



# Housing Authority of the City of Pittsburgh

Contracting Officer  
412 Boulevard of the Allies, 6<sup>th</sup> Floor  
Pittsburgh, PA 15219  
(412) 456-5116  
[www.hacp.org](http://www.hacp.org)

**April 8, 2025**

## **Unarmed Security Services for High-Rises and the One-Stop Shop RFP #350-04-25**

### **ADDENDUM NO. 1**

This addendum issued April 8, 2025; becomes in its entirety a part of the Request for Proposals RFP #350-04-25 as is fully set forth herein:

**Item 1:** Q: I would like to seek clarification regarding the fee sheets associated with RFP#350-04-25 and RFP#350-05-25. In Attachment K of both RFPs, I noticed that there are two boxes labeled identically as (Actual Paid Rate + Benefit Paid Rate Total) (Per Hour). Could you please confirm whether this is an error?

**A: Please see the revised Attachment K to this Addendum. The chart list a column for Actual Paid rate per hour (this column represents only the actual rate per hour paid to the guards). There is another column that states, Actual Rate Paid plus Benefit. This is the inclusive rate paid to the guards plus the benefit package.**

**Item 2:** Q: Additionally, I would like to inquire about the box labeled (Cap for Administrative Cost) set at 50%. Does this indicate that the cap applies to 50% of the paid rate allocated to employees? Furthermore, I observed that there are no designated boxes for expenses related to the unpaid 24-hour supervisor, vehicles, vehicle maintenance, cell phones, as well as taxes and insurance, 24 hour liaison and then to the other costs: fuel, radios, uniforms, training. The cumulative costs associated with these items appear to exceed the 50% limit derived from the actual paid rate.

**A: As per the Prevailing Wage Rate Analysis conducted by the HACP to determine the Independent Cost Estimate (ICE) for the Request for Proposals (RFP), it was determined a 50% Administrative Cap would be authorized in the ICE to include all expenses not paid to the Guards (actual pay rate + benefits. The HACP will not stipulate what a respondent to the RFP might include as relative expenses, however, the 50% Admin Fee added to the pay rate (actual rate paid + benefits) is the reasonable amount for administration that was utilized to determine the ICE.**

**Item 3:** The due date, time, and location remain unchanged at April 22, 2025, at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6<sup>th</sup> Floor, Pittsburgh, PA 15219.

**Item 4:** The Housing Authority of the City of Pittsburgh will **only accept physical proposals dropped off in person from 8:00 AM until the closing time of 10:00 a.m. on April 22, 2025**, in the lobby of the One Stop Shop at 412 Boulevard of the Allies, Pittsburgh, PA 15219.

Proposals may still be submitted electronically via:

<https://www.dropbox.com/request/xyqSf3O5pzhn3pzi9W0D>

Sealed proposals may still be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6<sup>th</sup> Floor - Procurement, Pittsburgh, PA 15219. All proposals must be received at the above address no later than April 22, 2025, at 10:00 a.m. regardless of the selected delivery mechanism.

**END OF ADDENDUM NO. 1**



\_\_\_\_\_  
Mr. Brandon Havranek  
Associate Director of Procurement/Contracting Officer

04/08/2025

\_\_\_\_\_  
Date


**ATTACHMENT K**

**Unarmed Security Services for High-Rises and the One-Stop Shop  
RFP #350-04-25  
FEE SHEET**

**PRICE IS TO BE LISTED PER THE FOLLOWING:**

Sites: Pennsylvania Bidwell High-Rise, Caliguiri Plaza High-Rise, Finello Pavilion High-Rise, Morse Gardens High-Rise,  
Murray Towers High-Rise, Pressley Street High-Rise, HACP One-Stop Shop

Year	Yearly Increase %	Guard Type	Estimated Coverage Hours (YEARLY)		Hours Per Week	Actual Paid Rate to Guards (per hour)	Benefits on Wages Paid (Per Hour)	Actual Paid Rate + Benefit Paid Rate Total (Per Hour)	Cap for Administrative Cost ( Add to Actual Paid Rate+Benefit Total)	Total Rate Paid with Administrative Cost Included (Per Hour)	Weeks	Weekly Total (Actual Rate+Benefit Rate) + Administrative Rate	Yearly Total
1		Unarmed	39,242	Full Time	658.5	\$	\$	\$	50 %	\$	52	\$	\$
2	%	Unarmed	39,242	Full Time	658.5	\$	\$	\$	50 %	\$	52	\$	\$
3	%	Unarmed	39,242	Full Time	658.5	\$	\$	\$	50 %	\$	52	\$	\$
<b>3-Year Grand Total</b>											\$		

<b>Revised</b>	
04/08/2025	04/08/2025 

Total Bid amount: \_\_\_\_\_  
(Add Total for Year 1, Year 2 and Year 3)

Total Bid amount: \_\_\_\_\_  
(In Words)

Company Name (Printed): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_