



Executive Director
Naomi H. Truman, Esq.

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

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AMENDMENT

No. 1

Invitation to Bid 12-07

Security Services for the Collegeville Housing Community

January 8, 2011

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

TO: All Prospective Bidders:

The Invitation for Bid IFB 12-07 for Security Services at the Collegeville 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 10:00 am (CST). This meeting was held at the HABD Central Office Tenant Meeting Room located at 1826 3rd Avenue South Birmingham AL.

Attendees:	S. Carpenter	NAS
	Anthony R. Hazel	Allied Barton Security
	Jack Conner	G4S Secure Solutions
	Edward Sanders	Sanguard Security
	Phillip Lindsay	Global Protective Services
	Thurman Hampton	Global Protective Services
	Mary Neal Clark	DSI Security
	Darrell Jones	Vinson Guard
	James Murry	Eagle Investigation
	Stanley Layton	Eagle Investigation
	Gene Summerville	HABD
	Jacques Duff	HABD
	Galvin Billups	HABD
	James Brooks	Semper Fi Security
	Robert Grogan	Semper Fi Security

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.

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 Collegeville Housing Community. The Security Access Gates to be staffed are located as follows:

SECURITY ACCESS GATE #1:

Located at 32nd Avenue North and Shuttleworth Drive

SECURITY ACCESS GATE #2:

Located at 30th Avenue North and Shuttlesworth Drive

SECURITY ACCESS GATE #3:

Located at 29th Court North and Shuttlesworth Drive

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.

The selected contractor shall additionally provide for four (4) security officers, two (2) officers to work 4:00 PM to 12:00 Midnight and two (2) officers to work 12:00 Midnight to 8:00 AM, to patrol the inside perimeter of the Collegeville Housing Community to assist in preventing and deterring theft and vandalism to property and provide safety and security to its residents and visitors. The walking patrol will begin and/or end with adequate daylight to property inspect the areas patrolled, including fences, barriers and building. The officers will be available to assist HABD Property Managers/Staff and residents with security related matters. Relief guards must be provided for both expected and unexpected periods of illness, vacation, meals, breaks and other related absences.

The primary duties of each foot patrol officer shall include, but not be limited to:

1. Journeying on foot throughout the grounds and common walkways;
2. Monitoring and patrolling all security barriers and external areas of all occupied units
3. Monitoring and examining the external as well internal areas of all unoccupied units: and,
4. Documenting and reporting conditions and activities in or around the Collegeville Housing Community.

Contractor shall train its security officers on security procedures, including training of new officers within two (2)

weeks of assignment for guard duty at Collegeville Development.

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: National Alliance Security Services; service provider has been under contract for two years.

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: 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.

Question: What is the street address to this property?

Answer: 3031 29th Avenue North Birmingham, AL.

Question: What is some of the main security concerns at this location?

Answer: Copper theft

Question: Is the copper theft mainly on occupied or unoccupied units?

Answer: They are about the same for both.

Question: Is this the main security issue that you have at this site?

Answer: Yes, but we do have some issues with trespassing as well.

Question: If we want to get rate information for this bid as well, do we have to submit that in writing?

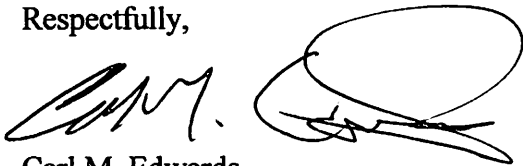
Answer: Yes.

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	124	142.00	0	0
6 - 12	120	109.00	0	0
13 - 17	52	67.00	0	0
18	15	9.00	0	0
19 - 29	36	168.00	7	136
30 - 39	11	108.00	4	100
40 - 49	10	50.00	7	48
50 - 54	5	24.00	4	23
55 - 61	7	24.00	6	23
62 - 65	2	5.00	1	4
Over 65	3	14.00	3	13
Sub Total	385	720.00	32	347

Race

Race	Total	HOH
WHITE	3	1.00
Black	1097	377.00
American	1	0.00
Asian	0	0.00
Other	1	1.00
Multiple	0	0.00
None	3	0.00
Sub Total	1105	379.00

Elderly/Disbled

Age	Elderly	Non-Elderly	Disabled	Handicapped
0 - 17	0	614.00	1	0
18 - 61	0	467.00	77	0
62 and Older	22	2.00	10	0
Sub Total	22	1083.00	88	0

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	141	42.94
2	114	10.02
3	124	-2.23
4	136	-27.87
5	214	47.34
6	0	0.00
7	0	0.00

Length of Residency

Years of Residency	Total Tenant	Family	Elderly
1 Yr or Less	68	67	1
2 Yrs	51	50	1
3 Yrs	100	98	2
4 Yrs	32	31	1
5 Yrs	11	11	0
6 - 10 Yrs	43	42	1
11 - 20 Yrs	50	43	7
Over 20 Yrs	24	16	8
Sub Total	379	358	21

Total No. of Families Receiving Assistance

Income Source	Total No. of Families	Total No. of Persons
SSI	105	123.00
SS	57	72.00
Pension	0	0.00
TANF	56	57.00
General Assistance	8	8.00
Sub Total	226	260.00

Average Annual Income

Family Size	Avg. Annual Income	Avg. Family Size	Avg. Annual Income Per Family	No. of Families
1	6752	2.92	7194	85
2	7638			80

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Low Rent , Demographic Summary Report

Average Annual Income

Family Size	Avg. Annual Income	No. of Families
3	6439	89
4	6410	68
5	8440	36
6	12840	9
7	8920	10
8	16176	1
11	7800	1
Total No. of Families		379

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
379	82	21.64	1107	83

Ethnicity

Relation	Hispanic	Non-Hispanic
HOH	13	366.00
Non HOH	12	714.00
Sub Total	25	1080.00

Family Language

Language	Total # by HOH	% Total
English	199	99.50
Spanish	1	0.50
Sub Total	200	100.00

End of Report