



ADDENDUM III

SUBJECT: Annual Contract for Security Services for San Antonio International Airport, (RFCSP 24-095, 6100017916), Scheduled to Close: July 10, 2024; Date of Issue: May 10, 2024

FROM: Charisma Esparza
Procurement Manager

DATE: July 9, 2024

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED
REQUEST FOR COMPETITIVE SEALED PROPOSALS**

**THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY
AMENDED AS FOLLOWS:**

- 1. THE BID OPENING IS HEREBY EXTENDED TO MONDAY, JULY 22, 2024, AT 11:00 A.M. CENTRAL TIME.**
- 2. ADD:** Section 005 – Supplement Terms & Conditions is here by adding “Force Majeure. Should performance of any obligation created under this Agreement become illegal or impossible by reason of fire, flood, storm, epidemic, pandemic, or other national or regional emergency, act of God, governmental authority, or the common enemy, or the result of war, riot, civil commotion, sovereign conduct, or any other cause not enumerated herein but which is beyond the reasonable control of the Party whose performance is affected, then the Liquidated Damages provision is suspended during the period of, and only to the extent of, such prevention or hindrance, provided the affected Party provides reasonable notice of the event of force majeure and exercises all reasonable diligence to remove the cause of force majeure.”

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

On May 22, 2024, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Security Services for San Antonio International Airport. Below is a list of questions that were asked at the pre-submittal conference. The City’s official response to questions asked is as follows:

Question 1: Is the City desiring for contractors to participate in teaming arrangements in the execution of this project?

Response: The City welcomes proposals that will successfully accomplish the expectation of this RFCSP.

Question 2: Will a performance bond be required?

Response: No, a performance bond is not a requirement for this contract.

- Question 3: How many total gates/posts requiring security monitoring are there as part of this proposal request?
Response: There are 11 posts.
- Question 4: Is there an existing requirement with an incumbent or is this a new requirement? Who is the incumbent?
Response: The existing requirements are in place, and the incumbent is Allied Universal Security.
- Question 5: Regarding the airport references is a category X airport required to be one of the references?
Response: A minimum of Category I Airport.
- Question 6: Is there an opportunity for potential contractors to take a complete tour onsite of all posts.
Response: Yes, a site visit was scheduled on June 21, 2024, from 10:00 am – 11:00 am.
- Question 7: Please clarify expectations for the first 30, 60, and 90 days, as SOPs are to be generated 60-90 days post-award, but the ramp-up time given is approximately 30 days.
Response: First 30 days ramp up is training. SOPs are already established based on Federal Regulations. 60-90 days ensure respondent staffing are certified for all posts/positions.
- Question 8: The price schedule provides a fixed number of hours per position. Do we propose to the exact number of hours, or do we propose what we determine this to take?
Response: The Price Schedule lists an estimated number of work hours on an annual basis and is based on City's best available information. Payment to the selected respondent will be based on the hourly rates for the actual quantity of hours supplied. Respondents shall describe their staffing plan in their Proposed Plan.
- Question 9: Would the city consider extending the deadline due date for proposals?
Response: Yes, this RFCSP has been extended to July 22, 2024, by 11:00 am.
- Question 10: Are startup costs to be added to the bid rates per position, or can they be expressed separately?
Response: See RFCSP Attachment B, Price Schedule: hourly rates shall include all direct and indirect expenses.
- Question 11: Is parking provided for security staff and at what cost if any?
Response: See Section 004 – Specifications / Scope of Services, Background: Parking is available at designated Employee Parking area(s) at the expense of the Selected Respondent (or Selected Respondent's employee). Currently it is at cost of \$30 a month per Respondent employee.
- Question 12: In Section 2.i it states, "SAT security management will have final approval on recommended on-site manager(s)." What will this approval process look like? Will the candidate on-site Managers be part of an SAT/Bidder interview process?
Response: The City reserves the right to refuse Contractor's placement of a security officer, including On-site Managers and On-site Supervisors, at a City facility if a security officer's service is not satisfactory to the City, in City's sole discretion.
- Question 13: If the Awardee has 2-3 finalists for On-Site Manager candidates and SAT likes both, will the Awardee be able to make the final decision?

Response: See response to Question 12.

Question 14: What is the approximate timeframe for the SIDA badge approval, initial cost, and replacement costs for lost or misplaced badges?

Response: The timeframe for U.S born citizens is 3-5 days pending CHRC clearance. For born abroad individuals, this process can take up to 45 days pending CHRC clearance. The initial cost is currently \$100, lost badges are \$35, and renewals are \$35.

Question 15: Is office space provided for security staff and at what cost if any?

Response: Only for the On-Site Manager is office space provided at no cost.

Question 16: What should the insurance provider letter contain?

Response: It will state the provider's commitment to insure the Respondent for the types of coverages and at the levels specified in the RFCSP if awarded a contract.

Question 17: For references, will similar size contracts and scope of access control references be accepted?

Response: Similar size contracts and scope of access control references will not be accepted, only Category X and Category I airport references will be accepted.

Question 18: Please clarify the site manager's weekly schedule. The yearly total hours in the price schedule are 1,560.

Response: The schedule will be Monday through Friday on-site a minimum of 6 hours per day.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 19: Will the City please provide their current contract with the incumbent security provider?

Response: Response to this inquiry can be located at the following link: [Secured Area Access Management and Monitoring Services at the San Antonio International Airport.](#)

Question 20: Please provide any security vehicle requirements (i.e., model, quantities, markings, etc.)? What is the annual mileage expected?

Response: An SUV or truck able to drive up to 100 miles a day at approximately 36k miles a year.

Question 21: If required, should vehicle costs be included in the bill rate, or can they be billed as a separate item?

Response: See response to Question 10.

Question 22: Are there any MWBE/DBE or similar type goals for this project?

Response: The Small Business Economic Development Advocacy (SBEDA) Program has included an Affirmative Procurement Initiative (API) on this RFCSP of 5 points SBE Prime Contract Program.

Question 23: Will Account Manager/Supervisor be provided office space and/or supplies/equipment (e.g., laptop, etc.)?

Response: The manager will be provided a cubicle with power. The City will not supply computers and office supplies.

Question 24: Is the office located in a secured area or is it accessible to the general public (i.e., will contractor be able to interview potential candidates within the provided office space)?

Response: The office will be located in a secure area.

Question 25: Have the MWBE goals changed from the previous contract? If so, how are the incumbent providers meeting the current MBWE requirements?

Response: Response to this inquiry can be located at the following link: [Secured Area Access Management and Monitoring Services at the San Antonio International Airport.](#)

Question 26: Is an onsite training room available to vendor? Please provide more information about the training room size, availability to vendor, capacity limits, included equipment, and any associated costs.

Response: Yes, there will be an on-site training/conference room that should accommodate at least 10 people. For larger groups, a larger conference room can be arranged.

Question 27: Please advise the preferred vehicle model and/or type (SUV, compact, AWD, etc.), how many are required, and at which locations.

Response: Two vehicles and one golf cart are preferred. The vehicle shall be a SUV or truck that can traverse on paved and dirt roads. Make and/or model shall be at the Respondents discretion.

Question 28: What is the annual mileage per vehicle/site and please specify if fuel, maintenance, and/or insurance should be billed as incurred or included in our pricing model.

Response: City estimates approximately 36k miles on the perimeter vehicle; however, it is Respondent's responsibility to determine estimated annual mileage. See response to Question 10. All fuel, maintenance, and insurance are the responsibility of the awardee and will not be provided by the City of San Antonio (COSA).

Question 29: Will the City please provide total amounts and a breakdown of the liquidated damages the current provider has incurred, to date?

Response: There have been \$0 in liquidated damages.

Question 30: Will the City please confirm if the security staff may refuel company vehicles onsite?

Response: The onsite COSA fuel pumps are for COSA vehicles only. There are several gas stations that can be utilized within a 2 mile radius.

Question 31: What equipment is required by site/post and in what quantities (e.g., PPE, radios, cell phones, flashlights, handheld metal detection wands, vehicle inspection mirrors, divesture bins and bowls, lethal/less lethal weapons, etc.)? If you have a brand preference or other specifications, please clarify.

Response: PPE and cell phones are not provided by COSA and are the responsibility of the awarded contractor. COSA will provide radios, metal detection wands, divesture bins and bowls.

Question 32: What manufacturer and types of radios is vendor required to provide? What other equipment is required (e.g., chargers, batteries, microphones/earpiece, belt clips)?

Response: COSA will provide all radios and associated radio equipment.

Question 33: Who is responsible for programming radios to the airport's frequency and cost of such?

Response: COSA will be responsible for radio programing.

Question 34: For armed officers, please identify all required equipment/type of weapon (i.e., firearm, Taser, other).

Response: No armed officers are required as part of this contract.

- Question 35: Will the City require temporary or “on-request” coverage for special events or temporary coverage? If so, please provide historical data or an estimate of hours per month by location and typical notice given.
- Response: The City will require temporary or “on-request” services if the TSA requires extra coverage due to a Security Directive or National Amendment. COSA will give as much notice as possible, but due to the 24/7 operation and the nature of the airport environment, notice could be as short as 24 hours.
- Question 36: Which posts, by RFP, are designated for X-Ray machines, and of these posts do any of them have more than one machine?
- Response: There are no posts that require an X-Ray machine coverage.
- Question 37: Are there any penetration testing requirements?
- Response: No.
- Question 38: Will the City please provide the budget and/or estimated annual value of this contract?
- Response: The City welcomes competitive pricing; however, the budget will not be disclosed.
- Question 39: Which vaccinations are required under the new contract, if any? Is Vendor responsible for those costs?
- Response: There are no required vaccinations under this RFCSP. Vendor is responsible for any costs in ensuring its employees meet the requirements of the RFCSP and applicable rules, laws, ordinances.
- Question 40: Beyond the state and federal minimum wage, is there a prevailing wage, living wage ordinance, local mandated wage, or contract-specific wage?
- Response: No, there aren’t any other mandated wage requirements.
- Question 41: Will there be any key guards the City would expect the new contractor to hire? (outside of those we may be required to hire under an employee retention requirement). If so, approximately what percent? Do the incumbent personnel meet the statement of work qualification standards (e.g., education, experience, training, etc.)?
- Response: No, there are no additional positions outside of what is listed in the RFCSP document. The incumbent’s personnel meet the qualifications and standards in the contract.
- Question 42: Will the Aviation Authority need to re-perform the Criminal History Records Check or Security Threat Assessment?
- Response: Yes, the Criminal History Records Check and/or Security Threat Assessment will be needed.
- Question 43: Will incumbent personnel need to go through a re-badging process with the Authority?
- Response: Yes, there will be a re-badging process with the Authority.
- Question 44: For sites where only one officer is on post, what is the expectation regarding break coverage? Are any posts self-relieving for breaks and meal periods?
- Response: The supervisor must arrange coverage for their employees. There are no self-relieving posts.
- Question 45: For outside posts, will you please identify which posts would require transportation for relief (bathroom) or breaks?
- Response: Gate 20 officer will require transportation.

- Question 46: Is stacking of umbrella and excess liability policies acceptable in order to meet the 10 million per occurrence umbrella liability coverage requirement?
Response: Excess insurance is not acceptable for this requirement. The contractor will be required to submit a Certificate of Insurance with an umbrella policy with the minimum assigned limit.
- Question 47: Will the City allow the Vendor to meet the 5 million combined single limit automobile insurance requirement through a combination of auto liability and umbrella liability coverage?
Response: If providing BAL limit of \$1 million and AOA access which requires \$5 million, then COSA will allow the umbrella to cover the \$4 million missing from BAL as long as BAL has a limit of \$1 million.
- Question 48: What is the current prevailing living wage at the airport?
Response: The San Antonio International Airport does not have prevailing living wages.
- Question 49: Are subsequent wage increases known?
Response: No, future changes to the federal minimum wage are not known.
- Question 50: Are employee breakrooms and lockers provided?
Response: COSA approved breakrooms are available to the Respondent, but lockers are not provided.
- Question 51: How many hours of initial and annual recurrent training is required?
Response: Initial training is 24 hrs. per post and annual is 2 hrs.
- Question 52: How many vehicles does the incumbent vendor use on this contract?
Response: 1 SUV/Truck and 1 golf cart
- Question 53: What equipment is required to be provided by Respondent to service the contract?
Response: A vehicle, a golf cart, uniforms, and inspection mirrors are required. Please refer to Section 004 – Specifications/Scope of Services.
- Question 54: Does the Aviation Department provide the maintenance and replacements for 2-way radios at no cost?
Response: The Aviation department will provide radios and maintenance. Contractor shall be responsible for lost or damaged radios due to the negligence of Contractor or its employees.
- Question 55: What screening equipment is to be used for employee screening? i.e., bag checks, x-ray, ETD, HHMD, WTMD.
Response: The equipment used is an inspection stick, inspection mirror, gloves, and a metal detecting wand. ETD may be used in the future.
- Question 56: Are the employee screening posts fixed or mobile?
Response: Employee screening posts are fixed but may be rotated if that works better for the respondent, if needed.
- Question 57: Is there any advanced screening in place for the inspection of concessionaire goods? i.e., X- ray or ETD? If so, will the Authority please clarify the process for screening, and what equipment is required?

- Response: ETD machines will be in place by September 2026. No X-Ray machines will be utilized.
- Question 58: Who is responsible to maintain screening equipment and at whose cost?
Response: Aviation will be responsible for the maintenance cost of screening equipment.
- Question 59: Are any of the posts self-relieving for meal break and/or Relief time? If so, would the Airport Authority please identify which post can self-relieve?
Response: No posts are self-relieving except the Supervisor and Manager. Supervisor will manage all breaks for employees.
- Question 60: Can the Supervisor provide rest breaks/meal breaks to the guards?
Response: Yes.
- Question 61: Will the current post orders/SOPs be made available to the winning vendor in order to prepare training accordingly?
Response: Yes.
- Question 62: Are all security officers required to have an individual radio/phone assigned to them while on post?
Response: The only post requiring cell phone is the Supervisor and Manager.
- Question 63: Regarding the Form CIQ and Form CIQ-A, when are these forms to be mailed to the Office of the City Clerk, i.e., prior to submission of bid, after submission of bid, upon award?
Response: No later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. Please refer to Section 003 – Instructions for Respondents -Part A.
- Question 64: Regarding page 11, Submission Requirements “if Respondent is proposing as a team or joint venture”, does “team” refer to Prime and Subcontractor if there is no joint venture?
Response: If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return the form or provide the requested information. As used in this RFCSP, “team” refers to parties that will be signing the contract with the City, if awarded.
- Question 65: Does Respondent have to file another Form 1295 if we have a certificate dated in 2020 from another airport in Texas?
Response: Yes. Respondent is required to complete and submit a new Form 1295 for each proposal response.
- Question 66: Does Respondent have to file another Form 1295 if we have a prior certificate dated in 2019 for SAT but it’s not showing on the website?
Response: Please refer to response to Question 65.
- Question 67: Referring page 28, Incorporation of Attachments, “... with this document taking priority over all attachments”, is “this document” meant to be the RFCSP itself?
Response: Yes, it is referring to the RFCSP document.
- Question 68: Regarding page 47, References, do we complete this page with information of

the same references from whom we attach reference letters?
Response: They can be the same or different.

Question 69: Can you please confirm if there are CBP seal requirements for any of the posts or personnel? If yes, for which posts or personnel?
Response: No CBP seals are required.

Question 70: For planning and pricing purposes, over the current contract term how many dollars of liquidated damages have been assessed to the incumbent provider?
Response: Please refer to response for Question 29.

Question 71: For planning and pricing purposes, over the current contract term how many internal and external (i.e., TSA) Letters of Investigation or Letters of Warning or penalties have been issued to the incumbent provider?
Response: One in the last 5 years.

Question 72: For planning and pricing purposes, what is the total dollar value of fines that have been issued to the incumbent provider for security services over the current contract term?
Response: No fines have been issued.

Question 73: Are all incumbent screeners, monitors, and badging support personnel trained to the required standards?
Response: Yes.

Question 74: May one guard at any position provide relief or breaks to the other guard? Are both the screening positions self-reliving?
Response: No. Relief is coordinated and conducted by Contractor through its supervisor position. No post is to be unattended.

Question 75: Are there any applicable minimum mandated PTO, sick time, vacation, or any other mandated fringe benefits required?
Response: No; however, Respondents shall describe their Wages and Benefits Plan in their Proposed Plan.

Question 76: Are health benefits mandated or a mandated minimum health benefit requirement? If yes, what are the mandated minimum health benefits?
Response: No; however, Respondents shall describe their Wages and Benefits Plan in their Proposed Plan.

Question 77: What is the incumbent provider's current billing rates for the various positions?
Response: Response to this inquiry can be located at the following link: [Secured Area Access Management and Monitoring Services at the San Antonio International Airport.](#)

Question 78: What is the 2025 annual budget and expenditure for this Scope of Services?
Response: Please refer to response to Question 38.

Question 79: To assess the terms and conditions and associated risks, would the City please provide a copy of the current, executed contract Agreement with the current provider, inclusive of any contract modifications or amendments?
Response: Please refer to response to Question 19.

- Question 80: Is on-airport office/administrative space(s) provided for the Provider? If yes, approximately how many square ft.? Approx. where is it located? And at what cost?
Response: There will be an on-airport office/cubicle provided for the manager. All other posts will be out in the field. It will be located near and in the badging office at no cost to contractor.
- Question 81: For pricing purposes, would the City provide a copy of any existing lease with the incumbent provider for administrative space(s) being used?
Response: Please refer to response to Question 80.
- Question 82: If not provided by the City, what office furniture and/or computer equipment and network access will be needed for this scope of services (e.g., desks, chairs, computers, copiers, network access, etc.)?
Response: The airport will provide desk, chair, and free internet connection.
- Question 83: Does the Authority provide an on-site safe or other acceptable locking container at the airport for properly securing SIDA badges and SSI materials? If not, is there sufficient office space currently provided to the supplier for properly securing SSI materials?
Response: Yes, an on-site safe or locking container will be provided.
- Question 84: Is all training billable?
Response: No, it is not.
- Question 85: If not at all, what portions of the training curricula and for which positions are billable?
Response: None are billable.
- Question 86: Are relieving (bathroom) facilities available near each post? If not, what is the current accommodation for access to bathroom facilities?
Response: Yes, there are restrooms adjacent to all posts.
- Question 87: Will the airport provide at no cost the potential electrical power needed for any powered screening equipment? Will the airport provide at no cost any hardware associated with employee screening (e.g., desk(s), divestiture table(s), signage, etc.)?
Response: Yes, electrical power will be provided at no cost to contractor.
- Question 88: Is there a per employee fee for obtaining airport security guard SIDA badges for airport security guards? If so, what is the cost and at what frequency are badges renewed (i.e., annual, 2-years, other)?
Response: Currently, \$100 Initial badge, \$35 lost badge, \$35 renewal. Badges are renewed every 2 years.
- Question 89: Are there penalty fees for unaccountable SIDA badges, are there any additional potential or cumulative fees and/or penalties?
Response: Yes, unaccountable SIDA badges are \$150.
- Question 90: Is any vacation time billable outside of the loaded hourly bill rates?
Response: No, vacation time is not billable.

- Question 91: Relative to the scope of work for the screening services, does the Authority require the screening to be in the identified positions to be permanently fixed or mobile? Or planned to be in other positions?
- Response: The only posts that are mobile will be the supervisor and aviation worker screening.
- Question 92: Depending on the method of screening, and type/number of security equipment used for employee screening, are two (2) screeners sufficient during peak hours to conduct screening of employees and their accessible properties?
- Response: Yes, two screeners are sufficient.
- Question 93: For planning and pricing purposes, can the Authority share historical metrics of employee screening throughout and screened traffic volumes to reflect historical peak and non-peak hours for employee screening checkpoints?
- Response: Employee screenings are random therefore metrics are not kept.
- Question 94: Does the City or Airport Security Department have a requirement or preference to retain incumbent non-exempt security personnel that are in good standing?
- Response: There are no requirements set in place, but it is preferred to retain the current personnel.
- Question 95: Does the City or Airport Security Department have a requirement or preference to retain incumbent management or other exempt personnel that are in good standing (e.g., supervisor, on-site lead, project manager, etc.)?
- Response: Please see response to Question 94.
- Question 96: How many unbilled positions (or approx. hours per week) is the incumbent currently providing (e.g., scheduler, trainer, quality control, payroll, administration, operations manager, supervisor, breaker, floaters, etc.)?
- Response: None
- Question 97: What is the current number of full-time and part-time security personnel performing this scope of services?
- Response: Approximately 35 employees under the current contract.
- Question 98: Would you please provide an exemplar Weekly Master Schedule for this scope of work with any personally identifiable information, or names redacted?
- Response: The Respondent will have to format their own schedule using the working hours that were submitted to them.
- Question 99: Are there specific training/certifications required beyond typical aviation security training (e.g., fire guard, CPR, First Aid, AED, Lenel, etc.)?
- Response: No, there are none required beyond typical aviation security training.
- Question 100: Is the City willing to negotiate the terms and conditions of the agreement?
- Response: The City seeks to contract with respondents that are willing and able to abide by the City's Terms and Conditions as stated in the RFCSP. Respondents may price their proposals accordingly. See also Section 003 – Instructions for Respondents, Variances and Exceptions to Proposal Terms: *In order to comply with State law, respondents must submit proposals on the same material terms and conditions.*

Proposals that contain material variances or exceptions to the terms and conditions, including additional terms and conditions, will be rejected.

Question 101: What implications are there to the tender process if exceptions to the contract language are submitted with the bid?

Response: The City seeks to contract with respondents that are willing and able to abide by the City's Terms and Conditions as stated in the RFCSP. Respondents may price their proposals accordingly. See also Section 003 – Instructions for Respondents, Variances and Exceptions to Proposal Terms: *In order to comply with State law, respondents must submit proposals on the same material terms and conditions. Proposals that contain material variances or exceptions to the terms and conditions, including additional terms and conditions, will be rejected.*

Question 102: Regarding Future Changes: Will the City approve requests for equitable adjustment to annual bill rates if there is a material and uncontrollable increase to the Respondent's cost basis (e.g., new federal tax rates, local prevailing wage increases, new state or federal health care mandates, new legislation or ordinances, new City/Airport mandates, "Collective Bargaining Agreements, a new "Patient Affordable Care Act", etc.)?

Response: No, the City will not approve requests for equitable adjustments to annual bill rates. See RFCSP Attachment B, Price Schedule. Respondents may submit different pricing for each potential year of the contract.

Question 103: Approximately how many total hours of service losses have there been over the last twelve months?

Response: 500 hours.

Question 104: Is the current incumbent work force Unionized?

Response: No, the City is not aware that it is unionized.

Question 105: Is there an executed Collective Bargaining Agreement (CBA)? Can the Aviation Department advise if the CBA is accessible, or with what Union the CBA is held?

Response: No, there is no CBA.

Question 106: Will the City please confirm if Contractor's security personnel formally act as Agents of the City or County in the execution of the services (for example: restrain, detain, issue citations, etc.)?

Response: None of the above.

Question 107: Is a submitted proposal legally binding for the Respondent solely for pricing? If yes, for how many days?

Response: No, not solely for pricing. See all representations included Section 007 – Signature Page. The following is added: Firm Offer. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for one-hundred and eighty days (180) following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Question 108: What default/breach/termination rights are available to Contractors in the case of an unremedied client breach or default? If none, pending a notification of award, would the City agree to discuss a mutually acceptable termination clause in case of a client unremedied breach or client default in the agreement?

- Response: See Section 006 – General Terms & Conditions, Termination. Also refer to response to Question 102.
- Question 109: Is it also binding for all other elements of the offering? And if so, for how many days?
- Response: Please refer to response to Question 102.
- Question 110: What potential liability caps are available to Contractors? If none, pending a notification of award, would the City agree to discuss modifying the liability language with mutually agreeable language regarding a liability cap (examples: a liability cap equivalent to five times the total contract value, ten times the total contract value, etc.)?
- Response: The City seeks to contract with respondents that are willing and able to abide by the City's Terms and Conditions as stated in the RFCSP. Respondents may price their proposals accordingly. See also Section 003 – Instructions for Respondents, Variances and Exceptions to Proposal Terms: *In order to comply with State law, respondents must submit proposals on the same material terms and conditions. Proposals that contain material variances or exceptions to the terms and conditions, including additional terms and conditions, will be rejected..*
- Question 111: Would the City agree to mutually agreeable language that the City shall enjoy the amounts of the insured's insurance coverage to the required insurances coverages defined in this RFP/solicitation?
- Response: The City seeks to contract with respondents that are willing and able to abide by the City's Terms and Conditions as stated in the RFCSP. Respondents may price their proposals accordingly. See also Section 003 – Instructions for Respondents, Variances and Exceptions to Proposal Terms: *In order to comply with State law, respondents must submit proposals on the same material terms and conditions. Proposals that contain material variances or exceptions to the terms and conditions, including additional terms and conditions, will be rejected.*
- Question 112: What implications are there to the tender process if concerns that are important, but not believed to be material, are submitted with the bid as points for good faith discussions and potential negotiations for mutually agreeable modifications?
- Response: The City seeks to contract with respondents that are willing and able to abide by the City's Terms and Conditions as stated in the RFCSP. Respondents may price their proposals accordingly. See also Section 003 – Instructions for Respondents, Variances and Exceptions to Proposal Terms: *In order to comply with State law, respondents must submit proposals on the same material terms and conditions. Proposals that contain material variances or exceptions to the terms and conditions, including additional terms and conditions, will be rejected.*
- Question 113: The solicitation appears to be silent on a Force Majeure clause. Would the City agree to a mutually agreeable language exception for a mutually beneficial Force Majeure clause? If yes, would the Authority agree to including representative examples of threshold events consisting of, but not necessarily being limited to: pandemics or acts of public enemies?
- Response: Please reference Section 005 – Supplemental Terms & Conditions.
- Question 114: Regarding "Inspections," without limiting the City, would you please quantify, provide additional details and/or provide representative examples on the scope of Inspection duties at the various Posts?

Response: Aviation Worker Screening – wand of personnel, visual checks of employee bags, shoes (if necessary), testing for explosive traces.
Vendor Inspections – visual inspection of merchandise, visual inspection/verification of employee SIDA badges.
Perimeter – Inspection of Airport Operations Area (AOA) gates and locks, inspection of construction areas, badge challenge/verification of individuals on the AOA ramp area.
Gate 20 – Inspection of Interior and exterior of vehicles wanting access to the AOA, employee SIDA badge inspection/verification

Question 115: Regarding “Screening,” without limiting the City, would the City please provide additional information on the types (e.g., x-ray, ETD, AIT, walk-through, handheld, mobile, transportable - including makes/models) of screening equipment that is used? And planned to be used? ETD machine will be used by September 2026. Aviation does not currently own and operate an ETD machine. Currently utilize a handheld metal detection wand.

Response: City anticipates ETD machine will be used by September 2026. Aviation does not currently own and operate an ETD machine. Aviation currently utilizes a handheld metal detection wand.

Question 116: Does the City believe the number of vehicles currently used by the incumbent is sufficient?

Response: It is preferred that Respondent provide at least two SUV/Trucks and one golf cart; however, Respondent is responsible for ensuring that it provides a sufficient number of vehicles/equipment to cover the scope of work.

Question 117: In reference to the scope of work covering vehicle inspections, would such inspections be at fixed positions? or random positions? If yes, would it include hands-on bag checks of driver’s/passenger’s property? Does it include passengers exiting the vehicles?

Response: Vehicle inspections are at a fixed post; some passengers must exit the vehicles if they are not in an exempt vehicle.

Question 118: Would the City please provide a summary of how many times in the past three (3) years were additional ad hoc security service requests made? In those cases, approx. how many additional officers were required per shift and the average durations of those requests?

Response: There have been none in the past three (3) years.

Question 119: What is the average monthly spend/invoicing for the current security service contract over the last six (6) months?

Response: Approximately \$90,000.

Question 120: Beyond a fingerprint based Criminal History Records Check and a name-based background check initiated by the Airport for a Security Threat Assessment (STA) would the Authority please specify what types of other employee pre-employment screening and the specific threshold levels for both initial and confirmatory tests are required, if any (e.g., other background checks, how many panel drug testing, alcohol tests, physical test, etc.)? If yes, does the Authority require DOT compliant testing? Does the City require a specific spectrum of drug-panel tests to be screened for (e.g., 6-panel, 7-panel, 10-panel, 12-panel, etc.)? If some tests are

more frequent than just initial can the City please confirm the frequency to perform each test (e.g., alcohol, drug testing (how many panel drug test), physical, etc.)?

Response: Respondent is responsible for assessing risk and maintaining effective background check policy and procedures for all employees, staff, and subcontractors responsible for performing services under this RFCSP, and ensuring it meets all requirements of the RFCSP and all applicable rules, laws, regulations, and ordinances..

Question 121: Would the City please define or list which drugs or synthetics must be tested negative for? Would the City please specify which type of drug tests are required to be taken (i.e., urine, saliva, hair, blood, etc.)?

Response: Respondent is responsible for assessing risk and maintaining effective background check policy and procedures for all employees, staff, and subcontractors responsible for performing services under this RFCSP, and ensuring it meets all requirements of the RFCSP and all applicable rules, laws, regulations, and ordinances.

Question 122: If alcohol tests are required at any time does the City have a requirement for evidential breath testing or blood testing?

Response: Respondent is responsible for assessing risk and maintaining effective background check policy and procedures for all employees, staff, and subcontractors responsible for performing services under this RFCSP, and ensuring it meets all requirements of the RFCSP and all applicable rules, laws, regulations, and ordinances.

Question 123: What are the annual costs for each Airport Vehicle Permit operating on the AOA? Is there required training and a proficiency test? If so, how many hours is the training and is that training time billable?

Response: There is only an AOA driver license that currently costs \$40 per driver every 2 years.

Question 124: Will the City provide Post Orders to a new Provider for collaborative review, potential recommendations, for updating procedures and for tailoring Training courses at least 30-days prior to all impacted deliverables?

Response: Yes, post orders will be provided.

Question 125: What are the fees associated with changing locks, per lock?

Response: The Contractor carries a set of keys that if lost, would currently cost the Contractor approximately \$60k to replace cylinders and keys due to TSA regulation.

Question 126: How long is the airport-specific training for SIDA badges? Is this time billable?

Response: Approximately 2 hours and it is not billable

Question 127: Does the City have a preference for a shorter or more comprehensive Transition Period? Does the City have a preference for a 30-day Transition Period? 45-Day? 60-Day?

Response: A 30-day transition is preferable.

Question 128: Would the City please confirm if Certificates of Insurance and Workers Compensation are required to be submitted with Bidder's proposals or after a notification of award? For the avoidance of any doubt, will the City please confirm if

all the content of the RFCSP Attachment A, Part One is due at the time of submittal or upon a notification of intent to award?

Response: See Section 005 – Supplemental Terms & Conditions, Insurance: *No later than 30 days before the scheduled services required under this Contract, Respondent must provide a completed Certificate(s) of Insurance to CITY's Aviation Department.* RFCSP Attachment A, Part One shall be submitted with your proposal prior to the RFCSP deadline. Please refer to Section 003 – Instructions for Respondents – Part B for Submission Requirements.

Question 129: For the avoidance of any doubt, will the City please confirm if all the content of the RFCSP Attachment A, Part Two is due at the time of submittal or upon a notification of intent to award?

Response: It must be submitted with your proposal prior to the RFCSP deadline. Please refer to Section 003 – Instructions for Respondents – Part B for Submission Requirements.

Question 130: For the avoidance of any doubt, will the City please confirm if all the content of the RFCSP Attachment A, Part Three is due at the time of submittal or upon a notification of intent to award?

Response: It must be submitted with your proposal prior to the RFCSP deadline. Please refer to Section 003 – Instructions for Respondents – Part B for Submission Requirements.

Question 131: Regarding Fixed Pricing for Five Years: To get the best possible pricing from Respondent's would the City consider Fixed Pricing for Year 1 and for each subsequent Year for the hourly rates to be indexed to, and increased by, the regional's last trailing 12 month's U.S. BLS CPI-W indexed benchmark? This would get the City Year 2 – Year 5 pricing indexed to an objective benchmark index instead of Respondent's having to price risk premiums into their five-year fixed pricing.

Response: See RFCSP Attachment B, Price Schedule. Respondents may submit different pricing for each potential year of the contract.

Question 132: Does SAT have a desired minimum number of required initial training hours, including the 24 hours of on job training (OJT), or is this left up to the Contractor's discretion?

Response: The 24 hours of OJT is required, at minimum, and the other training hours are at the Contractor's discretion.

Question 133: Does SAT have a desired minimum number of required refresher training hours, or is this left up to the Contractor's discretion?

Response: Respondent is responsible for assessing risk and maintaining effective training policy for all employees, staff, and subcontractors responsible for performing services under this RFCSP and ensuring compliance with all requirements of the RFCSP and all applicable rules, laws, regulations, and ordinances. There are 24 hours of OJT, 1 hour of annual refresher training and annual recertifications (training will cover all post).

Question 134: Are hours spent in OJT billable to SAT?

Response: No, OJT hours are not billable.

Question 135: Please provide a post exhibit that lists the number of guards, start time, end time, and days per week for each post listed in the Service Schedule and Staffing Requirements section of the Scope of Services. Without a detailed post exhibit, Contractors will not be able to accurately respond to the Staffing Plan section of Attachment A, Part Three, which requests shift-by-shift information.

Response: It is the awarded vendor's responsibility to identify how many guards, work hours and shifts that are needed to fill the staffing requirements.

Question 136: Are Contractors required to provide a heat relief station with a shaded area and water or is this already provided by the City?

Response: The awarded contractor will have to provide water for their staff.

Question 137: Please provide a detailed breakdown of the posts required for the Contract Security Officer (Partial Day) line item, to include start times, end times, number of guards on shift, and days per week.

Response:

1. Gate 20 (1 officer) 24 hour post
2. Perimeter patrol (1 officer) 24 hour post
3. Supervisor (1 officer) 24 hour post
4. Vendor A inspection (1 officer) 0400 hrs. – 1800 hrs. 7 days a week
5. Vendor B (1 officer) 0600 hrs. – 1400 hrs. 7 days a week
6. Vendor B escort (1 officer) 0600 hrs. – 1400 hrs. Mon – Fri
7. Entry A (2 officers) 0400 hrs. – 1800 hrs. 7 days a week
8. Entry B (1 officer) 0400 hrs. – 1200 hrs. 7 days a week
9. Exit Lane A (1 officer) 1900 hrs. – 0330 hrs. 7 days a week
10. Exit Lane B (1 officer) 1945 hrs. – 0330 hrs. 7 days a week, Worker Screening (2 officers) 0400 hrs. – 2000 hrs. 7 days a week (times will vary due to TSA requirements but shifts will be in 8 hr. increments)

Question 138: Please confirm that the On-Site Manager is a full-time position, as the annual work hours for the On-Site Manager equate to that of a part-time employee.

Response: Yes, the on-site manager is a full-time position. The position expectations will be provided once the contract is awarded.

Question 139: How long has the incumbent been supporting the requirements of the security program?

Response: The incumbent has been under contract since July 1, 2019.

Question 140: What is the anticipated date of the contract award?

Response: Contract award is anticipated for October 2024.

Question 141: What aspects of the security program does SAT want to see improvement in under the new contract?

Response: The City requires all aspects of Section 004 – Specifications/Scope of Services to be performed.

Question 142: Does SAT have a preference to retain incumbent employees that are in good standing and meet the hiring criteria of the proposer?

Response: Please see response to Question 94.

Question 143: Will the incumbent Security Personnel be grandfathered for training requirements or are they required to be retrained?

Response: They can be grandfathered. Respondent is responsible for assessing risk and maintaining effective training policy for all employees, staff, and subcontractors responsible for performing services under this RFCSP and ensuring compliance with all requirements of the RFCSP and all applicable rules, laws, regulations, and ordinances.

- Question 144: Will the incumbent Security Personnel be grandfathered for background investigation/screening requirements or are they required to be rescreened?
- Response: They can be grandfathered. Respondent is responsible for assessing risk and maintaining effective background check policy and procedures for all employees, staff, and subcontractors responsible for performing services under this RFCSP and ensuring compliance with all requirements of the RFCSP and all applicable rules, laws, regulations, and ordinances.
- Question 145: It is a standard airport procedure to have a 30-minute roll-call before the start of each shift, is roll-call required under this scope of work?
- Response: No, it is not a requirement.
- Question 146: If roll-call is required under this scope of work, are Contractors able to bill SAT for roll-call time?
- Response: No, roll-call time is not billable.
- Question 147: Please clarify the mechanisms for rate adjustments during the life of the contract, if any.
- Response: See RFCSP Attachment B, Price Schedule. Respondents may submit different pricing for each potential year of the contract
- Question 148: Please clarify if SAT has a specific number of training hours required per post/location or labor category for basic, on-the-job, and annual refresher training, or if this is up to the Contractor's discretion. Please also confirm the number of hours the current Contractors are providing per location/post.
- Response: There are 24 hours of OJT, 1 hour of annual refresher training and annual recertifications (training will cover all post).
- Question 149: We understand that Supervisors are required to assist at all posts, would the City verify that all Supervisors and Training personnel require TSA Inspection Training/Certification?
- Response: All personnel require the mandatory training certification including the Account Manager.
- Question 150: If only SBE Prime Contractors can earn the 5 points for SBEDA listed under the evaluation criteria breakdown, this means all non-SBE Prime Contractors can only earn a possible 95 total points? Would the City consider adjusting the scoring breakdown of the other 3 categories to equal 100 and count the 5 SBEDA points as a possible bonus of 5 points for SBEDA firms?
- Response: Please refer to Section 003 – Instructions for Respondents - Part B, Evaluation Criteria.
- Question 151: Considering the unprecedented labor market wage swings, and the critical role wage plays in ensuring staffing levels with appropriate people, would, the City of San Antonio consider establishing a standardized base wage reflecting the local cost of living?
- Response: See RFCSP Attachment B, Price Schedule. Respondents may submit different pricing for each potential year of the contract.
- Question 152: Will the patrol position and supervisor position be separated in the future?
- Response: These are already separate position. The supervisor relieves post, and the patrol position conducts perimeter checks.

- Question 153: What is the reason for the variance between the current hours in place and what is listed in the RFP?
Response: The construction at the airport.
- Question 154: The term of this contract is 2027 (before extension options), and as wage are the most impactful element of a successful program, will the airport permit rate increases to accommodate wage increases in order to keep up with changes in the labor market?
Response: See RFCSP Attachment B, Price Schedule. Respondents may submit different pricing for each potential year of the contract.
- Question 155: What is the minimum rate of pay for the officers?
Response: The City of San Antonio does not determine rate of pay for the Respondents officers
- Question 156: Is there a bid bond or a performance bond required to submit with this RFCSP? If so, what is the amount?
Response: There are no bonds required on this RFCSP.



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