



## REQUEST FOR PROPOSALS

### CONTRACT SECURITY SERVICE AT THE SANTA MARIA PUBLIC AIRPORT

#### Section I INTRODUCTION

NOTICE IS HEREBY GIVEN that the Santa Maria Public Airport is seeking proposals from qualified Contractors to provide uniformed security service for the Santa Maria Public Airport District (District). This document is a Request for Proposal (RFP) for the services described below and does not obligate the District to accept responses from eligible Contractors. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Contractor's bid response.

Carefully examine the Unarmed Security Site Requirements located on the District website. The selection of the successful Contractor will be made based on the District's evaluation and determination of the relative ability of each Bidder to deliver quality service in a cost-effective manner.

#### Section II SUBMISSION OF PROPOSALS

The District will accept THREE copies of statement of proposal, qualifications, experience and pricing matrix clearly marked "REQUEST FOR PROPOSALS - SECURITY SERVICES" **until 3:00p.m. on Friday, March 31, 2023**, in the office of the **Santa Maria Public Airport District Administration Office, Attention: Airport Manager, 3217 Terminal Drive, Santa Maria, CA 93455**.

*\*\*\*Late proposals will not be accepted\*\*\**

**PRE-BID JOB WALK is scheduled for 2:00 P.M., Thursday March 16, 2023.** Meet at the Airport District office. Contractors interested in this project are encouraged to attend this meeting, as access to the work site is restricted and no further job walk will be scheduled. The failure or omission of any bidder to receive or examine any form, instrument, addendum, or other document, or its failure to visit and become acquainted with conditions at the site, shall in no respect relieve the bidder from any obligation imposed by its proposal or by the contract. The submittal of a proposal shall be taken as prima facie evidence of compliance with all instructions contained herein.

Santa Maria Public Airport is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

The District will review all proposals to make a determination of the firm that will best meet the District's needs. The District will select the firm from those firms submitting proposals prior to the deadline. The District reserves the right to contact you for more information, including a detailed interview, to fairly evaluate your qualifications to perform the work or to resolve questions which may arise during the evaluation process. The statement must include a pricing matrix (exhibit B of the Site Requirements).

The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company History and Organization
2. Management Approach
3. Personnel Selection Process
4. Development and Retention of Personnel
5. Total Quality Management Program
6. Cost Proposal and Invoicing
7. Training Programs
8. Computer Management System
9. Value Added Features
10. Transition Plan
11. References

The firm whose statement is selected by the District will be contacted for the purpose of entering into negotiations with the District for a possible written agreement. The proposal selected and the District's requirements will be the basis for negotiations. There can be no assurance that such negotiations will result in a finalized agreement. The District and submitter will not be obligated in any way unless and until a written agreement is entered into and executed by the parties. Final service costs will be determined through negotiations with the firm selected.

If negotiations with the bidder first selected are not successful, negotiations may be initiated with the proposal given second preference. This procedure may be continued with the other submitters in sequence of ranking selected by the District until a mutually satisfactory agreement has been negotiated. The District reserves the right to reject any or all submittals and assumes no obligation in the solicitation of this statement of interest and qualifications.

Questions regarding this Request for Proposals should be directed to Ric Tokoph, Operations Manager, at (805) 922-1726, Ext. 113 or by email at [rtokoph@santamariaairport.com](mailto:rtokoph@santamariaairport.com).

### **Section III CONTRACT TERM**

The term of this contract shall be for a three (3) year period. Tenant shall have the option to extend the Term of this Contract from the Termination Date for two (2) one (1) year periods (the "Extended Terms") on the same terms, unless terminated by either party with ninety (90) days written notice.

### **Section IV SCOPE OF SERVICES**

This project includes approximately 35 hours of uniformed standing security service and 30 hours of mobile security services per week, allocated as follows:

1. Standing Terminal guard (Average 143 hrs. per month)
2. Mobile Security Officer (Average 120 hrs. per month)

Actual Duty hours will be determined by the Airport Manager

Contractor shall provide unarmed uniformed security services, who meet all the local, state, and federal certification, in and around Santa Maria Public Airport on a 7 day-a-week basis, or as otherwise indicated per site requirements (exhibit A). Contract security personnel will provide a variety of services, implementing The District's security objectives according to policies and procedures which may include but is not limited to the following general tasks:

Entry and egress access control, roving patrols of interior and exterior building areas, mobile patrols of the Airport property, visitor and building employee identification verification, incident and daily operating reports, monitoring and responding to, alarms and fire detection equipment, responding as necessary to support other life safety duties as identified in post orders and standard operating procedures.

Contractor shall provide appropriate and necessary management and supervision for all Contractor's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties.

Contractor shall develop a comprehensive set of Post Orders documenting both general procedures as well as site-specific responsibilities. Post Orders shall be prepared prior to the commencement of the contract and must be reviewed and approved by Santa Maria Public Airport management within thirty (30) days from commencement of Contractor's services to The District. All security officers will be required to read and verify they understand the Post Orders and at minimum, shall be tested during the On-The-Job Training (OJT) period, annual or more frequently during site inspections. Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and District's standards.

Contractor is responsible for the daily personal appearance of security personnel. Contractor shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support continuous performance of contract requirements.

## **Section V INSTRUCTIONS TO BIDDERS**

Bidder is to address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments with proposals.

### **1. Company History and Organization**

Provide a brief company history, mission statement and organizational summary. Explain ownership (private or public) and include brief biographical information regarding the personnel who would be directly responsible for the management and local supervision of this project.

### **2. Management Approach**

Describe in detail how your firm will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the Santa Maria Public Airport account. Indicate the support staff available to this project manager by function. Bidder must supply an Organization Chart depicting the structure of the local servicing office and regional support.

### **3. Personnel Selection Process**

Describe how recruitment and selection of security officers is accomplished. All personnel and supervision provided under this RFP must be thoroughly trained, experience and qualified to perform the work to which they are assigned. Bidder shall have a documented employment process which shall include application, interview, drug testing and background check phases. A written description of the Bidder's employment process and qualifications is to be included in the response.

### **4. Development and Retention of Personnel**

Describe your company's succession planning and development of officers, supervisors and managers. Describe the methods and initiatives designed to promote employee retention.

## **5. Total Quality Management Program**

Outline administrative controls, plans and process to monitor and assure contract compliance of security services. Include methods of quality control, contract administration, audits, management inspection programs, conduct and job performance standards, corrective action planning and follow-up reporting.

## **6. Cost Proposal and Invoicing**

Provide billing rates, on the attached sheet in exhibit B, for each of the following:

- a. Standing Security Officer (Average 143 hrs. per month)
- b. Mobile Security Officer (Average 120 hrs. per month)
- c. Overtime/ Holiday Rate
- d. Emergency Call Out Rate and response time (Include overtime and holiday policies and rates.)

## **7. Training Programs**

Describe in detail the training programs in place to support the job. Include the following:

- a. Pre-Assignment Training
- b. Job and Task Specific Training (OJT)
- c. Formal Continuous Training
- d. Annual Retraining and Recertification

## **8. Computer Management System**

Describe computer applications utilized to enhance and improve your company's operation. Summarize how such systems will benefit the Airport.

## **9. Value Added Features**

Indicate features or programs not covered elsewhere in the response which are offered to enhance your firm's ability to effectively manage this project.

## **10. Transition Plan**

Submit a projected Transition Plan for implementation, if awarded the contract, to include tasks and time frames. Include a list of all individuals assigned to your transition team with current contact information, telephone numbers and email addresses.

## **11. References**

Provide at least three (3) client references whose facilities are comparable in size and profile to the District. Include the Company name, address, contact person and contact number.

**UNARMED SECURITY**

**SANTA MARIA PUBLIC AIRPORT DISTRICT**

**SITE REQUIREMENTS**

Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA 93455  
Phone: (805) 922-1726  
Fax: (805) 922-0677

Revision Date: \_\_\_\_\_

Contractor Initials: \_\_\_\_\_

District Initials: \_\_\_\_\_

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

### Contractor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ [Email]

### District

Santa Maria Public Airport District  
3217 Terminal Drive  
Santa Maria, CA  
(805) 922-1726 Ext: 113  
rtokoph@santamariaairport.com

### Contact Personnel for District:

1. Martin Pehl  
General Manager  
Phone: (805) 922-1726 Ext: 115

2. Ric Tokoph  
Operations Manager  
Cell: (805) 331-9386

### Job-Site location:

#### A. Walking Patrol –

1. Airport Terminal Building, Airport Terminal Parking Lot, U.S. Customs Building, Power-Vault, Administration Building.

#### B. Mobile Patrol –

2. Air Operations Area (AOA), airfield lighting inspection, aircraft hangar areas, FBO buildings and ramps, lock down and opening of Passenger Terminal Building and the Airport Mobile Home Park.

### Duty Hours – To be determined by General Manager:

- A. Average number of standing guard hours required per month shall be: **143 hours/month.**
- B. Average number of Mobile Patrol hours per month shall be: **120 hours/month.**
- C. Average total number of coverage hours (standing and mobile) per year shall be: **3,156 hours/year (60.69 per week).**

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

Duty hours change with Airline schedules and are currently assigned as follows:

Friday, and Sunday: **7 hours** of coverage per day between the hours of 3:00 p.m. to 7:00 PM and 7:00 PM to 10:00 PM or as needed to standby for Airline flights.

Monday, Tuesday, Wednesday, Thursday, and Saturday: **3 hours** of coverage per day between the hours of 7:00 PM to 10:00 PM or as needed to standby for Airline flights.

Holidays: Same as applicable day of week (above).

### Mobile Patrol Hours

Weekdays (5) days per week: Nightly mobile patrols of the Airport and Mobile Home Park properties at intermittent intervals between the hours of 10:00 p.m. and 6:00 a.m. totaling two (2) hours of coverage per night. Mobile patrol shall open the terminal building at 5:30 a.m. and turn on lights, unlock doors, and inspect the entire first floor for irregularities (leaks, loose equipment, etc.), unless otherwise directed by District's General Manager.

Weekend and Holidays: Nightly mobile patrols of the Airport and Mobile Home Park properties at TWO (2) intermittent intervals between the hours of 10:00 a.m. and 6:00 p.m. and TWO (2) intermittent intervals between the hours of 10:00 p.m. and 6:00 a.m. totaling FOUR (4) hours of coverage per day. Mobile patrol shall open the terminal building at 5:30 a.m. and turn on lights, unlock doors, and inspect the entire first floor for irregularities (leaks, loose equipment, etc.), unless otherwise directed by District's General Manager.

### Dress Code – Unarmed

The official company uniform consisting of the issue shirt and cap with the issue jacket being optional. This is to be worn with dark brown or black trousers and brown or black shoes or boots. The Security Identification Display Area ("SIDA") badge will be worn on the outermost garment above the waist. Equipment required will be a black leather belt, flashlight, cell phone, and company radio (if used).

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

To increase public safety and improve communications in an emergency, Contractor shall provide (at its own expense) a hand-held transceiver capable of two-way communication with the Federal Aviation Administration Air Traffic Control Tower. Use of this radio shall be in strict compliance with the approved operations manual identified as "FAA Radio Communications Procedures". A copy of the radio communications manual shall be kept on site always. Additionally, to increase public safety and improve communications in all situations, Contractor shall provide and maintain at its own expense, a cell phone assigned to airport security guard for contacting guard while on duty at the airport. Further, Contractor shall provide to District, at Contractor's own expense.

### Certification and Training

All employees while on duty shall comply with the provisions of this Service Agreement, including but not limited to:

- A. When requested by the Airport Manager, carry mace/pepper spray, and have the requisite training and a certificate of proficiency as specified in the Business & Professions Code for chemical agent.
- B. Wear the SIDA badge always.
- C. Carry a badge with employee identification number and a current valid security guard registration card.
- D. Be Red Cross CPR certified and first-aid trained.
- E. If requested by District to carry a firearm or other deadly weapon, each employee who carries a firearm or other deadly weapon shall be proficient in the use of the firearm or other deadly weapon and complete a course of training in the exercise of powers of arrest. Employee must also possess a valid and current firearms qualification card and liability insurance as specified in the Business & Professions Code.

### Employee Breaks:

While on duty at a walking post, guards may take a ten-minute break per hour. Breaks should be taken out of public view. There will be no smoking on duty. While on break, guards will remain alert for fire hazards, water hazards, safety hazards, vandalism, theft, unauthorized personnel and vehicles, and any potential problems. Restroom facilities are available within the Terminal building.



## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

### Required Reports to be prepared by the Contractor:

- A. **Incident Reports:** Incident Reports will apply to any activity of a suspicious or non-routine nature that the guard witnessed or corrected. A copy of the incident report will be left in the Administration Building prior to the guard leaving the premises at the end of the duty shift (unless other arrangements have been made).
- B. **Activity Reports:** Daily Activity Reports (DARs) will be maintained by the guard on duty and shall be kept in the office of the security contractor. These reports will be made available to the District for review at any reasonable time, and copies of such reports will be given to the District monthly or more frequently upon request. When specifically requested, the Activity Report may include any information obtainable regarding the activity of aircraft or vehicles during a time. Information such as:
1. Type of Aircraft (Jet or Propeller).
  2. Registration Number ("N" Number, License Plate).
  3. Time of Occurrence.
  4. Name and number of persons on board, may be required.
- C. **Communication Log:** A communication log shall be kept in the Airport Terminal building to facilitate the dissemination of time sensitive information such as safety hazards and inoperative or malfunctioning equipment, such as lights and plumbing. The log is checked daily by Airport Maintenance during the daily terminal inspection.
- D. **Airport Operations Area Fence Line Inspection (Nightly):** District trained Mobile Patrol personnel shall perform the nightly facilities and fence line inspection as required by Federal Aviation Regulation Part 139. Following completion of this inspection, a written form shall be provided to District's Operations Manager for immediate attention by District personnel. ***Vehicle shall not drive on movement area.***

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

### Contractor's Duties and Responsibilities:

- A. When requested by District, attend quarterly meetings (maximum of 2 hours per attendee).
- B. If a full-scale emergency plan and/or a security tabletop exercise is scheduled during the contract period, Contractor will participate fully, with a minimum of three (3) security guard patrolmen and two (2) supervisors (maximum 4 hours per attendee).
- C. Comply with strict adherence to District's "FAA Radio Transceiver Procedures" for communications with Federal Aviation Administration Air Traffic Control Tower personnel and/or pilots (when necessary).
- D. Become completely familiar with and trained to perform procedures required of contract security personnel as described in District's "Airport Emergency Plan".
- E. Continually be on alert to properly perform "Unattended Baggage Procedures" as specified in District's written procedural guidelines.
- F. Perform duties in accordance with enforcement of District's "Procedures to Enforce District's Policies, Prohibiting Smoking, and Pets Inside the Passenger Terminal" as specified in District's written procedural guidelines.
- G. Become familiar with and enforce the "FAA Airport Ground Vehicle Operations"
- H. Guard Post & Operations Desk: Contractor will provide an operations desk with an identifying sign. The size and appearance of the desk and sign are subject to District's approval. The area will be designated by District's General Manager and may be utilized as an operation, communications and standing post area. The post may be used for placing any operation manuals, forms, or papers. The area shall be kept clean always. Such area may be utilized by the security guard at any time during the duty shift.

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

### WALKING PATROL

#### ADMINISTRATION BUILDING

##### Area 1 (Diagram -2)

The Administration Building will be checked each weeknight as soon after 5:00 p.m. as possible. The office closes at 5:00 p.m. weekdays and is closed all day on weekends and District holidays. The security officer is not to touch any computer terminals or office equipment.

##### A. Interior:

1. All interior lights should be turned off.
2. Check interior lights for operation and note any inoperative lights on the DAR and communication log.
3. All space heaters should be turned off.
4. Ensure no broken or leaking water pipes.
5. Ensure that interior doors are locked.
6. Ensure that any person within the building, outside of regular office hours, is an authorized District employee or contract janitorial service representative.
7. In case of rain, ensure there are no roof leaks.
8. Be alert for concentrations of gas or the presence of smoke.

##### B. Exterior:

1. Ensure all exterior doors are locked and secured.
2. Investigate any suspicious activity in and around the building or parking lot.
3. All exterior canopy and parking lot lights should be on. Note any inoperative lights on the DAR and communication log.

#### BACK-UP GENERATOR AND POWER VAULT

##### Area 2 (Diagram - 2)

##### A. Observe:

1. Back-Up Generator: This unit is tested on a weekly basis, usually on Wednesday mornings. If the generator is operating at any other time, contact appropriate District personnel.

##### B. Power Vault: There should not be any signs of electrical arcing, sparking, smoke or noise.

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

1. The power vault is an unauthorized area for the public. Anyone in this area should be approached by the security officer and, if not authorized, he or she should be identified and removed.
- C. Parking Lot: Observe any activity relating to automobiles parked adjacent to the power vault and control tower. Any activity other than persons observing the flying operations of the airport is unauthorized and the occupants should be instructed to leave. The control tower will close nightly at 8:00 p.m.

### U.S. CUSTOMS BUILDING

#### Area 3 (Diagram – 2)

##### A. Observe:

1. Doors/Gates: Check doors to ensure they are closed and locked.
2. Parking Lot: Observe any activity relating to automobiles parked adjacent to the U.S. Customs Building. Any activity other than persons observing the flying operations of the airport is unauthorized and the occupants should be instructed to leave.

### AIRPORT TERMINAL BUILDING PARKING LOT

#### Area 4 (Diagram - 2)

Both sides of the street in front of the Administration Building are limited time parking. The security officer should make note of any cars that are obviously violating time limit parking and inform District that Contractor deems it necessary to issue a "Warning Notice". When authorized by District, these tickets are placed on the windshield of the violating vehicle. The security officer should also attempt to deter speeding through this area.

The curb in front of the main terminal building is designated as loading and unloading zone only. No parking is allowed, and vehicles must be attended always.

The front areas of the public parking lot are reserved for the restaurant and rental car companies and are clearly marked. Any cars parked in this area not displaying some type of rental car markings (decals etc.) and determined by the rental car agency involved that the auto is indeed in violation, will be noted in the Activity Report.

Observe activities of suspicious nature that may indicate automobile theft or vandalism.

Check parking lot lights for operation and note any inoperative lights on the DAR and communication log.

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

Escort employees to the parking lot on a request basis only. Such service will be conducted as guard duty permits.

### AIRPORT TERMINAL BUILDING

Area 5 (Diagram – 2)

#### OPENING PROCEDURES

##### A. Interior:

1. All interior lights should be turned On.
2. Open Fire doors located next to rental car area.
3. Check Interior lights for operation and note any inoperative lights on the DAR and communication log.
4. All space heaters should be turned off.
5. Ensure no broken or leaking water pipes.
6. Ensure that specified interior doors are unlocked.
7. Ensure that any person within the building, outside of regular office hours, is an authorized employee or contract janitorial service representative.
8. In case of rain, ensure there are no roof leaks.
9. Be alert for concentrations of gas or the presence of smoke.

##### B. Exterior:

1. Ensure all exterior doors are unlocked and secured.
2. Open the rear gate to Baggage claim and trash dumpster.
3. Investigate any suspicious activity in and around the building or parking lot.
4. Note any inoperative lights on the DAR and communication log.

#### CLOSING PROCEDURES

##### A. Interior:

1. All interior lights should be turned off.
2. Check Interior lights for operation and note any inoperative lights on the DAR and communication log.
3. All space heaters should be turned off.
4. Close Fire doors located next to rental car area.
5. Ensure no broken or leaking water pipes.
6. Ensure that interior doors are locked.
7. Ensure that any person within the building, outside of regular office hours, is an authorized employee or contract janitorial service representative.
8. Check all restroom stalls and office areas for individuals.

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

9. In case of rain, ensure there are no roof leaks.
10. Be alert for concentrations of gas or the presence of smoke.

### B. Exterior:

1. Ensure all exterior doors are locked and secured.
2. Close and lock the gate behind baggage claim at the trash area.
3. Investigate any suspicious activity in and around the building or parking lot.
4. All exterior canopy and parking lot lights should be on. Note any inoperative lights on the DAR and communication log.

## MOBILE PATROL DUTIES

### OPENING

Check Interior lights for operation and note any inoperative lights on the DAR and communication log.

Guard must provide for opening and closing of the Terminal Building in three (3) separate areas. These are:

1. Airline
2. Restaurant/Car Rental/Baggage Claim
3. Terminal Building

## AIRLINE & RESTAURANT

### Area 5 (Diagram – 2)

At 5:30 a.m., unless otherwise directed by District's General Manager, the security officer will open the Terminal Building. All lights must be returned to daytime configuration and the public doors in diagram 2 must be unlocked.

### SUMMARY

By 5:30 a.m., the security officer must ensure that the entire Terminal Building is open and ready for business. At no time will the Terminal Building remain locked past 5:30 a.m. If terminal employees report for their shift prior to opening of the Terminal Building, and access must be granted, log the time of event along with the employee's name and company in the Daily Activity Report.

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

### NIGHTTIME PATROL HOURS

#### AIRPORT PERIMETER AND MOBILE HOME PARK

(Diagrams – 1 & 3)

After security checks of areas shown on this Exhibit "A", the Mobile Patrol security guard shall perform a vehicular patrol of the airport facilities and perimeter conducted in accordance with Diagram 1 and 3.

All guards with Airfield access will be required to undergo Airport Driver Training provided by the District before being allowed to operate a vehicle within the airfield perimeter.

The guard shall ensure that all perimeter gates are closed and locked and that there are no holes or unauthorized access points in the perimeter fencing. Pedestrian gates and doors shall be checked by physically trying to open the door/gate/padlock. If a door/gate is found unlocked or open the guard will close and lock or secure the door/gate by alternate means. i.e., chain and lock and contact Airport Operations. A notation shall be made of any vehicles which appear to be remaining in the T-hangar complex or on the ramp overnight. Any person encountered shall be challenged and the reason for their presence on the airfield at such an hour determined, especially if the person is on any of the aircraft movement areas.

Unless under escort by a valid Airport ID holder, all persons must have an Airport issued ID card and present it upon request. The guard shall physically check the badge by comparing the photo on the badge to the person presenting the badge. The guards shall also verify the expiration date printed on the card is not past due and that the badge is not listed on the Badge Stop List. Persons without a valid card must be identified, escorted off the premises, and Airport Operations Contacted. If there is a question as to the validity of any person's claim, the Airport shall be notified, and an incident report shall be filed.

The Airport Mobile Home Park is located adjacent to the Airport perimeter on Blosser Rd and must be patrolled during the perimeter inspection. The mobile guard shall note, on the DAR, any activity, or groups within the park during the patrols. The mobile patrol shall be conducted entirely within the boundaries shown on Diagrams 1 and 3 and shall remain clear of runways and taxiways except to investigate suspicious persons and/or vehicles on runways. Mobile security personnel must be trained by District personnel prior to performing the nightly lighting inspection and have an aircraft transceiver.

The Mobile Driver should check the operation of all ramp and outside building lights on District owned buildings and verify that the Runway and Taxiway Pilot Controlled Lighting system is functioning by operating the lights via hand held airfield radio (118.3 MHz). A failure of the runway or taxiway lights shall be reported to the Airport immediately. All other lights shall be noted on the DAR and communications log located in the terminal.

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

### TRANSIENT AND TIE-DOWN AIRCRAFT PARKING AREAS

(Diagram – 1)

Transient parking between the Terminal and the Hotel Ramp and the Tie-Down parking between the Tower and the Hangar Ramp. This area is for overnight parking of airplanes. Aircraft may be arriving and departing 24 hours per day.

Transient aircraft personnel will use the Fixed Base Operator, Hotel, or P17 gate for access to and from the transient aircraft parking area generally between the hours of 6 a.m. to 11:00 p.m. All transient pilots must be escorted until their aircraft door is opened by the pilot or passenger. Ingress and egress to/from the hotel transient aircraft parking area will be through the pedestrian gate at the Hotel pilot's access ramp door. Transient aircraft personnel shall not enter the Security Identification Display Area ("SIDA") shown on Diagram 1.

#### A. Observe:

1. Activities of vehicles on Transient Aircraft Parking Ramp. Vehicles are only permitted to operate within the transient aircraft parking area if they are:
  - a. Operating directly between the vehicle access gate at the FBO and the privately owned aircraft of the driver and under escort by airport employee, or airport tenants.
  - b. Duly licensed and permitted by the District to operate commercial vehicles for air cargo operations.
  - c. District authorized fuel trucks, Airline, FAA, TSA, or District vehicles.
2. SIDA - Persons on transient and airline service ramp. Persons on the ramp must be conducting business in conjunction with the operation, fueling, loading, or unloading of passengers, or in some capacity properly associated with an aircraft parked on the ramp. All persons in the Security Identification Display Area must wear the SIDA identification card authorized by the District's General Manager in accordance with the Airport Security Plan.
3. Activities of vehicles on SIDA ramp. Except for authorized fuel trucks, Federal Aviation Administration, Transportation Security Administration, Airline or District vehicles, no other vehicles are permitted within the "Security Identification Display Area". Any unauthorized vehicle must be stopped, and the driver questioned as to his or her intentions. The driver or passenger in the vehicle must have an Airport issued SIDA card. The guard shall physically check the badge by comparing the photo on the badge to the person presenting the badge. The guards shall also verify the



## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

expiration date printed on the card is not past due and that the badge is not on the "Stop List" provided by the District. Check with the District office or other District personnel on a case-by-case basis if there are any questions.

4. Vehicles parked in parking lot adjacent to transient aircraft parking ramp. Occupants in vehicles parked adjacent to the transient ramp should be observed for any malicious activity or conduct.

### B. Performance:

1. Overdue aircraft field search. Following a request by any District employee, a field search for overdue aircraft shall be conducted and results reported to the District employee requesting the search.
2. Provisions for "ticketing" overnight transient aircraft will be discussed at the appropriate time when such operation is to be implemented.

## AIRLINE

### Area 5 (Diagram – 2)

This area should close nightly at 10:00 pm. After all official airport business in this area ceases, the area will be secured for the night. The security officer will check the area to make sure that all personnel have left. The guard will lock, all exterior and interior doors. The panel switches are coded indicating which lights are to be left on at night. All other lights are to be turned off. All rear entrance doors in the Terminal Building should then be rechecked. The security officer will then check the observation decks making certain that the doors to the upstairs offices are locked. Guard cannot leave their post until all passengers have left the building and airport property. If a passenger is waiting for a ride, the security guard must wait until the person has been picked up or left airport property before leaving for the night.

## SUMMARY

Closing of the Airline area involves determining that no one is within Area 5 and locking all exterior doors. A walk around inspection of the rear entrances (airline leaseholds) should be conducted to ensure that they are secure. The interior lights in Area 5 determined as "non-essential", will be turned off. Guard will ensure that all trash receptacles are free from any smoldering cigarette butts and there are no water or gas leaks in the building. Anything that looks broken, concerning, or out of place should be noted on the DAR.

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

### Restaurant / Car Rental / Baggage Claim

#### Area 5 (Diagram – 2)

The car rental and baggage claim area should be locked up after the last arriving flight of the night including the fire door leading to baggage claim. The restaurant and bar should close by 9:00 PM. UNLESS IN AN EMERGENCY, THE SECURITY OFFICER WILL NOT ENTER THE BAR OR RESTAURANT AT ANY TIME. After the restaurant and bar closes, the security officer will check the restrooms and common areas for personnel and make certain that all doors are locked.

#### SUMMARY

Closing of the restaurant area and car rental/baggage claim area involves determining that no one is within Area 5 and locking all exterior doors. Ensure the metal gates adjacent to the baggage claim belt is lowered. All interior lights in the Terminal determined as “non-essential”, will be turned off. Upon closure of the restaurant, and upon determining that the restaurant employees do not require an exit from the doors facing Terminal Drive, all exterior doors will be secured.

Refer to the Airport Driver Training program and/or the “FAA Airport Ground Vehicle Operations” provided by the District, for guidelines in operating on the aircraft ramp if it should become necessary to investigate suspicious persons or vehicles.

Diagram 1 – Terminal Doors & Gates, Airfield Mobile Patrol Route

Diagram 2 – Foot Patrol Areas (Terminal, Admin, Parking Lots, Customs, Power Vault)

Diagram 3 – Mobile Home Park Patrol

## SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

All figures shall be based upon Pg. A3 of the Site Requirements for Contract Security

### COMPENSATION OF CONTRACTOR

Security services for the FIRST YEAR of the Agreement.

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(Words)

\$

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(Figures)	Regular	Holiday/ Overtime
a. Regular "Standing Post":	\$ _____ /HR	\$ _____ /HR
b. Emergency Call Out:	\$ _____ /HR	\$ _____ /HR
c. Mobile Patrol:	\$ _____ /HR	\$ _____ /HR

Security services for the SECOND YEAR of the Agreement.

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(Words)

\$

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(Figures)	Regular	Holiday/ Overtime
a. Regular "Standing Post":	\$ _____ /HR	\$ _____ /HR
b. Emergency Call Out:	\$ _____ /HR	\$ _____ /HR
c. Mobile Patrol:	\$ _____ /HR	\$ _____ /HR

Security services for the THIRD YEAR of the Agreement.

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(Words)

\$

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(Figures)	Regular	Holiday/ Overtime
a. Regular "Standing Post":	\$ _____ /HR	\$ _____ /HR
b. Emergency Call Out:	\$ _____ /HR	\$ _____ /HR
c. Mobile Patrol:	\$ _____ /HR	\$ _____ /HR

SITE REQUIREMENTS FOR CONTRACT SECURITY SERVICE

CERTIFICATE OF CONTRACTOR

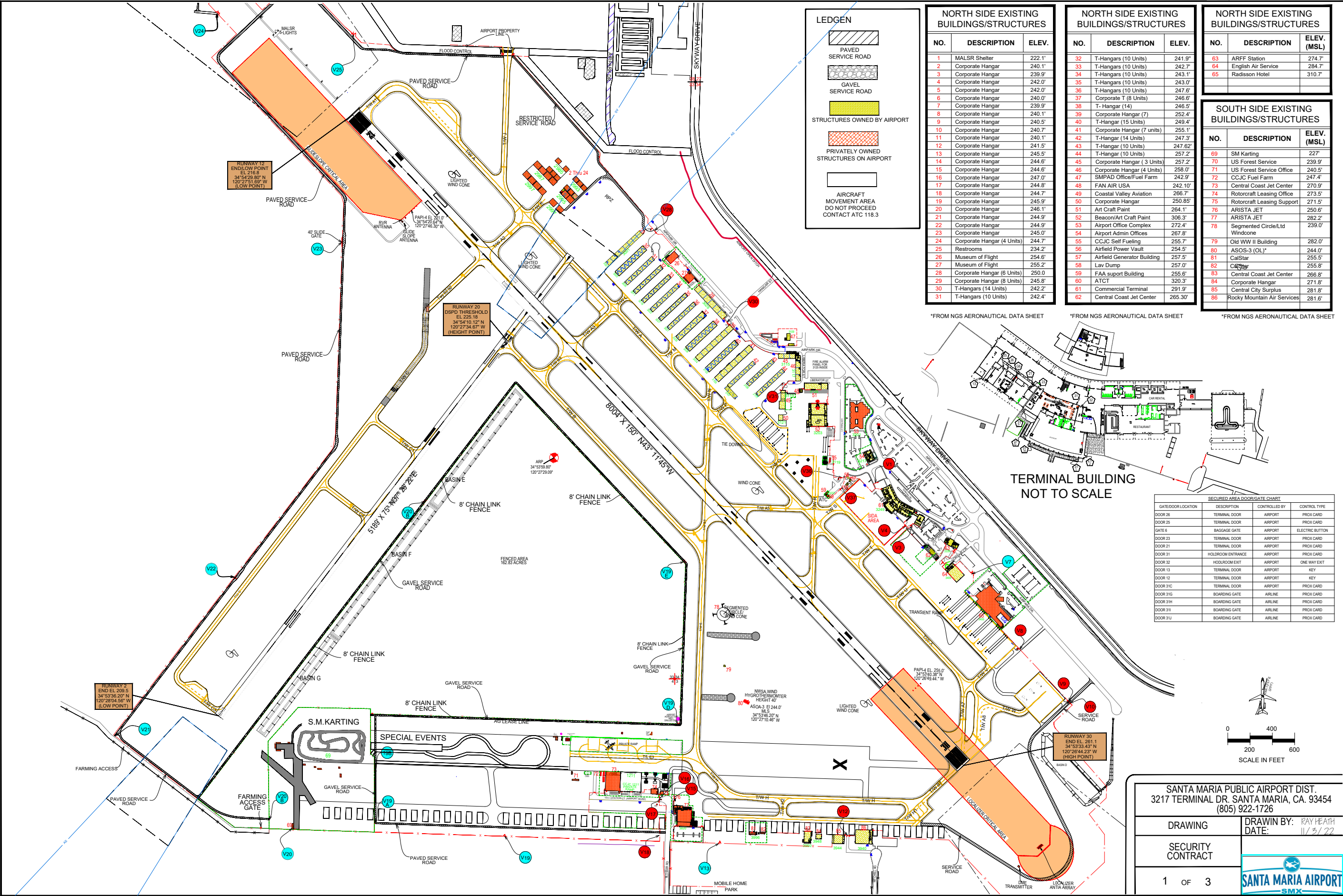
I hereby certify that I am the owner or principal executive officer and duly authorized representative of the firm of \_\_\_\_\_, a \_\_\_\_\_ corporation, whose address is \_\_\_\_\_ and that neither I nor the firm I represent has:

- A. Employed or retained for commission, percentage, brokerage contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above firm) to solicit or secure this agreement;
- B. Agreed, as an express or implied condition for obtaining this agreement, to employ or retain the services of any firm or person about carrying out the agreement; or
- C. Paid or agreed to pay to any firm, organization, or person (other than a bona fide employee working solely for me or the above firm) any fee, contribution, donation, or consideration of any kind for or about procuring or carrying out the agreement, except at herein expressly stated (if any): \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)



NORTH SIDE EXISTING BUILDINGS/STRUCTURES		
NO.	DESCRIPTION	ELEV.
1	MALSR Shelter	222.1'
2	Corporate Hangar	240.1'
3	Corporate Hangar	239.9'
4	Corporate Hangar	242.0'
5	Corporate Hangar	242.0'
6	Corporate Hangar	240.0'
7	Corporate Hangar	239.9'
8	Corporate Hangar	240.1'
9	Corporate Hangar	240.5'
10	Corporate Hangar	240.7'
11	Corporate Hangar	240.1'
12	Corporate Hangar	241.5'
13	Corporate Hangar	245.5'
14	Corporate Hangar	244.6'
15	Corporate Hangar	244.6'
16	Corporate Hangar	247.0'
17	Corporate Hangar	244.8'
18	Corporate Hangar	244.7'
19	Corporate Hangar	245.9'
20	Corporate Hangar	246.1'
21	Corporate Hangar	244.9'
22	Corporate Hangar	244.9'
23	Corporate Hangar	245.0'
24	Corporate Hangar (4 Units)	244.7'
25	Restrooms	234.2'
26	Museum of Flight	254.6'
27	Museum of Flight	255.2'
28	Corporate Hangar (6 Units)	250.0'
29	Corporate Hangar (8 Units)	245.8'
30	T-Hangers (14 Units)	242.2'
31	T-Hangers (10 Units)	242.4'

NORTH SIDE EXISTING BUILDINGS/STRUCTURES		
NO.	DESCRIPTION	ELEV.
32	T-Hangers (10 Units)	241.9'
33	T-Hangers (10 Units)	242.7'
34	T-Hangers (10 Units)	243.1'
35	T-Hangers (10 Units)	243.0'
36	T-Hangers (10 Units)	247.6'
37	Corporate T (8 Units)	246.6'
38	T-Hanger (14)	246.5'
39	Corporate Hangar (7)	252.4'
40	T-Hanger (15 Units)	249.4'
41	Corporate Hangar (7 units)	255.1'
42	T-Hanger (14 Units)	247.3'
43	T-Hanger (10 Units)	247.62'
44	T-Hanger (10 Units)	257.2'
45	Corporate Hangar (3 Units)	257.2'
46	Corporate Hangar (4 Units)	258.0'
47	SMPAD Office/Fuel Farm	242.9'
48	FAN AIR USA	242.10'
49	Coastal Valley Aviation	268.7'
50	Corporate Hangar	250.85'
51	Art Craft Paint	264.1'
52	Beacon/Art Craft Paint	306.3'
53	Airport Office Complex	272.4'
54	Airport Admin Offices	267.8'
55	CCJC Self Fueling	255.7'
56	Airfield Power Vault	254.5'
57	Airfield Generator Building	257.5'
58	Lav Dump	257.0'
59	FAA suport Building	255.6'
60	ATCT	320.3'
61	Commercial Terminal	291.9'
62	Central Coast Jet Center	265.30'

NORTH SIDE EXISTING BUILDINGS/STRUCTURES		
NO.	DESCRIPTION	ELEV. (MSL)
63	ARFF Station	274.7'
64	English Air Service	284.7'
65	Radisson Hotel	310.7'

SOUTH SIDE EXISTING BUILDINGS/STRUCTURES		
NO.	DESCRIPTION	ELEV. (MSL)
69	SM Karting	227'
70	US Forest Service	239.9'
71	US Forest Service Office	240.5'
72	CCJC Fuel Farm	247.4'
73	Central Coast Jet Center	270.9'
74	Rotorcraft Leasing Office	273.5'
75	Rotorcraft Leasing Support	271.5'
76	ARISTA JET	250.6'
77	ARISTA JET	282.2'
78	Segmented CircleLtd Windcone	239.0'
79	Old WW II Building	282.0'
80	ASOS-3 (OL)*	244.0'
81	CalStar	255.5'
82	CalStar	255.8'
83	Central Coast Jet Center	266.8'
84	Corporate Hangar	271.8'
85	Central City Surplus	281.8'
86	Rocky Mountain Air Services	281.6'

SECURED AREA DOOR/GATE CHART			
GATE/DOOR LOCATION	DESCRIPTION	CONTROLLED BY	CONTROL TYPE
DOOR 26	TERMINAL DOOR	AIRPORT	PROX CARD
DOOR 25	TERMINAL DOOR	AIRPORT	PROX CARD
GATE 6	BAGGAGE GATE	AIRPORT	ELECTRIC BUTTON
DOOR 23	TERMINAL DOOR	AIRPORT	PROX CARD
DOOR 21	TERMINAL DOOR	AIRPORT	PROX CARD
DOOR 31	HOLDROOM ENTRANCE	AIRPORT	PROX CARD
DOOR 32	HOLDROOM EXIT	AIRPORT	ONE WAY EXIT
DOOR 13	TERMINAL DOOR	AIRPORT	KEY
DOOR 12	TERMINAL DOOR	AIRPORT	KEY
DOOR 31C	TERMINAL DOOR	AIRPORT	PROX CARD
DOOR 31G	BOARDING GATE	AIRLINE	PROX CARD
DOOR 31H	BOARDING GATE	AIRLINE	PROX CARD
DOOR 31I	BOARDING GATE	AIRLINE	PROX CARD
DOOR 31J	BOARDING GATE	AIRLINE	PROX CARD





