

**STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS**

**ADDENDUM NO. 4
FOR
REQUEST FOR PROPOSALS
FURNISHING OF SECURITY SERVICES
AT HAWAII STATE AIRPORTS
STATE OF HAWAII
PROJECT NO. ES2014-26**

February 27, 2026

This Addendum shall make the following amendment(s) to the Solicitation:

A. TABLE OF CONTENTS

1. Delete **TABLE OF CONTENTS** dated 12/04/25 in its entirety and replace it with attached **TABLE OF CONTENTS** dated r02/27/26.

B. SPECIFICATIONS

1. Delete **SECTION 1, OVERVIEW OF PROCURMENT PROCESS**, Page Number 1-8 dated r02/12/26, and replace it with attached **SECTION 1, OVERVIEW OF PROCUREMENT PROCESS**, Page Number 1-8 dated r02/27/26.
2. Delete **SECTION 4, SCOPE OF WORK**, Page Number 4-15 dated 12/04/25 and replace it with attached **SECTION 4, SCOPE OF WORK**, Page Number 4-15 dated r02/27/26.
3. Delete **SECTION 4, SCOPE OF WORK**, Page Number 4-18 dated 12/04/25, and replace it with attached **SECTION 4, SCOPE OF WORK**, Page Number 4-18 dated r02/27/26.
4. Delete **SECTION 4, SCOPE OF WORK**, Page Numbers 4-22 to 4-50 dated 12/04/25, and replace them with attached **SECTION 4, SCOPE OF WORK**, Page Numbers 4-22 to 4-51 dated r02/27/26.
5. Delete **APPENDIX A – REQUIRED POSITIONS QUALIFICATIONS**, Page Number 5 of 20 dated 12/04/25, and replace it with attached **APPENDIX A – REQUIRED POSITIONS QUALIFICATIONS**, Page 5 of 20 dated r02/27/26.

6. Delete **APPENDIX C – DISTRICT EQUIPMENT LIST** dated 12/04/25 in its entirety and replace it with attached **APPENDIX C – DISTRICT EQUIPMENT LIST**, dated r02/27/26.
7. Delete **APPENDIX D – DISTRICT SECURITY SERVICES ORDER (DSSO)** in its entirety dated 12/04/25 and replace it with attached **APPENDIX D – DISTRICT SECURITY SERVICES ORDER (DSSO)**, dated r02/27/26.
8. Delete **APPENDIX E, EXHIBIT F – SECURITY CONTRACTOR UNIFORM/EQUIPMENT APPROVAL FORM** dated 12/04/25 and replace it with **APPENDIX E, EXHIBIT F – SECURITY CONTRACTOR UNIFORM/EQUIPMENT APPROVAL FORM** dated r02/27/26.
9. Delete **APPENDIX E – PROPOSAL FEE SCHEDULE** dated 12/04/25 in its entirety and replace it with attached **APPENDIX E – PROPOSAL FEE SCHEDULE** dated r02/27/26.
10. Delete **APPENDIX G – SUBMISSION TIMETABLE**, Page Number G-1 dated 12/04/25, and replace it with **APPENDIX G – SUBMISSION TIMETABLE**, Page Number G-1 dated r02/27/26.

The following is provided for information:

C. RESPONSES TO REQUEST FOR INFORMATION (RFI'S/QUESTIONS)

The Requests for Information (RFI) received for this RFP have been uploaded to HiePRO in an excel file titled, *HDOT Response to Written Questions*. The questions and responses in the excel file are hereby incorporated by reference and made a part of the RFP. Download the pdf file to view the questions and HDOT's responses.

Please acknowledge receipt of this **ADDENDUM NO. 4** by recording the date of its receipt on the **ADDENDUM ACKNOWLEDGEMENT FORM**.



CURT T. OTAGURO

Deputy Director of Transportation for Airports

TABLE OF CONTENTS

1.	OVERVIEW OF PROCUREMENT PROCESS	1-1
1.1.	REQUEST FOR PROPOSALS ORGANIZATION	1-1
1.1.1.	Section 1 Overview of Procurement Process	1-1
1.1.2.	Section 2 RFP Overview and Minimum Qualifications.....	1-1
1.1.3.	Section 3 Proposal	1-1
1.1.4.	Section 4 Scope of Work and Requirements.....	1-1
1.1.5.	Section 5 Proposal Evaluation	1-1
1.1.6.	Section 6 Exhibits.....	1-1
1.2.	PROCUREMENT AUTHORITY	1-1
1.3.	ISSUING OFFICE AND CONTACT PERSON	1-1
1.3.1.	Issuing Office.....	1-1
1.3.2.	RFP Point of Contact.....	1-2
1.3.3.	Contract Administrator	1-2
1.4.	TERMS AND ACRONYMS USED THROUGHOUT THE SOLICITATION.....	1-3
1.5.	PROCUREMENT TIMETABLE.....	1-8
1.6.	CANCELLATION.....	1-9
1.7.	REQUIRING REVIEW/WRITTEN QUESTIONS	1-9
1.8.	RFP ADDENDA.....	1-9
1.9.	NOTICE OF INTENT TO OFFER (LETTER OF INTENT)	1-10
1.10.	PRE-PROPOSAL CONFERENCE.....	1-10
1.11.	SITE VISITS.....	1-10
1.12.	DEADLINE FOR PROPOSALS	1-10
1.13.	DISQUALIFICATION OF OFFERORS	1-11
1.14.	PROPOSAL EVALUATION	1-11
1.15.	PROPOSAL AS PART OF THE CONTRACT	1-11
1.16.	OFFER ACCEPTANCE PERIOD	1-12
1.17.	CONTRACT; CONTRACT AND PERFORMANCE PERIOD	1-12
1.17.1.	Contract.....	1-12
1.17.2.	Contract Term	1-12
1.17.3.	Contract Award.....	1-12
1.17.4.	Joint Venture/Subcontractor Prime Contract Flow Down	1-12
1.18.	INSURANCE	1-12
1.18.1.	Commercial General Liability.....	1-13
1.18.2.	Workers' Compensation.....	1-13
1.18.3.	Comprehensive Automobile Liability	1-13
1.18.4.	Professional Liability	1-14
1.19.	PERFORMANCE BOND AND PAYMENT BOND	1-14
1.20.	RESPONSIBILITY OF OFFERORS; HAWAII COMPLIANCE EXPRESS	1-14
1.21.	FAILURE TO EXECUTE CONTRACT; TIMELY SUBMISSION OF CERTIFICATES.....	1-15
1.22.	NOTIFICATION OF AWARD	1-15
1.23.	DEBRIEFING	1-15
1.24.	PROTEST	1-16
2.	RFP OVERVIEW AND MINIMUM QUALIFICATIONS.....	2-1
2.1.	OVERVIEW.....	2-1
2.2.	MINIMUM COMPANY QUALIFICATIONS.....	2-1
2.2.1.	Minimum Company Aviation Security Experience.....	2-1
2.2.2.	Questionnaire	2-2
2.2.3.	License	2-2
2.2.4.	Complete Proposal Package.....	2-2

3. PROPOSAL.....	3-1
3.1. GENERAL REQUIREMENTS.....	3-1
3.2. CONFIDENTIAL INFORMATION IN PROPOSAL	3-2
3.3. PROPOSER PREPARATION	3-2
3.4. PROPOSAL SECURITY	3-2
3.5. PROPOSAL SUBMISSION AND FORMAT	3-2
3.5.1. Proposal Submission Instructions.....	3-3
3.5.2. Electronic Submission of Proposals	3-3
3.6. PROPOSAL ORGANIZATION AND CONTENT	3-3
3.7. TAB 1 – COVER LETTER AND SIGNED OFFER FORM (OF-1) SUBCONTRACTOR OR JOINT VENTURE STATEMENTS/ADDENDUM ACKNOWLEDGEMENT	3-4
3.7.1. Cover Letter.....	3-4
3.7.2. Signed Offer Form.....	3-4
3.7.3. Tax Liability	3-4
3.7.4. Joint Venture/Subcontractor Statements.....	3-4
3.8. TAB 2 - EXECUTIVE SUMMARY	3-5
3.8.1. Terms and Conditions.....	3-5
3.8.2. Assumptions or Constraints	3-5
3.8.3. Deviations	3-5
3.8.4. Pending Litigation and Summary of Judgments	3-5
3.8.5. TSA Letters of Investigation.....	3-6
3.8.6. Department of Homeland Security - SAFETY Act	3-6
3.8.7. Other Notable Items	3-6
3.9. TAB 3 – EXPERIENCE AND QUALIFICATIONS	3-6
3.9.1. Offeror Experience.....	3-6
3.9.2. Key Personnel and Team Organization.....	3-7
3.9.3. Removal and/or Replacement of Key Personnel	3-7
3.9.4. Supplemental Information.....	3-7
3.10. TAB 4 – COMPANY APPROACH/CONTRACT TRANSITION PLAN.....	3-8
3.11. TAB 5 – PRICING AND PROPOSAL FORMS (OF-2).....	3-8
3.12. PRICING	3-8
3.12.1. Base Contract Years (1-3)	3-8
3.12.2. Proposal Fee Schedule.....	3-9
3.12.3. Extension Years.....	3-10
3.13. OFFEROR CERTIFICATION	3-10
3.14. TAB 6 – EXHIBITS	3-10
4. SCOPE OF WORK AND REQUIREMENTS	4-1
4.1. SCOPE OF WORK – GENERAL	4-1
4.2. LAW ENFORCEMENT SUPPORT	4-1
4.2.1. Federal Law.....	4-2
4.2.2. Law Enforcement Commissioning	4-2
4.3. CONDUCT	4-2
4.3.1. Meal Breaks	4-3
4.3.2. Spirit of Aloha	4-3
4.3.3. Non-Solicitation/Gratuity	4-3
4.3.4. Rejection of Unfit Personnel	4-4
4.3.5. Complaints	4-4
4.3.6. Non-Performance	4-5
4.4. CONDUCT - LEO JURISDICTIONAL BOUNDARIES.....	4-6
4.4.1. Carriage of Firearms.....	4-6
4.4.2. Firearm Issuance.....	4-7

4.4.3.	Current Contractor Firing Range Locations	4-7
4.5.	LITERACY	4-8
4.6.	HDOT CONTRACT ADMINISTRATIVE GUIDANCE	4-8
4.6.1.	State Contract Administrator	4-8
4.6.2.	District ADM/ASC.....	4-8
4.6.3.	Contract Procedural Modifications	4-9
4.7.	DISTRICT SECURITY SERVICES ORDER (DSSO)	4-9
4.7.1.	Employee Work Schedules/Post Qualification	4-10
4.8.	INVOICES	4-10
4.8.1.	Invoice Cover Sheet	4-10
4.8.2.	Invoice Submission Performance.....	4-11
4.9.	PAYMENT	4-11
4.10.	FINAL PAYMENT	4-11
4.11.	AVAILABILITY OF FUNDS	4-12
4.12.	SUBCONTRACTING	4-12
4.13.	CONTRACT STAFFING REQUIREMENTS	4-12
4.14.	EXCLUSION OF SPECIFIC WORKERS.....	4-13
4.15.	DATA PROTECTION	4-13
4.15.1.	Personally Identifiable Information (PII).....	4-13
4.15.2.	Sensitive Security Information (SSI)	4-14
4.16.	EMPLOYEE PARKING	4-14
4.17.	PHYSICAL/DRUG TESTING.....	4-14
4.17.1.	Physicals.....	4-15
4.17.2.	Random 12 Panel Drug and Alcohol Testing.....	4-15
4.18.	AIRPORT ID BADGES/COMMISSION CARDS	4-15
4.18.1.	Airport ID Badges	4-15
4.18.2.	Fees.....	4-16
4.18.3.	Airport ID Badge Security Clearances	4-16
4.18.4.	Law Enforcement Officer Commission Card Attestations	4-17
4.19.	ONGOING SECURITY CLEARANCE REQUIREMENTS	4-17
4.20.	BOARD OF PRIVATE DETECTIVES AND GUARDS REGISTRATION.....	4-17
4.21.	EDUCATION VERIFICATION	4-18
4.22.	DRIVER'S LICENSE	4-18
4.23.	HIGH SECURITY METAL KEYS.....	4-18
4.24.	SECURITY PERSONNEL MINIMUM QUALIFICATIONS.....	4-18
4.25.	REQUIREMENTS BY POSITION	4-19
4.26.	GENERAL DUTIES OF SECURITY PERSONNEL	4-20
4.27.	SUPERVISION RATIOS	4-20
4.27.1.	Watch Commander	4-20
4.27.2.	Contract Security Supervisor (CSS)	4-21
4.27.3.	Contract Supervisor (CS)	4-21
4.27.4.	Site Training Officer (STO)	4-21
4.28.	RELIEF BREAKS	4-21
4.29.	SECURITY OFFICER TESTING	4-22
4.29.1.	Armed.....	4-22
4.29.2.	Unarmed	4-22
4.30.	QUALITY CONTROL PLAN.....	4-22
4.30.1.	Part 1	4-23
4.30.2.	Part 2	4-23
4.31.	LEASED SPACE AT EACH AIRPORT	4-23
4.31.1.	On-Airport (Required).....	4-24
4.31.2.	On-Airport (space permitting) or Off-Airport (with HDOT approval)	4-24
4.31.3.	Additional Leasing Costs	4-24

4.32.	COMMUNICATIONS REQUIREMENTS	4-24
4.32.1.	Daily Briefings	4-24
4.33.	EMERGENCY/CONTINGENCY STAFFING PLAN	4-25
4.34.	EMERGENCY RESPONSE PLANS	4-25
4.35.	EMPLOYEE INCENTIVE PROGRAMS	4-26
4.36.	EMPLOYEE RETENTION AND TRAINING PROGRAM TO PROMOTE JOB SATISFACTION AND STAFF DEVELOPMENT	4-26
4.37.	COMPETITIVE EDGE OR ADVANTAGE	4-26
4.38.	TRAINING CURRICULUM REQUIREMENTS	4-26
4.38.1.	Tab 1 - Initial Training (HDOT Required Training)	4-27
4.38.2.	Tab 2 – Recurrent Training (HDOT Required Training).....	4-27
4.38.3.	Tab 3- Contractor Required Training	4-29
4.38.4.	Tab 4 - Master Training Plan (MTP).....	4-29
4.39.	MTP ELEMENTS.....	4-29
4.39.1.	Type of assessment	4-30
4.39.2.	Recurrent Training.....	4-30
4.39.3.	Quarterly Random Post Competency Testing	4-30
4.39.4.	Remedial Training.....	4-31
4.39.5.	Supervisory Training.....	4-31
4.39.6.	Train-the-Trainer (TTT) Training Certification Requirements	4-31
4.39.7.	AAAE, ACE-Security Certification.....	4-31
4.40.	TRAINING MATERIALS	4-31
4.40.1.	Training Documentation	4-32
4.40.2.	Training Records	4-32
4.40.3.	Training Evaluations.....	4-33
4.41.	POST ORDERS	4-33
4.42.	UNIFORMS	4-34
4.42.1.	Uniform Requirements.....	4-34
4.42.2.	Weather-Proof Rain Gear	4-35
4.42.3.	Uniform Compliance.....	4-35
4.42.4.	Uniforms - Non-Airport Contracts.....	4-36
4.42.5.	Uniform Replacement Program	4-36
4.43.	EQUIPMENT GENERAL.....	4-36
4.43.1.	Equipment Disposition	4-36
4.43.2.	Required Equipment.....	4-36
4.43.3.	Quarterly Equipment Inventory.....	4-36
4.44.	ARMORY	4-37
4.45.	COMPUTERS/PHONES/TABLETS/GUARD TRACKING EQUIPMENT	4-38
4.45.1.	Equipment Login/Passwords	4-38
4.45.2.	PC/Laptop/Tablets.....	4-38
4.45.3.	Repairs.....	4-38
4.45.4.	Printers/Scanners	4-38
4.45.5.	Shredder.....	4-38
4.45.6.	Phones.....	4-39
4.45.7.	Security Monitoring and Reporting System (Guard Tour) Technology	4-39
4.46.	RADIO EQUIPMENT.....	4-40
4.46.1.	Radio Maintenance	4-40
4.46.2.	Emergency Communications	4-41
4.46.3.	Spare Batteries	4-41
4.46.4.	Duress Buttons.....	4-41
4.46.5.	Vehicle VHF Radios.....	4-41
4.47.	VEHICLE EQUIPMENT PACKAGE/MAINTENANCE/ESTIMATED ANNUAL MILEAGE	4-42
4.47.1.	Vehicles	4-44

4.47.2.	Vehicle Maintenance.....	4-44
4.47.3.	Vehicle Lighting/Marking	4-45
4.47.4.	Gas Carts/UTV Requirements.....	4-46
4.47.5.	Electric Powered Vehicles/Carts/T3 Requirements.....	4-46
4.47.6.	Battery Meter	4-46
4.47.7.	Spare Battery Packs.....	4-46
4.47.8.	Bicycle Marking/Lighting	4-46
4.47.9.	Fleet Utilization.....	4-46
4.47.10.	Estimated Annual Mileage	4-47
4.48.	EQUIPMENT INVENTORY	4-47
4.49.	ADDITIONAL EQUIPMENT ALLOWANCE	4-47
4.50.	AUTOMATED EXTERNAL DEFIBRILLATOR (AED).....	4-48
4.50.1.	AED Registration.....	4-48
4.50.2.	AED Activation	4-48
4.50.3.	Contractor AED Responsibilities	4-48
4.51.	RECORDS/REPORTS FORM.....	4-49
4.51.1.	Records.....	4-49
4.51.2.	Reports	4-49
4.51.3.	Master Log	4-49
4.51.4.	File Naming Convention	4-50
4.51.5.	Electronic Record Storage.....	4-50
4.51.6.	Paper Record Storage.....	4-50
4.51.7.	Contractor Generated Report Forms	4-50
4.51.8.	CCTV Coverage Reports.....	4-50
4.52.	CITATION FORMS	4-50
4.52.1.	Monthly Audits	4-51
4.53.	CONTRACT AUDITS	4-51
5.	SECTION 5 PROPOSAL EVALUATION.....	5-1
5.1.	EVALUATION PROCESS OVERVIEW	5-1
5.2.	EVALUATION CRITERIA	5-1
5.3.	PHASE 1: EVALUATION OF MINIMUM QUALIFICATIONS (PASS/ FAIL)	5-2
5.4.	PHASE 2: RATING AND DETERMINATION OF PRIORITY LISTED OFFERORS	5-2
5.5.	PHASE 3: DISCUSSION/INTERVIEWS WITH PRIORITY-LISTED OFFERORS	5-3
5.6.	PHASE 4: BEST AND FINAL OFFERS.....	5-3
5.7.	PHASE 5: SELECTION AND AWARD	5-4

TABLES

TABLE 1	PROCUREMENT TIMETABLE (SUBJECT TO CHANGE).....	1-8
TABLE 2	AIRPORT REFERENCES	3-6
TABLE 3	NON-PERFORMANCE FEES.....	4-5
TABLE 4	REQUIREMENTS BY POSITION	4-19
TABLE 5	ARMORY/WEAPONS DETAILS	4-37
TABLE 6	ESTIMATED NUMBER OF CURRENT SECURITY MONITORING AND REPORTING SYSTEM DEVICES	4-39
TABLE 7	ESTIMATED NUMBER OF RADIOS REQUIRED	4-42
TABLE 8	VEHICLES REQUIRED	4-42
TABLE 9	ESTIMATED ANNUAL MILEAGE BY DISTRICT	4-47
TABLE 10	MINIMUM QUALIFICATIONS	5-2
TABLE 11	EVALUATION CRITERIA	5-2

LIST OF APPENDICES

APPENDIX A:	REQUIRED POSITIONS QUALIFICATIONS
APPENDIX B:	POSITION TRAINING MATRIX
APPENDIX C:	DISTRICT EQUIPMENT LIST
APPENDIX D:	DISTRICT SECURITY SERVICES ORDER (DSSO)
APPENDIX E:	FORMS TO BE COMPLETED BY OFFEROR: 1. RFP Question Form. 2. Offeror Form OF-1. 3. Offeror Form OF-2. 4. Performance and Payment Bond Forms. 5. Uniform/Equipment Approval Form. 6. AG General Conditions. 7. Certificate for Performance of Services. 8. Standard Qualification Questionnaire for Offerors. 9. Non-Gratuity Affidavit. 10. SSI/PII Attestation. 11. Proposal Fee Schedule.
APPENDIX F:	FORMS TO BE USED DURING THE CONTRACT PERIOD 1. Mandatory Testing Verification: – Physical/Initial Drug Testing – Psychological Testing (LEOs) – Critical Thinking Testing (LEOs/Dispatchers) – Random Drug Screening Quarterly 2. Commissioning: – Armed – Unarmed security positions – non-admin 3. Mandatory Training Certification Verification.
APPENDIX G:	SUBMISSION TIMETABLE
APPENDIX H:	DISTRICT AIRPORT MAPS
APPENDIX I:	SPECIAL PROVISIONS
APPENDIX J:	HGEA SAMPLE

EXHIBITS

EXHIBIT A:	RESUMES
EXHIBIT B:	RANDOM 12-PANEL DRUG AND ALCOHOL SCREENING PLAN
EXHIBIT C:	OFFEROR'S QUALITY CONTROL PLAN
EXHIBIT D:	OFFEROR'S EMERGENCY STAFFING PLAN
EXHIBIT E:	MASTER TRAINING PLAN
EXHIBIT F:	UNIFORM/EQUIPMENT APPROVAL
EXHIBIT G	CONTRACT TRANSITION PLAN/SUBMISSION TIMETABLE
EXHIBIT H:	STANDARD QUALIFICATION QUESTIONNAIRE FOR OFFERORS
EXHIBIT I:	OFFEROR'S NO-SOLICITATION/GRATUITY AND SSI/PII ATTESTATIONS
EXHIBIT J:	OFFEROR'S SAFETY ACT AWARD
EXHIBIT K:	CONTRACT FORMS AND AG GENERAL CONDITIONS
EXHIBIT L:	CERTIFICATE FOR PERFORMANCE OF SERVICES
EXHIBIT M:	APPENDIX C, COMPLETED EQUIPMENT SPREADSHEET

TITLE 49 CFR PART 1540/1542 - United States Department of Transportation, Transportation Security Administration Civil Aviation and Airport Security Regulations, as amended: <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-XII/subchapter-C/part-1542>.

Trusted Agent - ASO that may be assigned to the Pass & ID Office to conduct TSA required credentialing functions.

TSA - Transportation Security Administration.

Unicom - Universal communications station. An air-ground communication facility operated by a non-air traffic control private agency to provide advisory service at uncontrolled airports.

USPS - United States Post Office.

UTV – Utility Task Vehicle.

Work - The furnishing of all labor, materials, equipment, and other incidentals necessary or convenient for the successful completion of the Project and the execution of all the duties and obligations imposed by the Contract.

1.5 PROCUREMENT TIMETABLE

The schedule represents HDOT's best estimate of the timeline that will be followed. All times indicated are Hawaii Standard Time (HST). If a component of this schedule, such as "Proposal Due date/time" is delayed, the rest of the schedule will likely be shifted by the same number of days. The approximate schedule is presented in *Table 1*. Please note that while attendance at the Pre-Proposal Teleconference and site visits is not mandatory, per sections 1.10 and 1.11 below, Offerors are strongly encouraged to attend to familiarize themselves with conditions at the site and the RFP requirements.

Table 1 Procurement Timetable (subject to change)

Release of Request for Proposals (RFP)	December 4, 2025
Pre-Proposal Teleconference 10:00 A.M. HST	December 15, 2025
Pre-Proposal Oahu District (HNL) Site Visit	January 5, 2026
Pre-Proposal Maui District (OGG) Site Visit	January 6, 2026
Pre-Proposal Kauai District (LIH) Site Visit	January 7, 2026
Pre-Proposal Hawaii District (ITO) Site Visit	January 8, 2026
Pre-Proposal Hawaii District (KOA) Site Visit	January 8, 2026
Deadline for submission of written questions at 2:00 P.M. HST	January 12, 2026
HDOT's response to written questions	February 27, 2026
Proposals Due date/time	March 17, 2026 2:00 P.M.
Evaluation of Proposals	March 18, 2026 – April 3, 2026
Determination of Priority-Listed Offerors (if necessary)	April 3, 2026
Discussion with Priority Listed Offerors (if necessary)	April 8, 2026
Best and Final Offer (if necessary)	April 14, 2026
Contractor selection and Notice of Award	April 24, 2026
Contract Notice to Proceed	May 1, 2026

4.17.1. PHYSICALS

All Contractor New-hire employees must pass a complete one-time physical examination, upon hire, or if recently hired by previous Contractor, have completed one within the past six (6) months, confirming that the employee's general health is satisfactory for work on this Contract. A Mandatory Testing Verification record, (Appendix F), must be maintained in the employees training folder.

4.17.2. RANDOM 12 PANEL DRUG AND ALCOHOL TESTING

The Contractor must submit a written Random 12 Panel Drug and Alcohol Testing Plan in the Contractor Proposal. This Plan must include a random screening process that requires testing of 50% of all billable employees annually using an unpredictable selection process to deter illicit drug use. All expenses related to this Program shall be borne by the Contractor. The Contractor must submit the Plan and label it Exhibit B.

1. Contractor shall require employees to submit to blood, urine or other screening for alcohol and drugs when there is reasonable suspicion of illicit use or the employee's being under the influence of or impaired by alcohol or drugs. Drug or alcohol screening may also be justified when, even though the employee does not exhibit observable symptoms of being under the influence, a workplace accident has occurred and there is reasonable suspicion that the accident may have been caused by human error which could be related to drug or alcohol use. The cost of such testing will be borne by the Contractor.
2. Testing must occur every quarter using a random process.
3. Contractor shall complete an attestation that the employee passed the required physical and drug testing as required in this section using the Physical/Drug Testing Attestation form located in Appendix E. If the employee failed the test, the form must be submitted to the ASC and State Contract Administrator within 48 hours.
4. Contractor must provide the number of positive findings to the State Contract Manager on the Attestation form located in Appendix E without divulging any personally identifiable information (PII).

4.18. AIRPORT ID BADGES/COMMISSION CARDS

If an individual loses or fails to maintain their security clearance or certification for their Airport ID Badge, that individual shall not be employed in any portion of the work under the Contract. Current Airport ID Badge and State commission cards must be on the person at all times while performing work.

4.18.1. AIRPORT ID BADGES

The TSA requires all companies requiring Airport ID Badges at State airports to appoint at least two (2) Authorized Signatories, per airport, to request Airport ID Badges and other airport security items for the Contractor. The Contractor shall submit the names for Authorized

guard capacity to apply to register with the Board of Private Detectives and Guards. The Contractor shall ensure that all Contractor staff serving in any structured Post (clerical staff not required) has a current license. The license must be carried at all times while working.

4.21. EDUCATION VERIFICATION

Copies of high school diploma or higher education, General Educational Development ("GED") or proof of applicable work experience shall be filed in the employee's personnel file and available for inspection by HDOT.

4.22. DRIVER'S LICENSE

All Contractor staff working any driving Post are required to maintain a valid driver's license, unless otherwise approved by the ASC. Copies of a valid driver's license shall be filed in the employee's personnel file and available for inspection by HDOT.

4.23. HIGH SECURITY METAL KEYS

The Contractor may be issued high-security keys, which are a component of the Airport Security Program (ASP). Keys may be issued to a Post or to individual Contractor staff. There is a deposit fee of \$500.00 per security key **that is waived, however lost key fees will apply**. The keys must be tightly controlled.

Contractor must:

1. Maintain a key log, including the Post or person issued to, key number information, date issued and key audited.
2. Establish a high-security key audit program that verifies key possession on a monthly basis for keys issued individually and per shift for keys issued to a Post.
3. Report any missing high-security keys to the ASC immediately.
4. Contractor must provide a secure key lock box.

Reimburse HDOT for any lost keys and the subsequent expenses for any locks that must be replaced as result of the loss.

4.24. SECURITY PERSONNEL MINIMUM QUALIFICATIONS

The following minimum qualifications apply to all law enforcement and security personnel. Due to the sensitive nature of the work, under law enforcement/security conditions, and because security personnel will be in constant contact with the public and potentially dangerous suspects, the HDOT has established stringent qualification standards for security personnel performing work under the contract. The Contractor will only select those individuals capable of demonstrating or having the qualifications listed in Appendix A.

4.29. SECURITY OFFICER TESTING

4.29.1. ARMED

Law enforcement officers must pass the following tests to be included as a LEO on this Contract:

1. New Hires

- Initial physical/drug/alcohol testing
- Initial psychological testing
- Initial critical thinking skills testing
- Initial firearms qualification, which must include simulated shoot-don't shoot exercises
 - Must be able to perform all physical requirements without assistance

2. Incumbent Hires

- Must have a Mandatory Testing Verification record, (Appendix F), in the employees training folder, that reflects the above testing for new hires was previously conducted
- Current semi-annual firearms requalification, which must include simulated shoot-don't shoot exercises
 - Must be able to perform all physical requirements without assistance
 - Incumbents must be hired conditionally, if semi-annual qualification is due. Incumbents not allowed to work armed if semi-annual firearms qualification is not in the training record and up-to-date.

4.29.2. UNARMED

TCO, ASO, Scheduler, AWS and SCT security officers must pass the following tests to be included on this Contract:

1. New Hires

- Initial physical/drug/alcohol testing

2. Incumbent Hires

Must have a Mandatory Testing Verification record, (Appendix F), in the employees training folder, that reflects the testing above was previously conducted.

Dispatchers/CCTV/Access Control security officers must pass the following tests to be included on this Contract:

1. New Hires

- Initial physical/drug/**alcohol** testing
- Initial psychological testing

2. Incumbent Hires

Must have a Mandatory Testing Verification record, (Appendix F), in the employees training folder, that reflects the testing above was previously conducted.

4.30. INITIAL CRITICAL THINKING SKILLS TESTING QUALITY CONTROL PLAN

Describe your firm's quality control (QC) plan inclusive of other innovative methodologies that will be implemented to ensure work is being performed according to established standards and regulations.

4.30.1. PART 1

Part 1 of the QC program must include a review of the executed contract with the DCSM and all leadership staff. Additionally, all Contract training requirements must be reviewed with all trainers. The goal of this review is to ensure that they understand their contractual obligations. Any time a new DCSM, other leadership staff or trainer is hired, the new hire must undergo the same review.

4.30.2. PART 2

Describe your Company's QC plan that will be implemented to ensure work is being performed according to established Post Orders and regulatory requirements. This Plan must include the following:

- How your company will verify and ensure that the security staff assigned to airport Posts are properly trained for their respective duties
- How security staff will be consistently monitored to ensure they are familiar with their Post Orders and remain at their designated Posts during all required times
- What mitigation training is conducted when security staff experience a procedural failure
- What recurrent training the Company provides to refresh security staff training
- This QC Plan must include a Competency Testing Program for all unarmed security officers and should be labeled and submitted in Exhibit C

4.31. LEASED SPACE AT EACH AIRPORT

The Contractor will be required to lease space at each airport to support its operational needs. While HDOT will provide space for certain functional areas such as Dispatch, Access Control/CCTV, and Lost and Found, if applicable, the Contractor must secure additional leased space. For functionality, some spaces may be located off-airport property with prior approval from HDOT.

At the commercial service airports and Lanai, the Contractor will be required to lease space for the following core functions:

On-Airport (Required)

1. Leadership office space.
2. Watch Commander/CSS/CS office space.
3. Scheduler/Documents.
4. Armory (must meet legal and regulatory standards).
5. Officer break area (must be out of public view).
6. LNY required leased space fees are included on the Proposal Fee Schedule (see Appendix E).

On-Airport (space permitting) or Off-Airport (with HDOT approval)

1. Training facilities, including:
 - Space for Training Managers (HNL Specifically)
 - Adequate space to support practical training such as de-escalation, aviation worker screening, merchandise screening, etc.
 - Recurrent training
2. Uniforms/storage.

4.31.1. **ADDITIONAL LEASING COSTS**

Property taxes are paid by the tenant in addition to the leasing fees. Some utility costs are not included in the rental rates. Utility fees shall be assessed as applicable, depending on the utilities associated with the space.

- Air conditioning
- Utilities (water & electricity)
- Maintenance

Contact amy.sh.fujioka@hawaii.gov for Oahu District leasing.

Contact daniel.k.oshio@hawaii.gov for Maui, Hawaii and Kauai District leasing.

4.32. COMMUNICATIONS REQUIREMENTS

4.32.1. **DAILY BRIEFINGS**

The Contractor must conduct a daily Security Officer briefing prior to the start of each shift. These briefings are a standard operational responsibility, and the Contractor shall not request nor will HDOT provide additional compensation for conducting them.

The Contractor must establish and implement a procedure to ensure that all personnel, whether returning from extended leave or actively assigned to remote Posts, receive and review all pertinent operational information. This includes procedural updates, policy changes,

and any other critical communications that is typically covered in shift briefings. This procedure should be included in the Offeror's Proposal.

4.33. EMERGENCY/CONTINGENCY STAFFING PLAN

There may be circumstances - such as temporary security incidents, elevated threat levels, or the issuance of security directives - that necessitate the immediate augmentation of staffing levels at one or more airports covered under this contract. To address such scenarios, Offerors are required to submit an Emergency/Contingency Staffing Plan as Exhibit D of their proposal.

The Plan must clearly outline the Contractor's ability to rapidly deploy additional qualified personnel to meet heightened security demands. At a minimum, the plan must address the following items:

- Response Timeframes for deploying emergency personnel and, if applicable, redeploying current staff from other locations.
- Sources of Contingency Personnel (part time staff hours, on-call personnel, subcontractors, etc.) and the methods used to keep the Emergency/Contingency Team continuously staffed and available.
 - o Emphasis should be placed on increasing part time staff hours before assigning overtime whenever possible
 - o Include a strategy for transitioning from temporary emergency staffing to permanent part-time and/or full-time positions if prolonged augmentation is required.
 - o Demonstrate scalability to address varying levels of emergency staffing needs
- Badging and training requirements for emergency staff follow applicable security regulations.
- Command and Communication Structure during contingency staffing operations
- Logistical Support and Readiness Measures
- The submitted plan will be evaluated based on its feasibility, clarity, and alignment with the operational and security requirements of the airports under this contract.

4.34. EMERGENCY RESPONSE PLANS

The Federal Aviation Administration (FAA) requires each of the five commercial service airports to maintain an Airport Emergency Plan (AEP). In alignment with this requirement, the Contractor, in coordination with the ASC, must develop and maintain their own formal, written Emergency Response Plan (ERP) that are tailored to its operations at each airport and consistent with supporting the AEP.

The DCSM is responsible for keeping the ERPs current and for ensuring that all Contractor personnel are fully trained and knowledgeable of the ERP procedures. Initial ERP training

must be completed and documented in each employee's training file within ninety (90) days of contract transition.

A copy of the AEP will be provided to the Contractor at Notice to Proceed (NTP). The Contractor's ERP must be submitted to each respective ASC prior to the contract transition date.

4.35. EMPLOYEE INCENTIVE PROGRAMS

Describe your company's Employee Incentive Programs. Discuss how Contractor leadership will ensure employees are aware of the program and awards are given when applicable.

4.36. EMPLOYEE RETENTION AND TRAINING PROGRAM TO PROMOTE JOB SATISFACTION AND STAFF DEVELOPMENT

Describe your company's employee retention and staff development opportunities. Include explanation of the company's career path progression process for employees.

4.37. COMPETITIVE EDGE OR ADVANTAGE

Describe any assets, expertise, experience, data or technology that gives your company a competitive edge or advantage in delivering airport law enforcement and security officer services. If your company takes a distinctive approach compared to other companies providing the same services, explain how your methods differ and result in improved outcomes.

4.38. TRAINING CURRICULUM REQUIREMENTS

The Contractor shall use Appendix B spreadsheet to document all training requirements. Appendix B consists of four (4) separate tabs and will be used to develop the Master Training Plan (MTP), which must be submitted as Exhibit E of the proposal.

– Tab 1	– HDOT-required training
– Tab 2	– HDOT-required recurrent training
– Tab 3	– Contractor-required training – This tab must include all company-required training and must calculate the total required training hours, including both HDOT and Contractor training. The Contractor must explain how and when all training will be conducted for both new hires and incumbent personnel.
– Tab 4	– Provides a summary of HDOT's training process requirements.

4.38.1. **TAB 1 - INITIAL TRAINING (HDOT REQUIRED TRAINING)**

The Contractor is responsible for delivering all training identified in Appendix B, Tab 1. All Contractor personnel must complete initial training, including review of applicable Post Orders, prior to assuming Post duties. New employees are prohibited from standing a Post alone until the on-the-job training (OJT) listed in Appendix B, Tab 1 has been completed. All incumbent employees must complete, and pass required initial training within thirty (30) days of contract transition.

4.38.2. **TAB 2 – RECURRENT TRAINING (HDOT REQUIRED TRAINING)**

The Contract employees are required to complete recurrent training outlined in Appendix B, Tab 2 annually, based on the Contract year (6/30-6/29). The courses are mandatory, and employees must be re-tested, as applicable during annual recurrent training:

Customer Service/Aloha Spirit

This training reinforces the importance of providing excellent customer service, including the philosophy of the “Aloha Spirit” as defined in HRS §5-7.5 Training will be at least thirty (30) minutes long and should include:

- Identifying and serving internal and external customers
- Professionalism in perception and presentation
- Understanding and demonstrating the Aloha Spirit in daily duties
- Effective communications, including telephone etiquette
- Handling customer complaints
- Conflict resolution techniques.

Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) Annual Training

All Contract personnel are required to complete initial CPR and AED training in accordance with State and local protocols. Training must include hands-on practice with feedback manikins and AED training devices like those used in the airport and in Contractor vehicles. Employees must be able to locate AEDs within their work areas, know how to adjust the AED to the proper setting (adult/child), and be able to execute the proper procedure. Scenario-based training led by knowledgeable instructors who are well versed in the Hawaii CPR protocols is acceptable.

1. CPR and AED Training Reports will be submitted to the respective District ASC semi-annually. HDOT may also request a report at any time for review.
2. Reports must include:
 - Names and positions of trained employees
 - Training duration, date, times, and total time of session
 - The type of training provided (i.e., local CPR protocols, hands-on training)

- Employee’s final score (e.g., pass/fail, percentage)
- The instructor’s name and agency, if not a Contract employee.

Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) Recurrent Training

All personnel must complete hands-on CPR/AED training annually.

Emergency Response Plan (ERP)

ERPs vary by airport location to align with each airport’s Airport Emergency Plan (AEP). For recurrent training, a specific type of incident(s) is selected to develop scenario-based training. This ensures that employees clearly understand their roles, duties, and responsibilities at the onset of an emergency even if those duties differ from their routine tasks. This specific training is considered SSI and must be handled, stored, and disseminated as such.

Firearms Training & Certification/Requalification

In accordance with 49 CFR Part 1542.217, all LEO personnel working at airports to support its security program must be identifiable, possess arrest authority, be armed with a firearm, be authorized to use it if required, and have completed a training program that meets either state, local or TSA acceptable standards. Initial training and firearms qualification is required before assumption of LEO duties. Firearms requalification is required semi-annually (approximately every six months), from the initial qualification but no more than once within any 180-day period since the last firearms qualification. Requalification must include a review of “Shoot, Don’t Shoot” training and Use of Force. Requalification is listed in the course matrix of this document under Recurrent training; however, the documentation must be filed in the LEO employee’s training file under the Firearms Qualification section.

Hazardous Materials Awareness – Initial Training LEO/CSS/CS/Dispatcher

FEMA AWR-358 dL *Hazardous Materials Awareness* Distance Learning course or similar. The course provides proficiency training in identifying hazardous materials utilizing the U.S. Department of Transportation’s *Emergency Response Guidebook* to identify hazardous materials risks and determine appropriate protective actions, utilizing hazard communication documents to further identify hazardous materials risks and implement protective measures, and determining awareness-level personal and public protective actions during hazardous materials incidents. A test assessment will be conducted at the end of the course to evaluate comprehension and proficiency.

Hazardous Materials Awareness Refresher – Annual Recurrent Training LEO/CSS/CS/Dispatcher

FEMA AWR-358-R dL *Hazardous Materials Awareness Refresher* Distance Learning course or similar is required annually. This course is a review of materials and practices covered in the initial eight (8) hour Hazardous Materials Awareness training. A test assessment will be administered at the end of the review.

Screening/Inspections: Aviation Worker, Merchandise and Vehicle

This training is a review of the TSA inspection procedures relating to vehicles, merchandise, and individuals seeking access to Sterile or Secured Areas. Emphasis is placed on correctly identifying the proper ID Media, vehicle identification, and following proper protocols and

procedures prior to allowing access to restricted areas. Each employee must demonstrate practical performance proficiency for each type of inspection. An annual written exam must be completed and passed with a minimum score of 80% accuracy.

Stormwater – Annual State Required Training

All airport tenants and users, including Contractor employees, are required to complete annual environmental compliance training related to stormwater management. Employees must complete the Annual Environmental Tenant Training Survey which consists of ten (10) questions. The training video and survey are available on the HDOT website. A printed copy of the employee's training survey must be retained in their training file. The employee must sign and date the document to verify completion.

4.38.3. TAB 3- CONTRACTOR REQUIRED TRAINING

Details of the training required by the Contractor, as outlined above and reflected in Appendix B, Tab 3, must be incorporated into the overall training plan. The Contractor's training requirements should be in alignment with, and combined into, the total training hours that include HDOT-mandated training. It is important to note that the HDOT-required training takes precedence over the Contractor's company-specific training. Contractor's company-specific training is not billable to the State.

4.38.4. TAB 4 - MASTER TRAINING PLAN (MTP)

The Contractor must provide an outline from the MTP in Tab 4. The actual MTP is a separate document that must include all HDOT-required training listed in Appendix B, Tabs 1 and 2. The MTP must also contain a template for individual course syllabi for all HDOT courses. The Contractor-required training, as identified in Appendix B, Tab 3, must be clearly identified and aligned with the HDOT training requirements, showing how the two sets of training integrate. The complete MTP must be submitted as Exhibit E to the State Contract Administrator within thirty (30) days of Contract award. Once approved by the State Contract Administrator, the Contractor shall carry out the training as outlined in the MTP. All training must be individually documented in employee training folders and made available to HDOT or its representative upon request. Copies of training documentation in either electronic and/or physical formats may be requested. No modifications to the approved MTP may be made without written approval from the State Contract Administrator.

4.39. MTP ELEMENTS

The MTP must include:

1. Brief course description and number of hours per course pursuant to:
 - The training requirements for Law LEOs under *49 CFR, 1542.215 and 1542.217 "Law enforcement personnel,"* paragraph (c), and Hawaii Revised Statutes §261-17 Enforcement of Laws.
 - *"Training for all individuals performing security-related functions"* in accordance with 49 CFR, 1542.213 paragraphs (a) and (b), including LEOs.
 - Security and safety related duties as prescribed by Hawaii Administrative Rules,

Chapter 19, and any other laws or ordinances relating to or impacting operations within or around the airport areas.

- For non-LEO personnel, training requirements beyond those described in the Hawaii Revised Statute §463-10.5 “Guards; registration, instruction, training, testing, and continuing education required; renewal of registration” training must meet the requirements under paragraphs (b) and (c) of Section 1, Elements of the MTP
- Courses listed in the Initial and Recurrent Training Matrix in Appendix B

4.39.1. TYPE OF ASSESSMENT

The MTP must describe the type of assessment (e.g., written tests, practical exercises, verbal evaluations, etc.) and passing score (e.g., minimum percentage, or pass/fail criteria). An OJT Checklist is required for all Post training, separate from classroom or practical assessments.

Employees are prohibited from taking any written or online tests while staffing a Post. However, Post Competency Testing by a Trainer or Supervisor is permitted.

4.39.2. RECURRENT TRAINING

Recurrent training shall be conducted annually according to the contract year (6/30-6/29) to maintain employee proficiency in their Post duties and responsibilities. The recurrent training must:

- Include both in-person and online training formats, relative to what best fits the goals and objectives of the individual training topic
- Be approved by the Training Manager prior to implementation (refer to the training materials section of this document)
- Be identified in the training courses for the annual contract year. The following must be listed on the checklist:
 - Course title
 - Date and time training was conducted
 - Duration of training session, to include assessment and review time
 - Employee’s score (e.g., percentage, pass/fail)
 - Employee’s signature and date upon completion of training
 - Instructor’s signature and date upon completion of training.

4.39.3. QUARTERLY RANDOM POST COMPETENCY TESTING

To ensure that employees maintain consistent proficiency at their assigned Posts, random Post Competency Testing shall be administered quarterly. This testing must verify the employee’s ability to carry out the duties and responsibilities outlined in the applicable Post Order.

The type of competency test administered, and the employee’s score must be documented and included in the employee’s training file under the Recurrent Training section. Both the employee and the person conducting the test must sign and date the document.

4.39.4. REMEDIAL TRAINING

Remedial training is required when an employee is found to be non-compliant with Post Order procedures, as determined by testing conducted by HDOT, TSA or Contract employee/supervisor. The Remedial Training Checklist must:

- Identify the specific Post Order deficiencies
- List courses included in the remedial training plan to ensure the employee can perform the Post Order procedures proficiently
- Include the date of completion, duration time and the test scores, if applicable.

Remedial training records must be included in the employee's training file separate from Initial and Recurrent training.

4.39.5. SUPERVISORY TRAINING

The Contractor must provide specialized supervisory training for personnel in leadership roles. This training must clearly articulate course content relating to supervision (e.g., fundamentals of management, feedback, leadership principles, evaluation techniques) and duration of the course, to include recurrent training. Training documentation is required and filed in the employee's training file under the Specialized Training section.

4.39.6. TRAIN-THE-TRAINER (TTT) TRAINING CERTIFICATION REQUIREMENTS

The Contractor must provide details of its TTT program, whether internal or third-party provided, for review and approval by the State Contract Administrator. The Contractor must maintain a separate Training Manual that outlines the TTT training plan and its contents. Documentation of any trainer's certification, to include any outside TTT certification, must be in the employee training file under the Specialized Training section.

4.39.7. AAAE, ACE-SECURITY CERTIFICATION

All Contractor personnel that are required to take AAAE ACE-Security certification or equivalent as approved by the State Contract Administrator, must have the certificate of completion included in their training file.

4.40. TRAINING MATERIALS

All training materials, including written assessments that reference or present any Post Order information and/or procedure(s), must be properly identified and handled as SSI.

The Contractor is responsible for maintaining accurate and complete training files of all security employees and must make files available to HDOT or its representative, and TSA upon request.

All training materials such as lessons, documentation, records, and evaluations must be reviewed and approved by the Contractor's Training Manager and then submitted to HDOT for final approval prior to implementation. HDOT reserves the right to request training materials in electronic and/or physical formats at any time.

Project No: ES2014-26

SECTION 4

4-31

4.40.1. TRAINING DOCUMENTATION

Training documentation must be standardized and consistent across all Districts. All forms, assessments, checklists, and any related training documents must:

Originate from the MTP

Be approved by the Training Manager before submission to HDOT

Receive final review and approval from HDOT before being used in any training activities

New or revised documents must be approved by the Training Manager and the State Contract Administrator prior to use and must be incorporated into the MTP.

Documentation used to validate employee training, which may be referred to as a training checklist, must include the following:

- Training Course Title
- Date and time of the training conducted
- Duration of the session, to include assessment and review
- Test Score (e.g., percentage, pass/fail)
- Employee's printed name, signature, and date upon completion of training
- Instructor's printed name, signature, and date upon completion of training.

4.40.2. TRAINING RECORDS

All training records must be filed in individual employee training files, organized in chronological order and aligned with the respective training checklist. If there is no training checklist, records should be filed alphabetically by Training or Course title.

Training records must be categorized and maintained for each active employee by:

Initial Training

Specialized Training

LEO-specific Training

Recurrent Training

Remedial Training

For LEOs, a separate Firearms Qualification section is required

Training records for inactive employees must be retained for one hundred and eighty (180) days following the employee's date of separation of employment pursuant to 49 CFR § 1542.217, paragraph (d) for LEOs and § 1542.213, paragraph (d) for security-related personnel.

4.40.3. TRAINING EVALUATIONS

HDOT Required Training

All employees must complete a course evaluation at the end of each HDOT-required security training course, unless otherwise waived in writing by the State Contract Administrator. The evaluation will be issued electronically (e.g., Microsoft forms). Employees may complete the evaluation on mobile devices. Evaluations must include the employee's assessment of the training content, instructional material, and trainer performance.

Security Training Officers (STOs) must evaluate training courses at a minimum of once per year and report any concerns, observations, or recommendations to the Training Manager.

Training evaluations are submitted to the Training Manager.

Evaluation Recap Report

The Contractor's Training Manager must prepare a Quarterly Training Evaluation Recap report for each airport District. This report must be submitted to the Training Manager, who will distribute it to each respective District ASC and the State Contract Administrator.

The Evaluation Recap Report must include:

- The number of courses provided, include course title
- The number of employees trained for each course, by position
- Time and date(s) of the training being reported, by course
- The percentage of completion, by course and/or position
- A summary of the overall training provided
- Recommend changes or modification for training, include reason or justification
- Any other specific details requested by the respective ASC and/or the State Contract Manager
- Summary of employee comments and feedback of HDOT-required training courses
- Details of new hire and current employee training status and concerns, and any other related topics.

4.41. POST ORDERS

The Contractor must ensure that current Post Orders are maintained at every Post. The ASC will work with the Contractor to develop and finalize security Post Orders for each Post listed in the District Security Services Order (DSSO). The ASC reserves the right to determine if a Post Order is needed for certain Posts. Appendix D provides a sample schedule. The actual DSSO will be provided following Contract award. The Contractor must use the Post Order template provided by HDOT.

Post Orders shall clearly describe the current duties and responsibilities for each security Post. The ASC will have final approval over all Post Orders prior to implementation.

Specific Post Order requirements:

1. Post Order template provided by HDOT to be followed at all airport sites.
2. All site DCSMs are responsible for developing and updating Post Orders with ASC written guidance and approval prior to implementation.
3. Post Orders must be reviewed quarterly to ensure accuracy and relevancy. At HNL, Post Order reviews may be spread out over a calendar year.
4. All memorandums and/or addendums that affect the duties or procedures of a Post must be approved by the ASC and incorporated into the Post Orders no later than 48 hours after issuance. The original memorandums or addendums must be removed from the Post once the updates are made.
5. All Post Orders must:
 - Comply with SSI protocols for proper marking, handling, securing and password protection
 - Include a comprehensive listing of all duties, responsibilities, and tasks, along with explanations of the primary expected activity for each Post
 - Contain a Table of Contents for easy reference
 - Be stored in separate, clearly marked binders free and away from memos and/or other inter-company information not pertaining directly to Post procedures
 - May be stored electronically provided all SSI protocols are strictly followed
 - Be inspected weekly by Contractor's Supervisory personnel to ensure that the Post Orders are the most current version, and are complete with all pages, neat and legible with no hand-written notes
 - Be properly destroyed (shredded) immediately after removal, in accordance with SSI procedures.

4.42. UNIFORMS

The Contractor shall provide uniforms and equipment necessary to fulfill the terms of the Contract. The State Contract Administrator shall approve all uniforms and equipment provided by the Contractor prior to the submission of the Contractor's Proposal. The Contractor's Proposal must include the Uniform and Equipment Approval Form located in Appendix E. A signed Uniform/Equipment Approval Form must be submitted as Exhibit F. All Contractor employees providing security services (exception: administrative personnel, CSM, DCSM, etc.) in a forward-facing public setting must be in uniform while on duty unless agreed to and approved in writing by the State Contract Administrator.

4.42.1. UNIFORM REQUIREMENTS

There shall be a clear and distinct difference between the uniforms of Law Enforcement Officers and the Non-Armed security officers as follows:

- Uniforms for the Watch Commander/CSS/LEO shall be dark blue with an embroidered badge on the front that States “LAW ENFORCEMENT OFFICER” . The back of the uniform will have “AIRPORT POLICE” embroidered in white, 3” letters. Footwear shall consist of either black boots or black-tie oxford shoes, and any leather shoes must be properly shined. Closed toe shoes must be worn at all times. Matching dark socks will be worn with shoes.
- Non-armed security officers shall have a uniform different in color from a LEO. Footwear shall consist of either black boots or black-tie oxford shoes, and any leather shoes must be properly shined. Closed toe shoes must be worn at all times. Matching dark socks will be worn with shoes.
- Personnel performing traffic control duties must wear a safety vest that complies with OSHA standards. The vest must feature reflective strips, and the word “Security” printed on the back. The vest should be worn as the outermost garment and should include pockets adequate to hold essential items such as a phone, guard tour device, radio, writing pad, and similar tools. White gloves are to be worn when directing traffic to enhance visibility and for safety.
- The Contractor is responsible for providing identical, clean, standardized uniforms for all law enforcement and security officers while on duty at state airports.
- Visible body ornaments are not allowed.
- While on duty at state airports, all law enforcement and security officers must wear and carry required identification, which includes airport ID Badges, company insignia, and commissioning cards, where applicable.
- Law enforcement and security officers must maintain a well-groomed and professional appearance. Hair must be kept neat and presentable, avoiding unnatural hair colors and radical fashion styles or cuts such as mohawks or spikes. Long hair should be pulled back neatly or styled in a neat bun. Beards and mustaches must be neatly trimmed and, where possible, tattoos and body piercing(s) (other than ear) are to be covered.
- Uniforms must be appropriately sized, clean, and free of wrinkles. They are to be worn as designed and maintained in a military manner, with buttons secured at all times unless otherwise directed.

4.42.2. WEATHER-PROOF RAIN GEAR

All employees who may be required to work outdoors must be issued a rain jacket. Additionally, Contractor must maintain an onsite supply of spare rain jackets or ponchos to be used in the event of unexpected weather.

4.42.3. UNIFORM COMPLIANCE

Security personnel reporting for duty who do not meet the established uniform and appearance standards will not be accepted by the ASC and should be sent home by the Contractor. Should the ASC notify the Contractor that an employee is unacceptable because of personal hygiene,

abusive behavior, or reasonable suspicion of substance abuse, the Contractor must immediately remove the employee from the job site. The Contractor has two (2) hours to have a replacement on duty for the vacated Post.

4.42.4. **UNIFORMS - NON-AIRPORT CONTRACTS**

Contractor personnel are prohibited from wearing the airport-approved uniform shirts for any off-airport property, contracted work.

4.42.5. **UNIFORM REPLACEMENT PROGRAM**

The Contractor must implement and maintain a uniform replacement program to replace worn, damaged and faded items in a timely manner. This program ensures that personnel maintain a professional appearance and represent HDOT appropriately. **Faded uniforms must be replaced by the Contractor to maintain consistent coloring between shirt and pants and to ensure a uniform and professional look across all personnel.**

4.43. **EQUIPMENT GENERAL**

All property provided by HDOT under this Agreement shall remain the property of HDOT. Upon termination of this Agreement, the Contractor is required to promptly return all such property to HDOT. Prior to the completion and close-out of the contract, the Contractor and HDOT shall conduct a full inventory of all furnished property.

Any HDOT-owned equipment that is lost or damaged due to the actions or negligence of the Contractor's personnel must be reported within twenty-four (24) hours of the incident. The Contractor is responsible for replacing the lost or damaged equipment at their own expense within three (3) business days of the loss or damage. If the equipment is not replaced within three (3) business days, HDOT reserves the right to deduct the replacement cost from any unpaid contract balances.

4.43.1. **EQUIPMENT DISPOSITION**

Upon termination of this Contract, the CSM and State Contract Administrator will review and coordinate the allocation of property.

4.43.2. **REQUIRED EQUIPMENT**

The Contractor shall provide all law enforcement and security officers with the equipment specified in Appendix C, at no cost to the officers, for the duration of the contract. Additionally, the Offeror must complete each Appendix C worksheet with all equipment that will be purchased for each airport, within each District and submit in Exhibit M.

4.43.3. **QUARTERLY EQUIPMENT INVENTORY**

The Contractor shall provide the State Contract Administrator with a quarterly inventory report of all required equipment. A separate inventory report should be submitted for each airport. Reports are not to be combined with another airport. Each report shall include:

- Mileage for each vehicle
- Status of all equipment, noting if any equipment has been replaced or reallocated
- Serial/VIN numbers as applicable
- Quantity and total of each item
- Current condition of each item (e.g., out for repair, total loss)
- Description of substituted equipment or vehicles along with an estimated timeframe for repair.

4.44. ARMORY

For each airport site where weapons are maintained, the Contractor must provide a secure armory. At HNL, the armory will be staffed by a properly trained weapons armorer. At OGG, LIH, KOA, and ITO, the Watch Commander or CSS will act as the armorer. All weapons must be secured in a safe/vault with a key that is different from the armory door lock. Locked cabinets are not acceptable for weapon storage. The weapons vault for each location must be at minimum, a GSA, Class A Vault. Special attention should be given to the location of the clearing barrel to ensure that, in the event of an accidental discharge, no harm or impact is caused to surrounding workspaces. Any accidental discharge must be reported to the ASC immediately. See *Table 5*.

Table 5 Armory/Weapons Details

District	Airport	GSA, Class A Vault	Clearing Barrels	Est # Weapons
Oahu				
	HNL	1		131
	HNL (sm vault vehicle gate)	1	1	0
	JRF	1	1	2
	HDH	1	1	1
Maui				
	OGG	1	1	50
Kauai				
	LIH	1	1	32
Hawaii				
	KOA	1	1	38
	ITO	1	1	32
	MUE	0	0	0

4.45. COMPUTERS/PHONES/TABLETS/GUARD TRACKING EQUIPMENT

All computers, phones, mobile devices, and guard tracking equipment used under this Contract must be purchased specifically for this Contract. The ASC may request to review the purchase receipts.

4.45.1. EQUIPMENT LOGIN/PASSWORDS

Login information and passwords assigned to an individual shall not be shared or used by another individual and must be kept confidential.

4.45.2. PC/LAPTOP/TABLETS

The Contractor must ensure that adequate equipment is provided to support all personnel in the performance of their duties. The Contractor must provide a sufficient amount of computers, laptops, and/or tablets to allow staff to complete reports, access emails, and perform routine tasks such as document scanning and electronic document retention tasks efficiently. Microsoft Office or similar program for writing documents, creating spreadsheets, report writing, etc. must be included on computer equipment to facilitate compatibility with HDOT computers.

4.45.3. REPAIRS

Contractor must provide spare devices or repair/replace an inoperative or damaged device within 48 business hours. The Contractor is highly encouraged to provide a protective case.

4.45.4. PRINTERS/SCANNERS

Contractor shall provide adequate printing/scanning equipment to meet Contract requirements. Site Training Officers must have access to a printer/scanner 24/7. Printer/Scanner type to be procured must be included on the Appendix C Equipment form for each District and submitted under Exhibit M with the Offeror's Proposal.

4.45.5. SHREDDER

The Contractor must properly dispose of all SSI and Confidential information. Consideration should be given to proper shredding of SSI/PII if the training office is located off-site. Shredder to be procured must be included on the Appendix C Equipment form for each District and submitted under Exhibit M with the Offeror's Proposal.

Alternately, the Contractor may subscribe to a shredding service providing that the vendor provides lockable shred containers. The key for the lockable shred bin must be stored securely. The Contractor must ensure that all documents containing SSI and Confidential information is properly disposed of by monitoring the active shredding of the documents by the shredding service.

4.45.6. PHONES

All administrative staff shall have a desk phone or a mobile device. A mobile device is required for staff that work in the office and in the field and any staff that may be required to be on-call.

4.45.7. SECURITY MONITORING AND REPORTING SYSTEM (GUARD TOUR) TECHNOLOGY

The Contractor shall have a mobile electronic monitoring and reporting system to monitor and track security personnel. *Table 6* shows which airports have devices and an estimate of the number of devices as of the current Contract.

Table 6 Estimated Number of Current Security Monitoring and Reporting System Devices

District	Airport	Est # Devices
Oahu		
	HNL	150
	JRF	5
	HDH	1
Maui		
	OGG	34
	LNY	2
	MKK	2
Hawaii		
	KOA	37
	ITO	25
	MUE	1
Kauai		
	LIH	21

At a minimum, the reporting system must have the capability to:

- Monitor employee locations in real time to support improved response and situational awareness
- Generate officer location reports for patrol accountability
- Deliver daily roll call briefings, pass-on information, and daily training topics to staff
- Provide real-time updates on changes to security regulations and practices
- Collect and report AWS program required data including number of AW screened and number of unauthorized weapons, explosives and/or incendiaries discovered
- Provide real-time security incident reports, daily activity logs/reports, and maintenance requests, with the ability to attach images to these reports

- Organize and manage Post Orders, schedules, and logs
- Provide access to an electronic Stop List
- Store Sensitive Security Information (SSI) securely, in a way that follows all 49 CFR, Part 1520 requirements
- Collect and analyze real-time data, trends, and metrics for operational improvement
- Provide report access to HDOT in multiple formats, including PDF, Excel and CSV
- Offer a configurable dashboard that the Contractor must set up in accordance with the requirements of the ADM/ASC.

All costs associated with the acquisition, implementation, maintenance, and management of the reporting system shall be the sole responsibility of the Contractor.

Additionally, the Offeror may be required to provide a live demonstration of the system during the proposal review process.

4.46. RADIO EQUIPMENT

All radio equipment used under this Contract must be purchased specifically for this Contract. Purchase receipts must be dated after the date of Contract award.

The Contractor will equip every law enforcement and security officer on duty with a portable, two-way, handheld radio capable of providing instantaneous, reliable, and clear communications with a Supervisor or Dispatcher from all locations on the airport grounds. **Security Monitoring and Reporting System devices with cellular technology may be used for unarmed security officers, except at any Sterile Area exit lanes/backflows.** There must be no communication dead zones. Exceptions to this requirement are limited to personnel assigned to the Pass & ID Offices.

Each Post must be equipped with a portable, two-way radio along with a sufficient number of back-up radios to ensure continuous communication in the event of equipment failure. All radios shall be compatible with the current specifications used by the airport communication systems and must include a common use channel for direct communications between HDOT staff and officers for dispatching, direction, access control, emergencies, and operational needs of the airport. In addition, the radios must include a dedicated secondary channel for security-only communications between officers and Contractor staff for non-emergency matters. Fixed radios meeting these requirements must be installed in each licensed vehicle used under the Contract. Radios shall be provided at the airports listed in Appendix C. Radio frequencies will be disclosed upon issuance of NTP.

The Contractor must provide radios and chargers with which the ADM and ASC can communicate with Contractor leadership or supervisory personnel. The radios and their charging equipment must be of equal or better type and quality to be fully compatible with those currently in use at the airports as described in *Table 7*. The Contractor is required to verify radio needs independently; *Table 7* is only to be used for order of magnitude.

4.46.1. RADIO MAINTENANCE

The Contractor will be responsible for the proper maintenance of the radios and must promptly replace any units that are lost, stolen or damaged. Radios will be fully operational at all times,

and adequate spare radio units to cover equipment downtime or temporary outages must be available. The radios must be able to provide communication to and from all locations on each airport. The cost of upgraded equipment may be eligible for reimbursement, however any associated maintenance costs (i.e. batteries, alternate power supply backups) shall be at the Contractor's expense.

4.46.2. **EMERGENCY COMMUNICATIONS**

In emergencies and during emergency exercises, the Contractor must have sufficient batteries and alternate power sources to ensure continuous operation of both State-compatible and Contractor radios. The communications system cannot fail due to the lack of adequate and reliable power.

If the State changes the type of State-compatible radios during the contract period, the Contractor will be reimbursed for the actual replacement costs. If additional radios are required, the Contractor will be reimbursed for the purchases.

4.46.3. **SPARE BATTERIES**

In continuous 24/7 operations, battery power can easily become a critical issue, potentially taking functioning radios out-of-service due to lack of charge or power. The Contractor must ensure that a continuous supply of spare batteries is always available. If any batteries stop functioning, the Contractor must replace them in a timely manner to minimize operational impacts.

4.46.4. **DURESS BUTTONS**

All handheld radios provided under this Contract must be equipped with a Duress Button that may be used to quickly alert Dispatchers of an officer emergency.

4.46.5. **VEHICLE VHF RADIOS**

See *Table 8* below for the requirement of vehicle air-to-ground VHF radios. Each vehicle (except gas-powered carts/ATV and the pickup truck for Waimea-Kohala Airport) that requires a VHF radio shall be equipped with an installed mobile air-to-ground VHF radio to communicate with the air traffic control tower, Unicom and Airport District Operations. Each vehicle radio will be equipped with internal and external speakers and appropriate antennae. The Contractor shall verify the specific needs of mobile air-to-ground VHF radio communication specifications and needs as directed by the ASC at the various airports prior to procurement.

Table 7 Estimated Number of Radios Required

District	Airport	Handheld	Vehicle	Base Station	VHF Air-to-Ground
Oahu					
	HNL	148	9	2	0
	JRF	4	1	0	0
	HDH	1	1	0	0
Maui					
	OGG	42	8	1	1
	LNK	2	1	0	0
	MKK	2	1	0	0
Kauai					
	LIH	24	0	1	0
Hawaii					
	KOA	22	5	1	0
	MUE	HDOT hand held (1)	0	0	2
	ITO	23	6	6	6

4.47. VEHICLE EQUIPMENT PACKAGE/MAINTENANCE/ESTIMATED ANNUAL MILEAGE

Contractor will supply new vehicles for the Contract as listed in Appendix C. Purchase receipts or lease documents must be dated after the date of the contract award and if leased, for the full term of the contract. *Table 8* lists the required vehicles.

Table 8 Vehicles Required

OAHU DISTRICT	
DANIEL K. INOUE INTERNATIONAL AIRPORT	
# Required	Description
4	4WD extended cab pickup trucks with combination tow hitch (pintle & 1.5 ball).
5	2WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball).
10	Gas-powered cart.
8	T3 Electric Vehicle.
15	Bicycle capable of operating on airport roadways and within multi-level parking structures (approximately 95% of the time) and off-road conditions (5%).

KALAELOA AIRPORT	
# Required	Description
2	4WD pickup truck with combination tow hitch (pintle & 1.5 ball).
1	Gas-powered cart.
DILLINGHAM AIRFIELD	
# Required	Description
1	4WD pickup truck with combination tow hitch (pintle & 1.5 ball).

MAUI DISTRICT	
KAHULUI AIRPORT	
# Required	Description
3	4WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball).
3	Mid-size SUV (Similar to Nissan Rogue, Chevy Terrain)
1	Compact sedan. (Similar to Nissan Sentra)
1	Full-size sedan. (Similar to Chevy Impala)
4	T-3 Electric Vehicle.
1	UTV.
4	Bicycle capable of operating on airport roadways and off-pavement surfaces.
2	Gas-powered Cart.
LANAI AIRPORT	
# Required	Description
1	UTV.
1	Gas-powered cart.
MOLOKAI AIRPORT	
# Required	Description
1	UTV.
1	Gas-powered cart.

HAWAII DISTRICT	
ELLISON ONIZUKA KONA INTERNATIONAL AIRPORT	
# Required	Description
2	4WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball).

3	Full-size 4WD SUV (Similar to Chevy Tahoe) with combination tow hitch (pintle & 1.5 ball).
1	Full-size sedan. (Similar to Chevy Impala).
4	UTV.
4	Bicycle capable of operating on airport roadways and off-pavement surfaces.
2	Gas-powered cart.
HILO INTERNATIONAL AIRPORT	
# Required	Description
5	4WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball).
1	Compact sedan. (Similar to Nissan Sentra)
3	UTV.
WAIMEA-KOHALA AIRPORT	
# Required	Description
1	4WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball). Cellular phone with battery charger, extra batteries, capability to be powered by vehicle. All airtime costs to be paid by the Contractor. Phone service must be activated at the start of the contract.
KAUAI DISTRICT	
LIHUE AIRPORT	
# Required	Description
3	4WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball).
1	Full-size 4WD SUV (Similar to GMC Yukon) with combination tow hitch (pintle & 1.5 ball).
1	Gas-powered cart.

4.47.1. VEHICLES

Vehicles used under this contract must be white in color, properly licensed, marked, safe, clean, and maintained in good appearance and running condition. The vehicles are subject to the approval and inspection by the ASC prior to use. **Pursuit Packages are not allowed.**

4.47.2. VEHICLE MAINTENANCE

The Contractor shall be responsible for regularly maintaining and servicing all vehicles and equipment according to the manufacturer's recommendations. All service and maintenance records shall be maintained and provided upon request by the ADM/ASC.

If any vehicle will be out-of-service for more than 48 hours, the Contractor must provide a replacement vehicle, and the ASC must be promptly notified.

4.47.3. VEHICLE LIGHTING/MARKING

All vehicle lighting must comply with HRS 91-31.5. The use of blue lights on any Contractor vehicle or equipment is strictly prohibited.

Law Enforcement Vehicles

All law enforcement vehicles provided under this Contract shall have installed:

- Permanently attached operational, flashing red emergency light bar mounted on the roof
- Alley lights
- Fully operational siren, PA system and vehicle radio – vehicle must have sufficient battery capacity to power the extra devices without causing excessive battery drain
- Markings on each side and back of the vehicle with the words “AIRPORT POLICE” in contrasting 4-inch reflective capital letters
- Side numbers that are 16 inches in height, 4 to 5 inches thick, conspicuously located, and in sharp contrast to the vehicle color
- Nighttime reflective markings permanently attached 8-inch-wide horizontal band of high gloss white paint or white reflective tape around the vehicle’s surface (Retroreflective, ASTM-D 4956-09, Standard Specification for Retroreflective Sheeting for Traffic Control, Type III and above).

Security Vehicles

All security vehicles provided under this Contract must be equipped with the following:

- Permanently attached operational, flashing yellow light bar or beacon mounted on the roof
- Contractor’s logo on both front doors with letters at least four (4) inches in height
- Alley lights
- Side numbers that are 16 inches in height, 4 to 5 inches thick, conspicuously located, and in sharp contrast to the vehicle color
- Nighttime reflective markings, permanently attached 8-inch-wide horizontal band of high gloss white paint or white reflective tape around the vehicle’s surface (Retroreflective, ASTM-D 4956-09, Standard Specification for Retroreflective Sheeting for Traffic Control, Type III and above)
- The Contractor shall be required to submit any vehicle provided under this Contract to a vehicle inspection at the request of the ASC or State Contract Administrator. In the event a vehicle is unable to pass said inspection, the vehicle shall be removed from HDOT airport property and replaced by the Contractor within 48 hours.

4.47.4. GAS CARTS/UTV REQUIREMENTS

Gas-powered UTVs and carts used under this Contract must have a roof, four-sided enclosure, windshield, turn signals, headlights, brake lights, seatbelts, full-length rear-view mirror left and right-side mirrors, and a horn. Additionally, a UTV must have a storage bed in the rear.

Carts must be white in color, have a yellow flashing light on the roof, and have the triangle - shaped slow-moving vehicle warning sign on the rear of the vehicle.

UTVs must have a red flashing light on the roof.

4.47.5. ELECTRIC POWERED VEHICLES/CARTS/T3 REQUIREMENTS

All electric powered vehicles and carts must have a roof, four-sided enclosure, windshield, turn signals, headlights, brake lights, seatbelts, full-length rear-view mirror and left and right side mirrors, and a horn.

The Contractor is responsible for installing all required charging equipment, including metering and independent electric company payments. Equipment must be charged in locations that do not require extension cords across walkways and roads and/or impede traffic or access to perimeter gates.

Additionally, T3 Motorized Vehicles must have flashing lights, siren or audio device, PA system, high visibility reflective "AIRPORT POLICE" markings and reflective horizontal accent stripes.

4.47.6. BATTERY METER

All electric carts/T3 motorized vehicles that are used on the airside of the airport-airfield and aircraft ramp areas, must have a battery meter installed that indicates level of charge. At no time should an electric cart/T3 be driven on the airside of the airport with less than a ¼ charge.

4.47.7. SPARE BATTERY PACKS

At least one spare battery pack must be available for T3 motorized vehicles.

4.47.8. BICYCLE MARKING/LIGHTING

Bicycles should have proper reflective markings and a flashing light for visibility.

4.47.9. FLEET UTILIZATION

HDOT will not be responsible for policy changes that adversely affect fleet utilization. The Contractor must have a full complement of vehicles at all times. Rental vehicles with temporary markings/decals can be used to replace out-of-service (OTS) vehicles on an interim basis. If a vehicle is out-of-service for more than 48 hours, a replacement vehicle must be provided at no cost to HDOT. The ASC must be notified of any vehicle OTS for more than 48 hours.

4.47.10. ESTIMATED ANNUAL MILEAGE

The Contractor is responsible for providing all vehicle fuel. The estimated annual mileage by District is contained in *Table 9*.

Table 9 Estimated Annual Mileage by District

Airport	Est. Annual Mileage	Est. Annual Hours-non-odometer vehicles
Oahu District		
	864,984	2,659
Maui District		
	308,565	2,514
Hawaii District		
KOA/MUE	504,043	13,761
ITO	364,875	2,842
Kauai District		
LIH	214,150	2,483

4.48. EQUIPMENT INVENTORY

The Contractor shall maintain an equipment inventory for all vehicles and equipment procured under the Contract (see Appendix C). Upon review and inspection, the ADM/ASC, with approval from the State Contract Administrator will determine which equipment, and vehicles shall be turned over to HDOT at the end of the Contract.

4.49. ADDITIONAL EQUIPMENT ALLOWANCE

HDOT may require the Contractor to provide additional equipment to supplement the security needs of the airports. The Contractor shall be reimbursed semi-annually for the cost of the equipment including taxes and shipping charges, if any. The Contractor shall substantiate its charges by submitting original billing as required by HDOT. The Contractor shall not procure any additional equipment until a written approval is provided by the State Contract Administrator, and it is the Contractor's responsibility to provide a quotation for approval for this additional equipment to the ASC or State Contract Administrator prior to procurement. Any deviations from the quotation in comparison with the final submitted invoice shall be justified in writing.

The CSM is responsible for determining the additional equipment needs semi-annually and submitting to the State Contract Administrator for approval. The State Contract Administrator will work with the impacted Districts to approve the requests. The Contractor must keep a log of the equipment purchased and the amounts expended annually and provide it to HDOT upon request.

Refer to Appendix C for list of equipment that is allowed.

The allowance is budgeted for each contract year (6/30-6/29). The Contractor will make semi-annual requests in a timely manner to ensure the procurement process can be fully completed prior to June 29th each year. The Contractor is not required to expend allowance funds. Unexpended funds after June 29th of each year may not roll over to the next contract year.

The allowance for any extension year may be negotiated prior to the start of the extension year.

4.50. AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Each vehicle, except for gas or electric-powered ATV/carts, shall have installed an operational Automated External Defibrillator (AED) supplied with two (2) sets of pads, two (2) batteries, one (1) pediatric key, prep kit which includes scissors, razor, gloves, towel, and a hard, shock resistant case.

The current model of AED that is used in ARFF (fire) vehicles statewide is the Philips FRx with a pediatric key. This is the preferred device so that it is compatible with the existing HDOT devices statewide and:

- Contains the same software so AED event information can be shared from the AEDs used Statewide.

4.50.1. AED REGISTRATION

Contractors' responsibility related to reporting AED status and location:

1. Each AED must be registered with the HDOT Public Access Defibrillation (PAD) Contractor.
2. Each AED must be inspected at least every 30 days, and a written log of these inspections must be kept on file for the life of the AED.

The inspection report will include but is not limited to location, serial number, battery installation date, expiration date of both primary and spare pads, pediatric capability (key or pads), and complete prep kit.

4.50.2. AED ACTIVATION

Every time the AED is used, it must be reported to the State and the HDOT PAD Contractor as soon as possible and prior to placing the AED back in service.

4.50.3. CONTRACTOR AED RESPONSIBILITIES

HDOT PAD Contractor's Responsibilities will include:

- Track the location, serial number and accessory expiration dates of every AED device **purchased by the Contractor**

- Monitor battery and defibrillation pads shelf life and replace on an as needed basis prior to expiration dates
- Make equipment replenishment recommendation in writing to the HDOT PAD Contractor and to ensure delivery of supplies in a timely manner
- Manage warranties of the AEDs, including notification requirements, warranty timelines, and arrangements for return of defective devices and budget for new devices when needed.

4.51. RECORDS/REPORTS FORM

The records and reports which relate to the Contract shall be in electronic format and made available to HDOT upon request. The format of all records and reports shall be approved by HDOT.

4.51.1. RECORDS

The following records shall be maintained by the Contractor and may be requested by HDOT to verify the Contractor's requested payments:

1. Payroll records as required by State and federal laws.
2. Records required by 49 CFR Part 1542 as amended.
3. Training, psychological, critical thinking, drug-testing, personnel and commissioning records.
4. Complaints, investigations and incident reports.

4.51.2. REPORTS

All reports will be submitted electronically to the ASC upon request.

4.51.3. MASTER LOG

A master log shall be maintained for all reports that will be updated and maintained in electronic format identifying specifics including, but not limited to, date, report type, report number, brief description, reported by, logged in by, comments and status. Report format will be prepared and maintained in electronic formats that are text searchable (ex: Microsoft Excel, Microsoft Word, digital photos, etc.). Contractor produced reports and logs shall be in text - searchable PDF format or generated via the electronic devices required for the Contract. Examples of reports include:

- Inspection
- Compliance
- Investigation
- Incident
- Activity

- Accident

4.51.4. FILE NAMING CONVENTION

Contractor shall establish a file naming convention that includes:

05MAR15_REPORT NUMBER_LOCATION

4.51.5. ELECTRONIC RECORD STORAGE

Contractor is responsible for scanning reports and records into a secure electronic storage space and properly password protecting any documents or records that are SSI. All reports must be immediately available, when completed, on the report dashboard, and must be available to HDOT for a minimum of one (1) year from the Contract end date then destroyed.

4.51.6. PAPER RECORD STORAGE

Contractor is responsible for maintaining any paper records and reports for 180 days. Unless otherwise instructed by the ASC, paper records and reports shall be properly destroyed 180 days after the end of the month.

4.51.7. CONTRACTOR GENERATED REPORT FORMS

Contractor produced forms are subject to ASC approval. Accident and incident reports are deemed confidential and are the property of HDOT. Accessibility to confidential electronic files shall be limited to authorized personnel who are designated to view, edit, print and transmit this information.

4.51.8. CCTV COVERAGE REPORTS

The ASC or State Contract Administrator must be informed immediately in writing of any request for a copy of any report or CCTV footage from a non-HDOT department or section. The ASC or State Contract Administrator must approve the request for report or CCTV footage prior to dissemination. The Contractor must maintain a log of all reports or CCTV footage provided to or viewed by all individuals, including upon ASC/ADM request.

4.52. CITATION FORMS

The Contractor shall issue the following and provide employee training in proper use and completion of these forms:

1. State of Hawaii District Court Citations obtained by the Contractor from the district court in the District the airport is located.
2. Manager's Citations issued by the ASC.

4.52.1. MONTHLY AUDITS

All citations shall be controlled by the Contractor. The Contractor shall conduct a monthly audit of citation books. Supplemental forms, warning tickets, and traffic advisory forms prescribed for issuance by the ASC will be furnished by the ASC.

4.53. CONTRACT AUDITS

During the contract period, HDOT reserves the right, without prior notice, to audit all aspects of the Contract and the Contractor's records in relation to this scope of work throughout this Contract. HDOT will audit prior to making final payment for the security services rendered per General Conditions. HDOT may use a third-party auditor. The cost of any audit will be at the expense of HDOT.

APPENDIX A

Required Positions/High-level Duties

WORK LOCATION

The positions in this contract are mostly considered operational and must work onsite. The DCSM may approve an occasional remote work assignment, for example an administrative staff member has a cold but still wants to work. Operational staff may not work remotely without the State Contract Administrator's approval.

REQUIRED TESTING

PSYCHOLOGICAL TESTING

All new armed and Dispatcher (not CCTV only staff) personnel must undergo psychological testing at the time of hire by the Contractor. HDOT will accept a Mandatory Testing Verification record for armed and Dispatcher Incumbent personnel, which must be maintained in the employees training folder.

CRITICAL THINKING TESTING

All new armed and Dispatcher (not CCTV only staff) personnel must undergo Critical Thinking testing at the time of hire by the Contractor. HDOT will accept a Mandatory Testing Verification record for armed and Dispatcher Incumbent personnel, which must be maintained in the employees training folder.

CONTRACT SECURITY MANAGER (CSM) (NON-BILLABLE)

The Contractor shall provide one (1) full-time CSM.

CSM RESPONSIBILITIES

The CSM is responsible to manage the overall contract and to serve as the authority to supervise and direct all DCSMs at the respective airports. The CSM will also act as the point of contact for all critical issues, directives and inquiries regarding the contract and will be required to participate in all proceedings deemed urgent, important or critical by the State Contract Administrator, ADM and ASC.

CSM EDUCATION/EXPERIENCE

The CSM overseeing the entire contract for the assigned airports shall possess the following minimum education/experience:

1. Meet all requirements for CSS including being commissioned as a LEO, unless otherwise approved by the State Contract Administrator.
2. At least four (4) years of experience as a supervisor at the upper-management level comparable to a rank of Lieutenant or above in a law enforcement organization.
3. Be able to plan, direct, and supervise the work of District Contract Security Managers (DCSMs) in the performance of the requirements established by the contract.
4. Be able to resolve problems which may arise in the execution of the contract.
5. At least five (5) years of professional experience as a security or law enforcement official in a recognized, certified law enforcement organization, or five (5) years of leadership security contract experience.
6. American Association of Airport Executives (AAAE), ACE-Security certification or equivalent as approved by the State Contract Administrator, is required within six (6) months of being appointed to the position.

APPENDIX C

DISTRICT EQUIPMENT LIST

APPENDIX C
SECURITY CONTRACT EQUIPMENT - OAHU DISTRICT - HNL, JRF, HDH

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
1	Handcuffs (LEO)						
2	White gloves (TCO)						
3	Flashlights (LEO/ASO/TCO/Vehicle gates) with belt holder case						
4	Foul weather gear (LEO/ASO/TCO)						
5	Bike helmets and necessary safety equipment						
6	Vehicle undercarriage search mirrors for each staffed vehicle gate, plus at minimum, one spare for each location						
7	Disposable gloves for merchandise and Aviation Worker screening locations						
8	Traffic whistles appropriate to the services being performed, and as deemed necessary by the ASC						
9	Contractor will supply one bull horn per airport						
10	Training tablets for Training Manager and all Site Trainer Officers (iPad, Sony Xperia, Samsung Galaxy, etc.), must have at least one back-up at each airport						
11	Cross-Shredder						
12	Pocket notebooks						
13	Pen(s)						
14	Individual Body Armor, Level 2 or higher for LEOs						
15	Standard and identical 9mm handgun with a with holster and belt approved by the State Contract Administrator						
16	Level 3 Holster must have an automatic locking system with a self-locking system						
17	Brand of Weapons Safe/Vault						
	Security Monitoring and Reporting System (Guard Tour) Technology						
18	Daniel K. Inouye International Airport						
19	Kalaeloa Airport						
20	Dillingham Airfield						
	Radios						
	See Section 4.46 Radio Equipment Table 7 for radio types						
21	Daniel K. Inouye International Airport						
22	Kalaeloa Airport						
23	Dillingham Airfield						

APPENDIX C
SECURITY CONTRACT EQUIPMENT - OAHU DISTRICT - HNL, JRF, HDH

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
	Vehicles						
	DANIEL K. INOUE INTL AIRPORT						
24	Law Enforcement Vehicle 2WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball)						
25	Security Vehicle Mid-size SUV (Similar to Nissan Rogue, Chevy Terrain)						
26	Security Vehicle Gas-powered Cart (Similar to a CrossFire)						
27	Bicycles capable of operating on airport roadways and within multi-level parking structures (approximately 95% of the time) and off-road conditions (5%) with safety markings and flashing warning lights						
	KALAELOA						
28	Law Enforcement Vehicle 4WD pickup truck with combination tow hitch (pintle & 1.5 ball)						
29	Security Vehicle Gas-powered Cart (Similar to a CrossFire)						
	DILLINGHAM						
30	Law Enforcement Vehicle 4WD pickup truck with combination tow hitch (pintle & 1.5 ball)						
	AED						
31	Automated External Defibrillator (AED)	Heartstart FRx AED #861304			Every 30 days		
		HeartStart Onsite #M5066A					

APPENDIX C
SECURITY CONTRACT EQUIPMENT - MAUI DISTRICT - OGG, LNY, MKK

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
1	Handcuffs (LEO)						
2	White gloves (TCO)						
3	Flashlights (LEO/ASO/TCO/Vehicle gates) with belt holder case						
4	Foul weather gear (LEO/ASO/TCO)						
5	Bike helmets and necessary safety equipment						
6	Vehicle undercarriage search mirrors for each staffed vehicle gate, plus at minimum, one spare for each location						
7	Disposable gloves for merchandise and employee inspection locations						
8	Traffic whistles appropriate to the services being performed, and as deemed necessary by the ASC						
9	Contractor will supply one bull horn per airport						
10	Training tablets for Training Manager and each Site Trainer (iPad, Sony Xperia, Samsung Galaxy, etc.), must have at least one operational at all times						
11	Cross-Shredder						
12	Pocket notebooks						
13	Pen(s)						
14	Individual Body Armor, Level 2 or higher for LEOs						
15	Standard and identical 9mm handgun with a LED weapon light with a minimum of 300 lumens, holster and belt approved by the State Contract Administrator						
16	Level 3 Holster must have an automatic locking system with a self- locking system						
17	Brand of Weapons Safe/Vault						
	Security Monitoring and Reporting System (Guard Tour) Technology						
18	Kahului Airport						
19	Lanai Airport						
20	Molokai Airport						

APPENDIX C
SECURITY CONTRACT EQUIPMENT - MAUI DISTRICT - OGG, LNY, MKK

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
	Radios						
	See Section 4.46 Radio Equipment Table 7 for radio types						
21	Kahului Airport						
22	Lanai Airport						
23	Molokai Airport						
	Vehicles						
	KAHULUI						
24	Law Enforcement Vehicle 2WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball)						
25	Security Vehicle 2WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball).						
26	Security Vehicle Mid-size SUV (Similar to Nissan Rogue, Chevy Terrain)						
27	Security Vehicle Compact sedan. (Similar to Nissan Sentra)						
28	Security Vehicle Full-size sedan. (Similar to Chevy Impala)						
29	Bicycles capable of operating on airport roadways and within multi-level parking structures (approximately 95% of the time) and off-road conditions (5%) with safety markings and flashing warning lights						
30	Security Vehicle Gas-powered Cart (Similar to a CrossFire)						
	LANAI						
31	Security Vehicle Gas-powered Cart (Similar to a CrossFire)						
	MOLOKAI						
32	Security Vehicle Gas-powered Cart (Similar to a CrossFire)						

APPENDIX C
SECURITY CONTRACT EQUIPMENT - MAUI DISTRICT - OGG, LNY, MKK

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
	AED						
33	Automated External Defibrillator (AED)	Heartstart FRx AED #861304			Every 30 days		
		HeartStart Onsite #M5066A					

APPENDIX C
SECURITY CONTRACT EQUIPMENT - HAWAII DISTRICT- KOA AND MUE

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
1	Handcuffs (LEO)						
2	White gloves (TCO)						
3	Flashlights (LEO/ASO/TCO/Vehicle gates) with belt holder case						
4	Foul weather gear (LEO/ASO/TCO)						
5	Bike helmets and necessary safety equipment						
6	Vehicle undercarriage search mirrors for each staffed vehicle gate, plus at minimum, one spare for each location						
7	Disposable gloves for merchandise and employee inspection locations						
8	Traffic whistles appropriate to the services being performed, and as deemed necessary by the ASC						
9	Contractor will supply one bull horn per airport						
10	Training tablets for Training Manager and each Site Trainer (iPad, Sony Xperia, Samsung Galaxy, etc.), must have at least one operational at all times						
11	Cross-Shredder						
12	Pocket notebooks						
13	Pen(s)						
14	Individual Body Armor, Level 2 or higher for LEOs						
15	Standard and identical 9mm handgun with a LED weapon light with a minimum of 300 lumens, holster and belt approved by the State Contract Administrator						
16	Level 3 Holster must have an automatic locking system with a self- locking system						
17	Brand of Weapons Safe/Vault						
	Security Monitoring and Reporting System (Guard Tour) Technology						
18	Ellison Onizuka Kona International Airport at Keahole						
19	Waimea-Kohala Airport						
	Radios						
	See Section 4.46 Radio Equipment Table 7 for radio types						
21	Ellison Onizuka Kona International Airport						
22	Waimea-Kohala						

APPENDIX C
SECURITY CONTRACT EQUIPMENT - HAWAII DISTRICT- KOA AND MUE

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
	Vehicles						
23	Law Enforcement Vehicle 2WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball)						
24	Law Enforcement Vehicle Mid-size SUV. (Similar to Nissan Rogue, Chevy Terrain)						
25	Security Vehicle Mid-size SUV (Similar to Nissan Rogue, Chevy Terrain)						
26	Security Vehicle Full-size sedan. (Similar to Chevy Impala).						
27	Security Vehicle Gas-powered Cart (Similar to a CrossFire)						
28	Bicycle capable of operating on airport roadways and off-pavement surfaces						
29	Security Vehicle Gas-powered Cart (Similar to a CrossFire)						
	WAIMEA-KOHALA						
30	Security Vehicle 4WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball). Cellular phone with battery charger, extra batteries, capability to be powered by vehicle. All airtime costs to be paid by the Contractor. Phone service must be activated at the start of the contract.						
	AED						
31	Automated External Defibrillator (AED)	Heartstart FRx AED #861304			Every 30 days		
		HeartStart Onsite #M5066A					

APPENDIX C
SECURITY CONTRACT EQUIPMENT - HAWAII DISTRICT- ITO

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
1	Handcuffs (LEO)						
2	White gloves (TCO)						
3	Flashlights (LEO/ASO/TCO/Vehicle gates) with belt holder case						
4	Foul weather gear (LEO/ASO/TCO)						
5	Vehicle undercarriage search mirrors for each staffed vehicle gate, plus at minimum, one spare for each location						
6	Disposable gloves for merchandise and employee inspection locations						
7	Traffic whistles appropriate to the services being performed, and as deemed necessary by the ASC						
8	Contractor will supply one bull horn per airport						
9	Training tablets for Training Manager and each Site Trainer (iPad, Sony Xperia, Samsung Galaxy, etc.), must have at least one operational at all times						
10	Cross-Shredder						
11	Pocket notebooks						
12	Pen(s)						
13	Individual Body Armor, Level 2 or higher for LEOs						
14	Standard and identical 9mm handgun with a LED weapon light with a minimum of 300 lumens, holster and belt approved by the State Contract Administrator						
15	Level 3 Holster must have an automatic locking system with a self- locking system						
16	Brand of Weapons Safe/Vault						
	Security Monitoring and Reporting System (Guard Tour) Technology						
17	Hilo International Airport						
	Radios						
	See Section 4.46 Radio Equipment Table 7 for radio types						
18	Hilo International Airport						

APPENDIX C
SECURITY CONTRACT EQUIPMENT - HAWAII DISTRICT- ITO

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
	Vehicles						
19	Security Vehicle 2WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball)						
20	Law Enforcement Vehicle Mid-size SUV. (Similar to Nissan Rogue, Chevy Terrain)						
21	Security Vehicle Mid-size SUV (Similar to Nissan Rogue, Chevy Terrain)						
22	Security Vehicle Compact sedan (Similar to Nissan Sentra)						
23	Security Vehicle Gas-powered Cart (Similar to a CrossFire).						
	AED						
24	Automated External Defibrillator (AED)	Heartstart FRx AED #861304			Every 30 days		
		HeartStart Onsite #M5066A					

APPENDIX C
SECURITY CONTRACT EQUIPMENT - KAUAI DISTRICT

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
1	Handcuffs (LEO)						
2	White gloves (TCO)						
3	Flashlights (LEO/ASO/TCO/Vehicle gates) with belt holder case						
4	Foul weather gear (LEO/ASO/TCO)						
5	Vehicle undercarriage search mirrors for each staffed vehicle gate, plus at minimum, one spare for each location						
6	Disposable gloves for merchandise and employee inspection locations						
7	Traffic whistles appropriate to the services being performed, and as deemed necessary by the ASC						
8	Contractor will supply one bull horn per airport						
9	Training tablets for Training Manager and each Site Trainer (iPad, Sony Xperia, Samsung Galaxy, etc.), must have at least one operational at all times						
10	Cross-Shredder						
11	Pocket notebooks						
12	Pen(s)						
13	Individual Body Armor, Level 2 or higher for LEOs						
14	Standard and identical 9mm handgun with a LED weapon light with a minimum of 300 lumens, holster and belt approved by the State Contract Administrator						
15	Level 3 Holster must have an automatic locking system with a self- locking system						
16	Brand of Weapons Safe/Vault						
	Security Monitoring and Reporting System (Guard Tour) Technology						
17	Lihue Airport						
	Radios						
	See Section 4.46 Radio Equipment Table 7 for radio types						
18	Lihue Airport						

APPENDIX C
SECURITY CONTRACT EQUIPMENT - KAUAI DISTRICT

EQUIPMENT TYPE		BRAND	QUANTITY	ISSUED TO INDIVIDUAL OR POST	INSPECTION	VEHICLE MARKING	COMMENTS
	Vehicles						
19	Law Enforcement Vehicle 4WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball)						
20	Security Vehicle 2WD extended cab pickup truck with combination tow hitch (pintle & 1.5 ball)						
21	Security Vehicle Mid-size SUV (Similar to Nissan Rogue, Chevy Terrain)						
22	Security Vehicle Gas-powered Cart (Similar to a CrossFire)						
	AED						
23	Automated External Defibrillator (AED)	Heartstart FRx AED #861304			Every 30 days		
		HeartStart Onsite #M5066A					

APPENDIX D

DISTRICT SECURITY SERVICES ORDER (DSSO)

Project No: ES2014-26

DISTRICT SECURITY SERVICES ORDER (DSSO)

HNL

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
1	WC	24 HOURS	DAILY	24.00
1	CSS	24 HOURS	DAILY	24.00
1	CSS	24 HOURS	DAILY	24.00
1	CSS	24 HOURS	DAILY	24.00
1	CSS	VARIES	M-F	8.00
1	CSS	VARIES	M-F	8.00
1	CSS	VARIES	M-F	8.00
1	CSS	VARIES	M-F	8.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	0700-1700	DAILY	10.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	0830-1500	DAILY	6.00
1	LEO	1400-2130	DAILY	7.00
1	LEO	0900-1500	DAILY	6.00
1	LEO	1400-2100	DAILY	7.00
1	LEO		DAILY	8.00
1	LEO		DAILY	16.00
1	LEO		DAILY	16.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	24 HOURS	DAILY	24.00
1	LEO	0800-1600	DAILY	8.00
1	LEO		DAILY	16.00
1	LEO		DAILY	8.00
1	LEO		DAILY	8.00
1	LEO	24 HOURS	DAILY	24.00
1	ASO	0800-1600	M-F	8.00
1	ASO	0800-1600	M-F	8.00
1	ASO	0800-1600	M-F	8.00
1	Dispatcher	24 HOURS	DAILY	24.00
1	Dispatcher	24 HOURS	DAILY	24.00

DISTRICT SECURITY SERVICES ORDER (DSSO)

HNL

1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	VARIES	DAILY	8.00
1	ASO	VARIES	DAILY	8.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO		DAILY	16.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO		DAILY	16.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO		DAILY	16.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO		DAILY	8.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO		DAILY	8.00
1	ASO		DAILY	8.00
1	ASO		DAILY	8.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	0530-1400	DAILY	8.00
1	ASO	0530-1400	DAILY	8.00
1	ASO	0530-1400	DAILY	8.00
1	ASO	0530-1400	DAILY	8.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00

DISTRICT SECURITY SERVICES ORDER (DSSO)

HNL

1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO		DAILY	16.00
1	ASO		DAILY	16.00
1	ASO		DAILY	16.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	M-F**	8.00
1	P&ID	VARIES	VARIES	
1	ASO		SU, M, W, FR	18.75
1	ASO		T, TH, SA	21.00
1	ASO		DAILY	19.00
1	ASO		SU, M, W, FR	18.75
1	ASO		T, TH, SA	21.00
1	ASO		DAILY	19.00
1	ASO		DAILY	16.00
1	ASO		DAILY	24.00
1	ASO		DAILY	24.00
1	ASO		M-SA	8.00
1	ASO		SU, M, W, FR	18.75
1	ASO		DAILY	8.00
1	ASO	1030-1830	DAILY	8.00
1	ASO	1030-1830	DAILY	8.00
1	ASO	1030-1830	DAILY	8.00
1	ASO	1030-1830	DAILY	8.00
1	ASO	1030-1830	DAILY	8.00
1	ASO	1030-1830	DAILY	8.00
1	ASO	1030-1830	DAILY	8.00

DISTRICT SECURITY SERVICES ORDER (DSSO)

HNL

1	ASO	2230-0800	DAILY	8.00
1	ASO	2230-0800	DAILY	8.00
1	ASO	2230-0800	DAILY	8.00
1	ASO	2230-0800	DAILY	8.00
1	ASO	2230-0800	DAILY	8.00
1	ASO	2230-0800	DAILY	8.00
1	ASO	2230-0800	DAILY	8.00
1	ASO	2230-0800	DAILY	8.00
1	ASO		DAILY	8.00
1	ASO		DAILY	8.00
1	ASO		DAILY	8.00
1	ASO	24 HOURS	DAILY	24.00
1	ASO		DAILY	8.00
1	ASO		DAILY	16.00
1	ASO		DAILY	16.00
1	TCO	24 HOURS	DAILY	24.00
1	TCO		DAILY	16.00
1	TCO	24 HOURS	DAILY	24.00
1	TCO		DAILY	16.00
1	TCO	24 HOURS	DAILY	24.00
1	TCO		DAILY	16.00
1	TCO	24 HOURS	DAILY	24.00
1	TCO		DAILY	16.00
1	TCO		DAILY	16.00
1	TCO	24 HOURS	DAILY	24.00
1	TCO		DAILY	8.00
1	TCO		DAILY	16.00
1	TCO		DAILY	16.00
1	TCO	24 HOURS	DAILY	24.00
1	TCO		DAILY	16.00
1	TCO		DAILY	16.00
1	TCO		DAILY	16.00
1	TCO	24 HOURS	DAILY	24.00
1	TCO		DAILY	8.00
1	TCO		DAILY	16.00
1	TCO		DAILY	16.00
1	TCO		DAILY	8.00
5	STO	VARIES	VARIES	8.00

DISTRICT SECURITY SERVICES ORDER (DSSO)

JRF

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
1	LEO	24 HOURS	DAILY	24.00
3	ASO	24 HOURS	DAILY	72.00

DISTRICT SECURITY SERVICES ORDER (DSSO)

HDH

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
1	LEO	24 HOURS	DAILY	24.00

DISTRICT SECURITY SERVICES ORDER (DSSO)

OGG

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
1	WC	24 HOURS	DAILY	24
1	CSS	16 HOURS	DAILY	16
1	LEO	24 HOURS	DAILY	24
1	LEO	0600-2200	DAILY	16
1	LEO	0600-2200	DAILY	16
1	LEO	24 HOURS	DAILY	24
1	LEO	24 HOURS	DAILY	24
1	LEO	24 HOURS	DAILY	24
1	LEO	0500 - 0030	DAILY	19.5
1	CS	24 HOURS	DAILY	24
1	ASO	24 HOURS	DAILY	24
1	ASO	24 HOURS	DAILY	24
1	ASO	0530 - 2330	Daily	18
1	ASO	0830-0030	DAILY	16
1	ASO	2200-0600	DAILY	8
1	ASO	0600 - 2200	DAILY	16
1	ASO	0600 - 2200	DAILY	16
1	ASO	24 HOURS	DAILY	24
1	ASO	24 Hours	DAILY	24
1	ASO	24 Hours	DAILY	24
1	ASO	0600 - 2200	DAILY	16
1	ASO	0600 - 2200	DAILY	16
1	ASO	VARIES	Over 5 days	4
1	ASO	0530 - 2130	DAILY	16
1	ASO	0600 - 2200	DAILY	16
1	ASO	0700 - 2300	DAILY	16
1	ASO	1000 - 2200	DAILY	12
1	ASO	1030 - 1830	DAILY	8
1	Dispatcher	24 HOURS	DAILY	24
1	Dispatcher	0600 - 2200	DAILY	16
1	Dispatcher	24 HOURS	DAILY	24
1	AWS Sup	13	Weekly	13
1	AWS	13	Weekly	13
1	AWS	13	Weekly	13
1	STO	VARIES	VARIES	8

DISTRICT SECURITY SERVICES ORDER (DSSO)

MKK

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
1	ASO	24 Hour	Daily	24.00

DISTRICT SECURITY SERVICES ORDER (DSSO)

LNY

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
1	ASO	24 Hour	Daily	24.00

DISTRICT SECURITY SERVICES ORDER (DSSO)

KOA

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
1	WC	24 HOURS	DAILY	24
1	CS	0600-2200	DAILY	16
1	LEO	24 HOURS	DAILY	24
1	LEO	0800-1600	M-F	8
1	LEO	VARIES	As Needed	8
1	LEO	1100-2100	DAILY	10
2	LEO	0430-2230	DAILY	36
2	LEO	0600-2200	DAILY	32
5	ASO	24 HOURS	DAILY	120
1	ASO	0500-2200	DAILY	17
1	ASO	0530-2200	DAILY	16.5
1	ASO	0900-1700	DAILY	8
1	ASO	1400-2200	DAILY	8
2	ASO	0430-2200	DAILY	35
1	ASO	0600-2400	DAILY	18
4	ASO	0700-1500	DAILY	24
1	ASO	VARIES	DAILY	8
1	ASO	VARIES	DAILY	1.6
1	ASO	1200-2000	DAILY	8
3	ASO	0600-2200	DAILY	48
1	TCO	0600-2200	DAILY	16
1	AWS Supervisor	VARIES	DAILY	2.5
1	AWS Lead	VARIES	DAILY	2.5
1	AWS Screener	VARIES	DAILY	2.5
1	STO	VARIES	DAILY	8

DISTRICT SECURITY SERVICES ORDER (DSSO)

ITO

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
1	WC	24 HOURS	DAILY	24
1	CS	0430-2330	DAILY	19
1	LEO	0430-2330	DAILY	19
1	LEO	0430-2330	DAILY	19
1	LEO	24 HOURS	DAILY	24
1	ASO	24 HOURS	DAILY	24
1	ASO	2115-0515	DAILY	8
1	ASO	24 HOURS	DAILY	24
1	ASO	0430-2330	DAILY	19
1	ASO	0430-2330	DAILY	19
2	ASO	0430-2330	DAILY	38
1	ASO	0430-2330	DAILY	19
1	ASO	0430-2330	DAILY	19
1	ASO	0430-2330	DAILY	19
3	TCO	0430-2330	DAILY	57
2	AWS Screener	Varies	DAILY	4
1	AWS Lead	Varies	DAILY	2
1	STO	0800-1600	M-F	8

DISTRICT SECURITY SERVICES ORDER (DSSO)

MUE

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
2	ASO	1400-0600	DAILY	16

DISTRICT SECURITY SERVICES ORDER (DSSO)

LIH

NO. POSITIONS	CLASS	TIME	FREQUENCY	HR/DAY
1	WC	24 HOURS	DAILY	24
1	CS	0600-2200	DAILY	16
1	LEO	0500-2300	DAILY	18
1	LEO	24 HOURS	DAILY	24
1	LEO	VARIES	S-S	20
1	LEO	0800-1600	M-F	8
1	LEO	2424 HOURS	DAILY	24
1	ASO	2200-0600	DAILY	8
1	ASO	16	DAILY	16
1	ASO	24 HOURS	DAILY	24
1	ASO	0600-2300	DAILY	17
1	ASO	0600-2300	DAILY	17
1	ASO	0600-2300	DAILY	17
1	ASO	0500-2400	DAILY	19
1	ASO	24 HOURS	DAILY	24
1	ASO	24 HOURS	DAILY	24
1	ASO	0430-2030	DAILY	16
1	ASO	VARIES	S-S	20
1	ASO	VARIES	DAILY	18
1	ASO	0500-2000	DAILY	15
1	ASO	0600-2200	DAILY	16
1	TCO	0600-2200	DAILY	16
1	TCO	0600-2200	DAILY	16
1	TCO	0600-2300	DAILY	17
1	Dispatcher	24 HOURS	DAILY	24
1	Pass & ID	VARIES	M-F	8
1	STO	VARIES	VARIES	8



Exhibit F - Security Contractor Uniform/Equipment Approval Form

Security Company: _____

CSS Uniform Approval

Approved ☐ Yes ☐ No ☐ Level 3 Holster Included

Approved by

Date

LEO Uniform Approval

Approved ☐ Yes ☐ No ☐ Level 3 Holster Included

Approved by

Date

CS Uniform Approval

Approved ☐ Yes ☐ No

Approved by

Date

Unarmed Uniform Approval

Approved ☐ Yes ☐ No

Approved by

Date

Other Uniform Approval

Approved ☐ Yes ☐ No

Approved by

Date

Proposal Fee Schedule

Due with Proposal Submission Exhibit E, Tab 5

Project No: ES2014-26

Furnishing of Security Services
at Hawaii State Airports
Project No. ES2014-26

Addendum No. 4
r02/27/26

APPENDIX E / PROPOSAL

Proposal Fee Schedule

Instructions:

1. Offerors shall use the templates below to create a Fee Schedule for each year of the Contract including the extension years.
2. Offerors shall fill-in pricing for each District based on the estimated annual hours.
3. Bill rate per hour shall be the actual employee wage rate plus the added fringe directly payable to the employee.
4. Estimated annual hours are subject to changes (daylight savings, flight schedules, increased/decreased security needs, etc.). Payment will be made for actual hours worked by each security officer/position according to the District Security Service Order sample issued at the start of the Contract.
5. Currently, **HNL, KOA, and OGG have Pass & ID Office regular time staff.**
6. Construction projects may require security services. The construction company will contract directly with the Offeror.
7. DSSO and HGEA increases:
 - a. The unit prices for the security personnel in the second and third years must be equal to or progressively higher than the unit rate listed in the first year.
 - b. The unit prices in an extension year may change if conditions in Section 3.12, Pricing, are met. This must be done through mutual written agreement prior to the start of the extension year.
8. Extension year pricing will be reflective of the District Security Services Order and HGEA increases.
9. Proposers must bid on all four (4) Airport Districts.

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Total (b x c)
Regular Time			
Watch Commander	8,760		
CSS	19,160		
LEO	113,880		
CS (ASO/Training/SCT)	26,280		
ASO	530,015		
AWS Lead Screener	17,520		
AWS Screener	35,040		
SCT	35,040		
TCO	140,160		
Trusted Agent (Pass & ID)	8,320		
Dispatcher/Access Control	140,160		
Lost & Found			
Scheduler/Document Screener	2,080		
STO	8,320		
Overtime			
Watch Commander	1,000		
CSS	1,000		
LEO	1,000		
CS (ASO/Training/SCT)	1,000		
ASO	2,920		
AWS Lead Screener	500		
AWS Screener	500		
SCT	500		
TCO	1,000		
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener	500		
STO	500		
Direct Costs Subtotal (d)			\$
Indirect Costs	Quantity (b)	Unit Cost/SF (c)	Total (b x c)
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for HNL (years 2 - 5 only, may request semi-annual reimbursement)	1		
Rental Costs - On airport (Note: See RFP Section 4.31 for location criteria. Rental rates re-negotiable with any rate			
Rental Costs - Off-airport			
Overhead and Profit			
Indirect Costs Subtotal (e)			\$
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e) \$			

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Per Hour (b x c)
Regular Time			
Watch Commander			
CSS			
LEO	8,760		
CS (ASO/Training/SCT)			
ASO	26,280		
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Overtime			
Watch Commander			
CSS			
LEO	500		
CS (ASO/Training/SCT)			
ASO	500		
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Direct Costs Subtotal (d)			\$
Indirect Costs	Quantity (b)		
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for JRF (years 2 - 5 only, may request semi-annual reimbursement)	1		
Overhead and Profit			
Indirect Costs Subtotal (e)			\$
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e)			\$

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Per Hour (d)
Regular Time			
Watch Commander			
CSS			
LEO	8,760		
CS (ASO/Training/SCT)			
ASO			
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Overtime			
Watch Commander			
CSS			
LEO	500		
CS (ASO/Training/SCT)			
ASO			
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Direct Costs Subtotal (d)			
Indirect Costs	Quantity (b)	Unit Cost/SF (c)	
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for HDH (years 2 -5 only, may request semi-annual reimbursement)	1		
Overhead and Profit			
Indirect Costs Subtotal (e)			
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e)			

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Total (b x c)
Regular Time			
Watch Commander	8,736		
CSS			
LEO	53,690		
CS (ASO/Training/SCT)	8,736		
ASO	98,398		
AWS Lead Screener	676		
AWS Screener	1,352		
SCT			
TCO			
Trusted Agent (Pass & ID)	1,040		
Dispatcher/Access Control	23,360		
Lost & Found	1,248		
Scheduler/Document Screener			
STO	4,160		
Overtime			
Watch Commander	60		
CSS			
LEO	120		
CS (ASO/Training/SCT)	60		
ASO	240		
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Direct Costs Subtotal (d)			\$
Indirect Costs	Quantity (b)	Unit Cost/SF (c)	Total (b x c)
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for OGG (years 2 - 5 only, may request semi-annual reimbursement)	1		
Rental Costs - On airport (Note: See RFP Section 4.31 for location criteria. Rental rates re-negotiable with any rate			
Rental Costs - Off-airport			
Overhead and Profit			
Indirect Costs Subtotal (e)			\$
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e)			\$

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Total (b x c)
Regular Time			
Watch Commander			
CSS			
LEO			
CS (ASO/Training/SCT)			
ASO	8,760		
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Overtime			
Watch Commander			
CSS			
LEO			
CS (ASO/Training/SCT)			
ASO			
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Direct Costs Subtotal (d)			\$
Indirect Costs	Quantity (b)	Unit Cost/SF (c)	Total (b x c)
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for MKK (years 2 - 5 only, may request semi-annual reimbursement)	1		
Rental Costs - <i>On airport (Note: See RFP Section 4.31 for location criteria. Rental rates re-negotiable with any rate</i>			
Overhead and Profit			
Indirect Costs Subtotal (e)			\$
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e)			\$

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Total (b x c)
Regular Time			
Watch Commander			
CSS			
LEO			
CS (ASO/Training/SCT)			
ASO	8,760		
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Overtime			
Watch Commander			
CSS			
LEO			
CS (ASO/Training/SCT)			
ASO			
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Direct Costs Subtotal (d)			\$
Indirect Costs	Quantity (b)	Unit Cost/SF (c)	Total (b x c)
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for LNY (years 2 - 5 only, may request semi-annual reimbursement)	1		
Rental Costs - On airport (Note: See RFP Section 4.31 for location criteria. Rental rates re-negotiable with any rate)			
Overhead and Profit			
Indirect Costs Subtotal (e)			\$
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e)			\$

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Per Hour Total (b x c)
Regular Time			
Watch Commander	8,760		
CSS			
LEO	41,288		
CS	5840		
ASO	115,934		
AWS Lead Screener	780		
AWS Screener	780		
SCT	0		
TCO	5,840		
Trusted Agent (Pass & ID)	2,496		
Dispatcher/Access Control	15,288		
Lost & Found			
Scheduler/Document Screener			
STO	2,080		
Overtime			
Watch Commander			
CSS	0		
LEO	360		
CS	120		
ASO	660		
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Direct Costs Subtotal (d)			\$
Indirect Costs	Quantity (b)	Unit Cost/SF (c)	Total (b x c)
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for KOA (years 2 -5 only, may request semi-annual reimbursement)	1		
Rental Costs - On airport (Note: See RFP Section 4.31 for location criteria. Rental rates re-negotiable with any rate			
Rental Costs - Off-airport			
Overhead and Profit			
Indirect Costs Subtotal (e)			\$
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e)			\$

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Total (b x c)
Regular Time			
Watch Commander	8,760		
CSS	6,552		
LEO	21,840		
CS (ASO/Training/SCT)	6,968		
ASO	90,896		
AWS Lead Screener	884		
AWS Screener	1,768		
SCT			
TCO	20,748		
Trusted Agent (Pass & ID)			
Dispatcher/Access Control	11,680		
Lost & Found			
Scheduler/Document Screener			
STO	2,080		
Overtime			
Watch Commander			
CSS			
LEO	85		
CS (ASO/Training/SCT)	60		
ASO	315		
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control	85		
Lost & Found			
Scheduler/Document Screener			
STO			
Direct Costs Subtotal (d)			\$
Indirect Costs	Quantity (b)	Unit Cost/SF (c)	Total (b x c)
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for ITO (years 2 - 5 only, may request semi-annual reimbursement)	1		
Rental Costs - On airport (Note: See RFP Section 4.31 for location criteria. Rental rates re-negotiable with any rate			
Rental Costs - Off-airport			
Overhead and Profit			
Indirect Costs Subtotal (e)			\$
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e)			\$

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Total (b x c)
Regular Time			
Watch Commander			
CSS			
LEO			
CS (ASO/Training/SCT)			
ASO	5,824		
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Overtime			
Watch Commander			
CSS			
LEO			
CS (ASO/Training/SCT)			
ASO			
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Direct Costs Subtotal (d)			\$
Indirect Costs	Quantity (b)	Unit Cost/SF (c)	Total (b x c)
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for MUE (years 2 - 5 only, may request semi-annual reimbursement)	1		
Overhead and Profit			
Indirect Costs Subtotal (e)			\$
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e)			\$

Position Description (a)	Estimated Annual Hours (b)	Bill Rate Per Hour (c)	Total Bill Rate Total (b x c)
Regular Time			
Watch Commander	8,760		
CSS	5,840		
LEO	24,090		
CS	5840		
ASO	84,881		
AWS Lead Screener	785		
AWS Screener	1,570		
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control	14,800		
Lost & Found	2,080		
Scheduler/Document Screener			
STO	2,080		
Overtime			
Watch Commander	60		
CSS			
LEO	120		
CS	60		
ASO	240		
AWS Lead Screener			
AWS Screener			
SCT			
TCO			
Trusted Agent (Pass & ID)			
Dispatcher/Access Control			
Lost & Found			
Scheduler/Document Screener			
STO			
Direct Costs Subtotal (d)			\$
Indirect Costs	Quantity (b)	Unit Cost/SF (c)	Total (b x c)
Vehicles & Equipment (Year 1 only)	1		
Additional Equipment Allowance for LIH (years 2 - 5 only, may request semi-annual reimbursement)	1		
Rental Costs - On airport (Note: See RFP Section 4.31 for location criteria. Rental rates re-negotiable with any rate			
Rental Costs - Off-airport			
Overhead and Profit			
Indirect Costs Subtotal (e)			\$
Total Direct Costs Subtotal (d) + Indirect Costs Subtotal (e)			\$

Proposers must bid on all four Airport Districts.

GET SUMMARY ALL DISTRICTS

District	Year 1 GET 4.712%	Year 2 GET 4.712%	Year 3 Get 4.712%	Year 4 Get 4.712%	Year 5 GET 4.712%	Total
Oahu						
HNL	\$	\$	\$	\$	\$	
JRF	\$	\$	\$	\$	\$	
HDH	\$	\$	\$	\$	\$	
Oahu Total						\$
Maui						
OGG	\$	\$	\$	\$	\$	
LNK	\$	\$	\$	\$	\$	
MKK	\$	\$	\$	\$	\$	
Maui Total						\$
Hawaii						
KOA	\$	\$	\$	\$	\$	
MUE	\$	\$	\$	\$	\$	
ITO	\$	\$	\$	\$	\$	
Hawaii Total						\$
Kauai						
LIH	\$	\$	\$	\$	\$	
Kauai Total						\$

FEE SUMMARY ALL DISTRICTS

Airport (a)	Year 1 (b)	Year 2 (c)	Year 3 (d)	Year 4 (d)	Year 5 (e)
OAHU DISTRICT					
HNL	\$	\$	\$	\$	\$
JRF	\$	\$	\$	\$	\$
HDH	\$	\$	\$	\$	\$
MAUI DISTRICT					
OGG	\$	\$	\$	\$	\$
MKK	\$	\$	\$	\$	\$
LNK	\$	\$	\$	\$	\$
HAWAII					
KOA	\$	\$	\$	\$	\$
ITO	\$	\$	\$	\$	\$
MUE	\$	\$	\$	\$	\$
KAUAI DISTRICT					
LIH	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$
GRAND TOTAL	\$				

APPENDIX G

Submission Timetable

MANDATORY SUBMISSION DOCUMENTS/DUE DATES

Exhibits	Due
Exhibit A – Resumes	Proposal Submission
Exhibit B – Random 12-Panel Drug and Alcohol Screening Plan	Proposal Submission
Exhibit C – Offeror's Quality Control Plan	Proposal Submission
Exhibit D – Emergency Staffing Plan	Proposal Submission
Exhibit F – Uniform/Equipment Approval Form	Proposal Submission
Exhibit G – Contract Transition Plan/Submission Timetable	Proposal Submission
Exhibit H – Standard Qualification Questionnaire for Offerors	Proposal Submission
Exhibit I – Attestations	Proposal Submission
Exhibit J – Offeror's SAFETY Act Award	Upon Notice of Award
Exhibit K – Contract Forms and AG Conditions	Proposal Submission
Exhibit L – Certificate for Performance of Services	14 days from Notice of Award
Exhibit M – Appendix C – Equipment Spreadsheet	Proposal Submission

Certificates/Guaranty/Bonds	Required
Exhibit M – Special Provisions (Appendix I)	14 days from Notice of Award
Performance Bond (Appendix E)	
Payment Bond (Appendix E)	
Certificate of Insurance (Appendix E)	
Certificate of Vendor Compliance (Hawaii Compliance Express)	