

# Housing Authority of the City of Pittsburgh

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**August 15, 2014**

## **Security Guards Services for HACP High-rise Communities RFP#350-28-14**

### **ADDENDUM NO.2**

This addendum issued July 30, 2014 becomes in its entirety a part of the Request for Proposals RFP#350-28-14 as is fully set forth herein:

**Item 1:** Q: Page 9 of the RFP 350-28-14, Methods of Patrol and Communications section states the Contractor shall provide patrol vehicles to Security Guards for **each** community. There are 13 communities/High-rises. How many vehicles are required for RFP 350-28-14 including the Supervisor's position?

A: No vehicles are required but the Supervisor needs to be able to travel to each location.

**Item 2:** Q: What is the average days to pay after being invoiced, from HACP for Security?

A: The average is 30 days.

**Item 3:** Q: Can we access the video Orientation "How the Community Works" and can we get a copy of it? How long (minutes) is the video?

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

**Item 4:** Q: Is there a contractor approved vendors list for EVERYTHING? Patches, badges etc. that will help with using minority businesses?

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

**Item 5:** Q: Should the bid include all costs in the 1st year or do we spread it over the three year period? (renewals)

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

**Item 6:** Q: Is there a cost of living rate which automatically raises the bid or do we have to build cost of living into our bid?

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

**Item 7:** Q: GPS if an officer has one on his phone does he have to have one in his car? Will using computers with GPS in the car meet this need?

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

**Item 8:** Q: Under the prevailing wages requirement are we 1 or 2 and what is the prevailing wage for each?

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

**Item 9:** Q: How many hours are to be covered per day for High-rise?

A: There are three high-rise and the welcome booths require 24 hour coverage and the rest require 16 hours coverage

**Item 10:** Q: Is there a difference in requirement hours between summer hours and other seasonal hours? Do you have requirements for additional staffing for special events or holidays?

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

**Item 11:** Q: What about Court times and Evictions (Info received) regarding billable hours? What are number of minimum and maximum hours?

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

**Item 12:** Q: What are prevailing wages in the city and are we require to submit a prevailing wage certificate to the city after the first year of the contract is completed?

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

**Item 13:** Q: 4 Tier program are we allowed to check the box for more than one Tier program?

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

**Item 14:** Q: What is the current billing rate? What is the rate for fees?

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

**Item 15** Q: What do the regular Security Guards make per hour now? What is the roving Security Guard supervisor being paid per hour?

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

**Item 16:** Q: What is the back-up Liaison described in Section II being paid?

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

**Item 17:** Q: If your company is an M/WBE, does it have to meet the HACP M/WBE goals?

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

**Item 18:** Q: What is the City of Pittsburgh's prevailing wage rate?

A: See Item 8.

**Item 19:** Q: If awarded the contract with the HACP, will it be acceptable to keep the current guard force in place?

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

**Item 20:** Q: On page 102, Attachment K, is the number of guard hours accurate? There is a line for an unarmed guard for each year.

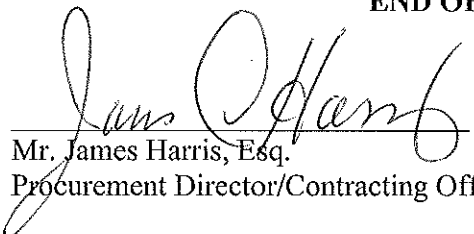
A: The Fee Sheet is correct.

**Item 21:** Q: Is there a vehicle at each site at present? Does the HACP require a vehicle at each site?

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

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

**END OF ADDENDUM NO. 2**

  
Mr. James Harris, Esq.  
Procurement Director/Contracting Officer

Date 8/15/14/