



Housing Authority of the City of Pittsburgh

Contracting Officer
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Pittsburgh, PA 15219
(412) 456-5248
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www.hacp.org

July 7, 2017
Unarmed Security Services for High-Rises
RFP #350-31-17
ADDENDUM NO.1

This addendum issued July 7, 2017 becomes in its entirety a part of the Request for Proposals RFP #350-31-17 as is fully set forth herein:

Item 1: Attached please find the amended language regarding prevailing wage rates and benefits added to the Fee Schedule as in appears on page 28 and page 72 of the RFP.

Item 2: **Q:** In the RFP, page 30, Section IV, B doesn't specify Attachment J. Is this form the required template for references, or may we use our own template?

A: You may use your own template as long as it includes all the information requested in Attachment J.

Item 3: **Q:** Is Attachment C-1-Supplemental General Conditions form required to be signed and returned to the Authority with the proposal submission?

A: Yes.

Item 4: **Q:** Referring to the "Contractor policy manual", page 5 and page 49 state, "Contractor will provide this manual to the Authority as part of their proposal." Specifically, is the Authority referring to the Contractor's Employee Handbook?

A: Yes

Item 5: **Q** On page 46 of the RFP, #21 refers to Exhibit G Non-Debarment Certificate; however, there doesn't seem to be an Exhibit G in the documents. There is an Exhibit C Certification of Proposer Regarding Debarment Suspension and Other Responsibility Matters. Is there a typographical error or a missing exhibit?

A: There is no reference to an "Exhibit G" on page 46.

Item 6: **Q:** Are Exhibits C/G, D, E, and F required to be signed and submitted with the proposal? It doesn't specify.

A: Yes.

Item 7: **Q:** What are the total number of vehicles you need for RFP #350-31-17?

A: 1 – Supervisor vehicle.

Item 8: Q: What is your current wage and bill rate for your armed and unarmed guards?

A: This is a Right to Know Request. The Right to Know contact and form can be found on our website (www.HACP.org) on the contact tab under Open Records Officer.

Item 9: Q: At the 10:00 meeting you mentioned submitting the fees separate from the proposals, can you elaborate on what that means and clarify how you want these submitted so as to prevent any submission errors?

A: In the RFP page 30, first paragraph: "... 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." Please do not include the fees in the proposals themselves, but submit them separately.

Item 10: Q: When is the anticipated oral interviews going to take place?

A: We anticipate oral interviews will take place the week of July 24

Item 11: Q: For the high-rises, do you need two (2) security guards to work simultaneously like you do for the family communities? If not then it would be 1 guard per high rise, correct?

A: Correct. 1 guard per high rise

Item 12: Q: Would the use of a scanner to log ID's of visitors be actable to HACP?

A: HACP would need more information on the type of scanner and process.

Item 13: Q: What would the expected turnaround time of the submission of visitor logs to HACP?

A: Should be submitted weekly, however maybe be requested more frequently based on potential investigations.

Item 14: Q: Is there a required format for the submission of daily GPS tracking reports?

A: No.

Item 15: Q: Can the term apprenticeship found in paragraph "ff" on page 9 be more clearly defined?

A: An apprenticeship is a system of training practitioners of a trade or profession with on-the-job training and often some accompanying study (classroom work and reading). Apprenticeship also enables practitioners to gain a license to practice in a regulated profession. Most of their training is done while working for an employer who helps the apprentices learn their trade or profession, in exchange for their continued labor for an agreed period after they have achieved measurable competencies. Apprenticeships typically last 3 to 7 years but in a limited contractual scope it may be limited to 6 months to 1 year if the individual achieves the desired skill set proficiency.

Item 16: Q: Regarding paragraph M on page 16, would an automated list provided by a third party payroll supplier and verified by management be acceptable to HACP?

A: Payroll information provided by a third party payroll supplier and verified by management would be acceptable. Not clear what is meant by 'automated'.

Item 17: Q: Are the two fifteen-minute relief periods included in the billable hours?

A: Yes

Item 18: Q: What is the net time for the payment of submitted invoices?

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

Item 19: Q: Where can the lasted prevailing wage information for the City of Pittsburgh be located?

A: On the City of Pittsburgh website.

Item 20: Q: Do HACP currently have their own police department?

A: No.

Item 21: Q: Who is the currently incumbent performing the contract?

A: This is a Right to Know Request. The Right to Know contact and form can be found on our website (www.HACP.org) on the contact tab under Open Records Officer.

Item 22: Q: How many patrol cars are currently being used?


A: 1 -Supervisor

Item 23: Q: Do HACP currently have a collective bargaining agreement with the city of Pittsburgh?

A: No.

Item 24: The proposal due date, time and location remain unchanged at July 13, 2017 at 9:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1


Mr. Kim Detrick
Procurement Director/Contracting Officer

7-7-11
Date



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ATTACHMENT A

FEE SCHEDULE

Contractor will be paid based on the following:

Provided it does not conflict with Federal law, state law or HUD requirements, respondents shall pay to full and part time employees a wage rate at or above those that have been published by the City of Pittsburgh with regard to prevailing wage ordinance.

In addition, respondents shall provide, to **full time** employees, benefits at or above those outlined in the City of Pittsburgh's prevailing wage ordinance. In the event a **full time** employee opts out of benefit(s) offered by respondent, respondent shall be required to substitute a corresponding wage rate increase to compensate for the value of the benefit(s) the **full time** employee opts out of. Respondent shall not be required to provide benefit(s) to **part-time** employees, but may do so. If benefits are not provided, or if the employee opts out of benefit(s) offered by the respondent, respondent shall be required to substitute a corresponding wage rate increase to compensate for the value of the benefits.

The wage rate(s) and benefit(s) that are submitted with your proposal must actually be paid/provided to the employees. Invoicing will require submission of documentation of actual payroll and benefits paid.

For additional guidance with regard to the City of Pittsburgh's prevailing wage rate, including benefit rate information, please refer to <http://pittsburghpa.gov/controller-office/pwo>.

Failure to comply with the above stated language may, at the HACP's option, result in termination of the contract and/or debarment in accordance with the HACP's Procurement Policy.