract signing, to be known as the Security Post Orders (“Orders”). The “Orders” will detail the specific duties and performance levels for the Security Guard. Modifications or additions to the “Orders” may be made by HACP at any time upon written notification to Contractor.
- C. Security Guards shall receive the minimum mandatory training hours as set forth in the training program approved by HACP.
- D. The Security Guard shall have received the minimum mandatory training established by applicable law for carrying a firearm.
- E. All Security Guards will obey all applicable laws while performing security duties for HACP.
- F. Security Guard will observe and follow all relevant HACP policies and procedures while performing security services and interacting with residents, HACP staff, and the general public.
- G. Security Guard will under no circumstances enter a residence, even when invited, unless performing their assigned duties or accompanied by the HACP Property Manager or designated employee.
- H. Security Guards will not smoke inside any HACP property.
- I. Security Guards will not use HACP telephones for any non-business-related purpose.
- J. Security Guards will respect the privacy of all residents by observing strict confidentiality over any resident information which may become known to them, including addresses, telephone numbers, and written information in resident files stored on site.
- K. Contractor will ensure that all Security Guards read, understand and follow the HACP Procedures for Security Services in HACP Communities. Further, Contractors will maintain a record of each Security Guards’ training and instructions regarding this directive. Where the Contractor’s written procedures conflict with HACP’s written procedures, HACP’s shall prevail.
- L. Unannounced inspection of the Security Guard on duty may be conducted daily by one of the HACP’s Supervisory staff or designee on each site.
- M. In addition to the requirements for invoicing in this Agreement, Contractor shall provide the Authority a sign-in sheet listing the Security Guard’s name, community, sign-in and sign-out time for the shift and signature of the Security Guard. All invoices must list the dollar amounts billed for each community and be accompanied by all supporting documentation in the

format approved by the Authority. Invoices not meeting these requirements may be rejected by the Authority at which time a new and correct invoice must be submitted by the Contractor, beginning the invoice processing period again. Any error on a submitted invoice will be grounds for the Authority to reject the invoice in its entirety. All invoices must be submitted in a correct format within 90 days of performing services. Any invoices that have not been submitted correctly within 90 days will be permanently rejected. The Authority will not disburse payment for the entirety of the invoice period in question and will not accept any future invoices that bill for the invoice period. Attachments and A, B, and C to the scope of work of this solicitation are required documents to be completed and submitted with all invoices.

- N. Contractor shall maintain a 24-hour per day staffing (dispatch) number or contact source. Said contact source must be capable of communicating with Security Guards for 24-hours a day.
- O. Contractor must comply with all the requirements of all applicable licensing provisions and laws as related to private security. Contractor must furnish a copy of the appropriate business license required to perform services within the City of Pittsburgh. All Security Guards assigned to the HACP must be authorized to perform security-related duties within the City of Pittsburgh and must carry on their person a valid Commission Card.
- P. Contractor shall provide daily written summaries and incident reports to the Public Safety Director. In addition, the Security Company shall retain copies of all summaries and incident reports. Incident reports shall be submitted to the HACP's Public Safety Director by 6:30 AM of the day following the shift date, or within three (3) hours of the end of the shift.
- Q. Security Guard screening must include, but shall not be limited to, the following areas:
 - aa. Drug Screen
 - bb. Criminal background check
 - cc. Social Security Number verification
 - dd. Driver's License Record check
 - ee. Verification of high school diploma
 - ff. Certification of training in accordance with the HACP-approved training program.
 - gg. Act-235 verification
 - hh. License to possess and utilize a firearm on Authority property.

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.

**ATTACHMENT A – Scope of Work
(SAMPLE)****WEEKLY DATA SUMMARY FOR
REIMBURSEMENT OF COMPREHENSIVE SECURITY SERVICES
ABOVE BASELINE**

All of the activities listed on the monthly data summary have been reviewed and are classified “above baseline” for reimbursement of comprehensive security services from the Housing Authority of the City of Pittsburgh (HACP).

Hours	Category and Examples
	Daily Activity Sheet (Ordered Patrols, Saturation Details, Park & Walk)
	Investigation (Surveillance & Narcotics)
	Community Meetings (Resident Meetings, Community Forums)
	Crime Prevention Initiatives (Special Events, Youth Activities)
	Preparation of Reports
	Other (Administrative Liaison Officer)

Notes: Supporting documentation must accompany the monthly summary. The HACP will perform Quality Control Audits of the supporting documentation. If a report contains highlighted ineligible activities, the form will be returned to the security firm and payment will not be rendered for services.

Signature: _____

ATTACHMENT B – Scope of Work
(SAMPLE)

Weekly Data Summary Sheet for Week of

Daily Activity:

Total hours for Northview Heights are 194. Of those 194 hours 9.5 hours were Park and Walks.

Total hours for Allegheny Dwellings are 145.5. Of those 145.5 hours 9 hours and 5 minutes were Park and Walks.

Total hours for Addison Terrace are 120.25. Of these hours 7 hours and 20 minutes were Park and Walks.

Total hours for Bedford Dwellings are 108.75. Of these hours 6 hours and 20 minutes were Park and Walks.

There were no directed patrols or saturation details for the week.

Total hours for all communities are 568.5.

Investigations: Hours: 0
No investigations were conducted during this week.

Meetings: Hours 4
The meeting in this invoicing period was for meeting at HACP offices.

Crime prevention: Hours: 0

Preparation of Reports: Hours: 8
Time spent by to review, analyze, and compile statistical and operational data for quarterly report.

*Total hours for park and walks will be dependent upon number # of hours worked.

ATTACHMENT C – Scope of Work

[illegible]**TOTAL MILES:**

Community Miles are reimbursed at the rate of .555 per mile.

I hereby certify that the above is a true and accurate account of miles traveled by the above referenced security personnel for HACP business during the above referenced month.

Security Personnel Supervisor's Signature

Public Safety Director's Signature

Print Security Personnel Supervisor's Name

Print Public Safety Director's Name

ATTACHMENT D – Scope of Work

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Additional Information	[page#]

Quarterly Data Summary Sheet

[Insert Name of Agency]

***Data reflects hours billed to HACP and is based upon supporting documentation.**

Insert Time Period Covered by Report: []

Total Number of Days: []

Patrol and Park/Walk Hours

Community Name	Total Hours	Park & Walk Hours
Total Hours for Communities		

(Insert Narrative Summary to support hours. May include description of why hours at one community exceeded another or any other applicable information. Hours must match what was reflected on time sheets for payment by HACP)

Additional Hours***Billable or non-billable hours performed by guards and /or liaison**

<u>Description</u>	<u>Total Hours</u>
Investigations -itemized break-out	
Meetings -itemized break-out to include all meetings attended. Example: Can summarize by stating weekly meetings	
Crime Prevention -itemized break-out to include description of why activity is classified n this category	[zero value not acceptable. If zero, supplementary outline of corrective action necessary as to plan of action for remediation]
Preparation of Reports -itemized break-out or reports	
Other (Administrative Tasks) <u>Liaison (itemize duties)</u> <u>Roving Supervisor</u>	

[Insert Narrative Summary as applicable]

Incident Report Data Review

DISCLAIMER: The incident report data contained, herein, is strictly generated from incident reports and is based upon information reported on scene, at the time of the incident, directly to our Security Guards only. The data may not accurately reflect the nature of the incident based upon on additional investigation(s) or other information obtained at a later time, nor does it reflect or indicate any additional actions Housing Authority of City of Pittsburgh may have taken based on the reported information.

This section of the Quarterly Report identifies the number of incident reports created, categorized by incident and community, for the Quarterly reporting period.

Total Number of Incident Reports: []

Miscellaneous Calls for Service (CFS) are considered lease violations and other non-criminal activity

[Insert graphical data depicting incident reports by category illustrating the # of occurrences]

[Insert Narrative Summary if applicable]

QUARTERLY INCIDENT SUMMARY
[Break-out by site all incidents should be listed]

Report #	Date	Address	Incident Type

[Insert other applicable graphics/data, include site, type of call and # of occurrences]

Personnel Assignments

Site/Role	Names

[Insert Narrative Summary]

Training

[This section of the Quarterly Report identifies any training that personnel engaged in directly with HACP or on its own to improve its overall readiness and performance.]

EXHIBIT B

FEE SCHEDULE

Contractor will be paid based on the following:

Attachment K, Fee Sheet of RFP# 350-27-14 to be incorporated here.

EXHIBIT C - CERTIFICATION OF PROPOSER

REGARDING DEBARMENT SUSPENSION AND OTHER RESPONSIBILITY MATTERS

(Proposer) _____ certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this bid been convicted of or had civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, thief, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification: and
4. Have not within a three year period preceding this bid had one or more public transaction (Federal, State or Local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, the Proposer shall attach an explanation to this certification.

(Proposer) _____ CERTIFIES
OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF
THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND
UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ.
ARE APPLICABLE THERETO.

Signature and Title of Authorized Official

EXHIBIT D - CERTIFICATION REGARDING LOBBYING

I, _____,
Hereby Certify on (Name and Title of Authorized Official)

Behalf of _____ that
(Subcontractor)

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency. A Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature and Title of Authorized Official

EXHIBIT E - DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Public Reporting Burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, researching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget sent it to the address provided by the sponsoring agency.

1. Type of Federal Action: ____ a. contract ____ b. grant ____ c. cooperative agreement ____ d. loan ____ e. loan guarantee ____ f. loan insurance	2. Status of Federal Action: ____ a. bid/offer/application ____ b. initial award ____ c. post-award	3. Report Type: ____ a. initial filing ____ b. material change For Material Change Only year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier _____, if known: Congressional District, if known:		5. If reporting entity in No. 4 if Subawardee, enter name and address of Prime. Congressional District, if known:
6. Federal Department/Agency:		6. Federal Program Name/Description: CFDA Number, if applicable:
8. Federal Action Number, if known:		9. Award Amount, if known: \$
10a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI):		b. Individuals performing services (Include address if different from No. 10a) (last name, first name, MI):
I. Information requested through this form is authorized by Sec 319, Pub L. 101-121, 103 Stat. 750, as amended by Sec. 10: Pub. L. 104-65, Stat 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made entered into. This disclosure is required pursuant to 31 U.S.A.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature _____ Print Name _____ Title: _____ Telephone No.: _____ Date: _____
Federal Use Only		Authorized for Local Reproduction Standard Form LLL (1/96)

Authorized for Local Reproduction

Standard Form LLL (1/96)

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBY ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment of any lobby entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information in the space on the form is inadequate. Complete all items that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobby activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or a subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is in the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFOA) number for grants, cooperation agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number, the application/proposal control number assigned by the Federal agency. Include prefixes e.g. RFP-DE-90-00).
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual (s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual or will be made 9planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date (s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal Official (s) or employee (s) contacted of the officer (s) employee (s) or Member (s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet (s) is attached.
16. The certifying individual shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response. Including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other respect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-004-5), Washington, D.C. 20503.

EXHIBIT F - CONFLICTS OF INTEREST

_____("Contractor") certifies
that:

1. No employee, officer, or agent of the Housing Authority of the City of Pittsburgh ("HACP") participated in the selection, or in the award or administration of the Contractor's Agreement with HACP, which would involve a conflict of interest, real or apparent. A conflict would arise when (i) a HACP employee, officer or agent, (ii) any member of his or her immediate family, (iii) his or her parents (iv) his or her business associates or (v) an organization that employs, or is about to employ, any of the foregoing, receives a payment from the Contractor or any affiliate thereof, or has a financial or other interest in the Contractor or the Contractor's Agreement with HACP.
2. Contractor shall not enter into any contract, subcontract or agreement with any officer, agent or employee of HACP during his or her tenure nor for one year thereafter shall any officer, agent or employee of HACP have any interest, direct or indirect, in the Contract Agreement, including the proceeds thereof.

CONTRACTOR

Date: _____, 2012

By: _____

Name: _____

Title: _____

ATTACHMENT B

Instructions to Offerors
Non-ConstructionU.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
 - (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
 - (3) letter or telegram, or
 - (4) facsimile, if facsimile offers are authorized in the solicitation.
- The HA/ HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/ HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and
- (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

ATTACHMENT C

GENERAL CONDITIONS FOR NONCONSTRUCTION CONTRACTS

General Conditions for Non-Construction Contracts

Section I – (With or without Maintenance Work)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 1/31/2017)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

Applicability. This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:

- 1) **Non-construction contracts** (*without* maintenance) **greater than \$100,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 968.105) **greater than \$2,000 but not more than \$100,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$100,000 – use Sections I and II.**

Section I - Clauses for All Non-Construction Contracts greater than \$100,000

1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

- proposal submitted before final payment of the contract.
- (d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
- (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA shall be liable only for payment for services rendered before the effective date of the termination.
- (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
- (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:
 - (i) appeals under the clause titled Disputes;
 - (ii) litigation or settlement of claims arising from the performance of this contract; or,
 - (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

5. Rights in Data (Ownership and Proprietary Interest)

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

6. Energy Efficiency

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

7. Disputes

- (a) All disputes arising under or relating to this contract, except for disputes arising under clauses contained in Section III, Labor Standards Provisions, including any claims for damages for the alleged breach thereof which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

8. Contract Termination; Debarment

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

9. Assignment of Contract

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

10. Certificate and Release

Prior to final payment under this contract, or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

11. Organizational Conflicts of Interest

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual or other interests are such that:
 - (i) Award of the contract may result in an unfair competitive advantage; or
 - (ii) The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

12. Inspection and Acceptance

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

15. Limitation on Payments to Influence Certain Federal Transactions

- (a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

- (b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (ii) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(ii) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.

16. Equal Employment Opportunity

During the performance of this contract, the Contractor agrees as follows:

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to (1) employment; (2) upgrading; (3) demotion; (4) transfer; (5) recruitment or recruitment advertising; (6) layoff or termination; (7) rates of pay or other forms of compensation; and (8) selection for training, including apprenticeship.
- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
- (f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
- (g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the

Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

17. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

18. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

19. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

20. Liens

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

21. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of

apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- (e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- (f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

22. Procurement of Recovered Materials

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

ATTACHMENT C.1 – SUPPLEMENTAL GENERAL CONDITIONS

SUPPLEMENTAL GENERAL CONDITIONS

To the extent that there is a conflict between the terms of the General Conditions and the terms of the Supplemental General Conditions, the terms of the Supplemental General Conditions shall govern to the extent of such conflict.

If HUD 5370 applies:

Section 31(e) of the General Conditions shall be deleted in its entirety and replaced by the following:

31(e). Forum. The Contracting Officer's decision shall be final unless, within thirty (30) days of receipt of the Contracting Officer's decision, the Contractor files suit in a court of competent jurisdiction.

If HUD 5370-EZ applies:

Section 3(d) of the General Conditions shall be deleted in its entirety and replaced by the following:

31(d). Forum. The Contracting Officer's decision shall be final unless, within thirty (30) days of receipt of the Contracting Officer's decision, the Contractor files suit in a court of competent jurisdiction.

If HUD 5370-C applies:

Section 1 Item 7(d) of the General Conditions shall be deleted in its entirety and replaced by the following:

Section 1 Item 7(d). Forum. The Contracting Officer's decision shall be final unless, within thirty (30) days of receipt of the Contracting Officer's decision, the Contractor files suit in a court of competent jurisdiction.

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

Date: _____ Signature: _____
Contracting Officer

=====

Vendor Name(Insert vendor company name above)

Date: _____ Signature: _____

Title: _____

**Certifications and
Representations
of Offerors****Non-Construction Contract****ATTACHMENT D**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and
- (2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- ☐ Black Americans ☐ Asian Pacific Americans
☐ Hispanic Americans ☐ Asian Indian Americans
☐ Native Americans ☐ Hasidic Jewish Americans

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

Offeror: _____

RFP#: _____

Due Date: _____

ATTACHMENT E - SPECIAL PARTICIPATION SUMMARY**I. SMALL BUSINESS PARTICIPATION**

Is the Offeror a Small Business as defined by the size and standards in 13 CFR 121?

Yes _____ No _____

II. MINORITY BUSINESS PARTICIPATION

Is the Offeror classified as a Minority Business Enterprise as defined in Art. 2, Part C of HUD-5369-C?

Yes _____ No _____

If "No", are any Consultants classified as Minority Business enterprises?

Yes _____ No _____

If "Yes", please fill in the following chart:

Consulting Firm(s) (MBE)	\$ Value Contract	% of Fee

III. WOMEN-OWNED BUSINESS PARTICIPATION

Is the Offeror classified as a Woman-Owned Business Enterprise as defined in Art. 2, Part C of HUD-5369-C?

Yes _____ No _____

If "No", are any Consultants classified as Women-Owned Business Enterprises?

Yes _____ No _____

If "Yes", please fill in the following chart:

Consulting Firm(s) (WBE)	\$ Value Contract	% of Fee

ATTACHMENT F - Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



SECTION 3 OPPORTUNITIES PLAN

Business Opportunities and Employment Training for Housing Authority of the City of Pittsburgh Low Income Public Housing Residents (LIPH) and Area Residents of Low and Very Low Income Status (ARLIS)

PRIME CONTRACTOR'S NAME: _____

SPECIFICATION OR RFP/IFB/RFQ NUMBER: _____

SPECIFICATION OR RFP/IFB/RFQ TITLE: _____

The Contractor hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1 et seq. and the HACP Section 3 Policy and Program requirements. The Contractor hereby submits this document to identify employment opportunities for HACP residents (LIPH) and **Area Residents of Low and Very Low Income Status (ARLIS)** during the term of the contract between the Contractor and the HACP.

The preference of HACP is to ensure that as many HACP residents as possible are employed. In an effort to further that requirement, HACP has created a preference tier structure as outlined in the HACP Section 3 Policy and Program Manual which can be reviewed by visiting the "Vendor Services" section of www.hacp.org. Contractors are required to comply with Section 3 by first considering Tier I – Hiring. If the Contractor cannot meet its Section 3 requirement in Tier I and needs to move to Tier II or Tier III, that Contractor must document this inability to comply with the preference and the need to move to a lower tier. (Such inability **must** be documented for moves within tiers). The Contractor agrees to meet its Section 3 requirement following the Preferential Tier Structure as indicated by the selection below (check one or more tiers below):

☐ Tier I – **HIRING**

The Contractor affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services covered under Contract/Purchase Order # _____.

The Contractor has committed to employ _____ resident(s) in order to comply with its Section 3 requirements. A prime contractor may satisfy the HACP Resident Hiring Requirements through his/her subcontractors. **Contact the HACP Resident Employment Program for resident referrals at 412-395-3950, Ext 1048.**

When Tier I is selected, the Contractor shall complete the following table as instructed below:

- (1) Indicate each job title for all phases of this contract
- (2) The number of positions that will be needed in each category
- (3) How many of those positions are currently filled
- (4) The number currently filled by low and very low-income HACP residents
- (5) The number currently filled by City of Pittsburgh neighborhood area residents
- (6) How many positions need to be filled

Indicate your requirement for the number of positions you intend to fill with:

- (7) Low income HACP Residents (LIPH) and/or
- (8) Low and very low income City of Pittsburgh Neighborhood Area Residents (ARLIS)



SECTION 3 OPPORTUNITIES PLAN

[illegible]

LIPH – HACP low income public housing resident

ARLIS - Area Residents of Low/Very Low Income Status – (Area is the Pittsburgh metropolitan area)

In the event the value of Section 3 resident hiring is less than the amount identified in the Resident Hiring Scale, vendors must contribute to the HACP Education Fund an amount not less than the difference between the value of Section 3 hiring and the amount identified in the Resident Hiring Scale, which funds shall be used to provide other economic opportunities.

Therefore, if it is anticipated that any position listed above shall be for less than the full term of the contract period, you must indicate on the lines below, the anticipated term for each position:



SECTION 3 OPPORTUNITIES PLAN

[] Tier II – CONTRACTING

The contractor has identified _____ HACP resident-owned business(es) or _____ Section 3 business(es) which is/are 51 percent or more owned by Section 3 residents or 30 percent or more of their permanent full-time workforce are Section 3 residents. This will satisfy the contractor's Section 3 requirement covered under Contract/Purchase Order # _____.

In a one (1) page letter on your firm's letterhead:

- 1) Indicate the requirements, expressed in terms of percentage, of planned contracting dollars for the use of Section 3 business concerns as subcontractors.
- 2) A statement of the total dollar amount to be contracted, total dollar amount to be contracted to Section 3 business concerns for building trades, and total dollar amount to be contracted to Section 3 business concerns for other than building trades work (maintenance, repair, modernization, and development).
- 3) A description of the method used to develop the requirements above and the efforts to be undertaken by the contractor to meet those requirements.

[] Tier III - OTHER ECONOMIC OPPORTUNITIES

Firms may provide other economic opportunities to train and employ Section 3 residents or make a direct cash contribution to the HACP Education Fund. HACP has established the following minimum threshold requirements for provision of training or contribution to the HACP fund that provides other economic opportunities:

- a) Contractor incurs the cost of providing skilled training for residents in an amount commensurate with the sliding scale set forth in the Resident Hiring Scale; or,
- b) Contractor makes a contribution to the HACP Education Fund at Clean Slate E3 to provide assistance to residents to obtain training. The level of contribution would be commensurate with the sliding scale set forth in the Resident Hiring Scale.

Contractor shall provide, in a letter on firm letterhead:

- 1) Indication of the skilled training to be provided, the number of persons to be trained, the training provider, the cost of training, and the trainee recruitment plan; or,
- 2) Provide the amount of planned contribution to be made in relation to percentage of the contract labor hours costs. (Contribution checks should be made payable to: Clean Slate E3 Education Fund and mailed to Clean Slate E3, C/O Housing Authority of the City of Pittsburgh, Finance Department, 200 Ross Street, 9th Floor, Pittsburgh, PA 15219.

[] Tier IV – No New Hire Opportunity

If awarded this contract, the contractor will be able to fulfill the requirements of the IFB/RFP/RFQ with the existing work force. No new hires will be employed as a result of this award. If this position changes and hiring opportunities become necessary, the HACP Resident Employment Program will be notified.



SECTION 3 OPPORTUNITIES PLAN

By signing below, the Contractor hereby agrees to comply with the selected Section 3 requirements indicated above. To the extent that the completion of this form is contingent upon future information, for example price negotiations, request for specific services, etc., the undersigned hereby affirms and agrees to fully adhere to the spirit and intent of the HACP Section 3 Policy.

Furthermore, the undersigned acknowledges and affirms responsibility for completion and submission of this form as part of the response documentation for this Invitation for Bid or Request for Proposal. Failure to submit this form may jeopardize the responsiveness of your submission.

Company Name: _____

Name: _____

Title: _____

Signature: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____

ATTACHMENT G - Firm Demographics																	
		Male								Female							Total # of American Minorities
	All employees	White American	African American	Hispanic American	Asia American	Hasidic Jew American	Other American Minority	Foreign	Total Males	White American	African American	Hispanic American	Asia American	Hasidic Jew American	Other American Minority	Foreign	
Partner																	
Associate																	
Professional																	
Secretarial																	
Clerical																	
Other																	
Total																	

Explain all other American Minority: _____

Be certain that the numbers in this table are accurate and add up correctly.

ATTACHMENT H

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.		
<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> Social security number		
or		
<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> Employer identification number		
Part II Certification		
Under penalties of perjury, I certify that:		
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).		
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.		
Sign Here	Signature of U.S. person ▶ _____ Date ▶ _____	
General Instructions Section references are to the Internal Revenue Code unless otherwise noted.		
Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:		
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.		
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.		
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:		
<ul style="list-style-type: none"> • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). 		
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.		
The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:		
<ul style="list-style-type: none"> • The U.S. owner of a disregarded entity and not the entity, 		

Cat. No. 10231X

Form **W-9** (Rev. 10-2007)Instructions for completing this form can be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Attachment I
Sample M/WBE Commitment Letter

<Date>

<Name Of MBE or WBE Contact Person>

<Name of MBE or WBE firm>

<Address>

<City>, <State> <Zip>

Re: <Name of HACP Project>

Dear <Name of Contact Person at MBE or WBE Firm>

<Name of Prime Bidder> has submitted a bid for the above referenced project to the Housing Authority City of Pittsburgh (HACP).

If we are the successful bidders and awarded the contract, <Name of Prime Bidder> intends to utilize <Name of proposed MBE or WBE firm> as follows:

Scope of Proposed Services: _____

Estimated Dollar Value: _____

Please call should you have any further questions. We thank you for your continuing interest.

Sincerely,

<Contact Person from Prime Bidder>

<Contact Person from MBE/WBE>

(Signature)

(Signature)

(Name)

(Name)

ATTACHMENT J

Previous Related Experience - References

The bidder shall list three (3) firms, governmental units, or persons for whom the bidder has previously performed work of the nature requested under this IFB. Bidder shall list as references all housing authorities, including HACP, for whom the bidder has previously performed work of the nature requested under this IFB. HACP reserves the right to contact such persons at anytime prior to award and the bidder agrees that HACP may rely on information provided by such persons to determine the bidder's responsibility.

In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<i>Reference 1</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

<i>Reference 2</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

<i>Reference 3</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

Previous Related Experience – Last three (3) jobs

In addition to the references, all bidders will provide the last three jobs they performed, contact information from the job and all change orders related to the job and the reason for each.

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<i>Reference 4</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

<i>Reference 5</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

<i>Reference 6</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			

Previous Related Experience – HACP Project

All bidders will provide information on the most recent HACP job to include all change order information and the reason for each. The most recent HACP job can be one of the 3 last jobs performed if that is the case.

<i>Reference 7</i>			
<i>Project:</i>			
<i>Contact:</i>			
<i>Contact Telephone Number:</i>			
<i>Contract Amount:</i>			
<i>Change Orders/Addenda or Amendments to Contract</i>			
<i>Number</i>	<i>Total \$ Value per Change</i>	<i>Description of Change</i>	<i>Reason for Change</i>
<i>1</i>			
<i>2</i>			
<i>3</i>			
<i>4</i>			
<i>5</i>			
<i>6</i>			
<i>7</i>			
<i>8</i>			
<i>9</i>			
<i>10</i>			

ATTACHMENT K**Security Guard Services at HACP Family Communities
RFP#350-27-14
FEE SHEET****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)
Unarmed Guard	\$	3891	12	\$
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)
Unarmed Guard	\$	3891	12	\$
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)
Unarmed Guard	\$	3891	12	\$
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: _____