



Housing Authority of the City of Pittsburgh

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September 21, 2012

Security Services for Family Communities

RFP#350-40-12

ADDENDUM NO.2

This addendum issued September 21, 2012 becomes in its entirety a part of the Request for Proposal RFP#350-40-12 as is fully set forth herein:

Item 1: Q: When does HACP anticipate awarding the contract and what is the anticipated start date of the contract after award?

A: The award date is anticipated for November 2012. The contract shall commence immediately upon award.

Item 2: Q: What is the duration (years) of the contract?

A: Page 30 number 4 of the RFP states: **TERM.** The commencement date for performing the Services shall be the date of this Agreement, listed above, and will continue for a term of one year, unless sooner terminated as provided herein.

Item 3: Q: Is this solicitation for both Armed and Unarmed guards? If so, how many armed and how many unarmed?

A: Armed guards only.

Item 4: Q: Are each of the seven(7) Community sites to be patrolled by 2 guards per shift 24hours/7days per week at each of the family communities?

A: Please refer to Paragraph B under General Description of Communities.

Item 5: Q: The fee sheet states that there are eight(8) shift hours per day is this correct?

A: Please refer to Paragraph B under General Description of Communities.

Item 6: Q: The RFP states on page 4 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) hour per community. Must the fee sheet (Attachment K) be provided as it is pre-formatted or can it be expanded to reflect the offeror suggested model of coverage?

A: The fee sheet may not be altered. The fee must be a single, flat hourly rate for all guards.

Item 7: Q: Are the Guards under this RFP responsible for patrol only (foot, car) in the seven (7) Family Communities?

A: Please refer to the scope, which outlines, in detail, the duties and responsibilities of the security guards.

Item 8: Q: If the offeror is able to demonstrate a cost saving in reducing the number of vehicles for roving mobile patrols without sacrificing the service requirements of the RFP is this acceptable to the HACP?

A: Please refer to Paragraph B under General Description of Communities.

Item 9: Q: In what instances and for what duration does the HACP anticipate canine patrols? Does HACP want canine patrols listed as a separate item on the Fee Sheet (Attachment K)?

A: Canine patrols are no longer a requirement of this RFP.

Item 10: Q: On Page 5 Number 1, Letter a, the RFP states that the security guard shall provide services that are in addition to and will be considered above the baseline services of patrol and investigation of 911 services. What are some examples of these services?

A: Please refer to the scope, which outlines, in detail, the duties and responsibilities of the security guards.

Item 11: Q: What are the exact insurance types, amounts and limits that the HACP requires---liability insurance, workers compensation insurance, vehicle liability insurance, etc? There insurance requirements differ on page six (6) letters aa and Attachment A the contract page 31 number six(6).

A: Page 31 of the contract is revised (Attachment A)

Item 12: Q: Does the contractor have to provide weapons to the armed security guards or can the security guards carry personally owned firearms?

A: HACP requires that all security guards be equipped with a firearm in a manner that complies with all applicable local, state and federal laws and regulations regarding the carrying and usage of firearms on HACP properties.

Item 13: Q: Does the offeror have to provide radios and cellular phones to all guards on duty? If so what kinds of radio communication does HACP want?

A: Every security guard must be issued a radio that is capable of monitoring 911 calls and communicating with other security guards. Every security guard must also be equipped with their own cell-phone.

Item 14: Q: Does HACP currently have guards that sit at desks for any or all of the seven(7) family communities? If so, which communities?

A: There are guards from a separate contract that work in HACP high rises in the Northview Heights and Glen Hazel family communities.

Item 15: Q: Are any of the guards under this RFP responsible/required to sit a desk and monitor the sign-in and sign-out procedures for any or all of the communities at any time? If so which ones?

A: No

Item 16: Q: Will the guards be responsible for vertical or floor patrols inside of any or all of the family communities? If so which ones?

A: Guards may be required to patrol all areas of the family communities, including interior locations, with the exception of the high rises in Northview Heights and Glen Hazel.

Item 17: Q: What types of calls does the HACP expect the guard to respond to on the HACP anonymous tip line?

A: Calls from the Anonymous Tip-Line are delegated to security guards through the HACP Public Safety Director. The types of calls may vary but will fall under the scope of services outlined in this RFP.

Item 18: Q: Are security guards to be outfitted with uniforms that have the security guard company patch and insignia or are the guards required to wear a specific HACP issued patches on uniforms?

A: Uniforms must display security company insignia and must be approved by HACP prior to use.

Item 19: Q: Page 39 of the proposal # 3.section d-states the contractor will provide the firearms for each guard assigned. May they use their own personal weapons?

A: Refer to Item 12.

Item 20: Q: Section 2 -scope of services page 4-B. -is the minimum staffing 2 guards 8 hours per shift/one shift daily... apply for all communities ?

A: Please refer to Paragraph B under General Description of Communities.

Item 21: Q: If a vendor is awarded 1 or 2 neighborhoods will those neighborhoods still require a roving supervisor?

A: One (1) roving supervisor is required to patrol all communities being serviced by the security guard company.

Item 22: Q: Is the Authority looking to phase in service for the neighborhoods or will the service be commenced all on the same day?

A: All communities are expected to begin service upon the start of the contract.

Item 23: Q: Pricing is to be submitted for providing service for each individual community or for the Authority as a whole?

A: Pricing should be a flat, hourly rate based on hours worked at all proposed sites for the one year period.

Item 24: Q: Fuel will be pass on/though expense?

A: Fuel will be a pass through expense.

Item 25: Q: Will there need to be two GPS devices per site- one in the car and one on the phone?

A: Vehicles will not be required to have GPS, but all guards must have a GPS equipped cell phone on them at all times.

Item 26: Q: Will there be a place provided within camera view for the cars to be parked at each site? If not and the cars have to be parked off site will HACP allow vendor to bill from the time the car is picked up off site since the employees time starts on payroll at that time?

A: Contractor may suggest areas on HACP property to park vehicles, but all locations must be approved by HACP prior to use. HACP is not responsible for any damage to contractor vehicles or equipment. All security guards are expected to be on-site and prepared for duty at the specified times in the accepted schedule. Contractor's proposed hourly rate should include all costs associated with meeting this requirement.

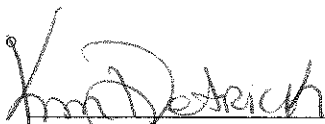
Item 27: Q: Will HACP use, if they desire, one team to cover two sites?

A: Please refer to Paragraph B under General Description of Communities.

Item 28: The Housing Authority reserves the right to assign contractors to any site for any period of time. The fee sheet shall only provide the hourly charge per security officer.

Item 29: The proposal due date, time and location, remain unchanged at Thursday, October 18, 2012 at 11:00 AM. at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 2



Mr. Kim Detrick
Contract Manager

9-21-2012

Date

September 21, 2012

Security Services for Family Communities

RFP#350-40-12

ADDENDUM NO.2

Attachment A

Revised Page 31 of RFP

(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 \$5,000,000.00 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