

**Addendum 1**  
**To**  
**General Mitchell International Airport**  
**Official Notice No. 7007**  
**Proposal for Uniformed Unarmed Security Officer Services**

A pre-bid meeting was held at 9:00 a.m. on April 21, 2015 in the Sijan conference room at General Mitchell International Airport. See the attached sign-in sheet for a list of attendees. The following consists of questions and answers received before the meeting and questions and answers from the meeting. This addendum will be e-mailed to all respondents/attendees and posted to the Milwaukee County websites that posted the original notice.

1. Is there a minimum number of hours of pre-assignment training required by GMIA? **No.**
2. Do officers report to a single location prior to shift start? **Report to a single location.** And if so, how do officers get to their assigned posts? Personal vehicles? Supervisor vehicle? **Supervisor vehicle.** And how long does it take to get from the briefing area to each post? **Usually no more than 15 minutes.**
3. Can the officers leave the area for lunch breaks? Are there facilities at the gates for the officers to utilize for comfort breaks? **If the post remains staffed it is not forbidden, just not practical. Porta-potties are provided.**
4. Are the breaks and or lunches paid or unpaid? **They are not billable hours. Any payment for these is the responsibility of the contractor.**
5. Are there any vehicles required to support the program? **Yes.** If so, how many vehicles are required and what is the annual mileage per vehicle? **1 vehicle has proved to be sufficient. Approximately 25,000 miles.** Who owns the vehicles Security Contractor or GMIA? **The owner is the Security Contractor.** Who pays for the gas and maintenance of the vehicles? **The Security Contractor.**
6. Additionally, if there are vehicles required under the program, do the vehicles drive on the AOA/ramp? **Yes, driving on the AOA/ramp is needed at times.** If so, how often is AOA/ramp driving training conducted and how long is the training? **Initial and at each badge renewal, which is annually in the badge holder's birth month. Training is 1hour.**
7. How often is SIDA training conducted? **Initial and at each badge renewal, which is annually in the badge holder's birth month.** And is it computerized or instructor taught? **Computerized.** How long is the class? **45 minutes.**
8. Does the Airport currently have a need for non-badge escorts, such as construction coverage? **Yes.** And if so, are escorts provided by the supervisor or will they be scheduled as additional coverage? **No, the security contractor does not provide escorts except to the posts for porta-potty maintenance.**

9. As many posts within the aviation environment must be continually staffed, relief must be provided to the officers for comfort and meal breaks. Does the staffing breakdown provided include relief officers? **No.**
10. The RFP mentions the possibility of staff carryover/ retention of the current staff. Is it the County's preference to keep current officers? If so, can the County please specify the current wages and tenure of the officers? **Staffing transition planning is required to be provided by the proposer. Wages and tenure are not known as they are the responsibility of the current contractor.**
11. Are any of the employees under a collective bargaining agreement? **Unknown.**
12. The RFP states Proposer must present evidence that it has the necessary equipment to fulfill the requirements of the specifications. Please list equipment required to be supplied by the successful Proposer and whether such equipment is billable to GMIA. **Uniforms, flashlights, batteries, chairs, pens, pads, pencils, notebooks, uniforms, cold weather and inclement weather gear, etc. None of this is billable to GMIA.**
13. Are the County's/GMIA purchase agreement terms and conditions available for review? If so, how would the County prefer to receive Proposer exceptions to such terms and conditions? For example redline version in word or in another method? **The County does not accept any changes to the contract except as needed to fill in those areas that are specific to the contract.**
14. How are the benefits (Medical) for the officers and managers currently being billed? In the bill rate or as a direct bill back to GMIA? **In the bill rate.** What is the preference of Milwaukee County in the bill rate or as a bill back (actual cost)? **In the bill rate.**
15. Do the officers need to be DAAT trained? **No.** If so what equipment is needed, cuffs, OC spray, pepper spray, stick, etc. Is the training need prior to assignment of the position or during?
16. What is most important to the County / GMIA when it relates to the security at the Airport? **Adherence to staffing and Post Orders.**
17. What are the current wages of the officers and Management? **Unknown.**
18. Please specifically clarify communications equipment? Phone and 2-way radios who provides them and who pays for them as well as a computer(s) and any office space required by the account manager or supervisory staff? **Phones, radios, and computers needed at the posts are provided and maintained by GMIA. Office space is leased by the contractor at prevailing rates and is a separate contract with GMIA if leased from us.**
19. Proof of Department of Homeland Security SAFETY Act Designation and Certification. **This is mandatory.**

20. Knowledge and Management experiences of TSR 1542 (Title 49, Code of Federal Regulations – Airport Security). Our last experience in Airport security was in 2008 for Delta in the Minneapolis–Saint Paul International Airport. **This does not qualify as providing services under 49 C.F.R. Part 1542.**
21. If you are willing to accept a vendor that is not SAFETY ACT Certified, I would be glad to move further through your selection process and provide you with a bid for service. **See response to No. 19 above.**
22. Concerning the DBE/Disadvantaged Business Enterprise Participation Goal of 25%: Are these Federal criteria or a specific requirement for working with a local DBE business? **Specific requirement.**
23. Does the County have a list of certified local DBE's? **Yes. See attachment for DBE contact, Mark Phillips, Office of Community Business Development Partners (CBDP), Milwaukee County.**
24. If bidders demonstrate and document good faith efforts to achieve the 25% target (but fall short), will that be sufficient to fulfill this requirement? **Yes, there are provisions for that. However, this issue must be addressed with CBDP office.**
25. Does the County have a standard agreement it intends to use for this contract? **Yes.**
26. Who is the incumbent provider of uniformed unarmed security officer services at MKE? **HSS, Inc.**
27. Will the successful bidder be required to provide vehicles for their personnel as well? **Yes.** If so, how many? **One marked vehicle should be sufficient. There is no parking available at the two permanent posts. The supervisors must have a means of doing rounds at each post that is operational.** Estimated annual mileage? **Approximately 25,000 miles.**
28. Will the successful bidder be required to provide communications equipment for its personnel (radios, phones, etc.)? If so, how many, and what type of equipment? **No. All required communications equipment is provided by the airport.**
29. With respect to the scope of work, could you clarify the location and type of work to be provided (e.g. guarding vehicle entry gates, manning exit lanes, etc.) **The posts specified are for vehicle access. However, there may be occasions where a security officer is needed to guard a fence opening, or even a checkpoint, or other security areas as the need arises.**
30. Will the guard posts have restroom facilities? **We provide porta-potties at each location.**
31. In the first paragraph of the RFP, you state: “(1) 108 hour/365 post;”, and in the last paragraph of 1. Proposer Requirements, E., you state: “(1) post 108 hours/week. Can you please clarify this? Is this a relief post? And is it 108 hours per year, or 108 hours per week? **This should have been deleted. It will be addressed in the Addendum.**
32. Who is your current vendor? **HSS, Inc.**
33. Are you satisfied with their services? **Yes.**
34. What is the current bill rate for services? **Program Manager - \$30.00/hr; Supervisor - \$19.78/hr; Security Officer - \$16.62/hr**

35. Can you provide the number of current staff pay rates and rank if applicable. (No personal information needed)? **Unavailable, this is HSS. Inc. proprietary information.**
36. I understand these questions will be due by April 17th. But I may have additional questions before that date. Will you be putting out an Addendum to reply to all bid questions, or will you be answering them directly via email? **Both. All questions asked will be answered to the individual asking and then combined into an addendum to all.**
37. What is the lease amount for the existing office space at the MKE Regional Business Park? **\$926.67/month. The building is 1,390 square feet and is leased at the rate of \$8.00 per square foot per year.**
38. Does the local office have to be on property? **No.**
39. Is there a policy on use of technology that has to be signed? **Not at this time. However, one is being developed.**
40. Can a copy of the Airport Security program be provided for review? **No. One will be provided to the successful bidder upon selection.**
41. How are incident reports handled? **The officer fills out the company incident report and a copy is provided to the Airport Safety & Security office. More details will be provided to the successful bidder prior to commencing operations.**
42. Is this a prevailing wage contract? **No. See: [https://www.municode.com/library/wi/milwaukee\\_county/codes/code\\_of\\_ordinances?nodeld=MI\\_COCOGEORVOI\\_CH111MIWA](https://www.municode.com/library/wi/milwaukee_county/codes/code_of_ordinances?nodeld=MI_COCOGEORVOI_CH111MIWA) for more information.**
43. Paragraph 1.: **Remove “(1) 108 hour/365 post”. This requirement no longer exists.**
44. Section II. Paragraph 1.E.: **Remove “one (1) post 108 hours/week”. This requirement no longer exists.**
45. FOIA requests are to be directed to Mr. Timothy Karaskiewicz at: **tkaraskiewicz@mitchellairport.com**

SIGN IN SHEET

2015 GMIA CONTRACT SECURITY

PRE-BID MEETING

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