



# HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

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Naomi H. Truman, Esq.

**Commissioners**  
Debra A. Ford, Chairperson  
Raymond Brooks, Vice Chairman  
Samella Cabil-Martin, Commissioner  
Charles E. Townsend, Commissioner  
Dr. Morrell Todd, Commissioner

## AMENDMENT

### No. 1

#### Invitation to Bid 12-06

#### Security Services for the North Birmingham Housing Community

January 8, 2011

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THE REQUEST FOR QUOTE FOR THIS SOLICITATION IS HEREBY AMENDED OR CLARIFIED AS SET OUT BELOW. THIS AMENDMENT IS APART OF THE INVITATION FOR BID AND MUST BE SUBMITTED WITH YOUR RESPONSE

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TO: All Prospective Bidders:

The Invitation for Bid IFB 12-06 for Security Services at the North Birmingham Housing Community is hereby amended or specifications clarified as outlined in the following manner:

### **ADDITIONAL INFORMATION**

#### 1. Pre-Submission Conference Attendees:

**This meeting was held December 29, 2011, at 9:00 am (CST). This meeting was held at the HABD Central Office Tenant Meeting Room located at 1826 3<sup>rd</sup> Avenue South Birmingham AL.**

<b>Attendees:</b>	Phillip Lindsay	Global Protective Services
	Thurman Hampton	Global Protective Services
	Mary Neal Clark	DSI Security
	Jack Conner	G4S Secure Solutions
	S. Carpenter	NAS
	Galvin Billups	HABD
	Jacques Duff	HABD
	Gene Summerville	HABD
	Tony Agboola	HABD
	Edward Sanders	Sanguard Security
	Anthony R. Hazel	Allied Barton Security
	Carl Edwards	HABD

#### **Introduction:**

This amendment serves to state all of the questions expressed by the questions submission closing date, either via formal submittal to the HABD Procurement Administrator or as expressed at the Pre-Bid Conference, attended by those as noted above.

#### **Opening Comments (Gene Summerville):**

The meeting began with introductions of the HABD staff and pre-submission attendees. Followed with offer submission date and time also questions submission time frames and form of delivery of the questions.

1826 3rd Avenue, South, P.O. Box 55906, Birmingham, Alabama 35255-5906  
Telephone (205) 324-0641

***Section 3 (Galvin Billups):***

Mr. Galvin Billups, Section 3 Program Administrator went over the importance of being in compliance with Section 3 and provided information for the contractors on the policy and procedures.

***Project Overview (Gene Summerville/Carl Edwards):***

Contractor shall provide security officers to monitor three (3) Security Access Gates at the North Birmingham Homes Housing Community. The Security Access Gates to be staffed are located as follows:

**SECURITY ACCESS GATE #1:**

Located at 41<sup>st</sup> Court and 30<sup>th</sup> Avenue North;

**SECURITY ACCESS GATE #2:**

Located at 30<sup>th</sup> Street and 42<sup>nd</sup> Avenue North; and

**SECURITY ACCESS GATE #3:**

Located at 44<sup>th</sup> Avenue and 43<sup>rd</sup> Avenue North

Contractor shall provide security officers to monitor the three (3) Access Gates, seven (7) days per week, twenty-four hours a day for ingress and egress traffic, both pedestrian and vehicular. Vehicle must be properly identified as security vehicles.

Contractor shall staff all security access gates at all times, and relief security officers must be provided for both expected and unexpected periods of illness, vacation, meals, breaks and all other related absences.

Contractor shall maintain and submit daily occurrence logs and related incident reports to the Property Manager and/or Security Manager as specified in the contract for service. Contractor shall perform all services in accordance with professional security service standards within the community.

Contractor shall: (a) monitor the security gates at the North Birmingham Homes community; (b) monitor all identification cards and automotive access stickers; (c) monitor all arrivals and departures, utilizing sign-in and sign-out logs; (d) maintain daily occurrence logs and related incident reports; (e) submit incident reports upon occurrence of the incident; submit monthly incident and activity reports as required by the HABD.

Contractor shall train its security officers on security procedures, including training of new officers within two (2) weeks of assignment for guard duty at North Birmingham Homes.

Contractor shall provide specific post orders for its security officers. Contractor will provide a copy of all orders to the HABD upon request.

Contractor shall maintain on-site supervision of each security officer assigned. HABD reserves the right to request individual background verification on all security officers provided by Contractor and to request removal and replacement of any officer whose background fails to meet appropriate standards for security services, as determined by HABD, and that fails to comply with federal, state, and local laws.

Contractor shall require all security officers to comply with federal, state, and local laws concerning certification and licensing of security providers or employees of security providers. In the event of any change in federal, state, or local laws concerning certification and licensing, contractor agrees to fully and timely comply with the terms of such changes, if effective, during the term of Agreement.

Contractor shall provide mandatory pre-employment drug testing. Drug testing shall be required of each security officer every six months of service. Contractor will make test results available to HABD upon request. Any security officer who tests positive for illegal drugs or is found illegally using, in possession of, or under the influence of illegal drugs will be removed and replaced immediately with a drug free officer.

## **SECTION I**

Solicitation Dates and Times

## **SECTION II**

Questions and Answers

## **SECTION III**

Specifications revisions and clarifications

### **SECTION I SOLICITATION DATES AND TIMES**

**Bid Closing Date Unchanged**

### **SECTION II QUESTIONS AND ANSWERS**

**Question:** Does the HABD provide radios or cell phones to the security officers assigned to the North Birmingham Housing Community?

**Answer:** No, contractor must provide all necessary equipment needed for staff members.

**Question:** Does the HABD require a marked patrol vehicle for this contract?

**Answer:** Yes

**Question:** Does the incumbent security agency provide a security account Manager for this particular contract? And if so, is the position billed to the HABD?

**Answer:** No, all personal will be include in the fixed price submitted; also the fixed price must match the hourly rate based on the number of hours for the contract period.

**Question:** The IFB requires mandatory per-employment drug testing. Does the Authority anticipate allowing a transition period from the incumbent contractor to the new contractor?

**Answer:** Yes

**Question:** If so, how long does the new contractor have to transition the contract?

**Answer:** (2) weeks

**Question:** Will the award decision be made solely on price or best value to the Authority? If other factors will be evaluated in making the award decision, what are those factors? How will each be evaluated?

**Answer:** The award decision will be based on what is the most advantageous to the Authority.

**Question:** Who is the incumbent contractor? How long has the incumbent held the contract - performed the same type of services for the authority?

**Answer:** Sanguard Security Services; service provider has been under contract for two years.

**Answer:** The HABD is requiring a foot patrol (please see the scope of services provide in the bid package.

**Question:** Is the contract subject to the Service Contract Act?

**Answer:** Yes

**Question:** The IFB states that "not less than the minimum salaries and wages must be paid."**Question:** Does this mean that the federal minimum wage is the lowest amount that can be paid to employees?

**Answer:** Yes

**Question:** Can you provide demographic information for the property?

**Answer:** Please see attached

**Question:** Can you provide crime statistics for the property?

**Answer:** Crime statistics for that area are provided online or thru local police agencies.

**Question:** The BID PRICE SHEET asks for an "Hourly Rate." Our compensation structure recognizes multiple rates based on seniority, rank, performance and other factors. May we use an average hourly rate for purposes of the Bid Price Sheet?

**Answer:** Yes, the hourly rate must match the fixed amount based on the number of hours/personnel for the contract period. Remember the contract is a fixed amount contract for two years, adjustments to this amount cannot be made after bids have closed.

**Question:** Is any pricing information other than the Bid Price Sheet required? Requested?

**Answer:** No

**Question:** Is there any main security issues at this property at this time?

**Answer:** Trespassing is a concern

**Question:** When the contract is awarded and signed, when will the approximate start date be?

**Answer:** The approximate start date will be (14) days after the contract is signed and awarded.

**Question:** Are there any existing security gates at this property?

**Answer:** Yes, there are 3 existing security gate/shacks at this property.

**Question:** What is the current rate for the contractor that is performing security services at this property?

**Answer:** That information must be requested in writing, on your company's letterhead and put to the attention of Carl Edwards Procurement Administrator, also allow three weeks for processing.

### **SECTION III SPECIFICATION REVISIONS AND CLARIFICATIONS**

**None at this time**

Please acknowledge receipt of this amendment by signing and returning to Mr. Carl M. Edwards, Procurement Administrator, at PO Box 55906, Birmingham, AL 35255-5906 or by fax to (205) 521-7704.

Respectfully,



Carl M. Edwards  
Procurement Administrator

ACKNOWLEDGED:

Bidder:	Company	_____
	Address	_____
	Phone No.	_____
	Authorized by	_____
		(Signature & Title)
	Date	_____

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**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

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**Low Rent , Demographic Summary Report**

**Age By Gender**

Age	Male	Female	HOH Male	HOH Female
0 - 5	85	78.00	0	0
6 - 12	75	80.00	0	0
13 - 17	36	33.00	0	0
18	1	8.00	0	0
19 - 29	24	93.00	6	64
30 - 39	7	75.00	5	70
40 - 49	3	46.00	2	44
50 - 54	5	16.00	3	16
55 - 61	9	17.00	8	14
62 - 65	2	4.00	2	4
Over 65	4	16.00	3	16
<b>Sub Total</b>	<b>251</b>	<b>466.00</b>	<b>29</b>	<b>228</b>

**Race**

Race	Total	HOH
WHITE	15	5.00
Black	693	250.00
American	4	2.00
Asian	0	0.00
Other	0	0.00
Multiple	2	2.00
None	5	0.00
<b>Sub Total</b>	<b>719</b>	<b>259.00</b>

**Elderly/Disbled**

Age	Elderly	Non-Elderly	Disabled	Handicapped
0 - 17	0	387.00	11	0
18 - 61	0	304.00	60	0
62 and Older	25	1.00	13	0
<b>Sub Total</b>	<b>25</b>	<b>692.00</b>	<b>84</b>	<b>0</b>

**Average TTP and Tenant Rent based on Bed Room Size**

Bed Room Size	TTP	Tenant Rent
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Low Rent , Demographic Summary Report

**Average TTP and Tenant Rent based on Bed Room Size**

Bed Room Size	TTP	Tenant Rent
0	0	0.00
1	198	118.78
2	121	16.72
3	168	46.88
4	140	-7.23
5	202	17.19
6	302	105.00
7	0	0.00

**Length of Residency**

Years of Residency	Total Tenant	Family	Elderly
1 Yr or Less	58	57	1
2 Yrs	54	50	4
3 Yrs	64	63	1
4 Yrs	28	28	0
5 Yrs	4	3	1
6 - 10 Yrs	11	8	3
11 - 20 Yrs	20	17	3
Over 20 Yrs	18	7	11
<b>Sub Total</b>	<b>257</b>	<b>233</b>	<b>24</b>

**Total No. of Families Receiving Assistance**

Income Source	Total No. of Families	Total No. of Persons
SSI	73	81.00
SS	50	59.00
Pension	6	7.00
TANF	59	59.00
General Assistance	78	78.00
<b>Sub Total</b>	<b>266</b>	<b>284.00</b>

**Average Annual Income**

Family Size	Avg. Annual Income	Avg. Family Size	Avg. Annual Income Per Family	No. of Families
1	9039	2.79	8479	65
2	7950			55

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## Low Rent , Demographic Summary Report

**Average Annual Income**

Family Size	Avg. Annual Income	No. of Families
3	7235	57
4	9474	44
5	9180	25
6	7691	8
7	12312	2
9	9388	1
<b>Total No. of Families</b>		<b>257</b>

**Earned Income**

Total No. of Families	No. of Family With Earned Income	% of Family With Earned Income	Total No. of Person	No. of Person With Earned Income
257	66	25.68	718	71

**Ethnicity**

Relation	Hispanic	Non-Hispanic
HOH	6	251.00
Non HOH	1	459.00
<b>Sub Total</b>	<b>7</b>	<b>710.00</b>

**Family Language**

Language	Total # by HOH	% Total
English	163	100.00
<b>Sub Total</b>	<b>163</b>	<b>100.00</b>

End of Report