

**Security Guard and Patrol Services
Contract No. 2026-07**

For:

Affiliate Properties
George A. Hoverter Homes
Hillside Village
Jackson Tower
John A.F. Hall Manor
Lick Tower
Morrison Tower
M.W. Smith Homes
Scattered Sites
William Howard Day Homes

Harrisburg Housing Authority

351 Chestnut Street
Harrisburg PA 17101-2785
(717) 232-6781
Dated: May 4, 2026

An Equal Opportunity Employer
An Equal Housing Provider



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HARRISBURG HOUSING AUTHORITY

Invitation for Bids

The Harrisburg Housing Authority (HHA) is accepting **sealed electronic bids** for the following service:

IFB No.: 2026-07

Security Guard and Patrol Services

Open Date: **May 4, 2026 at 4:00pm**

Closing Date: **May 29, 2026 at 4:00pm**

Bid documents will be available electronically at:

www.harrisburghousing.org

(Follow the Vendor Registration link to access HHA's E-Procurement platform, Bonfire)

All questions and requests for information regarding the solicitation must be submitted through the E-Procurement platform no later than **2:00 PM on May 25, 2026**.

All bidders shall comply with applicable Equal Employment Opportunity (EEO) requirements and shall pay wages in accordance with the U.S. Department of Labor Prevailing Wage Rates, as specified in the solicitation documents.

HHA reserves the right to reject any or all bids, to waive any informalities or irregularities in the bidding process, and to award a contract in the best interest of the Authority. No bidder may withdraw their bid within sixty (60) days after the bid opening.

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Background

The Harrisburg Housing Authority (HHA) is a nonprofit governmental entity enabled under the laws of Pennsylvania, and whose primary contract is with the U.S. Department of Housing and Urban Development (HUD). The agency was organized in 1937 under the U.S. Housing Act for the acquisition, development, modernization, operation, and administration of public housing programs. The primary purpose of HHA is to provide safe, decent, sanitary, and affordable housing to the elderly and low-income families in the City and to operate housing programs in accordance with federal legislation. The HHA currently owns and manages approximately 1,640 low-income Public Housing units and administers 1,200 Housing Choice Voucher Program units.

Properties of the Harrisburg Housing Authority

WILLIAM HOWARD DAY HOMES	(PA 8-1)	HOVERTER HOMES	(PA 8-2)
JOHN A.F. HALL MANOR	(PA 8-3)	HILLSIDE VILLAGE	(PA 8-4)
M.W. SMITH HOMES	(PA 8-5)	JACKSON TOWER	(PA 8-6)
MORRISON TOWER	(PA 8-7)	LICK TOWER	(PA 8-9)
SCATTERED SITES	(PA 8-10)		

Description of this Properties

<u>Name of Development</u>	<u># Units</u>	<u>Type of Units</u>	<u>Location</u>
William Howard Day Homes	218	Efficiencies & 1, 2, 3, 4 Bedroom	1300 Community Drive Harrisburg PA 17103
George A. Hoverter Homes	233	Efficiencies & 1, 2, 3, 4 Bedroom	1260 Oyler Road Harrisburg PA 17104
John A.F. Hall Manor Homes	538	1, 2, 3, 4 Bedroom	17 th & Hanover Street Harrisburg PA 17104
Hillside Village	70	2, 3 Bedroom	12 th & Reily Street Harrisburg PA 17103
M.W. Smith Homes	80	2, 3, 4 Bedroom	Cameron & Calder St Harrisburg PA 17103
Jackson Tower	159	Efficiencies & 1 Br-(Elderly) High-Rise-(13 stories)	1315 N. 6 th Street Harrisburg PA 17102
Morrison Tower	119	Efficiencies & 1 Br-(Elderly) High-Rise-(12 stories)	351 Chestnut Street Harrisburg PA 17101
Lick Tower (Currently under renovation)	144	Efficiencies & 1 Br-(Elderly) High-Rise-(13 stories)	1301 N. 6 th Street Harrisburg PA 17102
Scattered Sites	79	2, 3, 4, 5 Bedroom	Various Locations
Total Units	1,640		

Scope of Services

Security Guard Services

The Harrisburg Housing Authority (HHA) seeks qualified Contractors to furnish all labor, supervision, uniforms, equipment, and management necessary to provide professional Security Guard Services. The selected vendor(s) will provide these services for HHA or HHA-affiliated residential communities located within the Harrisburg City limits. These communities include family garden-type apartment communities and high-rise residential buildings primarily serving elderly residents.

The Contractor shall furnish all labor, supervision, equipment, and materials necessary to perform the services described in this Scope of Work at the contract price.

Security guard coverage shall be provided twenty-four (24) hours per day, seven (7) days per week, including weekends and holidays.

Security officers assigned to these locations shall maintain a visible presence within the building and surrounding areas and perform duties including monitoring entrances, assisting residents and visitors, conducting interior patrols, and reporting suspicious activity or safety concerns.

The Contractor shall ensure continuous coverage at all times. In the event that a scheduled officer is unable to report for duty, the Contractor shall provide a qualified replacement officer immediately to prevent any lapse in coverage.

Security officers shall remain on duty until properly relieved by the incoming officer to ensure that no interruption in security coverage occurs.

HHA reserves the right to contract with one or more vendors for these services to accommodate operational needs, scheduling, and workload demands across multiple properties.

HHA staff or the designated AMP Director will coordinate security coverage requirements and access to buildings or areas requiring security services. Security personnel shall only perform duties at locations authorized by HHA management and must follow all HHA policies and procedures.

Contractor shall provide the following services:

- Provide uniformed security officers at designated HHA properties as scheduled or requested by HHA.
- Monitor building entrances and exits to ensure controlled access to the property.
- Verify visitor identification when required and maintain visitor sign-in logs when applicable.
- Observe and report suspicious activity, safety hazards, or disturbances occurring on the property.
- Conduct routine interior and exterior patrols of buildings, grounds, parking areas, and common spaces.
- Respond to incidents such as disturbances, unauthorized people, safety concerns, or property damage.
- Notify local police, fire department, or emergency medical services, and HHA when emergency situations arise.
- Maintain daily activity logs documenting patrols, incidents, and security-related observations.

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- Prepare written incident reports for any unusual activity, accidents, disturbances, or safety hazards.
- All incident reports shall be submitted to the HHA Site Designee within 24 hours of the incident.
- Monitor parking areas and report unauthorized vehicles, suspicious activity, or parking violations.
- Provide general assistance and customer service to residents, visitors, and HHA staff when appropriate.
- Maintain a visible presence to deter criminal activity and promote a safe environment for residents

Patrol Services

The Harrisburg Housing Authority (HHA) seeks qualified Contractors to furnish all labor, supervision, vehicles, equipment, and management necessary to provide **armed security patrol services** at several HHA family housing communities located within the City of Harrisburg.

The selected Contractor shall provide armed security patrol services to maintain a visible presence and promote a safe environment for residents, visitors, and HHA property.

The Contractor shall provide patrol services **primarily at the Hall Manor community**, with supplemental patrol coverage at the **Hoverter Homes, William Howard Day, Hillside Village, and M.W. Smith Homes communities**, as directed by HHA.

Security personnel shall maintain a visible presence to deter criminal activity and enhance community safety. While patrol officers may conduct routine patrol rounds at Hoverter Homes, William Howard Day, Hillside Village, and M.W. Smith, the **primary post location shall remain Hall Manor**, where the majority of patrol presence and activity shall be focused.

The Contractor shall be responsible for all costs associated with providing services included in this Scope of Work, at no additional cost to HHA.

HHA reserves the right to contract with **one or more vendors** for this service to accommodate operational needs, scheduling requirements, and workload demands.

Security patrol personnel shall only patrol areas authorized by HHA management and shall comply with all HHA policies and procedures.

Summer Season (June through September)

During the summer season, the Contractor shall provide:

- **Two (2) Armed Security Officers**
- **Shift Hours:** 6:00 PM – 6:00 AM
- **Shift Length:** 12 Hours
- **Coverage:** Seven (7) days per week

Security officers shall primarily be stationed at **Hall Manor** while conducting routine patrol rounds through **Hoverter Homes, William Howard Day, Hillside Village and M.W. Smith Homes** as directed by HHA.

These patrols shall include monitoring of:

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- Buildings and common areas
- Parking lots and surrounding grounds
- Walkways and community spaces

Officers shall maintain a visible presence and respond to disturbances, suspicious activity, or safety concerns within the patrol areas.

Regular Season (October through May)

Following the summer season, the Contractor shall continue to provide armed patrol services under the following schedule:

- **Two (2) Armed Security Officers**
- **Shift Hours:** 6:00 PM – 2:00 AM
- **Shift Length:** 8 Hours
- **Coverage:** Seven (7) days per week

Security officers shall continue to provide patrol coverage primarily at **Hall Manor**, with routine patrol rounds through **Hoverter Homes, William Howard Day, Hillside Village and M.W. Smith Homes**, as directed by HHA.

Contractor Shall Provide the Following Patrol Services

- Conduct routine vehicle and/or foot patrols of the Hall Manor property, including buildings, common areas, parking lots, walkways, and surrounding grounds.
- Maintain a visible security presence to deter criminal activity and promote resident safety.
- Monitor parking areas and report suspicious vehicles, loitering, or unauthorized activity.
- Observe and report suspicious behavior, disturbances, vandalism, or safety hazards.
- Respond to resident complaints, disturbances, or suspicious activity occurring on the property.
- Contact local law enforcement, fire department, or emergency services when emergency situations arise.
- Conduct patrol checks of building entrances, exterior lighting, and common areas to ensure safety and security.
- Provide general assistance and directions to residents and visitors when appropriate.
- Maintain daily patrol logs documenting patrol rounds, observations, and incidents.
- Prepare incident reports for disturbances, accidents, criminal activity, or unusual occurrences.
- All incident reports shall be submitted to the HHA Site Designee within 24 hours of the incident.
- Coordinate with HHA staff or management when security issues arise on the property.

Use of Force

Armed security personnel shall comply with all applicable federal, state, and local laws governing the use of force. The Contractor shall maintain written use-of-force policies and ensure that all officers receive appropriate training.

Responsibilities of Contractor

The Contractor shall be responsible for the management and performance of all security personnel assigned to Harrisburg Housing Authority (HHA) properties and shall comply with the requirements outlined in this Scope of Work.

The Contractor shall:

- Notify the HHA Site Designee immediately of any criminal activity, safety hazards, property damage, disturbances, or other incidents observed while on duty.
- Ensure that all assigned security personnel are properly trained, licensed (if required), and supervised in accordance with applicable federal, state, and local regulations.
- Ensure that all security personnel maintain professional conduct, respectful communication, and courteous behavior when interacting with residents, visitors, and HHA staff.
- Ensure continuous security coverage according to the schedule established by HHA and provide qualified replacement personnel when necessary to prevent any lapse in coverage.
- Maintain accurate daily activity logs, patrol logs, and incident reports documenting security activities and observations.
- Submit required incident reports to the HHA Site Designee within 24 hours of the occurrence unless otherwise directed by HHA.
- Ensure that security logs and activity reports are maintained on site and made available to HHA upon request.
- Comply with all HHA security policies, procedures, and site access requirements.
- Ensure that all security personnel follow post orders and patrol instructions issued by HHA management.
- Be responsible for any damage caused by contractor personnel to HHA property, equipment, or facilities during the performance of services.
- Provide appropriate supervision and oversight of all assigned security personnel to ensure services are performed in accordance with the requirements of this contract.

Post Orders

The Harrisburg Housing Authority (HHA) may establish written Post Orders for specific locations where security personnel are assigned. Post Orders will provide detailed instructions regarding duties, responsibilities, patrol routes, and operational procedures for each assigned security post.

The Contractor shall ensure that all security personnel assigned to HHA properties are familiar with and comply with the Post Orders applicable to their assigned location.

Post Orders may include, but are not limited to:

- Specific duties for each security post or patrol assignment
- Building access procedures and visitor management
- Patrol routes and patrol frequency requirements
- Emergency response procedures
- Incident reporting procedures
- Communication protocols with HHA staff and emergency responders

- Procedures for handling disturbances or suspicious activity

Post Orders may be updated or modified by HHA as operational needs change, and the Contractor shall ensure that all assigned personnel are informed of any updates and follow the revised instructions.

The Contractor shall maintain a current copy of the applicable Post Orders at each security post, and security personnel shall review and follow these instructions while performing their duties.

Failure of Contractor personnel to follow established Post Orders may be considered non-performance under the terms of the contract.

Uniforms

All Contractor personnel must wear distinctive security uniforms and identification badges displaying the contractor's company name while working on any HHA property. Security officers must always present a professional appearance while on duty. If armed, officers must comply with all applicable state laws and licensing requirements for armed security personnel.

HHA Policies

HHA is a smoke-free facility under Federal Law. There is no smoking within 75 feet of any HHA owned building. Failure to comply with this regulation will result in termination of your contract.

Parking Enforcement has begun at all HHA properties. Please adhere to all parking restrictions at each community. Contractors are responsible for any vehicles towed due to illegal parking.

Training Requirements

The Contractor shall ensure that all security personnel assigned to HHA properties have received appropriate training, including but not limited to:

- Conflict de-escalation techniques
- Emergency response procedures
- Report writing and documentation
- Customer service and interaction with residents
- Fair Housing awareness
- Use of force policies (for armed officers)

Background Screening

The Contractor shall ensure that all security personnel assigned to HHA properties have successfully completed a criminal background check prior to assignment.

Personnel with felony convictions involving violence, weapons, or drug trafficking within the past ten (10) years shall not be assigned to HHA properties without prior written approval from HHA.

Supervision

The Contractor shall provide adequate supervisory oversight to ensure security personnel are performing their duties in accordance with the requirements of this contract. Supervisors shall conduct periodic site visits and inspections of assigned personnel.

Key Control and Property Access

The Contractor shall ensure that all security personnel comply with Harrisburg Housing Authority (HHA) policies regarding key control, building access, and security of HHA property.

Security personnel may be issued building access keys, access cards, or other security credentials necessary to perform their assigned duties. The Contractor shall be responsible for ensuring that such items are properly safeguarded and used only for authorized purposes.

Security personnel shall not duplicate, transfer, loan, or provide access credentials to any unauthorized individual.

All keys, access cards, and other security devices issued to Contractor personnel shall remain the property of HHA and must be returned immediately upon request by HHA or upon the removal of personnel from the assignment.

The Contractor shall be responsible for reporting any lost, stolen, or compromised keys or access devices immediately to the HHA Site Designee.

The Contractor may be held responsible for costs associated with replacing locks, re-keying facilities, or reprogramming access systems resulting from the loss, misuse, or unauthorized use of keys or access credentials issued to Contractor personnel.

Security personnel shall only access areas of HHA properties that are necessary to perform their assigned duties and must comply with all HHA security procedures regarding restricted areas.

Rates include all Costs

All pricing shall include labor, supervision, uniforms, vehicles, fuel, equipment, insurance, overhead, and profit. No additional charges will be permitted.

General Information

Labor Compliance

This project is funded by federal sources, and as such, calls for compliance with federal labor standards provisions as administered by the HUD office of Labor Relation (OLR), requiring prime and subcontractors pay wages to laborers and mechanics compensated at the prevailing wage rate as set forth in the contract documents, for maintenance work performed. These wages, commonly referred to as HUD-determined wage rates, are made applicable to public housing activities by the U.S. Housing Act of 1937, as amended.

The Bidder is required to pay laborers and mechanics of no less than the following prevailing wage rates, as designated on the attached HUD 52158:

Job Classifications	Hourly Rate	Fringe Benefits
Custodian	17.55	0

*If fringes are not paid, cash must be added to the basic hourly wage rate.

None of the services covered by this Contract shall be subcontracted without the prior written approval of the Harrisburg Housing Authority and any agency Government-Grantor, if required. HHA reserves the right to withhold approval of subcontracting such portions of the work or services, which HHA may deem is not in the agency's best interest.

Proposal Submission Requirements

In accordance with 2 CFR 200.318 and the HHA Procurement Policy, no individual officer, employee, or agent of HHA may participate in the selection, award, or administration of a contract if a real or apparent conflict of interest is present. Any potential conflicts must be disclosed in writing to HHA and addressed before participation in the selection process can continue.

Bidder's Presentation

The Bidder represents that bidder will not at any time after the execution of the Contract make any claims based on insufficient data or incorrectly assumed conditions, nor shall the bidder claim any misunderstanding with regard to the nature or character of the work to be done, or the conditions under which it is to be performed, and will further assume all risks resulting from any changes in the conditions which may occur during the progress of the work.

Specifications

Upon receipt of the SPECIFICATIONS, the Bidder shall carefully examine the SPECIFICATIONS for completeness and condition. He/she shall notify the HHA by registered mail with three (3) days after receipt of the documents, of any deficiency therein. Unless such claim is presented to the HHA as prescribed, the documents shall be considered received by the Bidder complete and in good condition. SPECIFICATIONS contain all the material listed in the Table of Contents.

Term of Contract

This Contract shall be for a period of one (1) base year, commencing on the date the Contract is fully executed, unless properly amended or terminated as provided herein. The Contract may be renewed for two (2) additional one (1) year option periods, for a total potential contract term of five (5) years, at the sole discretion of the Harrisburg Housing Authority (HHA).

Prior to the execution of this Contract, the CONTRACTOR shall have no authority to begin work under this Contract. The AGENCY'S Contracting Officer and/or designee shall not authorize any payments to the CONTRACTOR prior to such award, nor shall the AGENCY incur any liability to reimburse the CONTRACTOR for any expenditure related to the purchase of materials or the performance of services prior to commencement of this Contract.

The Contract shall not become effective until it has been approved and fully executed by all authorities having jurisdiction over this Contract.

Insurance Requirements

Prior to award (**but not as part of the submission of the proposal**), the successful Respondent will be required to produce the following:

- An original certificate evidencing the Respondent's current industrial (**workers compensation**) insurance carrier and coverage amount;
- An original certificate, naming the HHA as an additional insured, showing the entity's **general liability insurance coverage** (minimum of \$500,000 each occurrence, general aggregate minimum limit of \$1,000,000), with fire damage of \$50,000, with a deductible of not greater than \$1,000;
- An original certificate showing the Respondent's **automobile insurance coverage** in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical payment of \$5,000.
- A copy of the Respondent's Harrisburg Mercantile License allowing that entity to provide services within the City of Harrisburg. Info available at:
<https://cityofharrisburg.zendesk.com/hc/en-us/articles/204527970-Business-Privilege-and-Mercantile-License>
- W-9 form. Info available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

The aforementioned requested information shall be entered where requested on the Vendor Information Form under Tab 3 (**DO NOT ATTACH COPIES WITHIN THE PROPOSAL SUBMITTAL**--HHA will garner the necessary certificates from the successful Respondent prior to contract execution).

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Invoicing and Payments

Contractor shall submit detailed billing to HHA within 30 days of job completion.

To receive any payment due, submit invoices of completed work to the headquarters address of HHA, 351 Chestnut Street, Harrisburg, PA 17101-2785. You can also email your invoices to procurement@harrisburghousing.org for faster processing. ACH payment is also available.

The Harrisburg Housing Authority is tax exempt. A tax exemption certificate will be furnished upon request.

Payment terms for approved invoices are on a net/30-day basis, and shall be formatted as follows:

- Company name, address, and telephone number;
- Invoice number, HHA purchase order, contract number, and task order number;
 - Harrisburg Housing Authority prohibits billing of multiple sites on one invoice.
 - Names of personnel or titles, i.e.: R. Jones, or Tech 1, Tech 2
 - A daily summary of work detail performed shall be maintained and accompany contractor's invoices
 - Work site location
 - Description of work performed with date of service
 - Wage rates by classification
 - Number of hours worked
 - Itemization of material/equipment used
- Contractors must submit MBE/WBE/Section 3 utilization reports with invoicing.
 - If invoice frequency is greater than monthly, one submission per month is required.
 - If the composition of the work force does not waver, one submission annually is required.

**FAILURE TO PROVIDE THIS INFORMATION IN ACCORD WITH THE FORMATTING
REQUIREMENTS MAY DELAY THE PROCESSING OF INVOICES.**