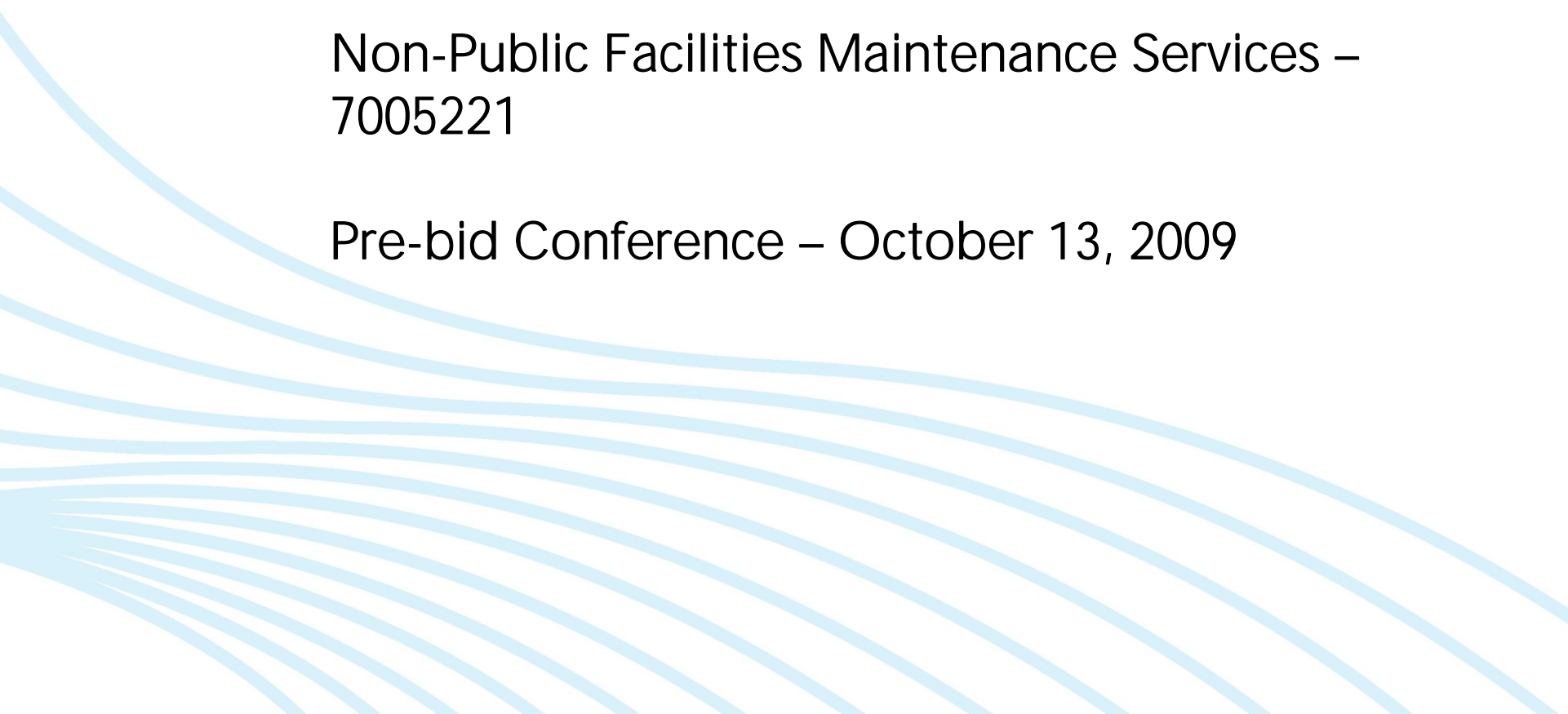


Dallas/Fort Worth International Airport
Asset Management Department

Non-Public Facilities Maintenance Services –
7005221

Pre-bid Conference – October 13, 2009





Introduction and General Remarks

Jack Allison, Asset Management Contracts Manager

Facilities Maintenance, Non-Public Facilities Pre-bid Conference Agenda

Time	Agenda Item
Day 1 9:00 a.m.	Conference Begins, Welcoming Remarks, Asset Management Department Goals and Objectives – Jack Allison, Asset Management Contracts Manager
9:10	Business Diversity & Development Department – Suzanne Cruz-Sewell, AVP, Business Diversity and Development
9:35	Procurement & Materials Management Department – Ron Duncan, Contracts Manager
9:35	Risk Management Department – Steve Francis, Loss Prevention Coordinator
10:00	Break
10:15	Access Control Office – Kathy Lawton, Access Control Manager
10:45	Airport Parking – Jack Allison
10:50	Review Bid Specifications – Major Changes – Jack Allison, Contracts Manager
11:30	Lunch Break

Facilities Maintenance, Non-Public Facilities Pre-bid Conference Agenda

Time	Agenda Item
1:00 p.m.	Review Bid Specifications – Articles/Attachments/Exhibits – Jack Allison, Asset Management Contracts Manager
2:00 p.m.	Review Bid Specifications –Exhibit 8 and Maintenance Standards– Joe Lovelady, Quality Assurance Manager
3:00	Questions & Answer Session
4:00	Facilities Maintenance , Non-Public Facilities Pre-bid Conference Day 1 Conclusion
Day 2 9:00 a.m.	Non-Public Facilities Bus Tour Commences
11:30 – 1:00	Lunch
1:00	Tour Resumes
4:30	Facilities Maintenance , Non-Public Facilities Pre-bid Conference Conclusion

Asset Management Department

Jack Allison, Asset Management Contracts Manager

- Mission
 - To Provide A Continuum Of Facilities Maintenance Services That Exceed Customer Expectations

- Goals
 - Provide Maintenance Practices That Ensure A Well Maintained, Comfortable And Aesthetically Pleasing Environment
 - Maintain Competitive Cost Of Services
 - Provide Economic Opportunity To The Local Business Community



Asset Management Department

Jack Allison, Asset Management Contracts Manager

- Proactive
- Preventative
- Performance

Dallas/Fort Worth International Airport

M/WBE Program

Suzanne Cruz-Sewell, Assistant Vice
President

October 13, 2009

Business Diversity & Development Department

About BDDD

- Responsible for implementing the Board's M/WBE, DBE & ACDBE Programs
- Create an equal opportunity for M/WBE firms to compete on all Airport contracts

Key Areas of Responsibility

- Pre-Award – goal setting, sourcing, notification of business opportunities
- Post-Award – monitoring compliance & reporting
- Outreach – external partnerships to identify MWBEs & promote DFW business opportunities

About the Programs

M/WBE Program

- Minority/Woman-Owned Business Enterprise
- Supported by an Availability & Disparity Study

DBE & ACDBE Program

- Disadvantaged Business Enterprise
- Airport Concessions Disadvantaged Business Enterprise
- Federally mandated. DFW recipient of federal funds.

M/WBE Goal Determination

- Review for opportunities to maximize M/WBE participation
- Goals determined based on subcontracting opportunities and availability of M/WBE firms
- Goal for Non-Public Facilities Maintenance Services: 25%
- Aspirational goals & good faith effort
- Goal is applicable to all Primes including M/WBE Primes

Counting M/WBE Participation

- Only firms certified by an approved certification agency will be counted towards the M/WBE goal
- Board approved certification agencies
 - North Central Texas Regional Certification Agency (NCTRCA)
 - Women's Business Council – Southwest
 - DFW Minority Supplier Development Council

BDDD Resources

- Website: www.dfwairport.com > business opportunities
 - Business Diversity
 - Program Manuals
 - Certification
 - M/WBE Directory
 - Forms

M/WBE Forms Required

- Schedule Of Subcontractors (Final) – Due at time of bid
 - Identify all subcontractors (Non-MWBE & MWBE)
 - State \$ amount and % of M/WBE participation for each
 - “As Needed” does not count towards M/WBE goal
- Intent To Perform – Due at time of bid
 - Name and signature of subcontractors
 - Good Faith Effort Documentation
 - Applicable if M/WBE goal is not achieved



Procurement & Materials Mgmt Department

Procurement & Materials Mgmt Department Bid Solicitation Process Highlights

- DFW Airport's Procurement Process Managed In Accordance With Texas Government Code, Chapter 252
 - Solicitation Document Includes
 - General/Special Contract Provisions (Insurance, Bonding, Etc.)
 - Statement Of Work (SOW), Contract Schedule/Period Of Performance
 - M/WBE Requirements
 - Date, Time And Place Bids Are Due
 - Evaluation Criteria

Procurement & Materials Mgmt Department Bid Solicitation Process Highlights (cont)

- Solicitation Advertised Two Consecutive Sundays In Local Papers
 - *Dallas Morning News* Legal Notice Section
 - *Commercial Recorder* (Fort Worth Market)
- Solicitation Notice Posted On DFW Airport Website ([www.dfwairport.com/Business Opportunities/Solicitations](http://www.dfwairport.com/Business%20Opportunities/Solicitations))
 - Documents Available At MS Dallas Reprographics, 2300 Reagan Street, Dallas.
 - Solicitation No. 70005221 – Non-Public Facilities Maintenance Services
 - To Order, Call 214-521-7000 or 1-866-699-0992.
- Bids Received On The Date And Time Specified In The Solicitation. ***Late Bids Not Accepted***
 - Publicly Opened And Read Aloud; Documentation Verified

Procurement & Materials Mgmt Department Bid Solicitation Process Highlights (cont)

- Bids Evaluated By A Cross-Functional Team Of Board Representatives Based On The Following:
 - Lowest Responsive, Responsible Bid Meeting Specifications For Goods And Services

- Evaluation Team Recommends Contract Award(s) To Vice President, PMM
 - Board Approval Is Requested At The Next Regular Board Of Directors Meeting, Which Occurs First Thursday Of Each Month at 8:30 A.M.

Procurement & Materials Mgmt Department

Bid Solicitation Process Highlights (cont)

- After Contract Administrator Receives a Signed Contract, Bonds and other Requested Information (i.e. insurance verification), A Notice To Proceed (NTP) Letter Is Issued by VP, PMM Along With An Executed Contract by The Board.

Procurement & Materials Mgmt Department Bid Solicitation Process Highlights (cont)

- Follow All Bid Preparation Instructions
 - Double Check To Make Sure All Forms Are Correctly Completed
 - Make Sure All Required Documentation Is Submitted
 - Respond To What The Bid Requests – Then, If Desired, Firms *May* Submit Alternative Bid(s)
- Extend All Unit Prices, Double-check All Figures
 - Do Not Place Limitations Or Otherwise “Condition” The Bid

Procurement & Materials Mgmt Department Bid Solicitation Process Highlights (cont)

- Late Means Late
 - Find Out In Advance Exactly Where Documents Must Be Delivered And Make Sure Documents Arrive Well In Advance Of The Due Date/Time
 - "Mail" Or "Fed Ex" Delays, Or "Traffic Accidents On I-635" Are Not Valid Excuses - You Will Be Disqualified
- If You Don't Understand, Or It Does Not Make Sense, Submit Written Questions To The Contract Administrator



Risk Management Department

Risk Management Department Pre-Bid Conference

- Steve Francis, Loss Prevention Coordinator

Risk Management Department Standard Insurance Coverage

- Workers' Compensation
 - Statutory Limits
 - Employer's Liability - \$500,000
Per Accident
- Commercial General Liability (CGL)
 - Minimum Required Limits
 - \$1,000,000 Per Occurrence
 - \$2,000,000 Aggregate
- Business Automobile Liability
 - \$500,000 Combined Single Limit
 - All Owned, Hired And Non-owned Vehicles

Risk Management Department Additional Insurance Coverage

- Umbrella Liability
 - Air Operations Area - \$10,000,000
 - Secure / Sterile Side Operations - \$5,000,000
- Pollution Liability / Environmental Impairment
 - \$1,000,000
 - If You Have Any Exposure To Asbestos, Lead, Mold, (Including Any Work Which Could, If Not Performed Properly, Lead To Mold Or Fungal Contamination), Petroleum Products, Contaminated Soils, Or Other Pollutants, You Shall Provide Appropriate Pollution Liability Or Environmental Impairment Insurance

Risk Management Department

Additional Insurance Requirements

- Cargo Liability Coverage
 - If Your Vehicles Carry Materials Belonging To Others
- “All-risk” Builder’s Risk Insurance
 - If The Contractor Is To Construct A Structure, This Policy Shall Cover The Board’s Interest As A Loss Payee
- “All-risk” Installation Floater
 - If You Transport Materials, Equipment, Machinery Or Furnishings To, Or Store Such Property On The Board’s Construction Site.
- Rented Equipment Coverage

Risk Management Department

Additional Insurance Requirements (cont)

- Additional Insured Endorsement
 - Provision Refers To The Board Of Directors Of The DFW International Airport Board, The Board's Officers, Directors, Agents And Employees, Its' Designated And/Or Authorized Representatives And The Cities Of Dallas, Texas And Fort Worth, Texas
- Waiver Of Subrogation
 - Insurers Shall Have No Right Of Recovery Or Subrogation Against The Board Or Other Parties Listed Above
- Indemnification And Hold Harmless
 - Contractor Covets And Agrees To Fully Indemnify And Hold Harmless The Parties Listed Above
- A.M. Best Rating
 - Authorized By The Texas State Board Of Insurance
 - Minimum Rating Of "A-" "VII"

Risk Management Department

Bonds

- Payment Bond
 - Ensures Subcontractors Will Be Paid For Materials Provided And/Or Work Performed. These Are Required On Contracts Of Substantial Value And Those Where There May Be A Need For This Type Of Coverage
- Performance Bond
 - Is Conditioned On The Faithful Performance Of The Work In Accordance With The Plans, Specifications, And Contract Documents. In Layman's Terms, It Provides Protection To Ensure The Contract Is Completed

Risk Management Department Coverage Notification

- Pre-Contract Execution
 - Prior To The Execution Of The Contract, YOU Shall Have YOUR Insurance Agent(s), Broker(s), Or Insurer(s) Enter YOUR Policy Information Into www.ins-cert.com , And Link YOUR Policy Data To The Board. YOU Shall Cause YOUR Insurance Data To Be Kept Current On ***ins-cert.com*** For The Period Of Time YOU Are Liable For YOUR Product Or Work, But Not Less Than The Warranty Period Of Our Contract. YOU Further Agree To Cause YOUR Insurance Agent(s), Broker(s) Or Insurer(s) To Properly Register, Use And Pay The Fees For Using Ins-cert.Com, (Your Agent Will Be Charged \$3 To Enter Your Policy Data, And 25¢ When The Board Verifies Your Coverage On-line, Which Is Less Than The Cost Of Issuing Certificates, So There Should Be No Effect On Your Cost Of Insurance Or Service).
 - **Paper, Faxed Or E-mailed Certificates Not Acceptable**

Risk Management Department

Contractor Responsibility

- Should This Contract Require The Use Of Subcontractors, It Will Be The Sole Responsibility Of The General Contractor To Either Require Subcontractors To Provide And Maintain The Insurance Coverage Required Herein Or Provide Said Insurance Coverage For The Subcontractor By Designating The Subcontractor As An Additional Insured Either By A Blanket Additional Insured Endorsement, Or By Specific Endorsement. The Contractor Shall Verify That Such Subcontractors Are In Compliance With All Contractual Insurance Requirements. The Prime Contractor Assumes All Liability For Those Subcontractors Who Do Not Meet The Insurance Requirements. Access To The Air Operations Area Will Not Be Granted Without Verification Of Insurance Coverage As Required Herein Through ***Ins-cert.Com***.

Break

Service Provider Networking Opportunity

- Conference Recommences In 15 Minutes



Department of Public Safety

Department of Public Safety
Access Control Office

- Kathy Lawton, Access Control Manager

Access Control Office Security Regulatory Requirements

- A Brief History
 - Airport Security Improvement Act Of 2000
 - Aviation And Transportation Security Act
 - U.S. Code Of Federal Regulations, Title 49, Chapter XII, Parts 1500 Through 1699

Access Control Office

Determining the Level of Access Needed

- SIDA Badge (Blue, Red & Yellow)
 - Provides unescorted access
 - Security Identification Display Area (SIDA)
 - Ramp
 - Air Operations Area (AOA)
- Non-SIDA Badge (Green)
 - Authorizes employee through the screening process at the TSA security checkpoints
 - Is not authorized media on the SIDA, Ramp, or AOA
- U.S. Customs Clearance



Access Control Office

Determining the Level of Access Needed (cont)

- U.S. Customs requirements for gaining access into a Federal Inspection Station (FIS)
 - CHRC investigation result, cleared within 30 days of applying for access
 - U.S. Customs Form 3078
 - Letter on company stationary
 - Attests to 10 year background check
 - Explanation of the duties performed in a Customs area and where access is needed

Access Control Office

Access/Security Application

- DFW Airport Access Badge Application
 - SIDA
 - Non-SIDA
- Employee Section
 - Must be completed by applicant with original signatures and dates
- Employer Section
 - Must be signed by duly authorized agent of the company
 - New companies should register with the Access Control Office by sending an email to aco@dfwairport.com
- Sponsorship
 - DFW representative signature granting/authorizing issuance of badge and access to be programmed on badge

DFW Airport Access Badge Application Page 1 of 3

Last Name	First Name	Middle Name
Company Name		Social Security Number

EMPLOYEE (Print in black or dark blue ink only)

Bl./Jr./Dco. (MM/DD/YYYY)	Sex	Eyes	Hair	Ht.	Wt.
Color	Color	Color	Color	Color	Color
Job Title	Driver's License #	State	Expiration		
Home Address	City	State	Zip		
Business Phone	Home Phone	Cell Phone			
E-mail Address					

Do you hold another DFW Airport Access Badge with a company not listed above? YES NO

Country of Citizenship _____

Alien Registration Number (if applicable) _____ Expiration _____

Employment Authorization Document (if applicable) _____ Expiration _____

I-94 Arrival/Departure Record Number (if applicable) _____ Expiration _____

I-9 Employment Eligibility (if applicable) _____ Expiration _____

Non-immigrant Visa Number (if applicable) _____ Expiration _____

Passport Number (if applicable) _____ Passport Country _____ Expiration _____

The information I have provided is true, complete, and correct to the best of my knowledge and belief and is checked in good faith. I understand that a knowingly and willful false statement can be punished by fine or imprisonment or both. (See Section 1001 of Title 18 of the United States Code at <http://www.uscourts.gov/uscourts/criteria.html>.)

Employee Signature _____ Date _____

Privacy Act Notice

Authority: 49 U.S.C. § 114 authorizes the collection of this information.

Purpose: DHS will use this information to conduct a security threat assessment on airport employees and other personnel or applicants who work in a secure area of access to the air operations area, secure areas, SIDA, or any area for which the airport has issued a personnel identification number.

Routine Uses: This information will be used by and disclosed to DHS personnel and contractors or other agents who read, the information to assist in activities related to national security. Additionally, DHS may share this information with facility operators, law enforcement or other government agencies as necessary to respond to potential or actual threats to transportation security, or pursuant to its published Privacy Act system or records notice.

Disclosure: Furnishing this information is voluntary. However, failure to furnish the requested information may delay or prevent the completion of your security threat assessment and may prevent your access to the air operations area, secured area, SIDA, or other areas or purpose for which personnel identification numbers are issued.

I have read the preceding information and understand my rights as an applicant. By signing below, I hereby certify my understanding and agree to all the terms of this Privacy Act Notice.

Applicant's Signature _____ Date _____

FD-3400-1 (10/09)

Access Control Office

Access/Security Application (cont)

- Basic Instructions
 - Do not fold application
 - Complete online
 - Can print legibly using black or dark blue ink
 - Correction tapes/fluids are prohibited
 - All three sections must be under original signature, no stamps
 - Applications must be presented to ACO within 30 days from the date of the authorized badge sponsor (DFW representative)

Access Control Office

Starting the Fingerprinting Process

- Fingerprinting
 - Applicants arrive with approved application and proof of identity and employment authorization documents from the List Of Acceptable Documents
 - Documents from List A establish both identity and employment authorization
 - Documents from List B establish identity only
 - Documents from List C establish employment authorization only
 - Applicants must also have a document to validate the mailing address listed on the application if one of the documents from the List Of Acceptable Documents does not contain current mailing address

Access Control Office

Starting the Fingerprinting Process (cont)

- Fingerprint Application
 - Every applicant is required to read and sign before being fingerprinted
 - Lists 28 disqualifying crimes
 - Advises employee of their responsibility to self-disclose any arrests/convictions received while possessing security access privileges with DFW Airport
 - Fees must be paid on the first visit to the ACO
 - \$75 new badge (includes fingerprinting service)
 - \$30 Badge Renewal
 - Fees can be paid with a corporate credit card on file in the ACO or the applicant will be required to pay with a personal credit or debit card

Access Control Office Security Training Requirements

- Applicants applying for SIDA badge required to successfully complete security training and ramp safety training before badge issuance
 - Applicants will receive SIDA and Ramp Safety pocket guides when fingerprinted for study purposes
 - Applicants take training after they have met the Criminal History Records Check (CHRC) and Security Threat Assessment (STA) requirements
 - Applicants may take training on 3 separate occasions within 30 days following CHRC or STA approval date, whichever is later date
 - Applicants can complete SIDA Training course 3 times on each separate occasion
 - Web-based training is taken in the ACO
 - Computers are first come, first served
 - Monday – Thursday – applicants must arrive prior to 4:30 pm
 - Friday – applicants must arrive prior to 10:00 am

Access Control Office

Completing the Criminal History Records Check Process

- Email sent to address listed in employer section to notify company that applicant is cleared and may return for training
 - Positive CHRC results resolved by Department of Public Safety Police Officer
- Applicants have 30 days from notification/clearance to successfully complete Security and Ramp Safety training and claim badge

Access Control Office The Badging Process

- Applicants arrive at the ACO with proof of identity and proof of employment authorization documents from the List Of Acceptable Documents
- Applicants take and pass Security and Ramp Safety training courses
 - SIDA badges will not be issued until applicant has successfully completed Security and Ramp Safety training courses
- Processors authenticate identity and employment authorization documents, photograph the applicant and issue the badge

Access Control Office AOA Vehicle Permits

- Applications require sponsorship by an authorized DFW representative
- Proof of insurance must be attached to the application
- Please allow at least 2 business days for the ACO to process the application and issue the permit

Access Control Office

Access Control Office Business Sector

- ACO location
 - Terminal D Departure Level
 - Room D22L352
 - Public side of Departure Level, just south of the center checkpoint and the Grand Hyatt Hotel
- ACO hours of operation:
 - Monday-Thursday: 7:00am-6:00pm
 - Friday: 7:00am-12:00pm
- ACO contact information
 - Phone: 972 973 5100
 - Fax: 972 973 5113
 - Email: aco@dfwairport.com



Airport Parking Department Contractor Employee Transportation and Parking

- Jack Allison

Airport Parking

- Will be designated by DFW Airport Board Representative

Pre-Bid Conference for Sol. No. 7005221 - Non-Public Facilities Maintenance Services - Review of Bid Specifications

- Jack Allison, Asset Management Contracts Manager
- Charles Hamilton, Asset Management Facilities Manager
- Joe Lovelady, Asset Management Quality Assurance Manager

Pre-Bid Conference for Sol. No. 7005221 - Non-Public Facilities Maintenance Services - Review of Major Changes

- 3 Levels of Service and "Award Bid"
- Unoccupied Facilities
- Maintenance Task Frequencies
- Staffing
- Charge Reimbursable
- Thresholds
- Response Times
- Mark-up %
- Eliminated Conveyance Systems

Pre-Bid Conference for Sol. No. 7005221 - Non-Public Facilities Maintenance Services

- Lunch
- Conference recommences at 1:00 p.m.

Pre-Bid Conference for Sol. No. 7005221 - Non-Public Facilities Maintenance Services - Review of Bid Specifications

- Scope Of Work
- Service Levels
- Coordination
- Challenges

Pre-Bid Conference for Sol. No. 7005221 - Non-Public Facilities Maintenance Services - Review of Bid Specifications

- Articles
 - General Specification And Provisions
 - Individual Services
- Attachments
 - Tasks By Individual Service
- Exhibits
 - Descriptions
 - Bid Forms
 - Submittal Checklist
 - Drawings

Pre-Bid Conference for Sol. No. 7005221 - Non-Public Facilities Maintenance Services – Day 2 - Tour Of DFW Airport Board Facilities

- Tour will include key “Critical” facilities as defined in Exhibit 1
- Remain With DFW Escort
- To Participate In Tour, You Should:
 - Be Able To Walk Several Miles And Climb Stairs
 - Have Appropriate Foot Wear for a walking tour
- Photography Is Prohibited During The Tour
- Must Not Possess Any Prohibited Items
- Following Tour, a Question And Answer Opportunity will be conducted at the Conference Site
- Complete Tour Registration Form Today!

Pre-Bid Conference for Sol. No. 7005221 - Non-Public Facilities Maintenance Services

Question and Answer Opportunity

?

Pre-Bid Conference for Sol. No. 7005221 - Non-Public Facilities Maintenance Services

- Conclusion – Day 1