

**Request For Proposals
For
Security for Wyandotte Towers
Pre Proposal Meeting
November 9, 2018
10:00 am**

Attendees:

Milton Scott	KCKHA Executive Director
Melinda Linnell	KCKHA Director of Housing Management
Sue Martin	KCKHA Administrative Assistant
Interested Bidders	See sign in sheet

Milton Scott, Executive Director, opened the meeting by introducing himself and Housing Authority staff present. He stated that he is very excited to offer this opportunity to Security firms. He briefly described the required services outlined in the Scope of Work. Mr. Scott stated that this meeting is the pre-proposal meeting for the Request for Proposals (RFP) for Security Services for Wyandotte Towers. Mr. Scott asked if everyone had a copy of the RFP and if anyone needed a copy, additional copies are available. Contract would start February 1, 2019

The RFP has definite instructions and requirements. Mr. Scott stated to pay particular attention to any documents that are required to be included in your proposals. If these documents are missing your proposal could be classified as non responsive and therefore not considered.

Proposals are due by 3:00 p.m. on Wednesday November 28th, 2018 at 1124 N. 9th Street, Kansas City, KS 66101. Proposals received after this time will not be considered.

The meeting was opened up for questions. The following questions were asked:

Q. Will you be providing a patrol vehicle?

A. There is no need for a patrol vehicle because it is foot patrol on the KCKHA campus.

Q. How many criminal incidence have you had over the last couple years?

A. We've had a shooting incidence a few months ago. The incident injured a couple residences. We believe it was related to an issue offsite, it was a unique situation.

Q. Are the cameras working?

A. Yes, all cameras are operational and were just recently installed a few years ago.

Q. What kind of cameras are they?

A. The manufacturer is Samsung.

Q. What type of access control is in place?

A. Residents have KCKHA issued key entry cards.

Q. Do they have the residence picture on them?

A. No.

Q. How will the Guard know they are a resident or not?

A. Residents will have an entry card.. When card is scanned the apartment number will come up on a computer.

Q. How many residents currently live in Wyandotte Towers?

A. There are 270 dwelling units in the Tower.

Q. Is there any consequence to a resident if someone lends their key card out?

A. Yes, all such incidents should be reported to Housing Management and Housing Management will deal with the resident. There is a property manager onsite to deal with these situations..

Q. Do you pay out for certain holidays?

A. The contract is for 365 days, 24 hours a day. If your firm pays additional wages for holidays. Please include the cost in your proposal.

Q. What are the hours of maintenance staff and property managers?

A. 8:00 a.m. to 4:30 p.m. Weekdays, Monday to Friday.

Q. The RFP requires 56 hours of on site training, before a guard can be left alone on site. Is this training budgeted into the contract quarterly to address turnover, or is this something that we need to address in our proposals?

A. Training is your responsibility and its cost should be part of your proposal. The 56 hours is needed to learn the alarm system for the various towers that report into the security booth and to assure that your security personnel know how to adequately handle any and all emergency calls before left alone. Please address how training will be addressed in your proposal.

Q. Residents don't call 911?

A. They can, however they have emergency notification stations in there units. If they pull the string on these stations, it alerts the security booth that there is a problem in their unit. The guard in return calls 911 for the resident.

Q. Security companies must be able to demonstrate typical guard work schedule?

A. Staffing and scheduling is the responsibility of the security company. However, the security company must demonstrate to the Housing Authority, in its proposal, its intent to adequately staff with an adequate number of guards, with a proper schedule, to show compliance with the requirements of the RFP.

Q. Who covers the temporary security?

A. There is no temporary security. Coverage of the booth is your responsibility for 365 days, 24 hours a day, 7 days a week. If there are any breaks in the security which will require coverage, this is something that you will need to address in your proposals. Any lapse in coverage will be addressed as a penalty as described in the RFP.

Q. Essentially you have to train more personnel than required for job. Because, if bring in temporary they would not be properly trained?

A. Yes, it will be your responsibility to have an adequate number of personnel, who are adequately trained, to be on hand in the event you have a sick employee or a no show employee.

Q. Are there any programs in place to curb criminal activity?

A. We do that at all of our locations. We have residence councils at all our locations and we also reach out to community resource officers. There is a neighborhood watch committee. Hopefully a good relationship with the guards will allow residence to go to guards with problems.

Q. In our proposal we are to demonstrate by documenting officers trained onsite. Do you have a number in mind?

A. The RFP states: Security Company is required to have a minimum of 5 Guards trained and available in order to cover the designated shifts at all times.

Q. Can we do a walkthrough of the facility?

A. Yes, a time and date will be established to do a walk through.

Q. Which personal resumes are required to be submitted?

A. Security Firm key personnel (owner, operation management staff, site supervisor) resumes should be submitted.

Q. How many floors are in the building?

A. 16 Floors at Wyandotte Towers, 270 dwelling units and we also have 8 four-plex, one story low rise dwelling buildings (32 dwelling units) on the premises as well.

Q. Patrol will include the tower, and the low rises?

A. Yes security would include the entire complex.

In order for the proposal to be considered eligible and responsive, the proposals must include:

1. Bid Form
2. Proof of Insurance
3. Occupational License for Unified Government of Wyandotte County or certification that the license will be submitted within 3 business day of award of contract
4. Drug Free Workplace Policy
5. (3) References (including (1) Financial reference)
6. Previous Participation Certification (HUD Form 2530)
7. List of Principals of the Company.
8. General Conditions for Non-Construction Contracts (HUD 5370-C Sec.1)
9. Instructions to Offerors Non-Construction (HUD-5369 B)

Meeting was adjourned.

---The following are questions submitted via e-mail---

Q. What is the cost of the medical benefits for the County?

A. N/A

Q. Who is the current security firm?

A. Titan Protection & Consulting

Q. When were they awarded the contract?

A. The contract was awarded in January of 2017.

Q. Can we see a copy of current contract?

A. The current contract is not available.

Q. Estimated usage (number of hours) of prior contract?

A. Clarification requested. Services are required 24 hours / day, 7 days / week, 365 days / year for duration of the contract

Q. How many weekly/monthly/annually hours are required for this bid?

A. 24 hours / day, 7 days / week, 365 days / year for duration of the contract.

Q. What is the current bill rate?

A. Monthly.

Q. What was the previous bill rate?

A. Monthly.

Q. Is overtime rate outlined in the contract?

A. Respondents address any overtime charge in their proposals.

Q. What was the contract amount spent last year?

A. \$159,859.20

Q. Is there any minimum wage/pay?

A. The State Of Kansas requires a minimum wage of \$7.25 per hour

Q. Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?

A. No.

Q. Is there a desired page limit for the proposal submission?

A. No.

Q. Are there any additional crossing guard services to this contract?

A. No.

Q. Is there a bid bond required? If so how much is it?

A. No.

Q. Is there a performance bond required? If so how much is it?

A. No.

Q. Please list all the equipment required for this job.

A. We require you supply your own uniforms, communication devices, vehicles, and designated cell phone to be shared with KCKHA. KCKHA provides monitoring system and video cameras on-site location.

Q. Does my representative need to pre register or RSVP to attend the pre bid conference?

A. No.

Q. Do you currently have a Site Supervisor onsite?

A. Yes we do have a Site Supervisor that works Monday thru Friday from 8:00 a.m. to 4:30

Q. Can the daily activity reports and logs be done electronically?

A. Yes

Q. Can you provide the current wages or bill rates? If you can't provide current wages, is there a minimum wage you would like for the officers to receive?

A. Currently we have unarmed guards. Their rate of pay is based on the Security Company rate.

Q. Do the current officers receive any particular health coverage?

A. No, we do not provide health coverage.

Q. Are there any current officers you would like to transition if you were to choose a new security provider?

A. Yes, just one.

Q. Can you define in more detail the \$1,000 fine for the lapse of service - does that mean it can't be one minute, one hour, etc. I assume at all times there will be a security officer but just want clarification.

A. The contract requires that you provide security services 365 days a year, 24 hours a day, 7 days a week. If the security company does not cover a shift and the Housing Authority is required to provide coverage until the security company sends a replacement, you will be fine \$1,000. Even if it is just for an hour.