



# CITY OF HOUSTON

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November 24, 2010

**SUBJECT:** Letter of Clarification No. 4  
Security Service for Houston Airport System

**REFERENCE:** RFP No.: S11-T23766

**TO:** All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

**1. Extend the Bid Opening Date from Friday, December 3, 2010 at 10:30 a.m. to Friday, December 17, 2010**

• **The following questions and City of Houston responses are hereby incorporated and made a part of the RFP:**

**1. In Section 5.0 of the RFP – Proposer’s Phase In - In this section it refers to "In order to accomplish a smooth and successful transition of operations and maintenance services and at no extra cost to the city, the Proposer shall provide phase -in services for up to thirty days prior to current contract expiration."**

**1.1 Does this section mean that no part of this 30-day “phase-in” period is billable?**

**Answer:** Yes, no part of the “phase-in” period is billable.

**1.2 Also, must all incoming personnel complete a minimum of 30 days of "observing" incumbent personnel?**

**Answer:** Project Manager and other management staff that will be assigned to this contract.

**1.3 If a percentage of incumbent personnel are retained, must they also be part of this "observation" contingent?**

**Answer:** No.

**2. In Section 5.4.5 of the RFP - – Proposer’s Phase In – In this section it refers to certification of all proposer personnel requirements and training.**

**2.1 Who is the “certifying” authority?**

**Answer:** Contractor.

**2.2 By when must this training be certified?**

**Answer:** On or before the issuance of Notice To Proceed (NTP.)

**2.3 What is this “certification”?**

**Answer:** Contractor’s record of their training.

**3. In Section 6.5 of the RFP - Proposer's Phase Out – In this section it refers to disclosing personnel records to its successor provided Contractor obtains the consent of said employees.**

**3.1 It is ABM's policy to release only dates of employment and job title to prospective employers of ABM's current or former employees. ABM would allow access to its employees for the purpose of conducting interviews but could not disclose employee records or other documentation relating to employment. Is this requirement negotiable?**

**Answer:** Refer to Section 6.5 of the RFP.

**4. In Section 14.2 of the RFP - Supervision – In this section it states that “Proposer shall have sufficient Supervisors on it's staff so that the ratio of Supervisors to Security Officers on each shift is sufficient to provide coverage to the satisfaction of the AGM or its Designee.”**

**4.1 Will you please elaborate of what ratio/percentage is the expectation under this proposed contract provision?**

**Answer:** Proposer has to propose a ratio subject to HAS approval. Example: 1 supervisor for 8 security officers per shift or 2 supervisors per 16 security officers per shift.

**5. In Section 18.2 of the RFP - Mandatory Post Coverage – Referring to the table listing post locations and hour.**

**5.1 The total hours given on the above referenced table and the hours listed on the sample pricing sheet(s) (example page 47) are incongruent. Will you please explain what the true hours are and where the hours are located?**

**Answer:** Use the estimated monthly post hours (15,260) in the bid form when submitting Post-hourly rate (\$). Current post-hours/week is approximately 2,854. Refer to Exhibit III – Fee Schedule.

**5.2 Similarly, will you please give the distance, in miles, of each location from one to another for vehicle pricing purposes and/or and average number of anticipated miles per day per vehicle operated by security?**

**Answer:** Please refer to Clarification #2, item 19.

**6. In Section 20.1 of the RFP - Substitution/Replacement – Referring to “Proposer shall not substitute or replace key personnel or subcontractors without Director or Designee's prior written approval.”**

**6.1 Please define “key personnel”**

**Answer:** Project Manager and other management staff that will be assigned to this contract.

**7. In Section 1.0 of the RFP - Indemnity and Release**

**7.1 Is the indemnification language negotiable?**

**Answer:** No.

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**8. In Sections 9.3.1.14, 9.3.1.18 and 24.1 of the RFP:**

- 8.1 Section(s) 9.3.1.14 –Personnel Qualifications – States that “minimum 6 months previous experience providing commissioned or non commissioned security officer experience.**
- 8.2 Section(s) 9.3.1.18 – Personnel Qualifications – States that “must be commissioned or registered under the Texas Private Security act. Contractor shall provide copies of all security commission cards within 5 days upon request by the city.**
- 8.3 Section 24.1 – Identification Card Requirements – States that “a copy of the actual commission card, for commissioned officer, shall be help by the proposer for a minimum of 6 months after the security officer becomes commissioned and shall be available for inspection upon request by the AGM or it’s designee.**
- **These sections refer both to “registrations” and “commissions”. These could be loosely defined as:**
    - **registration/non commission – an un armed security officer license.**
    - **commission – an armed security officer license.**
  - **Please clarify which, or if both, of these are requirement of this contract.**

**Answer:** All officers must be commissioned by TXDPS as security guards. No need for armed commission.

- 9. In reference to page 25 outlining the list of posts, the hours that are created by this list equates to 10, 971.67 hours. Page 46 Fee Schedule Security Guard Services asks for monthly posts hours of 15,260. Utilizing the loaded rate to assets total costs will convey into a much larger number than the actual productive hours that is required on page 25. Just asking for clarification of 4,288.33 hours.**

**Answer:** Refer response to item 5.1 above.

**10. Section 18.2 of the RFP the "post requirements matrix" identifies post names and "daily hours."**

- 10.1 How many hours, total, per month are anticipated for this contract?**

**Answer:** The bid form requires you to propose a rate for 15,260 monthly post-hours.

- 10.2 Will HAS please identify all specific post locations (for example, how many posts for loading docks at each terminal? how many "TSA" locations?)**

**Answer:** 6-post loading docks; 10-post gates; 5-post check points; 1-roving post

- 10.3 How many security officers are required at each post?**

**Answer:** One, unless otherwise noted.

- 10.4 Do these assignments of multiple staff vary by shift and if so, which ones?**

**Answer:** Yes, 1st and 2nd shifts.

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**11. Does this RFP only apply to Houston Bush Intercontinental/IAH?**

**Answer:** No. Current post hours are for IAH only, but post hours may be required at EFD and HOU at a later date.

**12. What is the prevailing hourly wage rate?**

**Answer:** Refer response to Clarification #2, item 25.

**13. What is the current bill rate?**

**Answer:** Refer response to Clarification 1, item 13.

**14. Will HAS provide internet connectivity to the Contractor?**

**Answer:** No.

**15. Is there a collective bargaining agreement (CBA) in place with the incumbent? If so, is there a successor clause obligating a new Contractor?**

**Answer:** No.

**16. Section 27.3 and 27.5 - Airport Customs Security Area Bond of the RFP**

**16.1** The RFP indicates that the current per badge cost is \$45.00. Please confirm that \$45.00 is current. How long are badges valid and what, if any is the renewal cost?

**Answer:** The current cost is \$55.00. Badge is valid for one year and renewable at the prevailing cost when it expires.

**16.2** Will incumbents be required to have a 'new' badge issued at the \$45 rate or can their badge be transferred at a renewal rate?

**Answer:** Yes, incumbents are required to have a new badge if being hired by the successor contractor.

**16.3** Is an Airport Customs Security Area Bond required for this contract?

**Answer:** Only if requested to have a post in Customs area.

**16.4** If so, how many employees are required in order to provide this service?

**Answer:** Unknown at this time.

**17. Section 4.2.12 of the RFP - If a Proposer does not have at least five references contracts with at least the same scale as Houston Airport, is this an automatic disqualifier?**

**Answer:** No.

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**18. Section 10.1 of the RFP –**

**18.1 Is there a minimum number of hours required for this training?**

**Answer:** No.

**18.2 Is this training a one-time requirement or is annual retraining required? If an incumbent is hired, is he/she required to undergo new on-site training?**

**Answer:** No. Depends on Proposer's training program if re-training is required.

**18.3 Does HAS have a training facility/classroom that could be made available to the Contractor in order to accomplish this or any other required on-site training.**

**Answer:** No.

**18.4 Are "Temporary Security Officers" (3.3) required to complete all of the Job Specific, On-Site Training required of "Permanent Security Officers" to include First Aid?**

**Answer:** Yes.

**19. Section 29.2 of the RFP - What employee parking services are available and at what cost?**

**Answer:** Office space parking provided by HAS at no cost.

**20. Section 3.3 of the RFP - What types of special events will Temporary Security Officers (and Permanent Security Officers) be required for and how much notice is typically given for these special events?**

**Answer:** Special Events open to the public and Contractor will be notified at a reasonable time.

**21. Section 3.5.4 of the RFP - Please identify the minimum information required to be included on the rosters for company officers, directors, executive personnel, management, supervisory guards and some items listed, such as social security numbers and drivers license numbers may be subject to privacy restrictions.**

**Answer:** As specified in the RFP.

**22. Section 14.5 of the RFP - Does HAS have office space available for the purpose of the proposer maintaining a base office at the airport?**

**Answer:** Yes.

**22.1 If not would the proposer have access to priority airport parking at the terminals?**

**Answer:** No.

**23. Section 24.1 of the RFP- If the proposer is only required to maintain copies of the commission cards until six (6) months after the Security Officer becomes commissioned for the purpose of inspection - are cards not subject to inspection through the proposer after that period?**

**Answer:** Cards are always subject to inspection by DPS and HAS.

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24. **Section 1.0, Local Minority/Women Businesses Enterprises Participation, subsection 1.1 (pg. 11), provides in relevant part “Contractor shall make good faith efforts to award subcontracts or Supply Agreements in at least 12% of the value of this Agreement to M/WBEs.” Confirm that the total M/WBE value is cumulative and can vary from year to year as long as the total meets the 12% value of the entire contract.**

**Answer:** Yes.

25. **Section 7.0, Performance Bond, subsection 7.1 (pg. 12), provides in relevant part “Contractor shall furnish and maintain throughout the contract term a performance bond in the amount of \$500,000 per applicable contract year. Contractor shall renew the bond for each renewal year of this Agreement in an amount equal to the contract amount for the applicable renewal term.”**

- 25.1 **Please clarify this requirement – is the Contractor required to purchase a performance bond in the amount of \$500,000 or equal to the annual contract amount?**

**Answer:** Please refer response to Clarification #1, item 8.

26. **Section 3.0, General Scope of Work of the RFP, subsection 3.3 (pg. 13), provides “Proposer shall provide required levels of service to include permanent on-site staffing of uniformed unarmed Security Officers and temporary duty Security Officers as may be required for special events and emergency situations; and other Security Services detailed herein.”**

- 26.1 **On average, how many hours of special event and emergency situation services have been required of the current contractor on a yearly basis?**

**Answer:** None to date.

27. **Section 3.0, General Scope of Work, subsection 3.5.4 (pg. 14), requires the Proposer to provide specific information upon issuance of the Start Phase-In Notice and provides in relevant part “A roster identifying company Officers, Directors, and Executive Personnel as well as management personnel the Proposer intends to assign to service the agreement, and a roster of guards and supervisory guards the company intends to initially post at airports shall be provided to the AGM.” Section 5.0, Proposer’s Phase-In, subsection 5.4.2 (pg. 15) provides in relevant part that the Proposer must “Recruit and transfer personnel” during the Phase-In period; additionally, Section 6.0, Proposer’s Phase-Out, subsection 6.5 (pg. 16), provides in relevant part that the incumbent “...agrees to disclose necessary personnel records and allow its successor to conduct on-site interviews with its employees”**

- 27.1 **Is the roster of guards and supervisory guards required to be submitted upon the issuance of the Start Phase-In Notice or just prior to the issuance of the Notice to Proceed?**

**Answer:** Upon issuance of Notice To Proceed.

**28. Section 9.3, Security Officer, subsection 9.3.1.4 (pg. 21) describes criteria that must be met by security officers assigned to the contract and provides that officers must “not have been convicted in any jurisdiction of any felony unless a full pardon has been granted.” Subsection 9.3.1.5 (pg. 21) provides that officers must “not have been convicted in any jurisdiction of any Class A misdemeanor within the last 10 years.” Subsection 9.3.1.6 (pg. 21) provides that officers must “not have been convicted in any jurisdiction of a misdemeanor involving moral turpitude during the seven-year period preceding the date of application unless a full pardon has been granted for the conviction.” Subsection 9.3.1.7 (pg. 21) provides that officers must “not have any pending, unresolved, or unadjudicated felony or Class A misdemeanor charges or indictments in this or any other jurisdiction.” Subsection 9.3.1.8 (pg. 21) provides that officers must “not be required to register in this or any other state as a sex offender.” Subsection 9.3.1.9 (pg. 21) provides that officers must not “have any outstanding warrants.” Subsection 9.3.1.10 (pg. 21) provides that officers must “not have been declared by any court of competent jurisdiction, incompetent by reason of mental defect or disease without having been restored.”**

**28.1 Is this information required to be determined through the Proposer’s Pre-Employment Background Investigation or is this information determined through the required fingerprint-based criminal history records check overseen by the Airport Badging Office?**

**Answer:** Fingerprint background for disqualifying crimes, as well as the TSA Security Threat Assessment (STA) or any other reason deemed sufficient cause by HAS as prescribed in Operating Instructions or local rule, law or custom.

**29. Section 9.3, Security Officer, subsection 9.3.1.15 (pg. 21) describes training requirements for guards performing under this contract and provides in relevant part that guards must be “Trained to provide Security Officer Service. (The prevention of intrusion, unauthorized entry, theft, larceny, vandalism, abuse, fire and trespass on the designated premises of the City...)”**

**29.1 Does HAS have minimum requirements regarding the length of the initial training in terms of total number of hours?**

**Answer:** No.

**30. Section 9.3, Security Officer, subsection 9.3.1.16 (pg. 21) provides in relevant part that officers must be “knowledgeable about the Facility being secured, i.e., locations of exits, restrooms, fire hydrants, fire standpipes, fire extinguishers, emergency panels (if any), emergency operations of elevators (if any), and; evacuation procedures.”**

**31.1 Does HAS have a requirement for On-the-Job (OJT) training? If so, what are the minimum requirements regarding the length of OJT?**

**Answer:** No

**31.2 Is there a requirement for annual refresher training?**

**Answer:** Within the Contractor’s discretion.

**31.3 If so, how many hours are required?**

**Answer:** Within the Contractor’s discretion.

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**32. Section 9.3, Security Officer, subsection 9.3.1.17 (pg. 21) provides in relevant part that officers must be “trained to perform duties in a complex the size of the HAS.” Additionally, Section 10.0, Job Specific On-Site Training, subsection 10.2 (pg. 22), provides in relevant part “Proposer shall ensure that all security personnel have satisfactorily completed the training specified herein before reporting to work on any post.”**

**32.1 Do incumbent personnel currently meet the minimum training requirements?**

**Answer:** Yes.

**32.2 Do incumbent personnel have to complete training again prior to contract start-up, or are they considered to be fully trained already?**

**Answer:** Additional training may be required by the successor Contractor

**33. Section 11.0, Limitations on Security Officers Hours, subsection 11.1 (pg. 22), provides in relevant part “The Proposer shall not assign any Security Officer to perform services under the Agreement if such assignment would require that the Security Officer work more than sixteen (16) hours in a consecutive forty-eight (48) hour period, or more than sixty (60) hours in a single seven (7) day period, unless the Proposer obtains the prior written approval of the AGM or its Designee.”**

**33.1 Will HAS not allow personnel who work overtime (over 8 hours) to then work a full shift the next day? For example, if a guard works 9 hours on a Monday, by the definition of this requirement, that same guard must be limited to 7 hours the next day Tuesday.**

**Answer:** Yes.

**33.2 Is the two-day total acceptable as long as the seven-day period does not exceed 60 hours?**

**Answer:** No.

**34. Section 12.0, Security Officer’s Equipment, subsection 12.1 (pg. 22-23), provides in relevant part “the Proposer shall, at its own expense not at its employee’s expense, equip each Security Officer with a two-way radio with sufficient range to provide communication between all Security Officers on duty at a particular post.”**

**34.1 What type of radio system is the incumbent utilizing under the current contract and does HAS find this system satisfactory?**

**Answer:** Refer response to Clarification #2, item 3.

**34.2 Is two-way communication required for static posts equipped with a landline?**

**Answer:** Yes.

**34.3 Will the use of cell phones in lieu of radio communications satisfy this requirement?**

**Answer:** Refer response to Clarification #2, item 4.

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**35. Section 12.0, Security Officer's Equipment, subsection 12.1 (pg. 22-23), provides in relevant part "Proposer shall have two-way dispatch communication." Additionally, Section 13.0, Other Equipment, subsection 13.1 (pg. 23), provides in relevant part "Each vehicle provided must include a two-way radio with sufficient range to provide communications between all Security Officers on duty at the Airports and with the Proposer's base station."**

**35.1 Is it HAS' intent for the guard service provider to maintain a radio base station monitored by an assigned dispatcher?**

**Answer:** No, the intent is for the Contractor to have some form of clear and reliable two way radio communication.

**35.2 If so, where would this monitored base station be located and is this position a direct billable position to HAS?**

**Answer:** Refer response to item 35.1.

**35.3 If each guard is required to be equipped with two-way radio communication, why would HAS require the vehicles to be equipped with additional radio communications?**

**Answer:** To communicate continuously in the event of equipment malfunction. As long as all personnel have a form of two way communication, HAS sees no real reason to put radios in the vehicles.

**35.4 As identified earlier, will the use of cell phones in lieu of radio communications satisfy this requirement?**

**Answer:** Refer response to Clarification #2, item 4.

**36. Section 13.0, Other Equipment, subsection 13.1 (pg. 23), provides in relevant part, "Proposer shall have a sufficient number of vehicles assigned to on-duty supervisor(s) so that the supervisor(s) may meet with the AGM or its Designee within 25-minutes of being summoned. Additionally, the Proposer shall provide motor vehicles for use by Security Officers, if required, in the Post location."**

**36.1 Please identify the post locations that currently require the use of a motor vehicle.**

**Answer:** None.

**36.2 Does HAS anticipate that additional posts will require the use of a motor vehicle?**

**Answer:** No.

**37.0 Section 14.0, Supervision, subsection 14.2 (pg. 23), provides in relevant part, "Proposer shall have sufficient Supervisors on its staff so that the ratio of Supervisors to Security Officers on each shift is sufficient to provide coverage to the satisfaction of the AGM or its Designee."**

**37.1 What is the accepted ratio of Supervisors to Security Officers under the current security contract between HAS and Executive Security?**

**Answer:** Preference ratio is 1 is to 8.

**37.2 Will the AGM seek to maintain this current ratio or will an increase or decrease to this ratio be specified?**

**Answer:** Increase or decrease will be agreed upon by both parties.

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**38. Section 18.0, Mandatory Post Coverage, subsection 18.1 (pg. 24), provides "Proposer's personnel shall not leave their duty post unattended at any time, unless relief is provided. It shall be the duty of the Site Supervisor Officer to periodically check to ensure that all radios are in working order throughout the day. Therefore, it is not acceptable to leave a post unattended by an officer (or relief officer) due to radio failure or for any other reason. If lunch breaks or coffee breaks are permitted, then there must be a relief officer for all breaks. Such breaks are to be taken at a designated break area determined by the AGM or its Designee."**

**38.1 What are the hours of operation for non-24/7 posts (shift start and finish)?**

**Answer: 8-hour shift (0800-1600; 2100-0500;2200-0600), 9-hour shift (2000-0500), 16-hour shift (0730-2330)**

**38.2 Does HAS have minimum relief requirements?**

**Answer: No, but subject to HAS approval.**

**38.3 The current procedures allow the guards to eat on post at several locations; will HAS continue this procedure under the new contract?**

**Answer: Yes, but only at the post locations designated by HAS. Otherwise, contractor must designate an appropriate location (subject to HAS approval) that satisfies the operational interests of both the contractor and HAS.**

**38.4 If not, where is the designated break area?**

**Answer: See response at 38.3**

**38.5 Are roving posts (as identified in the matrix) self-breaking or must they also provide continuous service and therefore require relief?**

**Answer: Must have relief.**

**38.6 Are any of the posts staffed by supervisory personnel or is supervision considered a non-billable overhead position?**

**Answer: Yes, should be included in post hourly rate.**

**39. Section 18.0, Mandatory Post Coverage, subsection 18.2 (pg. 24-25), identifies the post coverage requirements for George Bush Intercontinental Airport (IAH). These requirements equate to 11,700 monthly hours for security officers, however, Exhibit III estimates total monthly hours at 15,260.**

**39.1 Is the current Rover position a 16 or 24 hour position?**

**Answer: Currently 24-hour.**

**39.2 Are there any other positions not on the matrix such as terminal support or posts located in the Customs area?**

**Answer: None.**

**39.3 Please confirm that the matrix is accurate or provide an updated matrix.**

**Answer: They are sample post, below is the current post:**

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POST NAME	POST HOURS	DAYS PER WEEK
WV-55	24	7
NV-53	24	7
WV-51	24	7
EV-3	24	7
TC-2	24	7
FV-12	24	7
A-10	9	7
TERMINAL E-DOCK	24	7
AOA NV-13	24	7
NV-53 Additional	8	5
TERM C NORTH LOADING DOCK	24	7
TERM C SOUTH LOADING DOCK	24	7
FIS LOADING DOCK	24	7
TERM B SECURITY CHECKPOINT 20	8	7
TSA CHECKPOINT 60	8	7
TERM B LOADING DOCK/ELEV	24	7
Term D Dock	24	7
Term A CP-12	9	7
Roving Post	24	7
Terminal Doors	16	7
Term E CP's 71	8	7
Term E CP's 70	8	7

**39.4 Please provide a consistent estimation of total monthly hours?**

*Answer: Use the monthly post hours (15,260) shown in the bid form.*

**40. Section 25, Liquidated Damages, subsections 25.6 through 25.7.4 (pg. 27-28) describe the correctable and non-correctable conditions that may lead to Liquidated Damages being assessed.**

**40.1 Is this a new contract provision or is a similar clause included in the current contract? If a similar clause is included in the current contract, what is the total number of infractions committed by the incumbent in the past 12 months?**

*Answer: New contract provision.*

**40.2 What is the total amount in Liquidated Damages that has been assessed as a result of those infractions?**

*Answer: Not part of current contract.*

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**41. Section 27.0, Security and Badges, subsection 27.3 (pg. 29), describes the ID Badging requirements for the contract and provides in relevant part “The cost of the badges, which is subject to change, is currently \$45.00 each at IAH/HOU, and \$6.00 each at EFD.”**

**41.1 Are the costs for obtaining an initial ID Badge current and accurate?**

**Answer:** No. Refer response to item #16.1.

**41.2 What is the cost for re-badging incumbent personnel upon contract award?**

**Answer:** Same as new badge.

**41.3 Will HAS provide a schedule of the costs for badges/fingerprint-based criminal history records checks at IAH/HOU and EFD over the past 5 years?**

**Answer:** The cost of the badges has changed in the last 5 years. Please refer response to item # 16.1

**42. Section 27.0, Security and Badges, subsection 27.5 titled Airport Customs Security Area Bond (pg. 29), describes the Customs Security Area Bond requirements and provides “If required, Proposer shall obtain an Airport Customs Security Area Bond in order to have access to the Federal Inspection Station (FIS) located at George Bush Intercontinental Airport (IAH). The bond amount is determined by calculating \$1,000.00 times the number of employees needed to provide the service.”**

**42.1 Will Proposers be required to obtain an Airport Customs Security Area Bond for this procurement?**

**Answer:** Not unless required to work in Customs.

**42.2 How many incumbent personnel are currently bonded?**

**Answer:** None.

**42.3 Will any additional personnel require bonding upon contract award?**

**Answer:** No.

**43. Section 29.0, City Provided Services, subsection 29.2 titled Use of Parking Areas (pg. 30), provides in relevant part “Designated parking areas will be provided by the Director at Proposer’s own cost.”**

**43.1 Are there parking fees associated with this contract and if so, what is the cost?**

**Answer:** No

**44. Sections 4.0, Expertise/Experience/Qualifications Statement, subsection 4.1 (pg. 32) and Section 5.0, Proposed Strategy and Operational Plan, subsection 5.1 (pg. 32) provide “Refer to Section 4.0 of Scope of Work” regarding proposal requirements; however, Section 4.0, Management and Technical RFP Information to be Supplied by Proposer includes two subsections, 4.1, Executive Summary (pg. 14) and 4.2, Management Approach (pg. 14).**

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- 44.1 Please confirm that the Executive Summary requirements identified in Section 4.0 (pg. 14) satisfy the Section 4.0 requirements identified on page 32 listed under Expertise/Experience/Qualification Statement and the Management Approach requirements identified in Section 4.2 (pg. 14) satisfy the Section 5.0 requirements identified on page 32 listed under Proposed Strategy and Operational Plan.**

**Answer:** Yes.

- 45. There is no mention of a guard mount, roll call or shift briefing in the RFP.**

- 45.1 Is there a guard mount, roll call or shift briefing required prior to each shift?**

**Answer:** It is at the discretion of the Contractor.

- 45.2 If a guard mount, roll call or shift briefing is required, how long should the briefing last and is this time billable?**

**Answer:** It is at the discretion of the Contractor and it is not billable.

- 46. The RFP does not identify a prevailing wages or minimum hourly rate requirement associated with this contract.**

- 46.1 Since the quality of the personnel is directly linked to the hourly rate, does HAS have a required or recommended minimum hourly rate established for the new contract?**

**Answer:** Shall meet the minimum wages set forth by the Federal guidelines for wages.

- 46.2 Is there a minimum wage in the current contract for guards and supervisors? If so, what is that wage scale?**

**Answer:** Guard - \$9.00; Supervisor - \$10.80

- 46.3 Is there a Collective Bargaining Agreement currently associated with this contract?**

**Answer:** None.

- 47. Will there be a site visit? Site visit is referred to in Exhibit XI – Proposer Questionnaire for General Instructions.**

**Answer:** Site visit was conducted the same date the pre-bid conference was held, October 20, 2010.

- 48. Are these positions currently considered “safety impact” positions under the Mayor’s Drug program requiring a 25% random sample?**

**Answer:** Yes.

- 49. Please elaborate on the requirements of phase in.**

**Is it safe to assume that the start phase in is 30 days prior to the existing contract being terminated and that during this period the existing contractor performs all services while the new contractor only provides the services listed under the “phase in” section of the RFP? Thus there is no double operation being run. Some confusion in Paragraph 5.4 on page 15 of the RFP “During the Phase-IN period, the Proposer shall provide all required deliverables, including but not limited to: those tasks listed in paragraphs 5.4.1 -5.4.6.**

**Answer:** Refer to Section 5.0 of the RFP.

- 50. How many vehicles is current contractor using? Is it considered adequate By HAS? On average, how many miles per month are they driven?**

**Answer:** Refer response to clarification no. 2, item #16.

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**51. Can additional experience be substituted for education for the Project Manager and On-Site Supervisor positions?**

**Answer:** No.

**52. Are there a specific number of hours required for the job-specific on-site training?**

**Answer:** None.

**53. How many average hours per month is the current contractor billing for?**

**Answer:** Approximately 12,350 hours/month.

**54. How many supervisor positions does the incumbent staff to meet the AGM's coverage requirements in paragraph 14.2 on page 23 of the RFP?**

**Answer:** Refer response to item 37.1.

**55. In the chart on page 25 of the RFP, is each terminal location listed in the first column a separate post?**

**Answer:** Yes.

**55.1 Thus is the reference to Terminals B, C (North & South), D, E, FIS under loading docks 6 positions?**

**Answer:** Yes.

**55.2 Is Terminal B, C, E under Checkpoints 3 positions?**

**Answer:** Yes.

**56. Can you assume one guard per post for each shift in the same chart?**

**Answer:** Yes.

**57. Do any of the posts listed in the chart on page 25 require a vehicle?**

**Answer:** No.

**58. Can the roving post on the chart on page 25 cover breaks?**

**Answer:** No

**59. Please explain the limitation in paragraph 11.1 on page 22 of the RFP that no security officer work more than 16 hours in a consecutive 48 hour period?**

**Answer:** Post is typically staffed on an 8-hour shift. Refer to question #33, answer 33.1

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**59.1 It seems to conflict with 60 hours in a 7 day period?**

**Answer:** 60 hours is max. in a 7 day period. Refer to question #33, answer 33.2

**59.2 Does it refer to one shift?**

**Answer:** No, with the exception of 9-hour shifts.

**60. Are the current security officers unionized?**

**Answer:** No.

**61. Will the City of Houston accept an accountant's compilation of financial statements in lieu of audited financial statements?**

**Answer:** No.

**62. Are the employees of the Barbosa Group, dba Executive Security (the incumbent security officers) that are assigned to the HAS contract part of a collective bargaining agreement or is it that the direct employees of HAS (the airport security coordinators, assistant coordinators, operations, and other City of Houston employees) are part of a collective bargaining agreement?**

**Answer:** No, only City employees.

**63. If the City of Houston has established a minimum wage (prevailing wage) for security officers on a contract led by the City, is that prevailing wage applicable to this contract? The answer to question 25 (clarification 2) would imply that the minimum wage to be paid is \$9.50 whereas the answers to questions 15 (clarification 1) and 21 (clarification 2) would imply that federal minimum wage would be acceptable. Would HAS please provide all offerors with clarification as to what minimum wage level must be adhered to, City prevailing wage or Federal Minimum wage?**

**Answer:** City prevailing wage is for City employees only. Contract security officer's wage shall meet the wages set forth by Federal guidelines for wages.

**64. Is the sample price sheet/fee schedule on pages 45-48 to be submitted as the pricing for this bid?**

**Answer:** Yes.

**65. How many employees will require badges to support this contract? How often do the badges need to be renewed and what are the renewal cost?**

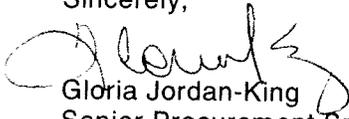
**Answer:** Number of badges depends on the Contractor's proposal to badge, i.e. Project Manager, supervisors, security officers, administrative staff that the Contractor deemed necessary to meet the requirements of the RFP. Refer response to item 16.1 above.

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When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,



Gloria Jordan-King  
Senior Procurement Specialist  
City of Houston, Strategic Purchasing Division  
832-393-8750

**END OF LETTER OF CLARIFICATION NO. 4**