

HOUSING AUTHORITY OF THE CITY OF MILWAUKEE
809 North Broadway
Milwaukee, Wisconsin 53202

REQUEST FOR SERVICES PRICING

Quote: 10184

Today's Date: 03/17/2024

This DOES NOT represent a commitment to buy. Any ACTUAL order resulting from this solicitation will be confirmed by a Housing Authority Purchase Order

ALL SERVICES REQUIRE COMMERCIAL AND PUBLIC LIABILITY INSURANCE IS ON FILE IN THE PURCHASING UNIT OF THE HOUSING AUTHORITY OF THE CITY OF MILWAUKEE BEFORE COMMENCING WITH ANY WORK.

Description
<p>Furnish labor, materials and services necessary to provide Uniformed Security Officers at various Housing Authority of the City of Milwaukee (HACM) Developments (see attached list of developments), on an as needed basis, as per the following scope of work listed below:</p> <ol style="list-style-type: none">1. <u>Patrol Duties</u>: Provide one uniformed trained security officer to patrol the high-rise or midrise development. Patrols of the entire building are to be done hourly (not follow a pattern). Security officers shall maintain a visible presence in the common areas, assist in enforcing HACM rules, and inform residents and guests of HACM rules and trespass policies. <u>Patrol Duties</u>: Provide two uniformed trained security officers to patrol the various family developments, not limited to the following locations: (Westlawn Gardens, Parklawn, Berryland, Northlawn and Hillside Developments. Patrols of the entire developments are to be done both on foot and by car, (not follow a pattern). Security officers shall maintain a visible presence in the community, assist in enforcing HACM rules, and inform residents and guests of HACM rules and trespass policies.2. <u>Equipment</u>: Marked patrol vehicles, equipment, uniforms that identify company, etc. are to be supplied by the security company. <u>Equipment</u>: HACM Public Safety will furnish, HARRIS P7300 hand held radio, cell phone and access card. Officer(s) will receive equipment at beginning of shift and return equipment in same working order at end of shift3. <u>Reporting</u>: Provide daily reporting/documentation regarding their patrol efforts and incidents and observations.

4. Call Public Safety: State Protection Service agents are to call into Public Safety at the beginning of their shift and every hour during their shift as well as the end of shift which will be documented in THERMS for accounting.
5. Violent incidents, drugs or suspicious activity: Security officers shall attempt to identify persons and/or residential units involved in violent incidents, drug or suspicious activity, and/or persons that have been “no trespassed” and note the destinations of such individuals and/or their associations, and shall notify MPD and HACM Public Safety. In addition, written reports should be done as described in #3 above.
6. Communications regarding incidents: Security officers would be responsible for contacting the Milwaukee Police Department 911 or appropriate MPD District when appropriate as well as HACM Public Safety whenever an incident occurs in or around the developments. In addition, written reports should be done as described in #3 above.
7. Supervision: Company to provide dedicated supervision of the security officers assigned.
8. Regular review: Security company management to meet with HACM Public Safety staff and the property managers on a regular basis to examine and review efforts, and improvements made where needed and agreed upon.
9. Dates of service: Services will be provided 7 days per week, commencing approximately 04/8/2024 through 04/7/2025, with the option to extend for up to an additional four one-year terms, upon mutual consent of both parties.
10. Hours of service*: Provide price quotations for two alternative scenarios:

Scenario 1): Two-person coverage from 8 p.m. to 8 a.m. (12 hours) for high-rise and midrise buildings.

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*Hours of service may be modified by HACM based on hours of activity.
11. Proposed Price: Determine your hourly rate and total costs for Security Officers for performing all the work described in this scope of work. Your hourly rate shall be inclusive of all costs including labor, fringe benefits, supervision, administrative overhead, equipment, vehicles, supplies and profit.

Pricing:

Total Cost for **two-person** coverage, 7 days a week, from 8 p.m. until 8 a.m. (12 hours) for the high-rise and midrise buildings, unarmed security guards.....\$ _____/hour

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If you have any questions related to this Request for Servicing Pricing, please contact Chief of Public Safety Marlon Davis at 414-286-2016.

To view the high-rise/midrise buildings and family development sites please contact Public Safety at 414-286-5100.

The HACM will award to multiple firms based on price, contractor's availability to provide the above-mentioned services, the contractors' expertise and past performance. HACM reserves the right to: reject any and all quotations; waive informalities, technical defects, and minor irregularities; accept the quotation (if any) deemed most advantageous to and in the best interest of the HACM. A Purchase Order will be processed separately for HACM, LLC and Market Rate properties. No responsibility will be attached to the Housing Authority or its officer for the premature or late opening of a bid that is not properly addressed or identified.

Attachments:

Development addresses

Insurance Requirements

General Conditions for Non-Construction Contracts

Section 3 Policy/Forms, please complete and return with bid.

If you have any questions or need assistance with filling out the Section 3 Forms, please contact Contract Compliance Officer, Konita Jude at 414-286-2940 or kpjude@milwaukee.gov.

Contact Person: Kent Britton

Phone: 414-559-5863

Fax: 414-286-5502

Please sign and email to kent.britton@hacm.org by, 03/29/2024 at 2:00 P.M. CST

Signature

Date

Email Address

Phone Number

Fax

Company Name & Address