

**Report to the  
Business Administration Committee**

**Pre-Solicitation Terms  
For The  
Unarmed Security Guard Services Contract at  
Ronald Reagan Washington National Airport**

**April 2015**

## **Purpose**

Staff requests that the Business Administration Committee concur with the solicitation terms and issuance of a full and open competitive procurement, using a “Best Value” approach, for a new Unarmed Security Guard Services contract at Ronald Reagan Washington National Airport. The Contract award will require Committee and Board approval.

## **Background**

Transportation Security Administration Regulations and Directives require an airport operator to control access to certain parts of the facility.

Access to these locations is controlled by ID card readers and unarmed security guards supported by the Airports Authority Police. Access points include, but are not limited to: service, delivery and construction vehicle gates, loading docks and pedestrian doorways.

In addition, unarmed security guards supported by the Airports Authority Police patrol the Airport to ensure people in the secured areas have valid Airport Identification.

## **Background (cont.)**

The incumbent contractor is Master Security, Inc. of Hunt Valley, MD, an LDBE company. The contract commenced on November 1, 2010 and will expire on October 31, 2015.

## **Proposed Contract Terms**

The solicitation will be for a three-year base period with one two-year option, at the Airports Authority's sole discretion.

The offerors will provide labor, supervision, materials, equipment, and administration required for the performance of the contract.

The solicitation will include the minimum living wage rate of \$13.64 per hour.

The 100% LDBE participation requirement will be maintained.

## **Evaluation Criteria**

The criteria used to evaluate and select a provider for this contract will be:

- Past Performance and Prior Experience
- Project Understanding
- Technical Excellence
- Management Plan

## **Recommendation**

Staff requests that the Business Administration Committee concur with the solicitation terms and issuance of a full and open competitive procurement, using a “Best Value” approach, for a new Unarmed Security Guard Service contract at Reagan National. The Contract award will require Committee and Board approval.



Ronald Reagan Washington National Airport



Dulles Corridor Metrorail Project



Dulles Toll Road



Washington Dulles International Airport



METROPOLITAN WASHINGTON  
AIRPORTS AUTHORITY