

THE PORT AUTHORITY OF NY & NJ

PROCUREMENT DEPARTMENT
2 MONTGOMERY STREET, 3RD FL.
JERSEY CITY, NJ 07302

4/5/2013

ADDENDUM # 5

To prospective Proposer(s) on **RFP # 30744** for Unarmed, Uniformed Security Guard Services at John F. Kennedy International Airport (JFK), LaGuardia Airport (LGA), Newark Liberty International Airport (EWR), Stewart International Airport (SWF) and Teterboro Airport (TEB)

Due back on 4/16/2013, no later than 2:00PM

I. CHANGES/MODIFICATIONS

The following changes/modifications are hereby made to the solicitation documents:

A. On pages 14 – 16, Section 5 entitled “Evaluation Criteria and Ranking”, after the sentence “ For Proposals meeting such requirements, the following criteria, set forth in the order of importance, will be used in the evaluation of proposals.” **Change the order of importance of the criteria with respective narratives to:** “A. Overall Experience of Firm, Technical Expertise and Financial Capability”, “B. Management Approach and Staffing Management”, “C. Cost Proposal” and “D. Contractor Identity Check/Back Ground Screening Plan”.

B. On pages 21 - 27, of Section 8 entitled “Proposal Submission Requirements” Sub-section “F. Proposal”, after the sentence “At a minimum, the Proposal shall address the following:” **Change the order of the criteria with respective narratives to:** “1. Overall Experience of Firm, Technical Expertise and Financial Capability”, “2. Management Approach and Staffing Management”, “3. Cost Proposal” and “4. Contractor Identity Check/Back Ground Screening Plan”.

C. On Pg. 65 of the RFP, Section 18, **Delete:** “provides “is provided by the LaGuardia Airport Airlines Management Council at a cost of approximately \$30 per month per employee” and **Replace with:** “is provided by the LaGuardia Airport Airlines Management Council at a cost of approximately \$36 per month per employee, which is subject to change at any time and is not controlled by the Port Authority”.

D. On Page 76, Section 26, paragraph E., subparagraph a., **Delete:** “One (1) Security operations Center Agent at JFK” and **Replace with:** “Two (2) Security Operations Center Agents at JFK”.

E. On Page 101 of the RFP, Section 30.A, Delete “260 days per year (261 days during the leap year).” Replace with “260 or 261 days per year.”

F. On Page 107, Section 33. Training Provided by the Contractor, at the end of the first paragraph, **Delete:** “All initial and leadership training shall be completed within four months after Contract start date(s) and employee hires, including those incumbent Contractor(s) employees currently performing said duties.” and **Replace with:** “All initial and leadership training shall be completed within four months after Contract start date(s) for those incumbent Contractor(s) employees currently performing said duties. New hires must be trained prior to being assigned to a post.”

G. On Page 114, **Delete:** subparagraph 5) entitled “First Aid” in its entirety and **Replace with:** “5) Reserved”

H. On Page 119, **Delete:** subsection E. of Section 39 entitled “Radios, Materials, Supplies and Equipment”. **Replace with:** “Each Airport shall have its own radio repeater system. The system for each airport shall provide an adequate number of signal repeaters to provide complete coverage (terminals and SIDA/AOA areas). For JFK, this shall include Jamaica Terminal utilizing the same radio frequency (and any alternate frequencies) being utilized at other JFK locations.”

II. PROPOSER'S QUESTIONS AND ANSWERS

The following information is available in response to questions submitted by prospective Proposers. The responses should not be deemed to answer all questions, which have been submitted by Proposers to the Port Authority. It addresses only those questions, which the Port Authority has deemed to require additional information and/or clarification. The fact that information has not been supplied with respect to any questions asked by a Proposers does not mean or imply, nor should it be deemed to mean or imply, any meaning, construction, or implication with respect to the terms.

The Port Authority makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely or that such information accurately represents the conditions that would be encountered during the performance of the Contract. The furnishing of such information by the Port Authority shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Proposer, by submitting its Proposal, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of the Port Authority, its Commissioners, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Bidder required by this Proposal or Contract and the Proposer agrees that it shall not hold the Port Authority liable or responsible therefor in any manner whatsoever.

Question # 1	Please provide the average processing time for obtaining badge clearance at each of the Airport locations.
Answer # 1	Approximately two weeks starting from individual application submission.

Question # 2	Please clarify impact of this processing time in meeting the Port Authority's 30-calendar day start-up time from award to commencement.
Answer # 2	The Port Authority will work with the selected Contractor to meet the Contract commencement date.
Question # 3	Page 118, Section 39, A. A private Contractor must follow FCC guidelines when requesting a permit, license, or approval. Please detail the expectation of the Port Authority related to the requirement of the Contractor to obtain FCC license, approvals and permit if a delay is encountered with the required filing that pushes receipt of the permit, approval, and license beyond the 30-calendar days allocated for a start-up.
Answer # 3	The Proposer may include this item as part of its proposal within its transition plan. The Port Authority will work with the selected Contractor to meet the Contract commencement date.
Question # 4	Please provide model number and manufacturer of the preferred hand-held and vehicle-mounted radio and provide information on the frequencies in use and what frequencies will be made available to the Contractor.
Answer # 4	The Port Authority will provide the requested information to the successful Proposer.
Question# 5	Please advise if the incoming service provider will be allowed to use existing signal repeaters.
Answer # 5	The signal repeaters are owned by the incumbent.
Question # 6	If the incoming service provider is required to identify the appropriate geographical location for a signal repeater(s), as well as, procure the necessary engineering and quantity of signal repeaters for coverage of JFK, LGA, and EWR, please explain how the Port Authority requires the cost to fulfill this requirement be identified in advance of proposal submission.
Answer # 6	Where a Proposer includes this cost in its Proposal is a business decision.
Question # 7	Please provide information on acceptable type, model, and manufacturer of signal repeaters at the airport locations for this contract.
Answer # 7	Proposers may include their proposed models and signal repeaters in their Proposals.
Question # 8	Please confirm that the Port Authority will require the SWF Project Manager, if activated, to be a dedicated position.
Answer # 8	It is presently anticipated that a single Project Manager will be used for both SWF and TEB.
Question # 9	Page 72, Section 26. A. 27. The Port Authority refers to an Electronic Guard Tour Monitoring System (EGTMS). Please clarify whether the EGTMS is currently in use, and if so, who owns the equipment.
Answer # 9	Currently the EGTMS is owned and used by the incumbent.

Question # 10	Please confirm that this system is one that the Proposer must provide within 30-calendar days.
Answer # 10	Confirmed.
Question # 11	Please identify who is responsible for maintenance of the EGTMS-Port Authority or Contractor.
Answer # 11	The Contractor
Question # 12	Please detail what information the EGTMS needs to capture and report.
Answer # 12	The report should capture at a minimum the following fields: Name, Facility, Employee #, Tour employee will be working, Time in and Time out.
Question # 13	Please identify how the Port Authority prefers the information accumulated in the EGTMS to be reported; i.e., electronic format, paper, exportable formats.
Answer # 13	Paper
Question # 14	Please identify if the Port Authority has a preferred biometric security technology; i.e., retinal, fingerprint, handprint, fingerprint to be used by the Contractor.
Answer # 14	No, Proposer may propose any biometric technology.
Question # 15	Please identify the biometric security technology in use today; i.e., type (fingerprint, retinal, handprint); manufacturer/model.
Answer # 15	Presently, fingerprint biometrics and hand geometry biometrics are currently in place at certain Aviation locations.
Question # 16	Please explain how biometric technology is used today in support of security operations if beyond the use identified in the RFP to verify hours worked; i.e., posts, locations.
Answer # 16	Airport Security Agents at EWR vehicle and pedestrian posts will require ID cardholders to present their fingerprint biometrics at the cardreaders.
Question # 17	Please identify if alternatives exist to the use of biometric technology for the purpose of verifying work hours.
Answer # 17	None
Question # 18	Please explain the role of a Port Authority representative in the conduct of Roll Call.
Answer # 18	A Port Authority representative will observe and participate in the roll calls if necessary. The Port Authority representative may inform the guards if there are any changes, events or incidents that will impact the services for the facility.
Question # 19	RFP Reference Keeping LaGuardia Safe: A Handbook for Managers. Can the Port Authority please elaborate on its Security Audit program, Bogus Bobs/Bab, Breach of Rules and receipt of awards under the program?

<i>Answer # 19</i>	Further information on the program may be provided to the Contractor. Firms should propose based upon information and requirements set forth in the RFP, and Proposals will be evaluated in accordance with the criteria set forth in Page 14, Section 5, entitled “Evaluation Criteria and Ranking”.
<i>Question # 20</i>	Page 107, Section 33. A. All initial and leadership training shall be completed within four months after Contract start date(s) and employee hires, including those incumbent Contractor(s) employees currently performing said duties. Please clarify that employees must have successfully completed this training prior to being assigned duties at an airport.
<i>Answer # 20</i>	During the four months after Contract start date, the categories of employees described in Section 33 A. may perform duties as required under this Contract.
<i>Question # 21</i>	Please explain the reporting requirements for initial, leadership, and refresher training completions by the Contractor in accordance with the RFP to the Port Authority.
<i>Answer # 21</i>	The Contractor is responsible for recording and reporting the training of staff to the Port Authority.
<i>Question # 22</i>	Please provide additional information on Contractor’s requirement for staff to receive U. S. Customs Service Hologram Training. Please identify the frequency of the required hologram training; i.e., as required; all new hires; annually.
<i>Answer # 22</i>	EWR and JFK require the training prior to the employee being placed on the post. LGA, SWF and TEB do not require any customs hologram training at this time.
<i>Question # 23</i>	Please identify all positions that will require the hologram training, if initiated.
<i>Answer # 23</i>	If initiated, all positions at EWR and JFK will require holograms training except IDOS. LGA, SWF and TEB will not require customs training.
<i>Question # 24</i>	Please identify the number of training hours the Port Authority will require the Contractor to provide related specifically to hologram training.
<i>Answer # 24</i>	At EWR and JFK, this is part of ASA training. The Customs training is approximately 4 hours.
<i>Question # 25</i>	Please clarify within the Schedule of Guard Service, the numbers of staff listed in each post at each airport location currently.
<i>Answer # 25</i>	Historical data is not necessarily indicative of what will be required under this Contract.
<i>Question # 26</i>	Please identify the number of full-time equivalent (FTE) personnel are required per shift, per post; i.e.; ASA, Lead ASA.

<i>Answer # 26</i>	The Port Authority does not have a FTE requirement. However, Contractor is required to maintain labor harmony in accordance with Paragraph 9, entitled “Harmony” in Attachment B – Part II – Standard Contract Terms and Conditions.
<i>Question # 27</i>	Please confirm the type and quantity of office equipment; i.e., desk, chair, computer, that the Port Authority will provide to the management team required at each airport.
<i>Answer # 27</i>	The Port Authority will not provide any office equipment to the Contractor.
<i>Question # 28</i>	Please indicate if the Port Authority will view the DHS Mentor/Protégé program as advantageous over a traditional business partnership in fulfilling the “good faith effort” for achieving participation of a MBE and WBE.
<i>Answer # 28</i>	While the Port Authority is interested in knowing the Proposers internal policies to expand opportunities for M/WBEs, a DHS program will not address or fulfill the subcontracting provisions for this Contract.
<i>Question # 29</i>	If a 30-day transition is desired by the Authority, will the Authority be able to provide all Port-Authority-provided training within this 30 day period?
<i>Answer # 29</i>	The Port Authority will work with the Contractor to meet the training requirements at the commencement of the Contract.
<i>Question # 30</i>	If incumbent personnel are required to attend training in a compressed 30-day transition, who will stand post while the incumbents are in training?
<i>Answer # 30</i>	The training will not happen for everyone at once. It will be done in several sessions.
<i>Question # 31</i>	Would the Authority consider a longer transition period to ensure that all training could be timely and thoroughly completed?
<i>Answer # 31</i>	The Port Authority will work with the selected Contractor to meet training requirements at the commencement of the Contract.
<i>Question # 32</i>	Will the Authority please identify which management members at each location will be permitted to work from the provided space? For example, do the Project Manager, Assistant Project Manager, Office Manager, Assistant Office Manager and HR Manager all work from the same ‘space’ provided by the Port Authority at each applicable airport?
<i>Answer # 32</i>	This matter is within the Contractor’s discretion, in accordance with the requirements set forth in the RFP. Space may be available, but not guaranteed to the Contractor.

Question # 33	Do all incumbent guards currently have a Port Authority Airport ID Card?
Answer # 33	Yes, all incumbent guards working at the airports have a Port Authority ID Card.
Question # 34	Would the required training and testing be taught and administered by Port Authority representatives at no cost to the Offeror?
Answer # 34	SIDA training will be taught by other Contract staff. There is no training and testing fee.
Question # 35	Will the Authority please provide the length of time required to complete both the training and testing referenced?
Answer # 35	Approximately 2 weeks to get SIDA trained and CHRC and STA tested.
Question # 36	Will the Authority please clarify whether fingerprinting fees associated with the 49 CFR 1542 requirements are reimbursable by the Authority, if not are they borne by the Contractor or employee?
Answer # 36	No reimbursements are given to the Contractor. How and by whom those costs are borne is the Contractor's decision.
Question # 37	What is the cost of each employee's fingerprint check?
Answer # 37	Approximately \$30 fingerprinting fee per person.
Question # 38	Will the Authority please clarify whether the hours for fire watch posts are included in the Hours of Tour provided?
Answer # 38	No, the hours listed in the RFP do not include fire watch post hours. This post is only filled on an as needed basis when a building's fire suppression system is down.
Question # 39	Page 101 of the RFP, Section 30.A, identifies Construction Positions at JFK, with one labor category being the Tour Supervisor. Will the Authority please confirm if the Tour Supervisor supporting these positions is a Construction Tour Supervisor?
Answer # 39	Confirmed.
Question # 40	Page 102 of the RFP, Section 30.B, provides that the "Contractor shall furnish the Services at the Facility by staffing Identification Office Specialist on posts at the Facility...no less than 5 days per week". Will the Authority please clarify whether the indicated staffing schedule of "no less than 5 days per week" indicates a M-F post?
Answer # 40	Yes. This position is from Monday through Friday.

Question # 41	Page 102 of the RFP, Section 30.C provides the Schedule of Guard Service for EWR. On the Cost Proposal Form (Attachment C) for EWR, a Lead Airport Security Agent (LASA) is identified, however the LASA position is not included in the Schedule of Guard Service for EWR. Will the Authority please provide the post schedule for Lead Airport Security Agents at EWR?
Answer # 41	There are no LASAs at EWR at this time, but it is anticipated there will be LASAs during the term of the Contract.
Question # 42	The Building 1 Security Specialist is listed as an 8:00am – 4:00pm post. Will the Authority please clarify whether the Building 1 Security Specialist is a 7 day/week post or a Monday-Friday post?
Answer # 42	This position is from Monday through Friday.
Question # 43	How long is the ASA Training Program?
Answer # 43	Approximately 5 days
Question # 44	Where is the training in support of the ASA Training Program given?
Answer # 44	The training is given at the Airports.
Question # 45	Will the training in support of the ASA Training Program be conducted during the weekdays or on weekends?
Answer # 45	The training can be provided during the weekday or weekends.
Question # 46	Have all incumbent personnel received the orientation and training in accordance with the standards of the new RFP?
Answer # 46	No. Firms should propose based upon information and requirements set forth in the RFP.
Question # 47	Is the Port Authority Customer Care Program part of the extensive week long “Orientation and Training” program and how long is it? Who provides the training?
Answer # 47	No. It is approximately 1 hour and is provided by the Port Authority.
Question # 48	Is training time billable to the Port Authority?
Answer # 48	See Page 114, last paragraph under Section 34.
Question # 49	Will the Authority please clarify whether the HRDP training is part of the Contractor-provided “Initial Training” program? If not, when is it conducted? Is the time billable to the Port Authority?
Answer # 49	No, this training is subsequent to the initial training. Proposers should propose a schedule for same. This training is not billable to the Port Authority.
Question # 50	Will the Authority please clarify how many frequencies for the radios are required for the contract?
Answer # 50	At minimum two (2) frequencies [primary and backup].

Question # 51	Page 119 of the RFP, Section 39.D provides, “The Contractor shall, at its sole cost and expense, maintain in good repair and operating condition, truck inspection mirrors with sufficient back up for use at those facilities where vehicle access/inspections is provided by the Contractor.” Which facilities require the use of such inspection mirrors?
Answer # 51	JFK, LGA and EWR. However, if SWF and TEB are needed, they may also require mirrors.
Question # 52	How many inspection mirrors are currently in use?
Answer # 52	Approximately 29 mirrors, which includes spares.
Question # 53	Page 20 of the Standard Terms & Conditions, #35 ‘Permit-Required Confined Space Work’ provides that “...the Contractor shall request and obtain from the Port Authority a description of all spaces at the facility which are permit-required confined spaces requiring issuance of an OSHA permit.” Will the Authority please provide such a description?
Answer # 53	The Contractor awarded this Contract shall request the information.
Question # 54	Please provide the name and model number and quantity of units of the biometric system being used on the current contract.
Answer # 54	No. Firms should propose based upon information and requirements set forth in the RFP.
Question # 55	Would the Port Authority please identify if there are any requirements for the furniture (i.e. 2 cubes, 1 desk per room)
Answer # 55	The Port Authority does not require any specific units. The Contractor shall determine what furniture goes in the room.
Question # 56	Are layouts or floor plans available of the office space to be provided to the Contractor?
Answer # 56	No.
Question # 57	Is there space at each airport on site for Contractor training?
Answer # 57	Yes, subject to availability.
Question # 58	Would the Port Authority please identify where the Contractor office space used for briefing is located at Newark Airport?

<i>Answer # 58</i>	Building 1. The space is subject to availability.
<i>Question # 59</i>	Section 18, Page 65, Parking for Contractor Employees states that there may be parking made available for Contractor's employees at JFK and EWR. Is parking provided to the current Contractor today?
<i>Answer # 59</i>	Yes.
<i>Question # 60</i>	Is there a monthly fee charge for each Parking space? And if so, would the Port Authority please disclose the currently monthly fee for parking at each airport?
<i>Answer # 60</i>	No fee for EWR and JFK. \$36 per month at LGA; see Changes/Modifications, Section I.C. of this Addendum.
<i>Question # 61</i>	Does the Port Authority provide space for Contractor vehicle maintenance, including oil changes?
<i>Answer # 61</i>	No.
<i>Question # 62</i>	Does the Port Authority allow for maintenance vehicles on property to service Contractor vehicles, including on the AOA?
<i>Answer # 62</i>	No.
<i>Question # 63</i>	Are land lines available at the guard houses?
<i>Answer # 63</i>	Yes for EWR and LGA. Not at every post for JFK. No for SWF and TEB.
<i>Question # 64</i>	Are the biometric machines able to be connected to the Port Authority's internet on site or will new lines have to be installed for each biometric machine? And if so, who is responsible for the installation and monthly expense of the lines?
<i>Answer # 64</i>	The Contractor can submit its request to the Port Authority. The Contractor is responsible for the installation and monthly maintenance line expenses.
<i>Question # 65</i>	Section 26, Page 72, paragraph A states that the agents will also provide fire watch services. Do all of the ASAs have to be certified as fire watch guards by the NYFD?
<i>Answer # 66</i>	Yes, for guards performing services at JFK and LGA. This requirement is not applicable for EWR, SWF and TEB.
<i>Question # 67</i>	Section 26, page 74, paragraph B identifies the duties for the Jamaica Station Rover. Is this position self-relieving?

Answer # 67	No.
Question # 68	Section 28, page 98, paragraph D, states that the IOS staff must be fully trained to perform the function of the position. However, no specialized training is identified in Section 33. Is there any specialized training required for these positions? If so, who provides the training and how many hours is the training typically?
Answer # 68	IDOS get on the job training during their designated tour hours.
Question # 69	Section 30, page 102, Schedule of Guard Service. Would the Port Authority please confirm if relief personnel are included in these counts?
Answer # 69	This sections lists posts, not personnel.
Question # 70	Additionally, are the positions that transport officers to and from post included in these counts and are considered productive hours under the contract?
Answer # 70	The Port Authority only pays for post hours.
Question # 71	Section 33, page 107, Training Provided by the Contractor. Are the following items two separate (5) working day occurrences that add up to a total of (10) working days? <ul style="list-style-type: none"> ○ Section 33, A - Initial job and customer service training and/or orientation course ○ Section 34, F - Orientation and Training Provided by the Port Authority
Answer # 71	10 days total.
Question # 72	There are identical and similar training topics mentioned within Training Provided by the Contractor (33C) and Training provided by the Port Authority (34F). Would the Port Authority please clarify if these similar and identical instances: A. Section 33, C, 22 First Aid Section 34, F, 5 First Aid Radio Usage Terminology and Procedures Facility Communications: Telephone, radio, terminology, etc.
Answer # 72	First Aid is no longer taught by the Port Authority. See Changes/Modifications Section I.G. of this Addendum. The two radio communications courses are not the same.
Question # 73	Section 38, page 115. Uniforms If certain garments are no longer available, will the Port Authority consider alternatives? Due to manufacturing lead times is there opportunity to purchase existing uniforms that have become the property of the Port Authority that are in good condition?
Answer # 73	The Port Authority will consider alternatives. The Port Authority will not permit purchase of uniforms used by the incumbent.

<i>Question # 74</i>	Would the Port Authority please clarify what is a tone pack identifier? Is it a man down button?
<i>Answer # 74</i>	A "tone pack identifier" is the identification number of the handheld radio. It is not a man down button.
<i>Question # 75</i>	Do the vehicles require a mounted radio? If so, would the Port Authority please identify how many?
<i>Answer # 75</i>	No.
<i>Question # 76</i>	Do the radios need to be waterproof?
<i>Answer # 76</i>	This is not a Port Authority requirement, but is highly recommended, as certain posts will be exposed to the elements.
<i>Question # 77</i>	Is there a requirement for in building location services inside the airports?
<i>Answer # 77</i>	No, however the radios must work inside a building within the airport.
<i>Question # 78</i>	Is it the expectation of the Port Authority for the GPS systems to become property of the Port Authority at contract termination, similar to the radios?
<i>Answer # 78</i>	Yes.
<i>Question # 79</i>	Is AOA/ramp driving training conducted by the Port Authority, how often is it conducted and how long is the training?
<i>Answer # 79</i>	The driver training is conducted approximately once a week at EWR, LGA and JFK by the Port Authority or its designee and the training lasts approximately three (3) hours.
<i>Question # 80</i>	How often is SIDA training conducted? And is it computerized or instructor taught and how long typically is the class?
<i>Answer # 80</i>	SIDA training is conducted approximately twice a day Monday through Friday at LGA, JFK and EWR. The class is approximately 3 hours and is taught by an Instructor.
<i>Question # 81</i>	Is there a fee associated with the Port Authority airport badges? And if so, would the Port Authority please disclose the amount of the fee?
<i>Answer # 81</i>	There is a \$30 fingerprint processing charge to conduct the Criminal History Records Check (CHRC). If an airport badge is lost or stolen, there is a \$100 administrative fee per badge.
<i>Question # 82</i>	Would the Port Authority please identify how often airport badges have to be renewed and any associated fees with the renewal?

<i>Answer # 82</i>	Single airport ID badges need to be renewed each year. There are no fees associated with the renewal. However, if there are outstanding amounts not previously paid which are owed to the Port Authority, the ID Office will not renew the badge until these amounts are paid in full.
<i>Question #83</i>	One of the standard duties of the security force at the gates will be to verify each vehicle entering the airport, which will include verifying validity of Airport badges, checking the “stop” lists (people who have been placed on the absolutely no way let into the facility but haven’t had time to recover their badge list), and inspecting vehicles. Do the officers also conduct inspections upon departure?
<i>Answer #83</i>	No.
<i>Question #84</i>	Section 25, page 71, paragraph D discusses the requirement for the utilization of time clocks with a biometric identification as part of the time sheet and record process. Is this equipment provided by the Contractor or the Port Authority?
<i>Answer #84</i>	The Contractor.
<i>Question #85</i>	Section 26, page 72. Position Duties, paragraph A identifies the basic responsibilities of the Airport Security Agents. Is there a requirement for the ASAs to also staff the exit lanes from the sterile area once the co-located screening checkpoints are closed down and TSA is no longer staffing or permanent staffing of non-co-located exit lanes?
<i>Answer #85</i>	No, there is no requirement for the ASAs to staff the checkpoints.
<i>Question #86</i>	After roll call, how are the guards transported to post?
<i>Answer #86</i>	Guards may walk or be driven to their posts by the Contractor. That is the Contractor’s obligation.
<i>Question #87</i>	Is the person that does the transport included in the employee hours within the RFP?
<i>Answer #87</i>	No.
<i>Question #88</i>	If a post is a face-to-face relief (requiring a security agent at all times) is there scheduled time in excess of the typical 8 hours required to do so? If so, is that amount of time considered in the number of service hours within the RFP? If not, can you provide how much additional time is needed? Is such additional time on overtime?
<i>Answer #88</i>	It is up to the Firm to consider the relief time in its proposal. The Port Authority only pays for post hours.
<i>Question #89</i>	Regarding the (2) way radios, are there FCC requirements (licenses) or specifications (wattage, repeaters, etc.) to be supplied by Contractor?

<i>Answer #89</i>	Yes.
<i>Question #90</i>	Is there a list of Holidays and additional special coverage, and will there be a delineation of billing as premium billing coverage?
<i>Answer #90</i>	Page 66, section 19 states "As this is [a] 24/7 Contract, no additional compensation is provided hereunder for services provided on holidays, Saturday or Sunday."
<i>Question #91</i>	Standard Contract Terms and Conditions: Part II Section 33 Notification of Security Requirements (page 18) refers to the utilization of the Secure Worker Access Consortium for screening. Would the Port Authority please clarify if this organization is utilized for the screening of personnel to receive a Port Authority airport badge or if this organization is to also be used for the Contractor's initial screening of applicants for employment?
<i>Answer #91</i>	SWAC is not required to obtain an airport badge. The Contractor is responsible for proposing a Contractor Identity Check/Background Screening Plan.
<i>Question #92</i>	Page 72, Section 25, paragraph D. In the event the Offeror proposes a biometric check-in/check-out system that will require use of a dedicated line, please indicate if the Port Authority will allow for the installation of multiple DSL/T1 lines to facilitate a quick turn-around turn for each individual at roll-call/check-out and the space such equipment; i.e., office computer, computer "tablet", will require at all airport locations.
<i>Answer #92</i>	The selected Contractor should discuss the installation of additional lines with the airport security manager.
<i>Question #93</i>	Please indicate if the Port Authority will consider substitute systems for the biometric requirement device that the ASA uses as a scheduling system.
<i>Answer #93</i>	The Port Authority will consider proposed substitute systems.
<i>Question #94</i>	Page 115, Section 36 and Page 124, Section 46. There are two separate sections that require the Proposer to submit audit programs for the Port Authority's approval. Please clarify whether these two sections are requiring the same audit program. If so, please confirm that an Offeror can we submit one proposed program that covers the requirements contained in both sections.
<i>Answer #94</i>	These are separate programs. The Port Authority will consider one comprehensive program to cover both requirements.
<i>Question #95</i>	Please confirm that the Offeror will have the authority and flexibility to schedule a training class as needs require at each of the five airports.
<i>Answer #95</i>	The Contractor will have the ability to schedule a training class pending Port Authority approval.

Question #96	If the Offeror will be required to schedule training through the Port Authority, please describe the process for scheduling candidates for the Airport Security Agent Training Program at each airport.
Answer #96	The successful Proposer will coordinate with the Airport Security Managers to schedule training.
Question #97	Please indicate the number of training hours, minimum and maximum number of participants for the following training classes: Airport Security Agent Training, SIDA Training, Leadership, Barrier, Security Guard?
Answer #97	Airport Security Agent Training - Approximately 5 days. Minimum of 20 participants, maximum as space permits. SIDA Training - 2.5 hours. Participant minimum varies between airports, maximum capacity of 35. Leadership - This class is provided by the Contractor. Barrier - This is part of the ASA program. Security Guard - This is part of the ASA program.
Question #98	Page 76, Position Duties, Lead Airport Security Agents Duties, 3): Lead Airport Security Agents shall work on a rotating tour (24/7).” Is this to say that the Lead Agents are working 24-hour tours? If so, what is the current break structure for 24/7 positions?
Answer #98	This statement means the position itself is 24/7. Shifts and rotations are broken out by the Contractor, as needed.
Question #99	Reference: Section 33 B. Training Provided by the Contractor (p108): “At a minimum, the Contractor shall provide an annual four-hour refresher training course covering all areas noted in item C of this section.” Section C contains a list not limited to 36 subjects, some of which are in-depth. Please explain how PANYNJ interprets compliance regarding subject matter of the four-hour refresher course.
Answer #99	The refresher training should cover the 36 topics outlined in the RFP, coupled with any facility operational trends.
Question #100	Section 33. Training Provided by the Contractor. Can we submit a summary of the Contractor provided training for the Port Authority to Confirm?
Answer #100	The Proposer should submit its training plan with their Proposal submission.
Question #101	Will the new Contractor be authorized to hire an outside training company, for the purpose of assisting with Port’s extensive training requirement?
Answer #101	The Port Authority will consider the Contractor's proposal to hire an outside training company for training provided by the Contractor.

Question #102	Is the Jamaica Terminal ASA Rover post noted in Section 26, paragraph B included in the ASA posts listed in the tables located in Section 30?
Answer #102	Yes.
Question #103	Is the Jamaica Terminal LASA post noted in Section 26, paragraph C included in the LASA posts listed in the tables located in Section 30?– The text in Section 26 calls out the Jamaica posts separately for the ASA and LASA (pages 74 and 75). However in the Schedule of Guard Service post tables provided in section 30 there is no mention of the Jamaica terminal. Looking for a clarification as to whether the posts are included the table or should be added separately.
Answer #103	The Jamaica Terminal LASA is included in the table.
Question # 104	Section 26, paragraph E states that one SOC agent is required at JFK. However, the table in Section 30, paragraph A indicates that two are required. Please clarify.
Answer # 104	Two are required. See Changes/Modifications Item D. above.
Question # 105	A qualified Airport Security Agent can relieve Airport Security Operation Center Agents (SOC). Will that relief be from the roving guards who perform relief for posts?
Answer # 105	Proposers may include their relief suggestions into their proposals.
Question # 106	There is a requirement for firefighting certificate of fitness. Can you give us a contact and cost associated with this requirement?
Answer # 106	No.
Question # 107	Do the roving guards for relief/meals also use the vehicles shown in the contract?
Answer # 107	Proposers should include this in their proposal.
Question # 108	Who pays for the cost of the background check requirement for Port Authority badges?
Answer # 108	The Contractor.
Question #109	Will the Port Authority be providing Flex-Fuel or unleaded fuel under the new Contract at each of the airports?
Answer #109	There is E85 fuel presently available at both EWR and LGA, and it is planned to have an E85 capability at JFK in the near future.

Question # 110	If manufacturers are not making flex-fuel vehicles anymore, will the Port Authority consider waiving the specifications requirement for Flex-Fuel/Hybrid vehicles?
Answer # 110	The Port Authority understands some 2014 models may have Flex Fuel engines. Should the Proposer be able to demonstrate that no 2014 flex fuel or hybrid mid size SUV's are available at order time, the Port Authority would consider waiving or modifying this requirement.
Question # 111	On page 83 'I. Operations Assistant' provides that "The Contractor shall provide one (1) Operations Assistant at JFK, one (1) Operations Assistant at LGA and one (1) Operations Assistant at EWR seven (7) days a week, 24 hours a day." Are each of these posts 24-hour/day posts?
Answer # 111	This position is 24/7 covering 3 shifts. It is one position but may be filled by multiple individuals.
Question # 112	Please indicate the process an Offeror must follow if it decides to locate a mobile office trailer to use as a break area on Port Authority property.
Answer # 112	The Port Authority will not permit a trailer.
Question #113	Item E. in section 44 of the RFP states "At the end of the term of the Contract the Contractor shall return to the Port Authority each of the GPS systems" a) Do the existing Contract for these facilities contain this same language? b) If yes, will the Port Authority make these units available to the successful Contractor?
Answer #113	The Port Authority may recover GPS units, which may be made available to the Contractor.
Question # 114	Page 103 of the RFP, Section 31.A.12 (i, ii, and iii) provides the vision and hearing requirements for personnel. Will the Authority please provide the specific requirements related to audio and visions tests that are required (i.e., Jaeger chart, Ishihara test, audiograms, etc.)? Will the Authority please clarify whether incumbent personnel fulfill what will be the current contract requirements?
Answer # 114	No. The Contractor is responsible for ensuring its employees meet the specific requirements set forth in this RFP. Historical data is not necessarily indicative of what will be required under this Contract.
Question # 115	Under which Union/local, if any, are TEB and SWF organized?
Answer # 115	The Port Authority does not currently engage a Contractor to provide security guard services at TEB and SWF.

Question #116	Is it the intention of the Port to retain the current employees at all airports should a new security services provider be selected?
Answer #116	The Port Authority is not the employer of the employees who currently provide the uniformed security guard services at the affected aviation facilities. Firm should secure their own legal counsel regarding the obligations, if any, under the National Labor Relations Act in the event it determines to maintain the current workforce. Contractor is responsible for maintaining a stable work force, in accordance with the Section of this RFP entitled “Harmony” included in the “Standard Contract Terms and Conditions” hereunder.
Question #117	Section 5. Adjustments pg 36 – 39 provides for a CPI adjustment to Wages, Supplemental and Price in the Option periods. The labor force under this solicitation is under a CBA. Is the intent of the Authority not to compensate the bidders for the wage, supplemental and other benefits as dictated by the CBA?
Answer #117	The approach a Contractor takes to account for unforeseen adjustments to fixed costs and labor costs during the term of the Contract is a business decision. No changes to pricing or compensation shall be permitted, for any reason, during the four (4) year base period. See page 36, Section 5, entitled “Adjustments” for adjustments during the Option Period.

This communication should be initialed by you and annexed to your Proposal upon submission.

In case any Proposer fails to conform to these instructions, its Proposal will nevertheless be construed as though this communication had been so physically annexed and initialed.

THE PORT AUTHORITY OF NY & NJ

DAVID GUTIERREZ, MANAGER
SPECIAL PURCHASING PROJECTS

PROPOSER'S FIRM NAME: _____

INITIALED: _____

DATE: _____

QUESTIONS CONCERNING THIS ADDENDUM MAY BE ADDRESSED TO LUKE BASSIS OR DAVID GUTIERREZ, WHO CAN BE REACHED AT (201) 395-3440 OR (201) 395-3433 RESPECTIVELY or at LBASSIS@PANYNJ.GOV OR DAVID.GUTIERREZ@PANYNJ.GOV.