



Request for Proposal

for

On-Site Security Guard Services

Release Date: October 12, 2023

Submittal Deadline: December 6, 2023
no later than 3:00pm EST

David G. Onorato, CAPP
Executive Director

Table of Contents

1	Introduction	3
2	Background	4
3	Tentative Schedule of Events	5
4	Scope of Services	6
4.1	Minimum Qualification	6
4.2	General Requirements	7
4.3	Security Officer Duties and Responsibilities	8
4.4	Minimum Security Officer Standards	8
4.5	Premises Knowledge	9
4.6	Documentation, Reporting and Inspection	10
4.7	Security Officer Personal Appearance	10
4.8	Security Officer Rules of Conduct	11
4.9	Training Requirement	12
4.10	Prevailing Wage Requirement	13
4.11	Pittsburgh Parking Authority Specific Requirements	13
4.12	Labor Peace Requirement	15
5	General Terms & Conditions	17
5.1	Examination of Proposal Documents	17
5.2	RFP Term	17
5.3	RFP Communications	17
5.4	Addenda/Clarifications	18
5.5	Withdrawal of Proposals	18
5.6	Public Record	18
5.7	Non-Conforming Proposal	19
5.8	Disqualification	19
5.9	Rights of the Authority	19
6	Miscellaneous Requirements	21
6.1	Acknowledgements	21
7	Equal Opportunity	22
7.1	MWDBE	22
8	Format & Submittal Requirements	23
8.1	Format Requirements	23

8.1.1	Cover Letter & Contact Information Form.....	23
8.1.2	TAB A: Firm's Qualifications, Experience & References	23
8.1.3	TAB B: Qualifications of Team.....	24
8.1.4	TAB C: Project Approach and Plan	24
8.1.5	TAB D: Cost Proposal.....	24
8.1.6	TAB E: Required Statements.....	24
8.1.7	TAB F: Exceptions	24
8.2	Submittal Requirements	24
9	Evaluation & Selection	26
9.1	Selection Procedure	26
9.2	Criteria	26
10	Award & Contract.....	27
10.1	Award.....	27
10.2	Contracting Process	27
11	Appendices	27
11.1	Attachment(s) Listing.....	27

1 Introduction

June 7, 2023

To All Prospective Bidders:

The Public Parking Authority of Pittsburgh (the Authority) invites you to submit a proposal for On-site Security Guard Services. The intention of this RFP is to award one qualified service provider who will hold a contract with the Authority.

Any questions in regard to this RFP should be submitted in writing **no later than 3:00pm October 30, 2023**, and addressed to the Director of Project Management:

Christophr Holt
Director of Project Management
Public Parking Authority of Pittsburgh
232 Blvd of the Allies
Pittsburgh, PA 15222
Email: cholt@pittsburghparking.com

All proposals will be due by December 6, 2023, as described in the Timeline section of this RFP. The Committee will announce the Awardee on or about January 18, 2024.

Sincerely,

Christopher Holt
Director of Project Management
Public Parking Authority of Pittsburgh

2 Background

The Public Parking Authority of Pittsburgh (the "Authority") is seeking solicitations from qualified companies to enter into a contract for On-Site Security Guard Services.

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"). The Authority's staff is employed to administer the Authority's mission and carry out decisions of the Board.

3 Tentative Schedule of Events

The following represents the tentative schedule for this project. Any change in the scheduled dates for the mandatory Pre-Proposal Conference, Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

EVENT	TIME AND/OR DATE
RFP Issued	October 12, 2023
Mandatory Pre-Proposal Meeting- Virtually via Zoom	Wednesday, October 18, 2023 At 10:00am EST Virtually via Zoom
Site Visits	Site visits will be offered when requested and will be coordinated with the Authority in advance
Deadline for Respondents to Submit Questions and Requests for Clarification/Interpretation/ Modification ("Request for Clarification Due Date")	Monday October 30, 2023 by 3:00 pm EST
Projected date that the Authority will respond to Request for Clarifications ("Final Addendum")	Wednesday November 8, 2023 by 4:00 p.m. EST
Deadline for Submission of Proposals ("Proposal Due Date")	Wednesday December 6, 2023 by 3:00pm EST
Anticipated Board Action	January 18, 2023

4 Scope of Services

Facilities Listing/Site Addresses

<u>LOCATION/GARAGE</u>	<u>ADDRESS</u>	<u>LEVELS</u>	<u>LINED SPACES</u>	<u>AGENCY</u>
1. Ft Duquesne & 6 th	126 Sixth St	6 floors up & ½ Basement below	920	PPAP
2. Oliver	301 Fifth Avenue	3 floors below	476	PPAP
3. Smithfield-Liberty	629 Smithfield St.	8 floors up & ½ basement below	587	PPAP
4. Forbes Semple	410 Meyran Ave	8 floors up & ½ basement below	449	PPAP
5. Shadyside	714-734 Bellefonte St.	4 floors up & ½ basement below	208	PPAP
6. Wood-Allies	228 Boulevard of the Allies	10 floors up	542	PPAP
7. Third Avenue	238 Fourth Avenue	5 floors up & 1 basement below	570	PPAP
8. Mellon Square	529-540 Smithfield St	6 floors below	798	PPAP
9. First Avenue	600 First Avenue	6 floors up	1243	PPAP
10. Grant Street Transportation Center	55 Eleventh St.	7 floors up, parking starts on 2	991	PPAP

4.1 The Parking Authority 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

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 parking facilities and commercial buildings similar in complexity and size of the facilities.

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.

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

The respondent must be able to provide (3) references of a security operations at similar sized garage facilities, as well as (3) references for security operations at parking facilities. Include contract name, address, phone number and years of service for each referral.

C. Security Vehicles

As a means to alleviate the Authority of any responsibility of providing transportation for security supervisory personnel, the respondent shall provide two (2) leased patrol vehicles as outlined in the fee proposal.

D. Information Technology

As a means to alleviate the Authority of any responsibility of providing information technology for security personnel, the respondent shall provide for any information technology infrastructure above and beyond whatever is already provided in each garage.

4.2 General Requirements for the Pittsburgh Parking Authority

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 in accordance with the City of Pittsburgh's Ordinance 763.04.

- The respondent shall provide Facilities-dedicated security personnel to perform the Services identified herein at each of the Facilities. The successful respondent cannot sub-contract for services specified herein without the permission of the Authority.
- 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.
- 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.
- 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 with an off-duty rest period of no less than 8 hours between shifts.
- 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.

- A supervisor shall contact, in person, the manager of each Facility to receive feedback 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 it next to the annotation.
- The Authority reserves the right upon request to scale service needs if more or less locations are in need of security services.

4.3 Security Officer Duties and Responsibilities

- 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.
- Escort patrons as requested to their vehicles.
- Walk the Facility once every half hour or as mandated by code.
- Ensure that controls and procedures are in place for the protection of Facility customers, visitors, employees, and Authority assets.
- Ensure that violations of these procedures are detected, facts obtained, violators identified, and Incident Reports completed.
- React to emergency situations to reduce the vulnerability of the Facility and to minimize the risk of disruption of its operation.
- Work toward reduction of potential losses.
- Present the Facilities favorably to employees, customers, and the community.
- Complete real-time Daily Activity Reports, and log information pertinent to subsequent shifts in a Post Pass-on Log.
- Complete monthly reporting all panic alarms at garage facilities and issue monthly reports to Authority highlighting any malfunctioning alarms.
- Report to work in a company-issued security uniform.
- Fully comply with the City of Pittsburgh Ordinance 763.04 pertaining to safety in garages.
- 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.

4.4 Minimum Security Officer Standards

Each security officer must possess each of the following qualities:

- U.S. Citizenship or valid U.S. work permit.
- Twenty-one (21) years of age.
- Free of criminal record.

- Valid driver's license or valid state identification card.
- Successfully pass a drug test.
- Successfully pass a background investigation.
- High school graduate or equivalent thereof.
- Speak, read, write, and understand the English language clearly.
- Comprehend oral and written orders, procedures, and materials.
- Compose written reports; convey complete information in a professional manner.
- Physically able to accomplish various tasks that must be performed including quickly ascending and descending multiple flights of stairs, decks and completing required foot tours.
- Well-developed level of maturity necessary for professional interaction.
- Neat, clean, and well-groomed appearance while providing services. Respondent shall attach its grooming policy to its proposal.

4.5 Premises Knowledge

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

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.

Prior to reporting to any Facility, each security officer should know the location of each of the following in the Facility they post:

- 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.
- All Emergency Telephones.
- All "panic button" alarms and how to deactivate.
- All stairwells and exit doors and where they lead.
- Firebox, annunciator panels, and fire pull stations.
- Emergency flashlights and Authority-provided two-way radios.
- All fire extinguishers and first aid kits.
- Fuse boxes and power control switches.

Further, each security officer should know:

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

4.6 Documentation, Reporting and Inspection

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

- In general, at a minimum, each security officer is required to document in 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.
- 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.
- Each post shall be equipped with a Pass-on Log. The log shall be used to communicate information to subsequent shifts.
- 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.
- Copies of incident reports must be submitted to the Pittsburgh Parking Authority within 24 hours of the incident occurrence.
- 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.

4.7 Security Officer Personal Appearance

The following is written with respect to the appearance requirement for the security officers:

- 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 officer's special authority. In addition, a security vest must be worn when touring the facility.
- The shirt must be clean and well pressed, 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, crewneck 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.
- 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. Trousers and belt must be worn around the waist.

- 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.
- 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.
- Only respondent-issued caps shall be worn at all times.
- 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.
- 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 to detract from the appearance of the officer.
- Any jewelry worn must not be excessive or hinder the performance of duties.
- Any security officer having a problem with his/her uniform should contact their supervisor immediately.
- No body piercing jewelry or unnatural color hair dye will be permitted on duty.
- Personal hygiene will be maintained on a daily basis.

4.8 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, and or removal of the guard from premises. This shall also include termination of the Security officers Contract, depending upon the severity of the infraction.

The security officer Rules of Conduct prohibit:

- Sleeping or dozing on duty.
- Use of profane or abusive language.
- Fighting, horseplay, violence, or mischief.
- Accepting gifts or bribes in the line of duty.
- Unauthorized use of Authority property, equipment, or product.
- Searching any file, desk, cabinet, locker, or other unauthorized area at the Facility.
- Assisting or enabling any person to secure stolen property from the Authority.
- Falsifying work time records.
- False reporting of any security matter or failure to report any security incident personally observed or brought to the security officer's attention.
- Falsification of any security incident or daily log sheet report.
- Not adhering to the work schedule.
- Excessive absenteeism, tardiness or violation of policy and work schedule.
- Possession on Authority property of any firearm, fireworks, explosive, dangerous knife, blackjack, razor, dagger, brass knuckles, or other dangerous weapon.
- Possession, for sale or purchase on Authority property of any controlled substance, narcotic drug, hallucinogen, or intoxicate.

- Possession or use of any dangerous medication without a doctor's prescription.
- Reporting to work under the influence of any controlled drug or any controlled substance, narcotic drug, hallucinogen, or intoxicate.
- Failure to follow the lawful instruction of a security supervisor.
- Smoking in non-designated areas of Authority facility locations. Note: all Authority facilities are designated non-smoking.
- Possession or use of any television, CB radio, police scanner, or radio.
- Disrespect shown to any official, visitor, vendor, or other person.
- Visiting the Authority property when not on duty, except as a customer.
- Allowing friends or relatives of security officers to visit officers while on duty at the Authority property.
- Engaging in any personal activity while on duty without specific permission from the Authority management.
- Theft by security officers on Authority property. Further, criminal prosecution will result.
- Engaging in deliberate destruction of property.
- Gambling on Authority property.
- Solicitation of subscriptions or funds from co-workers or employees for any purpose, unless authorized by Authority management.
- Posting or distribution of any material not authorized by Authority management.
- Omitting any scheduled round without prior approval by the supervisor and/or Authority management.
- Departing from Authority property without being properly relieved.
- Intentionally interfering with the orderly operation of the Facility.
- Any conduct unbecoming of the professional ethics of a private security officer.
- Compromising confidentiality of the Authority information seen and received in the course of performing daily duties.
- Recent arrest or indictment for the commission of a felony or a misdemeanor offense.
- Engaging in any act of extortion or other unlawful means for personal gain through the position of security officer.
- Tampering or altering CCTV cameras or recording devices.
- 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.
- Reading non-respondent materials including magazines, books, newspapers, etc.

4.9 Training Requirement

Respondent shall submit a proposed training program for its employees that at 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.

4.10 Prevailing Wage Requirements

City of Pittsburgh Prevailing Wage Rate

- The City of Pittsburgh Code of Ordinances Section 161.38, City of Pittsburgh Service Worker Prevailing Wage Ordinance, shall apply to this RFP/Contract. Respondent shall comply with all provisions of Section 161.38, 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.
- Respondent shall be responsible for ensuring any of its subcontractors comply with the provisions of Section 161.38.
- The failure to comply with any provision of Section 161.38 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.
- In the event the City Controller increases the prevailing wage, the Contractor's billable rate shall be increased accordingly, and the Contractor shall increase wages and benefits of Security Guards accordingly.
- Please reference the following website:
https://apps.pittsburghpa.gov/redtail/images/20921_prevailing_wage_BuildingService_22-23.pdf

4.11 Pittsburgh Parking Authority Specific Requirements

In addition to the General Requirements of this RFP the Authority requires the following:

A. Post Order Manuals

- 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.
- 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.
- 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.

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

- Each guard post.
- The security guard agency.
- The Pittsburgh Parking Authority Director of Parking Services.

B. Security Guard Supplies & Equipment

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

- The respondent shall equip each security officer, at no cost to the officer, at a minimum, with:
 - 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, raincoat.
 - Flashlight
 - Notebook with Pen.
 - Identification Badge and/or Nametag.
- The respondent shall equip each Guard Post, at a minimum, with:
 - Guard Tour Recording System.
 - Daily Activity Report Forms.
 - Pass-on Log.
 - Incident Reporting Forms.
 - The Post Orders Manual for that particular location.
 - One Cell Phone
- The Authority shall equip each Guard Post, at a minimum, with:
 - Premises Keys.
 - Access Card (where required).
 - Two-way Radio.

C. 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.

- The Guard Tour System must be electronic.
- The system must be user-friendly.
- The reports must be English language.
- The report must identify the guard performing the tour.

- The report must record start and finish times of tour and time each station was checked.
- The report must record missed stations.
- The system must be password protected.
- The system must be Windows based.
- The reporting wands must be tamper-proof, durable and withstand the changing environmental climates of everyday use.
- The recording wands must have a capability of storing at a minimum three days of information.
- The record stations must be aesthetically pleasing and discreet. The record stations must be tamper-resistant and durable.
- The Guard Tour System including record stations, recording wands and other components, must be maintained frequently and must be fully functional at all times.

D. Bid Deposit

Proposal 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.

E. Personnel Requirements

In addition to the General Requirements of this RFP, the Authority requires the following:

The successful proposer(s) shall provide security personnel as follows:

Security Officers: 24/7 Coverage Monday through Sunday positioned near the Public Entrance of each of the aforementioned locations unless otherwise specified.

Roving Supervisors: 24/7 Coverage Monday – Sunday. The supervisors shall oversee Security personnel and supervise security officer staff across all locations and visit each location daily as required.

Account Manager: A full-time, 40-hour per week dedicated Account Manager to manage and administer the On-Site Security Guard Services contract and communicate with Authority managerial staff as required.

4.12 Labor Peace Requirement

4.12.1 The smooth and continuous operation of security guard services is important to the stream of parking fee revenue to the PPA is not interrupted. The PPA therefore has a proprietary interest in ensuring that the security services for which it contracts are not disrupted or interrupted. Accordingly, the Contractor shall present assurances acceptable to the PPA that it has the ability to continue operations at all times.

4.12.2 The Contractor shall be liable to the PPA for any damages suffered by the PPA due to the Contractor's failure to provide uninterrupted services.

4.12.3 The Contractor shall commit to entering into a Labor Peace Agreement with a union that represents its employees performing services under the contract with the PPA. A Labor Peace Agreement is a collective bargaining agreement or other written agreement with a labor organization which contains a provision prohibiting the labor organization, and its members, for the duration of such agreement from engaging in any picketing, strikes, work stoppages, boycotts, or any other interference with, or disruption to, operations and services otherwise performed pursuant to the Contractor's obligations under this contract.

4.12.4 In the event no union represents the employees employed under this Contract, the Contractor's requirement to secure a Labor Peace Agreement shall be effective only upon written notice that a labor organization secured the right to represent the employees of the Contractor or subcontractor who are performing work pursuant to the Contractor's obligations to the PPA.

4.12.5 If, after a good faith effort, the Contractor and the labor organization representing its employees are unable to reach agreement on the terms of a Labor Peace Agreement, either side may request final and binding arbitration. If the parties cannot promptly agree upon an arbitrator, either party may request a panel of arbitrators from the American Arbitration Association, all of whom shall be members of the National Academy of Arbitrators. Each party shall strike one member of the panel and the remaining Arbitrator shall, after hearing from the parties, fashion the terms of a Labor Peace Agreement similar to those occurring in the private sector that provides means to expeditiously and without labor disruption resolve disputes concerning union representation of only the employees performing work pursuant to the Contractor's obligations to the PPA. The Contractor fulfills its obligations under this provision upon agreeing to enter into the Labor Peace Agreement as fashioned by the Arbitrator.

4.12.6 Any Contractor subject to the requirements of this provision shall ensure that any subcontractor it retains pursuant to fulfilling its obligations to the PPA shall be subject to the same obligation to secure a Labor Peace Agreement for the performance of such obligations.

4.12.7 To lessen the administrative burden on the PPA, a Contractor, any tier of subcontractor, or labor organization representing the employees of such Contractor or subcontractor shall have a private right of action in any court of competent jurisdiction to enforce the terms of this provision.

5 General Terms & Conditions

5.1 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Respondent that they:

5.1.1 Have carefully read and fully understand the information that was provided by the Authority to serve as the basis for submission of the proposal

5.1.2 Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.

5.1.3 Represent that all information contained in the proposal is true and correct.

5.1.4 Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.

5.1.5 Acknowledge that the Authority has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby grants the Authority permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

5.2 RFP Term

Respondent's proposal shall remain firm and effective, subject to the Authority's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The Authority may enter into negotiations with one or more Respondents during the one hundred twenty (120) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.

5.3 RFP Communications

Unauthorized contact regarding this RFP with employees or officials of the Authority other than the RFP Coordinator named in Section 1 of this document may result in disqualification from this procurement process.

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or

anything of value to any appointed or elected official or employee of the Authority, their families, or staff members. All inquiries regarding the solicitation are to be directed to the designated RFP Coordinator identified in Section 3 of this document.

5.3.1 Interested parties must direct all communications regarding this RFP as outlined in this document.

5.3.2 The Authority shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the Authority or its representatives.

5.3.3 Each proposer shall assume the risk of the method of dispatching any communication or proposal.

5.3.4 The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.

5.3.5 The Authority reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The Authority's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.

5.3.6 The Authority will publish all official responses and communications pursuant to this RFP to the Authority website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.

5.3.7 Only the Authority's official, written responses and communications shall be considered binding with regard to this RFP.

5.4 Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the Authority as outlined in Section 1 of this document.

5.5 Withdrawal of Proposals

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

5.6 Public Record

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws.

Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their Cover Letter if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

5.7 Non-Conforming Proposal

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the Authority.

5.8 Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

5.8.1 Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms, or conditions of this proposal;

5.8.2 Any attempt to improperly influence any member of the evaluation team;

5.8.3 Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the Authority;

5.8.4 Evidence of incorrect information submitted as part of the proposal;

5.8.5 Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and

5.8.6 Proposer's default under any previous agreement with the Authority, which results in termination of the agreement.

5.9 Rights of the Authority

This RFP does not commit the Authority to enter into a contract, nor does it obligate the Authority to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Authority reserve the right to:

- A.** Reject any and all proposals;
- B.** Issue subsequent Requests for Proposals;
- C.** Cancel this RFP with or without issuing another RFP;
- D.** Remedy technical errors in the Request for Proposals process;

- E.** Approve or disapprove the use of particular sub-consultants;
- F.** Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- G.** Meet with select proposers at any time to gather additional information;
- H.** Make adjustments to the scope of services at any time if deemed by the Authority to be in the best interest of the Authority;
- I.** Accept other than the lowest offer.
- J.** Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- K.** Reject the proposal of any Respondent who, in the Authority's sole judgment, has been delinquent or unfaithful in the performance of any contract with the Authority;
- L.** Reject the proposal of any Respondent who, in the Authority's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- M.** Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror.
- N.** Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- O.** Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the Authority.
- P.** Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

6.1 Acknowledgements

A. Conflict of Interest

By submission of a proposal to this RFP, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.

B. Fair Trade Certification

By responding to this RFP, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

C. Non-Disclosure

By responding to this RFP, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful bidder.

D. Financial Interest

No proposal shall be accepted from, or contract awarded to, any individual or firm in which any Authority employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.

7.1 MBE/WBE PARTICIPATION

The Authority is committed to the ideal of providing all citizens with equal opportunity to participate in the Authority's contracting opportunities. It is therefore the Authority's goal to encourage increased participation of minority groups and women in all Authority contracts. The Authority requires that all respondents demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprise (MBE's) and Women-Owned Enterprises (WBE's) work to be performed under Authority contracts. The levels of participation MBE and WBE participation will be monitored by the Authority's Department of Project Management. In order to ensure that there are opportunities for historically disadvantaged minority groups and woman to participate on Covered Contracts, and consistent with the Authority's current equal employment opportunity practice and goals, the Authority will review contracts to include an evaluation of a consultant's employment of minority groups and women, encourage goals of twenty-five (25) percent and ten (10) percent respectively. It is the Authority's goal to encourage participation by veteran-owned small businesses in all contracts. The Authority shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts. The levels of veteran-owned participation will be monitored by the Authority's Department of Project Management. Provide tangible evidence that your organization has made a good faith effort to satisfy these goals. Respondents can contact the Pennsylvania Unified Certification Program (PAUCP) at their website www.paucp.com for listings of certified professional services. Please refer to **Appendix B** of the RFP for the required MWDBE Participation Forms. Failure to submit a properly completed form along with documentation of Good Faith Commitment may result in rejection of the proposal.

8 Format & Submittal Requirements

8.1 Format Requirements

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably.

The proposal should be bound or contained in a loose-leaf binder. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with this Section as specified below.

8.1.1 Cover Letter & Contact Information Form

A cover letter and contact information form should be submitted with the following information:

- Title of this RFP
- Name and Mailing Address of Firm (including physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, Fax Number, and Email Address
- A statement that the submitting firm will perform the services and adhere to the requirements described in this RFP, including any addenda (*reference the addenda by date and/or number*)
- Acknowledgement that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know Laws as described in Section 5 of this document.
- The Cover Letter must be signed by an officer empowered by the firm to sign such material and thereby commit the firm to the obligations contained in the RFP response. Further, the signing and submission of a response shall indicate the intention of the proposer to adhere to the provisions described in this RFP and a commitment to enter a binding contract.
- If you, as an individual, or if any principal or employee of your firm, has a relationship or knowledge of, or contact with any official or employee of the Authority; that relationship, knowledge, or contact should be stated and described in your Letter of Transmittal.

8.1.2 TAB A: Firm's Qualifications, Experience & References (*possible 15 points*)

Describe the firm and provide a statement of the firm's qualifications for providing the scope of services. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you proposed to utilize to supplement your firm's staff.

Provide a summary of the firm's experience in providing these or similar services. Provide a minimum of three references for related projects, including dates, contact person, phone number, email, and a brief description of the project or scope of work.

8.1.3 TAB B: Qualifications of Team (possible 15 points)

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team.

8.1.4 TAB C: Project Approach and Plan (possible 30 points)

Provide a detailed discussion of your firm's approach to the successful completion of the scope of services outlined in this RFP. Include thorough discussions of methodologies you believe are essential to accomplishing this project or completing the scope of services. Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff roles who would be assigned to each major task, including sub-consultants. Also, please include a transition plan for implementation of services with existing company if the previous contract owner is not awarded.

8.1.5 TAB D: Cost Proposal (possible 20 points)

Please note that Prevailing Wages will apply for this contract opportunity. Provide a total cost proposal for all services to be delivered, and a breakdown of costs delineated by major phase and/or deliverable as described in your project plan for the Pittsburgh Parking Authority. Include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to this project. Define any reimbursable expenses (e.g., travel) requested to be paid by the Authority. Note: if travel expenses are included, the rate assumptions generally should not exceed the United State General Services Administration (GSA) rates for Pittsburgh.

8.1.6 TAB E: Required Statements (possible 20 points)

Include statements of assurance regarding the following requirements detailed in Section 7 of this document:

- Applicable completed MWDBE Solicitation & Commitment Form (Appendix B)

8.1.7 TAB F: Exceptions

Describe any and all proposed exceptions, alterations, or amendments to the Scope of Services or other requirements of this RFP. This section shall be clearly marked "Proposed Exceptions" in your submittal. The nature and scope of your proposed exceptions may affect the evaluation of your submittal and the Authority's determination of whether it is possible to successfully negotiate a contract with your firm.

8.2 Submittal Requirements

To be considered responsive, respondents must submit (a) one (1) electronic copy via email to cholt@pittsburghparking.com by **3:00 p.m. EST on December 6, 2023**. This electronic copy of the proposal must be in final PDF format and be presented as a complete document, and (b) five (5) hard copies of their proposal in a clearly marked envelope, to the following mailing and email addresses:

Pittsburgh Parking Authority
232 Boulevard of the Allies
Pittsburgh, PA 15222-1616
Attention: Christopher Holt, Director of Project Management
e-mail: cholt@pittsburghparking.com

A. Your submittal package, to be returned by the date and time outlined in Section 3 of this document, shall include the following:

- One (1) original and five (5) printed copies of your proposal; and
- One (1) electronic copy of your proposal in PDF format to be delivered via email or usb drive.

B. Submittals shall be sent by U.S. Mail, commercial delivery service or Hand Delivery. Submissions will not be accepted by Fax.

C. Responses should be delivered ONLY to:

Pittsburgh Parking Authority
232 Boulevard of the Allies
Pittsburgh, PA 15222-1616
Attention: Christopher Holt, Director of Project Management
e-mail: cholt@pittsburghparking.com

D. The Authority shall not be responsible for proposals delivered to a person or location other than that specified herein.

E. Late proposals shall not be accepted or considered.

F. All submittals, whether selected or rejected, shall become the property of the Authority, and will not be returned.

G. All costs associated with proposal preparation shall be borne by the Respondent.

9 Evaluation & Selection

9.1 Selection Procedure

- A. Your Proposal will be evaluated by a Proposal Committee comprised of the Director of the Parking Services Department, one or more members of the Director's staff, and other Authority employees and representatives as deemed necessary.

- B. Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the criteria listed below. The firm(s) submitting the highest rated proposal may be invited for interviews.

9.2 Criteria

All proposals will be evaluated using the following criteria on a 100-point scale:

- Tab A – Firm's Qualification, Experience and References (15 points)
- Tab B – Qualifications of Team (15 points)
- Tab C – Project Approach (30 points)
- Tab D – Cost Proposal (20 points)
- Tab E – Required Statements (20 points)

10 Award & Contract

10.1 Award

After the Authority has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s).

The purpose of the Proposal Committee is to recommend contract(s) to satisfy the services described herein. The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This RFP and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

10.2 Contracting Process

The Successful Respondent(s) will be required to enter into contract with the Pittsburgh Parking Authority, contingent upon the approval the Board of the Authority. This Contract will be directed and managed by the Department of Parking Services of the Public Parking Authority of Pittsburgh.

Work cannot commence on the Scope of the RFP until it a contract is fully executed. The Authority cannot process invoices or approve payments until a contract has been fully executed by the Respondent and signed by the Executive Director of the Public Parking Authority of Pittsburgh.

11 Appendices

11.1 Attachment(s) Listing

- Appendix A – Sample Professional Services Agreement
- Appendix B – MWDBE Solicitation and Commitment Form
- Appendix C – Contact Information Form
- Appendix D – Fee proposal

APPENDIX A
SAMPLE PROFESSIONAL SERVICES AGREEMENT

SAMPLE AGREEMENT

AGREEMENT FOR SECURITY SERVICES

THIS AGREEMENT FOR SECURITY SERVICES (this "Agreement") is made as of the ___ day of _____ 2024, to be effective as of _____ (the "Effective Date") by and between the PUBLIC PARKING AUTHORITY OF PITTSBURGH, a body corporate and politic organized and existing under the Parking Authority Law of June 5, 1947, P.L. 458, as amended and supplemented with offices at 232 Boulevard of the Allies, Pittsburgh, Pennsylvania 15222 (the "Authority"), and _____, a Pennsylvania corporation, with offices at _____ ("_____").

WITNESSETH:

WHEREAS, as more fully set forth in the Request for Proposals for On-Site Security Guard Services dated as of _____ (the "RFP"), the Authority solicited proposals for the provision of Security Services (hereinafter defined); and

WHEREAS, in response to the RFP, _____ submitted a proposal for provision of Security Services (the "Proposal"); and

WHEREAS, the Authority awarded the contract to _____ based upon the Proposal and subsequent negotiations; and

WHEREAS, the Authority and _____ desire to enter into this Agreement to set forth the terms and conditions under which _____ 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. **Incorporation of Recitals.** The foregoing recitals are hereby incorporated by reference as if fully set forth herein.

2. **RFP and Proposal.**

a. Capitalized terms not specifically defined herein shall be given the meaning ascribed to them in the RFP and the Proposal.

b. The RFP and Proposal are hereby incorporated by reference including, without limitation, Section 4.10, and Section 4.12 of the RFP. Copies of the RFP and Proposal are attached hereto as Exhibit A and Exhibit B, respectively.

c. In the event of a conflict between the terms and conditions of this Agreement and the RFP and/or the Proposal, the terms and conditions of this Agreement shall be controlling.

d. In the event of a conflict between the RFP and the Proposal not resolved by this Agreement, the RFP shall be controlling.

3. **Definition of Security Services.** The term "Security Services" shall mean all services, deliverables and obligations required to be performed or provided by _____ pursuant to the terms of the RFP and the Proposal. All work and deliverables described in the RFP, the Proposal and this Agreement pertaining to Security Services are referred to herein as the "Services".

4. **Term.** The term of this Agreement shall be three (3) years, commencing as of the Effective Date and expiring on the third (3rd) anniversary thereof, unless sooner terminated as provided herein (the "Initial Term"). The Authority shall have the option, in its sole discretion, of extending or renewing this Agreement for two (2) additional terms of one (1) year (each an "Extension Term"). The Authority shall exercise its option by providing _____ with written notice thereof at least thirty (30) days in advance of the expiration of the then current term. Each Extension Term shall commence immediately upon the expiration of the then current term, and such Extension Term(s) shall be governed by the terms and conditions as set forth herein. The Initial Term, together with any Extension Term(s), is hereinafter referred to as the "Term".

5. **Fee Schedule.** The Authority and _____ hereby acknowledge and agree that the pricing structure for the Services during the Term are set forth on Exhibit C, attached hereto and made a part hereof (the "Fee Schedule"). The Fee Schedule reflects all of the charges payable by the Authority with respect to the Services and _____ shall not charge the Authority for any other expenses with respect to the Services.

6. **Termination.** The Authority may terminate this Agreement at any time, for any reason whatsoever or no reason at all, upon sixty (60) days prior written notice thereof to _____.

7. **Event of Default.**

a. An event of default ("Default") shall occur upon _____ failure to perform or observe any of _____ obligations under the Agreement where such failure continues for ten (10) days after written notice from the Authority; provided, however, a Default shall occur without written notice or any cure period upon _____ filing for bankruptcy or creditors protection or any third party filing a petition to have _____ adjudged bankrupt (unless in the case of a petition filed against _____ and the same is dismissed within sixty (60) days after the filing thereof).

b. In the event of a Default, the Authority shall, without limitation, have the right to: (1) terminate this Agreement; (2) recover the damages incurred by the Authority due to

said Default (including investigation and enforcement costs); and/or (3) assess liquidated damages against _____ in the amount of \$1,000.00 per calendar day until the Default is cured; provided, however, that liquidated damages will only be assessed when actual damages cannot be accurately determined. In the event that a Default cannot reasonably be cured within the ten (10) day notice period set forth above, due to no fault on the part of _____, and _____ diligently works to cure said Default, the Authority agrees not to terminate the Agreement, unless said Default is not cured within thirty (30) days. The rights granted to the Authority shall be cumulative of every other right or remedy provided in this Agreement or which the Authority may otherwise have at law or in equity or by statute, and the exercise of one or more rights or remedies shall not prejudice or impair the concurrent or subsequent exercise of other rights or remedies or constitute a forfeiture or waiver of damages accruing to the Authority by reason of any Default under this Agreement. The provisions of this Section 7 shall survive the expiration or earlier termination of this Agreement.

8. **Indemnification.** To the fullest extent permitted by law, _____ agrees to release, indemnify, defend and hold harmless the Authority, its directors, employees, agents, representatives, contractors, subcontractors, officers, guests, invitees, successors and assigns from and against any and all costs, expenses (including, without limitation, reasonable attorneys' fees), liabilities, losses, damages, suits, actions, fines, penalties, claims or demands of any kind whatsoever arising from or in any way related to or in connection with the breach of this Agreement or the negligence or willful misconduct of _____ or any of its employees, agents, representatives, contractors, subcontractors, officers, guests, invitees, successors and assigns. This Section 8 shall survive the expiration or earlier termination of this Agreement.

9. **Insurance.** _____ 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 as Exhibit D. _____ agrees to maintain such coverage throughout the term of this Agreement (the "Insurance"):

a. Workers Compensation Statutory (in conformance with Workers Compensation Act) Pennsylvania.

b.	Contractor's Public Liability including Bodily Damage	One Person One Occurrence	\$1,000,000.00 \$1,000,000.00
c.	Contractor's Property Damage Liability	One incident Annual Aggregate	\$1,000,000.00 \$1,000,000.00
d.	Automotive Property Injury Liability	One Person One Occurrence	\$1,000,000.00 \$1,000,000.00
e.	Automotive Property	One Person	\$1,000,000.00

	Injury Liability	Annual Aggregate	\$1,000,000.00
f.	Umbrella Liability	Annual Aggregate	\$5,000,000.00

Providing excess coverage over workers compensation employer's liability, general liability, bodily injury and property damage, and automobile liability.

g. Security Guard Professional Errors and Omissions endorsement/policy naming the Authority as additional insured in the amount of \$2,000,000.00.

h. _____ agrees to name the Authority as an additional insured on the Insurance.

i. _____ waives all right of subrogation against the Authority, its agents, officers, directors, and employees for recovery of damages to the extent covered by any insurance applicable to the Agreement and will secure appropriate waivers from the insurers providing the Insurance.

j. _____ insurance will be written through financially responsible companies with an A.M. Best rating of A- or better.

k. By specifying the above minimum insurance requirements, the Authority does not represent that coverage and limits will necessarily be adequate to protect _____, and such coverage limits will not be deemed as a limitation of _____ obligations hereunder.

l. _____ acknowledges and agrees that no insurance that is required to be maintained pursuant to this Agreement shall be subject to cancellation or reduction of limits unless at least thirty (30) days' prior written notice is provided to the Authority.

10. **Registration and Taxes.** At all times during the term of this Agreement, _____ 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. Notwithstanding anything to the contrary set forth herein, _____ 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 _____.

11. **Integration.** This Agreement, together with the RFP, the Proposal and the Exhibits attached hereto, constitute the final agreement between the parties. It is the complete and exclusive expression of the parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of trade usage or a prior course of dealings. In entering into this Agreement, neither party has relied upon any statement, representation, warranty, or agreement of the other party except for those expressly

contained in this Agreement. The parties acknowledge and agree that that certain Form of Contract dated April 1, 2013, by and between the Authority and _____ (as amended, the "Original Contract"), is null and void and of no further force or effect, except for those provisions that survive termination of the Original Contract.

12. **Assignment.** None of _____ rights or interest under this Agreement may be acquired by any other person or entity, whether by sale, assignment, mortgage, sublease, transfer, operation of law, or act of _____, absent prior written approval of the Authority, which may be withheld in the Authority's sole discretion.

13. **Expense of Enforcement.** If either party brings an action at law or in equity to enforce or interpret this Agreement, the substantially prevailing party in such action shall be entitled to recover reasonable attorneys' fees, expenses, and court costs for all stages of litigation including, but not limited to, appellate proceedings, in addition to any other remedy granted.

14. **Governing Law.** This Agreement shall be governed by, interpreted, construed, and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any choice of law principles.

15. **Severability.** If any clause or provision of this Agreement is held to be illegal, invalid or unenforceable, or the application thereof to any person or circumstance shall to any extent be illegal, invalid or unenforceable under the applicable law, then and in any such event, it is the express intention of the parties hereto that the remainder of this Agreement, or the application of such clause or provision other than to those as to which it is held illegal, invalid or unenforceable, shall not be affected thereby, and each clause or provision of this Agreement and the application thereof shall be legal, valid and enforceable to the fullest extent permitted by law.

16. **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 Boulevard of the Allies
Pittsburgh, Pennsylvania 15222

If to _____:

(name)
(title)
(Company name)
(address)

17. **Exhibits.** References herein to "Exhibits" are to the exhibits attached to this Agreement. The Exhibits attached to this Agreement are an integral part of this Agreement and are incorporated herein by this reference.

18. **Electronic Counterparts.** This Agreement may be executed in counterparts, and each party may furnish their signature via electronic transmission, all of which counterparts taken together shall be deemed to be but one original.

SIGNATURE PAGES FOLLOW

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

By: _____

Name: _____

Title: _____

**PUBLIC PARKING AUTHORITY OF
PITTSBURGH**

By: _____

Name: David G. Onorato, CAPP

Title: Executive Director

EXHIBIT A

RFP

[Attached]

EXHIBIT B

Proposal

[Attached]

EXHIBIT C

Fee Schedule

[Attached]

EXHIBIT D

Certificates of Insurance

[Attached]

APPENDIX B
MWDBE PARTICIPATION FORMS

SOLICITATION FOR MWDBE PARTICIPATION
COMMITMENT FORMS

MWDBE SOLICITATION STATEMENT

RESPONDENT: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

PROPOSAL FOR: _____

List Certified MWDBE that you have solicited and those you have commitments to in reference to your Proposal.

Prepared by: _____

MINORITY, WOMEN AND DISADVANTAGED BUSINESS COMMITMENT STATEMENT

Company Name & Certification	Address	Telephone	M B E	W B E	D B E	Contact Person	Date Contacted		Type of Transaction	
							Mail	Phone	Joint Venture	Sub-Contractor

PROJECT: _____

RESPONDENT WILL UTILIZE THE SERVICES OF SUBCONTRACTOR(S)
AND/OR SUPPLIER(S) FOR THE FOLLOWING CATEGORIES:

Subcontractor/ Supplier Name	Certification Type				Certification # and Certifying Agency	Scope of Work	Estimated Dollar Amount
	M B E	W B E	D B E				

I, the undersigned do hereby certify that this form contains no misrepresentations or falsifications, omissions, or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that all information on this form is subject to investigation.

Respondent's Name _____

By (Signed) _____

Title _____

Date _____

APPENDIX C
CONTACT INFORMATION FORM



Pittsburgh **PARKING** Authority

The Value Parking Network

CONTACT INFORMATION FORM

TITLE: _____

DUE DATE: _____ **ISSUE DATE:** _____

DESCRIPTION: Proposal to provide _____ to the Public Parking Authority of Pittsburgh.

The undersigned hereby offers to finish and deliver the articles or services as specified in strict accordance with the RFP and scope of proposal, all of which are made a part of this request.
FULL LEGAL COMPANY NAME: _____
STREET ADDRESS: _____
CITY, STATE AND ZIP CODE: _____
AUTHORIZED SIGNATURE: _____
PRINT NAME: _____
TITLE OF AUTHORIZED SIGNER: _____
TELEPHONE #: _____
FAX #: _____
E-MAIL ADDRESS: _____
(OF CONTACT REPRESENTATIVE)

NOTE: THIS PAGE MUST BE SUBMITTED WITH YOUR PROPOSAL. ALL PAGES REQUIRE A LIVE SIGNATURE SIGNED IN BLUE INK.

APPENDIX D
FEE PROPOSAL

FEE PROPOSAL

**Pittsburgh Parking Authority
On-Site Security Guard Services - 2023**

Garage	Required Coverage	Total Weekly Hours per Garage				Year Two	Year Three
		Regular Officers	Roving Supervisors	Account Manager	Total	Rates	Rates
						Escalation %	Escalation %
Ft Duquesne & 6th	Ft. Duquesne and 6th Street 24/7 Coverage Monday-Sunday Plus 24 Hours in Additional Roving Coverage per	192	16.8	4	212.8		
Oliver	Oliver 24/7 Coverage Monday - Sunday	168	16.8	4	188.8		
Smithfield Liberty	Smithfield Liberty 24/7 Coverage Monday - Sunday Plus 16 Hours in Additional Roving	184	16.8	4	204.8		
Forbes Semple	Forbes Semple 24/7 Coverage Monday -	168	16.8	4	188.8		
Shadyside	Shadyside 24/7 Coverage Monday - Sunday	168	16.8	4	188.8		
Wood-Allies	Wood Allies 24/7 Coverage	168	16.8	4	188.8		
Third Avenue	Third Avenue 24/7 Coverage Monday - Sunday	168	16.8	4	188.8		
Mellon Square	Mellon Square 24/7 Coverage Monday -	168	16.8	4	188.8		
First Ave	First Avenue 24/7 Coverage	168	16.8	4	188.8		
Grant Street	Grant Street Transportation Center 24/7 Coverage Monday-Sunday Plus 24 Hours in Additional Roving	192	16.8	4	212.8		
Total Hours		1,744	168	40	1,952		
<u>Wage Rate per Hour</u>							
Paid Rate						0.00%	0.00%
Benefit Rate						0.00%	0.00%
Total		\$ -	\$ -	\$ -	\$ -		
<u>Billable Rate per Hour</u>							
Total Weekly Fee		\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Total Annual Fee		\$ -	\$ -	\$ -	\$ -		

Identify the type of two (2) patrol vehicles (i.e., make, model, etc.) as required in Section 4.1C of the RFP.

FEE PROPOSAL PART II

Leased Vehicle Cost

Two (2) Vehicles Required. Reference Section 4.1C

Monthly Vehicle/Operating Costs

Vehicle Make and Model	
Monthly Lease Fee	\$
Operating Expenses	\$
Maintenance Expenses	\$
TOTAL MONTHLY VEHICLE EXPENSE	