



Housing Authority of the City of Pittsburgh

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July 26, 2016

Security Services for Family Communities & Senior Highrise RFP#350-35-16

ADDENDUM NO.2

This addendum issued July 26, 2016 becomes in its entirety a part of the Request for Proposals RFP#350-35-16 as is fully set forth herein:

- Item 1:** Q: What is the expected contract start date?
A: October 23, 2016
- Item 2:** Q: If the transition date is 2017, have 2017 Prevailing Wage Rates been determined? If so, please provide.
A: Prevailing Wage Rates are provided by the City of Pittsburgh. Refer to City of Pittsburgh Controller.
- Item 3:** Q: Section II Scope of Services Page 6, 1.c: Please specify acceptable types of firearms.
A: Please provide the type of firearms in your proposal that you wish to utilize and as stated in the RFP, the HACP must review and approve.
- Item 4:** Q: Section II Scope of Services Page 6, 1.d: Please outline additional required equipment beyond radio, cell phone, uniform and firearm.
A: GPS is required, see Question 7.
- Item 5:** Q: Section II Scope of Services Page 7, 1.f.xv: Please provide an amount of time required for other training required by HACP... and any other training HACP will provide.
A: One (1) – Two (2) hours for the Admission Continuing Occupancy Policy (ACOP) and Lease training including a question / answer period. Additional training planned for an additional eight (8) hours per year, during the course of the contract.

- Item 6:** Q: Section II Scope of Services Page 9, cc: 504 training specification. Please verify this is Private Police Training and it is required for all Officers.
A: The ADA/504 is part of the training provided by the HACP, and is required of all guards that work on HACP property.
- Item 7:** Q: Section II Scope of Services Page 9, 2.ee: Please outline the requirements for the GPS interface.
A: Contractors should provide GPS services that will be on the guard's person at all times and also in their vehicle. The GPS service should provide reports that show where the guards are and at what times they're located there, whether inside of their vehicle or on a park and walk. The contractor agrees that the GPS tracking information will be sent daily with the other guard reports that are due from the shift that has just concluded. These reports should reflect the work the guards have stated on their Daily Activity Reports and Incident Reports as necessary. Contractor agrees to also give access to HACP to run GPS reports. Contractor must establish a protocol to monitor the GPS and ensure that it is working at all times and in the case that it is not, provide 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.
- Item 8:** Q: Description of Duties Page 10, C: Please outline the minimum standard for vehicles? Are light bars required?
A: Light bars are not required. The contractor shall provide patrol vehicles to security guards for each community or grouping of communities as directed by the Director of Public Safety. The vehicles should show name of contractor via graphics or magnets. Under no circumstances are guards to be in unmarked vehicles.
- Item 9:** Q: Description of Duties Page 10, C: How many annual miles are driven on each vehicle?
A: Miles driven will depend on the community served. The objective for all guards working in the family communities is a minimum, six (6) hour park and walk.
- Item 10:** Q: Description of Duties Page 10, C: RFP states a vehicle is required for each community. There are communities with the same address but listed as a separate community. Please verify how many vehicles will be needed for communities with the same address.
A: Those communities listed twice differentiate family communities and high rises. For example, Glen Hazel has both a family community and a high rise site where guards work in different capacities. The need for vehicles are for the family communities and the park and walks (patrols) that we require those guards to perform as well. In the family communities, there will be two (2) guards per car that work at two (2) sites per shift, except for Bedford Dwellings. This is the current set up unless

otherwise directed by the Director of Public Safety with reasonable, written request for an additional car (s) and guard coverage.

- Item 11:** Q: Description of Duties Page 10, C: Please provide the amount of time required for HAPC's orientation.
A: See item 5. Guards will be trained by HACP on the current Lease and ACOP. The amount of time required to train guards thoroughly depends on the size of the training class. At the very minimum, Lease and ACOP training will be scheduled for two (2) hours.
- Item 12:** Q: Description of Duties Page 12, T: Please provide the anticipated annual hours of special events.
A: Special occasions or events that are not necessarily on HACP's calendar but rather include events that are addressed upon learning or being aware of them. It is impossible to calculate the number of special occasions that will arise. HACP will provide contracted guard companies notification upon learning of all events. Based on the terms of the contract, HACP will provide 24 hours notification, if possible. If in the event 24 hours is not feasible, security companies will be provided the option to except or reject the additional work.
- Item 13:** Q: Description of Duties Page 13, Section II B: How many communities will require the use of canine, and how many hours daily for each?
A: While the use of canines is not a requirement, if a firm chooses to utilize this option it should be summarized in the proposal in detail, to include adequate insurance provisions.
- Item 14:** Q: Description of Duties Page 16, Q.hh: What is a commission card and is there a cost associated with obtaining a card?
A: "Commission card" is referring to a PA Act 235 card. Any cost incurred most by borne by the contractor. There is no HACP cost involved in the obtainment of a commission card.
- Item 15:** Q: Description of Duties Page 16, Q.hh: Is there a cost associated to obtaining a license to carry a firearm on Authority property?
A: There is not an HACP cost.
- Item 16:** Q: Please verify the insurance requirements:
a. RFP states \$5,000,000 - Description of Duties, Page 8, B.z
b. Professional Services Contract states \$1,000,000 - Section 6. Insurance, Page 41
A: The insurance requirement is (5) five million.
- Item 17:** Q: Page 72: The fee scheduled references the City of Pittsburgh's Prevailing Wage law and rates are published by the City Controller's office. 2016 rates have not been listed on the Controller's website. Please provide 2016 Prevailing Wage guidelines.

A: Prevailing Wage Rates are provided by the City of Pittsburgh. Refer to City of Pittsburgh Controller.

- Item 18:** Q: Please verify how HACP would like exceptions to be submitted:
- a. Section I Introduction states "If submitting alterations to the HACP contract for review and acceptance by HACP, please submit an electronic version in MS Word format on a CD" – Page 2
 - b. Section VI Procurement and Award Process A.2 states "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 to the Contract, if any, to the HACP in writing at the time of proposal submission" – Page 35

A: a) Yes. The Proposer must provide the HACP with an electronic pdf version of their Proposal, as well as, an additional electronic word formatted copy of any revision to the contract, where the revision will be clearly marked.

b) See answer to Item 18 (a). The HACP requires all proposers to submit written proposals. Any alterations and/or revisions to the contract must be clearly marked within the Proposal.

- Item 19:** Q: On page 4 of the RFP on line 14 its states the coverage for the NV community is 24hrs. Is this a typo? or has the requirement change for the patrol service of this property?

A: NV Family Community should read eight (8) hours.

- Item 20:** Q: Regarding the fees, since this is now one contract instead of two, should there be a place on the sheet for ARMED Static positions AND ARMED Patrol? As it reads right now there is only a spot for ARMED Guard. Should it not have a place for all three?

A: No. Under this contract, the HACP is only providing two (2) categories.

- Item 21:** Q: Is there a prevailing wage requirement for compensation for employees assigned to the HACP contract?

A: Yes. (See ATTACHMENT K – FEE SCHEDULE)

- Item 22:** Q: If the answer to Item 21 is in the affirmative, where can information regarding the prevailing wage be obtained?

A: Prevailing Wage Rates are provided by the City of Pittsburgh. Refer to City of Pittsburgh Controller.


- Item 23:** Q: In regards to hours worked accountability, would it be expectable to submit a master time sheet that has been reviewed and approved by management along with the invoices?

A: Yes The HACP requires supporting documentation for all invoices i.e., time sheets approved by management.

- Item 24:** Q: Would weekly invoicing still be deemed acceptable by HACP?
A: Yes.
- Item 25:** Q: Is there any GPS tracking requirements for static locations, such as the unarmed high-rises?
A: No. GPS is not required for static locations, however all guards shall document on their daily DAR any locations checked during their shift.
- Item 26:** Q: Would the Northview High-Rise and gate booths require 24/7 supervisor coverage?
A: Yes. 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.
- Item 27:** Q: Would a potential security contractor be permitted to conduct location specific security assessments prior to the commitment of human resources?
A: It is stated in the RFP, the contractor shall submit a suggested model to provide coverage at some or all of the six (6) HACP family communities using a minimum of eight (8) hours per community. During the term of the contract the HACP, is receptive to suggestions for effective staffing.
- Item 28:** Q: Are security guards required to clean up blood and bodily fluids on HACP property?
A: Security providers will be issued a Bloodborne Pathogen Protection Kit by the HACP to be utilized to clean small amounts of bodily fluids to include blood borne pathogens. The kits issued will meet all federal, state and local statues and regulations.
- Item 29:** The proposal due date, time and location remain unchanged at August 1, 2016 at 2:00 PM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 2


Mr. Kim Detrick
Procurement Director/Contracting Officer


Date