

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

September 25, 2012

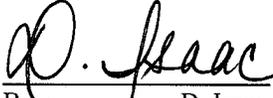
BID NUMBER: U2Z58380
TITLE: Security Guard Service (Armed and Unarmed) Sch 566
DEPARTMENT: VARIOUS
DATE TO OPEN: October 19, 2012 at 10:30 AM

ADDENDUM # 1

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

Please replace the attached form, which has been revised.

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/mv



**CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
Public Information Unit**

This Is Not A Right To Know Request. This form cannot be used to submit a Right To Know Request. See City of Philadelphia Open Records Policy: <http://www.phila.gov/privacy/pdfs/finalcityopenrecords.pdf>

ATTENTION VENDORS

If your company would like to receive the results of a particular bid, the Public Information Unit of the Procurement Department will forward this information to you at a **\$10.00 fee, company check or money order only, no personal checks or cash**, for each bid number requested. Please be advised that bid tabulations are **not available** by telephone. If you have any questions, Please call 215-686-4755 or 215-686-4756.

BID RESULTS REQUEST FORM

Please complete form below. Only one (1) request per form.

Date of Request: _____

Bid Number Requested: _____ Opening Date: _____

Company Name: _____

Company Representative: _____

Address: _____

Email Address _____

Telephone No.: _____ Fax No.: _____

Mail this Request to the address below and enclose the following items:

- Company check or Money Order payable to **“City of Philadelphia”**
- A self-addressed stamped envelope which is at least 9 ½” x 12 ½” or larger for each Bid requested.

Failure to send either of the above items, will void your request.

Mail Request To:

The Procurement Department Public Information Unit
Attention: Bid Results
1401 JFK Blvd.
Room 170B
Philadelphia, PA 19102

COMPANY CHECK OR MONEY ORDER ONLY

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

October 16, 2012

BID NUMBER: U2Z58380
TITLE: Security Guard Service (Armed and Unarmed)
DEPARTMENT: Various
DATE TO OPEN: October 19, 2012 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:

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

Bid #U2Z58380 has been postponed until November 5, 2012 at 10:30 A.M.

The City of Philadelphia will not accept any additional questions at this time.

QUESTION:

The Section in question has to do with the requirements for City Hall: Section 2.19 Unarmed Security Guard Service. There are actually two separate issues that I am trying to resolve.

- 1) 2.19.1 City Council - The question that I have is what are the approximate hours of need for security personnel for City Hall hearings? Based on the description, it sounds as if those hearings are variable during the timeframe that City Council is actually in session. My question is how many guards are you requesting to cover those meetings? Also should I assume that the Supervisor is an additional person above and beyond the guards for those sessions. If someone could clarify the anticipated man hours and personnel needs for City Council meetings, that would be helpful.

- 2) 2.19.2 City Hall – If I am reading the request correctly, the manpower needs for City Hall are as follows: “Guards shall be located on the four corners doors of City Hall” This leads me to believe that we need 4 guards for that component of the detail. It goes on to state that “Also, two (2) guards shall be used at the City’s visitor sign in station and one (1) additional guard to maintain correct authorized turnstile entry/exit for visitors. I understand that to mean that you will need an additional three guards for that detail. I view this as a total of 7 guards at City Hall. Is this correct? With stated hours of Monday –Friday 6:00A.M. – 6: 30 P.M., that would be 12.5 hours per day times 7 guards with a daily total of 87.5 man/hours per day. If I take out the stated holidays listed on the bid (11 Holidays in total), I am using a number of 249 work days per year times 87.5 hours per day which gives me a total of 21,875 hours per year. The issue is that the corresponding bid on Section 5.8.1 for those guards (25031 010 071) shows a total of 15,000 hours for the year. Please keep in mind – that number does not appear to include my question concerning the needs for City Council (2.19.1) , as they appear to be lumped together in the total hours for 5.8.1. Perhaps my confusion is that the term “four corners doors” is actually only one position of need, not four.
- 3) My question regarding the actual hours of a Supervisor (5.8.2) are the same as elaborated above in Question #2. With one supervisor onsite for the stated hours of 6:00A.M. – 6: 30 P.M. Monday through Friday with 249 days per year, my calculation is that Supervisors will be working a total of 3,112 hours per year. The quantity listed for that position on the bid 5.8.2 is 2,000 hours. If you could clarify my understanding, that would be most appreciated.

ANSWER:

- 1.) In response to section 2.19.1 City Council, the hours necessary for this service is unpredictable due to the intermittent scheduled Council Hearings, sessions, and events performed yearly. The numbers of Security Officers used to cover these events/hearings are usually 4. Two (2) officers operate the x-ray machine and metal detectors on each of the North corners of the 4th floor, which would be N.E. corner and N.W. corner of the 4th floor.

- 2 & 3) In response to section 2.19.2 City Hall, there are Security Officers placed on each corner of the 1st floor for entry and exit control, which are S.W. corner entrance, S. E. corner entrance, N.W. corner entrance, and N.E. corner fire doors, this equals 4 security officers. There are 2 officers on the N.E. corner visitor control entrance issuing visitor passes, 1 officer controlling the turnstiles at the N.E. corner visitor entrance. This equals 7 officers aside from the 1 supervisor, totaling 8 Security Officer Staff for City Hall. Although the time span for the officers needed is ranged between 6:00am and 6:30pm, each officer works an 8 or 9 hour shift within that time span. The following is a breakdown of their daily assigned scheduled duty shift/hours:

Turnstile Security Officer = 7:30am - 4pm, Mon - Fri = 40 hours per week (1/2 hour lunch deducted)

Kiosk 1 Security Officer = 6am - 2:30pm, Mon - Fri = 40 hours per week (1/2 hour lunch deducted)

Kiosk 2 Security Officer 7:30am - 4pm, Mon - Fri = 40 hours per week (1/2 hour lunch deducted)

Security Officer Relief - 9:30am - 6pm, Mon - Fri = 40 hours per week (1/2 hour lunch deducted)

N.E. Corner Firedoor Security Officer - 7:30am - 4pm, Mon - Fri = 40 hours per week (1/2 hour lunch deducted)

S.E. Corner Security Officer - 7:30am - 4pm, Mon - Fri = 40 hours per week (1/2 hour lunch deducted)

S.W. Corner Security Officer - 7:30am - 4pm, Mon - Fri = 40 hours per week (1/2 hour lunch deducted)

N.W. Corner Security Officer - 9am - 6:30pm, Mon - Fri = 45 hours per week (1/2 hour lunch deducted)

Security Officer Supervisor - 7:30am - 4pm, Mon - Fri = 40 hours per week (1/2 hour lunch deducted)

Security Officer hours for City Hall regular operations total 650 hours biweekly plus 80 hours supervision biweekly. The Security Officers do not work holidays or weekends, unless mitigating circumstances were to be applied.

The quantities listed in Section 5, "Pricing" are estimated quantities. Bidder(s) shall bid on the quantities stated in Section 5, "Pricing" of the Invitation and Bid document.

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/sj