



Request for Proposal

For On-Site Security Guard Services

July 28, 2014

**DAVID G. ONORATO, CAPP
EXECUTIVE DIRECTOR**

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Request for Proposals for Security Guard Services Public Parking Authority of Pittsburgh

I. Introduction

The Public Parking Authority of Pittsburgh (the "Authority"), a body corporate and politic under the laws of the Commonwealth of Pennsylvania, was organized in 1947 by the City of Pittsburgh pursuant to the Parking Authority Law of Pennsylvania, Act of June 5, 1947, P.L. 458, as amended and supplemented.

The Authority was created for the purpose of establishing and operating on-and off-street parking facilities in the City of Pittsburgh, Pennsylvania (the "City"). To this end, the Authority is authorized by law to plan, design, locate, acquire, hold, construct, improve, maintain and operate, own and lease, either in the capacity of lessor or lessee, land and facilities to be devoted to the parking of vehicles of any kind; to borrow money; and to make and issue bonds and to secure the payment of such bonds or any of its revenues and receipts.

The Authority is governed by a five member Board of Directors (the "Board"), appointed by the Mayor of the City to serve without compensation for staggered terms of five years at the pleasure of the Mayor. The Authority's staff is employed to administer the Authority's mission and carry out decisions of the Board.

The Authority is pleased to issue this Request for Proposals (this "RFP") for security guard services at designated parking facilities (the "Facilities") located throughout the City.

As part of the RFP process, the Authority advertised the RFP to the public beginning on July 28, 2014. This RFP sets forth certain qualifications necessary for the Authority's consideration of proposals to provide security guard services at the Facilities.

The successful respondent will be responsible for all aspects of the day-to-day security services operations at the Facilities, which are to be performed in a first class and professional manner (the "Services"). The Term of Contract (the "Contract") for the Services is attached as Exhibit A hereto, and contains a detailed description of the responsibilities of the operator, compensation structure and other applicable terms and conditions. Respondents should carefully review all of the terms of this RFP, including without limitation, the Minimum Qualifications and the Contract, before preparing their proposals. As part of the response to the RFP, the Authority requests that each respondent comment on whether or not they are willing to accept the Contract as is, or, if the Contract is not acceptable as is, specifically state what sections of the Contract may not be acceptable and proposed revisions thereto.

II. Facilities Listing/Site Addresses.

<u>GARAGE</u>	<u>ADDRESS</u>	<u>LEVELS</u>	<u>LINED SPACES</u>
Ft Duquesne & 6 th	126 Sixth St	6 floors up & ½ Basement below	920
Oliver	301 Fifth Avenue	3 floors below	480
Smithfield-Liberty	629 Smithfield St.	8 floors up & ½ basement below	596
Forbes Sample	410 Meyran Ave	8 floors up & ½ basement below	449
Shadyside	714-734 Bellefonte St.	4 floors up & ½ basement below	208
Wood-Allies	228 Boulevard of the Allies	10 floors up	542
Third Avenue	238 Fourth Avenue	5 floors up & 1 basement below	570
Mellon Square	529-540 Smithfield St	6 floors below	798
First Avenue	600 First Avenue	6 floors up	1243
Ninth & Penn	136 Ninth St.	6 floors up & ½ basement below	586
Grant Street Transportation Center	55 Eleventh St.	7 floors up, parking starts on 2	991

III. Minimum Qualifications.

In order to be considered for selection, the following minimum requirements have been established as a basis for determining respondent eligibility. A proposal will be considered nonresponsive unless sufficient documentation is provided to determine whether the respondent meets the following requirements:

A. Existence.

The respondent must have been in existence for a continuous period of five (5) years prior to the date of this RFP.

B. Experience.

1. Within the past five (5) years, the respondent must have three (3) or more years of continuous, first-hand experience in all aspects of security guard management of multilevel commercial and/or parking facilities similar in complexity and size of the Facilities, and three (3) or more years of continuous, first-hand experience with government facilities.

2. The respondent must be able to demonstrate the financial capability to finance or purchase and maintain the necessary equipment for the security monitoring of the Facilities

during the term of the Contract, and demonstrate the ability to finance payroll and benefits for a period of ninety (90) days after start-up.

3. The respondent must be able to demonstrate that it possesses the required insurance coverage and limits as listed in the Contract.

IV. Specification of Work/Scope of Services.

The following is a detailed description of the Services that the Authority requires from the successful respondent. Each respondent should address how they will perform each of these Services:

A. General.

1. The respondent shall provide full-time, Facilities-dedicated security personnel to perform the Services identified herein at each of the Facilities.

2. Stability in posting assignments is crucial. A security officer's familiarity with the post, the employees, the respondent, and daily occurrences, has a direct correlation with the quality and effectiveness of security that is provided. Therefore, security officers shall be assigned, to the greatest extent possible, to posts in which they have experience.

3. At no time will a security officer fill a one-person post until they have had 8 hours of training on that post with a Supervisor.

4. The maximum tour length for any officer shall not exceed 16 hours in a 24-hour period. During instances of forced overtime, officers shall continue to conduct all required tours until properly relieved. Security officers shall be provided an off-duty rest period of no less than 8 hours between shifts.

5. Supervisors shall visit every post/garage under their supervision at least once per shift. To document post visits, supervisors will annotate a daily activity report with the date and time of the visit and sign next to the annotation. There shall be a minimum of one (1) supervisor per shift on site.

6. A supervisor shall contact, in person, the manager of each Facility to receive feed-back on the performance of security officers assigned to the Facility at least weekly.

Additionally, any special instructions that the manager may have for upcoming events or changes to procedure shall be noted for conveyance to the guard force. To document these visits, the day-shift supervisor or account manager will annotate the Daily Activity report with the date and time of the visit and sign next to the annotation.

7. Security officers are required to:

(i) Perform periodic patrols of the facility in compliance with City of Pittsburgh Ordinance 763, which currently requires a minimum of at least one (1) tour every thirty (30) minutes.

(ii) Escort patrons as requested to their vehicles.

(iii) Walk the Facility once every half hour or as mandated by code.

(iv) Ensure that controls and procedures are in place for the protection of Facility customers, visitors, employees, and Authority assets.

(v) Ensure that violations of these procedures are detected, facts obtained, violators identified, and Incident Reports completed.

(vi) React to emergency situations to reduce the vulnerability of the Facility and to minimize the risk of disruption of its operation.

(vii) Work toward reduction of potential losses.

(viii) Present the Facilities favorably to employees, customers, and the community.

(ix) Complete real-time Daily Activity Reports, and log information pertinent to subsequent shifts in a Post Pass-on Log.

(x) Complete monthly reporting all panic alarms at garage facilities and issue monthly reports to Authority highlighting any malfunctioning alarms.

(xi) Report to work in a company-issued security uniform

8. Security officers shall be entitled to a minimum of two [2], fifteen [15] minute relief periods every 8 hours. Respondent shall ensure that security officers shall not leave their assigned posts at the end of their shift or for their relief period until relieved by another officer.

B. Minimum Security Officer Standards.

Each security officer must possess each of the following qualities.

1. U.S. citizenship or valid U.S. work permit.

2. Twenty-one (21) years of age.

3. Free of criminal record.

4. Valid driver's license or valid state identification card.
5. Successfully pass a drug test.
6. Successfully pass a background investigation.
7. High school graduate or equivalent thereof.
8. Speak, read, write, and understand the English language clearly.
9. Comprehend oral and written orders, procedures, and materials.
10. Compose written reports; convey complete information utilizing correct sentence composition and grammar.
11. Physically able to accomplish various tasks that must be performed including quickly ascending and descending multiple flights of stairs and decks and completing required foot tours.
12. Well-developed level of maturity necessary for professional interaction.
13. Capacity to hear ordinary conversations at fifteen (15) feet with either ear, with or without the benefit of a hearing aid.
14. Neat, clean, and well-groomed appearance while providing services.
Respondent shall attach its grooming policy to its proposal.

C. Premises Knowledge.

The Authority requires that respondent provide on the job training to ensure that each security officer understand the Facility they post, as follows:

1. It is expected that the security officer assigned to a Facility know the premises thoroughly. Security officers should be proficient at the following and familiarize themselves with the building itself. Security officers should seek any additional information from the security supervisor when required.
2. Prior to reporting to any Facility, each security officer should know the location of each of the following in the Facility they post:
 - (i) Light switches (so that in case of an emergency, the security officer is able to turn on the lights in any part of the Facility without delay.
 - (ii) All Emergency Telephones.

- (iii) All "panic button" alarms
- (iv) All stairwells and exit doors and where they lead.
- (v) Firebox, annunciator panels, and fire pull stations.
- (vi) Emergency flashlights and Authority-provided two-way radios.
- (vii) All fire extinguishers and first aid kits.
- (viii) Fuse boxes and power control switches.

Further, each security officer should know:

- (i) How the elevators function in a fire emergency.
- (ii) How to operate all of the emergency equipment in the event of an emergency.

D. Documentation, Reporting and Inspection.

The Authority requires the following documentation be filed with respect to the Services:

1. In general, at a minimum, each security officer is required to document on a Daily Activity Report all activities related to the security of the Facility and its occupants and the service that is being provided including any incidents or irregularities.
2. Supervisors will annotate post visits and contact with Facility managers in the Daily Activity Report. Supervisors shall also maintain a Daily Activity Report for services dedicated to the Authority.
3. Each post shall be equipped with a Pass-on Log. The log shall be used to communicate information to subsequent shifts.
4. The respondent shall provide each post with a standardized incident report form. Incident report form shall be completed for any security related incidents immediately after the occurrence. At no time shall entries in Daily Activity Reports or Pass-on Logs be substituted for Incident Reports.
5. Copies of incident reports must be submitted to the Authority within 24 hours of the incident occurrence.
6. The Authority shall have the right to inspect the work site and Respondent's offices without prior notice in order to verify compliance with the contract and claims made in Respondent's proposal.

E. Post Order Manuals.

The Authority requires the following with respect to a Post Order Manual:

1. Within 90 days of award of the Contract, the respondent shall have in place detailed site-specific Post Order Manuals. The Post Order Manual shall list in detail all duties to be conducted during the security officer's tour to include, but not limited to, shift change procedures, equipment required, rounds, locks/unlocks, entry control procedures, escort procedures, emergency action procedures, identify locations of Detex boxes on each floor, and any other specific duties required by the post. Post orders must be approved by Director of Parking Services prior to distribution.

2. The Post Orders Manual may be updated frequently. Therefore, the respondent must be aware that a change in procedure can and may occur. Changes may be temporary, therefore when reporting for duty, each shift supervisor must be alert for such changes, which may be communicated verbally or in writing. If at any point the respondent does not understand a change, whether it is temporary or permanent, the respondent shall immediately contact the Director of Parking Services.

3. The respondent shall keep the post orders manuals up-to-date by documenting changes that are requested. A complete review and update shall be conducted annually and the Post Orders Manuals annotated accordingly.

4. Copies of the Post Order Manuals shall be made available for:

- (i) Each guard post.
- (ii) The security guard agency.
- (iii) The Pittsburgh Parking Authority Director of Parking Services.

F. Security Guard Supplies & Equipment.

The Authority requires the following with respect to the security officers and their equipment:

1. The respondent shall equip each security officer, at no cost to the officer, at a minimum, with:

- (i) Uniform, consisting of two (2) short sleeve shirts, two (2) long sleeve shirts, two (2) pair of pants, duty belt, cap, high visibility safety vest, and inclement weather gear, including outer coat, rain coat.
- (ii) Flashlight

- (iii) Notebook with Pen.
 - (iv) Identification Badge and/or Nametag.
2. The respondent shall equip each Guard Post, at a minimum, with:
- (i) Guard Tour Recording System.
 - (ii) Daily Activity Report.
 - (iii) Pass-on Log.
 - (iv) Incident Reporting Forms.
 - (v) The Post Orders Manual for that particular location.
3. The Authority shall equip each Guard Post, at a minimum, with:
- (i) Premises Keys.
 - (ii) Access Card (where required).
 - (iii) Two-way Radio.

G. Guard Tour Recording System.

The Authority requires that the respondent provide a PC-based Guard Tour Recording system meeting the minimum requirements listed below. The current guard tour hardware and software system utilized is Guard I Plus.

1. The Guard Tour System must be electronic.
2. The system must be user friendly.
3. The reports must be English language.
4. The report must identify the guard performing the tour.
5. The report must record start and finish times of tour and time each station was checked.
6. The report must record missed stations.
7. The system must be password protected.

8. The system must be Windows based.
9. The reporting wands must be tamper proof, durable and withstand the changing environmental climates of everyday use.
10. The recording wands must have a capability of storing at a minimum three days of information.
11. The record stations must be aesthetically pleasing and discreet. The record stations must be tamper-resistant and durable.
12. The Guard Tour System including record stations, recording wands and other components, must be maintained frequently and must be fully functional at all times.

H. Security Officer Personal Appearance.

The Authority requires the following with respect to the appearance of the security officers:

1. Security officers must wear a well -fitted, clean and pressed "authorized" respondent-issued uniform, which the respondent must supply at no cost to the officer. Due to the nature of duties within a Facility, i.e., the proximity to moving vehicles, the uniform shall be highly visible and/or contain reflective properties. White, tan, or light blue shirts will satisfy this requirement. A security officer wearing a clean, well fitted, uniform commands respect. [Distinguishes the security officer from others, and reflects on the security officers' special authority]. In addition a security vest must be worn when touring the facility The uniforms should be worn with pride and dignity. This means:

2. The shirt must be clean and well pressed, the tie clean, and the jacket and trousers clean and well pressed. Long-sleeved shirts must be buttoned at the wrist at all times; shirts must be tucked in at all times. Undershirts are recommended, but not required; when worn, they shall be white, crew-neck or v-neck, devoid of any logos, symbols, sayings, etc. The bottom of trouser legs should be in the area halfway down to the back shoe and on the top of the heel, breaking slightly at the shoelaces.

3. A standard black belt should be worn at all times. The edge of the buckle will be lined up with the trouser fly and the shirt. Large and fancy buckles are not acceptable.

4. All shoes worn must be black and shined. They must have flat heels. 'Cowboy' and 'motorcycle' boots are not acceptable. Socks may be navy blue or black in color.

5. Security badges shall be worn at all times on the outermost garment. In addition, each guard must wear an identification badge and/or nametag to clearly display their name.

6. Only respondent-issued caps shall be worn at all times.
7. Sweaters, vests, caps, and jackets that are not part of the uniform are prohibited. Shirts should be long-sleeved in the winter worn with a tie and short sleeves in the summer.
8. Security officers must be well groomed. Hair, beards, and mustaches must be kept properly trimmed, maintained at a reasonable length, and groomed so as not detract from the appearance of the officer.
9. Any jewelry worn must not be excessive or hinder the performance of duties.
10. Any security officer having a problem with his/her uniform should contact their supervisor immediately.
11. No body piercing jewelry or unnatural color hair dye will be permitted on duty.
12. Personal hygiene will be maintained on a daily basis.

I. Security Officer Rules of Conduct.

The Authority requires that failure by a security officer to adhere to the security officer Rules of Conduct will result in disciplinary action up to and including termination of the Contract, depending upon the severity of the infraction.

The security officer Rules of Conduct prohibit:

1. Sleeping or dozing on-duty.
2. Use of profane or abusive language.
3. Fighting, horseplay, violence or mischief.
4. Accepting gifts or bribes in the line of duty.
5. Unauthorized use of Authority property, equipment or product.
6. Searching any file, desk, cabinet, locker or other unauthorized area at the Facility.
7. Assisting or enabling any person to secure stolen property from Authority.
8. Falsifying work time records.

9. False reporting any security matter or failure to report any security incident personally observed or brought to the security officer's attention.
10. Falsification of any security incident or daily log sheet report.
11. Not adhering to the work schedule.
12. Excessive absenteeism, tardiness or violation of policy and work schedule.
13. Possession on Authority property of any firearm, fireworks, explosive, dangerous knife, black jack, razor, dagger, brass knuckles or other dangerous weapon.
14. Possession, for sale or purchase on Authority property of any controlled substance, narcotic drug, hallucinogen, or intoxicate.
15. Possession or use of any dangerous medication without a doctor's prescription.
16. Reporting to work under the influence of any controlled drug or any controlled substance, narcotic drug, hallucinogen, or intoxicate.
17. Failure to follow the lawful instruction of a security supervisor.
18. Smoking in non-designated areas of the Authority facility. Note: all PPAP facilities are designated non-smoking.
19. Possession or use of any television, CB radio, police scanner, or radio.
20. Disrespect shown to any official, visitor, vendor, or other person.
21. Visiting the Authority property when not on-duty, except as a customer.
22. Allowing friends or relatives of security officers to visit security officers on Authority property.
23. Engaging in any personal activity while on duty without specific permission from Authority management.
24. Theft by security officers on Authority property. Further, criminal prosecution will result.
25. Engaging in deliberate destruction of property.
26. Gambling on Authority property.

27. Solicitation of subscriptions or funds from co-workers or employees for any purpose, unless authorized by Authority management.
28. Posting or distribution of any material not authorized by the Authority management.
29. Omitting any scheduled round without prior approval by the supervisor and/or Authority management.
30. Departing from the Authority property without being properly relieved.
31. Intentionally interfering with the orderly operation of the Facility.
32. Any conduct unbecoming of the professional ethics of a private security officer.
33. Compromising confidentiality of Authority information seen and received in the course of performing daily duties.
34. Recent arrest or indictment for the commission of a felony or a misdemeanor offense.
35. Engaging in any act of extortion or other unlawful means for personal gain through the position of security officer.
36. Tampering or altering CCTV cameras or recording devices.
37. The use of personal electronic devices such as cell phones, audio/video devices, headphones, etc., or anything that could impair visual or audio awareness or distract the officer.
38. Reading non-respondent materials including magazines, books, newspapers, etc.

V. Training Requirement

Respondent shall submit a proposed training program for its employees that a minimum shall include orientation, classroom and on-site training on the following topics, at a minimum: counterterrorism, crime prevention, fire safety, first aid, and disaster preparedness. Respondent shall submit resumes of trainers to the Authority prior to the training for approval. Costs of training shall not be billable to the Authority.

VI. Prevailing Wage

a. The County of Allegheny Code of Ordinances Chapter 280, Wages: County and County-Subsidized Projects Ordinance, shall apply to this RFP/Contract. Respondent shall

comply with all applicable provisions of Chapter 280, including its obligation to pay its employees employed on the Contract no less than the prevailing wage in effect at the time the work is being performed.

b. Respondent shall be responsible for ensuring any of its subcontractors comply with the provisions of Chapter 280.

c. The failure to comply with any provision of Chapter 280 shall constitute a material breach of the Contract. In the event it is determined that respondent or any of its subcontractors have failed to pay the prevailing wage, the Authority shall withhold amounts due under the Contract until all wages, liquidated damages, attorney's fees and penalties have been paid.

VII Performance/Labor Bond

Proposals must be accompanied by a bid deposit in the amount of One Hundred Thousand Dollars (\$100,000). The bid deposit may be either a certified check drawn on, or a treasurer's or cashier's check issued by, a responsible bank or trust company and made payable to the Authority.

VIII. Proposed RFP Schedule

Scheduled Item	Scheduled Date
RFP Public Advertisement	July 28, 2014
RFP Distribution to respondents	August 1, 2014
Mandatory Pre-Proposal meeting	August 8, 2014 @ 10:00 A.M. EST
Questions/clarification deadline	August 15, 2014
RFP Submission Deadline	August 29, 2014 by 3:00 P.M. EST
Award to PPAP Board	October 16, 2014
Award Notification	October 16, 2014
Effective date of Agreement	November 1, 2014

IX. Clarification of Requirements, Addenda & Modifications

A. Any respondent in doubt as to the true meaning of any part of this RFP may request a clarification, interpretation and/or modification thereof from the Contact Person (as hereinafter defined). In the event the Authority deems the response to the request to be substantive, the clarification, interpretation and/or modification shall be made by an addendum.

B. The purpose of this RFP is to promote competitive proposals and avoid the imposition of requirements that limit the project to a single source or makes it impossible for any source to satisfy the requirements set forth herein. In furtherance of the foregoing, it shall be the responsibility of each respondent to advise the Contact Person if any language, requirements, or any combination thereof inadvertently restricts or limits the requirements stated in this RFP to a

single source or makes it impossible for any source to satisfy the requirements set forth herein. Any amendments to this RFP to address the foregoing concerns, if deemed necessary by the Authority in its sole and absolute discretion, shall be made via an addendum to this RFP.

C. Inquiries regarding the RFP and all requests for clarification, interpretation or modification of the RFP must be directed in writing to Christopher Holt at cholt@pittsburghparking.com (the "Contact Person").

D. If any alleged errors are noted in the RFP, a respondent should immediately notify the Contact Person and, if confirmed, an addendum shall be issued .

E. The Authority will not accept telephone calls or any other forms of communication pertaining to this RFP, except as set forth in Section VI.c.

F. This RFP may be updated, supplemented, amended or cancelled at any time by the Authority. Any changes, additions, deletions, or clarifications to the RFP will be made by addenda issued by the Authority.

G. Any addenda issued by the Authority shall be considered part of the RFP.

H. Addenda will be delivered to respondents via e-mail only. Each person/entity that obtains a copy of the RFP for purposes of submitting a proposal must provide to the Authority an e-mail address for delivery of addenda. The Authority will make reasonable efforts to notify respondents in a timely manner of modifications to the RFP. Notwithstanding the foregoing, each respondent shall be responsible for ensuring that its proposal reflects any and all addenda issued by the Authority prior to the proposal due date.

X. Administrative Requirements and Related Information

A. To be considered responsive, respondents must submit three (3) hard copies and a CD of their proposal in a clearly marked envelope by 3:00 p.m. Pittsburgh time on August 29, 2014, to the following address:

Christopher Holt, Director of Project Management
Pittsburgh Parking Authority
232 Boulevard of the Allies
Pittsburgh, PA 15222-1616

B. Total proposal must be no more than 15 pages, exclusive of attachments.

C. Respondents must submit a valid email address to which all correspondence from the Authority will be sent.

D. Any proposals received after 3:00 p.m. Pittsburgh time on August 29, 2014, may be rejected. The Authority may determine in its discretion whether to accept any proposals that are not received by the date and time set forth in this Section.

E. The Authority reserves the right to extend or postpone the date and time for accepting proposals through an addendum.

F. All proposals shall be signed by an individual authorized to bind the respondent and execute contracts on its behalf.

G. All proposals, responses, inquiries or correspondence to or in reference to this RFP, and all electronic media, reports, charts and other documentation submitted by a respondent shall become the property of the Authority when received. Nothing submitted shall be considered confidential or proprietary and each respondent acknowledges and agrees that all information submitted in response to this RFP, irrespective of whether it is marked "Confidential," "Proprietary," "Trade Secret," or the like, may be disclosed by the Authority pursuant to a request submitted in accordance with Pennsylvania's Right-to-Know Law.

H. The Authority reserves the right to request additional information which, in the Authority's opinion, is necessary to assure that the respondent's competence, business organization, and financial resources are adequate to perform in accordance with this RFP and any resultant contract.

I. The Authority may make such investigation as it sees fit to determine the ability of the respondent to perform the work, and the respondent shall furnish the Authority all such information and data for this purpose as requested by the Authority. The Authority reserves the right to reject any proposal if the proposal submitted by, or investigation of, such respondent fails to satisfy the Authority that such respondent is properly qualified to carry out the obligations of a subsequent contract with the Authority and to satisfactorily perform the work specified herein.

J. The Authority reserves the right to reject any or all proposals, waive any irregularities or defects in any proposal, and modify or postpone or terminate the project detailed herein in its entirety or with respect to any respondent, at any time, for any reason or no reason.

K. All costs and expenses incurred by a respondent in the preparation and delivery of a proposal will be the sole responsibility of the respondent. The Authority will not be liable for any amounts to any respondent in any manner, under any circumstances, including without limitation, as a result of the termination of the RFP process.

L. The receipt of proposals or other documents by respondents during any stage of the process will in no way obligate the Authority to enter into any contract with any respondent or make the Authority liable for any respondent costs. This RFP is a solicitation only and is not intended to be nor should it be construed to be an offer to enter into any contract or other agreement.

M. No respondent, team member, employee, servant, agent, advisor, consultant or representative of that respondent may communicate with any other respondent, team member, employee, servant, agent, advisor, consultant or representative of any other respondent about the

preparation of proposals. Each proposal shall be prepared without any connection, knowledge, comparison of information, or arrangement with any respondent, team member, employee, servant, agent, advisor, consultant, or representative of any other respondent. Each respondent is responsible to ensure that its participation in this RFP process is conducted fairly and without collusion or fraud.

XI. PROPOSAL REQUIREMENTS - TOTAL 100 POINTS

Each proposal should be in the format set forth below and not exceed fifteen (15) pages and will be rated on a 100-point scale. Rating will be according to the degree to which a respondent demonstrates its capacity to satisfy the requirements set forth herein.

A. COVER PAGE:

Please create and complete a cover page similar to the one shown at the beginning of this RFP.

B. NARRATIVE: (Total possible score: 25 points)

Please organize your proposal so that it addresses each of the following items:

1) Describe your organization and its experience in providing the services set forth in this RFP. Identify any relevant accreditations.

2) Describe other projects similar in nature by your organization that are of similar magnitude to the project detailed in this RFP.

3) Demonstrate that your organization has the financial soundness and financial resources to complete a project of this site. Provide a copy of the respondent's most recent audited financial statement, and evidence of the respondent's ability to finance all required equipment, uniforms, training and at a minimum ninety (90) days of payroll and benefits.

4) Demonstrate that your organization is well respected in the security services industry, generally, and the Pittsburgh business community (give examples of participation in county-based organizations, and provide the number of hours spent providing services to clients within the county).

C. FEE PROPOSAL: (Total possible score: 15 points)

Submit a completed fee proposal package, the form of which is attached hereto and made a part hereof as Exhibit B.

D. PROJECT DESCRIPTION: (Total possible score: 20 points)

1) Provide a detailed explanation of your ability to provide the Services set forth in this RFP, including, without limitation your ability to satisfy the Scope of Work / Project Objective.

2) Identify how the project will be staffed and supervised, along with identifying dedicated key staff members and their experience in this field.

3) Provide a detailed description of your recruitment, hiring, personnel, supervisory and management practices relevant to this project.

4) Demonstrate your process for monitoring and documenting the required half hour rounds to be conducted by the security officer.

5) Describe your process for monitoring the panic alarm on a monthly basis and documenting for the Authority.

E. TRAINING (15 points)

Provide a detailed description of your proposed training program for your employees that includes the following topics: counterterrorism, crime prevention, fire safety, first aid, and disaster preparedness.

E. MBE/WBE PARTICIPATION: (Total possible score: 10 points)

The Authority is committed to providing equal employment opportunities to minorities and women and equal opportunities for business growth and development to minority and women entrepreneurs. To that end, the Authority requires that all contractors and subcontractors performing work for the Authority demonstrate a good faith effort to obtain the participation of minority and women business enterprises in the work to be performed for the Authority and to employ minorities and women during performance of the work. It is the Authority's objective to obtain minority and women's participation in its contracts with the goal being 25% of the contract amount expended for minority participation and 10% of the contract amount expended for women's participation. The Authority promotes the full utilization of subcontracting activities to ensure a successful Minority and Women's Participation Plan. Provide tangible evidence that your organization has made a good faith effort to satisfy these goals.

F. VALUE ADDED ITEMS: (Total possible score: 5 points)

Provide a detailed list of value added items that the respondent is offering (at no additional cost) that would enhance the Services.

G. PRIOR AUTHORITY EXPERIENCE: (Total possible score: 5 points)

Explain any substantive prior work experience with the government authorities.

H REFERENCES: (Total possible score: 5 points)

Respondent be able to provide (3) three references of a security operations at similar sized garage facilities, as well as (3) three references for security operations at government facilities. Include contact name, address, phone number and years of service for each referral,

XII. EVALUATION AND SELECTION

A committee will be formed to review and score proposals and, based thereon, a recommendation for award of the respondent with the highest score will be made to the Board of Directors of the Authority (the "Board"). The Board has the final authority, in its sole and absolute discretion, for authorizing a contract with the Authority. A shortlist of respondents may be scheduled for a structured oral presentation or interview and for discussions regarding best and final offers. Any such presentations shall be at no cost to the Authority. At the end of the oral presentation/interview process, if any, any shortlisted respondents may be required to submit revised proposals to be reviewed again in accordance with Section VII. Subject to the other terms and conditions of this RFP, the successful respondent will be recommended for contract negotiation.

EXHIBIT A
(FORM OF CONTRACT)
(ATTACHED)

FORM OF CONTRACT

THIS CONTRACT IS MADE as of the ___ day of, _____ 2014, by and between the **PUBLIC PARKING AUTHORITY OF PITTSBURGH**, (hereinafter "Authority") with offices at 232 Boulevard of the Allies, Pittsburgh, PA 15222, and _____, (hereinafter ("Proposer")) with offices at _____.

WITNESSETH:

WHEREAS, as more fully set forth in the request for proposals dated July 28, 2014 (the "RFP"), the Authority solicited proposals from firms for the provision of Security Services (hereinafter defined); and

WHEREAS, the Proposer submitted to the Authority a proposal for provision of Security Services (the "Proposal"); and

WHEREAS, the Authority awarded this Contract to Proposer based upon the proposal and subsequent negotiations; and

WHEREAS, the Proposer and the Authority desire to enter into this Contract to set forth the terms and conditions under which the Proposer shall provide Security Services. NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and intending to be legally bound hereby, the parties hereto covenant and agree as follows:

1. Definition of Security Services: The term Security Services, as used in this Contract shall mean the Proposer's performance of on-site guard services for the following Parking Authority garages: Ft. Duquesne and Sixth, Oliver, Smithfield- Liberty, Forbes Semple, Shadyside, Wood-Allies, Third Avenue, Mellon Square, Grant Street Transportation Center (GSTC), First Avenue, and Ninth and Perm. The term "Security Services" shall include: a) the "Services as defined in the RFP and (b) such other services described in the Proposal. The RFP and Proposal are hereby incorporated herein by reference. Services shall also include supervision, training materials and equipment as further defined in the RFP and proposal.

2. Term of the Contract: The term of this Contract shall commence on November 1, 2014 and shall terminate three years later on October 31, 2017. The Authority has 2 one-year options to extend this contract, upon the same terms and conditions.

3. Contract Price: The Authority shall pay Proposer in immediately available funds for the execution, performance and completion of Security Services performed to the satisfaction of the Authority in accordance with the prices set forth in the Fee Proposal attached hereto and made a part hereof as Exhibit A.

4. Termination: The Authority, for any reason whatsoever, may terminate this Agreement at any time upon sixty (60) days written notice thereof to Proposer. In the event that

Proposer is in breach of any of the provisions of this Agreement, the Authority may terminate the Agreement without notice to Proposer.

5. Indemnification: To the fullest extent permitted by law, the Proposer shall indemnify and hold harmless the Authority, its directors, officers, agents and employees from any and all claims, liabilities, damages or injuries (including death) to any person or property to the extent arising from or related to the acts, omissions, fault of negligence of Proposer or any of Proposer's directors, officers, agents, employees, representatives, contractors or subcontractors, as the case may be, in connection with Proposer's performance under this Agreement. This indemnification shall survive termination or expiration of the contract.

6. Insurance: Contractor represents that it presently has such Professional Liability, General Liability, Automobile Liability, Excess Liability, Worker's Compensation and Employer's Liability Insurance coverage as is represented on the Certificates of Insurance attached. Contractor agrees to maintain such coverage throughout the term of this Agreement.

- a) Insurance: Firm shall provide and maintain at all times the following insurance coverage, at no cost to the Authority:
 - (i) Workers Compensation Statutory (in conformance with Workers Compensation Act) Pennsylvania
 - (ii) Contractor's Public Liability including Bodily Damage

One Person	\$1,000,000.00
One Occurrence	\$1,000,000.00
 - (iii) Contractor's Property Damage Liability

One incident	\$1,000,000.00
Annual Aggregate	\$100,000.00
 - (iv) Automotive Property Injury Liability

One Person	\$1,000,000.00
One Occurrence	\$1,000,000.00
 - (v) Automotive Property Injury Liability

One Person	\$1,000,000.00
Annual Aggregate	\$1,000,000.00
 - (vi) Umbrella Liability

Annual Aggregate	\$5,000,000.00
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 Providing excess coverage over workers compensation employer's liability, general liability, bodily injury and property damage, and automobile liability.
 - (vii) Security Guard Professional Errors and Omissions endorsement/policy naming the Authority as additional insured in the amount of \$2,000,000.00
 - (viii) Contractor agrees to name the Pittsburgh Parking Authority as an additional insured on any contract specified above (with exception to the

workers compensation). All insurance provided hereunder will be deemed primary insurance with respect to any other insurance applicable to the Project provided by Contractor.

- (ix) Contractor waives all right of subrogation against the Pittsburgh Parking Authority, its subsidiaries, agents, officers, directors and employees for recovery of damages to the extent covered by any insurance applicable to the Contract and will secure appropriate waivers from the insurers providing coverage applicable to the Project.
- (x) Insurance will be written through financially responsible companies with an A.M. Best rating of A- or better.
- (xi) By specifying the above minimum insurance requirements, the Pittsburgh Parking Authority does not represent that coverage and limits will necessarily be adequate to protect contractor, and such coverage limits will not be deemed as a limitation of contractor's obligations hereunder.

7. Prevailing Wage

- a) The County of Allegheny Code of Ordinances Chapter 280, Wages: County and County- Subsidized Projects Ordinance, shall apply to this Agreement. Proposer shall comply with all applicable provisions of Chapter 280, including its obligation to pay its employees employed on the Agreement no less than the prevailing wage in effect at the time the work is being performed.
- b) Proposer shall be responsible for ensuring any of its subcontractors comply with the provisions of Chapter 280.
- c) The failure to comply with any provision of Chapter 280 shall constitute a material breach of the Agreement. In the event it is determined that respondent or any of its subcontractors have failed to pay the prevailing wage, the agency shall withhold amounts due under the Agreement until all wages, liquidated damages, attorney's fees and penalties have been paid.

8. Registration and Taxes: At all times during the term of this Agreement, Proposer shall maintain registration with the Department of Finance of the City of Pittsburgh (the "City"), and shall pay all taxes due and owing to the City and any other governmental entity. Proposer understands and agrees that its failure to maintain such registration or pay such taxes shall be a breach of this Agreement and shall entitle the Authority to terminate this Agreement without notice to the Proposer, in accordance with Paragraph 4, above.

9. Assignment: Proposer shall not assign this Agreement or any rights hereunder without the prior written consent of the Authority, which may be withheld in its sole discretion.

11. Successors and Assigns: All the terms and provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their heirs, personal representatives, transferees, successors and assigns.

12. Notice: Any notice required or permitted to be given by the parties shall be deemed sufficient if mailed by certified mail, return receipt requested, to the parties as follows:

If to the Authority:
Christopher Holt _____
Director of Project Management
Public Parking Authority of Pittsburgh
232 Blvd. of the Allies
Pittsburgh, PA 15222

If to Proposer:

13. Entire Agreement: This Agreement, including all of the Exhibits hereto, contains the entire agreement of the parties with respect to the subject matter hereof. Nothing in this Agreement shall be construed to give Proposer additional contract or other rights to perform any services for the Authority in addition to the Work described herein. This Agreement shall not be modified or changed in any respect except in writing duly signed by the parties hereto.

IN WITNESS WHEREOF the parties hereto have executed this Contract the day and year first above written.

Proposer

ATTEST:

By: _____

TITLE

By: _____

TITLE

Public Parking Authority of Pittsburgh

ATTEST:

By: _____

By: _____

TITLE

By: _____
TITLE

EXHIBIT B
(FORM OF FEE PROPOSAL PACKAGE)
(ATTACHED)

EXHIBIT B

FORM OF PROPOSAL
ON-SITE SECURITY GUARD SERVICES

Proposal By:

Address:

Total Base Proposal Cost for years 1-3 (Initial 3 Year Contract Term): Having carefully examined the specification of work/scope of services for the work defined as The Services, the undersigned proposes to furnish all personnel, training, materials, equipment, and labor and securing all necessary permits and licenses called for by them at the facilities for the period November 1, 2014 to October 31, 2017 for a total not -to-exceed sum of:

[USE ATTACHED SPREADSHEET TO CALCULATE)

NOTE: The above amounts shall be shown in both words and numeric. In the case of discrepancy, the amount in words shall govern.

Continuation Fees for optional renewal years four and five are inclusive of all rate adjustments:

Total Proposal Costs for Year 4 (Optional Renewal Year):

[USE ATTACHED SPREADSHEET TO CALCULATE)

Total Proposal Costs for Year 5 (Optional Renewal Year):

[USE ATTACHED SPREADSHEET TO CALCULATE)

SCHEDULE: Service is tentatively scheduled to commence on November 1, 2014.

ETHICS: It is hereby certified that the undersigned represents the organization interested in this proposal, as the principal, and that the proposal is made without collusion with any other person, firm, or corporation.

PROPOSAL GUARANTEE: It is hereby certified that the undersigned agrees that this proposal shall remain valid and in force for a period of sixty (60) calendar days from the date of submission.

Signature

Title

Date

PUBLIC PARKING AUTHORITY OF PITTSBURGH
 BASE PROPOSAL SUMMARY - YEARS 1 - 3

ITEM	AMOUNT
TOTAL WEEKLY BILLABLE RATE FOR GUARDS (MUST = TOTAL ON PROPOSAL ANNUAL WORKSHEET):	
TOTAL WEEKLY BILLABLE RATE FOR SUPERVISORS: # OF SUPERVISOR HOURS PER WEEK _____ (X) BILLABLE RATE PER HOUR _____	
TOTAL WEEKLY BILLABLE RATE FOR ACCOUNT MANAGERS(S): # OF ACCOUNT MANAGER HOURS PER WEEK _____ (X) BILLABLE RATE PER HOUR _____	
TOTAL WEEKLY COST FOR ALL OTHER PERSONNEL, EQUIPMENT AND RESOURCES:	
TOTAL YEAR 1 COST FOR ALL PERSONNEL (MULTIPLY SUM OF ABOVE X 52 STANDARD WEEKS):	PROPOSED ANNUAL % INCREASE YRS 2 - 5
TOTAL YEAR 2 COST FOR ALL PERSONNEL (MULTIPLY SUM OF ABOVE X 52 STANDARD WEEKS):	
TOTAL YEAR 3 COST FOR ALL PERSONNEL (MULTIPLY SUM OF ABOVE X 52 STANDARD WEEKS):	
TOTAL BASE PROPOSAL COST FOR YEARS 1 - 3 (MUST EQUAL TOTAL ON FORM OF PROPOSAL - BASE PROPOSAL):	
TOTAL PROPOSAL COST FOR YEAR 4 (MUST EQUAL TOTAL ON FORM OF PROPOSAL - OPTIONAL RENEWAL YEAR 4):	
TOTAL PROPOSAL COST FOR OPTIONAL YEAR 5 (MUST EQUAL TOTAL ON FORM OF PROPOSAL - OPTIONAL RENEWAL YEAR 5):	

