

REQUEST FOR PROPOSALS
FOR
SECURITY SERVICES
SPOKANE INTERNATIONAL AIRPORT



Issued By:

Spokane Airport Board
9000 W. Airport Drive, Suite 204
Spokane, WA 99224

October 4, 2017



REQUEST FOR PROPOSALS FOR SECURITY SERVICES (“RFP”) SPOKANE INTERNATIONAL AIRPORT

The Spokane Airport Board (hereinafter the “Board”) is seeking proposals from experienced and qualified Parties to provide Security Services at specified locations at Spokane International Airport, (hereinafter the “Airport”).

Proposers must submit one (1) original and four (4) copies of their written proposal no later than 11:00 a.m., Pacific Daylight Time (“PDT”), Tuesday, October 31, 2017. Timely written proposals must be submitted in a firmly sealed envelope, clearly marked on the outside with the words “**Security Service Contract RFP**” and must be delivered to, received and time stamped by Airport staff at Spokane International Airport, Administrative offices at 9000 West Airport Drive, Suite 204, Spokane, WA 99224. Written proposals delivered after 11:00 a.m. PDT, Tuesday, October 31, 2017 **will not be accepted.**

Proposals must include sufficient information to evaluate the following criteria:

- Proposer’s previous and current experience managing a Security business
- Financial strength
- Ability to provide level of service required
- References (must include three references from companies you currently provide security services to)

The Board reserves the right to make no decision and to reject all proposals for any reason, and/or to waive any minor irregularities or conditions or to follow up on details or issues. However, proposals may also be evaluated solely on the submitted proposal without follow up or further discussion. All Proposers must have experience in managing a security services business, and must agree to the terms, conditions and contract rate as negotiated by the Board and the successful Proposer.

Nothing herein constitutes or implies an agreement to enter into, accept or agree to any terms, conditions or rates, or to allow or promote any activity and in no way encumbers or obligates the Board to enter into a contract of any kind with any Proposer. In considering every proposal the Board will consider whether or not the proposal will meet the needs of the Airport.

This RFP shall be posted on the Airport’s website at: <http://business.spokaneairports.net/rfp> on Wednesday, October 4, 2017.

There will be a mandatory pre-proposal informational meeting held on Wednesday, October 18, 2017 at 1:00 p.m. in the Airport Board Room, 2nd Floor of the Airport Terminal.

Schedule: The schedule for this RFP process (which is subject to change) follows:

Issue Date of RFP	Wednesday, October 4,	2017
Mandatory Pre-Proposal Meeting	1:00 p.m. Wednesday, October 18,	2017
Proposer Question Submission Deadline	2:00 p.m. Tuesday, October 24,	2017
Board’s Response Deadline for Questions	Thursday, October 26,	2017
Proposal Submission Deadline (Due Date)	11:00 am. Tuesday, October 31,	2017
Successful Proposer Execution of Contract	Monday, November 6,	2017
Recommend Award to Finance Committee	Wednesday, November 8,	2017
Board Approval of Contract	Thursday, November 16,	2017
Commencement of Contract	Monday, January 1,	2018



A. PROPOSAL INSTRUCTIONS:

Introduction

The Board is soliciting competitive proposals because it has determined that this process best serves the interest of the Airport and the public. As such, all Proposers will be afforded full opportunity to submit proposals in response to the RFP and no person shall be discriminated against on the grounds of race, color, age, sex, or national origin in consideration for an award issued pursuant to this RFP.

The receipt of proposals shall not in any way obligate the Board to enter into a Contract of any kind with any Proposer. Further, the Board reserves the right to reject any or all proposals for any and all reasons; to modify, supplement, or amend the RFP, the process, or the schedule; to waive any informality; to negotiate any portion of any proposal; to negotiate with any Proposer; to postpone, reissue, or cancel the RFP; or, to advertise for new proposals.

Considerations and conditions

The submission of a proposal shall be considered conclusive evidence that the Proposer:

1. Has read, is thoroughly familiar with, and fully understands the RFP and all related documentation and materials,
2. Considers itself fully qualified, experienced, capable, and competent to successfully provide the proposed services at the Airport and is fully aware and understands all the requirements associated with doing so,
3. Has thoroughly, conscientiously, and independently investigated all aspects of the opportunity and all related conditions or circumstances and has not relied in any way on any information, data, documentation, or material conveyed in this RFP or otherwise provided by the Airport,
4. Is fully aware of and understands the conditions or circumstances that exist in the community and at the Spokane International Airport, and
5. Has reviewed and fully understands the draft Security Contract to be executed.
6. Understands and acknowledges the conditions and terms of refund or retention of the proposal deposit,
7. Understands and acknowledges the insurance and hold harmless requirements of this RFP, and holds the Board, City of Spokane, Spokane County, their employees or agents fully and completely harmless from any omission, error, act, or any action whatsoever it may be.

No claim for adjustment of any provision of the Security Contract to be executed shall be honored after the proposal has been submitted on the grounds that the Proposer was not fully informed as to the existing conditions or circumstances or any other related matter.

The Board cannot and does not make any representation or warranty with regard to the information, data, documentation, and material conveyed in this RFP or otherwise provided by the Airport. Proposers shall conduct their own independent investigation and analysis and make their own assessments, judgments and decisions regarding this opportunity.

Prohibition Against Lobbying

The Proposer shall not lobby, either on an individual or collective basis, the Board (its associated City or County employees, or outside advisors) or any federal, state, or



local elected or public officials or staff (support) personnel regarding this RFP or its proposal. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Board (its associated City or County employees, or outside advisors) or any federal, state, or local elected or public officials or staff (support) personnel to arrange meetings, visits, or presentations (beyond those contemplated in this RFP) to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a proposal.

Questions

Any questions, comments, or requests concerning the RFP must be submitted in writing to Judy Gifford, Properties & Contracts Director, 9000 W. Airport Dr., Suite 204, Spokane, WA 99224, via facsimile (509-455-6403) or via e-mail judyg@spokaneairports.net and can be submitted any time prior to 2:00 p.m. PDT on Tuesday, October 24, 2017 (the question submission deadline).

Oral communications and emails from the Airport, its staff, agents, Board members, employees or outside advisor, or any other person associated with this RFP shall not be binding on the Board and shall in no way modify any provision of the RFP document. Only written responses shall be binding on the Board.

Addendums to this RFP (if any), to provide clarification of written questions submitted by Proposer's, shall be posted on the Airport's website no later than Thursday, October 26, 2017 (Board's Response Deadline). (Addendums (if any) must be acknowledged by Proposers and included in their submission (see Exhibit #3).

Delivery of Proposals

One (1) original and four (4) copies of the completed proposal (and any additional or supplemental information, data, documentation, and material) must be submitted in a firmly sealed envelope, clearly marked on the outside with the words "**Security Services Contract RFP**" and delivered at or prior to 11:00 a.m. PDT on Tuesday, October 31, 2017 to:

**Spokane International Airport
Spokane Airport Administration
9000 W. Airport Drive, #204
Spokane, WA 99224
Attn: Judy Gifford, Director, Properties & Contracts**

All proposals shall be date and time stamped by Airport staff upon delivery and shall be opened after the delivery deadline.

Any proposal (and any additional or supplemental information, data, documentation, or material) received after the proposal submission deadline (due date and time) regardless of the reason for the delay (including, but not limited to, delays relating to mail delivery, courier services, overnight carriers, or any other reason) or any proposal not properly sealed or marked will not be accepted and will be returned to the Proposer unopened. Proposals may be delivered in person, by certified mail, or delivery service. Fax and email submissions will **NOT** be accepted.

B. PROPOSAL SUBMISSION:

Proposals must be complete, accurate, and free from ambiguity, obscurity, alterations,



or irregularities of any kind. The Proposal Form must be printed, properly signed in ink by the Proposer or an authorized representative of the Proposer, and inserted into this proposal. In case of conflict between words and numerals, the words, unless obviously incorrect, shall control or prevail. Proposers are cautioned to verify and confirm all aspects of the proposal prior to submittal. Negligence or omission on the part of the Proposer or any party preparing any portion of the proposal confers no right to withdraw or make changes, additions, or deletions to the proposal after the proposal submission deadline.

The Board shall not, under any circumstances, be responsible for any costs or expenses associated with the proposal submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the proposal or any other related information, data, documentation, and material. All costs and expenses incurred by the Proposer in connection with the proposal submitted shall be the sole responsibility of (borne solely by) the Proposer.

Proposals must conform to the requirements stipulated in this RFP. By submitting a proposal, each Proposer agrees that the proposal represents a firm offer to the Board and that such offer shall remain open for acceptance until a Security Service Contract is executed by the Board or for a period of no less the 90 days from the date submitted, whichever occurs first. Further, each Proposer agrees that all information, data, documentation, and material submitted or provided by the Proposer shall become the property of the Board and it shall not be returned to the Proposer. After Board approval of a Security Services Contract, all information, data, documentation, and material submitted shall be considered public information and will be made available for inspection in accordance with the laws of the State of Washington. Any proprietary information, data, documentation, and material that the Proposer wishes to remain confidential (to the extent allowed under the laws of the State of Washington) should be clearly identified in the proposal. In addition, the Proposer must provide justification for such a request.

Proposal Deposit

A proposal deposit in the form of a cashier's check in the amount of Five Hundred Dollars (\$500.00), payable to Spokane Airport Board, must accompany each proposal. Cash will not be accepted. Proposals that do not include a proposal deposit will not be considered.

The proposal deposit shall be submitted with the understanding that it will guarantee that the Proposer will not withdraw the proposal for a period of ninety (90) after the proposal submission deadline (due date) and that if the proposal is accepted by the Board, the Proposer will, in a timely manner, enter into a Security Services Contract with the Board. Failure upon the part of the successful Proposer to execute a Security Services Contract and to provide any other required information, data, documentation, or material to the Board and perform all related obligations within thirty (30) days after the date of written notice of award shall be just cause for cancellation of the award by the Board and the forfeiture of the proposal deposit, which forfeiture shall be considered not as a penalty, but as liquidation of damages sustained by the Board. The award of the Security Services Contract may then be made to another Proposer or all proposals may be rejected at the Board's sole discretion. The Board will return the proposal deposit without interest to all Proposers who are not selected as the successful Proposer within five (5) working days after a Security Services Contract has been executed by the Board with the successful Proposer. If the Board elects to reject all proposals, the proposal deposit will be returned without interest to all Proposers within five (5) working days of the decision to do so.



Withdrawal of Proposal

No proposal may be withdrawn after it has been submitted to the Board unless the Proposer makes a request for withdrawal in writing and the request is received by the Board prior to the proposal submission deadline (11:00 a.m. (PDT) Tuesday, October 31, 2017). No proposal may be withdrawn after the proposal submission deadline (11:00 a.m. (PDT) Tuesday, October 31, 2017) for a period of ninety (90) days.

Disqualification of Proposer and/or Rejection of Proposal

A Proposer may be disqualified and/or a proposal may be rejected by the Board for any of the following reasons:

- Submission of proposal after the proposal submission deadline (11:00 a.m. (PDT) Tuesday, October 31 2017).
- Submission of more than one (1) proposal by an individual, firm, or corporation under the same or different names.
- Evidence of collusion among Proposers.
- Existence of any unresolved claim between the Proposer and the Board.
- Proposer (or the proposed service), for any reason, does not fully meet the qualifications, requirements, or standards. The burden of proof shall be on the Proposer and the standard of proof shall be by clear and convincing evidence.
- The acceptance of the proposal will require that the Board expend funds and/or supply labor and/or materials in connection with the proposed services that the Board is unwilling and/or unable to spend and/or will result in a financial loss or hardship to the Board.
- The Proposer has intentionally or unintentionally provided inaccurate or false Information, data, documentation, or material or misrepresented or failed to disclose (omitted) any material fact in the proposal and/or in supporting information, data, documentation, or material.
- The Proposer has failed to make full disclosure in the proposal and/or in supporting information, data, documentation, or material.
- The Proposer (or an officer, director, agent, representative, shareholder, or employee of the Proposer) has a record of materially violating federal, state, or local regulatory measures (including those established by the State of Washington, the City or the County of Spokane).
- The Proposer (or an officer, director, agent, representative, shareholder, or employee of the Proposer) has defaulted in the performance of any agreement or contract at Spokane Airport.
- The Proposer has not demonstrated that it possesses adequate financial responsibility or that it is reasonably capable of undertaking the proposed services.
- The Proposer cannot provide a bond or irrevocable letter of credit (in the type and amounts) required by the Board for the proposed services.
- The Proposer cannot demonstrate its ability to obtain insurance (in the type and amounts) required by the Board for the proposed services.
- The Proposer (or an officer or director of the Proposer) has been convicted of a felony or a crime involving moral turpitude.
- The Proposer seeks terms and conditions which are inconsistent with the RFP and/or the policies and practices of the Board.
- The Proposer's interests and/or the proposed service is inconsistent with the Airport's mission (purpose), vision, values, goals, or objectives; the best interests of general public and/or the Airport, City or County.
- The Proposer has lobbied, either on an individual or collective basis, the Board (its associated City or County employees, or outside advisors) or any federal,



state, or local elected or public official or staff (support) personnel regarding this RFP or its proposal.

Selection Criteria

Proposals will be evaluated based upon the following criteria (the weighting or value associated with each element has been identified to give Proposers an idea of the relative importance of each element to the Board):

#	Element	Weight or Value
1	Qualifications and Experience**	50%
2	Operational/Staffing Plans	20%
3	Proposed Fee	25%
4	Proposal Response	5%
** Proposers with proven experience providing security services at an Airport will be given additional consideration		

C. PROPOSAL CONTENT:

Proposals must be organized so that each element (identified below) is addressed (precisely) in the order indicated herein (sequentially). Proposers must answer all questions completely and accurately and furnish all required information, data, documentation, and material failure to do so may result in disqualification of the Proposer and/or rejection of a proposal.

Proposals must be typewritten on one side of 8½” by 11” paper using a minimum 12 point type size. Tabs must be utilized to separate each section of the proposal. If bound, proposals must be bound on the long (left) side of the paper. The original proposal must be three ring bound. Proposals that contain erasures or alterations may be rejected.

Proposers must provide (and proposals will be evaluated based upon) the following items:

Cover Letter

Each Proposer must submit a cover letter identifying the name and address of the proposing entity. The original proposal must be signed in ink by an authorized representative of the proposing entity who is authorized to execute contractual agreements and/or commitments on behalf of the Proposer.

1. Executive Summary

Each proposal must contain an executive summary that summarizes the key elements of the proposal. Additionally, included in the executive summary, must be a statement that explains why the Proposer would be the best to perform security services.

2. Qualifications and Experience

Each proposal must provide a description of the Proposer’s experience, qualifications, and capabilities to provide Security Services at Spokane International Airport.

3. Proposer’s Plans

- The proposal must address the following:
- Staffing
- Uniforms
- Management



4. Financial Information

Proposer must be in good standing with the Board and shall not have defaulted in the performance of any agreement or contract with the Board. Proposer shall provide one (1) set of financial statements for the previous two (2) years.

D. SCOPE OF WORK:

Security Identification Display Area “SIDA” Gate:

The Board requires that three (3) security personnel be badged and trained for deployment to the **SIDA** gate when necessary. Security personnel are responsible for inspecting vehicles and confirming identification of individuals entering the SIDA.

Ready/ Return Rental Car Entrance:

The Board requires twenty four hours (24), seven (7) days a week at the entrance of the Ready/Return Entrance. Security personnel are responsible for inspecting vehicles entering rental car ready/return area. This is a required post, security personnel may not leave the post without a replacement security person being in place. The scheduled hours for this location are subject to change.

Sterile Exits:

The Board requires one (1) security person at each location, seven (7) days a week. The locations are at the glass doors at two (2) exit locations (Rotunda and Concourse C). Security personnel must be present between the last airline departure and the last arrival at both locations. The hours vary depending on the airline schedules however it is not unreasonable to assume six (6) hours or less per day at each location. Security personnel are responsible for opening the glass doors when deplaning passengers are exiting, and to ensure that no one enters the sterile area during the time when those doors are opened.

Sterile Areas:

Security personnel shall also provide random inspections of badge holders at doors leading from the SIDA to sterile areas. Additionally, security personnel shall be required to provide inspections of vendor related deliveries to the sterile area.

Roving Security:

The Board requires one roving security guard six (6) hours, seven (7) days per week as directed by the Board’s representative.

Security Personnel:

The Board requires security personnel to be professionally dressed in a clean and neat uniform at all times. The Security company is responsible for providing winter garments for those locations that warrant them. All security personnel will be subject to a fingerprint based criminal history records check and must not have any felony convictions, gross misdemeanors, or recent misdemeanors. Demonstrated experience with ensuring compliance with 49 CFR 1542 and the associated TSA Security Directives at an airport is preferred.

E. TERM:

A. The Contract shall be effective January 1, 2018 and shall expire December 31, 2018.



B. The Board shall have the sole option to renew the contract for four (4) additional one (1) year terms, providing that the work performed under the Contract has been fully satisfactory as determined solely by the Board.

F. INSURANCE:

Contractor shall be required to provide proof of One Million Dollars (\$1,000,000.00) in standard comprehensive insurance coverage, with aircraft exclusions deleted to cover all operations of the Contractor and shall include, but not by way of limitation, bodily injury; property damage; products liability; automobile including owned, non-owned, leased and hired; and contractual coverage. The Board, the City and County of Spokane, their elected and appointed officials, agents and employees shall be named as additional insureds.

G. DOCUMENTATION:

Proposer wishing to provide Security Services at Spokane International Airport shall be solely responsible for ensuring that they have the proper licenses from the State, Federal or local agencies having jurisdiction with regards to security services. Failure to accurately complete and submit the required proposal form and attach all of the required information, data, documentation, and material will be grounds for disqualification of the Proposer and/or rejection of a proposal.

1. Additional Information

The Proposer may include any additional or supplemental information, data, documentation, or material that may be useful in helping the Board make its decision.

2. Additional or Supplemental Information, Data, Documentation and Material

The Board reserves the right to request additional or supplemental information, data, documentation, or material or clarification from Proposers, to conduct such investigations as the Board considers appropriate with respect to the qualifications, experience, capabilities, or reputation of any Proposer or the information, data, documentation, or material contained in any proposal.

H. INTERVIEWS:

Proposers may be required to interview with and/or make a presentation to the selection committee and/or the Board (in-person at the Airport administration office) with the date and time to be determined.

I. ACKNOWLEDGEMENT OF TERMS AND CONDITIONS - Request for Proposals - Security Services:

The decision of the Board and the award of a Security Services Contract will be final and shall be based on the financial cost to the Board and on the proposed level of services, quality of staffing and management. All Proposers will be notified whether or not they have been selected. Upon the Board's notice of award, the Board shall provide the successful Proposer with a Security Services Contract. Within two weeks of the date of receipt of said Security Services Contract, the successful Proposer shall execute and deliver said Contract and provide all other required information, data, documentation and material to the Board (including, but not limited to, proof of insurance) and perform all other related obligations. In the event of a conflict between the terms of the Security Services Contract and the provisions of this RFP or the



proposal, the terms of the Security Services Contract shall govern. The Board reserves the right to cancel the award without liability, except for the return of the proposal deposit without interest to the Proposer, at any time before the Security Services Contract has been executed by both parties.

Proposer is bound by its proposal for a period of ninety (90) days following the date of proposal opening and may not withdraw its offer during this period. It is understood by the Proposer that the Board reserves the right to reject any and all proposals. If selected, the Proposer hereby agrees to enter into a Security Services Contract with the Board to provide Security at specified locations at Spokane International Airport under the terms and conditions as set forth in the Request for Proposal dated October 4, 2017 and under the terms and conditions of the Security Services Contract.

Proposer: _____ Witness: _____
 Title: _____ Title: _____
 Date: _____

Attest: (Seal)



**EXHIBIT #1
PROPOSAL FORM**

Name: _____ Date: _____

Address: _____

The Proposer hereby offers to enter into a contract with the Board to provide security services as specified at Spokane International Airport, under the terms and conditions set forth in the Request for Proposals and the Security Services Contract. In furtherance of this offer, the Proposer agrees to bill the Board the hourly rates as specified in this proposal.

Proposer is bound by this offer for a period of ninety (90) days following the date of proposal opening. It is understood by the Proposer that the Board reserves the right to reject any and all proposals.

All qualified interested parties are required to provide the Board with the following:

- 1. The hourly bill rate for requested services as outlined in Section D –Scope of Work.

The Hourly bill rate shall be \$_____.

- 2. Three (3) references from companies that are current clients and that require similar security services. Please provide company name, contact name and telephone number, and the current bill rate being charged each reference.

1) Company Name: _____
Contact Name: _____
Phone:#:_____ Current Bill Rate \$_____

2) Company Name: _____
Contact Name: _____
Phone:#:_____ Current Bill Rate \$_____

3) Company Name: _____
Contact Name: _____
Phone:#:_____ Current Bill Rate \$_____

PROPOSER: _____

By: _____

Title: _____

Date: _____



EXHIBIT #2

PROPOSAL SUBMISSION CHECKLIST

In addition to the cover letter and executive summary, the following documents must be submitted as part of the sealed proposal in order for the proposal to be considered.

- Exhibit #1 - Proposal Form
- Proposal Deposit in the form of a Cashier's Check (\$500.00)
- Proposal Cover Letter
- Exhibit #3 - Acknowledgement of Addendums (if any)



EXHIBIT #3

ACKNOWLEDGEMENT OF ADDENDUM(S)

Proposer Acknowledges Receipt of Addendum(s), **if any**:

Acknowledgment of Addendum(s) if any, is hereby made;

Addendum # 1 _____

Addendum # 2 _____

Signature: _____

Name: _____

Title: _____

Name of Business: _____

Date: _____