

REQUEST FOR PROPOSALS
Northwestern Regional Airport Commission

I. Introduction

The Northwestern Regional Airport Commission (NRAC) is requesting bids for **LAW ENFORCEMENT OFFICER SERVICES** for the Cherry Capital Airport at 727 Fly Don't Drive, Traverse City, MI 49686.

II. Intent

NRAC is seeking a (5) five year contract for Law Enforcement Officer Services (LEO) at the Cherry Capital Airport. This service will begin on April 1, 2018. This service is required for one LEO to be on duty 17 hours a day, seven days a week from 4:00 A.M. until 30 minutes after the last airline departure. These times may change based upon flight activity. Please indicate the per hour charge. The yearly estimated total hours of work are 6,205. Please indicate the hourly charge for year one, two, three, four, and five. The NRAC will pay overtime rates for any hours worked beyond the 17 hours per day schedule. The NRAC will only pay for hours worked.

III. On-site Inspection

A mandatory on-site inspection will be held on Wednesday, January 31, 2018 at 11:00 A.M. at the Cherry Capital Airport Administration Office.

IV. Performance Specifications

Contractor shall provide training for all persons assigned to the NRAC under this agreement, and said training shall be consistent with all standards of its industry. Further, the Contractor hereby agrees to review its training methods with the NRAC periodically during the course of this agreement, and shall provide additional training, if necessary, and to comply with requirements established by NRAC, the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA) in order to carry forward and perform the services required.

Each LEO employed by the contractor in the performance of this agreement shall meet the requirements established in all airport security directives issued by the Transportation Security Administration, including, but not limited to, the following:

- Provide an armed deterrence to criminal activity at the Cherry Capital Airport.

- Respond to situations where an individual is interfering with the activities of the screening checkpoint(s) located at the Cherry Capital Airport.
- Take appropriate action if a violation of the law occurs.
- When requested by an on-duty screener employed by the TSA, assist in preventing prohibited items from entering the sterile area as defined at the Cherry Capital Airport.
- Provide for the overall security of the screening checkpoint as defined in the Airport Security Program (ASP) at the Cherry Capital Airport.
- Take control of illegal items that are discovered at the checkpoint(s) and checked baggage screening area.
- Determine whether the credential and badge presented by an armed federal, state, or local law enforcement officer, or an armed security company employee, appears to be issued by the appropriate organization, including the review of designated credentials when presented at the screening checkpoint.
- Take appropriate action in accordance with local law enforcement policy when the LEO determines that the credential and/or badge presented do not appear to be properly designated or officially issued.
- Meet all required TSA standards for “law enforcement officer flexible response time” applicable to the security checkpoint(s) at the Cherry Capital Airport as those standards are determined to apply by the Federal Security Director appointed by TSA to administer LEO services for the Cherry Capital Airport
- Patrol the terminal building and airport property within a five minute brisk walk of the security checkpoint(s) located at the Cherry Capital Airport. Be able to take control of illegal items discovered throughout the building.
- Be able to take control of situations concerning improvised explosive devices (i.e. IED).
- Personnel must be trained in handling sensitive security information.
- Search vehicles entering the air carrier ramp for vehicle explosives. Verify the vehicle operator and all passengers have proper

identification. Verify that all occupants have valid access to service area. Prohibit pedestrian traffic onto the air carrier ramp.

- Search persons and their property that voluntarily submit to the search per security directives.
- Respond to all door alarms as alerted by the security system.
- Monitor curbside activity to ensure stopping is limited to immediate loading and unloading. Ensure that no vehicles are left unattended.
- Assist with the issuing of traffic tickets as determined by the Airport Director for the NRAC.
- The contractor will provide a vehicle to be used to travel out to gates entering the air carrier ramp.
- Personnel must be able to perform the job tasks as assigned while maintaining a high standard of public relations. The personnel in this position “must” interface with the public in a professional and positive manner.
- Provide seamless replacement coverage for illness, tardiness, etc.; also describe method used for availability.
- Provide own office supplies (computer, printer, paper for reports, pens, etc...)
- Provide own two way handheld VHF radio.
- Personnel must pass a criminal history records check and TSA security threat assessment check.
- Personnel must assist airport operations with emergency situations.

V. Cancellation of the Contract

NRAC reserves the right to terminate the services provided under the agreement with sixty (60) days written notice. The contractor reserves the right to terminate its services provided under this agreement with sixty (60) days written notice to the NRAC.

VI. Insurance

The contractor shall maintain insurance with companies approved to do business in the State of Michigan for the protection of the NRAC, Grand Traverse County, and Leelanau County and naming it as an additional

insured against claims, losses, costs or expenses arising out of injuries or deaths of persons whether or not employed by the contractor; or against claims, losses, costs or expenses arising from damage to property, whether resulting from the acts or omissions, negligence or otherwise of the contractor or any of its agents, employees, patrons or other persons, and growing out of the use of the said airport premises by the contractor. Such policies shall provide for a liability limit on account of each accident resulting in the bodily injury or death to one person of not less than One Million (\$1,000,000.00) Dollars; a liability limit on account of each accident resulting in bodily injury or death to more than one person of not less than One Million (\$1,000,000.00) Dollars; and a liability limit for each accident resulting in property damage of not less than One Million (\$1,000,000.00) Dollars. If by reason of changed economic conditions the insurance amounts referred to above become inadequate, the contractor agrees to increase the amounts of such insurance promptly upon NRAC's request. The Contractor shall indemnify and hold the NRAC free and harmless from any and all liability, claims, loss, damage, or expenses including reasonable attorney fees, arising by reason of any death, injury, or property damage sustained by any person, including the contractor or any agent or employee of the contractor, where such death, injury, or property damage is caused or allegedly caused by any negligent or intentional act of the contractor or any guest, licensee, or invitee of the contractor. The contractor shall further maintain such other insurance and in such amounts as may from time to time be reasonably required by the NRAC against other insurable hazards which at the time are commonly insured against in the case of premises similarly situated.

The contractor shall furnish evidence to the NRAC of the continuance of said policies by depositing a certificate of insurance evidencing that the insurance requirements are met along with an endorsement providing that the NRAC is an additional insured. Said policies shall be so worded as to insure thirty (30) day notice of cancellation to the NRAC. Said policies shall also be subject to the approval of the NRAC. The contractor further agrees that a waiver of subrogation clause shall be incorporated into and made a part of said insurance policies to the extent it can be accomplished without prejudice to the contractor rights.

The contractor shall furnish to the NRAC satisfactory evidence that it carries Worker's Compensation Insurance in accordance with the laws of the State of Michigan.

VII. Bid preparation and response

To be considered, bids must be received in the Airport Administration Office 727 Fly Don't Drive, Traverse City, MI 49686 no later than Wednesday, February 14, 2018 at 11:00 A.M.

VIII. Bid Selection

It is the policy of the Northwestern Regional Airport Commission to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals.

The Northwestern Regional Airport Commission will not be obligated to take the lowest bid. The bid will be awarded based on qualifications to perform the tasks requested. The Airport Commission reserves the right to refuse any and all proposals. The Northwestern Regional Airport Commission will take action on the award of the bid at the February, 2018 regularly scheduled Commission meeting. Bidders must be able to meet all bid requirements to begin service on April 1, 2018.

IX. Right to Request Additional Information

The NRAC reserves the right to request any additional information that it may deem necessary after the bid has been received. NRAC reserves the right to require a presentation by the bidder to staff and/or commissioners.

X. No Reimbursement for bid costs.

NRAC will not pay for any information solicited or obtained. Further, the NRAC will not be liable for any costs incurred in bid preparation or contract negotiation.

XI. Signatures, Late Bids, Faxed Bids, E-Mailed Bids, Questions

Each bid must be signed by a person authorized to sign contracts on the behalf of the agency. The name of the person signing must be followed by title.

Late bids will not be accepted.
Faxed bids will not be accepted.
E-Mailed bids will not be accepted.

Questions relating to this bid or the bidding process should be in writing and directed to:

Dan Sal, C.M.
Assistant Director of Operations and Maintenance
727 Fly Don't Drive
Traverse City, MI 49686