

PROCUREMENT DEPARTMENT
Rm. 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Janet Hagan
Acting Procurement Commissioner

September 28, 2007

BID NUMBER: S8Z54050
TITLE: SECURITY GUARD SERVICE
DEPARTMENT: Various
DATE TO OPEN: October 15, 2007 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

Note: Bid S8Z54050 is a requirement contract for Security Guard Service. Quantities listed in Section 5, Pricing, are estimated quantities only. Bidder shall refer to the bid document for specific requirements to be performed under each item listed in Section 2 and as required by the using agency. Awarded vendor shall be paid according to the quoted price submitted in Section 5.

The following item shall be added to Section 5, pag. 57, item 5.9.3.

25031 010 073

Supervisor; one
Unarmed Security
Guard Service,

Fairmount Water Works

Per Paragraphs 2.19 and 2.29.3 2920 HR \$_____ \$_____

All bids submitted must include this signed addendum to be considered for award.

PAGE 2

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

Buyer, D. Isaac

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

DI/cs

PROCUREMENT DEPARTMENT
Rm. 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Janet Hagan
Acting Procurement Commissioner

October 4, 2007

BID NUMBER: S8Z54050
TITLE: SECURITY GUARD SERVICE
DEPARTMENT: Various
DATE TO OPEN: October 15, 2007 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

Bid S8Z54050 has been Postponed Until Further Notice.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

Buyer, D. Isaac

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

DI/cs

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Janet Hagan
Acting Procurement Commissioner

October 11, 2007

BID NUMBER: S8Z54050
TITLE: SECURITY GUARD SERVICE
DEPARTMENT: VARIOUS
DATE TO OPEN: October 15, 2007; then Postponed Until Further Notice

ADDENDUM # 3

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

TO ALL BIDDERS:

The new opening date for **S8Z54050** is **10/31/07**.

Question 1. Referring to page 46, what exactly are the fringe benefits comprised of?

Answer 1. Fringe Benefits are sick, vacation, holiday, health insurance, payments to a 401(k) plan, or other third party benefit plan. Also included would be payments to a 402 (k) plan.

Question 2. What holidays are used for bid basis? City Holidays and if so, what are they, or vendor holidays?

Answer 2. The rates required as a result of this Invitation and Bid is for shift work, therefore, holiday rates do not apply. The listing of City holidays on page 34 of Bid S8Z54050 is for informational purposes only.

Question 3. Is the length of vacation time dictated by the City or the vendor and what is the standard?

Answer 3. Under the contract as a result of Bid S8Z54050, the vendor is required to provide guards as specified in Section 2. The bid does not require the vendor to provide permanent positions to the City. Therefore, the City is not requesting vacation time for employees of the awarded vendor. If the assigned guard to any City location is permanently employed by the awarded vendor, then the vendor is responsible for providing the assigned guard with vacation time.

Question 4. Is the prevailing wage rates outlined on page 46 to be used as the rate for all assignments throughout the contract?

Answer 4. Yes. Refer to page 45 of Bid S8Z54050 for the Prevailing Wage provisions.

Question 5. Page 51, Section 5.5.2 requests a quote for an officer with patrol vehicle. Is it your office's intention to have the billing rate as one hourly rate and not have the vehicle shown as a separate line item?

Answer 5. Yes. In Section 5, Pricing, vendor shall submit an hourly rate to include the specific requirements as outlined in Section 2.

Question 6. The business name of the current security vendor supplying services under this contract.

Question 7. The amounts bid under this contract the last time it was awarded, including the award date.

Answer 6 & 7. Information requested for the current contract can be obtained by contacting the City of Philadelphia's Procurement Public Information Unit at 215 686-4720/21.

Question 8. The bid opens 10/15/07 and the contract date is listed as 12/1/07; is this sufficient time for a new vendor to take over contract or will there be a longer transition period?

Answer 8. At this time, the awarded vendor should be prepared to start the contract on 12/1/07. If it's determined that the award will be delayed then the City's Procurement Department will/may extend the existing contract.

Question 9. Is this a new contract or a bid for an existing contract? If it is an existing contract what is the current vendor and the price of the existing contract?

Answer 9. See response to questions 6 & 7.

Question 10. Is a bid bond and consent of surety acceptable bid security?

- Answer 10. Refer to Section 1.7, Bid Security for instructions for submitting the required bid security.
- Question 11. Currently our business in Philadelphia is nominal but we do maintain an office in Philadelphia and if awarded the contract 100% of the contract would be administered from the Philadelphia office and 100% of the employees would be Philadelphia residences. Would this qualify us as a Local Business Entity?
- Answer 11. Access and review the LBE regulations available on the City's website @ www.phila.gov/bids. If you believe you comply with the requirements, please submit an LBE application which is available at this site.
- Question 12. Page 46 refers to Prevailing Wage rates and notes that Security Guard II are those that require specialized training. It further states that Guard II applies to Supervisors and those proficient in fire arms. As it applies to other positions is it the vendor's choice as to how guards classify guards as Guard I or Guard II?
- Answer 12. The bidder is instructed to follow the specifications in Section 2 and instructions provided under the Prevailing Wage Provisions for submitting prices and for classifications of guards required for each item listed in Section 5, Pricing.
- Question 13. Is any of the special training time billable under the contract?
- Answer 13. No. Awarded vendor shall provide security guards as specified for each location. Prices submitted in Section 5, should reflect the necessary requirements specified in Section 2 requested by each of the using agencies.
- Question 14. How do we verify that all guards have training and/or skills in self defense?
- Answer 14. It is the responsibility of The Security Guard agency submitting a bid to supply the City of Philadelphia with security guards who have the necessary requirements and training as specified in the bid.
- Question 15. Section 2.11 - Free Library there are approximately 54 library locations, does this mean that it is possible that the library could request as many as 54 guards on any given day?
- Answer 15. It is possible but not likely. Paragraph 2.11.1 states in part, under **“NOTE: This item required on an as needed basis only.”** Paragraph 2.11.2 states in part ...Guard may be placed at any branch library... Bid S8Z54050 shall be a requirements contract. Quantities listed in Section 5, Pricing, are estimated quantities only.

Question 16. Section 2.13.1 - Robin Hood Dell: is the schedule of the concerts and the number of guards required known in advance? If so how much notice does the vendor receive?

Answer 16. The Robin Hood Dell is opened seasonally from July until August. There are 8 to 10 shows. The number of guards required is based on the expected number of attendees, which is based on the ticket sales. The awarded vendor shall be notified at least forty eight (48) hours in advance.

Question 17. Section 2.16 – OESS: this section states that the guard must have a communication link with main Security Office, whose office is that?

Answer 17. The guard assigned to the OESS location must have a communications link with the awarded bidder's main Security Office.

Question 18. 2.16 refer to clients and their employees being searched, how extensive are the client searches? Would not this require that a male and a female guard should be on duty at all times?

Answer 18. No, it is not a requirement that a male and a female guard be on duty at all times. The searches referred to in para. 2.16, item 23, will consist of guards asking clients to empty pocketbooks and pockets. The guards will also use a handheld metal detector to search for weapons.

The male shelters are subject to the above in addition to a pat down.

Question 19. Para. 2.16.1, lists "one (1) guard, 8:00 a.m. – 5:00 p.m (4 hours) this can not be correct.

Answer 19. The correct number of hours should be 9 hours.

Question 20. The bid lists Security Guard #1 and Security Guard #2. I am assuming that #1 is Unarmed and #2 is Armed. Am I correct in this assumption?

Answer 20. Correct. Security Guard II includes guards in a supervisory capacity as well.

Question 21. The RFP states the Prevailing Wage Rate for #1 is \$12.25 and the Fringe Benefits are \$3.01 and the Prevailing Wage Rate for #2 is \$17.40 with the same Fringe Benefits at \$3.01. My question is, is the \$3.01 included within the Prevailing Wage Rate as part of the Benefits package? For example, vacation time, health insurance, uniform care and maintenance, etc. Is this considered Fringe Benefits? Am I correct in assuming if no Benefits are offered what-so-ever, that we need to add the Fringe rate to the Prevailing Wage rate? Any clarification given on the Wage rate and Fringe benefits would be greatly appreciated.

Answer 21. Correct; with the wage rates for the two guard classifications. With respect to the fringes, if no fringe benefits are offered, then the rate of \$3.01 applies. If fringe benefits are offered, then the contractor may take credit for the fringe benefit side.

Additional questions regarding the Prevailing Wage Provisions maybe directed to the City's Managing Director's Office, Deputy Director, James Ferraro at 215 686-2143

Question 22. The RFP included "Riverview". Could you please explain where that is located and what it entails?

Answer 22. Riverview is located at 7979 State Road, Philadelphia, PA. Refer to Section 2.17 for the specifications required for this location.

Question 23. Is it the intent of the City of Philadelphia to award one (1) contract for all locations identified in the solicitation or will each agency/department be a separate award?

Answer 23. Please refer to Section 3.2, Para 3.2.1 for award information.

Question 24. Section 4.5, Prevailing Wage Provisions, the applicable wage schedule is identified as \$12.25 base wage and \$3.01 fringe benefit for Security Guard I and \$17.40 base wage and \$3.01 fringe benefit for Security Guard II. Would the City please identify when the current prevailing wage became effective?

Answer 24. The City issued the wage rates in September, October 2006.

Question 25. In addition, would the City please identify if the prevailing wage is increased on an annual basis?

Answer 25. The wage rates are in effect over the life of the contract, with no increases.

Question 26. Would the City please clarify what fringe benefits are included in the supplemental fringe benefit calculation? For example, medical insurance, vacations, holidays, personal time off.

Answer 26. See response to Question 1.

Question 27. In section 4.3, the City has identified annual price escalations which can not exceed 4% or the change to the Consumer Price Index. If the Prevailing Wage is increased by the City greater than the 4% cap, will the City allow for the contractor to increase their associated bill rate by the same percentage increase as the Prevailing Wage?

Answer 27. Vendors are required to follow the instructions for Price Increase/Decrease as outlined in Para 4.3 of Bid S8Z54050.

No additional questions will be entertained at this time.

Please sign, date and return this addendum with your bid, as it now becomes a part of the proposal.

Please return this addendum to the Procurement Department, 1401 J.F.K. Blvd., Bid Room 170 A, Philadelphia, PA 19102-1685.

D. Isaac, BUYER

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

DI/nt

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CITY OF PHILADELPHIA

Janet Hagan
Acting Procurement Commissioner

October 23, 2007

BID NUMBER: S8Z54050
TITLE: SECURITY GUARD SERVICE
DEPARTMENT: Various

DATE TO OPEN: 10/15/2007; then postponed until further notice; then scheduled to open 10/31/07.

ADDENDUM # 4

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

The new opening date for S8Z54050 is 11/05/2007 at 10:30 A.M.

The Prevailing Wage Rates listed on page 47 of Bid S8Z54050 have been updated as listed below:

Security Guard 1 (unarmed)	13.48	wage	3.16	fringe
Security guard 2 (armed guards and supervisors)	18.81	wage	3.16	fringe

No additional questions will be entertained at this time.

Please sign, date and return this addendum with your bid, as it now becomes a part of the proposal.

Please return this addendum to the Procurement Department, 1401 J.F.K. Blvd., Bid Room 170 A, Philadelphia, PA 19102-1685.

D. Isaac, BUYER

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

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