

Addendum #1
SIOUX FALLS REGIONAL AIRPORT
Request For Proposal: Security Guard Services

The following clarifications are being provided based on inquiries from potential contractors in response to the RFP.

1. Onsite Supervisor Staffing: Regarding the supervisor role (Section 3.B & 3.E), does accessible to the Airport Security Coordinator during normal business hours, Monday through Friday, 08:00 a.m.–04:00 p.m. require an onsite presence during those hours, or is phone availability sufficient?

A: The site supervisor is expected to be scheduled, on-site, during the listed or similar period to ensure routine coordination with the Airport Security Coordinator and management. Normal shift variability would be expected for training and supervising other shifts, vacations, etc. Shift start and end times may be adjusted to meet overall scheduling requirements, however generally should cover the majority of the listed time.

2. If phone availability is acceptable, can any trained, badged supervisor or manager from our team respond to inquiries, including outside the assigned site supervisor's hours (e.g., for incidents), or is this intended to be a dedicated position separate from the minimum guard staffing of one guard 24/7 plus one additional 03:00 a.m.– 01:00 a.m. (e.g. 1 officer 24 hours a day, 1 officer 3 a.m.-1 a.m., AND a supervisor Monday-Friday 8 a.m.-4 p.m.)?

A: In conjunction with question one, Supervisors may be used to provide the mandatory contingent of coverage. During periods when the dedicated supervisor is off duty, a supervisory representative should be available by phone for emergencies and security related matters.

3. Staffing Flexibility: Is there a required ratio of trained and approved officers to the number of officers regularly assigned in a given month to ensure compliant staffing coverage?

A: No ratio is established. Contractor is responsible for managing staffing, including turnover allowances.

4. Curb Enforcement: What is the expected workload for time spent enforcing curbside rules?

A: The timeframe is not defined and should be expected to adjust with flight schedule changes.

5. How does that fluctuate with additional flights added in the future and the staffing needs to properly meet those expectations? With terminal expansion or increase in flight loads, would added security staffing in relation to that, at the Airports request, be cause for increased monthly rates (additional labor costs at proposed hourly rates).

A: Should the growth in the future demand additional coverage, as determined by the Airport, a rate for the expanded coverage will be negotiated.

6. Gender Scheduling: Does 'emphasis on scheduling one male and one female officer' (Section 1.E) mean two officers of the same gender cannot work Aviation Worker Screening (AWS) shifts together, or is it a preference rather than a strict requirement?

A: One male and one female is a preference, not a requirement.

7. If it is a requirement, is there an overall male/female staffing expectation?

A: N/A

8. SIDA Authorized Signatory: Is there a requirement for a specific number of approved and trained staff to be SIDA Authorized Signatories?

A: At least one Authorized Signatory is required. No more than three will be approved.

9. Does the Authorized Signatory need to be local to the Sioux Falls area?

A: While not required, utilizing a local Signatory does facilitate badging requirements.

10. Coverage Penalties: How are minimum staffing levels monitored for assessing penalties?

A: The contractor is required to report missed shifts to the Airport. The airport will also validate attendance while reviewing standard daily shift reports.

11. Compensation: Are there any mandatory minimums or expected guidelines for pay for the security officers and supervisors?

A: State and Federal minimum wages, whichever is greater are required. The wages included in the proposal will be used in evaluating the potential success of a proposal.

12. Training Baseline: What is the expected ratio of OJT vs classroom training for new security officers?

A: There is no ratio expectation. All subjects must be covered sufficiently to establish a minimum baseline knowledge to provide the required services in accordance with the rules and regulations.

13. Are there specific designated subject matter experts (e.g., TSA, LEO) we must engage for training (Section 6.B), or can contractors develop & deliver all content and designate appropriate subject matter experts at their opinion internally?

A: The quality and suitability of SMEs will be up to the contractor. The contractor is responsible for ensuring the compliance with rules and regulations through the performance of their staff. Recognizing SME availability, their services are not mandatory but encouraged.

14. What format and level of detail are required for training completion forms and records (Section 6.C–E), and must these be submitted to monthly?

A: Forms must indicate at least the subject matter, the trainer, the trainee's name and date of completion. Format may follow existing contractor methods or other methods may be proposed.

15. Will the Sioux Falls Regional Airport provide any training materials, access to facilities, or access to systems (e.g., CCTV, access control) for the sessions listed in Section 6.F.i–ii?

A: All Airport owned facilities and equipment to be utilized by the contractor shall be available for training. Additional online training materials are available a no cost to the contractor.

16. Will there be any training provided for the airport's security systems?

A: Training meeting the response and operational requirements of the contractor shall be provided. The Airport will provide initial training to contractor supervisors and be available for questions and assistance. Contractor is responsible for training Security Guards.

17. If not, what are the training expectations needing to be met so we are able to perform requested duties with those systems?

A: Additional training not listed in the RFP shall be determined by the contractor but should include industry standard subjects and should be listed in the proposal.

18. Emergency Drills: What drill types and frequency are anticipated to be conducted during the 5-year term by FSD to be compliant under 49 CFR 1542?

A: Fire and tornado drills will be held annually. An emergency tabletop will also be held annually and a full-scale emergency exercise will be conducted at least every three years with the next exercise in 2026.

19. What are the staffing expectations of the contractor for those emergency drills?

A: Participation in mock evacuations for fire and tornado drills. Supervisory participation in tabletops and full-scale exercises.

20. AWS Details: How will scheduling requirements be communicated for aviation worker screening periods?

A: AWS scheduling is dictated by the TSA. The Airport will generate the schedule and disseminate only to a designated contractor supervisor. This will occur at least two weeks prior to the schedule effective date.

21. Will an authorized person with the Sioux Falls Regional Airport provide, when provided access to the media used for dissemination of the AWS schedule to security staff, a review of the schedule for dual control to confirm periods are accurate ensuring that all mandated times are met prior to the periods occurring?

A: The contractor will be provided the schedule in advance and is responsible for validating the schedule or notifying the Airport of any conflicts or errors and requesting clarifications as necessary.

22. Does the awarded company need to provide any specific technology or tools for performing the duties or accessing secure communications on scheduling requirements?

A: The contractor must have the ability to encrypt or open encrypted files using MS Office products.

23. Uniforming Standards: Does the SFRAA have a specific requirement for type of uniform to be worn (e.g. uniform style requirements, use polos or uniforms without official insignia)?

A: Uniform style is determined by the contractor but must be consistent and include the minimum requirements within the agreement. This includes high visibility apparel as necessary.

24. Under Section 4.D.i. of the PSA, the SFRAA requests high visibility safety apparel- are all garment tops required to meet high-visibility standards or just the outermost layer?

A: Garment type is determined by the contractor. High Visibility apparel is required, at a minimum, when on foot patrol at the terminal curb/ parking lots and on aircraft operating areas.

25. Is there a preference in high visibility shirts/coats vs. wearing an ANSI vest over the top to maintain an official identification and appearance when in movement or vehicle traffic areas and/or must the outermost layer have identification markings as well as the base uniform (e.g. SECURITY patches, logos or insignia)?

A: See answer for question 24.

26. Vehicle Use: Are there any spec, size or feature requirements for the supplied vehicle?

A: Vehicles are only intended as a means of conducting perimeter patrols and incident response. Vehicles should be conspicuous as "Security" providing an observable deterrence. Any tools necessary for completing a patrol or task, such as a spotlight, should be considered by the contractor.

27. How will the airport handle a contractor that cannot provide a reliable vehicle 24/7/365?

The contractor may propose alternatives in the proposal. Alternative suitability will be approved at the sole discretion of the airport.

28. Does the contractor need to demonstrate the ability to provide a backup vehicle to always ensure availability?

A: A "ready" backup vehicle is not required, however a replacement vehicle should be available within a reasonable amount of time. Consider three days as a benchmark. Scheduled or routine maintenance should be planned to ensure that a vehicle is available during those periods.

29. Are there any specific requirements for permitting or insuring vehicles and drivers?

A: Insurance requirements are provided in the Professional Services Agreement. Drivers not covered under the contractor's insurance policy are not permitted to operate vehicles on the Airport. Driver permits on the airport require a valid state issued driver's license matching the equipment to be operated with computer based training provided by the airport.

30. Can the vehicle leave the airport for fueling or will fueling be handled on the airport property?

A: The vehicle is not required to be based at the airport, however the contractor is responsible for alarm response and patrols. For response and patrols, should contractor choose to utilize airport badged guards that are based off-airport, that would be acceptable if response times are similar to the response times from on-airport guards. Fueling will be the responsibility of the contractor, however a purchase arrangement can be accommodated for fueling at the airport.

31. Vehicle Markings: Outside of being marked SECURITY and including a company name or logo on each side, does the vehicle need to have specific markings for ATC identification purposes (e.g. Large Unit number)?

A: The vehicle is not required to have other identification markings than included in your question. Contractor vehicles are not authorized to operate on runways or taxiways.

32. Vehicle Radio: Should the contractor vehicle have an aviation band radio or large numbering for identification while operating in non-movement areas, apron operations and ATC communication?

A: A radio is not required as vehicles will not be operated in ATC controlled areas.

33. Do we need to provide a rendering of the vehicle expected to be used in the proposal?

A: A rendering is not required.

34. Tech Standards: Are there any reporting system platforms (e.g., Tracktik) preferred?

A: Contractors are free to propose any software that will provide for guard tour tracking and reporting. The intended platform should be highlighted in the proposal.

35. If not, what are the minimum capabilities of the contractor-provided reporting system?

A: The software(s) should be capable of providing daily shift reports and incident reports. Reports must be delivered daily to the Airport Security Coordinator via email.

36. Radio Specifications (Exhibit A, Section 4.D.vi): Are there specific requirements for the Motorola-compatible radios (Section 4.D.vi), such as keypad or screen functionality for interfacing with airport systems beyond two-way communication, or is a basic non-display, non-keypad model sufficient?

A: Compatibility with the existing Motorola system is the only requirement. The airport operates with three talk channels on separate send and receive frequencies. Current handheld radio model used by the airport is Motorola XPR 7350e.

37. Proposal Confirmation: Is the intention of the RFP to require a flat monthly base rate for all core services (guards, supervisor, vehicle, training) with no hourly billing option, or can hourly rates continue to reflect staffing variances, such as differing numbers of days per month and any seasonality in service needs?

A: The flat monthly rate is the intention. Extra services, requested by the Airport, outside of the agreement may be billed hourly. Any extra coverage required for Aviation Working Screening between 1:00am and 3:00am shall be provided for in the flat monthly fee.

38. Who is the incumbent contractor servicing this contract?

A: Sioux Merchant Patrol

39. What are the bill rates for the current service

A: Current bill rate for existing service provider is \$30.07.

40. What are the current pay rates, by position, for the current guard staff?

A: The current contractor is not required to provide pay rates. Current invoicing includes the same billable rate for guards and the supervisor.

41. In Section 4. B. vii and viii, the RFP states “radios/phones”. Are both devices issued by the Authority? If not, how many cell phones and radios are required for this contract?

A: Communication equipment is to be provided by the contractor. To ensure adequate response capabilities, it is expected that at least one guard on duty will be reachable by phone and radio. Proposals should highlight any devices or redundancy to be provided for communication, such as additional communication devices, missed call forwarding to dispatch centers, personal safety alarms, etc.

42. In section 4. D. vii, the RFP references radio compatible with the Airport radio network (Motorola based): can the Authority please provide specifications that will meet this requirement? For example, some radios such as Motorola SL300 or CP100 are Law Enforcement/public safety radios. Such radios have a very different cost than standard security radios and sometimes require sponsorship from the Agency to allow us to purchase. If that is required, will the Authority serve as a sponsor for this purpose?

A: See question # 36. Contractor is free to choose any radio(s) that will be compatible with a Motorola based radio network.

43. Are SIDA Badges required for ALL guard posts?

A: All guard posts under this agreement will require SIDA badges. Separate contracts for gate guards and other duties associated with work outside of the agreement may be able to be fulfilled with lower level security badges, depending on location.

44. What are the costs for New and replacement SIDA Badges?

A: New badges are \$75.00 and renewal badges are \$50.00.

45. Is the incumbent guard force covered by a Collective Bargaining Agreement?

A: No collective bargaining agreement is in place at the Airport.

47. In section 2. I. thru S. of Security guard duties, the RFP mentions duties such as Airport Worker Screening, curbside and parking enforcement, dealing with unruly guests, passenger assistance, etc. Can the Authority please provide total hours per week of service required to perform all these duties? For example, is it expected that guards assigned to AWS may be tasked with parking citations, passenger assistance, etc., during their shift?

A: Current scheduled guard hours and duties match the proposed agreement and are provided by 1 – 2 guards on duty at a time. These officers and proposed officers are responsible for AWS. Internal provisions provide for Airport staff to augment security guards when demands exceed available staff (i.e. responding to door alarms when AWS is active.)

48. How many guards will be needed to perform all the duties mentioned in SOW?

A: See question 47. The total number of guards required to fulfill the overall schedule is determined by the contractor.

49. How frequently is airport worker screening required between the hours of 1AM – 3 AM? Please provide weekly or monthly frequency. (See section 1. D.)

A: Since the schedule is a completely random assignment, this question does not have an answer other than a mathematical calculation of the probability of AWS being assigned to those hours out of a 24 hour period. Past occurrences of AWS during those times can't be relied upon to predict future schedules.

50. For the 1AM – 3 AM time frame for airport worker screening, would Contractor need to provide at least 2 officers (one male and one female) to meet the TSA requirement? In section 1. D., does this mean that these hours of service are not billable, or that the Authority will not pay overtime for these hours?

A: Per TSA regulations, two guards would be required for any AWS operation. A male/ female contingent is NOT required but having both sexes represented would facilitate improved screening and guard patrols/ response within terminal restrooms. Regarding section 1.D., contractor is responsible for the costs of coverage during these hours and should include the anticipated costs in the flat rate monthly fees. (Contractor could utilize an off-airport guard to respond to the airport for AWS if the contractor's operation supported such a cost saving/ sharing feature.) Separate billing for these hours is not allowed. Hours necessary for Airport requested changes in coverage outside of this agreement would be billable separately.

51. In section 3. E. Supervision, the solicitation identifies a "supervisor or other managing partner" ... is this a full-time position dedicated to the airport, or a fractional resource? Is this position billable to SFRAA? Does the supervisor or other managing partner have to possess the ACE-Security certification?

A: The agreement requires one dedicated supervisor to be assigned to the Airport. Other contractor supervisors/ managers that are available for "after hours" calls are not required to be dedicated to the

Airport. Training guards or supervisors to achieve the AAAE ACE certification is not required but providing that certification should be highlighted in the proposal.

52. In section 3. G., what does the Authority mean by the statement, “Training time and costs shall be incidental to the base rate charged monthly”? Are any training costs covered by SFRAA? Are training costs directly billable or to be included in the hourly bill rate? Can you provide the number of hours for guards to comply with training requirements?

A: The contractor is responsible for providing services in compliance with regulations. It is incumbent on the contractor to ensure guards are trained to a level that ensures compliance. Training costs should be included in the flat rate monthly fee. Also see questions # 12 – 17.

53. In the equipment requirements, the solicitation mentions inspection mirrors, which are generally used for vehicle inspection. Are guards expected to inspect vehicles for this contract? How often is this function required?

A: Guards are responsible for vehicle inspections. These are highlighted in the SOPs. The frequency varies but expect a typical day to include 3 to 4 inspections.