



**Report to the  
Business Administration Committee**

**Pre-Solicitation Terms  
for the  
Unarmed Security Guard Services Contracts at  
Washington Dulles International Airport  
and  
Dulles Toll Road Administration Building**

**July 2015**

## Purpose

Staff requests that the Business Administration Committee concur with the issuance of a full and open competitive procurement, using a “Best Value” approach, for new Unarmed Security Guard Services at both Washington Dulles International Airport and the Dulles Toll Road Administration Building. This will be a single solicitation to award two contracts. Contract award will require Committee and Board approval.

## Background

Transportation Security Administration Regulations and Directives require airport operators to control access to secure parts of the facility.

Access to the secure areas of the Airport is controlled by ID card readers and unarmed security guards supported by the Airports Authority Police. The unarmed security guards are primarily responsible for controlling and inspecting vehicles entering the Airport Operations Area. In addition, they inspect deliveries into the secure areas of the terminal and concourses, and conduct ID badge inspections of credentialed employees entering the secure areas of the Airport.

## **Background (cont.)**

The unarmed security guard services are also utilized at the Dulles Toll Road Administration Building to ensure the safety and security of the cash handling operation and revenue collections entering and exiting the facility. In addition, they check visitors as they enter and exit, and monitor all secure entrances/exits.

The incumbent contractor is Master Security, Inc. of Hunt Valley, MD.

The contract commenced on February 1, 2011 and will expire on January 31, 2016.

## **Proposed Contract Terms**

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

The Offerors will provide the 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.

A 35% LDBE participation requirement has been set by the Equal Opportunity Programs Office.



## 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 issuance of a full and open competitive procurement, using a “Best Value” approach, for new Unarmed Security Guard Services at both Washington Dulles International Airport and the Dulles Toll Road Administration Building. 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