

THE PORT AUTHORITY OF NY & NJ

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

10/16/2013

ADDENDUM # 6

To prospective Proposer(s) on RFP # 34835 for Unarmed, Uniformed Security Guard Services at the George Washington Bridge, New Jersey Marine Terminals, New York Marine Terminals, New Jersey Office Facilities and Properties, New York Leased Office Facilities and Properties, the Staten Island Bridges, the Port Authority Trans-Hudson Corporation, and the World Trade Center Site:

Due back on 10/23/2013, no later than 2:00PM

Originally Due back on 10/17/2013, no later than 2:00PM

I. CHANGES/MODIFICATIONS

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

(1) Attachment B –Contract Terms and Conditions, Part I – Contract Specific Terms and Conditions:

- **Section 12** - Wages, Health, Supplemental Benefits and Salaries, page 19, Section C, delete: paragraph i in its entirety, and insert the following in its place:

i. Minimum Direct Hourly Wages

If the Contractor proposes higher direct hourly minimum wage(s) than those listed below, then subject to acceptance by the Port Authority, the new proposed wage(s) shall become the new Minimum Direct Hourly Wage(s). The Contractor shall be limited to the compensation set forth in the Cost Proposal Form(s) accepted by the Port Authority for each year of the Contract. The Contractor agrees, and accepts, that there shall be no additional compensation by the Port Authority for any increase in costs, labor or otherwise, whether foreseeable or unforeseeable, at any point during the term of the contract, except as otherwise set forth in the Contract (see Attachment B, Section 5 – Adjustment).

The following values represent the Minimum Direct Hourly Wage(s) for each year of the four (4) year base period:

Minimum Direct Hourly Wage	Year 1	Year 2	Year 3	Year 4
<u>Teleport Security Agent</u>	\$15.45	\$16.33	\$17.32	\$18.79
<u>Teleport Identification Office Specialist</u>	\$17.25	\$17.77	\$18.30	\$19.04
<u>Teleport Security Operations Specialist</u>	\$22.05	\$22.71	\$23.39	\$24.09
<u>Teleport Tour Supervisor</u>	\$19.15	\$19.72	\$20.31	\$20.92
<u>Teleport Lead Tour Supervisor</u>	\$19.72	\$20.32	\$20.92	\$21.55
<u>SIB Security Agent</u>	\$15.34	\$16.33	\$17.32	\$18.79
<u>SIB Identification Office Specialist</u>	\$18.26	\$18.81	\$19.37	\$19.95
<u>SIB Tour Supervisor</u>	\$18.81	\$19.37	\$19.95	\$20.55
<u>Howland Hook Security Guard</u>	\$15.34	\$16.33	\$17.32	\$18.79
<u>Howland Hook Tour Supervisor</u>	\$18.31	\$18.60	\$19.42	\$20.01
<u>PATH Security Agent</u>	\$15.34	\$16.33	\$17.32	\$18.79
<u>PATH Central Security Station Agent</u>	\$16.69	\$17.19	\$17.86	\$19.04
<u>PATH Tour Supervisor</u>	\$17.91	\$18.45	\$19.00	\$19.57
<u>PATH SOC/CSS Supervisor</u>	\$16.91	\$16.91	\$17.42	\$17.94
<u>WTC Security Agent</u>	\$15.34	\$16.33	\$17.32	\$18.79
<u>WTC Identification Office Specialist</u>	\$16.07	\$16.55	\$17.32	\$18.79
<u>WTC Central Security Station Agent</u>	\$15.50	\$16.33	\$17.32	\$18.79
<u>WTC Tour Supervisor</u>	\$16.89	\$17.39	\$17.92	\$19.35
<u>WTC Assistant Lead Supervisor</u>	\$22.13	\$22.13	\$22.79	\$23.47
<u>WTC Lead Tour Supervisor</u>	\$23.65	\$23.65	\$24.36	\$25.09
<u>NYLP Security Agent</u>	\$15.15	\$15.60	\$16.00	\$16.40
<u>NYLP Tour Supervisor</u>	\$16.66	\$17.16	\$17.68	\$18.21
<u>NJLP Security Agent</u>	\$15.15	\$15.60	\$16.00	\$16.40
<u>NYLP Lead Tour Supervisor</u>	\$18.16	\$18.70	\$19.27	\$19.85
<u>NJLP Tour Supervisor</u>	\$16.66	\$17.16	\$17.68	\$18.21
<u>NJLP Lead Tour Supervisor</u>	\$18.16	\$18.70	\$19.27	\$19.85
<u>GWB Security Agent</u>	\$15.34	\$16.33	\$17.32	\$18.79
<u>GWB Tour Supervisor</u>	\$17.40	\$17.92	\$19.35	\$19.93
<u>NYMT Security Guard</u>	\$23.53	23.53	\$24.43	\$24.43
<u>NYMT Security Guard Tier 2</u>	\$18.80	\$18.80	\$19.80	\$19.80

<u>NYMT Security Gateman Tier 1</u>	\$23.72	\$23.72	\$24.72	\$24.72
<u>NYMT Security Gateman Tier 2</u>	\$19.30	\$19.30	\$20.30	\$20.30
<u>NJMT Security Gateman</u>	\$23.72	\$23.72	\$24.72	\$24.72
<u>NJMT Security Gateman Tier 2</u>	\$19.30	\$19.30	\$20.30	\$20.30
<u>NJMT Security Guard</u>	\$23.53	\$23.53	\$24.53	\$24.53
<u>NJMT Security Guard Tier 2</u>	\$18.80	\$18.80	\$19.80	\$19.80
<u>NJMT Identification Office Specialist</u>	\$17.71	\$18.24	18.79	\$19.35

- **Section 25** - Teleport Position Duties, Page 39, **insert** the attached position duties for the Lead Tour Supervisor as Paragraph F.
- **Section 37** - New York Leased Properties Duties, Page 67, **insert** the attached position duties for the Lead Tour Supervisor (225 Park Avenue South, New York, NY) as Paragraph C.
- **Section 39** - New Jersey Properties Duties, Page 69, **insert** the attached position duties for the Lead Tour Supervisor (2 Montgomery Street, Jersey City, NJ) as Paragraph C.
- **Section 39** - New Jersey Properties Position Duties, **insert** the attached position duties for the Lead Tour Supervisor (Port Authority Technical Center, Jersey City, NJ) as Paragraph D.
- **Section 47** - NJMT Position Duties, NJMT Identification Office Specialist, Page 79, **delete** the schedule, **insert:**

Monday - Friday	7:00am-3:00pm	9:00am-5:00pm
Number of NJMT I.D. Office Specialists	3	2

- **Section 50** - on Page 82, after the heading “Section 50. Schedule of Guard Service”, **insert:** “The following schedules show an approximation of tours, shifts and positions for guard services. The schedule may or may not reflect the actual schedule required for provision of said services on any given day, as the needs at each Facility change over time and may fluctuate for any reason, at any given time. The Port Authority, through its Security and Facility Managers, will work with the Contractor on any moves, additions, or changes required in the scheduling of guard services.”
- **Section 50** - Page 83, Schedule of Guard Service, A. The Teleport, paragraph 2, **delete:** “Security Technologies Administrator (STA)” and **insert:** “Security Operations Center Specialist (SOC)”. In the Schedule, **delete:** the row title “6a.m. – 2p.m. (Mon- Fri)” and replace with row title “6a.m. – 2p.m. (Mon- Sun)”. Delete column titled “STA Posts” and replace with “SOC Agent Posts”.
- **Section 50** – Page 88, paragraph J, New Jersey Marine Terminals, third paragraph, **delete:** “seventy (70) hours per week.” and **insert:** “eighty five (85) hours per week.”

- (2) Attachment C, Cost Proposal Forms ([click here](#) for Attachment C):
- **Delete:** NJP Sum, and **insert** the attached “NJP Revised” in its place.
 - **Delete:** “NYLP Sum”, and **insert** the attached “NYLP Revised” in its place.
 - **Delete:** “Teleport Sum”, and **insert** the attached “Teleport Revised” in its place.
- (3) Attachment D, Calculation of Hourly Rate Forms, **insert** the following attached Calculation of Hourly Rate Forms ([click here](#) for Attachment D):
- “NLP LTS”
 - “NYLP LTS”
 - “Teleport LTS”

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.

The Questions and Answers numbering sequence will be continued sequentially in any forthcoming Addenda that may be issued.

<i>Question #17</i>	Reference Section 25, paragraph D (page 37) which specifies "provide one Tour Supervisor seven (7) days a week, twenty-four (24) hours per day". However, the schedule of Guard Service table shown in Section 50, paragraph A.2 only shows coverage required from 6am to 2pm Monday through Friday. Is this the same as the Guard Supervisor? Please clarify.
<i>Answer #17</i>	Yes. The Guard Supervisor is the same as the Tour Supervisor. The coverage will be 24/7. See Changes/Modifications in Addendum No. 4.
<i>Question #18</i>	11. Reference Section 50, paragraph A.2 which indicates that a Guard Supervisor is required from 10 pm to 6am and from 2 pm to 10 pm Monday through Sunday. However, there is no position duties description provided in Section 25. Is this the same as the

	Tour Supervisor? Please clarify.
Answer #18	Yes. See answer to Question 17 and Addendum No. 4.
Question #19	If the Tour Supervisor and Guard Supervisor are the same position it doesn't appear that the shift coverage provides full 24 hour per day seven day per week coverage. The Guard Supervisor is shown providing coverage Monday through Sunday. However, the Tour Supervisor is only shown providing coverage Monday through Friday. Please clarify.
Answer #19	See answer to Question 17.
Question #20	Reference Section 50, paragraph A.2 which indicates that a Security Technologies Administrator is required Monday through Friday from 9am to 5pm. However, there is no position duties description provided in Section 25. Please clarify.
Answer #20	The position is now called a Security Operations Center Specialist. See "Changes/Modifications" above.
Question #21	Reference Section 25, paragraph C (page 37) describes the requirements for a Teleport Security Operations Center Specialist. However, the schedule of Guard Service table shown in Section 50, paragraph A.2 does not show this position. Is this the same position as the Security Technologies Administrator? Please clarify.
Answer #21	Yes. It is the same position. See "Changes/Modifications" above.
Question #22	Reference Section 27, paragraph B (page 41) describes the requirements for an SIB Identification Office Specialist. However, the schedule of Guard Service table shown in Section 50, paragraph B does not show this position. Please clarify.
Answer #22	The Schedule of Guard Service is an approximation. Reference Section 27, paragraph B (page 41) "The Contractor shall provide one (1) Identification Office Specialist, five days a week, Monday thru Friday between the hours of 7:00 a.m. – 3:00 p.m."
Question #23	Section 47.B indicates that the NJMT Roundsman is required 85 hours per week. Section 50.J indicates 70 hours per week. Please clarify the shift requirements for this position.
Answer #23	85 hours per week. See "Changes/Modifications" above.
Question #24	The 4th paragraph in Section 50.J indicates a requirement for a NJMT Identification Office Specialist. The 5th paragraph indicates a requirement for 5 Identification Office Specialists. Should the requirement noted in the 4th paragraph be for the Services Offices Supervisor identified in Section 47.E?
Answer #24	No.
Question #25	If the Identification Office Specialist identified in the 4th paragraph of Section 50.J is intended to be the Services Offices Supervisor in Section 47E please clarify the hours required. Section 50.J states 7am to 5pm and Section 47.E states 9am to 5pm.
Answer #25	See Question 24. See Changes/Modifications above. The ID Office Specialists work for the Services Office Supervisor. The ID Office Specialists work 7 am - 5 pm while the Supervisor works 9 am - 5 pm.
Question #26	Section 47.D requires two rotating Identification Office Specialists five days a week, Monday through Friday. Section 50.J requires 5 Identification Office Specialists. Please clarify.

Answer #26	Section 50 J is correct. See Changes/Modifications above. There are (5) five ID Office Specialists working on two different shifts from 7:00 AM - 5:00 PM. Three (3) Specialists from 7:00 am - 3:00 pm and two (2) Specialists from 9:00 am - 5:00 pm.
Question #27	Please confirm that the TB&T SOC Project Manager is a required position and is to be considered key managerial personnel.
Answer #27	The SOC Project Manager is a required shared position with the Bayonne Bridge project and is considered a managerial position.
Question #28	Attachment B, page 66, Section 37 B states that the NYLP Tour Supervisor shall report to the NYLP/NJP/NYMT/NJMT Project Manager. Please confirm.
Answer #28	Yes. They will report to that Project Manager.
Question #29	Attachment B, page 83, Section 50 B indicates that there is a Lead Tour Supervisor and a Tour Supervisor for the Staten Island Bridge (SIB), yet is absent identifying security agent posts.
Answer #29	There are no regularly assigned security agent posts at SIB.
Question #30	Please provide the security agent posts and duty schedule for the SIB.
Answer #30	See response to Question 29.

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.

Section 25. Teleport Position Duties

Section 25. Teleport Position Duties

F. Lead Tour Supervisor

The Contractor shall provide One (1) Lead Tour Supervisor (LTS) Five (5) days a week, Eight (8) hours per day, Monday Friday, 6:00 AM -2:00 PM, as notified the prior week. The Lead Tour Supervisor shall perform duties, which include, but are not limited to, the following:

1. Exercise direct supervisory responsibility over Security Agents and Tour Supervisors assigned to the post.
2. Transmit information between Security Personnel on site, Security Contractor, P.A. Management and the Port Authority Police. In the event of an emergency, the Lead Supervisor will make notifications according to standard operating procedures (SOP).
3. Maintain guard personnel files.
4. Maintain guard lateness files.
5. Process, submit to the Security Contractor, and maintain records of all Payroll Discrepancies, Vacation Requests, and Sick/Personal Days claims.
6. Prepare a Weekly Work Schedule, insuring complete post coverage, with appropriate personnel, for submission to the Security Manager one week in advance. Contact security personnel to fill any gaps in post coverage that may occur, and update the work schedule according.
7. Maintain daily logs of unusual incidents and requests for service.
8. Issue equipment to guards and Port Authority. contractors, and maintain records of same.
9. Be readily available to the Manager for compliance to orders, instructions, directions and information, given in writing or orally regarding the performance of services under the Contract.
10. Maintain continuing contact with all security personnel on duty at post.
11. Insure that all posts are properly covered and equipped.
12. Read Log Entries and Memos for the previous 24 hour. period and inquire of the departing Security Officer about any special orders or conditions in effect for the tour, and pass on to the next tour if applicable.
13. Be required to have a demonstrated knowledge of rotating manpower schedules for large operations and shall perform administrative duties.
14. Prepare a written report of each tour at the end of each shift as required.
15. Supervise all IOS personnel, including the review of all time sheets and disciplinary action.
16. Report to and take directions from The Manager and Port Authority Security management staff.
17. Dress in uniform at all times while on duty.

F. Lead Tour Supervisor (Con't)

18. Be able to provide extensive details about the tenants' locations, and direct visitors and

Section 25. Teleport Position Duties

employees in the right direction.

19. As applicable, advise visitors and employees of potential dangers and steer them out harm's way.
20. Answer questions posed by tenants, visitors etc. regarding Teleport Security policies and procedures. Refer unusual questions to Teleport Security Manager.
21. Maintain the safety and increase the knowledge of the visitors and employees for future visits.
22. Effectively interact and communicate with corporate members of the community, private sector, and employees and executives.
23. Be given preference for possessing multilingual communication skills.
24. Receive and confirm authorization for Tenant Access Requests, in accordance with the Access Requirements set forth by the Teleport Security Manager.
25. Screen all vehicles entering the Teleport seeking access via controlled-entry lanes, to determine if the occupants are authorized for access to restricted facility areas, by checking Photo IDs and confirming their privilege to proceed in accordance with the requirements established by the Teleport Security Manager.
26. Log the Names, Companies, License Plate Numbers, Time of Arrival, etc., for ALL Vehicles entering the Teleport via controlled-entry lanes, bound for restricted facility areas, which do NOT have use of a Gate Access Card, before granting access.
27. Download data from Electronic Guard Tour System (DETEX) unit, then generate, file, and forward reports.
28. Monitor the Access Card and CCTV systems for alarms and/or unusual incidents, and making log entries and notifications per SOP.
29. Make notifications and log entries/reports in the event of any security systems (CCTV, Access Card, Detex, etc.) failures, malfunctions, or other technical problems -but do NOT make, or allow, unauthorized changes to hardware or software.
30. Note the On/Off-line status of facility buildings, making confirmation calls if there is any doubt.
31. Review written reports prepared by personnel for clarity, consistency and accuracy - before forwarding, by FAX, to the proper parties.
32. The Lead Tour Supervisor will report any unusual occurrences, suspicious persons, suspicious vehicles, unattended packages or any open doors to the Port Authority. Police. The Lead Tour Supervisor will not act on any situation found; he/she will promptly report their findings to police
33. Provide, maintain and file approved sign-in sheets of each tour at the end of each shift.
34. Perform all other specific responsibilities and duties as required by the Security Contractor Project Manager.
35. The Lead Tour Supervisor shall not perform any Security Agent duties, or act as relief for these positions, at any time.

Section 37. New York Leased Properties Duties

Section 37. New York Leased Properties Duties

C. Lead Tour Supervisor (225 Park Avenue South, New York, NY)

The Contractor shall provide One (1) Lead Tour Supervisor (LTS) Five (5) days a week, Eight (8) hours per day, Monday Friday, 6:00 AM -2:00 PM, The Lead Tour Supervisor shall perform duties, which include, but are not limited to, the following:

1. Exercise direct supervisory responsibility over Security Agents assigned to the post as including the 225 Park Avenue South Lobby
2. Transmit information between Security Personnel on site, Security Contractor, NYLP Security Manager and the Port Authority Police. In the event of an emergency, the LTS will call Port Authority staff identified in the Authority provided Emergency Contact List.
3. Maintain guard personnel files.
4. Maintain guard lateness files.
5. Make arrangements to replace guards who must leave their posts.
6. Prepare a Weekly Work Schedule, insuring complete post coverage, with appropriate personnel, for submission to the Security Manager one week in advance. Contact security personnel to fill any gaps in post coverage that may occur, and update the work schedule according.
7. Maintain daily logs of unusual incidents and requests for service.
8. Issue equipment to guards and maintain records of same.
9. Be readily available to the Manager for compliance to orders, instructions, directions and information, given in writing or orally regarding the performance of services under the Contract.
10. Maintain continuing contact with all security personnel on duty at post.
11. Insure that all posts are properly covered and equipped.
12. Read Log Entries and Memos for the previous 24 Hr. period and inquire of the departing Security Officer about any special orders or conditions in effect for the tour, and pass on to the next tour if applicable.
13. Be required to have a demonstrated knowledge of rotating manpower schedules for large operations and shall perform administrative duties.
14. Prepare a written report of each tour at the end of each shift as required.
15. Supervise all IOS personnel, including the review of all time sheets and disciplinary action.
16. Report to and take directions from The Manager and Port Authority Security management staff.
17. Dress in uniform at all times while on duty.

Section 37. New York Leased Properties Duties

C. Lead Tour Supervisor (225 Park Avenue South) Con't

18. Be able to provide extensive details about the tenants' locations, and direct visitors and employees in the right direction.
19. As applicable, advise visitors and employees of potential dangers and steer them out harm's way.
20. Maintain the safety and increase the knowledge of the visitors and employees for future visits.
21. Effectively interact and communicate with corporate members of the community, private sector, and employees and executives.
22. Enter required data into the Visitor Management Badging system, take photos, and issue badges.
23. Monitor correspondence directed to the relevant site-specific "Security Desk" public folder in Outlook for notices, special orders, expected visitors, etc.
24. Download data from Electronic Guard Tour System (DETEX) unit, then generate, file, and forward reports.
25. Review written reports prepared by personnel for clarity, consistency and accuracy - before forwarding, by FAX, to the proper parties.
26. The Lead Tour Supervisor will report any unusual occurrences, suspicious persons, suspicious vehicles, unattended packages or any open doors to the NYPD. The Lead Tour Supervisor will not act on any situation found; he/she will promptly report their findings to police
27. Provide, maintain and file approved sign-in sheets of each tour at the end of each shift.
28. Perform all other specific responsibilities and duties as required by the Security Contractor Project Manager.
29. The Lead Tour Supervisor shall not perform any Security Agent duties, or act as relief for these positions, at any time.

Section 37. New York Leased Properties Duties

Section 37. New York Leased Properties Duties

D. Lead Tour Supervisor (2 Montgomery Street, Jersey City, NJ)

The Contractor shall provide one (1) Lead Tour Supervisor (*LTS*) five (5) days a week, eight (8) hours per day, Monday Friday, 6:00 AM -2:00 PM, as notified the prior week. In addition to Authority provided General Orders, The Lead Tour Supervisor shall perform duties, which include, but are not limited to, the following:

1. Exercise direct supervisory responsibility over Security Agents on post including the 2 Montgomery Street Lobby
2. Transmit information between Security Agents on post, Security Contractor, Port Authority Security Manager and the Port Authority Police Department (PAPD).
3. Maintain guard personnel files.
4. Maintain guard lateness files.
5. Make arrangements to replace guards who leave their posts.
6. Prepare and attend roll call.
7. Contact guards for work assignments.
8. Maintain daily logs of unusual incidents and requests for service.
9. Issue equipment to guards and maintain records of same.
10. Be readily available to the Manager for compliance to orders, instructions, directions and information, given in writing or orally regarding the performance of services under the Contract.
11. Maintain continuing contact with all security personnel on duty at post.
12. Insure that all posts are properly covered and equipped.
13. Review each Security Agent's Log Sheet/Book at each site for conformity as directed by the Security Manager and sign such in RED ink.
14. Be required to have a demonstrated knowledge of rotating manpower schedules for large operations and shall perform administrative duties.
15. Prepare a written report of each tour at the end of each shift as required.
16. Supervise all IOS personnel, including the review of all time sheets and disciplinary actions.
17. Assist Port Authority staff with required aspects of the Breach of Rules Program.
18. Report to and take directions from The Manager and Port Authority Security management staff.
19. Dress in uniform at all times while on duty.
20. Be able to provide extensive details about the tenants' locations, and direct visitors and employees.

D. Lead Tour Supervisor (2 Montgomery Street) Con't:

Section 37. New York Leased Properties Duties

21. As applicable, advise visitors and employees of potential dangers and steer them out harm's way.
22. Maintain the safety and increase the knowledge of the visitors and employees for future visits.
23. Effectively interact and communicate with corporate members of the community, private sector, and employees and executives.
24. Provide enhanced building security services throughout the building and lobby entrance, screening visitors and monitoring the buildings security environment via CCTV Cameras.
25. Enter required data into the Visitor Management Badging system, take photos, and issue badges.
26. Monitor correspondence directed to the relevant site-specific "Security Desk" public folder in Outlook for notices, special orders, expected visitors, etc.
27. Download data from Electronic Guard Tour System (DETEX) unit, then generate, file, and forward reports.
28. Review written reports prepared by personnel for clarity, consistency and accuracy - before forwarding, by FAX, to the proper parties.
29. During Building Evacuation, whether drills or actual emergencies, the LTS will post a Security Agent on the North-Side of the building to prevent personnel from re-entering through card access doors before the "all clear" signal has been given by the PAPD, or the Port Authority Security Manager. When exiting the building itself, the LTS shall bring with them the Daily Visitor's Register, to assist in verifying the headcount of individuals at that location.
30. The LTS will report any unusual occurrences, suspicious persons, suspicious vehicles, unattended packages or any open doors to the PAPD. The LTS will not act on any situation found; he/she will promptly report their findings to the PAPD.
31. Provide, maintain and file approved sign-in sheets of each tour at the end of each shift.
32. Perform all other specific responsibilities and duties as required by the Security Contractor Project Manager.
33. The Lead Tour Supervisor shall not perform any Security Agent duties, or act as relief for these positions, at any time.

Section 39. New Jersey Properties Position Duties

Section 39. New Jersey Properties Position Duties

C. Lead Tour Supervisor (Port Authority Technical Center, Jersey City, NJ)

The Contractor shall provide One (1) Lead Tour Supervisor (LTS) Five (5) days a week, Eight (8) hours per day, Monday Friday, 6:00 AM -2:00 PM, as notified the prior week. In addition to Authority provided General Orders, The Lead Tour Supervisor shall perform duties, which include, but are not limited to, the following:

1. Exercise direct supervisory responsibility over Security Agents on post including the PATC Lobby Desk.
2. Transmit information between Security Agents on post, Security Contractor, PA Security Manager and the Port Authority Police.
3. Maintain guard personnel files.
4. Maintain guard lateness files.
5. Make arrangements to replace guards who leave their posts.
6. Prepare and attend roll call.
7. Contact guards for work assignments.
8. Maintain daily logs of unusual incidents and requests for service.
9. Issue equipment to guards and maintain records of same.
10. Be readily available to the Manager for compliance to orders, instructions, directions and information, given in writing or orally regarding the performance of services under the Contract.
11. Maintain continuing contact with all security personnel on duty at post.
12. Insure that all posts are properly covered and equipped.
13. Review each Security Agent's Log Sheet/Book at each site for conformity as directed by the Security Manager and sign such in RED ink.
14. Be required to have a demonstrated knowledge of rotating manpower schedules for large operations and shall perform administrative duties.
15. Prepare a written report of each tour at the end of each shift as required.
16. Supervise all IOS personnel, including the review of all time sheets and disciplinary action.
17. Assist Port Authority staff with required aspects of the Breach of Rules Program.
18. Report to and take directions from The Manager and Port Authority Security management staff.
19. Dress in uniform at all times while on duty.
20. Be able to provide extensive details about the tenants' locations, and direct visitors and employees in the right direction.
21. As applicable, advise visitors and employees of potential dangers and steer them out harm's way.

Section 39. New Jersey Properties Position Duties

C. Lead Tour Supervisor (Port Authority Technical Center) Con't

22. Maintain the safety and increase the knowledge of the visitors and employees for future visits.
23. Effectively interact and communicate with corporate members of the community, private sector, and employees and executives.
24. Enter required data into the Visitor Management Badging system, take photos, and issue badges.
25. Monitor correspondence directed to the relevant site-specific "Security Desk" public folder in Outlook for notices, special orders, expected visitors, etc.
26. Download data from Electronic Guard Tour System (DETEX) unit, then generate, file, and forward reports.
27. Review written reports prepared by personnel for clarity, consistency and accuracy - before forwarding, by FAX, to the proper parties.
28. During Building Evacuation, whether drills or actual emergencies, the LTS will post a Security Agent on the North-Side of the building to prevent personnel from re-entering through card access doors before the "all clear" signal has been given by the PAPD, or the P.A. Security Manager. When exiting the building themselves, the LTS shall bring with them the Daily Visitor's Register, to assist in verifying the headcount of individuals at that location.
29. Provide enhanced building security services throughout the building and lobby entrance, screening visitors and monitoring the buildings security environment via CCTV Cameras.
30. The Lead Tour Supervisor will report any unusual occurrences, suspicious persons, suspicious vehicles, unattended packages or any open doors to the PA Police. The Lead Tour Supervisor will not act on any situation found; he/she will promptly report their findings to police
31. Provide, maintain and file approved sign-in sheets of each tour at the end of each shift.
32. Perform all other specific responsibilities and duties as required by the Security Contractor Project Manager.
33. The Lead Tour Supervisor shall not perform any Security Agent duties, or act as relief for these positions, at any time.