



Housing Authority of the City of Pittsburgh

Chief Contracting Officer
100 Ross Street
2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5248
Fax: (412) 456-5007
www.hacp.org

November 12, 2020

Unarmed Security Services for High-Rises RFP #350-13-20

ADDENDUM NO.4

This addendum issued November 12, 2020 becomes in its entirety a part of the Request for Proposals RFP #350-13-20 as is fully set forth herein:

Item 1: Q: Is the current guard force represented by a Collective Bargaining Agreement? If so will the Agency please provide a copy of the CBA as vendors may be required to honor aspects of it by Federal Law.

A: No

Item 2: Q: What are the current bill rates for this service?

A: This is a Right to Know Request. For instructions please visit www.hacp.org under Open Records Officer.

Item 3: Q: What are the current pay rates, by position, for this service?

A: Please see Item 2.

Item 4: Q: How many vehicles and what type are currently deployed?

A: Falls on Guard Company. Supervisor and Patrols have to have access to a vehicles to patrol sites.

Item 5: Q: What is the average annual mileage for these vehicles?

A: Guard Company handles mileage not HACP.

Item 6: Q: How many and what type of radios are currently deployed?

A: All guards on duty at any time have access to a radio. Guard company handles type of radio.

Item 7: Q: How many hours of pre-assignment training does the incumbent guard force currently receive? How many hours of annual refresher or re-qualification training?

A: Not based on hours based on training list in scope.

Item 8: Q: Are any training hours billable?

A: No

Item 9: Q: When and under what circumstances have Canine Patrols been utilized? How often and how are these billed to the authority?

A: Have not been utilized.

Item 10: Q: Section I on page 2 instructs Bidders submitting alterations to the HACP contract to submit an electronic version in MS Word format. The version of the HACP contract included in the RFP is in PDF format. Please provide a version of HACP contract in MS Word format.

A: No, that will not be provided.

Item 11: Q: Although unarmed services are requested, officers are nonetheless required to have firearms training (see RFP Section II.C.1.f.xiii on page 7 and RFP Section V.D on page 20) and possess a firearm license (see RFP Section V.Q.hh on page 21). Can the Authority please confirm that this RFP is for unarmed services and explain the rationale for those requirements?

A: Yes this is for unarmed services. If additional details are requested that required a weapon all guards are required to have firearm training and a license.

Item 12: Q: Section II.B on page 4 and Section II.B on page 16 state that canine patrols are required "if applicable." Please clarify whether canine patrols are required.

A: At this time they are not required.

Item 13: Q: Please explain what is entailed in the following duties listed in Section II.C.2 on pages 7-8:

- Subsection (c): Assist with the facilitation of a Neighborhood Watch/Crime Watch Program to include provision of training (if applicable) for resident participants.
- Subsection (j): Assisting/Counseling residents in crisis.
- Subsection (l): Investigating lost or missing persons.
- Subsection (n): Respond to Anonymous Telephone Calls on the HACP Anonymous Tip Line.

A: c – May be required to attend community meetings.

J / l - Assisting the Housing Authority Public Safety as well as Law Enforcement Agencies as first responders with on -site situations

n- Guard companies will have access to tips that come into the HACP Public Safety Department and will be required to review and report on issues.

Item 14: Q: Please explain what is entailed in the following duties listed in Section II on pages 16-17:

- Subsection H: work with Staff residents to help clean up the HACP developments, including organizing and participating in a "community clean-up day" to include removal of trash and debris."
- Subsection R: Enforce towing of abandoned or stolen vehicles on HACP property.
- Subsection S: Counsel juvenile and adult residents, referring them to the appropriate persons or agencies for further assistance.

A: Guards are excepting to have great customer service skills and be community oriented. They will participate in towing of any illegal / abandon cars on HACP property. In doing so they will work with the HACP public safety department and an HACP approved tow company. As first responders they may come across juveniles and adult residents / nonresidents that need further assistance. Guards will be informed of various programs and services that are available.

Item 15: Q: Section II.Z and Section II.AA on page 18 are extremely vague. Can those specifications be replaced with the following?

- “Perform other security related duties as mutually agreed.”

A: No

Item 16: Q: Section II.C.2.z on pages 9-10 requires the contractor to carry \$5 million of liability insurance. Contract Section 6(b) on page 35 requires the contractor to carry \$100,000 of liability insurance. Please clarify the liability insurance limit that is required.

A: \$5 million of liability insurance.

Item 17: Q: Please explain the requirement in Section II.C.2.z on pages 9-10 for the Contractor to carry “unemployment compensation.”

A: 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 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.

Item 18: Q: We note the requirement in Section I.F on page 15 for security officers to detain criminal suspects until police arrive. Security officers are not law enforcement officers and have no greater authority to detain criminal suspects than that provided by law to any other non-deputized citizen. Can the last sentence of the cited section be replaced with the following?

- “If necessary and permitted by applicable law, the Security Guard will detain criminal suspects until police arrive.”

A: We would replace it with – “As permitted by applicable law”

Item 19: Q: Can the hourly rates quoted on Attachment K be increased when and as needed to recoup increases in the following costs that are outside of the Contractor’s control: Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum, prevailing and living wage rates and other statutory requirements, such a legally mandated sick leave costs; and medical and other benefit costs?

A: For costs that are outside of the Contractor’s control the awarded vendor may submit a request to the Chief Contracting Officer for review.

Item 20: Q: Is HACP exempt from payment of state and local sales and use tax?

A: Yes.

Item 21: Q: If you wouldn’t mind clarifying Act 235 being applicable to RFP # 350-13-20 Unarmed Security Services for High Rises?

A: Its applicable if you are providing armed guards for any sites or any special details.

Item 22: The proposal due date is changed to November 19, 2020; time and location remain unchanged at 10:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

Item 23: The Housing Authority of the City of Pittsburgh will **only be accepting physical proposals dropped off in person from 8:00 AM until the closing time of 10:00 AM on November 19, 2020** in the lobby of 100 Ross St. Pittsburgh, PA 15219. Proposals may still be submitted electronically: [RFP #350-13-20 Unarmed Security Services for High-Rises](#) and may still be mailed via USPS at which time they will be Time and Date Stamped at 100 Ross Street 2nd Floor, Suite 200, Pittsburgh, PA 15219. All proposals must be received at the above address no later than November 19, 2020 at 10:00 a.m., regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 4

Kim Detrick

Kim Detrick (Nov 12, 2020 09:07 EST)

Mr. Kim Detrick
Procurement Director/Chief Contracting Officer

Nov 12, 2020

Date

Addendum #4 - RFP #350-13-20 Unarmed Security Services for High-Rises

Final Audit Report


2020-11-12

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