



# City of San Antonio

## Agenda Memorandum

**File Number:**18-6210

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**Agenda Item Number:** 8.

**Agenda Date:** 11/13/2018

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
AVIATION DEPARTMENT  
INTERDEPARTMENTAL MEMO**

**TO:** Sheryl Sculley, City Manager

**FROM:** Russell J. Handy, Director, Aviation Department

**COPIES:** Audit and Accountability Committee; Carlos Contreras, Assistant City Manager;  
Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor;  
Troy Elliott, CPA, Deputy Chief Financial Officer

**SUBJECT:** Pre-Solicitation Briefing for Contracted Security Services for San Antonio International Airport

**DATE:** November 13, 2018

The San Antonio International Airport will present a pre-solicitation briefing for the selection of a qualified respondent to provide contracted security services as presented in the Annual High Profile Report. This briefing will allow an opportunity for input and direction from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA Program requirements.

The City's primary objective with regard to contracted security services is to provide secured area access management and monitoring services at the airport. These services will include training, managing, scheduling, and supervising staff to: monitor various access points to the secured areas of the airport; conduct inspections; coordinate entry with Aviation and other agencies; and escort visitors within the secured area. These services are required to meet federal regulations concerning the prevention and detection of unauthorized access and the prevention of the introduction or carriage of any unauthorized weapon, explosive, incendiary, or other prohibited items into the secured area of the airport and prohibiting non-badged persons within Security Identification Display Area unless escorted by a badged person. The proposed contract term is five years. The contract will result in an estimated annual cost of \$1.76 million to the City.