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**Solicitation 545-11298**

**Airport Security Services**

**Bid designation: Public**

**CONTRACT  
COPY**



**CITY OF FORT LAUDERDALE**

**City of Fort Lauderdale**

## **Bid 545-11298 Airport Security Services**

Bid Number **545-11298**  
Bid Title **Airport Security Services**

Bid Start Date **Oct 10, 2013 7:47:09 AM EDT**  
Bid End Date **Nov 12, 2013 2:00:00 PM EST**  
Question & Answer  
End Date **Oct 31, 2013 5:00:00 PM EDT**

Bid Contact **AnnDebra Diaz**  
**Procurement Specialist II**  
**Procurement**  
**954-828-5949**  
**adiaz@fortlauderdale.gov**

Pre-Bid Conference **Oct 30, 2013 10:00:00 AM EDT**  
**Attendance is optional**  
**Location: Fort Lauderdale Executive Airport**  
**Airport Manager's Office**  
**6000 NW 21st Avenue**  
**Fort Lauderdale, FL 33309**

### **Description**

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, to provide security guard services at the City's Executive Airport and Downtown Helistop for the City's Transportation and Mobility Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

**RFP # 545-11298****TITLE: Airport Security Services****PART I – INTRODUCTION/INFORMATION****01. PURPOSE**

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, to provide security guard services at the City's Executive Airport and Downtown Helistop for the City's Transportation and Mobility Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

**02. INFORMATION OR CLARIFICATION**

For information concerning procedures for responding to this solicitation, contact Procurement Specialist AnnDebra Diaz at (954) 828-5949 or email at [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov). Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com). Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

**03. TRANSACTION FEES**

The City of Fort Lauderdale uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

**04. PRE-PROPOSAL CONFERENCE AND SITE VISIT**

There will be a pre-proposal conference scheduled for this Request for Proposal as stated in PART II – RFP Schedule. It is strongly suggested that all Contractor's attend the pre-proposal conference and/or site visit.

While attendance is not mandatory, tours at other times will not be available. It is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all Contractor's attend the pre-proposal meeting.

**05. ELIGIBILITY**

To be eligible for award of a contract in response to this solicitation the Contractor must demonstrate that they have successfully provided security guard services, as specified in the Technical Specifications / Scope of Services section of this solicitation for a minimum of five (5) years, are normally and routinely engaged in performing such services. Contractor must be properly licensed in the State of Florida and hold correct licenses in Broward County and the

City of Fort Lauderdale, as required. Proposer should be aware that bidding firms with at least ONE (1) YEAR experience providing **airfield** security services shall be given additional consideration in the qualification process. (Baggage screening does not qualify). In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of Fort Lauderdale.

06. PRICING/DELIVERY

All pricing should be identified in PART VII - PROPOSAL PAGES – COST PROPOSAL. No additional costs may be accepted, other than the costs stated on the Proposal pages.

07. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

08. AWARD

The City reserves the right to award to that proposer who will best serve the interests of the City, for that product/service that will best serve the needs of the City of Fort Lauderdale.

The City also reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all proposals and to award or not award a contract based on this bid solicitation.

09. PRICE VALIDITY

Prices provided in this Request for Proposal (RFP) are valid for 120 days from time of RFP opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

**PART II - RFP SCHEDULE**

EVENT	DATE/TIME
Release of RFP	Thursday, October 10, 2013
Pre-Proposal Meeting Fort Lauderdale Executive Airport Airport Manager's Office 6000 NW 21 <sup>st</sup> Avenue Fort Lauderdale, FL 33309	Wednesday, October 30, 2013 / 10:00 AM
Deadline for Questions/Request for Clarifications	Thursday, October 31, 2013 / 5:00 PM
Proposal Due Date/Time (Deadline)	Tuesday, November 12, 2013 / 2:00 PM

**PART III - SPECIAL CONDITIONS**

01. **GENERAL CONDITIONS**  
RFP General Conditions Form G-107 Rev. 07/13 (GC) are included and made a part of this RFP.
02. **NEWS RELEASES/PUBLICITY**  
News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.
03. **RFP DOCUMENTS**  
The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.
04. **CONTRACTORS' COSTS**  
The City shall not be liable for any costs incurred by Contractor in responding to this RFP.
05. **RULES AND PROPOSALS**  
The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal Contractor.
06. **CONTRACT PERIOD**  
The initial contract term shall commence upon date of award by the City or February 21, 2014, whichever is later, and shall expire three (3) years from that date. The City reserves the right to extend the contract for two (2) additional one-year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.  
  
In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.
07. **COST ADJUSTMENTS**  
Costs offered and accepted for airport security services shall remain firm for the first full year of the contract. Costs for the second and third years, and any subsequent extension term(s), shall be subject to an annual adjustment review. The City will use changes in the Consumer Price Index (CPI) (United States, All Urban Consumers), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, and documented payroll figures provided by the Contractor in its annual adjustment review. Such costs for the second and third years, and any subsequent extensions term(s), shall be subject to adjustment only if increases occur in the industry, but unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 5% per year or the latest yearly percentage (%) increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor, whichever is less. The yearly increase, or decrease, in CPI shall be latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the comparable month one year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

In the event the CPI or the industry costs decline, the City shall receive from the Contractor, a reduction of costs, in accordance with the terms and conditions for adjustments detailed above.

08. SERVICE TEST PERIOD

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

09. CONTRACT COORDINATOR

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

10. CONTRACTOR PERFORMANCE REVIEWS AND RATINGS

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

11. INVOICES/PAYMENT

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the hourly costs and all related costs and shall specify the status of the particular task or project as of the date of the invoice as regards the accepted schedule for that task or project. The City will endeavor to make payment on a correct invoice within thirty (30) days after receipt of an invoice acceptable to the City.

Any amount owed to the City by the Contractor due to damage or loss of equipment, property, etc. shall be deducted from the Contractor's invoice submitted for the period in which the loss / damage took place.

12. RELATED EXPENSES/TRAVEL EXPENSES

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

13. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Contractor agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Contractor.

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

14. DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of the Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

15. **SUBSTITUTION OF PERSONNEL**

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

16. **INSURANCE**

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

**Workers' Compensation and Employers' Liability Insurance**

Limits: Workers' Compensation – Per Florida Statute 440  
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at [www.fldfs.com](http://www.fldfs.com).

**Commercial General Liability Insurance**

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage must include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability
- e. Independent Contractors

### **Automobile Liability Insurance**

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person, \$500,000 each occurrence
Property damage	<b><u>\$1,000,000 each occurrence</u></b>

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Fort Lauderdale  
Procurement Services Division  
100 N. Andrews Avenue, Room 619  
Fort Lauderdale, FL 33301

### 17. SUBCONTRACTORS

If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

### 18. INSURANCE – SUBCONTRACTORS

Contractor shall require all of its subcontractors to provide the aforementioned coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

19. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

20. PUBLIC ENTITY CRIMES

NOTE: Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted vendor list.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

21. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

22. SAFETY

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their

employees fully aware of these provisions, especially those applicable to safety.

23. CANADIAN COMPANIES

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

24. LOBBYING ACTIVITIES

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:

<http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf> .

25. BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at [http://www.fortlauderdale.gov/purchasing/notices\\_of\\_intent.htm](http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm). Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

26. SAMPLE CONTRACT AGREEMENT

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website <http://fortlauderdale.gov/purchasing/general/contractsample021412.pdf>

27. WARRANTIES OF USAGE

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

28. TAXES AND PERMITS

The State, any county, municipality or political subdivision of this State is exempt from the sales tax, except this exemption shall not include sales of tangible personal property made to contractors employed either directly or as agents of any such government or political subdivision thereof when such tangible personal property goes into or becomes a part of public works owned by such government or political subdivision thereof. The bidder shall take these factors into consideration in preparing his proposal, including therein the cost of the State and Use Tax on materials, but excluding the cost of those taxes and permits not applicable.

29. TERMINATION FOR CAUSE AND CONVENIENCE

The City of Fort Lauderdale reserves the right to terminate the contract for reasons including, but not necessarily limited to:

- a. Contractor abandonment or discontinuance of operations at the airport;

- b. Contractor failure to keep in force any of the required insurance policies;
- c. Contractor failure to satisfactorily perform in accordance with any of terms, conditions and or specifications of the Contract;
- d. Contractor failure to rectify any fault or deficiency within a maximum of thirty (30) days after receipt of notice from the City of Fort Lauderdale of such failure. Repeat instances of the same deficiencies, or failure to correct any faults or deficiencies on a timely basis will be cause for Contract cancellation.

30. VERIFICATION OF EMPLOYMENT STATUS

Any Contractor/Consultant assigned to perform responsibilities under its' contract with a State agency are required to utilize the US Department of Homeland Security's E-Verify system (per Executive Order Number 11-02) to verify the employment eligibility of: (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the contract with the State agency.

E-VERIFY Affirmation Statement (Attachment "A ") should be completed and submitted with Proposer's response to this RFP.

31. LOCAL BUSINESS PREFERENCE

Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a proposer must include the Local Business Preference Certification Statement of this RFP, as applicable to the local business preference class claimed **at the time of proposal submittal**:

Upon formal request of the City, based on the application of a Local Business Preference the Proposer shall within ten (10) calendar days submit the following documentation to the Local Business Preference Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, **and**

B) List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of proposal submittal shall result in the Proposer being found ineligible for the local business preference.

**THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:**  
**<http://www.fortlauderdale.gov/purchasing/index.htm>**

**Definitions:** The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **and** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **or** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone **and** staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

**PART IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES****01. GENERAL INFORMATION INTENT**

The City is seeking to enter into a contract with a qualified Contractor who shall provide Airport Division with Security Services in accordance with the RFP specifications. The Contractor shall provide sufficient and qualified personnel to patrol the Airport's specified property, tenant aprons, runways, taxiways, and any other areas within the Airport property as may be designated by the Airport Manager. In addition, the Airport may require a Security Officer to be posted at the Airport or Downtown Helistop on a scheduled or non-scheduled basis.

**1. Security Officers shall be broken down into 4 categories:**

**Security Manager** – Shall meet all following requirements

**Senior Airfield Patrol Officer** - Shall meet all following requirements

**Airfield Patrol Officer** – Shall be exempt from section 1 (F)

**Extra Security Officer** - Shall be exempt from section 1 (C) (D) (E) (F) (G) (H) (I) and 10 (E) and will not be required to drive a contractor's patrol vehicle while on duty. This Security Officer will be on an as needed basis for scheduled and non-scheduled events at the Airport or Downtown Helistop. For non-scheduled events the Security Officer should be able to respond to the Airport or Downtown Helistop for assignment within 4 hours.

**A.** All personnel assigned to this contract shall be high quality, good moral character, properly trained and qualified to perform airport security services. Bidders shall include with their bid, information regarding their hiring, screening, testing and training process for all airport security personnel. All Contractor personnel assigned to this Contract shall be a U.S. citizen or legal resident of the United States or have been granted authority to work by the U.S. Immigration and Naturalization Service. The Contractor shall provide the Airport Manager complete histories on each Contractor employee assigned to this Contract. All personnel shall be subject to advance approval by the City's Airport Manager, or designated representative. City approval is required for each Security Officer prior to being assigned to duty at the Airport or Downtown Helistop.

**B.** Security Officers shall hold at least a State of Florida class "D" Security Officer license.

**C.** Each individual assigned to this Contract must be trained by the Contractor at their expense for duty at the Airport. The training shall include all aspects of the Airport post including routine, emergency situations as well as very detailed training with regard to operational areas (runways and taxiways) and radio communications with the Air Traffic Control Tower. This training shall be a minimum of 80 hours.

**D.** The City shall require all Contractor employees assigned to this contract to pass a written test. The City shall provide and administer the written test, covering all training areas required. Upon passing the written test with a score of 70% or better, the employee must pass a practical test administered by Airport Management covering radio communication procedures, knowledge of runway and taxiway lights, signs and markings, and emergency procedures. The City shall provide the Contractor with an applicable course in airport

protocols. At the successful completion of the written and the practical test the Security Officer will be issued an Airport Badge. **Only Contractor employees who have passed both exams shall be permitted to work at the Airport.**

E. All Contractor training will be subject to review and approval by the Airport Manager, and/or Fort Lauderdale Police Department.

F. Security Officer Experience

1. Security Officers will be required to have a minimum of a high school education or GED and at least one (1) year experience in the security field, and six (6) months of airport runway/taxiway patrol experience. Additional experience may be substituted for the experience requirements by the completion of college course work, pilot's license, military service, police officer, or other experience deemed by the Airport Manager to be a compatible substitute.

2. The Security Manager will have a minimum of a high school education or GED, (1) year airport runway/taxiway patrol security experience at an airport with an operating Control Tower and two (2) years security experience. The one (1) year of runway/taxiway patrol experience may be substituted by an FAA Private pilot's license or other experience deemed by the Airport Manager to be a compatible substitute. The Security Manager must also possess or be able to obtain a class MB security license within 90 days of appointment to the Security Manager position.

G. Each Security Officer must be qualified to operate aviation band radios and be able to read, speak and understand English in accordance with the Federal Aviation Regulations.

H. Security Officers shall have successfully completed an advanced First Aid Course, and provide the City with documentation to satisfy this requirement.

I. Security Officers must successfully undergo a physical examination and drug screening at the contractor's expense. In addition, the contractor shall provide a complete nationwide criminal history check and a State of Florida driver's license check covering the last 5 years for each individual who is assigned to the Airport. The Contractor shall provide the City with a copy of each of these documents prior to the employee being assigned for duty at the Airport.

The minimum parameters for the physical are listed below. A qualified medical doctor shall make the determination as to meeting these parameters:

- 1) 20/20 vision with or without correction.
- 3) Ability to distinguish shades of colors.
- 4) Ability to hear ordinary conversation at a distance of 20 feet, without the use of artificial hearing devices.
- 5) Freedom from disease or condition that results in indistinct speech.
- 6) Free from any emotional disorder, or any hindrance, which may prohibit or preclude meeting the professional standards required by the contract.
- 7) Blood pressure and other vital signs must be within normal limits.
- 8) Ability to walk up stairs and carry heavy objects.

J. Security Officers will not solicit business or conduct any personal business while on duty. A violation of this clause will be cause for immediate removal from the Airport post.

K. Licensed Security Officers are not law enforcement officers and are not granted any police powers regarding arrest. Security Officers shall not use any force or physical means to detain anyone.

L. **Patrolling Security Officers WILL NOT carry guns or weapons of any kind while on duty.**

**2. Contractor Airport Training Program:**

The contractor shall be required to provide the City and all contract employees, a "Job Handbook" approved by the Airport Manager which shows how, when, and where the Contractor will allocate personnel and what duties each will be required to perform and on what time schedule each will be required to perform those duties. Such handbook must describe in detail all steps to be followed by Security Officers during routine and emergency situations.

The Job Handbook will specifically contain:

- A) Standard Operating Procedures for both routine and emergency situations.
- B) Fort Lauderdale Executive Airport's (FXE) Security Officer duties, procedures, and code of conduct.
- C) Airport and Tenant Contact Information
- D) Maps and Diagrams
- E) Updated weekly schedule for all Security Officers assigned to the Airport post including contact information
- F) Any other items required by the Airport Manager.

**3. Equipment and Supplies Requirements:**

The Contractor shall be responsible to furnish all labor, training, uniforms, and supplies including: tools, appliances, radios, aviation band transceivers, cellular telephone and fully charged spare batteries, necessary to properly carry out this contract. Backup equipment will be necessary in case of equipment failure. The City reserves the right to request changes in the types, quantities and brands of equipment and supplies if it deems such changes are necessary for an improved performance and appearance on its premises.

The minimum equipment for the Security Manager, Senior Airfield Patrol Officer, and Airfield Patrol Officer on duty to perform the duties required shall consist of:

- A. Two (2) late model **(no older than one (1) model year at the beginning of the contract)** well maintained, fully operational 4 X 4 sport utility vehicles or pick-up trucks with an enclosed bed or hard shell cap over the bed that can be locked. The vehicle shall also be equipped with a yellow light bar and appropriate markings (Fort Lauderdale Executive Airport Security Patrol) in 6" reflective lettering and a trailer hitch capable of pulling 2000 pounds. The City and Airport Manager reserves the right to review and approve or disapprove the use of any unit, which does not meet this specification.

B. Each vehicle shall have a professionally installed 2-way vehicle aviation radio with at least 5 watts of power as well as a hand held aviation band transceiver with a back-up battery. Each radio shall have the capability of transmitting and receiving on 720 frequencies. The vehicle radio shall remain on at all times and the hand held unit shall be on and with the Security Officer any time they are outside the vehicle.

**NOTE: It is an essential requirement that the FAA Tower be able to communicate with the Security Officer on the radio at all times.**

C. Each Security Officer on duty shall have a radio/cell phone compatible with the City's radio/cell phones and the proper number back-up batteries to ensure no interruptions to service. Each cellphone must have the ability of capturing and delivering images via text messaging and unlimited texting capabilities. Additionally vehicle units shall carry an adapter to charge the radio/cell phone using the vehicle's power. The phone shall remain on at all times, ready to receive incoming calls. It is the intent of Airport Management to be able to call the Security Officer on duty at any time to discuss Airport conditions or situations.

**NOTE: It is an essential requirement for this phone to be operable and with the Security Officer on duty at all times so Airport Management can reach that Security Officer at any time. The Security Officer will be required to transmit and receive text messages with the cell phone.**

D. Each vehicle shall have a locker with the listed items enclosed: first aid kit, flashlight, small tool box containing pliers, screwdriver, adjustable wrench, etc., rain gear including rubbers boots, jackets and pants, vehicle tow strap with hooks on each end, and an operational and current fire extinguisher capable of extinguishing A, B and C type fires. Scoop type shovel, push broom, and one plastic five gallon bucket.

E. The City reserves the right to require the Contractor to install and/or carry additional equipment provided by the City at the discretion of Airport Management.

F. An additional backup vehicle must be must be available within 30 minutes and have the equipment and capabilities of part B of this section. Equipment in section C and D shall then be transferred to the back-up vehicle. This vehicle must be equipped with an amber rotating or flashing beacon.

**4. Airport Rules and Regulations:**

The Contractor agrees that his employees will abide by all rules and regulations as set forth by the Airport Manager.

**5. Contractor Non Discrimination Requirements:**

The Contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, handicap, sex, age, religion, color or national origin, in connection with the performance of services under this contract.

The Contractor agrees to comply with Executive Order 11246, the Civil Rights Act of 1964 and with Part 15 of the Federal Aviation Regulations.

**6. Licenses, Safety Practices, Government Regulations:**

The Contractor shall adhere to and comply with all governmental requirements for business licensing and licensing of Security Officer under his/her control and jurisdiction. Contractor and Security Officers shall maintain all required licenses and provide the City with copies of all such current licenses, during the term of the contract and all extensions. All occupational licenses, state and local licenses, registration for doing business and filing of reports for contractor's operation will be the complete responsibility of the Contractor.

Contractor is completely and solely responsible to maintain complete compliance with all governmental safety requirements (OSHA, etc). Contractor shall be responsible to provide, maintain, replace and update such equipment, devices and requirements, as may be required, in the performance of the contract services.

Additionally the contractor must be able to reasonably adapt to meet new applicable security requirements that may be implemented by the Transportation Security Administration (TSA) or other government agencies.

**7. Contractor Personnel Appearance, Conduct, Supervision:**

The Contractor shall be responsible for department, appearance, conduct and supervision of all personnel concerned with the operation of this contract security service. All Contractor personnel will be required to conduct themselves in a completely professional, respectable manner, observe the doctrines of behavior as a public servant and be polite, courteous, cooperative and pleasant in the conduct of their duties. Any Security Officer found sleeping or off the Airport grounds without approval will be sent home and a replacement Security Officer called in.

A. **Uniforms:** City approval will be required on all uniforms, with the flexibility to allow the City to require a specific uniform for the airport officers. The City and the Airport Manager reserve the right to approve or disapprove uniforms for contracted employees working on its premises. The Contractor shall agree to have all employees assigned to the Airport in an appropriate, properly identifying work uniform. Uniforms shall bear identification patch(es) reading "EXECUTIVE AIRPORT SECURITY". Such uniform when worn must be neat, attractive and clean. All contractor personnel assigned to airport duty shall display an identification nametag on their uniform. Any misconduct brought to the attention of the contractor shall require immediate corrective action to prevent future misconduct and may require the Security Officer's removal from the Airport post.

B. **Supervision:** The Contractor agrees to provide a Security Manager who will be responsible for each shift. The Security Manager shall be present for an 8 hr shift between 7 a.m. and 6 p.m. Monday through Friday or an alternate schedule approved by the Airport Manager, The Security Manager shall be on call for emergencies, and report to Airport Management each morning relating previous shift's activities and significant events. Security Manager will be trained by Airport Management; training to include all areas of Security Officer training. Security Manager will be responsible for coordinating the training of all Security Officers responsible for Airport duty.

The Contractor shall have available a qualified, competent, active and experienced corporate representative available during the hours that service is being provided at the Airport who shall have the overall responsibility for supervising the security of the Airport. Such corporate representative shall be authorized to represent and act for the Contractor; meet

with Airport Management to discuss personnel and work performance and will work accordingly as necessary to assure satisfactory performance of the contract.

**8. Security Office and City owned Equipment**

The City will allow the successful contractor to use a small office owned by the City for the Security Officers to complete their shift turnover, charge batteries, and store equipment needed for the Executive Airport post. **This Airport office shall not satisfy the requirement to have an established business office within the tri-county (Broward, Dade, or Palm Beach County) area.**

Extreme care shall be taken to safeguard any devices, components, tools, etc. owned by the City but distributed to the contractor during the course of their duties – this shall include, but not be limited to: Gas powered cart, The Police/City Radio(s), gate cards and openers, digital camera, video camera, laptop computer, and digital pager. Damage to or loss of any city property used by the Contractor shall be repaired and/or replaced at the Contractors expense with no charge-backs or additional charges to the City.

**9. Security Officer Back-up Personnel:**

The Contractor shall be prepared to provide the City with fully trained back-up Security Officers who are familiar with Executive Airport security service requirements. The back-up Security Officers shall also be subject to Airport Manager's prior approval before work assignment at the Airport.

**10. Specific Requirements and Duties of Security Officers:**

The services required and duties of the Security Officers include specifically, but are not limited to the following:

- A. Provide Airport Management with original copies of all Security Officers daily logs which shall reflect the location and time of each area that is patrolled, significant occurrences, incoming and outgoing phone calls, and detailed reports of aircraft alerts, incidents or accidents, airfield light inspections, surface incidents/runway incursions, security gate checks, nighttime aircraft logs, and any other activities deemed necessary by the Airport Manager. The logs shall be provided the next day to the Airport Manager or designated representative, with a Summary Report by the Security Manager. All logs and reports shall become the property of the City.
- B. Patrol all City-owned property as designated by Airport Manager including hangar, taxiway, runway, apron areas, as well as the road system on the Airport perform a visual inspection of each runway and taxiway, removing any foreign objects and reporting any broken nav aids/lights. Clear airport, taxiway, runway, and apron areas of unauthorized animals, vehicles, personnel, and aircraft as requested by the Airport Manager or Control Tower. Runways and Taxiways are to be inspected at least once per shift or as required by Airport Management.
- C. Escort personnel, vehicles, and equipment on to the Aircraft Operating Area and remain with them until relieved or the work is completed as required by Airport Management.
- D. Inspect and report to Airport Management all non-operating security lighting, building lights, and Airport Security street lighting. The Security Officers shall check, log, and report all inoperative NAV AIDs, airfield lights, and obstruction lights on Airport property in a timely manner, as scheduled by Airport Management.

E. Respond to all Airport alert, maintenance and fire calls, and assist the Police Department, Fire Department and Control Tower, as required by Airport Management. Coordinate with Control Tower personnel by two-way radio in the event of emergency situations. The Security Officers on duty must have a ground control radio in their possession, at all times, when on duty at the Executive Airport. This radio shall operate on 121.75 MHz, or any other frequency change that may be requested by the Airport Manger or Air Traffic Control Tower, and shall be used for direct communication with the Air Traffic Control Tower.

F. Be responsible for the opening and closing of all gates and the surveillance of all fence lines on the airport premises. Check security access gates for proper operation once per shift or as required by Airport Management.

G. Disseminate information as required by Airport Management. Log and report any damage to City property. Promote favorable public relations in public contact situations, which may include getting out of the car and visiting with tenants if requested by the Airport Manager.

H. Log any activities required by Airport Management.

I. Coordinate with the City of Fort Lauderdale Police Department, and other governmental agencies in reference to emergency or criminal activity as required by Airport Management. The Security Officers will log all suspicious activities and report them to the Police and Airport Management. The Security Officers will immediately report all felonious activities to the Police Department and Airport Management.

J. All Security Officers must also have direct radio and or cellular phone communications with the Contractor's dispatch on a 24-hour basis without using an answering service. Each Security Officer on duty at the Airport must be able to communicate with one another by radio (not including the radio used to communicate with the Control Tower) or cellular telephone.

**11. Specific Requirements of the Contractor:**

The services required and duties of the contractor shall include specifically, but not be limited to, the following:

A. Contractor shall provide a backup vehicle, equipped in accordance with paragraph 3 F. This vehicle shall be readily available in the event of a disabled assigned patrol unit because of flat tire, dead battery, dead engine or for any other reason whatsoever so that no more than thirty (30) minutes of non-patrol time shall exist. The City shall not accept vehicle problems as an excuse for failure of security coverage.

B. Contractor shall provide security vehicles fueled with a full tank of fuel, checked for oil and other operating fluids, and be fully prepared for each Security Officer shift change.

C. Contractor shall have a regular business office located in the tri-county area (Dade, Broward, and Palm Beach counties). The Contractor's dispatch facility shall be staffed 24 hours by employees of the contractor at a location properly zoned for such activity.

D. Contractor shall supply all appropriate forms for operations and security functions.

E. To ensure a high caliber of service, the City shall require the Contractor to pay its Airfield Patrol Officer no less than \$14.50/hr, Senior Airport Patrol Officer no less than \$16.00/hr, and Security Manager no less than \$19.00/hr. Contractor must provide the City's Airport Management with documentation of its pay scale and payroll for all employees assigned to this contract when it is requested during the contract period. The City reserves the right to depose any employee with regard to their pay at anytime. Any percentage increase in the contract pricing in accordance with the pricing section of this document shall result in the same percentage increase to the wage rates stated above.

F. Contractor shall provide and post the Security Officer work-shift schedule. Schedule will be provided to Airport Management one week in advance. There shall be a standard 40-hour workweek; **no Security Officer shall work more than 8 hours in a given 24-hour period unless approved by Airport Management.** The Contractor shall document that a minimum patrol of 45 miles be driven on each 8-hour day and afternoon shift, and a minimum patrol of 65 miles on the midnight shift unless otherwise directed by the Airport Management.

G. Contractor shall provide all personnel with an officially approved and dated I.D. card to be worn conspicuously by all personnel while on duty.

H. Contractor's security personnel shall be available to assist the City's Airport Management for actions to be taken during officially declared hurricane alerts.

I. Weekly status meetings with the Airport Management shall be attended by appropriate Contractor personnel if requested by Airport Management.

## 12. PENALTY

The City shall assess the Contractor a \$100.00 penalty for each hour, or part thereof, that there is a lack of security coverage at the airport, by any Security Officer for any reason except "force majeure", and until such time as a Security Officer arrives on duty.

- A. This will include, but not necessarily be limited to:
1. A Malfunctioning or improper vehicle
  2. A malfunctioning or no aviation radio
  3. Absence or incapacity of a Security Officer.
- B. In view of the above, Contractor shall be required to:
1. Provide for a 30-minute access to an approved backup vehicle. (Backup vehicle will comply with all stated requirements in equipment.)
  2. Provide immediate backup of radio and cellular telephone.
  3. Have sufficient complement of airport-trained Security Officers to replace a Security Officer within 30 minutes.
- C. Contractor shall maintain minimum Security Officer strength, as follows:  
No less than eight (8) individuals, trained and ready to serve. The City considers this a minimum requirement. Contractor will be expected to have a sufficient number of fully trained individuals (in addition to Security Officers-in-training) for each position, to ensure required coverage at all times during the contract.

**13. OTHER CONTRACTOR REQUIREMENTS:**

A. Replacement of Employees: The Contractor agrees to remove from service at the Airport any employee whose conduct the Airport Manager feels is detrimental to the best interest of the Airport.

B. Federal Government Agreements: This agreement shall be subordinate to the provisions of any existing or future agreements between the City of Fort Lauderdale and the United States of America relative to the operation and maintenance of the airport.

C. Federal Government's War Power: All provisions of this agreement shall be subordinate to the right of the U.S. of America to lease the airport, or any part thereof, during the time of war or national emergency for military or naval use, and any provisions of this agreement inconsistent with the provisions of such lease to the United States of America shall be suspended thereby.

## PART V – PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

Understanding of the overall needs of the City as presented in the narrative proposal, and your overall approach to address those needs (technical approach, management reports, communication, mobilization).	<b>20%</b>
Experience, qualifications and past performance of the proposing firm, including persons proposed for the project/staff, licenses/certificates, resources, training, screening, evaluations, supervising, references	<b>20%</b>
Experience providing <u>airfield</u> patrol services at an Airport for at least one year. (Baggage screening does not qualify)	<b>30%</b>
Estimated Grand Total Cost/Year to the City	<b>30%</b>
<b>TOTAL PERCENT AVAILABLE:</b>	<b>100%</b>

An evaluation committee of qualified City Staff or other persons selected by the City will conduct evaluations of proposals. It may be a two-step process. In step one, the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee shall review each proposal and rank each proposer's evaluation criteria as stated in this RFP (i.e. criteria 1, 2, 3, 4), and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. In step two, the committee may then conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, resulting from this process, to the City Manager for award of a contract.

The City may require visits to customer installations or demonstrations of product by Contractor's, as part of the evaluation process.

The City of Fort Lauderdale reserves the right, before awarding the contract, to require a Proposer to submit any evidence of its qualifications as the City may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The City of Fort Lauderdale reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of evaluation criteria including cost points, to each responsive, responsible proposer. Each evaluation criteria stated in the RFP has an identified weighted factor. Each evaluation committee member will rank each criteria, from each proposer, giving their first ranked proposer as number 1, and second proposer as number 2 and so on. The City shall average the ranking for each criteria, for all evaluation committee members, and then multiply that average ranking by the weighted criteria identified in the RFP. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

## PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference material included in the additional documents. The City prefers all responses to this RFP to be less than 50 pages and that the Contractor utilize recyclable materials as much as possible. Expensive or fancy binders are not preferred.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

**THIS IS A PAPER RFP WITH CD's.** All proposals must be received by the City of Fort Lauderdale, in the Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in PART II – RFP SCHEDULE. Submittal of response by fax or e-mail will NOT be acceptable.

**PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL HARD COPY, PLUS (2) ADDITIONAL HARD COPIES OF THEIR PROPOSAL PAGES INCLUDING ANY ATTACHMENTS.**

**THE ABOVE REQUIREMENTS TOTAL (3) HARD COPIES OF YOUR PROPOSAL. CONTRACTORS SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD. CONTRACTOR SHOULD PROVIDE (5) CD COPIES OF YOUR PROPOSAL. CD COPIES MUST MATCH THE ORIGINAL HARDCOPY. IN CASE OF ANY DISCREPENCY BETWEEN THE ORIGINAL HARD COPIES AND THE CD, THE ORIGINAL HARD COPY PREVAILS. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.**

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

**A representative who is authorized to contractually bind the Contractor shall sign the Bid/Proposal Signature page. Omission of a signature on that page may result in rejection of your proposal.**

**PART VII - PROPOSAL PAGES – COST PROPOSAL**

Proposer Name \_\_\_\_\_

Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, annual rate for all services identified in this request for proposal. This firm fixed annual rate includes any costs for travel to the City. No other costs will be accepted. This firm fixed annual rate will be the same for the initial contract period.

**Failure to use the City's COST PROPOSAL Page and provide costs as requested in this RFP, may deem your proposal non-responsive.**

Description	Cost/Hour		Est Total	Annual Cost
Security Manager (40hrs/week)	\$ _____	X	2080 Hrs	\$ _____
Senior (Rotating Shifts)	\$ _____	X	6680 Hrs	\$ _____
Airfield Patrol Officer (Rotating Shifts 56hrs/week)	\$ _____	X	5840 Hrs	\$ _____
Estimated Grand Total/Year				\$ _____

Extra Security Officer (No vehicle required)\* \$ \_\_\_\_\_/hr

\*This Security Officer will be on an as needed basis and will not factor into cost for basing award. This Security Officer will be for scheduled and non-scheduled events at the Airport or Downtown Helistop. For non-scheduled events the Security Officer should be able to respond to the Airport or Downtown Helistop for assignment within four (4) hours.

Number of days that the Contractor will need for personnel training and initial startup at no cost to the City. \_\_\_\_\_ Days

**PART VIII - PROPOSAL PAGES - TECHNICAL PROPOSAL**

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used, but they should reference each issue and be presented in the same order.

- Tab 1: Bid/Proposal Signature page
- Tab 2: Cost Proposal Page
- Tab 3: Local Business Preference Certification (if applicable)  
E-VERIFY Affirmation Statement (Attachment "A")  
Non-Collusion Statement
- Tab 4: Letter of Interest: Briefly state the Proposer's understanding of the services to be rendered, and make a positive commitment to perform according to the requirements noted in this RFP. The letter of interest should not exceed two (2) pages.
- Tab 5: Narrative: proposer shall include a comprehensive narrative to include the following: Understanding of the City's needs for security services at the City's Executive Airport facilities and your overall approach to those needs, including monitoring and supervising assigned Security Officers. Specifically, comment on what type of management controls, supervisory inspections, and check-in provisions you utilize to monitor the actions and whereabouts of assigned Security Officers.
- Tab 6: Business Licenses and Certifications: Submit a copy of all licenses, certificates, registrations, permits, etc. that your company / staff possesses – to include, but not be limited to occupational, state and local, registrations, safety certifications, etc. Company must be licensed and/or registered in the State of Florida in all required disciplines.
- Tab 7: Evidence of Insurance. Certificate of Insurance showing coverage, forms, limits. Actual insurance certificates will be required from recommended contractor, prior to award.
- Tab 8: Company Profile: Legal name, address, telephone number, fax number, email address, web page address, etc. of the proposer, together with legal entity (corporation, partnership, etc.). Firm must be established as a legal entity in the State of Florida. Provide years in business; state whether the firm is local, regional, or national. Give a list of owners and/or partners and managers of the firm. Include names, addresses and phone numbers; any additional information that your firm wishes to supply to augment its proposal.
- Specifically indicate the office address where the supervisor(s) would be located when not on the road and where they would respond from if needed by the Security Officer.
- Tab 9: Descriptions / Pictures:  
UNIFORMS: Provide pictures and descriptions of uniforms and City identification on the uniform of the Security Officers;

**VEHICLES:** Provide pictures and descriptions of the vehicles proposed for this contract - with company name and City identification. Vehicle description should list make, model, mileage, condition, etc. Describe the equipment installed and the equipment installation configuration. Describe your vehicle and equipment maintenance procedures and schedules.

Tab 10: **Equipment:** Provide information regarding the proposed equipment to be used to provide the security services in accordance with the specifications. Equipment information shall include quantity, make, model, etc. shall include radios, phones, vehicles, etc.

Tab 11: **Joint Venture:** If submitting as a joint venture, submit a copy of the joint venture agreement including the financial agreement between the parties and the percentage of participation of the parties.

Tab 12: **Qualifications / Experience:** Describe firm's local experience / nature of service with security contracts of similar size and complexity, in the previous five- (5) years. Proposers should be aware that bidding firms with at least ONE (1) YEAR experience providing airfield security services shall be given additional consideration in the qualification process. (baggage screening does not qualify).

Tab 13: **Staff:** Because the Airport Security Manager position is extremely important to this post, please provide as much detailed information regarding the person your company is expected to put into this position. To state that you will merely hire someone after award will not satisfy this request.

In addition provide a complete list of the number of managers, supervisors, and other staff employed at the compound site from which services will be rendered. Resumes for each managerial and supervisory person to be assigned to the project should be submitted, as well as those of the principals of the firm, including the following information:

1. Formal level of education
2. Relative Supplemental education
3. Membership in various relevant national, state and local associations
4. Professional recognition, awards, etc.
5. Experience in providing security services, including any military experience, etc. (number of years).
6. Any special skills, experiences, qualifications, etc.

Describe your employee screening, hiring and training practices that would apply to Security Officers proposed for the City contract. A copy of your manuals can complete this requirement. Provide the pay rate for Airfield Patrol Officers, Airport Patrol Officers, and Security Manager (See item "E" under Specific Requirements of the Contractor).

Briefly describe your supervisory and employee evaluation practices that would apply if awarded the City contract. A copy of your personnel and/or operating manuals can complete this requirement if this information is included within it.

Tab 14: **References:** A list of current and former major (those exceeding \$100,000 per year)

accounts along with contact person name and phone number(s). This list should include accounts that represent company's experience with entities of similar size and exposures as the City of Fort Lauderdale. Include all Airport experience references. **PLEASE DO NOT INCLUDE CITY OF FORT LAUDERDALE OR ITS EMPLOYEES AS A REFERENCE.**

- Tab 15: Technical Approach / Security Plan - Describe the range of security and related services performed by your firm and your implementation plan for this contract. This section must address the required services noted in this RFP, and how your firm plans to provide them. Include Availability of personnel; current work load/staff participation; organization of the team that will be handling this contract. Also describe your vehicle maintenance, back-up vehicle, and vehicle replacement plan in this section. This narrative should encompass all information regarding how the bidder intends to provide "first class" security for the Airport from initial set-up and implementation.
- Tab 16: Communication: Describe the communication plan and equipment you will provide to the Security Officer. Explain how your dispatch service operates, your capabilities, and how is it equipped and staffed. Would the guard have 24 hour per day 7 days per week access to a supervisor, how would he contact the supervisor? Describe how he would contact the Fort Lauderdale Police Department, and the Executive Airport representative.
- Tab 17: Management Reports: Please provide a sample of various management reports that you will provide if awarded this contract. Include samples of daily logs, work shift schedules, travel logs.

Any additional attachments to your proposal.

**CITY OF FORT LAUDERDALE  
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

**PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PACKING SLIPS:** It will be the responsibility of the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.
- 1.04 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.05 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.06 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB.
- 1.07 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.08 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.09 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European descent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

#### 1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

#### 1.11 SCRUTINIZED COMPANIES

This Section applies to any contract for goods or services of \$1 million or more:

The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2011), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2011), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2011), as may be amended or revised.

#### 1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

### Part II DEFINITIONS/ORDER OF PRECEDENCE:

#### 2.01 BIDDING DEFINITIONS

The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:

INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.

REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.

BID – a price and terms quote received in response to an ITB.

PROPOSAL – a proposal received in response to an RFP.

BIDDER – Person or firm submitting a Bid.

PROPOSER – Person or firm submitting a Proposal.

RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.

RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.

FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.

SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.

CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.

CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.

CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.

The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

#### 2.02 SPECIAL CONDITIONS:

Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

**PART III BIDDING AND AWARD PROCEDURES:**

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.

- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashiers check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.
- If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.
- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.
- 3.19 BID PROTEST PROCEDURE:** ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES DIVISION (DIRECTOR), BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO

**AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:**  
[http://www.fortlauderdale.gov/purchasing/notices\\_of\\_intent.htm](http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm)

**THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:**  
<http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>

#### **PART IV BONDS AND INSURANCE**

- 4.01 PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

#### **PART V PURCHASE ORDER AND CONTRACT TERMS:**

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
  - All City Departments being advised to refrain from doing business with the Bidder.
  - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as

officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.

- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
  2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
  3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.
- 5.21 LOCATION OF UNDERGROUND FACILITIES:** If the Contractor, for the purpose of responding to this solicitation, requests the location of underground facilities through the Sunshine State One-Call of Florida, Inc. notification system or through any person or entity providing a facility locating service, and underground facilities are marked with paint, stakes or other markings within the City pursuant to such a request, then the Contractor, shall be deemed non-responsive to this solicitation in accordance with Section 2-184(5) of the City of Fort Lauderdale Code of Ordinances.
- 5.22 PUBLIC AGENCY CONTRACTS FOR SERVICES:** if applicable, for each public agency contract for services, Contractor is required to comply with F.S. 119.0701, which includes the following:
- (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
  - (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
  - (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
  - (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

**3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).**

**3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.**

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

**NAME**

**RELATIONSHIPS**

<b><u>NAME</u></b>	<b><u>RELATIONSHIPS</u></b>
_____	_____
_____	_____
_____	_____
_____	_____

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

**BID/PROPOSAL SIGNATURE PAGE**

**How to submit bids/proposals:** Proposals must be submitted by hard copy only. It will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

**Please Note:** All fields below must be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: \_\_\_\_\_  
(signature) (date)

Name (printed) \_\_\_\_\_ Title: \_\_\_\_\_

Company: (Legal Registration) \_\_\_\_\_

**CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).**

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email: \_\_\_\_\_

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): \_\_\_\_\_

Payment Terms (section 1.04): \_\_\_\_\_ Total Bid Discount (section 1.05): \_\_\_\_\_

Does your firm qualify for MBE or WBE status (section 1.09): MBE \_\_\_\_\_ WBE \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.

Date Issued

**P-CARDS: Will your firm accept the City's Credit Card as payment for goods/services?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. **HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.** If this section does not apply to your bid, simply mark N/A in the section below.

Variances: \_\_\_\_\_

\_\_\_\_\_

revised 6-16-11

RFP NO. 545-11298

TITLE: Airport Security Services

LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this RFP. Violation of the foregoing provision may result in contract termination.

(1) \_\_\_\_\_ is a Class A Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(2) \_\_\_\_\_ is a Class B Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt or a complete list of full-time employees and their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(3) \_\_\_\_\_ is a Class C Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(4) \_\_\_\_\_ requests a Conditional Class A classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(5) \_\_\_\_\_ requests a Conditional Class B classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name

(6) \_\_\_\_\_ is considered a Class D Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration. (Notary not required for Class "D")  
Business Name

PROPOSER'S COMPANY: \_\_\_\_\_

AUTHORIZED COMPANY PERSON: \_\_\_\_\_  
NAME SIGNATURE DATE

**ATTACHMENT "A"**

**E-VERIFY AFFIRMATION STATEMENT**

RFP/Bid /Contract No: 545-11298

Project Description: Airport Security Services

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name: \_\_\_\_\_

Authorized Company Person's Signature: \_\_\_\_\_

Authorized Company Person's Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Question and Answers for Bid #545-11298 - Airport Security Services

### OVERALL BID QUESTIONS

#### Question 1

My company has been working in air freight cargo screening since 2009. We currently hold Safety Act Designation and Certification with the Dept. of Homeland Security and we are on the GSA schedule. With 19 years of security experience would my company qualify for this bid. (Submitted: Oct 11, 2013 1:39:23 PM EDT)

#### Answer

Please refer to the requirements as stated in Part IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES of the RFP. (Answered: Oct 14, 2013 2:57:42 PM EDT)

#### Question 2

I was hoping you can help me better understand how cost will be managed, specifically fuel, patrol vehicle maintenance, and perhaps the 2-way radio equipment for this contract. Should our bid pricing factor those annual expenses into it, or will we be able to submit these expenses to the airport for reimbursement during the life of the contract? (Submitted: Oct 28, 2013 11:09:47 AM EDT)

#### Answer

Expenses will not be allowed to be submitted during the life of the contract. Pricing must be all inclusive. Refer to Part I, Item 06. (Answered: Oct 28, 2013 11:33:14 AM EDT)

#### Question 3

What were the total hours and dollar amount submitted last year from the previous security company? (Submitted: Oct 31, 2013 3:01:46 PM EDT)

#### Answer

For the contract term of 2/21/12 to 02/20/13 the approximate totals are 11,144 hours and \$277,246.05. (Answered: Nov 5, 2013 7:59:33 AM EST)

#### Question 4

What is the bill rate of the current security company ? Of Each Position:  
Security Manager  
Senior Airfield Patrol Officer  
Airfield Patrol Officer  
Extra Security Officer (Submitted: Oct 31, 2013 3:05:29 PM EDT)

#### Answer

Security Manager: \$27.74  
Senior Airfield Patrol Officer: \$23.33  
Airfield Patrol Officer: \$21.15  
Extra Security Officer: \$16.04 (Answered: Nov 5, 2013 7:59:33 AM EST)

#### Question 5

What are the billable holidays? (Submitted: Oct 31, 2013 3:19:11 PM EDT)

#### Answer

The City Holidays are: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day Following Thanksgiving, Christmas Day (Answered: Nov 5, 2013 7:59:33 AM EST)

#### Question 6

In regards to the Security Officer Experience requirements (Part IV, B): please clarify what type of college course work and military service would be considered a compatible substitute? (Submitted: Oct 31, 2013 3:19:33 PM EDT)

#### Answer

None specific (Answered: Nov 5, 2013 7:59:33 AM EST)

#### Question 7

Please clarify if CPR, First Aid and CPR training must be provided in addition to the minimum 80 hours of Airport specific training required in Part IV, C). (Submitted: Oct 31, 2013 3:20:05 PM EDT)

#### Answer

First Aid and CPR training must be provided and a certificate of training must be submitted with each application. (Answered: Nov 5, 2013 7:59:33 AM EST)

#### Question 8

Are there any specific requirements for on-going/refresher training? (Submitted: Oct 31, 2013 3:21:29 PM EDT)

#### Answer

Airport Operations Area refresher training is required and is provided by the Airport through a computer based system. (Answered: Nov 5, 2013 7:59:33 AM EST)