



Housing Authority of the City of Pittsburgh

Chief Contracting Officer
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December 1, 2020

Armed and Unarmed Security for High-rises and Northview Heights Welcome Booths RFP #350-14-20

ADDENDUM NO.4

This addendum issued December 1, 2020 becomes in its entirety a part of the Request for Proposals RFP #350-14-20 as is fully set forth herein:

Item 1: Q: Who is the current incumbent?
A: **OSA Global, LLC**

Item 2: Q: When was the current incumbent awarded the contract? Could you please provide us copy of current contract?
A: **February of 2018. No their contract will not be shared.**

Item 3: Q: Are there any significant modifications from the previous contract to the new one? For instance, an increase in hours, a change in guard type (e.g., armed vs unarmed), a need for additional resources?
A: **An increase in sites and hours.**

Item 4: Q: What was the amount spent on this contract last year?
A: **\$1,578,053.24 in the year of 2019.**

Item 5: Q: What is the estimated total number of annual hours for this contract?
A: **Estimated coverage hours are listed on the fee sheet.**

Item 6: Q: What is the current bill rate for each position?
A: **This is a Right to Know Request. Please visit our website www.hacp.org and contact our Open Records Officer.**

Item 7: Q: Are there any additional services that may be needed that are not listed in the RFP? For instance, the need of additional sites, seasonal required security, etc.

A: **Unsure of what might be needed in the future, however as per the scope HACP reserves the right to increase or decrease the hours, number of guards etc. by providing 24 hour written notice.**

Item 8: **Q:** Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?

A: **There is a prevailing wage and the wage is based on what the City of Pittsburgh has prescribed as the prevailing wage for security guards. This amount may change.**

Item 9: **Q:** Is the current contract using vehicles? If yes, how many?

A: **Yes. Contract decides type and number of vehicles.**

Item 10: **Q:** Could you please clarify how many originals and copies are being requested of the technical proposal and the cost proposal?

A: **If you are submitting a physical proposal, as per Section IV on page 19, “Offerors must submit one original plus three (3) paper copies of their technical proposal and one (1) electronic copy in .PDF format on a CD/Flash Drive. 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.”**

Item 11: **Q:** Is there a specific way you would like the response to be prepared? For example: bound, unbound, 3-ring binder(s), pages limits, paper type, etc.?

A: **No.**

Item 12: **Q:** Is it mandatory to have a subcontractor of HACP WBE/ MBE/ DVBE/ section 3? Are there any HACP WBE/MBE/ DVBE/ section 3 or other goals for this project?

A: **No it is not mandatory. However, HACP strongly encourages and affirmatively promotes the use of MBEs and WBEs in all HACP contracts. Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum, demonstrates “Best Efforts” have been taken to achieve compliance with MBE/WBE goals. Any bid or proposal received from a contractor that does not contain an MBE/WBE Participation Plan or such certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

Item 13: **Q:** Can you please help us to get list of subcontractors of HACP WBE/MBE/ DVBE/ section 3?

A: **There is no master “list” of MBE/WBE certified firms. HACP will accept any third party certification from a reputable source. For the Section 3 Certified business listing please contact Lloyd Wilson at Lloyd.Wilson@hacp.org.**

Item 14: **Q:** Can you define the “actual paid rate per hour” on the Fee Sheet (copied below)? Is this the bill rate that the Housing Authority will pay the contractor? Can you also define “benefits per month?” Is this billed separately from the hourly bill rate?

ATTACHMENT K
Armed and Unarmed Security for High-rises and Northview Heights Welcome Booths
RFP #350-14-20
FEE SHEET

PRICE IS TO BE LISTED PER THE FOLLOWING:

Initial Term Year 1

Guard Type	Estimated Coverage Hours (per month)		Hours	Actual Paid Rate (per hour)	Sub-total Monthly	Benefits (per month)	Monthly Sub-total	Months	Total
Unarmed Guard	1,488	Full-Time	1,488	\$	\$	\$	\$	12	\$
Armed Guard	4,712	Full-Time	4,712	\$	\$	\$	\$	12	\$
Initial Term Year 1 Grand Total								\$	

A: The actual pay rate per hour is the rate the contract would bill HACP per hour. Benefits are the amount that you pay on behalf of the guards. This is not billed separately.

Item 15: Q: Where exactly do we show on this Fee Sheet our overhead costs, etc? Based on the current design and verbiage the fee sheet does not allow for a vendor to charge anything other than their proposed pay rate (without covering for anything over that for taxes, insurance, etc) and the benefit allowance to the guard. Where does the additional expenses go or at least in the aggregate to arrive to the billable rate that the Authority will be paying?

A: All cost should be included in the total cost.

Item 16: The proposal due date time, and location remain unchanged at December 8, 2020 at 10:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

Item 17: 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 December 8, 2020** in the lobby of 100 Ross St. Pittsburgh, PA 15219. Proposals may still be submitted electronically: [RFP #350-14-20 Armed and Unarmed Security for High-rises and Northview Heights Welcome Booths](#) 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 December 8, 2020 at 10:00 a.m., regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 4

Kim Detrick
Kim Detrick (Dec 1, 2020 13:13 EST)

Mr. Kim Detrick
Procurement Director/Chief Contracting Officer

Dec 1, 2020
Date