

**Project:** Comprehensive Unarmed Security Services

**Date:** May 23, 2019

**RE:** Addendum #1  
**# of Pages:** 4

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The following information is provided in response to specific questions received by Battery Park City Authority (“BPCA”) in connection with the Comprehensive Unarmed Security Services RFP (the “RFP”).

**Questions:** (answers to all question are shown in italics immediately after the question):

1. Is vendor required to hire the Peace Officers?  
*As indicated in Exhibit A to the RFP, the selected proposer will be responsible for providing a minimum of eleven (11) security personnel that meet the requirements to qualify for Peace Officer status, as well as providing education/training necessary for them to achieve and maintain that status.*
2. Please confirm vendor will be supervising the Peace Officers?  
*Yes. The selected proposer will be responsible for supervising all employees providing the Services.*
3. Are there any additional training costs for Peace Officers?  
*See the response to Question 1 above. The selected proposer will be responsible for providing fully-trained Peace Officers.*
4. What equipment is needed for bike patrols. Ex light on bike, reflector package, helmet etc  
*As described in Exhibit A to the RFP, the selected proposer should provide all equipment that they deem necessary to provide the Services. BPCA supports safe cycling practices and would expect the selected proposer to equip their staff with the proper equipment to ensure the safety of the selected proposer’s staff and the general public.*
5. Who is/are the incumbent Contractor(s) by each of the sites?  
*AlliedUniversal provides outdoor patrols and the command center indoor fixed post. Johnson Security Bureau provides indoor patrols and the indoor fixed post at our offices at 75 Battery Place and at the Community Center at Stuyvesant High School. There is currently no vendor providing camera maintenance services.*
6. What are the union locals for each of the sites covered by a Collective Bargaining Agreement (CBA)?  
Are the security officers working under this contract subject to union representation? If so, kindly identify the union(s) and provide a copy of the Collective Bargaining Agreement (CBA).  
Which personnel are not part of the 32BJ CBA?  
We request a copy of the current Seniority List with dates of hire for each of the sites covered under the proposed effort.  
Are the current security guards at this location union? If so, please provide a seniority list.  
Can you provide us with the anniversary dates for the current employees working indoor patrols and indoor stationary fixed post employees? Should they stay on, prevailing wage rates and supplemental benefits can differ.  
*Whether the workforce has union representation is at the discretion of the selected proposer. BPCA views payment of a fair wage as an indication of a qualified and stable work force. Note that certain Work described in Exhibit A is governed by a New York State Department of Labor Prevailing Rate*

*Schedule. The Authority will not provide information regarding the employees of our existing vendors.*

7. Is a roll call required prior to each shift? If so, is that time billable?  
*Ensuring that a full roster of fully-trained staff members have reported for work on-time and properly dressed and equipped for work is the responsibility of the selected proposer.*
8. Are there specific certifications required such as First Aid/CPR/AED, OSHA?  
*Training and certification beyond what is statutorily required or otherwise designated in the RFP is at the discretion of the proposer. A proposer's approach to training is both a question and an evaluation criterion in the RFP.*
9. Is any post coverage required on holidays? If so, is it billed at an overtime and/or holiday rate?  
*Outdoor patrols and certain indoor fixed posts are required 24/7/365. Indoor patrols are required on certain holidays. Holiday rates may be billed at 150% of standard rates.*
10. Regarding drug testing, how many panel screens are required?  
*It is the responsibility of the selected proposer to ensure that employees assigned to perform the Work are not under the influence of drugs or alcohol.*
11. Will there be a meal relief needed? If so, how are these currently conducted?  
How is relief currently being handled?  
How are restroom and shift breaks handled?  
*It is the responsibility of the selected proposer to ensure that they comply with all City, State, and Federal labor laws, and to ensure that they have appropriate site and Command Center coverage at all times.*
12. Will special and emergency types of service coverage be billed at a different rate(s)?  
*No.*
13. How will billable rates be adjusted over the contract term?  
Are we only providing pricing for the first year?  
*Proposers should provide their cost proposal in format of the revised chart below for each of the five years in the term of the Contract. Those proposing to change their rates once or more over the term of the contract, beyond any changes required as a result of changes in local, State, or Federal state law, rule, or regulation or the applicable Prevailing Wage Rate schedule, should complete the cost proposal chart for each year of the contract where their rates are changed, clearly marking on each chart the applicable contract year(s). All other format requirements and required inclusions set forth in Section VIII of the RFP shall remain unchanged.*
14. Can Paid Time Off (PTO) be built into Supplemental Pay?  
*Any paid time off provided to the successful proposer's employees should be factored into the proposer's billing rates.*
15. There are no provisions listed by which a Contractor would have rights of suspension and/or termination. Please advise as to the terms and conditions by which a Contractor could do so.  
*BPCA's sample form of contract is appended to the RFP as Exhibit C. That sample does not provide for a right by the selected proposer to either terminate or suspend the Contract. Proposers should*

*identify any exceptions to the standard contract terms and explain the reasons for such exceptions as described in Section VI.A.12 of the RFP.*

16. Other than state mandated training requirements, please advise as to the requirement of any site-specific training prior to the commencement of work.

*Exhibit A of the RFP states the training requirements.*

17. Is it your intention to keep any of the current staff?

Does BPCA have an opinion on retaining the current guards?

In the event of a change of company, are there personnel that must be retained?

*It is responsibility of the selected proposer to staff the Work, and to ensure that their employees have the training, supervision, and support they need to meet the Customer Service and Performance Standards referenced in Exhibit A. The Authority is contractually precluded from employing supervisors or managers of the existing firm for ninety (90) days following the last date of that person's employment with the firm.*

18. Upon award, will NYS OGS disclose the winning vendor along with their price?

*BPCA will disclose the selected proposer and the contract value at the time the contract is presented to the BPCA Board for approval.*

19. What additional equipment is needed other than bikes?

*Beyond the radios, cell phones, bicycles, and uniforms explicitly stated in Exhibit A, it is up to the discretion of the proposer to determine the equipment necessary to perform the proposed Services effectively.*

20. Can you detail the camera maintenance? What does it entail?

*BPCA's camera infrastructure consists of 51 cameras installed across five sites. Relevant equipment is listed below. Please note that in Exhibit A to the RFP, the camera maintenance scope item included as the last bullet point in "General Security Services" inadvertently included "ongoing monitoring of cameras and associated equipment". The ongoing monitoring of cameras and associated equipment is included as a task for "Indoor stationary fixed posts" personnel (see first bullet point in this category).*

*The camera maintenance and management services scope item covers troubleshooting any equipment malfunctions (including, but not limited to, servicing, repairing, programming and testing existing equipment as necessary), recommending to BPCA any replacement equipment and/or specifications, as required, and installing and maintaining replacement equipment, including training of security personnel on the operation of any replacement equipment*

- *CCTV Digital Watch VMS*
- *DW Spectrum IPVMS*
- *NVR Server - HP Z240 (Model L9K23UT)*
- *Arecont 180-degree & 360-degree cameras*
- *Mier HVAC Enclosure (Model BW-RACKAHT)*
- *Proxim Quick Bridge: Model QB-8250-LNK-US*
- *Proxim Base Station: Model MP-8200-BSU-US*
- *Proxim Subscriber: Model MP-825-SUR-US*
- *POE power supplies*

- POE injectors
- POE Extenders (Veracity, Model VOR-ORM-X)
- Hikvision Cameras
- KBC Networks Antennas
- DW – MD44WiA

21. What are the current challenges of the BPCA with regards to the security program?

*Challenges include the inability of security personnel to issue summonses for certain laws and parks rules violations (being addressed through the ongoing Special Patrol Officer pilot); ensuring consistent and high-quality performance across both contractor and sub-contractor employees; minimizing turnover; maximizing proactive engagement with members of the public; and delays in our ability to address security camera equipment when it malfunctions.*

22. Is the current account manager a salaried position?

*Yes.*

23. What was the average total hours per week billed in 2018?

*Staffing varied depending upon needs, but on average, the Authority was billed approximately 1,800 hours per week for these services.*

24. How many Bicycles are required for efficiency? Is there a designated storage area for the Bicycles? Or an area to lock them up?

*When not in use, bicycles are currently stored in the security vendor’s on-site headquarters space. We aim to provide covered, outdoor bicycle parking adjacent to that space in the months ahead. It is up to the discretion of the proposer to determine the equipment necessary to perform the proposed Services efficiently and effectively.*

25. Are the contract terms negotiable?

*Proposers should identify any and all exceptions taken to BPCA’s standard form of contract, attached as Exhibit C to the RFP, explaining the reasons for such exceptions. Such exceptions must be detailed in an appendix to your Proposal labeled, “Appendix: Objections to BPCA Form of Contract.” No exceptions to the Contract will be considered by BPCA after submission of the Proposals. BPCA maintains the right to reject proposals based on non-conformance with the standard form of Contract.*

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By signing the line below, I am acknowledging that all pages of the addendum have been received reviewed and understood, and will be incorporated into the cost proposal submitted. This document must be attached to the proposal for consideration.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Number of pages received: \_\_\_\_\_ <fill in>

Distributed to: All prospective Proposers