



CITY OF ATLANTA

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Kasim Reed
Mayor

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPC, CISCC, CIGPM, CPPC
Chief Procurement Officer
asmith@atlantaga.gov

September 7, 2016

INTERESTED PROPONENT:

**Re: FC-8971, Airport Contract Security Services at Hartsfield-Jackson
Atlanta International Airport**

Attached is one (1) copy of **Addendum No. 4**, which is hereby made a part of the above-referenced projects.

For additional information, please contact the following personnel for the respective solicitation: FC-8971, Jessica A. Boston, Contracting Officer, at (404) 330-6903, or via email at jaboston@atlantaga.gov.

Sincerely,

A handwritten signature in blue ink that reads "Adam L. Smith".

Adam L. Smith

ALS:jab



Addendum No. 4

Re: FC-8971, Airport Contract Security Services at Hartsfield-Jackson Atlanta International Airport

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This Addendum forms a part of the Invitation to Bid and modifies the original solicitation package as noted below:

- **Revisions to Technical Specifications:**

- ☞ **Part 1 – Information and Instructions to Bidders**

Delete Required Proposal Submittal Check Sheet and

Replace Required Proposal Submittal Check Sheet (**attached**).

- ☞ **Part 2 – Content of Proposals/Required Submittals;**

Delete in its entirety: Section 2.6.1 Key Personnel/Resumes.

Replace with: Section 2.6.1 Key Personnel/Resumes (**attached**).

- ☞ **Part 5 – Service Agreement; and**

Exhibit A – Scope of Services – Section 4.5, Personnel Assignment

Delete: Chart for International Terminal Post; and

Replace: Chart for International Terminal Posts (**attached**).

Exhibit A – Scope of Services – Section 8, Compensation and Wages:

Delete Section 8.1, Fringe Benefits in its entirety; and

Replace with Section 8.1, Fringe Benefits (**attached**).

- **Questions and Answers.**

.....
Bids are due **Wednesday, September 14, 2016**, and should be time stamped no later than 2:00 p.m. EST on this day, and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
CPIC, CISCC, CIGPM, CPPC
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

.....
*****All other information remains unchanged*****



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Acknowledgement of Addendum No. 4

Proponents must sign below and return this form with its proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgement of receipt of this addendum on this ____ day of _____, 2016.

Legal Company Name of Respondent

Signature of Authorized Representative

Title

Date



Revisions to Technical Specifications

Part 1 – Information and Instructions to Bidders

Replace Required Proposal Submittal Check Sheet

Submittals: The following submittals must be completed and submitted with each proposal.

Item #	Required Proposal Submittal Check Sheet ¹	Check (v)
<u>Volume 1</u>		
1.	Executive Summary	
2.	Organizational Structure	
3.	Personnel Management and Supervision	
4.	Concept of Operations	
5.	Quality Assurance and Training	
6.	Overall Project Experience and Performance	
<u>Volume 2²</u>		
6.	Form 1: Illegal Immigration Reform and Enforcement Act – Contractor Affidavit	
7.	Form 2: Contractor Disclosure Form	
8.	Form 3: Non-Applicable for this RFP	N/A
9.	Form 4: Proponent’s Financial Disclosure Form	
10.	Form 5: Acknowledgement of Insurance and Bonding	
11.	Form 6: Non-Applicable for this RFP	N/A
12.	Form 7: Acknowledgement of Addenda	
13.	Form 8: Proponent’s Contact Directory	
14.	Form 9: Referral List	
15.	Evidence of authority to transact business in the State of Georgia	
16.	Appendix A: Office of Contract Compliance Submittals	
COST PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE		
17.	Exhibit A.1: Cost Proposal	

Notwithstanding this check sheet, Proponents are advised that all submittals required by this solicitation document (whether or not listed in this check sheet) must be completed in-full, and if applicable, signed, sealed and notarized. By submitting a response to this RFP, Proponent acknowledges and agrees that the City has provided this check sheet solely for Proponent’s convenience, and notarized. By submitting a response to this RFP, Proponent acknowledges and agrees that the City has provided this check sheet solely for Proponent’s convenience.

¹ This table is included for Proponent’s convenience and may be used to track the preparation and submittal of certain required information with its Proposal.

² **REQUIRED FORMS:** All respondents including all Joint Venture partners who have chosen to submit a Request for Proposal in this procurement and will be listed as a prime contractor with the City of Atlanta (the “City”) must fill out all forms in their entirety, signed, notarized or sealed with your corporate seal (if needed). If your intentions are for your company to be named as a Prime Contractor(s) with the City, then your company must fill out all forms listed in this solicitation document; otherwise your company may be deemed non-responsive.

REVISION TO TECHNICAL SPECIFICATION

Part 2 – Contents of Proposals/Required Submittals

Replace Section 2.6.1, Key Personnel/Resumes

Replacement Language for Section 2.6.1, Key Personnel/Resumes

2.6.1 Key Personnel/Resumes: Provide resumes for key personnel, including all of the Proponent's executive and managerial positions included on the Organizational Chart referenced above. Provide a list of all other positions within Proponent's organization and the duties of each position. Resumes should be organized as follows: name and title, professional background, current and past relevant employment, education, certifications and list of three (3) projects that involve a similar unarmed security contract with project description, role of individual and reference contact. By submitting a proposal in response to this RFP, Proponent acknowledges and agrees that it is committing to use individuals with at least the same level of experience as those individuals included in its proposal. In the event there is a need to replace key personnel after Respondent submits its proposal or during the term of this Agreement, changes may only be made with the prior written consent of the Aviation General Manager. At a minimum, proponent must provide resumes for the individuals that will fill the positions of Security Coordinator I.

REVISION TO TECHNICAL SPECIFICATION

Exhibit A – Scope of Services –

Section 4.5, Personnel Assignment; and

Section 8, Compensation and Wages:

Exhibit A – Scope of Services – Section 4.5, Personnel Assignment:

International Terminal Posts			
Staff	Hours/Day	Days/Week	Hours/Year
16 Officers	24	7	140,160
2 Supervisors	24	7	17,520

Exhibit A – Scope of Services – Section 8, Compensation and Wages:

Replacement Language for Section 8.1, Fringe Benefits.

- 8.1 Service Provider shall be solely responsible for its compliance with all local, state, and federal laws and regulations, including the Affordable Care Act, regarding the provision of health and welfare benefits to Service Provider's personnel, as such local, state, and federal laws and regulations may be in effect from time to time. Service Provider shall be responsible for any claims made by Service Provider's personnel or other individuals assigned by Service Provider to perform the Services, including but not limited to, any and all claims for wages, benefits, workers' compensation, health and unemployment insurance, and pension or retirement contributions. Service Provider shall pay its personnel the minimum hourly rates described in Section 8.1 and Section 9, exclusive of any fringe benefits packages. Holiday pay shall be provided to Service Provider's personnel in accordance with Section 8.3. Incumbent security officers at the Airport, employed by the previous security provider that become full-time employees of the Service Provider will qualify to enroll in the Service Provider's Health, Dental and Vision program upon commencement of employment.

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Questions and Answers**

1.	Regarding the Airport Driver Safety Training & Ramp Certification to be provided by Airport Operations, is there a charge to our company for that training and also how many hours is that training? 1a. Who is required to take this course?
Answer	This information can be found on the City of Atlanta (the "City") Atlanta-Airport.com website under the Security Services tab.
2	Who are the incumbent contractors and sub-contractors?
Answer	The contractor is HSS, Inc., and the subcontractors are Copeland Holdings and Priority One Security Services, Inc.
3	What are the wages and bill rates currently, for each line item as listed on the bid sheet?
Answer	See attached Exhibit A.3 Compensation Billing Rate.
4	Under training you state 16 hours of classroom and 24 hours of On-The-Job training, is this above the mandatory Georgia State required training?
Answer	Yes.
5	What kind of training is required for the computerized Access Control System and card readers? Who does this training and where is this training conducted?
Answer	The training required for the computerized access control system will be discussed with the successful proponent. This training will be provided by the City at a location to be determined by the City.
6	Any cell phones required in this contract? How is communications handled at each post?
Answer	Contract management staff members are required to have cellphones. Post communications are conducted through two-way radios which are provided by the City.
7	Are any vehicles required with FC-8370 RFP? If so what kind and How many? What is the mileage per year per vehicle?
Answer	Vehicle requirements for FC-8971 will be determined by the contractor in order to meet

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	the needs of the contract. The requirement will vary based on the proponent's structure. Mileage information is unavailable.
8	How many vehicles are currently being used by the current contractor for shuttling guards to post? What is the mileage per year per vehicle? What kind of vehicle(s) are they using?
Answer	Approximately six (6) vehicles are being used for shuttling officers to post. Mileage information is not available. Vehicle types include Nissan pick-up trucks/vans and Toyota Rav 4/Vans.
9	Page 113 you speak of a dumpster, Are we required to furnish a dumpster for our trash?
Answer	No.
10	The Holiday Compensation Requirement - is this billable on a separate line item at a holiday bill rate, as the holidays occurs? Or is this part of overhead expenses?
Answer	This decision is to be made by the individual proponent. The decision can be made to include the rate as a separate line item or as part of the contract overhead expenses.
11	Are there any computers required at each guard station? Does the Airport furnish any computers?
Answer	Computers at the guard stations are not a requirement for this contract. The City reserves the right to install computers at the guard station at the City's expense during the life of the contract.
12	Are officers allowed to stand post while Federal Background checks are in process?
Answer	No.
13	All retained guards must have their insurances commence immediately? Does this mean we must hold seniority for other benefits? (such as vacations)
Answer	The successful proponent must adhere to Section 8.1 (Fringe Benefits) of the Service Agreement. . Please note that Section 8.1 of the Service Agreement has been revised pursuant to Addendum No. 4. See Revision to Technical Specification (attached).
14	Do all the cost associated with the handheld or fixed radio's belong to the city? such as a

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	tower, license etc.,
Answer	Yes.
15	Does the city have any mandatory vacation requirements? Such as one week after one year, two weeks after two years three weeks after five years?
Answer	No.
16	Do the guards have a place to park free? if not, do they have a discounted airport employee lot and what is the daily cost?
Answer	The contract does not provide for free parking for guards. There is no discounted airport employee lot available.
17	Will the city accept reviewed financial statements in lieu audited ones?
Answer	The City of Atlanta accepts audited, reviewed and unaudited financial statements. Part B of the Proponent Financial Disclosure Form requires proponents to acknowledge whether the financial statements they are provided are audited, reviewed or unaudited.
18	<p>Please show a breakdown of weekly billable hours per position:</p> <p>Security Officers: (Portals, Concourse, Perimeter) - _____ HPW</p> <p>Security Officers: (screening Checkpoint) - _____ HPW</p> <p>Supervisors: (Portals, Concourse, Perimeter) - _____ HPW</p> <p>Supervisors: (Screening Checkpoints) - _____ HPW</p> <p>Security Coordinator I - _____ HPW</p> <p>Security Coordinator II - _____ HPW</p>
Answer	This information is to be generated by the individual proponent.
19	Does the Security Coordinator I and the Security Coordinator II both have a vehicle or do

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	they share a vehicle? What type of vehicle do they have? what is the mileage per year per vehicle?
Answer	This is an individual proponent decision. Refer to the answers to question 8. Mileage information is unavailable.
20	Is the required fringe benefit package for full time employees only ? (32 hours per week)
Answer	Yes.
21	Is the Performance Bond for the first total, renewed annually?
Answer	The bonds must be renewed annually at one hundred percent (100%) of the then current year's value as specified in the Agreement.
22	Can the insurance certificate be in the name of each company within the JV?
Answer	If the Service Provider is an entity (e.g., corporation, limited liability company, etc.) or a partnership (e.g., general partnership, limited partnership, joint venture, etc.) then Service Provider shall tender insurance certificates and bonds in the name of Service Provider's entity or partnership as the primary insured. If each JV partner where to issue the City a Certificate of Insurance ("COI"), that COI must meet all requirements listed within the Exhibit D.
23	The letter of intent form. Is this just for the subcontractors and minority firms in the JV or does the prime have to fill one out also?
Answer	The letter of Intent is to be filled out for ALL subcontractors.
24	On the Letter of Intent does the Minority JV partner need to fill out a form for subcontractor and JV Team Member or can they mark both blocks on one form?
Answer	The minority interest holder of the Joint Venture should fill out the letter of intent form and should check both boxes as a certified subcontractor and Joint Venture partner.
25	Do you only fill out the Subcontracting portion of the Letter of Intent or do you need to

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	fill in the proponent section? if so Is the proponent the JV or the prime?
Answer	The Joint Venture proponents should fill out the proponent section and ensure all subcontractors complete the portion of the letter of intent.
26	Can the Performance and Payment bond be only in the Prime's Name or does it need to be in the JV name?
Answer	If the Service Provider is an entity (e.g., corporation, limited liability company, etc.) or a partnership (e.g., general partnership, limited partnership, joint venture, etc.) then Service Provider shall tender insurance certificates and bonds in the name of Service Provider's entity or partnership as the primary insured.
27	Who has to meet the EBO requirement for the NAICS Code 488190? The joint venture itself, the companies that make up the JV, or the subcontractors?
Answer	The Joint Venture proponent must meet the EBO requirements with companies that at least have the NAICS code 488190 included in the City of Atlanta certification. The referenced dominant NAICS code was used for the purposes of calculating the appropriate participation goal. However, any COA certified firm that is engaged by the successful Prime proponent who performs a commercially useful function in the execution of the project will be eligible for participation credit.
28	Does a company have to be a small business to certify for the COA's EBO program?
Answer	No. A subcontractor should be 51% owner or greater Minority (AABE, HABE, and APABE) or Female company to qualify for the EBO program.
29	Why is NAICS Code 488190 (Airport PASSENGER Screening Security Services) being called out as the dominant trade for engagement for this RFP if the scope of services does not call for passenger screening (1.3, p.68)?
Answer	The dominant NAICS code was used for the purposes of calculating the appropriate participation goal. Any City certified firm that is engaged by the successful Prime proponent who performs a commercially useful function in the execution of the project will be eligible for participation credit.

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30	Is there a reason why the word "passenger" was left out of the sub-heading for NAICS Code 488190 (p.125)?
Answer	The NAICS code should have read Airport Passenger Screening Security Services. The NAICS Code No. 488190 is the correct NAICS Code.
31	Are all entities that make up the JV required to reach out to companies that fall under NAICS Code 488190?
Answer	Yes, NAICS code 488190 - Airport Passenger Screening Services. The referenced dominant NAICS code was used for the purposes of calculating the appropriate participation goal. However, any City certified firm that is engaged by the successful Prime proponent who performs a commercially useful function in the execution of the project will be eligible for participation credit.
32	If the JV or the subcontractor has done any of the work described under NAICS Code 488190, but does not have that NAICS Code listed under their firm, how does a firm certify, update, or prove that the company has engaged in that specific trade?
Answer	The firms should contact the Office of Contract Compliance- Certification Department for instructions as to how to add a NAICS code to their certification.
33	Why is NAICS Code 488190 being called out specifically for this RFP?
Answer	The NAICs code is the dominant code for this RFP. The above referenced dominant NAICS code was used for the purposes of calculating the appropriate participation goal. However, any City certified firm that is engaged by the successful Prime proponent who performs a commercially useful function in the execution of the project will be eligible for participation credit.
34	Why did the MBE requirement percentage increase so dramatically from the previously release RFP?
Answer	This RFP was let under the city's new EBO ordinance which became effective in January 2016. See Atlanta City code § 2-1141, et. seq.

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35	Are private firms contracted with TSA eligible to participate on this bid? If so, who are they and how do we find them?
Answer	Yes. The City does not have the contact information for TSA contractors.
36	How was the decision to include the engagement of the trade that falls under NAICS Code 488190 for the RFP's EBO requirement derived?
Answer	NACIS code 488190 is the dominant code for this RFP. The above referenced dominant NAICS code was used for the purposes of calculating the appropriate participation goal. However, any COA certified firm that is engaged by the successful Prime proponent who performs a commercially useful function in the execution of the project will be eligible for participation credit.
37	Exhibit A, Section 1.3, requires the contractor among listed duties to conduct screening of employees and vehicles. <ul style="list-style-type: none">• Are screening officers expected to operate magnetometers and/or X-Ray machines as part of their screening responsibilities?
Answer	Yes.
38	Exhibit A, Section 2.5 states, "The Service Provider will provide (at Service Provider's expense) onsite transportation at all times for use by security supervisor/coordinator to respond to security requirements at various locations on the airport and to post security officers at various sites." Exhibit A, Section 4.5 identifies 8 supervisor and 74 security officer posts in addition to the 2 coordinator required. <ul style="list-style-type: none">• Does each supervisor position require a response vehicle?<ul style="list-style-type: none">○ If not, which supervisor posts require a response vehicle?○ What is the average annual response vehicle mileage?○ Is parking available for these vehicles, and is there a fee for this parking?○ Are different types of response vehicles required? For example, do response vehicles operate exclusively outdoors, or is a vehicle also needed for response inside the terminals?

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	<ul style="list-style-type: none">● Which of the 74 security officer posts require the use of a vehicle for posting the security officers?<ul style="list-style-type: none">○ Assuming the Coordinator’s office is the central point, what is the distance to these posts?○ How many miles per day are used for posting?○ As an alternative, please provide a map identifying all posts, the starting point for posting, and the number of officers assigned to each post.○ Is there space near the perimeter posts for officers to park their privately owned vehicle?● Are any of the posts designated as mobile patrol posts requiring the use of a vehicle? If so, please identify these posts, the type of vehicle required, and the estimated annual mileage. <p>Without significantly more information, it is not possible to determine the number of vehicles and vehicular support required to adequately service this operation.</p>
<p>Answer</p>	<ul style="list-style-type: none">● The determination to assign a response vehicle to each supervisor is a decision that is to be made by each proponent. In general, all external supervisory positions will require a vehicle while the internal supervisory positions do not. Response vehicle mileage is unavailable.<ul style="list-style-type: none">○ See answer to question no. 19.○ Vehicle mileage data is unavailable○ Parking is available for the supervisory response vehicles at no charge to the contractor. This parking is available on a “first come first served basis” and is not dedicated to the security operation.○ There are no indoor response vehicles required for this contract. Vehicle types will be decided by the successful proponent in order to meet the needs of the contract scope.● The perimeter security posts require the use of a vehicle.<ul style="list-style-type: none">○ Post distances vary depending on the origination point of the patrol. This

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	<p>will also vary as the coordinator's office location will be identified by the successful proponent.</p> <ul style="list-style-type: none">○ Mileage information is not available.○ This information will be provided to the successful proponent.○ No.○ Please see answers above.
39	<p>We did not find any discussion regarding restroom or meal breaks in Exhibit A, Scope of Services. Are all posts self-relieving for these breaks? If some posts require a dedicated relief officer, please identify which posts these are, and where they are located. We will need the locations to determine if vehicle transport is needed.</p>
Answer	<p>There are no self-relieving posts on this contract. Relief methods can be managed through a number of means as selected by the proponent. Examples include a relief officer or relief by supervisory personnel, etc.</p>
40	<p>Exhibit A: Scope of Services, Section 4.5 Personnel Assignment Table identifies a requirement for 16 officers 24 hours/day, 7 days/week for a total of 134,320 hours/year in the International Terminal. By our calculations however, it should be 16 officers * 24 hours * 365 days/year = 140,160. Our calculation methodology produces annual hours that match your post hours/year for every position listed except for the officer posts at the International Terminal.</p> <ul style="list-style-type: none">● Please confirm the correct number of hours/year for security officers staffing posts at the International Terminal.
Answer	<p>The correct number is 140,160. See Revision to Technical Specifications Exhibit A: Scope of Services, Section 4.5 Personnel Assignment for International Terminal Post attached to Addendum No. 4.</p>
41	<p>Exhibit A, Section 8 requires a shift differential be paid to all officers and supervisors working between 1500 hours and 0700 hours. This shift differential is expressed as a range from at least \$0.25 per hour to a maximum of \$0.50 per hour. Please confirm the service provider is free to choose any amount between \$0.25 and \$0.50 per hour as the shift differential for all hours worked between 1500 and 0700 hours, and not required to pay \$0.25 per hour for evening hours (1500-2300) and \$0.50 for night shift (2300-0700).</p>

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Answer	The service provider is free to choose any amount between \$0.25 and \$0.50 per hour as the shift differential for all hours worked between 1500 and 0700 hours.
42	<p>Exhibit A, Section 8.1 specifies a fringe benefit based on \$2.00 per hour per employee, to include medical, dental, and life insurance, vacation and sick leave, and education benefits. It is our experience that the cost of only a medical plan in compliance with the Affordable Care Act (ACA) exceeds \$2.00 per hour per employee. Please confirm a fringe benefit based on \$2.00 per hour per employee is compliant with all city and state requirements.</p> <ul style="list-style-type: none">• Is there a minimum number of days required for vacation and sick leave?• Is the Service Provider required to provide educational benefits?
Answer	No. The Fringe Benefit provision in Part 5: Service Agreement, Exhibit A: Scope of Services – Section 8, Compensation and Wages - Section 8.1, Fringe Benefits. See revision to Service Agreement (attached).
43	<p>Exhibit A.1, Cost Proposal provides space for only one Hourly Bill Rate per line item.</p> <ul style="list-style-type: none">• Is there a provision for annual wage adjustments during the three year base period, or is the Service Provider expected to average any anticipated wage increases over the three year period?• Exhibit A.1: Cost Proposal Form was provided in a PDF format. To assist us with pricing, will the City provide the Cost Proposal form in an Excel format? If this is not possible, may proponents submit a copy of the Cost Proposal form in Excel format as long as it closely resembles the original form?
Answer	<p>There are no provisions for annual wage adjustments and the decision to average wage increases is up to the individual proponent.</p> <ul style="list-style-type: none">• No• The City will not provide the Cost Proposal form in an Excel format. However, proponents may submit the Cost Proposal in Excel format as long as the Excel form is identical to the .pdf form provided by the City.

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44	<p>Part 2 provides proposal requirements and instructions for Volume I.</p> <ul style="list-style-type: none">• Is there a page limitation for Volume I?
Answer	No.
45	<p>Part 2: Contents of Proposals/Required Submittals, Section 2.6.1 Key Personnel/Resumes, the last sentence reads, "At a minimum, proponent must provide resumes for the individuals that will fill the positions of Security Coordinator I and Security Coordinator II." The need for two Coordinators is supported by Exhibit A: Scope of Services, Section 4.4 titled, "Security Coordinator (Two Required)", but the narrative for Section 4.4 appears to describe duties and responsibilities for a single position, not multiple Coordinators. Finally, Section 9. Compensation Table only provides wage information for a Security Coordinator I, implying the Security Coordinator II position has been eliminated.</p> <ul style="list-style-type: none">• Please clarify whether the service provider is to provide one or two Security Coordinators in compliance with the Scope of Services.
Answer	No. There is no security coordinator II position; however the contract does require two (2) security coordinators who will be compensated at the same rate. The wage on the table is listed as Security Coordinator 1.
46	<p>Part 1; Information and Instructions to Proponents provides proposal requirements and instructions to include required information. In this regard, section 4.4, Minimum Qualifications; Authority to Transact Business in Georgia, requires the proponent to "provide/exhibit a rating/billing structure that is both comprehensive and commensurate with the applicable U.S. DOL standards."</p> <ul style="list-style-type: none">• In order to properly and effectively respond to this requirement, please clarify what is meant by rating/billing structure. Are we to provide cost history/data in this section?
Answer	No. Proponent is to provide a rating/billing structure for the scope of services requested in this advertisement. Cost history information is not required.
47	<p>RFP Part 2, Section 3, Volume II, states that all respondents including JV partners who have chosen to submit a proposal in this procurement and will be listed as a prime contractor with the City must fill out all forms in their entirety.</p>

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	<ul style="list-style-type: none">• Are all JV partners required to submit forms or only the prime contractor?
Answer	All Joint Venture Partners must complete Forms 1, Illegal Immigration Reform and Enforcement Act; Form 2, Contractor Disclosure Questionnaire; Form 4, Financial Disclosure; and Form 9, Referral List. All other form can be completed by the Joint Venture Representative.
48	JV Requirement: On page 2 of the RFP, Minimum Qualifications for bidding appear to require a Joint Venture. Best efforts to form a joint venture with a MBE or FBE partner are referenced on page 124. However, subsequent sections indicate that MBE/FBE participation goals can be met via either JV or sub-contracting arrangements. Is a JV required, or may we meet MBE/FBE participation goals via sub-contracting arrangements?
Answer	The Joint Venture is a requirement separate and apart from the subcontractor requirements. The minority interest holder of the Joint Venture can self-perform part of the MBE/FBE participation goals.
49	Organizational Structure: The Proposal Submittal checklist on page 15 does not include "Organizational Structure" although this is referenced on the Proposal Outline on page 8 and in the Evaluation Criteria on page 17 of the RFP. Please clarify.
Answer	See Revision to Technical Specification attached to this addendum. Part 2: Content of Proposals/Required Submittals. Revised Required Submittal Check Sheet.
50	Page Limit: Is there a page limit for the RFP response, or for specific sections of the RFP response?
Answer	No.
51	Vehicles: On page 69 of the RFP (Exhibit A, Scope of Work), you state that vendors shall provide all necessary vehicles to conduct the work. How many vehicles are required? How many vehicles are currently used by the incumbent? What is the annual mileage of vehicles used? If new bidders are required to include the cost of new vehicles in their bids, this may give a price advantage to the incumbent. Will the incumbent be required to

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	include the cost of new vehicles in its bid?
Answer	<p>Vehicle requirements will be determined by the contractor in order to meet the needs of the contract. The requirement will vary based on the proponent's structure. The contract will require a minimum of three vehicles be available and used for the perimeter posts. Approximately nine (9) vehicles are being used by the current contractor.</p> <p>Mileage information is not available.</p> <p>All proponents must adhere to the requirements set forth in the Request for Proposal.</p>
52	<p>Key Personnel: On page 8 of the RFP, you mention a "Principal-in-Charge." However we find no reference to this position in Exhibit A (Scope of Work) of the Services Agreement. What is the role of the Principal-in-Charge? Is it the same as a Site Director or General Manager? What are the minimum qualifications required for the Principal in Charge? Will the two Security Coordinators report to the Principal in Charge? Also on page 8 of the RFP, you state that bidders should provide the names of proposed candidates for the positions required in Sections 4.5 and 4.6 of Exhibit A (Scope of Work) of the Services Agreement. However, Section 4.5 of the Scope of Work lists all personnel. Section 4.6 does not exist. We note that Section heading "4.4" is repeated twice, and the second instance refers to the Security Coordinator positions. It would be logical to require the names and CV's of candidates for the Principal in Charge/Site Director position and for the two Security Coordinator positions. Is this your intention? Please clarify.</p>
Answer	<p>The Principal-in-Charge should be the person who oversee the operations, staff, make decision regarding the contract and have signature binding authority.</p>
53	<p>Hourly Rates and Shift Differentials: On page 79 of the RFP you provide a list of Hourly Rates, including shift differentials. Shift differentials are to be paid for all hours between the hours of 1500 hours and 0700 hours. Please provide a breakdown of hours worked between the hours of 1500 hours and 0700 hours so we can provide accurate pricing.</p>
Answer	<p>The Proponent should provide this information based on Exhibit A, No. 4.5, Personnel Assignment.</p>

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<p>54</p>	<p>Collective Bargaining Agreement (CBA)/Unionized work force: Is a CBA in place for the security officer positions at ATL? Is the security officer work force unionized? If so, please indicate the union representing the work force, and a copy of the current CBA.</p>
<p>Answer</p>	<p>No, a CBA is not in place for security officer positions at Hartsfield-Jackson Atlanta International Airport (“H-JAIA”). H-JAIA security officer workforce is not unionized.</p>
<p>55</p>	<p>Incumbent provider: Who is the incumbent provider? When does the incumbent's contract expire? If possible, please provide a copy of the City's contract with the incumbent provider, or of the incumbent provider's response to the last RFP for these services.</p>
<p>Answer</p>	<p>1. HSS, Inc.</p> <p>2. This contract is set to expire November 28, 2016.</p> <p>3. You may submit an open records questions via e-mail to dopopenrecordrequest@atlantaga.gov.</p>
<p>56</p>	<p>Screening Services: Are there any specific training requirements for security officers providing employee screening services? Are security officers providing screening services paid the same salary as other security officers? How many security officers are assigned to screening duties? How many security officer hours are dedicated to screening services? How many posts are dedicated to screening services? What equipment is used for employee screening (make, model, number of devices)? Who owns the screening equipment, the airport or the vendor? Who maintains the screening equipment, the airport or the vendor? Who calibrates the screening equipment, the airport or the vendor?</p>
<p>Answer</p>	<p>The contingency requirements vary for each incident that requires additional staffing. Within the last twelve (12) months, the airport has requested additional security officers on approximately five (5) occasions. Security officers that provide screening services are paid the same as officers that do not provide screening services. There will be a minimum of 20 positions/posts assigned to screening duties; however this number is subject to increase or decrease based on the need of the screening operation. The number of hours needed to staff the security officer post will be determined by the successful proponent. Currently, the screening operation uses Smiths Detection 02PN20 Walk-through Metal Detectors (WMD); Smiths Detection IONSCAN 400B Explosives Trace</p>

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	Detection (ETD); and Smiths Detection HS60401 X-Ray scanning equipment. The screening equipment is owned and maintained by the airport with initial calibration being completed by a contractor hired by the airport
57	Please confirm that SIDA badges for all employees are to be renewed annually?
Answer	Confirmed.
58	Is there any ATL restriction that prevents companies from requiring that security officers leave a deposit for SIDA badges?
Answer	No.
59	Supervisory/Management Span of Control – Should the scope of work expand during the term of the contract, are there trigger points to add supervisor(s) and/or managers to maintain an agreed upon span of control?
Answer	There are no established triggers to account for the maintenance of span of control. Supervisory additions will be determined by the successful proponent and the City.
60	Exhibit D states, “Service Provider shall tender insurance certificates and bonds in the name of Service Providers’ entity or partnership as the primary insured.” Can this be changed to read, “Service Provider shall tender insurance certificates and bonds in the name of Service Providers’ entity or partnership as an insured?”
Answer	No, that requested change cannot be accommodated.
61	Are any facilities provided free of charge for contractor offices, breakrooms, etc.? If facilities are provided, where are they located, what is the square footage, and is there phone and internet access in these facilities?
Answer	Yes. There is not cost to the service provider for the space because it is located at one of the manned posts. The space is approximately 100 square feet and has the capability of having phone and internet services at the cost of the contractor.

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62	Can you specify the perimeter posts and include the following by post, <ul style="list-style-type: none">• Do they have co-located restrooms? Do they have phone and or internet connectivity?
Answer	Perimeter posts do not have a single fixed location and cover the airport area generally. The specific areas are North perimeter, Central perimeter and South perimeter. There are accessible restrooms at various locations along the route. There is no hardline phone or internet connectivity along the route.
63	Is parking provided for terminal based employees? If parking is not provided, what is the monthly parking cost per employee?
Answer	There is no parking provided for employees. The monthly cost for parking depends on the location selected (offsite vs onsite).
64	Is driving on the AOA a requirement of this contract since this has implications for insurance coverage?
Answer	Yes.
65	Page 3, Section 11. Please clarify, "as stated in the pre-bid meeting, that vendor confidential financial material may be submitted in a separate sealed envelope, and this information is protected from public release".
Answer	The three (3) years of Financial Statements must be submitted at the time of the bid. The statement can be provided in a separate envelope with the bid, and the financial information obtained from each proponent will only be viewed by the Department of Risk Management and the Department of Procurement. If an open records request is made for financial statements, the financial statements will be protected in accordance with O.C.G.A §§50-18-72(10) and 50-18-72(a)(20)(A), where applicable.
66	Page 69, Section 2.4. "The service provider will provide additional security officers at the contracted hourly rate to meet contingency requirements based on changes in the airport operating environment". Over the last 12 months how many times and how many employees were required to support this contingency requirement?

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Answer	Each occurrence of increase over the last 12 months has varied from occurrence to occurrence. In total there have been approximately five (5) occurrences requiring an increase in the number of officers assigned to fulfill the scope of the contract. In total, the occurrences required over 170 officers.
67	Page 69, Section 2.5. "The Service provider will provide (at Service Providers cost) onsite transportation". What is the minimum number of required vehicles and how many vehicles are currently used to support the operation? What is the annual miles driven?
Answer	Vehicle requirements will be determined by the contractor in order to meet the needs of the contract. The requirement will vary based on the proponent's structure. Approximately nine (9) vehicles are being used by the current contractor. Mileage information is not available.
68	Page 72, Section 4.4. "Security Coordinator will establish an office in space approved by the Aviation Security Director". Is there a specific location at the airport that is approved space by the Aviation Security Director? Since the vendor is required to pay for this space, what is the annual expense, location(s) and square footage?
Answer	The space for the contractor's office is approved on a case by cases basis. The rate for the space is determined by the City's properties departments and is negotiated with the contractor upon execution of the lease agreement with the City.
69	Page 74, Section 4.5. Personnel Assignment. Are relief hours for employee meals and break coverage included with the hours listed?
Answer	No.
70	Page 74, Section 4.5. Personnel Assignment. If relief hours are not included in the listed hours, can posts self-relief, or is the contractor required to provide relief personal at their expense? If the contractor is required to provide relief, we will need a staff plan by post to determine the amount of necessary relief employees
Answer	Relief hours are not included in the listed hours and there are no self-relieving posts on this contract. Relief methods can be managed through a number of means as selected by the proponent. Examples include a relief officer or relief by supervisory personnel, etc.
71	Page 74, Section 4.5. Can the City provide a breakdown of the screening, inspection and door alarm personnel post locations, hours and days?

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Answer	The extent of the hour and day breakdown is provided in section 4.5. The personnel on the concourse have a dual role and are required to inspect personnel and respond to door alarms. The personnel in the domestic terminal are primarily screening and inspection personnel (thirty-three officers) with one (1) officer being specifically assigned to door alarm response. In the international terminal, thirteen officers are dedicated to screening and inspection with three (3) officers specifically assigned to dual roles as door alarm responders and inspections.
72	Page 74, Section 5.1.2. Are all officers required to be cross-trained to provide all functions?
Answer	Yes.
73	Page 75, Section 5.1.4. "All training hours are considered non-billable, unless approved by the city Representative in advance". What training hours might or would be considered billable? Is OJT considered training time or productive time?
Answer	Billable training hours will be determined on a case by case basis and will be at the discretion of the City's contract representative. OJT is considered training time.
74	Page 75, Section 5.1.4. What does the City of Atlanta expect to be in training stated in section "5.1.4.1.9. Life Safety Awareness?"
Answer	Life Safety Awareness training should include CPR, CPR with Automatic External Defibrillators (AED), First Aid and CPR with First Aid.
75	Page 75, Section 5.1.4. What is the estimate of training time required for section 5.1.2 City's Contract Representative content?
Answer	Four (4) hours.
76	Page 3, Section 11. "That associated costs with SIDA badge application and processing will be at Service Providers expense". What is the badge cost and lead time to obtain? Do all or some of the employees require a customs seal? If so which positions require the custom seal, and what is the cost and lead time to obtain?

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Answer	This information can be found on the City's Atlanta-Airport.com website under the Security Services tab. None of the employees require customs seals to staff any post on the contract.
77	Page 79, Section 9. Compensation and Wages. Is there any wage escalation over the term on the contract or the option period?
Answer	No.
78	Page 78, Section 8. Shift differential for all hours between 1500 and 0700 hours. Does this apply to any shift that begins within these hours? For example; if a shift begins at 0000 and ends at 0800, does this require the shift differential be paid for seven hours from 0000 to 0700 and one hour of no shift differential from 0700 to 0800, or since the shift begins in the time frame all eight hours are paid the differential?
Answer	The differential shall be paid for all hours that begin or end within the 1500 – 0700 time block.
79	Page 78, Section 8.1. Benefits. If the benefit plan costs increases above the \$2.00 per hour benefit requirement over the term of the contract, is the contractor permitted to request an equitable adjustment?
Answer	The Fringe Benefit provision in Section 8.1 of the Services Agreement has been revised pursuant to Addendum No. 4.
80	If a certified MBE/FBE who is part of a successful JV team (and is also a minority interest holder in the JV) lists the M/FBE JV team member on their participation plan, will the value of the self-performance of the certified MBE/FBE JV member who is subcontracting back to the JV, be counted toward the participation goal?
Answer	Yes, the self-performance of the minority interest holder of the Joint Venture will count towards the participation goal.

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81	Exhibit D, page 91, #9 specifies that the "Service Provider must require and ensure that all Service Provider's subcontractor operating under the Agreement at any level are sufficiently insure and bonded". Question 1- Outside of securing the requisite Commercial General Liability and Workman Comp that is known to be required of any subcontractor on this project, will the EBO subcontractor be expected to obtain any other Policies, including but not limited to Umbrella, Auto, Professional Liability/Network Security, Surety, or Performance & Payment Bonds?
Answer	Service Provider must require and ensure that all Service Provider's subcontractor operating under the Agreement at any level are sufficiently insure and bonded. Risk Management does not control the process by which this requirement is accomplished.
82	The EBO Opportunity M/FBE Goals on page 125 specifies the dominant NAICS code 488190-Airport Screening Security Services. The language below the code indicates that a certified firm engaged by the successful Prime that perform a commercially useful function in the execution of the project will be eligible for participation credit. For reference, a 7/13/16 PRISM Compliance Management website search revealed that only 4 firms came back when searched by AABE, MBE, FBE, EBO, NAICS code 488190 (City of Atl Jurisdiction). Twenty-four (24) firms came back when searched with 561612 and 488190. Note that the search parameters were identical to the 488190-only search. Question 2- Does the language found immediately below the NAICS code on page 125 indicate that if the M/FBE has not secured the 488190 NAICS code but performs under the NAICS codes 561612, a certified M/FBE can still be awarded hours via the successful Prime?
Answer	Yes, the NAICS code 488190 is the dominant code. However, The above referenced dominant NAICS code was used for the purposes of calculating the appropriate participation goal. However, any COA certified firm that is engaged by the successful Prime proponent who performs a commercially useful function in the execution of the project will be eligible for participation credit.
83	During the Pre-Bid meeting it was shared that security services would be provided for 3 main categories: Screening including employees, Inspection, and Door Alarm Response. This suggests that in addition to the important passenger screening function, other important screening and inspection security services are expected that are not explicitly described in NAICS 488190. Question 3- If the certified M/FBE has performed unarmed guard services in another capacity at an Airport, would this too enable the certified M/FBE to perform subcontracting services on FC-8971?

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Answer	Yes, Airport Passenger Screening is the dominant code. The above referenced dominant NAICS code was used for the purposes of calculating the appropriate participation goal. However, any COA certified firm that is engaged by the successful Prime proponent who performs a commercially useful function in the execution of the project will be eligible for participation credit.
84	In general, what is the Contract Compliance mechanism for confirming that a Prime has made a good faith effort to contact M/FBE firms to potentially partner with?
Answer	All proponents should use form EBO#2 to submit their outreaching good faith efforts to MBE/FBE firms. The Mayor's Office of Contract Compliance will review all responses to the requirements as set in the solicitation including the full completion of all Appendix A forms.
85	We understand that the City of Atlanta requires disclosure of company financials and understand the need to access proponent's financial capabilities. It is the policy of our privately held company to not disclose these in written public record. However as we understand the importance, we are willing to share these in person, preferably in a private meeting at the location of your choice with our company's CFO. We would bring copies of all financial records for review, disclose all information and our CFO would answer any and all questions your team may have at that time. Please let me know if this is something that would be acceptable in the place of the written record included in the second section of the proposal process with the other addendums.
Answer	No, the City of Atlanta requires all financial statements to be included with the proposals submitted to the Department of Procurement.
86	Will you publish on your website any presentations made at the conference, and/or a list of participants?
Answer	The Pre-Proposal Conference Sign In Sheet is located on the City of Atlanta's Website.