

**ADDENDUM #1**  
**DATED OCTOBER 26, 2017**

**Airport Clarification – Page 1 of the Request for Proposals**

1. Proposers must submit one (1) original ***proposal and one electronic copy of the proposal on a USB flash drive, ~~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.**

**QUESTIONS SUBMITTED BY POTENTIAL PROPOSERS**

1. Are the 6-Hour Rovers ever scheduled to cover the Sterile Exits in overlapping shifts or is this a separate requirement altogether? Can you provide a typical schedule to demonstrate the relationship between the SIDA Rover/gate, Sterile Exits and Rental Gate?

**Answer:** *No, they are separate requirements and there is no relationship between them.*

2. Security Companies that are licensed by DOL submit fingerprints in the licensing process along with background checks for each member. Each member carries a DOL issued license. Will this meet the fingerprinting requirement stated in the RFP? If not, will these costs be passed on to the winning company?

**Answer:** *No, fingerprinting for DOL will not meet the fingerprinting requirements.*

3. In the meeting, you stated there is a \$20.00 Monthly Employee Parking fee. Are these parking spaces assigned to each employee assigned or will the company have a given number of spaces that can be transferrable between assigned employees?

**Answer:** *The SUCCESSFUL Proposer will not be assessed fees associated with employee parking. The successful Proposer will be allocated a certain number of complimentary parking passes which will enable employees to park in the Flint Road employee parking lot. The Parking passes will be managed by the company and not issued to individual employees.*

4. How does SIA view the impact of future growth on the Security Services contract? Do you expect the security contract requirements to be expanded?

**Answer:** *Unknown at this time.*

5. Can you provide a site map to depict the relationship between the rental gate, SIDA area, SIDA gate and Sterile areas?

**Answer:** *Please see site plan attached to this Addendum #1.*

6. In the meeting, it was stated a vehicle is not needed for the SIDA rover, this is a foot patrol. Is there any other equipment requirements anticipated by the contractor?

**Answer:** *A mobile communication device such as a cellphone should be available to the rover.*

7. The Scope of Work identifies a requirement for three personnel to be badged and trained for deployment to the SIDA gate.

A. Are all three officers deployed together?

Answer: No – the scope of work requires three (3) personnel to be badged and trained for deployment at all times.

B. Is this requirement concurrent with the Rover and Sterile Exits?

Answer: It could be since different posts could be combined with the rover.

C. Can you provide a typical scenario for this requirement?

Answer: Rover could be challenging people for SIDA badges and doing stadium style inspections of personal property for prohibited items and inspections at the SIDA Gate.

8. Do the current security officers have any training or carry defensive tools (expandable baton, pepper spray/foam, handcuffs, taser)?

Answer: No

9. Are there any restrictions preventing officers from carrying defensive tools?

Answer: Yes – there are restrictions.

10. Can you provide the average number of hours billed by the security contractor for the last three years?

Answer: The average number of hours billed for 2015 and 2016 respectively was 9,297 hours. The Contractor has billed approximately 6,722 hours through September 30, 2017.

11. Is there any other operational information that Mr. Troyer could provide that he would have been shared in the meeting?

Answer: Chief Troyer will provide training material to the successful proposer.

12. Would the Airport please provide the fee structure for airport badges?

Answer: Charges will not be assessed to the successful Proposer for badging.

13. How often are the airport badges renewed?

Answer: Every two (2) years.

14. And is there a fee for the renewal badge?

Answer: See the answer to Question #12 – for clarification purposes, there is a charge if a badge is lost – 1<sup>st</sup> offense is \$15.00.

15. Is on-site office available to the contractor?

Answer: No

16. If so, is it provided by Spokane or must contractor lease the space from the Airport?

Answer: See the answer to #15.

17. If the space is leased by the contractor, would the Airport please provide an estimated monthly cost for the current space used by the incumbent contractor?

Answer: See the answer to #15.

18. Does the Airport provide the contractor with any on-site storage space for equipment outside of any on-site office space?

Answer: See the answer to #15.

19. If so, is this space leased or provided at no-cost to the contractor by the Airport?  
Answer: See the answer to #15.
20. Additionally, is it the Airport's expectation for the selected contractor to have an on-site office for the contract manager?  
Answer: No
21. Do the officers report to a single location prior to starting their shift for briefing and inspection?  
Answer: Unknown
22. If so, what is the typical duration of shift briefing?  
Answer: See the answer to #21.
23. How long does it take for the officers get to from the shift briefing location to post?  
Answer: See the answer to #21.
24. Are the officers able to park their personal vehicles at the AOA gates?  
Answer: Yes
25. Are there comfort facilities located in close proximity to each AOA gate for the officers' convenience?  
Answer: No
26. Are any of these posts self-relieving? If so, would the Airport please identify which posts can self-relieve?  
Answer: The rover and SIDA Gate posts are self-relieving. Exit lane posts may be based on training.
27. Are fixed post officers relieved for meal and comfort breaks by another security officer or the supervisors?  
Answer: That would be up to the Contractor.
28. If it is another security officer, is the officer a roving officer filling another identified post or a dedicated officer providing required breaks?  
Answer: See the answer to Question #28.
29. Are any of these posts supervisory positions?  
Answer: See the answer to Question #28.
30. If so, would the Airport please identify which posts?  
Answer: See the answer to Question #28.
31. Would the Airport please confirm if there is currently an on-site account manager solely dedicated to the program?  
Answer: There is not.
32. Additionally, would the Airport please disclose if there are any additional supervisory or management positions dedicated to program that are not identified in the schedule?  
Answer: Not that we are aware of.

33. Is there a minimum number of pre-assignment training hours each officer must receive prior to standing post alone?

Answer: We do not set a minimum.

34. What is the typical duration of SIDA training provided by the Airport and is it computer based or instructor led?

Answer: The typical duration of SIDA training is 1-3 hours depending on the post that is assigned and it is computer based training.

35. If it is instructor led, how often is the class taught?

Answer: See the answer to Question #34.

36. Will any of the officers be required to drive on the airfield?

Answer: The Airport defines the Airfield as runways and taxiways and driving will not be required or allowed however, based on personnel post assignments, some may drive inside the fence-line.

37. If so, what is the typical duration of ramp driver/AOA driver training?

Answer: See the answer to Question #34.

38. Does it include simulator training or strictly field training?

Answer: Neither – computer based training only.

39. And how often is this training provided?

Answer: Training is available Monday-Friday, 7:00 a.m. to 3:00 p.m.

40. Is employee parking available to the contractor's employees?

Answer: See the answer to Question #3.

41. If so, would the Airport please disclose the monthly costs per parking pass?

Answer: See the answer to Question #3.

42. Are the passes assigned to individual employees or can passes be shared by the employees?

Answer: See the answer to Question #3.

43. Is it the Airport's expectation that the contractor provides the passes at no cost to the employees?

Answer: See the answer to Question #3.

44. Will the Airport please disclose the current wages for all officers?

Answer: See the answer to Question #45.

45. Will the Airport please provide the current bill rates for all officers?

Answer: The current contract bill rate is \$18.72 per hour.

### **Submitted Contract Questions/Clarifications:**

1. Our company's standard payment terms are net 30 days after receipt of invoice. We would like to request for the Airport Board to consider a revision to Contract Section 2.A on page to include a payment provision.

Answer: The Airport will revise Section 2.A to reflect the following: *“Airport shall pay within thirty (30) days after receipt of invoice”*

2. We appreciate the Airport Board’s willingness to consider annual rate adjustments and would like the opportunity to discuss rate adjustments for costs that are outside our control and which go beyond increases in labor costs. We would like to work with the Airport Board to reach mutually agreeable language to modify Contract Section 2 as follows:

- Delete the last sentence of Section 2.B.
- Add new Section 2.C to address statutory and other governmental requirements.

Answer: No change

3. Is the Airport exempt from payment of State and local sales and use tax? If it is not, will the Airport revise Contract Section 2 on pages 1-2 to add new Section 2.D to address state and local taxes?

Answer: No change

4. Our company stands behind our security services and regularly accepts the obligation to indemnify and defend clients for the comparative portion of any losses or damages that are directly caused by the negligent acts or omissions of our personnel in the performance of security services under client agreements. Defense of any indemnified claim will be undertaken and controlled by our insurers. We would like to work with the Airport Board to reach mutually agreeable language to reflect that standard by modifying the below sections as follows:

- Contract Section 8.A on page 5:
  - On lines 6-10 delete the phrase “resulting...employees” and replace it with the following: “to the extent caused by Contractor’s negligent performance of the services in or about the Premises and/or SIA”.
- Contract Section 19.A on pages 9-10:
  - Replace the first two sentences with the following: “Airport will promptly report to Contractor any claim or suit against it within the scope of the indemnity provided by Contractor under this Contract. Should Contractor fail to accept the tender of and vigorously defend such claim, Airport shall have the right to compromise and settle such claim to the extent of its own interest.”
- Contract Section 23 on pages 10-11:
  - On line 7, replace the phrase “for its acts and for the acts of” with the phrase “to the extent of its negligent acts and the negligent acts of.”
- Contract Section 24 on page 11:
  - On line 3, delete the phrase “at the Airport’s option.”

Answer: No change

5. Our company regularly adds clients to our insurance as additional insureds, so long as our obligations do not exceed the liability we have agreed to assume under the applicable contract and the specified insurance limits we have agreed to provide. Our blanket additional insured endorsements, which are written in manuscript form, cover all parties we are required by written contract to include as additional insureds, to the extent of the liability we have undertaken in such contract and the required coverage amount specified in such contract, without the necessity of expressly naming such parties. We would like to work with the Airport Board to reach mutually agreeable language to reflect that standard by modifying Contract Section 9 as follows:

- On line 11, replace “named” with “included”.

- On line 11-12, replace the phrase “with respect to Contractor’s use of SIA which is the subject of this Contract” with the phrase “to the extent of the liability assumed by the Contractor under this Contract and up to the required insurance coverage amount.”

Answer: No change

6. Will the Airport revise Contract Section 9 on page 5-6 to include the following parameters on changes to the stated insurance requirements?

- Add the following to the end of the section: “... to the extent such changes are imposed by law or the Airport’s insurers.”

Answer: No change

7. Our company will release clients from claims of loss, injury and damage to our personnel or property except for claims arising out of the client’s sole negligence, With respect to third party claims, we believe it is fair and equitable for each party to be responsible for such claims to the extent of its negligence. Accordingly, we would like to work with the Airport Board to reach mutually agreeable language to reflect that standard by modifying the sections cited below as follows:

- Contract Section 8.C on page 5: Insert the phrase “or personnel” after the word “equipment” on line 3,
- Contract Section 10.B on page 6:
  - Insert the phrase “third party” before the word “claims” on line 1.
  - On line 3, replace the phrase “caused by the sole” with the phrase “to the extent caused by the”.

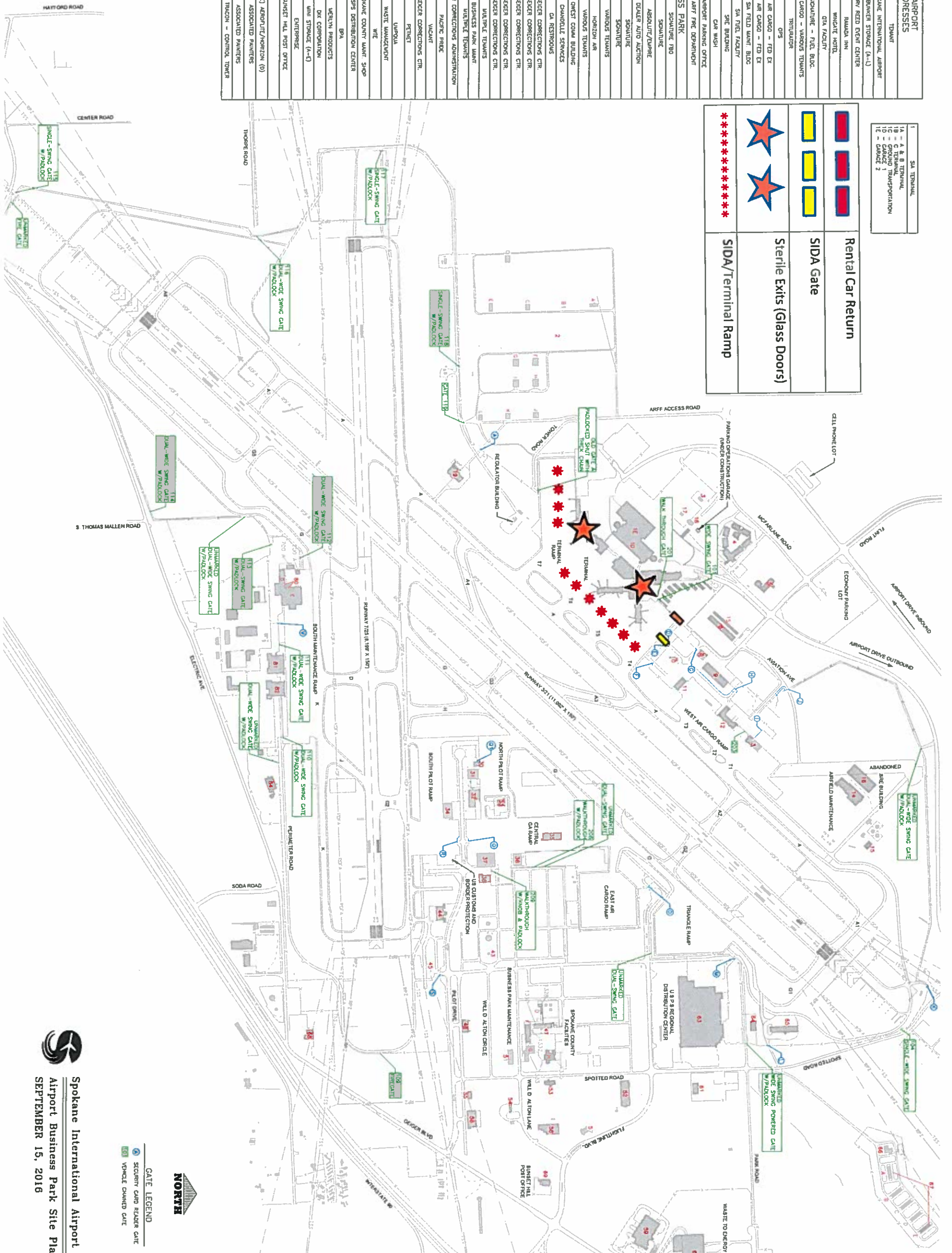
Answer: No change

8. Will the Airport Board revise Contract Section 17.C on page 9 to require the Airport to cure a payment breach within thirty (30) days?

Answer: No change

Layout	ADDRESS	BUILDING #	THREAT
1	6000 W. Airport Dr.		SPOKANE INTERNATIONAL AIRPORT
2	Bunker Ave		BUNKER STORAGE (A-L)
3	8211 W. McFadden Rd.		RY REED EVENT CENTER
4	8909 W. Airport Dr.		RAMADA INN
5	2728 S. Fair Rd.		WINDOUT HOTEL
6	2818 S. Fair Rd.		GRA FACILITY
7	2839 S. Fair Rd.		SECURITY - FUEL BLDG.
8	2833 S. Fair Rd.		AIR CARGO - VARIOUS TOWERS
9			TRAVELER
10	No known address		OPS
11	2941 S. Fair Rd.		AIR CARGO - FED EX
12	8412 W. Aviation Ave.		AIR CARGO - FED EX
13	8404 W. Aviation Ave.		SA FIELD MAINT. BLDG
14	8008 W. Aviation Ave.		SA FIELD FACILITY
15	8002 W. Aviation Ave.		SRE BUILDING
16	8008 W. Aviation Ave.		CAR WASH
17	9000 W. Airport Dr.		AIRPORT PARKING OFFICE
18	9000 W. Airport Dr.		AIRPORT PARKING OFFICE
19	9000 W. Airport Dr.		GENERAL AVIATION/BUSINESS PARK
20	8136 W. Fair Dr.		SECURITY FBO
21	8124 W. Fair Dr.		SECURITY
22	8122 W. Fair Dr.		ABSOLUTE/SECURE
23	No known address	705	DEALER AUTO AUCTION
24	8125 W. Fair Dr.		SECURITY
25	No known address	740	SECURITY
26	3520 S. Davidson Blvd.	730	VARIOUS TOWERS
27	3720 S. Davidson Blvd.	725	HORIZON AIR
28	7804 W. Fair Dr.	700	VARIOUS TOWERS
29	3010 S. Godfrey Ave.	690	ONEST COULM BUILDING
30	7707 W. Fair Dr.		CHANDLER SERVICES
31	7601 W. Fair Dr.		CA RESTROOMS
32	See Map	1328 D	GEDEX CONNECTIONS CTR.
33	See Map	1330 E	GEDEX CONNECTIONS CTR.
34	See Map	1333 F	GEDEX CONNECTIONS CTR.
35	See Map	1333 G	GEDEX CONNECTIONS CTR.
36	See Map	1333 H	GEDEX CONNECTIONS CTR.
37	2310 W. Fair Dr.	1423	MULTIPLE TOWERS
38	7211 W. Fair Dr.	1380	BUSINESS PARK MAINT
39	3507 S. Spotted Rd.	1700	GEDEX CONNECTIONS ADMINISTRATION
40	7109 W. Fair Dr.	1201	PACIFIC PHONE
41	7108 W. Fair Dr.	1427	VACANT
42	7011 W. Flightline Blvd.		PECHET
43	7108 W. Fair Dr.	1100	LUMPOVA
44	2802 W. Capper Blvd.		WASTE MANAGEMENT
45	2800 S. Capper Blvd.		WRE
46	2807 S. Spotted Rd.	1502	SPOKANE COUNTY MAINT. SHOP
47	2928 S. Spotted Rd.		UPS DISTRIBUTION CENTER
48	2920 S. Spotted Rd.		BPA
49	7200 W. Fair Dr.	1060	METALVA PRODUCTS
50	7003 W. Spotted Circle	2805	DR CORPORATION
51	8000 W. Spotted Circle		UNIT STORAGE (A-4)
52	4300 S. Capper Blvd.	43	ENTRANCE
53	8801 Flightline Blvd.		SUNSET HALL POST OFFICE
54	8330 AAB W. Declink Ave.	2904	(F) AIRPORT/HORIZON (O)
55	8310 W. Declink Ave.		ASSOCIATED PAINTERS
56	8324 W. Declink Ave.		ASSOCIATED PAINTERS
57	8314 W. Declink Ave.		FIA TRACON - CONTROL TOWER

1 - SA TERMINAL	
1A - A & B TERMINAL	
1B - C TERMINAL	
1C - GATE 1	
1D - GATE 2	
1E - GATE 3	
1F - GATE 4	
1G - GATE 5	
1H - GATE 6	
1I - GATE 7	
1J - GATE 8	
1K - GATE 9	
1L - GATE 10	
1M - GATE 11	
1N - GATE 12	
1O - GATE 13	
1P - GATE 14	
1Q - GATE 15	
1R - GATE 16	
1S - GATE 17	
1T - GATE 18	
1U - GATE 19	
1V - GATE 20	
1W - GATE 21	
1X - GATE 22	
1Y - GATE 23	
1Z - GATE 24	
2 - RENTAL CAR RETURN	
3 - SIDA GATE	
4 - STERILE EXITS (GLASS DOORS)	
5 - SIDA/TERMINAL RAMP	



**GATE LEGEND**

- SECURITY CAR READOUT GATE
- VEHICLE OWNED GATE