

ADDENDUM NO. 2
TO THE BID DOCUMENTS
FOR THE
2019-BRAA-02-RFP-SECURITY GUARD SERVICES
BOCA RATON AIRPORT
BOCA RATON, FLORIDA

December 2, 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. CONTRACTOR QUESTIONS – RFI #2 (attached)**
- 2. CBP BADGING REQUIREMENTS - Exhibit A**

NOTE: Sign and Return Addendum #2 Cover with Bids

Acknowledged: _____ signature of Bidder

Name of Bidder: _____ Date: _____

END OF ADDENDUM NO. 2

Security RFP Questions

12/2/2019

- **Who is the current incumbent?**

Platinum Group Security.

- **When was the current incumbent awarded the contract?**

The current contract was award in January 2015.

- **What is the estimated usage (number of annual hours) of prior contract?**

A minimum of 1 guard on duty 24hrs per day, 365 days per year for an estimated total of 8760 hours per year.

- **What is the estimated amount spent on this contract last year?**

In the last contract year, the amount spent was \$183,610.

- **What is the estimated total number of annual hours for this contract?**

A minimum of 1 guard on duty 24hrs per day, 365 days per year for an estimated total of 8760 hours per year. See technical specs for additional information.

- **What is the current bill rate?**

The current hourly rate is \$21.37.

- **What was the contract amount spent last year?**

In the last contract year, the amount spent was \$183,610.

- **Do attachments such as Resumes, References, Licenses, Sample daily Log Reports, Sample Invoice, Sample Incident Report, Sample Employee Timesheet Form, Sample Supervisor Inspection Report, Sample Employment Application Form count toward the page count?**

Yes, with the exceptions as listed in RFP Document.

- **How many sites need services?**

There is one site that needs service.

- **Are there any additional services that may be needed that are not listed in the RFP? IE**

Additional sites, seasonal required training etc.?

No.

- **Is there any minimum wage/pay?**

See RFP Section 2.40 for general minimum wage requirements. See Technical Specs for contract specific wage requirements.

- **Is there any prevailing wage, living wage ordinance, state or local mandated wage, contract specific wage, or collective bargaining agreement?**

See RFP Section 2.40 for general minimum wage requirements. See Technical Specs for contract specific wage requirements.

- **Is a Bid Bond required? No.**

a) **If yes, how much?**

b) **How often / how many times have you assessed liquidated damages, if applicable?**

- **If awarded, will a Performance Bond be required? No.**

a) **If yes, how much?**

- **If awarded, will a Payment Bond be required? No.**

a) **If yes, how much?**

- **Are there any vehicles required for this bid, if so, how many?**

See Technical Specs.

- **Could you please provide a list of all equipment needed for this job?**

See Technical Specs.

- **Could you provide all hours for this job?**

See Technical Specs.

- **Is there a pricing form or format?**

Pricing shall be submitted in the following format:

| Position | Hourly Rate | Estimated Annual Hours |
|---|-------------|------------------------|
| Airfield Qualified Guard | \$ | 8,760 |
| As Needed: | | |
| Additional Airfield Qualified Guard with vehicle | \$ | |
| Additional Airfield Qualified Guard without vehicle | \$ | |
| Additional Non-airfield Qualified Guard with vehicle | \$ | |
| Additional Non-airfield Qualified Guard without vehicle | \$ | |
| | | |
| <i>Optional: Annual Escalation</i> | | |

- **How many total guards are needed for this job?**

See Technical Specs.

- **Are all pages of this solicitation required to be submitted and turned in on the due date? Or only the forms that require a markup need to be submitted?**

All pages of the solicitation are required to be submitted and turned in on the due date.

- **Will your agency hold a public opening?**

Yes, on date listed in the RFP.

- **Are there any M/W/S/VS/DBE goals?**

No.

- **Are there any subcontracting goals?**

Per Section 3.9 of the RFP, no subcontracting is permitted.

- **Is there a specified way you would like responses to come? For example, bound, unbound, 3-ring binder(s), pages limits, paper type etc.?**

See RFP.

- **Could you please clarify how many originals and copies are being requested of the technical proposal and the cost proposal?**

5 Copies.

- **Section 5.8 requires that proposer provide proof that it can pass the applicable federal security requirements if the Scope of Services requires access to the BRAA Customs and Patrol facility. What type of proof is acceptable?**

Per the Technical Specs, all guards assigned to the post are required to apply for and obtain a US Customs access badge, which may require an FBI fingerprint based criminal history records check (CHRC), Security Threat Assessment (STA), and proof of citizenship and residency in accordance with the applicable Federal regulations. More detailed information

regarding the requirements for vendor access to the Customs and Border Protection Facility are attached as Exhibit A. Vendors should provide a written statement certifying their ability to meet the requirements as specified.

- **Sections 9.1.h, 9.1.i and 9.1.j of Section 9 refer respectively to a Performance Bond, Payment Bond and Letter of Credit. Are any of those instruments required to be provided by the awarded proposer upon notification of intent to award?**

Per Section 3.6 of the RFP, no bond is required.

- **We note that the proposal may include an annual escalation rate. See Exhibit B Technical Specifications “Financial Terms”. We appreciate the allowance of planned rate adjustments for each contract year. Will the BRAA also allow additional rate adjustments as needed from time to time to permit the Contractor to increase rates with automatic effect in order to recoup increases in the following costs that are outside the Contractor’s control: Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum wage rates and other statutory requirements, such a legally mandated sick leave costs; and medical and other benefit costs?**

All overhead costs shall be captured in the contract hourly rates. Any adjustments for holiday hours or other special adjustments shall be specified in the proposal. The proposal may include an annual escalation of the rate.

- **Financial Terms requires that “Airfield Qualified Guards shall receive a minimum pay of \$15.00 per hour.” Has BRAA considered designating a Lead Supervisor minimum pay rate that would allow a lead officer to act as the primary POC to BRAA and provide supervision to the Airfield Qualified Guards on other shifts?**

The \$15 per hour is the minimum allowable rate that the vendor shall pay the Airfield Qualified Guards. The Vendor may choose to pay positions at a higher rate at their discretion. The proposed contract rates should encompass all overhead costs for providing the service, including the minimum hourly rate for the Airfield Qualified Guard.

- **Would BRAA be willing to consider 30-day payment terms? Our company does not permit 45-day payment terms.**

All payments are made in accordance with the Florida Prompt Payment Act, Section 218.74, Florida Statutes, upon presentation of a proper invoice to BRAA. The Prompt Payment Act specifies a 45-day payment term.



Exhibit A

Always First Class

CBP Badging Procedures

Badging Process for obtaining secure area clearance at US CBP office Boca Raton.

1. Obtain new passport photos, 2 copies.
2. Fill out applicable CBP access forms (contained herein). Applicant forms must be accompanied by an Authorized Signatory Letter for each firm requesting access, and a Letter Requesting CBP Secure Area Access for each employee.
3. Each company/entity submitting an access request must maintain quarterly reports of all employees maintaining access as well as any employee's change in status or need for secure area access.
4. All applications and signatory letters must be remitted on official company letterhead and specifically reference the Boca Raton US CBP location.
5. Obtain appointment with US CBP offices at the Port of Palm Beach (<https://www.cbp.gov/contact/ports/west-palm-beach>) for interview. Bring completed application packet, proof of US citizenship, and photos to interview.

APPLICATION REQUIREMENTS FOR INITIAL & RENEWAL CBP ACCESS CARD

1. Letter on Company Stationary
2. Completed CBP 3078 Form
3. Additional Instructions
4. Acknowledgement of Access Conditions
5. Two Passport Photos
6. Copy of Proof of US Citizenship/US Resident Status(Birth Certificate, US Passport/ US Resident Card)
7. Copy of DOA Badge
8. For Initial Applicant DD-214 Required if Served in U.S. Military
9. For Renewal Only-Submit Previous FIS Access Pass

The photographs must be:

- 2x2 inches in size (“passport style”)
- Identical
- Taken within the past 6 (six) months, showing current appearance
- Color (preferred)
- Full face, front view with a plain white or off-white background
- Between 1 inch and 1 1/4 inches from the bottom of the chin to the top of the head
- Taken in normal street attire (preferred)
 - Uniforms should not, but can be worn in photographs
 - Applicants must ***not*** wear a hat or headgear that obscures the hair or hairline.
 - If the applicant normally wears prescription glasses, a hearing device, wig or similar articles, they should be worn for the picture
 - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless needed by the applicant for medical reasons. A medical certificate may be required.

(Company Letterhead)

SAMPLE: “AUTHORIZED SIGNATORY” LETTER

Date: _____

TO: U.S. Customs & Border Protection
Palm Beach International Airport
CBP Airport Security Office
1 East 11th Street, Suite 323, Box #4
Riviera Beach, FL 33404

This is to certify that (*Company Name*) is in compliance with the Customs and Border Protection Airport Security program as required by 19 CFR 122.82 (Code of Federal Regulations). A CHRC (Criminal History Records Check) investigation and/or security background employment verification for the most recent five (5) years, and references have been verified on all employees and are presented with fingerprints to the Palm Beach County Department of Airports Security Office.

U.S. Customs and Border Protection will take legal enforcement against persons (employer/employees) making any fraudulent or intentionally false statement or entry on any security program, record application, report, access, or identification medium, or any other document that is kept, made, or used to show compliance. This applies to all “person” meaning individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity.

The following persons are authorized to sign for CBP badge issuance, renewals, requests for replacement, lost/stolen reports, and quarterly reports:

| NAME (print or type) | TITLE | SIGNATURE |
|----------------------|-------|-----------|
| _____ | _____ | _____ |

In addition, we understand that all CBP issued identification badges are the property of U.S. Customs and Border Protection and will be returned to CBP upon termination, upon lawful demand of a CBP Officer, or due to any Security Violation.

(Signature of Authorized Official, Manager, or Supervisor; e-mail; telephone)

***Authorized Official can not designate him/herself as a signatory**

(Letter Requesting CBP Security Area Access)
(To be typed on Company Letterhead)

Date:

U.S. Customs & Border Protection
Palm Beach International Airport
CBP Airport Security Office
1 East 11th Street, Suite 323, Box #4
Riviera Beach, FL 33404

To CBP Port Director:

A background check has been performed on the applicant to the extent allowable by law, including at a minimum, references and employment history to the extent necessary to verify representations made by the applicant relating to employment in the preceding five years. To the best of my knowledge, the applicant meets the conditions necessary to perform functions associated with employment in the CBP Airport Security Areas as described in 19 CFR 122.181. We request access to the CBP Security areas at the Boca Raton US CBP Facility. This employee has been advised of and instructed in the requirements and responsibilities of possessing CBP access. We will monitor this employee in order to ensure that he/she remains in compliance with all CBP orders, rules, regulations, directives and memos governing his/her behavior while in a CBP security area, and will insure the compliance of our employee with these orders, rules, regulations, directives and memos.

This applicant has been fingerprinted, and his/her information is on file with the PBIA Airport Security Office.

APPLICANT NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

Specific description of the duties this applicant will perform while in the CBP Security Area:

Sincerely,

(Signature & Title of "Designated Signatory")

(Telephone Number / E-mail Address – if applicable)

DEPARTMENT OF HOMELAND SECURITY
Bureau of Customs and Border Protection
APPLICATION FOR IDENTIFICATION CARD

19 U.S.C. 66, 1551, 1555, 1565, 1624, 1641;
19 CFR 112.42, 118, 122.182, 146.6

OMB. No.
1651-0008
See back of form
for Paperwork
Reduction Act
Notice and
Privacy Act Notice

Please Type or Print

1. TYPE OF ACTIVITY REQUIRING IDENTIFICATION CARD

☐ Cartman/
Lighterman ☐ Broker's
Employee ☐ CBP
Security Area
Identification ☐ Warehouse Officer
or Employee ☐ Container Station
Employee ☐ Foreign
Trade Zone
Employee ☐ CES
Employee

2. DATE OF THIS APPLICATION

3. NAME (Last, First, & Middle)

4. SOCIAL SECURITY NUMBER

5. LIST ANY OTHER NAMES YOU HAVE EVER BEEN KNOWN BY (Nicknames, aliases, etc.)

6. DATE OF BIRTH

7. HOME ADDRESS (Number, Street, City, State, and ZIP Code)

8. NAME AND ADDRESS OF PRESENT EMPLOYER

9. HOME PHONE NUMBER

10. BUSINESS PHONE NUMBER

11. PLACE OF BIRTH (City, County, State, and Country)

12. HEIGHT

13. WEIGHT

14. COLOR HAIR

15. COLOR EYES

16. VISIBLE SCARS OR MARKS

17. U.S. COAST GUARD PORT SECURITY CARD NUMBER

18. U.S. MERCHANT MARINE CARD NUMBER

19. HAVE YOU EVER APPLIED FOR CARD IN ITEM 17 OR ITEM 18?

☐ YES ☐ NO (Skip Items 20 and 21)

20. HAS APPLICATION FOR EITHER CARD IN ITEM 17 OR 18 BEEN DENIED?

☐ YES (If Yes, explain in Item 21) ☐ NO (Skip Item 21)

21. EXPLANATION OF APPLICATION DENIAL

22. LIST ALL RESIDENCES DURING THE LAST 5 YEARS (List in reverse order, beginning with the present address)

| DATES | | Number and Street | City | State |
|-------|---------|-------------------|------|-------|
| From | To | | | |
| | PRESENT | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

23. HAVE YOU EVER SERVED IN THE ARMED SERVICES OF THE U.S.?

☐ YES ☐ NO (Skip Items 24-28)

24. BRANCH OF SERVICE

25. DATES OF SERVICE

26. SERIAL NUMBER

27. TYPE OF DISCHARGE

28. IF DISCHARGE WAS OTHER THAN HONORABLE, EXPLAIN IN FULL DETAIL

29. HAVE YOU EVER APPLIED FOR AN IDENTIFICATION CARD WITH THE BUREAU OF CUSTOMS AND BORDER PROTECTION?

☐ YES (If Yes, explain details)

☐ NO

30. PREVIOUS EMPLOYMENT -- LIST IN CHRONOLOGICAL ORDER, GIVING EARLIEST EMPLOYMENT FIRST (*Last 10 Years*)

| DATES | | EMPLOYER NAME AND ADDRESS | OCCUPATION |
|-------|----|---------------------------|------------|
| From | To | | |
| | | | |

31. HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OR OFFENSE (*Other than traffic violations, you may exclude any items which occurred before your 16th birthday*) IN THIS COUNTRY OR ELSEWHERE?☐ YES (If YES, explain in Item 32.)☐ NO32. EXPLANATION OF ALL CONVICTIONS (*Federal, State, Military, or Foreign*)

| Date | Place | Charge | Court | Final Disposition |
|------|-------|--------|-------|-------------------|
| | | | | |

33. DO YOU NOW USE OR HAVE YOU EVER USED NARCOTIC DRUGS?

☐ YES (If YES, explain below)☐ NO

34. ATTACH PHOTOGRAPH HERE

**35.
CERTIFICATION**

I certify that all of the statements made in this Application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE

X

DATE

Paperwork Reduction Act Notice: The Paperwork Reduction Act of 1995 says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for this information to carry out the Bureau of Customs and Border Protection laws of the United States. This form is used by licensed cartmen or lightermen or their employees as an application to apply for a CBP identification card and is required to obtain or retain a benefit. The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper depending on individual circumstances. The valid OMB Control Number for this Information Collection is 1651-0008.

Pursuant to the requirements of Public law 93-579 (Privacy Act of 1974), notice is hereby given that the authority to collect information on Form CBP-3078 is 5 U.S.C. 301, Reorganization Plan No. 1 of 1950; 19 U.S.C. 1551, 1565, 1624, 1641; 19 CFR 112.42. The principal purpose for collecting the information is to enable the CBP to conduct a background investigation and thereby determine whether the applicant meets the criteria required for the issuance of an identification card. The information collected and contained in the applicant's file may be provided to those employees of the CBP who have a need for the records in the performance of their duties. The information may also be used, when deemed appropriate, in a proceeding to revoke or suspend the identification card. Disclosure of all information requested on Form CBP-3078 is voluntary; however, failure to disclose some or all of this information may result in the CBP's inability to conduct the required background investigation.



U.S. CUSTOMS AND BORDER PROTECTION



CF 3078 APPENDIX A

Additional Instructions to Applicants for Customs Airport Security Access

Customs Form (CF) 3078, Application for Identification Card, Customs Security Area Identification, question #31 asks, "Have you ever been convicted of any crime or offense (other than traffic violations, you may exclude any items which occurred before your 16th birthday) in this country or elsewhere?"

To properly answer this question, you must include the following:

- Any offenses for which you were convicted, whether misdemeanor or felony
- Any offenses for which the record was sealed or expunged
- Any offenses meeting the above criteria that occurred in any state or country

There are no time limits for items above that must be included, except that items which occurred before you 16th birthday need not be included.

The Port Director considers any false statement or omission on the application to be material to the applicant's honesty and integrity.

I have read and understand the above statement on how to properly answer question #31 of Customs Form 3078. I understand that failure to properly answer this, or any other question, on CF 3078 may cause a denial or revocation of my application for Customs Security Access. I also understand that making a false statement with respect to this, or any question, on CBP form 3078 is a crime punishable as a felony.

Signature

Date _____

Print Name

I _____ (name) am the CBP coordinator for
_____ (company. I have witnessed the signature of
_____ (name of applicant) who has assured me that
he/she has read and understands this document.

Date _____

Signature

Printed Name

Plase sign and return this form with your application package

(Rev,08/06)

West Palm Beach, FL
Customs and Border Protection Airport Security Program
Acknowledgement of Access Conditions

The CBP Airport Security Program is designed to provide a secure work site for all employees in the designated security areas. Access to the security areas will be controlled by Customs & Border Protection and upon application through the local program coordinator access will be granted to qualifying personnel.

Access to the security areas will only be permitted to personnel whom have been granted a CBP Security Seal, and can demonstrate a need to be in the security area in order to perform work related duties. Access to the areas will not be permitted to meet arriving family or friends or to perform any other non-work related functions. The CBP Security Seal must be openly displayed at all times when working in the security area.

Failure to adhere to the access conditions or to comply with instructions from Customs & Border Protection Inspectors while in the security areas will result in the employee being removed and a penalty issued against the employing company. Access to the security areas may also be revoked and the CBP Security Seal confiscated for violations of the access conditions.

Each access seal remains the property of the Bureau of Customs and Border Protection, and is valid for a period of two years from the date of issue.

19CFR §122.182 Security provisions.

- (a) *Customs access seal required.* With the exception of all Federal and uniformed State and local law enforcement personnel and aircraft passengers and crew, all persons located at, operating out of, or employed by any airport accommodating international air commerce or its tenants or contractors, including air carriers, who have unescorted access to the Customs security area, must openly display or produce upon demand an approved access seal issued by Customs. The approved Customs access seal must be in the possession of the person in whose name it is issued whenever the person is in the Customs security area and must be used only in furtherance of that person's employment in accordance with the description of duties submitted by the employer under paragraph (c)(1) of this section. The Customs access seal remains the property of Customs, and any bearer must immediately surrender it as provided in paragraph (g) of this section or upon demand by any authorized Customs officer for any cause referred to in §122.187(a). Unless surrendered pursuant to paragraph (g) of this section or §122.187, each approved Customs access seal issued under paragraph (c)(1) of this section will remain valid for 2 years from January 1, 2002, in the case of a Customs access seal issued prior to that date and for 2 years from the date of issuance in all other cases. Retention of an approved Customs access seal beyond the applicable 2-year period will be subject to the reapplication provisions of paragraph (c)(2) of this section.
- (b) *Employers responsibility.* Employers operating in Customs airport security areas shall advise all employees of the provisions of the Customs regulations relative to those areas, require employees to familiarize themselves with those provisions and insure employee compliance. The employer shall also advise the port director of any changes of employment pursuant to §122.182(g).
- (f) *Replacement access seal.* A new Customs access seal may be obtained from the port director in the following circumstances, without the completion of an additional application, except as determined by the port director in his discretion:
- (1) A change in employee name or address;
 - (2) A change in the name or ownership of the employing company;
 - (3) A change in employer or airport authority identification card format; or
 - (4) Loss or theft of the Customs access seal (see §122.185 of this part).
- (g) *Surrender of access seal.* Where the employee no longer requires access to the Customs security area for an extended period of time at the airport of issuance due to a change in duties, termination of employment, or other reason, or where the 2-year period referred to in paragraph (a) of this section expires and a new application under paragraph (c)(2) of this section has not been approved, the employer shall notify the port director in writing, at the time of such change, and shall return the Customs access seal to Customs. The notification shall include information regarding the disposition of the approved Customs access seal of the employee.

19CFR §122.183 Denial of access.

(a) *Grounds for denial.* Access to the Customs security area will not be granted, and therefore an approved Customs access seal will not be issued, to any person whose access to the Customs security area will, in the judgment of the port director, endanger the revenue or the security of the area or pose an unacceptable risk to public health, interest or safety, national security, or aviation safety. Specific grounds for denial of access to the Customs security area include, but are not limited to, the following:

(1) Any cause which would justify a demand for surrender of a Customs access seal or the revocation or suspension of access under § 122.182(g) or § 122.187;

(2) Evidence of a pending or past investigation establishing probable cause to believe that the applicant has engaged in any conduct which relates to, or which could lead to a conviction for, a disqualifying offense listed under paragraph (a)(4) of this section;

(3) The arrest of the applicant for, or the charging of the applicant with, a disqualifying offense listed under paragraph (a)(4) of this section on which prosecution or other disposition is pending;

(4) A disqualifying offense committed by the applicant. For purposes of this paragraph, an applicant commits a disqualifying offense if the applicant has been convicted of, or found not guilty of by reason of insanity, or has committed any act or omission involving, any of the following in any jurisdiction during the 10-year period, or any longer period that the port director deems appropriate for the offense in question, prior to the date of the application submitted under § 122.182 or at any time while in possession of an approved Customs access seal:

(i) Forgery of certificates, false marking of aircraft, and other aircraft registration violation (49 U.S.C. 46306);

(ii) Interference with air navigation (49 U.S.C. 46308);

(iii) Improper transportation of a hazardous material (49 U.S.C. 46312);

(iv) Aircraft piracy in the special aircraft jurisdiction of the United States (49 U.S.C. 46502(a));

(v) Interference with flight crew members or flight attendants (49 U.S.C. 46504);

(vi) Commission of certain crimes aboard aircraft in flight (49 U.S.C. 46506);

(vii) Carrying a weapon or explosive aboard aircraft (49 U.S.C. 46505);

(viii) Conveying false information and threats (49 U.S.C. 46507);

(ix) Aircraft piracy outside the special aircraft jurisdiction of the United States (49 U.S.C. 46502(b));

(x) Lighting violations involving transportation of controlled substances (49 U.S.C. 46315);

(xi) Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements (49 U.S.C. 46314);

(xii) Destruction of an aircraft or aircraft facility (18 U.S.C. 32);

(xiii) Murder;

(xiv) Assault with intent to murder;

(xv) Espionage;

(xvi) Sedition;

(xvii) Kidnapping or hostage taking;

(xviii) Treason;

(xix) Rape or aggravated sexual abuse;

(xx) Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon;

(xxi) Extortion;

(xxii) Armed or felony unarmed robbery;

(xxiii) Distribution of, or intent to distribute, a controlled substance;

(xxiv) Felony arson;

(xxv) Felony involving:

(A) A threat;

(B) Willful destruction of property;

(C) Importation or manufacture of a controlled substance;

(D) Burglary;

(E) Theft;

(F) Dishonesty, fraud, or misrepresentation;

(G) Possession or distribution of stolen property;

(H) Aggravated assault;

(I) Bribery; or

(J) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year;

(xxvi) Violence at an airport serving international civil aviation (18 U.S.C. 37);

(xxvii) Embezzlement;

(xxviii) Perjury;

(xxix) Robbery;

(xxx) Crimes associated with terrorist activities;

(xxxi) Sabotage;

(xxxii) Assault with a deadly weapon;

(xxxiii) Illegal use or possession of firearms or explosives;

(xxxiv) Any violation of a U.S. immigration law;

(xxxv) Any violation of a Customs law or any other law administered or enforced by Customs involving narcotics or controlled substances, commercial fraud, currency or financial transactions, smuggling, failure to report, or failure to declare;

(xxxvi) Airport security violations; or

(xxxvii) Conspiracy or attempt to commit any of the offenses or acts referred to in paragraphs (a)(4)(i) through (a)(4)(xxxv) of this section;

(5) Denial or suspension of the applicant's unescorted access authority to a Security Identification Display Area (SIDA) pursuant to regulations promulgated by the U.S. Federal Aviation Administration or other appropriate government agency; or

(6) Inability of the applicant's employer or Customs to complete a meaningful background check or investigation of the applicant.

19CFR §122.187 Revocation or suspension of access.

(a) *Grounds for revocation or suspension of access -- (1) General.* The port director:

(i) Must immediately revoke or suspend an employee's access to the Customs security area and demand the immediate surrender of the employee's approved Customs access seal for any ground specified in paragraph (a)(2) of this section; or

(ii) May propose the revocation or suspension of an employee's access to the Customs security area and the surrender of the employee's approved Customs access seal whenever, in the judgment of the port director, it appears for any ground not specified in paragraph (a)(2) of this section that continued access might pose an unacceptable risk to public health, interest or safety, national security, aviation safety, the revenue, or the security of the area. In this case the port director will provide the employee with an opportunity to respond to the notice of proposed action.

(2) *Specific grounds.* Access to the Customs security area will be revoked or suspended, and surrender of an approved Customs access seal will be demanded, in any of the following circumstances:

(i) There is probable cause to believe that an approved Customs access seal was obtained through fraud, a material omission, or the misstatement of a material fact;

(ii) The employee is or has been convicted of, or found not guilty of by reason of insanity, or there is probable cause to believe that the employee has committed any act or omission involving, an offense listed in §122.183(a)(4);

(iii) The employee has been arrested for, or charged with, an offense listed in §122.183(a)(4) and prosecution or other disposition of the arrest or charge is pending;

(iv) The employee has engaged in any other conduct that would constitute a ground for denial of access to the Customs security area under §122.183;

(v) The employee permits the approved Customs access seal to be used by any other person or refuses to openly display or produce it upon the proper demand of a Customs officer;

(vi) The employee uses the approved Customs access seal in connection with a matter not related to his employment or not constituting a duty described in the written justification required by §122.182(c)(1);

(vii) The employee refuses or neglects to obey any proper order of a Customs officer, or any Customs order, rule, or regulation;

(viii) For all employees of the bond holder, if the bond required by §122.182(c) is determined to be insufficient in amount or lacking sufficient sureties, and a satisfactory new bond with good and sufficient sureties is not furnished within a reasonable time;

(ix) The employee no longer requires access to the Customs security area for an extended period of time at the airport of issuance because of a change in duties, termination of employment, or other reason; or

(x) The employee or employer fails to provide the notification of a change in circumstances as required under §122.184(b) or (c) or the employee fails to report the loss or theft of a Customs access seal as required under §122.185.

Your signature in the space provided below indicates your acknowledgement of the Security Area Access Conditions and your agreement to comply with the conditions.

(Signature) _____ (Date) _____

Applicant's Name --(PRINT) _____

(Letter Advising of Change in Employee's Status / Termination / Lost Badge)
(To be typed on Company letterhead)

Date:

U.S. Customs & Border Protection
Palm Beach International Airport
CBP Airport Security Office
1 East 11th Street, Suite 323, Box #4
Riviera Beach, FL 33404

TO: Officer Hamilton:

As required by 19 CFR 122.184(c), if an employer becomes aware of any change in circumstance of its employee, the employer must advise CBP of that fact within 24 hours. Therefore, I am writing to inform you that I have become aware within the last 24 hours of a change in circumstances of my employee as follows:

NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

CBP Airport Security Area ID #: _____

DATE OF CHANGE OF CIRCUMSTANCE: _____

Check One:

☐ Employee Transferred (no longer working at PBIA) ☐ Retired ☐ Quit / Terminated

Check One:

☐ Arrested (Misdemeanor or Felony) ☐ Convicted ☐ Found not guilty by reason of insanity

☐ Committed an Act or Omission involving a disqualifying offense ☐ Other (specify)

Check One:

☐ Lost Badge ☐ Badge Stolen ☐ Other (specify)

Details of circumstance of which I have become aware:

If possible, the following information regarding **all** arrests (if applicable) have been provided:

- Grand Jury indictment or information
- Police statements and/or reports
- Certified court transcripts
- Factual court documents including:
 - Records of each arrest
 - Certified Judgment and Conviction Records
 - Sentence
 - Probation Orders

(For all circumstances, except transfers, retirements, and non-wrongful terminations) **A written statement from the employee detailing the particulars of this incident has been included.**

Check One:

We ☐ will ☐ will not

request re-issuance of CBP Airport Security Area access for this employee. A new application package must be submitted.

Sincerely,

(Signature of “Designated Signatory” / Title)
(Telephone number / E-mail address if applicable)

Quarterly Report
(to be typed on COMPANY LETTERHEAD)

Date: (Due on Oct 1st, Jan 1st, Apr 1st, July 1st)

U.S. Customs & Border Protection
Palm Beach International Airport
CBP Airport Security Office
1 East 11th Street, Suite 323, Box #4
Riviera Beach, FL 33404

RE: Quarterly CBP Airport Security ID Badge report for _____ quarter, 20____.

Enclosed, please find the Quarterly Report for _____ (name of company) in accordance with 19 CFR 122.184(c) of the Federal Regulations. The following individuals are currently employed by us:

(Please list alphabetically)

| Name | DOB | SSN# | CBP ID# | Date of Expiry |
|------|-----|------|---------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

ADDITIONS FROM LAST QUARTERLY REPORT:

(Please list alphabetically) NONE (or)

| Name | DOB | SSN# | CBP ID# | Date of Addition | Reason for Addition |
|------|-----|------|---------|------------------|---------------------|
| | | | | | (new employee) |
| | | | | | (Re-applicant) |
| | | | | | |
| | | | | | |

DELETIONS FROM LAST QUARTERLY REPORT:

(Please list alphabetically) NONE (or)

| Name | DOB | SSN# | CBP ID# | Date of Deletion | Reason for Deletion |
|------|-----|------|---------|------------------|---------------------|
| | | | | | (Stolen) |
| | | | | | (Lost) |

| | | | | | |
|--|--|--|--|--|---------------------|
| | | | | | <i>(Damaged)</i> |
| | | | | | <i>(Terminated)</i> |
| | | | | | |
| | | | | | |

Sincerely,

(Signature / Title of Authorized Designated Signatory)
(Telephone Number)
(e-mail address if applicable)

EMPLOYER REQUIREMENTS AND RESPONSIBILITIES

- All companies requesting access to CBP security areas are required to:

1. Post a continuous ~~CF~~^{CBP} 301 Bond (Type 1 or 2) or an Airport Security Bond. The bond is obtained from an authorized surety company as referenced in 19CFR113.37. The face value of the bond depends upon how many employees will require access to the Customs security areas.

| | |
|--------------------|--------------|
| Less than 15- | \$ 25,000.00 |
| Between 15 and 25- | \$ 50,000.00 |
| More than 25- | \$100,000.00 |

- The ~~CF~~^{CBP} 301 Bond can be designated as an import/broker bond, warehouse bond, international carrier bond, or a non-specific Airport Security Bond.
- Effective June 20, 2005, all new Type 1 bonds will be the responsibility of the Office of Finance (OF), Revenue Division. New Type 1 bond applications will be faxed to (317) 614-4517. Bond filers may send the applications via email with attachments to CBP.BONDQUESTIONS@DHS.GOV, or via fax to (317) 614-4517. The Revenue Division will be responsible for resolving any problems/issues on the Type 1 bonds with the bond filer. Additional information may be located at http://cbp.gov/xp/cgov/import/communications_to_industry/pilot_program.
- Premiums on the continuous bond are paid yearly to their respective insurance agents.
- The bond must be registered with U.S. Customs and Border Protection Entry Control, Room 161, located in the Cargo Clearance Center, 6601 N. W. 25th Street, Miami, Florida.
- A copy of the continuous CF 301 bond or an original Airport Security Bond must be filed in the CBP Security Office.
- Employers must immediately notify the CBP Security Office in writing of any change in the status of the company bond (lapsed, terminated, company name or address change, reduced bond amount etc, etc.). All pertinent bond information must be the same as the company (company name, address, IRS number).
- An insufficient bond amount may result in a requirement to increase bond coverage and may result in revocation of CBP access for employees covered under the insufficient bond.
- Violations of CBP Airport Security rules and regulations will subject an employer to liquidated damages of \$1000.00 per violation.

2. Submit a letter of introduction (Attachment 2) on company letterhead to the ~~Assistant Port Director, Passenger Processing~~. This letter must include;

- Description/Type of company
- IRS number
- Specific description of duties to be performed.
- Number of employees requiring access
- ~~CBP Security zones (see Attachment 1) to which access is necessary~~

US CBP

Require Type 2
Bond for
\$100,000.00

CBP

APPLICATION TO FILE ~~CUSTOMS~~ FORM 301 CONTINUOUS BOND ACTIVITY CODE 2

- 1) FEDERAL I.D. NUMBER (I.R.S. #) OR SS: _____
- 2) NAME OF FIRM AND ADDRESS: (IF INDIVIDUAL: FIRST, MIDDLE, LAST NAME)

- 3) BUSINESS PHONE NUMBER: () _____
BUSINESS FAX NUMBER () _____
- 4) THE BOND WILL COVER (CHECK AS APPROPRIATE)
- | | |
|--|---|
| <input type="checkbox"/> CARTMAN | <input type="checkbox"/> CONTAINER FREIGHT STATION |
| <input type="checkbox"/> COMMON CARRIER | <input type="checkbox"/> BONDED WAREHOUSE(S) |
| <input type="checkbox"/> FOREIGN TRADE ZONE | <input type="checkbox"/> CENTRALIZED EXAM STATION |
| <input type="checkbox"/> AIRPORT SECURITY AREA | <input type="checkbox"/> FOR IMMEDIATE EXPORT (I.E. 63) |
| <input type="checkbox"/> PAPERLESS INBONDS | <input type="checkbox"/> CUSTOMS APPROVED STOREROOM |
| <input type="checkbox"/> INBONDS CF 7512 | |

- 5) IF COMMON CARRIER, STATE THE PORTS WHERE YOU WILL BE TRANSPORTING MERCHANDISE TO AND FROM

- 6) IF CONTAINER FREIGHT STATION(S) OR PROPRIETOR'S WAREHOUSE(S), GIVE THE EXACT PHYSICAL LOCATION(S) OF EACH.

A _____ B _____ C _____ D _____

- 7) TYPE OF MERCHANDISE HANDLED: (CHECK AS APPROPRIATE)

☐ GENERAL MERCHANDISE ☐ ALCOHOL ☐ TOBACCO

- 3) HAVE YOU BEEN OPERATING AS A CUSTOMS APPROVED CUSTODIAN (I.E. HOLDING A CUSTOMS CUSTODIAL LICENSE) IN THE PAST OR PRESENTLY?

☐ YES ☐ NO

PLEASE LIST THE PORT(S) WHERE YOU HAVE BEEN APPROVED TO OPERATE:

WHAT IMPORTER NUMBER(S) HAVE / DO YOU USE(D) WHEN OPERATING AS A CUSTOMS APPROVED CUSTODIAN? PLEASE LIST ALL NUMBERS:

I CERTIFY THAT THE FACTUAL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE AND IS BASED UPON THE BEST INFORMATION AVAILABLE ON THE DATE OF THIS APPLICATION.

(TYPE OR PRINT NAME)

(TITLE)

(SIGNATURE)

(DATE)

LIST OF SURETY COMPANIES

=====

AVALON RISK MANAGEMENT, INC
10705 NW 33RD STREET, SUITE 120
MIAMI, FL 33172

TEL. (305) 513-3889
FAX. (305) 513-4897

=====

C.A. SHEA & CO
720 PALESADE AVE
ENGLEWOOD CLIFFS, NJ 07632

TEL. (201) 568-2810
FAX. (201) 568-0333

=====

DONMAR BROKERAGE CORP
C/O J.S. HICKEY CO. INC
71 S. CENTRAL AVE
VALLEY STREAM, NY 11580

TEL. (516) 872-6112

=====

GLOBAL INSURANCE NETWORK INC
7875 NW 12TH STREET, SUITE 102
MIAMI, FL 33126

TEL. (305) 599-0900
FAX. (305) 599-1114

=====

H H SISSON INC
ONE EXETER PLAZA
BOSTON, MA 02116

TEL. (617) 266-4100
FAX. (617) 266-7220

=====

INTERNATIONAL INSURANCE CENTER INC
12515 N KENDALL DRIVE, SUITE 116
MIAMI, FL 33186-1834

TEL. (305) 279-5446
FAX. (305) 279-4045

=====

ROANOKE TRADE SERVICES INC
7205 NW 19 STREET, SUITE 104
MIAMI, FL 33126

TEL. (305) 592-8988
FAX. (305) 592-9537

=====

TRADE RISK GUARANTY
118 BARRINGTON COMMONS PLAZA, SUITE 236
BARRINGTON, IL 60010

=====

TEL. (800) 685-6082

**CUSTOMS
USE
ONLY**

BOND NUMBER: (Assigned by Customs)

FILE REFERENCE

19 CFR Part 113

In order to secure payment of any duty, tax or charge and compliance with law or regulation as a result of activity covered by any condition referenced below, we, the below named principal(s) and surety(ies), bind ourselves to the United States in the amount or amounts, as set forth below.

Execution Date

SECTION I--Select Single Transaction OR Continuous Bond (not both) and fill in the applicable blank spaces.

| | | | |
|--|---|--|----------------------------------|
| <input type="checkbox"/> SINGLE TRANSACTION BOND | Identification of transaction secured by this bond (e.g., entry no., seizure no., etc.) | Date of transaction | Transaction district & port code |
| <input type="checkbox"/> CONTINUOUS BOND | Effective date | <p>This bond remains in force for one year beginning with the effective date and for each succeeding annual period, or until terminated. This bond constitutes a separate bond for each period in the amounts listed below for liabilities that accrue in each period.</p> <p>The intention to terminate this bond must be conveyed within the time period and manner prescribed in the Customs Regulations.</p> | |

SECTION II-- This bond includes the following agreements.² (Check one box only, except that, 1a may be checked independently or with 1, and 3a may be checked independently or with 3. Line out all other parts of this section that are not used.

| Activity Code | Activity Name and Customs Regulations in which conditions codified | Limit of Liability | Activity Code | Activity Name and Customs Regulations in which conditions codified | Limit of Liability |
|-----------------------------|--|--------------------|-----------------------------|---|--------------------|
| <input type="checkbox"/> 1 | Importer or broker .. 113.62 | | <input type="checkbox"/> 5 | Public Gauger..... 113.67 | |
| <input type="checkbox"/> 1a | Drawback Payment Refunds..... 113.65 | | <input type="checkbox"/> 6 | Wool & Fur Products Labeling Acts Importation (Single Entry Only) .. 113.68 | |
| <input type="checkbox"/> 2 | Custodian of bonded merchandise.....113.63 (Includes bonded carriers, freight forwarders, cartmen and lightermen, all classes of warehouses, container station operators) | | <input type="checkbox"/> 7 | Bill of Lading (Single Entry Only)..... 113.69 | |
| <input type="checkbox"/> 3 | International Carrier.....113.64 | | <input type="checkbox"/> 8 | Detention of Copyrighted Material (Single Entry Only)..... 113.70 | |
| <input type="checkbox"/> 3a | Instruments of International Traffic..... 113.66 | | <input type="checkbox"/> 9 | Neutrality (Single Entry Only)..... 113.71 | |
| <input type="checkbox"/> 4 | Foreign Trade Zone Operator113.73 | | <input type="checkbox"/> 10 | Court Costs for Condemned Goods (Single Entry Only)..... 113.72 | |

SECTION III-- List below all tradenames or unincorporated divisions that will be permitted to obligate this bond in the principal's name including their Customs Identification Number(s).² (If more space is needed, use Section III (Continuation) on back of form.)

| Importer Number | Importer Name | Importer Number | Importer Name |
|---|---------------|-----------------|---------------|
| | | | |
| Total number of importer names listed in Section III: | | | |

Principal and surety agree that any charge against the bond under any of the listed names is as though it was made by the principal(s).

Principal and surety agree that they are bound to the same extent as if they executed a separate bond covering each set of conditions incorporated by reference to the Customs Regulations into this bond.

If the surety fails to appoint an agent under Title 6, United States Code, Section 7, surety consents to service on the Clerk of any United States District Court or the U.S. Court of International Trade, where suit is brought on this bond. That clerk is to send notice of the service to the surety at:

Mailing Address Requested by the Surety

| | | | | |
|------------------------|-------------------------------|---------------------------------|-------------------|---------------------------------|
| PRINCIPAL ¹ | Name and Address | Importer No. ³ | SEAL | |
| | | SIGNATURE ⁵ | | |
| PRINCIPAL ¹ | Name and Address | Importer No. ³ | SEAL | |
| | | SIGNATURE ⁵ | | |
| SURETY ^{4,6} | Name and Address ⁶ | Surety No. ⁷ | SEAL | |
| | | SIGNATURE ⁵ | | |
| SURETY ^{4,6} | Name and Address ⁶ | Surety No. ⁷ | SEAL | |
| | | SIGNATURE ⁵ | | |
| SURETY AGENTS | Name ⁸ | Identification No. ⁸ | Name ⁸ | Identification No. ⁸ |

Customs Form 301 (102593)

PART 1 - U.S. CUSTOMS