

**ADDENDUM NO. 1  
TO THE BID DOCUMENTS  
FOR THE  
2019-BRAA-02-RFP-SECURITY GUARD SERVICES  
  
BOCA RATON AIRPORT  
BOCA RATON, FLORIDA**

November 21, 2019

PAGE 1 of 1

**TO: ALL HOLDERS OF CONTRACT DOCUMENTS**

- a. Your attention is directed to the following interpretations of, changes in, and additions to the Contract Specifications and Plans for the above named project at Boca Raton Airport, Boca Raton, Florida.
- b. This Addendum is part of the Contract Documents, and the bidders are required to acknowledge receipt of this Addendum in the space provided below.

This addendum includes the following (see attachments):

- 1. **PRE-BID MEETING MINUTES w/Sign-in Sheet** (attached)
- 2. **CONTRACTOR QUESTIONS – RFI #1** (attached)

**NOTE: Sign and Return Addendum #1 Cover with Bids**

Acknowledged: \_\_\_\_\_ signature of Bidder

Name of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

**END OF ADDENDUM NO. 1**



## MEETING MINUTES

### Pre-Bid Conference 2019-BRAA-02 RFP Security Guard Services

Wednesday, June 20, 2018

11:00 AM

Boca Raton Airport

1. **INTRODUCTIONS**

2. **BRAA STAFF**

Scott Kohut  
Travis Bryan  
William Urbanek  
Robert Abbott

3. **SUBMITTAL DATE**

Wednesday, December 11, 2019 at 3:00 pm, Local Time  
Boca Raton Airport (BCT)  
903 NW 35<sup>th</sup> Street  
Boca Raton, Florida 33431  
Attn: Travis Bryan, Operations Manager  
Phone: (561) 391-2202 x210  
Travis @bocairport.com

Written Proposals shall be limited to a maximum of fifteen (15) pages, excluding financial information and litigation and other contract dispute information.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in this solicitation should contact the Boca Raton Airport Authority office at (561) 391-2022 to request such accommodations.

4. **BID DOCUMENTS** - Information regarding the RFP will be available on the Boca Raton Airport website [www.bocairport.com/allbids](http://www.bocairport.com/allbids). To request electronic copies of the Bid Documents, email Travis Bryan at the email address above.

**5. CLARIFICATIONS/REQUESTS FOR INFORMATION**

All questions pertaining to Bid Scope or Details must be in writing. E-mail all questions to: Boca Raton Airport Authority (BRAA), Travis Bryan, Operations Manager at [travis@bocaairport.com](mailto:travis@bocaairport.com) (cc: Scott Kohut, Deputy Director [scott@bocaairport.com](mailto:scott@bocaairport.com)). **Last date to submit questions is Friday November 29, 2019, 5:00 PM EST.**

**6. ADDENDA:**

- Last Day for Contractor Clarifications/Questions: Friday, November 29, 2019, 5:00 PM
- Issue Final Addenda: December 6, 2019, 5:00 PM

**7. RFP PRESENTATION**

Mr. Kohut and Mr. Bryan presented a high level overview of project scope, Airport boundaries and areas of patrol, expectations of daily inspections and guard response, and vehicle requirements.

**8. OPEN DISCUSSION**

All attendees were provided the process to request information, see addendum.

The meeting was closed at 12:00 pm. Some attendees were taken on site visit.



LEGAL ADVERTISEMENT  
REQUEST FOR PROPOSAL NO. 2019-BRAA-02  
Security Guard Services

The Boca Raton Airport Authority (“BRAA”) is soliciting proposals from qualified companies for Security Guard Services in accordance with the terms, conditions, and specifications contained in this Request for Proposal.

Request for Proposal documents are available beginning 11/10/19 on the Boca Raton Airport Authority website at [www.bocaaairport.com](http://www.bocaaairport.com) or by contacting the Boca Raton Airport Authority by e-mail at [clara@bocaaairport.com](mailto:clara@bocaaairport.com) or by phone at (561) 391-2202.

Date of Advertisement:	Sunday, November 10, 2019
Optional Pre-Proposal Meeting:	Thursday, November 21, 2019 at 11:00A.M. Local Time
Deadline for Requests for Clarification:	Monday, November 25, 2019 at 3:00 P.M. Local Time
Deadline for Submission of Proposals:	Wednesday, December 11, 2019 at 3:00 P.M. Local Time

Written Proposals shall be limited to a maximum of fifteen (15) pages, excluding financial information and litigation and other contract dispute information.

In accordance with the Americans with Disabilities Act (ADA), persons with disabilities who require special accommodations to participate in this solicitation should contact the Boca Raton Airport Authority office at (561) 391-2022 to request such accommodations.

Federal Laws and regulations require specific clauses in certain contracts, solicitations, or specifications regardless of whether or not the project is federally funded. The applicable specific clauses that are required to be referenced in this bid advertisement are as follows.

**Civil Rights – Notice Solicitation**

The Boca Raton Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Publish: Sunday, November 10, 2019

Clara Bennett, Executive Director

# Security RFP Questions

11/21/2019

## **When is the deadline for Requests for Clarification?**

*Note the deadline for requests for clarification has been changed to Friday, November 29, 2019, at 5 P.M. local time.*

## **Do the current providers use some sort of Deggy system for tracking of guards?**

*The current vendor provides a Deggy system with multiple check-in points around the airfield.*

## **Is the required insurance coverage high?**

*Insurance requirements for BRAA vendors can be found on our website <https://bocaairport.com/documents/>:*

## **Do guards drive around the perimeter of the fences and outside of them?**

*Guards are expected to patrol both inside the perimeter fencing and outside depending on location and accessibility.*

## **How many guards are on duty?**

*Guard services are expected to be maintained on a 24/7 365 basis with the maximum shift lasting no more than 8 hours without prior BRAA approval. BRAA does not specify the amount of guards needed by contractor to maintain this service.*

## **Account manager is on duty 40 hours a week as well?**

*Account managers are not required to be onsite 40 hours per week, however they are expected to be reached in a timely fashion in case of an emergency or abnormal situation.*

**Is the Account Manager part of the total number of guards/needs airfield training/non-billable?**

*Account manager can be counted as an airfield qualified and billed guard if regularly working an airfield shift. If account manager is not actively working shift, this is non billable.*

**What is the difference between airfield qualified versus non-airfield qualified?**

*Airfield qualified guards will have undergone a minimum of 40 hours of training and be tested by BRAA staff to ensure the safety of aircraft and tenants. Non-airfield qualified guards will be restricted to use outside of the aircraft movement area for special events or crowd control on an as needed basis.*

**Airfield qualified guards are 24x7 and CBP badged?**

*Airfield qualified guards are required to be present on a 24/7 365 basis and are required to undergo security badging by US Customs and Border Protection.*

**Who provides the 40 hours of training?**

*Initial training for an incoming security vendor will be provided by BRAA staff. Once fully staff by qualified guards, contracted security vendor will be responsible for training any new hires with the final safety sign off being performed by BRAA staff.*

**Are the 40 training hours billable or non-billable?**

*The initial 40 training hours are billable as normal contracted rates. Further new hire training will be on a non-billable basis until signed off by BRAA staff.*

**How many vehicles are required?**

*A minimum of 1 vehicle meeting the vehicle specifications is required onsite at all times. A secondary back up vehicle meeting all of the primary vehicle's specifications shall be available within 30 minutes of the primary going out of service.*

**Pricing for the equipment is separate or billable?**

*Required equipment is expected to be part of the total bid.*

**What are the shovels and brooms used for by the guards?**

*Shovels, brooms, and other equipment listed to be kept in the vehicle are for minor clean up purposes should the guard discover any foreign objects or debris (FOD) upon routine inspection or notification by the ATCT.*

**Do VIP have access or interactions with guards or BRAA?**

*BRAA staff and its security vendor are not notified of whom is utilizing the airport, however guards are expected to perform their duties with a high level of professionalism and decorum.*

**If the perimeter fence is breached during after hours, what is proper procedure? Dial emergency first, then call BRAA?**

*If a situation is discovered that warrants emergency services then they shall be called first followed by notification of BRAA staff.*

**Daily and Incident reports are required and submitted to BRAA?**

*There shall be a minimum of 2 daily airfield inspections performed daily with prompt submittal to BRAA staff.*

**Do guard services provide the IT hardware and BRAA provide the IT software?**

*Security vendor is expected to provide all hardware in accordance with the technical specifications in RFP. BRAA will provide any airfield specific software needed.*

**When is the RFP awarded and initiated?**

*RFP award is expected in January 2020 with an expected start date of April 2020, exact dates to be determined at award.*

**When would the RFP interviews be anticipated to be completed?**

*Interview completion anticipated by early January 2020*

**Where can the guards take a break/have a relief?**

*Restroom facilities are provided by BRAA at the Airfield Electrical Vault. Security vendor is expected to provide toiletries and cleanliness.*

**If the guard takes a 30 min break, a relief guard is not required?**



*On duty guards are expected to maintain communication with Air Traffic Control Tower (ATCT) staff at all times during a shift.*

**Who is the current provider?**

*Platinum Group Security*

**What kind of vehicle is currently being used?**

*Jeep Wrangler Unlimited 4x4*

**Who provides the radios?**

*The security vendor shall provide all hardware called for in bid spec.*

**Is there access to fuel within airport property?**

*No vehicular fuel is available at the airport.*

**Is there an access road available around the perimeter fencing?**

*The majority of all perimeter fencing is accessible via paved surfaces.*

**How large is the facility?**

*BCT is approx. 212 acres.*