



PORT OF PORTLAND

**PO Box 3529
Portland, OR 97208**

REQUEST FOR PROPOSALS

For

**Port of Portland
Security Contract Guard Service**

SOLICITATION NUMBER 2008-0016

JUNE 17, 2008

**PROPOSALS DUE: NOT LATER THAN July 10, 2008
LATE PROPOSALS MAY NOT BE ACCEPTED**

A Pre-Proposal Meeting will be held on Wednesday, June 25, 2008 at 11:00 a.m. in the Portland International Airport (PDX) St. Helens A Conference Room, Portland Oregon, 97227. Attendance is highly encouraged but optional. This meeting is intended to clarify the information provided in this RFP and to provide an opportunity for interested parties to ask questions regarding the Port's requirements and process.

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Exhibit A	Proposal Form
Exhibit B	Cost Proposal
Exhibit C	Sample Contract Form

1. SCOPE OF WORK

1.1 Project Overview

The Port of Portland (Port) is seeking to enter into a contract (Contract) for security guard services to control access into the restricted areas of Portland International Airport (PDX) on a regular basis, guard services at other Port locations on an as-needed basis, and for periodic site inspections at other Port facilities. The Port intends to enter into a Contract with the successful proposer for services commencing on October 1, 2008. The successful proposer would, with respect to all services rendered pursuant to this solicitation, be obligated to comply with all regulations of the U. S. Department of Homeland Security (DHS), including regulations of the Transportation Security Administration (TSA).

1.2 Restricted Areas of PDX

Security of the restricted areas of PDX relies primarily upon qualified security guards posted at specific checkpoints, gate locations and other locations at PDX who typically perform some or all of the following duties:

1.2.1 Prohibit unauthorized access.

1.2.2 Control access of people and vehicles into the restricted areas to those that have valid access privileges.

1.2.3 Provide vehicle escorts on the airfield to vendors and other designated operators. Port escort vehicles will be provided.

1.2.4 Provide vehicle inspections and other measures related to DHS- or TSA-mandated directives, changes in the DHS Homeland Security Threat Advisory System, or special initiatives.

1.3 Restricted Areas of Other Port Facilities

The Port also seeks security guard services on an as-needed basis at other Port facilities to perform duties similar to those described in Section 1.2 above with respect to the Restricted Areas of PDX.

1.4 Site Inspections

The selected contractor would also be required to perform periodic and/or random site inspections at other Port locations as requested by the Port. There are currently three (3) locations that would require this service. The contractor would use a contractor-owned or contractor-leased vehicle to travel to the following locations:

1.4.1 West Hayden Island - Two (2) mobile visits each day, monthly transient sweeps during the summer months and every other month during winter. In addition, gate watch on the evening of July 4th. One security guard would be stationed at the main gate from 3:00 p.m. to 11:00 p.m. to prevent unauthorized access to the island. These services are estimated to require approximately 254 hours on-site per year.

1.4.2 Rivergate Industrial Park – Three (3) random mobile visits each week to seven (7) designated sites within the Park. These services are estimated to require approximately 156 hours on-site per year.

1.4.3 Swan Island - Two (2) evening patrols each week of the beach areas around Ports-O-Call during the summer months. These patrol services are estimated to require approximately 74 hours on-site per year.

1.4.4 Troutdale-Reynolds Industrial Park - Mobile visits are anticipated to be required in the future.

1.5 Other Security Guard Services, As Assigned.

The selected contractor would be required to provide other security guard services as requested by the Port's Project Manager or its designee. Security guards assigned to this work are required to know and enforce the applicable Port, DHS, and TSA requirements for entrance to, and escort within restricted areas at PDX and other Port locations. The Port will provide initial training in these areas. Although the Port requires unarmed security guards for the services described in Sections 1.2, 1.3, and 1.4, it may also require (and the contractor would need to be prepared to provide) the services of armed security guards for special assignments.

1.6 Contract Terms

1.6.1 Term of Agreement

The initial term of the contract with the Port for performance of these services (Contract) shall be three (3) years with two (2) options to extend the term for one (1) additional year each, provided that the contractor is not then in default of any obligation and at the Port's sole discretion. The initial term will begin on or about, October 1, 2008, and shall expire on October 31, 2011, unless sooner terminated under the provisions of the Contract.

1.6.2 Pricing Escalation / De-Escalation

The contractor may request a rate adjustment no more frequently than annually for the ensuing contract year to reflect actual increases in Contractor's cost to perform the work required by the Port. In no event shall the rate adjustment be more than the percentage change during the preceding Contract year in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. city average for all items published by the U.S. Department of Labor. Any request for a rate adjustment shall be submitted to the Port no less than thirty (30) calendar days prior to the end of the Contract year, and adjustments shall be effective as of the beginning of the next Contract year.

1.7 Terminal Building Storage Space

Minimal space inside the PDX Terminal Building will be provided to the contractor for the purpose of storage only.

1.8 Changes in Scope of Work

The Port reserves the right to increase or decrease service hours in its sole discretion depending upon need.

1.9 Contract Requirements

1.9.1 General Requirements

The general requirements of the Contract are as follows:

1.9.1.1 All of the contractor's employees assigned to perform work under this Contract shall possess a valid certificate issued by the Oregon Department of Public Safety Standards and Training in the appropriate discipline for the type of work performed: (1) Unarmed Private Security Professional, (2) Armed/Unarmed Private Security Professional, (3) Supervisory Manager, or (4) Executive Manager.

1.9.1.2 The contractor must meet all certification requirements of the Oregon Department of Public Safety Standards and Training.

1.9.1.3 Unarmed guards shall not be allowed to possess any weapons, including firearms, knives, pepper spray, etc.

1.9.1.4 At such time as armed guards are needed, they will be required to possess weapons as determined necessary by the assignment.

1.9.1.5 The selected contractor must provide a reliable and consistent work force with a low turnover rate.

1.9.1.6 Replacement security guards must be available for short-notice vacancies (sick calls, late guards) within one (1) hour.

1.9.1.7 Up to four (4) security guards must be able to respond to emergency situations within one (1) hour.

1.9.1.8 The contractor shall provide special event and holiday coverage, as requested by the Port

1.9.1.9 The selected contractor must have experience providing specialized security personnel services, such as airport and marine terminal security access control experience or comparable access control experience at high risk facilities, e.g. nuclear plants, military installations, federal buildings.

1.9.1.10 The contractor shall, utilizing its own equipment, provide reliable radio communications between security guards at different sites and locations. The contractor shall also provide effective communication capability at all times between the on-site supervisor or lead security guard, and the designated Port contact person, preferably by cell phone.

1.9.1.11 A designated security guard supervisor shall be available on-site Monday through Friday during the regular business hours of 8:00 a.m. to 4:00 p.m. At all other times, on-site supervision or a lead security guard shall oversee duties and work assignments. The Port will provide a vehicle and work area on the PDX airfield for the use of the supervisor or lead security guard.

1.9.1.12 The contractor shall submit monthly activity and incident reports to the Port in a computerized format acceptable to the Port.

1.9.1.13 All work sites served by the contractor will be non-smoking and contractor's employees shall comply with all applicable smoking restrictions.

1.9.1.14 The Port will issue an initial set of keys to contractor with no charge. However, in the event, in the sole discretion of the Port, the locks need to be changed to maintain security as the result of contractor's employees loss or misuse of keys, contractor will be responsible for the cost of changing affected locks.

1.9.1.15 The contractor shall maintain an adequate number of security guards with valid PDX Secured Area Security Badges to cover all shifts. On average, there are three (3) separate work shifts at PDX, all of which are 365 days per year. The day shift (0400 – 1200) requires approximately 25,528 hours per year. The swing shift (1200 – 2000) requires approximately 20,567 hours per year. The graveyard shift (2000 – 0400) requires approximately 16,880 hours per year. There are also approximately 1,379 hours per year required for miscellaneous irregular shift work as assigned by the Port. The number of work hours are approximate, are subject to change without notice and are dependent upon need and Port discretion. After award of the contract, the contractor will be provided with specific staffing coverage requirements that will include days of the week and specific work assignments. These hours are for guards only, and do not include the designated security guard supervisor or lead security guard referred to in Section 1.8.1.11 above.

1.9.1.16 The contractor will need to make arrangements for guards to reach their assigned work sites which in some cases will require vehicular transportation within restricted areas. Contractor may use the vehicles provided by the Port described in Sections 1.2.3 and 1.8.1.11 above for this purpose, if available.

1.9.1.17 The contractor shall be fully liable to the Port, its tenants, and business partners for any costs or damages incurred by the Port as a result of any breach of security or violation of security regulations by contractor. Contractor shall also be liable to reimburse the Port for any fines, penalties, assessments, judgments or other costs imposed upon the Port as a result of contractor's breach of security or violation of security regulations, as described herein. As used herein, reference to contractor shall include all of its employees, agents, subcontractors, suppliers, or other invitees.

1.9.1.18 The contractor shall provide accurate invoicing, in increments of 15 minute units. Rates for guards and patrols shall be at a fixed hourly rate, regardless of time of day, day of week, or holidays.

1.9.2 Physical Requirements

All security guards must have the physical capacity to:

1.9.2.1 distinguish all colors, and have vision correctable to 20/20.

1.9.2.2 climb inside and bend under vehicles for vehicle inspections (example, construction dump trucks, etc.).

1.9.2.3 work while exposed to outdoor elements such as, but not limited to, wind, rain, snow, and aircraft noise. In most cases, the Port will provide a small sheltered work area for security guards assigned to the PDX airfield.

1.9.2.4 read and write in English, and comprehend sensitive security information and Port Rules, Regulations, and other communications and to communicate effectively. Security guards acting as representatives of the Port shall conduct

themselves in a courteous and professional manner while performing duties on behalf of the Port. The Port retains the right to have any guard removed for failure to meet Port standards for customer service and performance.

1.9.3 Other Requirements

1.9.3.1 All uniformed security guards must hold a valid U.S. drivers license.

1.9.3.2 Any personal property found during work performed under this contract must be turned over to the Port for proper disposition.

1.9.3.3 All employees assigned at PDX must successfully pass a TSA-mandated and Port-administered fingerprint-based criminal history records check, security threat assessment (STA) and interactive computer based security badge training. These will be provided at the Port's expense. Contractor is responsible for their cost of employee wages incurred to obtain security badges.

1.9.3.4 The selected proposer shall supply and pay for distinctive clean, neat-appearing uniforms for his or her employees and require them to be worn while providing services under the Port contract. Uniforms shall consist of, but not be limited to, approved uniform slacks, shirts, shoes, hats, jackets, badges, whistles, name tags and related supplies. All shirts, jackets, or coats shall display the Contractor's name and logo. Uniforms shall be distinctly different from those worn by Port Police Officers, Port Security Officers, and any other governmental security officers.

1.9.3.5 To the extent feasible, contractor will assign security guards who are bi-lingual for Port work.

1.9.3.6 Due to the security-sensitive nature of the contract requirements, additional provisions may be included into the contract including without limitation more specific information regarding duties, assignment locations and Post Orders.

1.9.4 Airport Security and Badging Requirements

1.9.4.1 The contractor shall be required to comply with all Port, TSA and Federal Aviation Administration (FAA) regulations governing airport security, including but not limited to, special badging requirements and background checks.

1.9.4.2 The Port is prohibited by Federal Law from issuing a Security Badge to an individual who has a disqualifying criminal offense described in 49 CFR 1542.209 (d).

1.9.4.3 PDX Security Badges will be issued only after the badge applicant's Security Threat Assessment (STA) has been approved by TSA. The PDX security badge applicant's identity and employment eligibility will be determined by the TSA, based upon documentation in the form specified by the TSA.

1.9.4.4 The contractor shall ensure that its employees, agents, subcontractors, suppliers or other invitees obtain the appropriate PDX issued Security Badge and wear the Security Badge provided by the Port at all times when they are engaged in work at PDX. The Security Badge shall be worn above the waist and in plain view of those interacting with the employee. Contractor shall ensure that any Security Badge provided by the Port is returned promptly when the person to whom the Security Badge was provided leaves Contractor's employment or no longer engages in work under this Contract at PDX for

Contractor. Contractor shall be responsible for any charge or fine imposed by the Port or any government authority if the PDX Security Badge is not promptly returned.

1.9.4.5 The contractor shall obtain and thoroughly review all PDX Security Badging requirements and Port Rules and Regulations pertaining to Security Badging and Airport Security before commencing any work under this Contract. Copies of security and badging information and Rules and Regulations are available from the Port upon request. Contractor shall warrant and ensure that any person that receives a Security Badge meets all of the requirements for having a Security Badge.

1.9.4.6 The contractor shall defend, indemnify, and hold harmless the Port against any and all claims of any nature made against the Port by any party resulting, in whole or in part, from Contractor's breach of security or security violations. Defense shall be provided by legal counsel acceptable to the Port.

1.9.4.7 The contractor shall return all PDX Security Badges to the PDX Badging Office and obtain a receipt for their return once an employee is no longer employed by the contractor. Contractor shall also submit a copy of the receipt to the Port Project Manager.

1.9.4.8 Upon termination of the Contract, \$500 will be deducted from the final payment for each PDX Security Badge not returned to PDX's Security Badging Office.

1.9.4.9 If the contractor fails to comply with any airport security regulations described herein, the Port may suspend the contract until compliance is attained or may perform the functions of the security coordinator for the Contractor. The Port may perform the functions with its own forces or with hired personnel, and may deduct the cost of these services from monies otherwise due the contractor under the terms of this contract. The Port will determine in its sole discretion whether the contractor has met security requirements and whether the Port will provide services in lieu of the contractor providing them. The Contractor shall also be subject to any fines levied against the Port, as a result of its failure to comply.

1.9.5 Other Security and Identification Requirements

For services at Port locations other than PDX, the contractor shall comply with all Port and government regulations applicable to each site.

2. PROPOSAL PROCESS

2.1 General

2.1.1 Evaluation

Proposals will be evaluated by a Port evaluation team. The evaluation will be conducted in accordance with Section 3.2.2 Evaluation Criteria, and may include requests by the team for additional information, oral discussions, site visits, and inquiries into the experience and responsibility of the proposer. The team will report its findings to the Port's Executive Director.

2.1.2 No Obligation to Award

The issuance of this RFP, and the receipt and evaluation of proposals does not obligate the Port to award a contract. The Port will not pay any costs incurred by a proposer in responding to this RFP. The Port may cancel this RFP or reject any or all proposals in accordance with ORS 279B.100

2.1.3 Commencement of Work

The successful proposer may not commence work until receipt of a fully executed contract.

2.1.4 Questions

All questions pertaining to this RFP must be directed to the Port's Contracts and Procurement Department, attention Julie Shibata. Ms. Shibata may be reached at (503) 460-4593 or via e-mail at julie.shibata@portofportland.com. Questions received later than five (5) days prior to the deadline for receipt of proposals may not be considered.

2.2 Pre-proposal Interpretation of Contract Documents

2.2.1 Changes to RFP

2.2.1.1 The Port reserves the right to make changes to the RFP. Changes will be made by written addendum which will be issued to all prospective proposers on the Port's list of RFP holders.

2.2.1.2 Prospective proposers may request or suggest any change to the RFP by submitting a written request. The request shall specify the provision of the RFP in question, and contain an explanation for the requested change. The request must be submitted at least five (5) calendar days prior to the date set for receipt of proposals.

2.2.1.3 The evaluation team will evaluate all requests submitted, but reserves the right to determine whether to accept the requested change.

2.2.2 Amend or Withdraw Proposal

A proposer may amend or withdraw its proposal any time prior to the time and date established for submission of proposals.

2.3 Intergovernmental Cooperative Purchasing

The proposer submitting this proposal may agree to extend identical prices and services under the same terms and conditions to all public purchasing contracting agencies as defined in ORS 279A.200(1)(h). Quantities stated in this proposal reflect the Port's usage only. Each participating agency will execute its own contract for its requirements. Any proposer, by written notification included with its proposal, may decline to extend the prices and terms of this proposal to any and/or all other public agencies.

2.4 Public Disclosure of Proposals

2.4.1 Any information provided to the Port pursuant to this RFP is subject to public disclosure pursuant to Oregon's public records laws (ORS 192.410 to 192.505).

2.4.2 The general requirement for public disclosure is subject to a number of exemptions. Each page containing information deemed by the proposer to remain exempt from public disclosure after proposals have been evaluated (e.g., pages containing trade secret, economic development information, etc.) should be plainly marked. A general statement that all or certain parts of the proposal are exempt from public disclosure will not be effective unless each page on which those parts appear has been marked in accordance with this section.

2.4.3 The fact that a proposer marks certain information as exempt from disclosure does not mean that the information is necessarily exempt. The Port will make an independent determination regarding exemptions applicable to information that has been properly marked. Information that has not been properly marked may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the nonexempt information must be disclosed. The Port will redact pages that include both exempt and nonexempt information to allow disclosure of the nonexempt information.

2.4.4 Unless expressly provided otherwise in this RFP or in a separate communication, the Port does not agree to withhold from public disclosure any information submitted in confidence by a proposer unless the information is otherwise exempt under Oregon law. The Port considers proposals submitted in response to this RFP to be submitted in confidence only until the Port's evaluation is complete, and agrees not to disclose proposals until the Port has completed its evaluation of all proposals and publicly announced the results.

2.5 Submission of Proposals

2.5.1 Requirements

Each proposer's submission in response to this RFP must:

2.5.1.1 Include **one original** (marked as such) and **10 copies** of the original proposal.

2.5.1.2 Be submitted in a sealed envelope that is plainly marked "Proposal to Provide Port of Portland, Security Contract Guard Service, 2008-0016" and that bears the proposer's name and address; and

2.5.1.3 Be received by the Port's Contracts and Procurement Manager, Craig Johnsen, at 121 NW Everett Street, 5th Floor, Portland, OR 97209 (Mailing address: PO Box 3529, Portland, OR 97208). The Port, at its option, may decline to consider late submissions. Proposal **may not** be submitted by electronic means and must be hardcopy.

2.6 RFP Schedule

2.6.1 Deadlines

2.6.1.1 The following schedule is tentative and subject to change at the sole discretion of the Port:

- 6/17/08 Issuance of RFP to Potential Proposers
- 6/25/08 11:00 a.m., Pre-proposal Mtg with Potential Proposers
- 7/10/08 11:00 a.m. for receipt of proposals
- 8/4/08 Interviews (if required)
- 8/18/08 Selection of apparent successful proposer announced
- 10/01/08 Contract begins

2.6.2 Pre-Proposal Conference

A Pre-Proposal Conference will be held on Wednesday, June 25, 2008 in the Portland International Airport (PDX), St. Helens A Conference Room, at 11:00 a.m. The St. Helens A Conference Room is located within the airport's Terminal Building. The purpose of the Pre-Proposal Conference will be to discuss the requirements and objectives of this RFP. Port representatives will be available to answer questions. It is strongly recommended that all Proposers attend.

2.6.3 Period of Irrevocability Proposals will be offers that are irrevocable for a period of sixty (60) days after the time and date proposals are due. Proposals will contain the name, address and telephone number of an individual or individuals with authority to bind the company during the period in which the proposal will be evaluated.

2.7 Protests

2.7.1 Objections or Protests A proposer or prospective proposer who wishes to object to or protest any aspect of this procurement must deliver a written protest to the Manager of Contracts and Procurement, 121 NW Everett Street, 5th Floor, Portland, OR 97209; mailing address, PO Box 3529, Portland, OR 97208; or Facsimile (503) 548-5812.

2.7.2 Timeliness

2.7.2.1 If the protest relates to matters that are apparent on the face of the solicitation documents or that are otherwise known or should have been known to the protester, the protest must be delivered no later than five (5) business days prior the deadline for the Port's receipt of offers.

2.7.2.2 If the protest relates to other matters, including but not limited to the award of the contract, it must be delivered as soon as possible, and in no event

later than five (5) business days, after the protester knows or reasonably should have known of the award of the contract, the Port's intent to award the contract, or other matters to which the protest is addressed.

2.7.3 Delivery

A protest is delivered, for the purposes of this paragraph, when it is actually received by the Port's Contracts and Procurement Department staff.

2.7.4 Late Protests

2.7.4.1 The Port may decline to review a late protest.

2.7.4.2 A protest shall be deemed to include only the documents timely delivered pursuant to this paragraph. It must clearly state all of the grounds for the protest and must include all arguments and evidence in support of the protest. Testimonial evidence may be submitted by affidavit. The Port may investigate as it deems appropriate in reviewing the protest, and will issue a written response to the protest. The Port may proceed with contract award, execution, and performance while a protest is pending.

3. PROPOSAL CONTENT AND EVALUATION CRITERIA

3.1 Preparation

3.1.1 Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to satisfy the requirements of this RFP. Submissions of technical literature, display charts, or other supplemental materials are the responsibility and within the discretion of the proposer. The Port will not be liable for any expense incurred in the preparation of proposals. Firms interested in being considered for this work must submit the following written information for review by the evaluation team.

3.1.2 Proposers are encouraged to provide complete information in their written proposals. However, except as provided otherwise below, a proposal response to Section 3.2 shall be in a font size no smaller than 12 points and **shall not exceed 75 pages**, including pictures, diagrams, and resumes. Each side of a sheet of paper is considered one page; double-sided printing of the hard copy is encouraged. Pages should be numbered consecutively. The original proposal shall be submitted in a 3-ring binder with submitted copies fastened in the upper, left-hand corner. **Responses shall be numbered using the section numbering sequence as it appears under Section 3.2.** If a proposer exceeds the page limit in responding to Section 3.1.2, the Port will consider the information only on those pages, and may decline to consider information beyond the page limitation.

3.2 Format

Proposals shall conform to the following format:

3.2.1 Part I - Proposal Form

The proposal form follows this section of the RFP. Proposers must complete the Proposal Form, found in **Exhibit A**, and include it as the first page of their proposal. This form does not count toward the page limitation.

3.2.2 Part II - Required Submissions and Evaluation Criteria

Proposals will be evaluated by the Port's evaluation team based upon the criteria shown below. Although some of the criteria may be given more weight than others, each proposer is expected to provide the Port with a comprehensive proposal which allows the Port to do a complete evaluation against the criteria.

3.2.2.1 Ability to Satisfy Scope of Work - Weight 25

(a) Proposer will identify its ability to satisfy the requirements of Section 1 of this RFP by addressing each paragraph of the Scope of Work section. Briefly describe how proposer would handle each requirement presenting them in the order that they appear in the RFP.

(b) Proposer shall include a description of its organization and size in its response.

(c) Proposer shall identify any data and Port obligations, not identified in this RFP, that the Port will be required to supply or comply with in order for proposer to perform the described services.

(d) Should future needs dictate a requirement for armed guards at special posts, describe proposer's capabilities and plan to fulfill this requirement.

(e) Describe the radio communications and or other communication devices proposer employs.

3.2.2.2 Demonstrated Ability and Experience Providing Security Services Including Access Control Experience- Weight 20

(a) Describe proposer's qualifications and experience in performing similar work. Identify all experience in airport or airfield security operations or equivalent government security experience requiring security staff of 20 or more.

(b) Proposer will demonstrate its ability and experience in providing well-trained personnel and maintaining expected staffing levels.

(c) Describe proposer's ability to provide a consistent workforce comprised of employees who can operate as team players. Describe your firm's process to obtain quality applicants. Include company turnover rate for the past three (3) years and length of service of the guards who would be assigned to PDX and other Port facilities.

(d) Describe proposer's policy and process for evaluating guards' performance.

(e) Describe proposer's policies and procedures for employee recognition, reward, and/or incentive programs, if applicable.

(f) Describe the training requirements that will be used for employees that will perform work under this Contract.

(g) Describe proposer's hiring process. Detail any and all testing that proposer requires of its applicants e.g., drug testing, bilingual skills proficiency testing, etc. Describe both pre-employment and random drug testing procedures.

(h) Submit examples of the required monthly activity report and incident report required in Section 1.8.1.12 of this RFP or similar reports that proposer may use for current clients.

(i) Proposer will demonstrate airport and marine terminal access control experience or comparable access control experience at high risk facilities, e.g. nuclear plants, military installations, federal buildings, etc.

(j) Provide any other matters proposer believes would assist the Port in the evaluation process.

3.2.2.3 Cost of Proposed Services - Weight 20

(a) Using **Exhibit B, Cost Proposal**, provide hourly rates in accordance with the schedule provided. Separate hourly rates for on-site supervision and regular security guards for services at PDX. Provide a separate hourly dollar amount and cost breakdown for Section 1.4, Site Inspections based on the information provided. The successful proposer will be compensated on an hourly basis. Therefore, hourly rates must include all costs, such as, but not limited to: payroll, salaries, overhead, direct non-salary expenses, taxes, benefits, operating costs, profit, and any other ancillary costs that might be incurred throughout the course of the contract.

(b) Provide information relative to your organization's compensation program including increases, incentives, and performance evaluation procedures. Identify your policy on overtime pay.

(c) Describe proposer's employee insurance benefit program and percentage of premiums paid by your company for each employee.

(d) Provide a sample work schedule based on the work schedule included in Exhibit B, Cost Proposal. Sample work schedule shall include shift hours, length of shifts, and other pertinent details.

3.2.2.4 Managerial Experience - Weight 10

(a) Provide a general explanation and organizational chart which specifies project leadership and reporting responsibilities; interface the team with the Port team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide an internal management description for each subcontractor. Include and describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated.

(b) Describe proposer's policies and procedures on problem-solving and disciplinary action. Describe how you encourage and train employees to resolve conflicts, maintain a high level of customer service and quality assurance.

(c) Given the demands for security personnel, how does proposer handle staffing problems, shortages, etc? How would proposer ensure this contract is adequately staffed and is able to respond to ever-increasing security requirements including, but not limited to, emergency call-outs?

(d) Describe billing procedures and how the Port will be billed for the services the Port is contemplating.

(e) Describe the training and experience of each individual who will be assigned as a on-site supervisor or lead and anyone else responsible for supervising contract work. Describe process and criteria for selecting this individual.

(f) Provide a description of the proposer's certified officer program and what is required of employees, including the qualification and certification process for those providing armed guard services.

3.2.2.5 Emerging Small Business Participation - Weight 10

3.2.2.6 Small Business Participation Program - Weight 10

(a) The Port is committed to increasing small business participation in Port contracts. The Port has elected to define small business as a for-profit small business enterprise that has been certified by the Oregon State Office of Minority, Women and Emerging Small Business (OMWESB) as an Emerging Small Business (ESB) enterprise. A listing of certified firms is available on the OMWESB website at <http://egov.oregon.gov/dCBS/omwesb>.

(b) The Port's overall small business participation target is 20 percent for fiscal year 2007-2008. The proposer's ability to help the Port achieve its small business participation target will be considered during the Port's evaluation of proposals. The proposal shall address the following:

(i) Is the proposer an ESB certified by the OMWESB?

(ii) Provide a narrative description of the proposer's experience in promoting small business participation as partners, subcontractors, or suppliers on previous projects. Describe any innovative or successful measures that the proposer has undertaken to increase small business participation on projects. Include a list of small businesses with which the proposer's firm has had a contractual relationship during the last 12 months.

(iii) Describe portions of the work the proposer will subcontract, and identify work items that could be performed by small businesses. Describe the actions and strategies the proposer will take to increase small business participation in this work. Include names of small businesses that will be subcontractors this project.

3.2.2.7 Financial Ability – Weight 5

(a) Describe proposer's financial ability to provide the necessary resources to perform contract.

(b) Financial Records—Submit a consolidated balance sheet and income statement for the entity which is proposed to sign the contract for the most recently completed fiscal year and for the current fiscal year for the most recently completed reporting period.

(c) Details of Ownership of Firm—Submit records disclosing the name and address of any stockholder holding more than five percent of any class of stock of proposer and of any creditor of proposer to whom a debt is owed, whether secured or not by proposer, in excess of five percent of the value of proposer's total assets irrespective of proposer's equity interest in such assets.

(d) Should proposer be a private corporation, family held corporation, or sole proprietorship, submit a statement disclosing: **(i)** all stockholders if a private/family corporation; and **(ii)** a statement that proposer is (is not) a sole proprietorship.

(e) Information Regarding Pending Litigation—Submit declarations of the current status of any pending criminal or civil litigation against both the parent company and all subsidiaries of the parent company. Also, submit declarations of the current status of any pending criminal or civil litigation naming any current officer of the parent company and all subsidiary companies as a defendant. For these declarations, “current officer” shall be defined to include those individuals who are presently serving or who have served within the last two (2) years as an officer of the parent company. Include the name, title, address, telephone number, and email address of an individual to contact for additional information concerning this situation.

3.2.2.8 References - Weight 5

(a) List of at least five (5) clients for which proposer has performed similar work for an organization similar to PDX. The list must include the name, title, firm name, address, telephone number, and email address of an individual employed by each reference who has personal knowledge of the quality of the proposer's performance of work for that client.

3.2.2.9 Quality and Completeness of Proposal - Weight 5

(a) Proposer shall be evaluated on the quality and completeness of its submissions.

3.2.3 Part III – Proposal Deviations

State where and how the proposal deviates from the general requirements of the RFP.

4. EVALUATION PROCEDURES

4.1 Competitive Range

An evaluation team will determine which proposals are within the competitive range in accordance with the evaluation criteria set forth in Section 3. Only those proposals determined to be within the competitive range will be considered for award.

4.2 Evaluation Team Members

One or more evaluation team members may conduct an initial evaluation of all proposals, using the evaluation criteria set forth in Section 3, and may identify a subset of proposals as finalists for further evaluation by the evaluation team. After the initial evaluation, members of the evaluation team may perform any of their functions individually, or as a group consisting of two or more evaluation team members. If particular functions are performed by individual evaluation team members or by a group consisting of less than the full evaluation team, the evaluation team members performing the functions shall report to the full team a summary of the information gathered or conclusions reached. A report of final evaluation results and any recommendation regarding award of a contract may be made to the Executive Director or the Executive Director's designee without the participation of all evaluation team members, provided that a majority of evaluation team members participate.

4.3 Interviews

The Proposer may be invited to participate in an interview in order to evaluate their proposal. The Proposer should be prepared to respond to questions related specifically to their proposals and other pertinent matters with respect to this RFP. The proposed security guard supervisor for this contract will be expected to attend the interview. If the security guard supervisor has not been identified at the time of any such interview, the Proposer must submit the qualifications that will be used to identify or hire this individual.

4.4 References

References may or may not be reviewed or contacted at the discretion of the Port. The Port reserves the right to contact references in addition to those furnished by a Proposer.

Exhibit A
Port of Portland
Security Contract Guard Service
Solicitation No. 2008-0016

The undersigned proposer submits this proposal in response to the Port of Portland's (Port's) Request for Proposal (RFP) dated June 17, 2008 for the contract named above.

The proposer warrants that proposer has carefully reviewed the RFP and that this proposal represents proposer's full response to the requirements described in the RFP. The proposer further warrants that if this proposal is accepted, the proposer will contract with the Port, agrees to all terms and conditions found in the attached sample contract, and will provide all necessary labor, materials, equipment, and other means required to complete the work in accordance with the requirements of the RFP and contract documents.

The proposer further warrants that the proposer has not and will not discriminate, in violation of ORS 279A.110, or any other local, state or federal law, against any minority, women or emerging small business enterprise or other protected individuals, in the development or presentation of this proposal, or in obtaining any required subcontract.

The proposer hereby acknowledges the requirement to carry or indicates the ability to obtain the insurance required in Section 11 of the sample contract (**Exhibit C**). Indicate in the affirmative by initialing here: _____

The proposer hereby acknowledges receipt of Addendum Nos. _____ to this RFP.

Name of Proposer: _____
 Business Address: _____
 Telephone Number: _____
 Fax Number: _____
 Email Address: _____
 Authorized Signature: _____
 Printed/Typed Name: _____
 Title: _____
 Date: _____

YES <input type="checkbox"/> NO <input type="checkbox"/> Will the proposer participate in intergovernmental cooperative purchasing? If No, please explain on a separate sheet of paper.	YES <input type="checkbox"/> NO <input type="checkbox"/> Will participation in intergovernmental cooperative purchasing increase prices to the Port? If Yes, please explain on a separate sheet of paper.
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