



**RFP# 554-2024-0017**  
**Merchandise Inspection Services**

**ADDENDUM #1**

*Date: April 11, 2024*

The purpose of this addendum is to provide clarification on the Scope of Work

- Add the Pre-Proposal Presentation Slides
- Add the Pre-Proposal Meeting attendance log

(1) CLARIFICATION: SECTION III SCOPE OF WORK in Form A1b Request for Proposal Solicitation Specific document will be replaced in its entirety with Attachment 1 and 2 attached.

(2) CLARIFICATION: Offeror's may submit a proposal for both scopes or one or the other.

Thank you for your interest in doing business with our Agency and we look forward to receiving a bid submittal from your firm.

Jamel Alston

Procurement and Contracts Specialist II

**END OF ADDENDUM #1**

# ATTACHMENT 1

## **INSPECTION OF MERCHANDISE INTENDED FOR THE STERILE AREA SCOPE OF SERVICES**

In accordance with the Department of Homeland Security (DHS) / Transportation Security Administration (TSA) National Amendment 16-01 Section B, Sterile Area Deliveries, at all airport access points other than the TSA screening checkpoints, the airport or their contractor must visually inspect all merchandise and/or consumables intended for sale or use in the Sterile Area by persons other than holders of an airport issued or approved identification (ID) badge, for signs of tampering, alteration, and/or suspicious items that are prohibited from entering the Sterile Area. Additionally, the airport must inspect all delivery personnel not in possession of an airport issued or approved identification (ID) badge to ensure they are not in possession of items on TSA's prohibited items list except as necessary for job performance.

All merchandise and/or consumables, including liquids, aerosols, and gels, that are in boxes, cartons, containers, racks, or packages that have been commercially prepared, labeled, and sealed need not be physically opened if their external appearance does not indicate any signs of tampering or alteration. Items that are not commercially packaged (such as food or other perishables) must be visually inspected to ensure the integrity of the items and that they have not been tampered with to alter their legitimate purpose.

If merchandise appears to be tampered with or altered, or suspicious items are discovered, the contractor must follow the incident reporting procedures provided by Raleigh-Durham Airport Authority (RDUAA). Individuals must maintain constant vigilance for the presence of non-prohibited items that exhibit characteristics of Improvised Explosive Devices (IED) components even though such items may not have been assembled into a completed IED. Items to look for include loose wires not obviously associated with any other object, a watch or timing device, switches, fuses, or loose batteries.

Individuals conducting the inspections must have a valid airport issued Security Identification Display Area (SIDA) or Sterile Area access

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identification media and must be trained on the proper inspection of merchandise and/or consumables and notification procedures.

**Contractor shall be responsible for:**

- A. Conducting all inspections of merchandise destined for the Sterile Areas at the following locations:
  - 1) NewRest Catering Facility located at 1000 Parliament court, Suite 400, Durham, North Carolina 27703.
  - 2) The Paradies Shops Commissary Warehouse in South Cargo Building #1 located at 1025 Cargo Drive, RDU Airport, North Carolina 27623.
  
- B. Contractor shall ensure the following:
  - 1) Conduct primary inspection of merchandise and/or consumables slated for the Sterile Area. The inspection process may require the individual to not only visually inspect the merchandise but also physically remove the merchandise from bins, boxes, cartons, or pallets. Prior to the products being relocated into a Sterile Area, a secondary random inspection must be completed by an independent Authorized Representative. Secondary random inspection must be at least 25% of the total bins, boxes, cartons, products, and pallets per day before being placed on the vehicle used to transport merchandise and/or consumables.
  - 2) Once inspected, merchandise and/or consumables will be secured, monitored, or attended until it is delivered to the Sterile Area. Inspected merchandise and/or consumables must not be commingled with uninspected merchandise and/or consumables. The facility where the merchandise and/or consumables must be secured when not in use.
  - 3) Prior to loading inspected merchandise and/or consumables onto the transport vehicle, the vehicle shall be visually inspected to ensure there are no prohibited items present other than those required for job performance. Visual inspection includes the

exterior of the vehicle, inside the cargo bay where merchandise and/or consumables are transported, and the vehicle's cab.

- 4) The vehicle used to transport the inspected merchandise and/or consumables is monitored or attended from the time it departs the off-airport location until arrival at the designated airport acceptance location.
- 5) Contractor monitoring or attending merchandise or transport vehicles must have a valid airport-issued SIDA or Sterile Area identification access media, and are trained in the subject areas that correspond to their assigned duties and responsibilities. Authorized personnel to conduct training shall include the RDUAA Airport Security Coordinator or RDUAA Law Enforcement Officer.
- 6) Contractor shall maintain records of each inspection conducted. The records may be kept electronically or manually, and must:
  - a) Include the full name(s) or employee identification number(s) of the individual(s) conducting the inspection and date and time the inspection was completed.
  - b) Contain the name of the owner of the inspected merchandise.
  - c) Be maintained for a minimum of 30 calendar days and made available to TSA upon request.

### **Training**

Contractor conducting the inspections will be required to receive training for the inspection of merchandise and/or consumables. Inspection techniques include, but not limited to:

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- A. Visually inspecting all merchandise intended for sale or use in the Sterile Area for signs of tampering, alteration, and/or suspicious items that are prohibited from entering the Sterile Area. Examples of tampering include, but are not limited to, exposed wires, leaks, content inconsistencies, or other irregularities.
- B. Ensuring that liquids, gels, and aerosols must be in boxes, cartons, containers, racks or packages that have been commercially prepared, labeled and sealed.
- C. Adopt similar techniques for inspecting products outlined in the TSA Person and Accessible Property Screening Procedures under Chapter 8, Section 2.4 Physical Search Procedures as outlined in Exhibit A.
- D. Ensuring that non-badged delivery personnel are not escorted into the Sterile Area of the airport unless they are inspected to ensure they are not in possession of items on the TSA's Prohibited Items List.
- E. Notify Airport Law Enforcement immediately for any suspicious looking items or items discovered that are prohibited from entering the Sterile Area.
- F. Review training materials encompassing the ability to identify IEDs and procedures of reporting the IED.
- G. The ability to utilize hand wand metal detectors on various products that may be stored in plastic bins, boxes, or cartons to identify prohibited items.
- H. Annual recurrent training with all individuals conducting the inspection of merchandise and/or consumables slated for the Sterile Area. Recurrent training will cover all elements of this section while ensuring content highlights present or future inspection processes and threats.

## ATTACHMENT 1

- I. Conduct monthly testing of all individuals with “props” (prohibited items) placed in bins, boxes, cartons, products, and pallets to ensure employees remain proficient in identifying prohibited items. Monthly testing will be documented and kept for up to 60 days. Monthly testing may be partnered with the DHS TSA and RDUAA staff.
- J. In the event the individual fails the test highlighted in Item H above, the individual must undergo recurrent training and training must be documented. Additionally, notification to RDUAA Airport Security Coordinator (ASC) will be required in the event a individual fails a test.
- K. Maintain training documentation and certifications for 60 days and be available for Department of Homeland Security TSA

### **Equipment**

Contractor conducting the inspections will be required to provide all required equipment to properly inspect merchandise and/or consumables. Equipment includes, but not limited to, handheld metal detector, flashlights, worker’s gloves, masks, eye protection, inspection tables, etc.

### **Inspection Schedule**

Inspection times of the merchandise and/or consumables will vary based on the required delivery times of the retail shops and restaurants within the terminal facilities. The below inspection schedule is based on current delivery days and times but are subject to change as determined by the retail shops and restaurants’ request for NewRest Catering Facility and The Paradies Shops to replenish their merchandise.

- A. NewRest Catering Facility – Sunday through Saturday. (Subject to change)
- B. The Paradies Shops – Monday through Friday. (Subject to change)



## EXHIBIT A

### SENSITIVE SECURITY INFORMATION

#### **2.4. → PHYSICAL SEARCH PROCEDURES¶**

##### A. → General instructions and precautions for physical searches.¶

- 1) → Screeners must carry all items to the search area and maintain control of the items. ¶
- 2) → Prior to beginning the search, screeners must ask the passenger if there are any weapons, sharp objects, needles, etc. ¶
- 3) → Screeners must always look at an area before reaching in and touching/searching the area. ¶
- 4) → Often prohibited items tend to weigh more than clothing and are usually solid or rigid, so they may fall to the lower portions of the bag. ¶
- 5) → Prohibited items can be hidden in places (for example: rolled clothing, socks, and cases designed to hold other items). ¶
- 6) → Stuffed animals and toys can prevent a screener from feeling a prohibited item, so screeners must also pay close attention to the weight of objects. ¶
- 7) → Screeners must never smell, taste, dispense, or sample in any way an individual's accessible property during the physical search process. ¶
- 8) → Screeners generally should offer to repack the individual's accessible property at the conclusion of a physical search. The individual may decline the offer in which case the screener should not assist in repacking the property. Screeners are not permitted to repack parachutes (see Section 14.2.). ¶
- 9) → It is the aircraft operator's responsibility to conduct searches for security purposes. Screeners are not authorized to conduct physical searches required by warrants on behalf of law enforcement agencies unless otherwise authorized by TSA headquarters or the GSC. ¶

##### B. → Whole-Bag Search—In a whole bag search the screener must search all areas of the bag to include:¶

- 1) → A visual inspection and physical search of the exterior of the bag for signs of tampering (for example: mismatched hardware, re-sewn or glued seams) and any out-of-the-ordinary bumps or bulges. ¶
- 2) → A physical search of all exterior compartments of the bag. ¶
- 3) → A physical search of all interior contents of the bag, including any attached and unattached compartments and/or containers inside the bag. ¶
- 4) → If an item or area of suspicion is not located or cleared to the screener's satisfaction, the screener must submit the bag for a second x-ray screening. It is advisable to remove and clear some or all of the item's contents prior to submitting it for a second x-ray screening. The screener conducting the second x-ray screening must view the second x-ray image with the x-ray operator and jointly determine (confer and concur) whether the bag is still suspect. If the screener and x-ray operator cannot agree that the bag is no longer suspect, they must notify the screening supervisor for assistance. ¶
- 5) → A whole bag search will not always lead to the discovery of a prohibited item. The search of the bag is deemed complete when the screener can reasonably determine the bag does not contain any undiscovered prohibited items and the bag or its contents have not been altered or tampered with for the purpose of concealment. ¶

#### SENSITIVE SECURITY INFORMATION

**WARNING:**—THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PART 8-15 AND 1620. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PART 8-15 AND 1620, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE GOVERNED BY 5 U.S.C. 552 AND 49 C.F.R. PART 8-15 AND 1620. ¶

C. → Physical Search Techniques. When the physical search techniques described below are not appropriate for certain items due to hygiene concerns or if a screener is unsure of the nature of an item (for example, its intended purpose), the screener must isolate the items from the bag being searched and clear such items through x-ray screening. See Chapter 14 for additional physical search procedures for screening unique property items. ¶

- 1) → Exterior of the Item: Feel the top, sides, and bottom of the bag for any signs that the bag has been altered. Areas of the bag that the screener cannot account for may indicate a hidden compartment. ¶
- 2) → Interior of the Item: Search all the contents of the interior of the bag, including the contents of any attached pockets or pouches. Pockets and pouches may be visually obvious if they are fastened by zippers, snaps or buckles. However, they may be difficult to notice if secured by Velcro or snaps sewn into the inside of the pocket or pouch. Screeners must also inspect all sides of the interior lining of the bag to determine if there are any hidden compartments or pouches. ¶
- 3) → Briefcases, Attaché Cases, and Small Suitcases: Inspect these items for false compartments built into the lining or seams. This can be done by feeling both sides of the item with one hand on the interior and the other hand on the exterior, thus determining if the item is of normal thickness. ¶
- 4) → Rolled and Layered Clothing: Lift these items out of the bag for inspection. Inspect these items by unrolling or unfolding the clothing and patting the clothing down. For safety reasons, screeners must not run their hands through layered clothing. ¶
- 5) → Coats and Jackets: Carefully search by squeezing and/or patting the collar, hood, cuffs, lining, seams, and inner pockets of coats and jackets to ensure there are no concealed prohibited items. Screeners must also assess the weight of each coat or jacket and determine if it is consistent with what is normally expected of that type of coat or jacket. ¶
- 6) → Magazines and Newspapers: Search through the layers of the items to ensure they are not concealing a thin prohibited item. ¶
- 7) → Toiletry Kits and Other Unattached Pouches/Containers: Open these items and visually inspect and physically search their contents. ¶
- 8) → Umbrellas: Slightly open umbrellas to verify they do not contain a prohibited item. Slightly turn the umbrella's handle to see if it is rigid and ensure it is not concealing a prohibited item. ¶
- 9) → Wrapped Packages, Boxes, or Other Containers: First attempt to screen such items through x-ray screening separate from the bag. If x-ray screening is not effective in clearing the item, the screener must unwrap the item and conduct a thorough inspection of the contents. ¶
- 10) → Pillboxes and Medicine Bottles: Visually inspect these items if the container is transparent, allowing all the contents to be viewed. (Additional instructions on the screening of medication are found in Section 14.10.) ¶
- 11) → Footwear: Inspect the footwear for signs of tampering and alteration. Remove any and all items that the individual may have packed inside the footwear. The screener must attempt to lift the inside lining of the footwear to inspect the sole of the footwear. If the lining cannot be lifted, the screener must look for protruding wires, unusual stitching, or additional glue. ¶

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- 12) Aerosol Cans:--Test the weight of the can and determine if it is consistent with what is normally expected. --Gently squeeze the can. --A can that has been tampered with loses its pressurization and will dent easily. ¶
- 13) Bottles or Other Liquid/Food Containers:--Do not empty the contents of bottles, smell the contents, or physically search food items. --Do not make the individual drink the liquid or eat the food. --If the screener believes that an item identified as suspect by the x-ray operator is contained in a bottle or liquid/food container and the item cannot be visually cleared, it must be x-ray screened separately from the bag. --If the x-ray image indicates the presence of a prohibited item, this would be an example of artful concealment and the screening supervisor must notify the LEO. ¶
- 14) Cameras:--Visually inspect the item to determine that the lens is intact and no suspicious apertures could be concealing the muzzle of a customized firearm. --The screener must remove the lens cap and look through the viewfinder to ensure the view is unobstructed. --See Chapter 14 for additional information on the screening of undeveloped film or cameras containing undeveloped film. ¶
- 15) Electronic or Electrical Devices:--Visually inspect the items for signs of tampering, alteration, or repair (for example: --scratch marks on screws or plastic housings, unusual weight or balance, or other signs of modification). --The screener must also inspect the bag containing these items to ensure that it does not contain any hidden compartments or prohibited items. --Also take note if any pungent or unusual odors are emanating from the item, as this may indicate the presence of an explosive material. --If any of these signs are observed, the screener must notify the screening supervisor. --If the screening supervisor is unable to clear the item, he/she must notify the GSC and LEO. ¶
- 16) Books, Magazines, and Notebooks:--Leaf through the pages of books, magazines, and notebooks to ensure that pages have not been hollowed out for the purpose of concealing a prohibited item. --Also search the binding and cover of books, magazines, and notebooks for hidden compartments. ¶
- 17) Opaque or Shielded Area:--If the search was conducted because of an opaque or shielded area in an x-ray image, pay particular attention when searching the surrounding area, as the item causing the opaque or shielded area may also have been blocking the view of a prohibited item. ¶
- 18) Suspected Controlled Substances or Drug Paraphernalia:--Upon discovery of suspected controlled substances or drug paraphernalia, do not handle the items any further. --Maintain control of them and immediately notify the screening supervisor, who must in turn notify the GSC and LEO. ¶
- 19) Pet Carriers:--Ensure the animal is removed prior to initiating the physical search. --Search for signs of tampering, false bottoms, mismatched hardware, etc. --All compartments, pockets, and containers on or in the kennel must be inspected. --Additionally, the underside and back of the kennel must be inspected. --All kennel-related items must be removed for a separate visual inspection and physical search (see Chapter 13). --¶
- 20) Compressed Gas Cylinder:--Visually inspect the cylinder to verify that it is empty. --The cylinder is considered empty when the tank valve is removed from the cylinder and the cylinder is no longer sealed (for example: --the cylinder has an open end). --If the cylinder is sealed (that is: --the tank valve is still attached), the cylinder is prohibited and not permitted access to the sterile area or onboard an aircraft regardless of the reading on the pressure gauge indicator. --Screeners must visibly ensure there is no prohibited item in the cylinder. --The screener must not remove tank valves or regulators or ask the individual to remove tank valves or regulators from compressed gas cylinders. ¶

SENSITIVE SECURITY INFORMATION

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## ATTACHEMENT 2

## **Airport Security Gate Guards**

### **Scope of Services**

#### **General Overview**

The Raleigh-Durham Airport Authority is mandated by Transportation Security Administration (TSA) regulation (Code of Federal Regulations Part 1542) to institute a security program that provides for the security and safety of persons and property traveling in intrastate, interstate and international air transportation, against acts of criminal violence and aircraft piracy. Specifically, under 49 CFR 1542.201 Security of the secured area, the regulation requires the Authority to prevent and detect the unauthorized entry, presence, and movement of individuals and ground vehicles into and within the secured area. The airport's Operations, Law Enforcement and Aircraft Rescue and Firefighting Department provide 24-hours services to support this program.

Contractor shall perform the duties of a Security Gate Guard assigned to monitor and to a certain extent control access to the airport's airside that meets the requirements of CFR Part 1542. The only authorized Airside access point is designated as Gate 55 and is manned 24 hours daily by Security Gate Guards. These duties involve inspecting personnel identification credentials (ID badges), inspecting vehicles prior to entering the airside access portal (Gate 55) and monitoring the gate to ensure it closes without another vehicle piggybacking through the gate or the vehicle operator driving off prior to the gate closing. Gate 55 is located on Cargo Drive between South Cargo buildings I and II.

#### **Staffing Levels**

Contractor shall provide qualified leadership team to efficiently manage and oversee the contract services and all staffing gate guard positions for a twenty-four (24) hours per day, seven (7) calendar days a week, 365 days per year operation. Contractor shall be able to provide staffing within as soon as sixty (60) and no more than ninety (90) calendar days of official notice to proceed.

#### **Contractor shall be responsible for:**

1. Providing and managing staff to occupy Gate 55 twenty-four (24) hours per day, seven (7) calendar days a week, 365 days per year. In the event a contracted employee is unable to perform their duties or is absent from the schedule, management is required to fill shift with qualified individuals trained under this contract.
2. Contractor shall provide a qualified staff member or reasonable accommodations for break coverage to ensure safety and security at Gate 55.
3. Contractor shall provide a bi-weekly schedule of gate guards to the Authority.

**Duties of the Gate Guard shall entail:**

- a. Ensuring that only those individuals authorized to have unescorted access to the secured area are able to gain entry.
- b. Ensure that an individual is immediately denied entry to the secured area when that person's access authority for that area is withdrawn.
- c. Physically examine each individual's identification credentials for those who are operating a vehicle or equipment seeking access to the secured area. In the event there's more than one person present, examine their identification credentials to ensure they are valid and are able to access the secured area.
- d. Reconcile identification credentials listed on the Authority's stop list provided by the badging office. Deny access to the secure area for those individuals who are listed on the security stop list.
- e. Conduct secondary badge authentication once the individual has been approved to enter the secured area.
- f. Conduct continuous vehicle or equipment inspections for individuals who are being escorted in the Air Operations Area prior to entering the secured area.
- g. Conduct random vehicle or equipment inspections for individuals who are authorized to be in the secured area.
- h. Provide documentation of each vehicle or equipment inspections and retain documentation for up to 60 calendar days.
- i. Determination to allow an individual access to the secured area shall be based on the Authority's Rules and Regulations.
- j. Monitor Gate 55 to ensure the gate is fully operational and immediately report malfunction of the security gate or access system to ensure no unauthorized access into the secured area.
- k. Monitor Gate 55 access while ensuring individuals properly secure the gate before departing the area.
- l. Ensure vehicle or equipment operators do not allow "piggybacking" through Gate 55. Piggybacking refers to an unauthorized vehicle that follows an vehicle that has been approved to enter the secured area through Gate 55 without confirming their credentials.
- m. Interpret and enforce the Authority's Rules and Regulations regarding airside access and report violations of any security and safety violations.
- n. Notify the Airport Communications Center of any security violations and/or suspicious activity.

**Security Background Checks**

Contracted employees will be required to undergo and pass a 10-year Criminal History Record Check and Security Threat Assessment in order to obtain a RDU security badge.

**Training**

Contractor conducting security functions at Gate 55 will be required to receive annual and recurrent training. The Authority provides training that meets the Transportation Security Administration Security Directives. Upon completion of the required training, the contractor must certify that the employees have completed their training and provide training records to the Authority. Additionally, the contractor is required to implement a training program to ensure proper inspection techniques of vehicles entering the secure area as well as the ability to identify Improvised Explosive Devices (IED) as well as procedures of reporting the IED.

## **PRE-PROPOSAL PRESENTATION SLIDES**





Raleigh-Durham  
Airport Authority

# Pre-Proposal Conference Merchandise Inspection Services

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**Thursday, April 11, 2024 at 2:00PM**

**Host: Jamel Alston Procurement & Contract Specialist II**



# Agenda

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- RDUAA Introductions
- Business Solicitation Overview
- Operations Overview
- Operation Components
- Minority and Women-Owned Small Business Program
- Questions





# RDUAA Introductions

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## Host

- Jamel Alston, Procurement Lead

## Project Sponsors

- Rob Peterson

## Small Business Office

- Thiané Carter, Small Business Program Officer
- Christy Thaxton, Small Business Program Administrator

## Support Staff



# Business Solicitation Overview

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- Deadline to submit questions is Friday, April 12, 2024– 2:00pm.
  - *Email (only) to Procurement Contact.*
- Check RDUAA website for any issued Addenda, updates, etc.
  - *Addendum will be issued to provide the Authority's response to properly submitted questions.*
- Sealed Proposals are due Tuesday, April 23, 2024 at 2:00pm.
  - *Mail (FedEx, UPS, USPS, etc.) or hand deliver.*
  - *Electronic submittal not accepted.*
- Communications only through Procurement Contact.



# Delivery Addresses



- If Delivered by United Parcel Service (UPS):

Raleigh-Durham Airport Authority  
Attn: Jamel Alston  
RDU Center 1000  
Trade Drive  
Morrisville, NC 27560  
Raleigh-Durham Airport Authority

- If Delivered by FedEx:

Raleigh-Durham Airport Authority  
Attn: Jamel Alston  
RDU Center 1000  
Trade Drive  
RDU Airport, NC 27623  
Raleigh-Durham Airport Authority

- If Delivered by United States Postal Service (USPS):

Raleigh-Durham Airport Authority  
Attn: Jamel Alston  
1000 Trade Dr.  
PO Box 80001  
RDU Airport, NC 27623  
Raleigh-Durham Airport Authority

- If Hand Delivered to RDU Authority Building:

Raleigh-Durham Airport Authority RDU  
Authority Building-Cell Phone Lot Attn  
Jamel Alston  
RDU Center 1000  
Trade Drive  
RDU Airport, NC 27623





Raleigh-Durham  
Airport Authority

# Merchandise Inspections

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# Operational Goals Merchandise Inspection

- In accordance with the Department of Homeland Security (DHS) / Transportation Security Administration (TSA) National Amendment 16-01 Section B, Sterile Area Deliveries:
- Visually inspect all merchandise and/or consumables intended for sale or use in the Sterile Area
- Signs of tampering, alteration, and/or suspicious items that are prohibited from entering the Sterile Area
- Inspect all delivery personnel not in possession of an airport issued or approved identification (ID) badge to ensure they are not in possession of items on TSA's prohibited items list except as necessary for job performance



# Additional Operation Components

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- All merchandise and/or consumables, including liquids, aerosols, and gels, that are in boxes, cartons, containers, racks, or packages that have been commercially prepared, labeled, and sealed need not be physically opened if their external appearance does not indicate any signs of tampering or alteration
- Items that are not commercially packaged (such as food or other perishables) must be visually inspected to ensure the integrity of the items and that they have not been tampered with to alter their legitimate purpose
- Inspection locations:
  - Paradies Shops Commissary Warehouse in South Cargo Building #1 located at 1025 Cargo Drive, RDU Airport, North Carolina 27623
  - NewRest Catering Facility located at 1000 Parliament court, Suite 400, Durham, North Carolina 27703





# Scope of Work

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- Conduct primary inspection of merchandise and/or consumables slated for the Sterile Area. The inspection process may require the individual to not only visually inspect the merchandise but also physically remove the merchandise from bins, boxes, cartons, or pallets
- Conduct a secondary random inspection (25%) of the total bins, boxes, cartons, products, and pallets per day
- Upon completion of inspection, ensure all products remain secure, monitored, attended until delivered to the Sterile Area
- Transport vehicle inspection must be inspected prior to loading screened products onto vehicle.
- Transport vehicle inspection includes visual inspection of exterior, inside cargo bay, and vehicle cab
- Transport vehicles are monitored or attended from the time it departs till arrival at designated location
- Contractor monitoring or attending merchandise or transport vehicles must obtain a valid airport security badge (SIDA) and maintain during the duration of the agreement
- Contractor must be training in the subject areas that correspond to their assigned duties and responsibilities (ASC or LE)
- Records retention of each inspection must be kept electronically or manually
- Maintain records for up to 30 calendar days and made available for TSA inspection

# Scope of Work

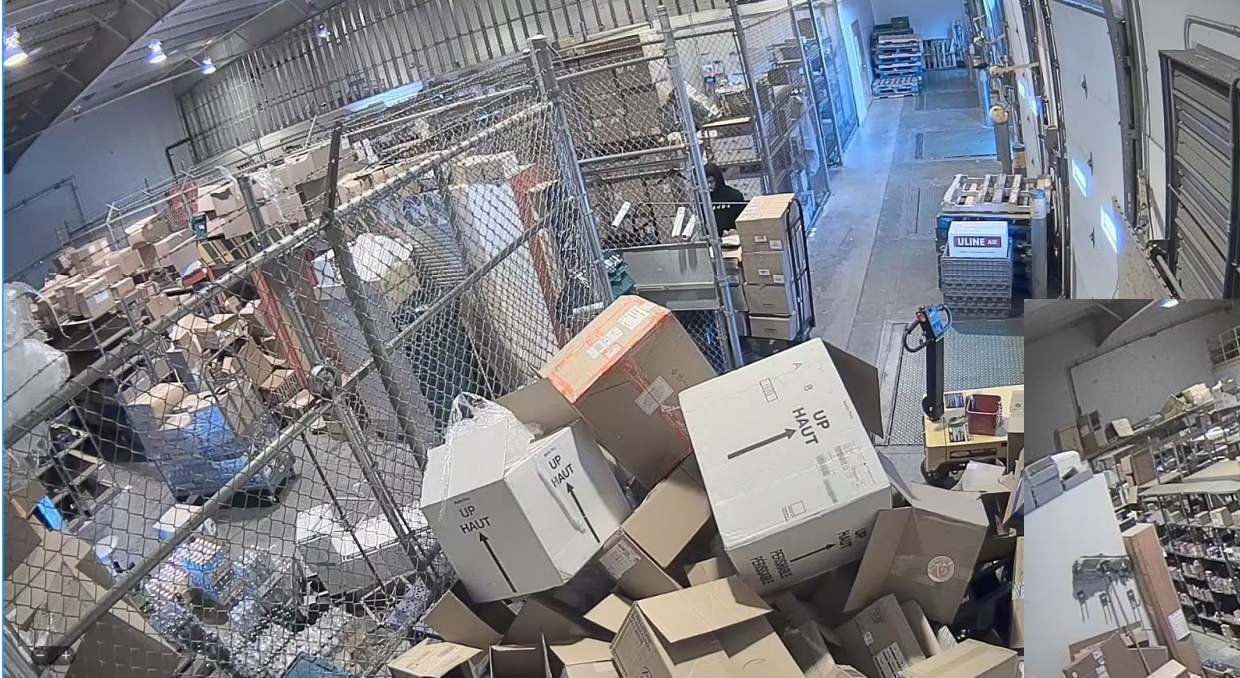
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- Contractor conducting inspection will be required to obtain training for inspection of products
- Visual inspection of all merchandise
- Ensuring that liquids, gels, and aerosols must be in boxes, cartons, containers, racks or packages that have been commercially prepared, labeled and sealed
- Adopt similar techniques for inspecting products outlined in the TSA Person and Accessible Property Screening Procedures under Chapter 8, Section 2.4 Physical Search Procedures as outlined in Exhibit A
- Ensuring that non-badged delivery personnel are not escorted into the Sterile Area of the airport unless they are inspected to ensure they are not in possession of items on the TSA's Prohibited Items List
- Notify Airport Law Enforcement immediately for any suspicious looking items or items discovered that are prohibited from entering the Sterile Area
- Review training materials encompassing the ability to identify IEDs and procedures of reporting the IED
- The ability to utilize hand wand metal detectors on various products that may be stored in plastic bins, boxes, or cartons to identify prohibited items
- Annual recurrent training with all individuals conducting the inspection of merchandise and/or consumables slated for the Sterile Area. Recurrent training will cover all elements of this section while ensuring content highlights present or future inspection processes and threats
- Conduct monthly testing of all individuals with “props” (prohibited items) placed in bins, boxes, cartons, products, and pallets to ensure employees remain proficient in identifying prohibited items. Monthly testing will be documented and kept for up to 60 days. Monthly testing may be partnered with the DHS TSA and RDUAA staff



# Scope of Work

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Raleigh-Durham  
Airport Authority

# Gate 55 Security Services

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# Operational Goals Gate 55 Security

- The Raleigh-Durham Airport Authority is mandated by Transportation Security Administration (TSA) regulation (Code of Federal Regulations Part 1542) to institute a security program that provides for the security and safety of persons and property traveling in intrastate, interstate and international air transportation, against acts of criminal violence and aircraft piracy
- Title 49 CFR 1542.201 Security of the secured area, the regulation requires the Authority to prevent and detect the unauthorized entry, presence, and movement of individuals and ground vehicles into and within the secured area
- Inspect vehicles and person's identification before allowing access to the SIDA / Secure Area



# Additional Operation Components

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- Provide staff to occupy Gate 55 twenty-four (24) hours per day, seven (7) calendar days a week, 365 days per year
- Provide a qualified staff member or reasonable accommodations for break coverage to ensure safety and security at Gate 55
- Provide a bi-weekly schedule of gate guards to the Authority



# Scope of Work

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- Ensure only those individuals authorized to have unescorted access to the secured area are able to gain entry.
- Ensure that an individual is immediately denied entry to the secured area when that person's access authority for that area is withdrawn.
- Physically examine each individual's identification credentials for those who are operating a vehicle or equipment seeking access to the secured area. In the event there's more than one person present, examine their identification credentials to ensure they are valid and are able to access the secured area.
- Reconcile identification credentials listed on the Authority's stop list provided by the badging office. Deny access to the secure area for those individuals who are listed on the security stop list.
- Conduct secondary badge authentication once the individual has been approved to enter the secured area.
- Conduct continuous vehicle or equipment inspections for individuals who are being escorted in the Air Operations Area prior to entering the secured area.
- Conduct random vehicle or equipment inspections for individuals who are authorized to be in the secured area.
- Provide documentation of each vehicle or equipment inspections and retain documentation for up to 60 calendar days.
- Determination to allow an individual access to the secured area shall be based on the Authority's Rules and Regulations.
- Monitor Gate 55 to ensure the gate is fully operational and immediately report malfunction of the security gate or access system to ensure no unauthorized access into the secured area.
- Monitor Gate 55 access while ensuring individuals properly secure the gate before departing the area.
- Ensure vehicle or equipment operators do not allow "piggybacking" through Gate 55. Piggybacking refers to an unauthorized vehicle that follows an vehicle that has been approved to enter the secured area through Gate 55 without confirming their credentials.
- Interpret and enforce the Authority's Rules and Regulations regarding airside access and report violations of any security and safety violations.
- Notify the Airport Communications Center of any security violations and/or suspicious activity.

# Scope of Work

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- Contractor conducting inspection will be required to obtain training for inspection of products
- Visual inspection of all merchandise
- Ensuring that liquids, gels, and aerosols must be in boxes, cartons, containers, racks or packages that have been commercially prepared, labeled and sealed
- Adopt similar techniques for inspecting products outlined in the TSA Person and Accessible Property Screening Procedures under Chapter 8, Section 2.4 Physical Search Procedures as outlined in Exhibit A
- Ensuring that non-badged delivery personnel are not escorted into the Sterile Area of the airport unless they are inspected to ensure they are not in possession of items on the TSA's Prohibited Items List
- Notify Airport Law Enforcement immediately for any suspicious looking items or items discovered that are prohibited from entering the Sterile Area
- Review training materials encompassing the ability to identify IEDs and procedures of reporting the IED
- The ability to utilize hand wand metal detectors on various products that may be stored in plastic bins, boxes, or cartons to identify prohibited items
- Annual recurrent training with all individuals conducting the inspection of merchandise and/or consumables slated for the Sterile Area. Recurrent training will cover all elements of this section while ensuring content highlights present or future inspection processes and threats
- Conduct monthly testing of all individuals with “props” (prohibited items) placed in bins, boxes, cartons, products, and pallets to ensure employees remain proficient in identifying prohibited items. Monthly testing will be documented and kept for up to 60 days. Monthly testing may be partnered with the DHS TSA and RDUAA staff





Raleigh-Durham  
Airport Authority

# Minority and Women-Owned Small Business Program

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# Minority and Woman-Owned Small Business Program (MWSB)

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- The Minority and Woman-Owned Small Business (MWSB) program is designed to facilitate the inclusion of minority and women-owned small businesses in Authority-funded.
- MWSBs are small businesses which are owned, operated and controlled by individuals that are: Black, Hispanic, Asian-Pacific, Native American, Subcontinent Asian American or Women.

# MWSB Program Requirements

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- Separate goals for the participation of minority-owned small businesses (MB) and women-owned small businesses (WB)
- MB Goal: **7%**
- WB Goal: **4%**
- Proposers should include MWSBs in real, substantial and meaningful roles to achieve the both goals.
- RDU is committed to the inclusion of both minority-owned businesses and woman-owned businesses

# MWSB Program Requirements

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- Proposers must submit a written statement that describes the Proposer's plan to meet or exceed both MWSB goals or provide documentation of efforts to meet the MWSB goals.
- Describes the MWSB firms that will participate in contract
- Describes in specific detail, the scope to be performed by the MWSBs
- Estimated MWSB participation based on the scope
- Letters of MWSB certification for proposed firms

# MWSB Program Requirements

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- Must include Proposer's commitment to meet the requirements of the Authority's MWSB Program
- Must include Proposer's commitment to use the MWSB firms listed in the proposal as submitted
- Must include written confirmation from each MWSB stating its scope and intent to participate in the agreement
- May also include the methods by which a Proposer will monitor its participation throughout the contract



# MWSB Program Requirements

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- Proposers must meet both MWSB goals or provide documentation of the efforts to achieve the goals.
- RDUAA will determine whether the Proposer has provided sufficient documentation
  - If the proposer does not meet the MWSB goals, good faith effort documentation must be submitted with the proposal



# Good Faith Efforts

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- Efforts that are merely pro-forma do not meet the MWSB Program requirements.
- RDUAA considers the quality, quantity and intensity of efforts
- RDUAA reserves the right to reject the proposal of any proposer who fails to make a good faith effort and submit timely, satisfactory evidence of its good faith effort.







# MWSB Program

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- The successful Proposer's MWSB commitment will be incorporated into the contract and will be enforceable under the terms of the contract.
- Proposers shall be solely responsible for confirming experience, capacity, and MWSB eligibility of subconsultants related to this solicitation.





# MWSB Accepted Certification Types

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- Disadvantaged Business Enterprise - NCDOT DBE
- SBA 8(a) Business Development Certification - SBA 8(a)
- Women's Business Enterprise National Council, Women Owned Small Business - WOSB

# MWSB Accepted Certification Types (cont.)

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- Historically Underutilized Business - NCDOA HUB
  - Minority or woman-owned HUBs **only**
- Carolinas-Virginia Minority Supplier Development Council – CVMSSDC
- National Association of Women Business Owners – NAWBO
- These certifications require the **Business Size Verification form** and tax documentation submitted to RDU prior to the bid date.

# Locating MWSB Firms

- RDUAA certified directory:  
[www.rdu.com/mwsbdirectory](http://www.rdu.com/mwsbdirectory)
  - Search for “MBE” or “WBE” or “DBE” firms



## Vendor Certification

Search and/or join our database of certified vendors

[Search Certified Directory](#)

## System Training

Learn how to fully utilize our system with a live trainer

[Training List](#)

## Business Opportunities

Find a list of current business opportunities available with the Raleigh-Durham Airport Authority.

[View Opportunities](#)

## About the System

Learn more about this system and how it works today

[Information for Vendors](#)

## Account Access

Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)

## RDUAA Small Business Programs

Find additional information and resources through Raleigh-Durham Airport Authority small business programs webpage.

[RDUAA Small Business Programs](#)





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# Questions?





### **VISION**

To deliver a world-class airport experience

### **MISSION**

To deliver excellent airport services, facilities  
and unparalleled customer service

### **CORE VALUES**

Learning, Integrity, Team,  
Excellence and Respect



# RDUAA Board Members



## PRE-PROPOSAL ATTENDANCE LOG

IRVIN, JOSHUA (LSG) (External) and 2 others were invited to the meeting.

Hales, Jordan was invited to the meeting.

Today

King, Aprile was invited to the meeting.

1:56 PM Meeting started

IRVIN, JOSHUA (LSG) (External) 2:01 PM



**Joshua Irvin - SCIS Air Security**

Peterson, Rob 2:01 PM



**Rob Peterson, Director of Operations, RDUAA**

Brown, Paul 2:01 PM



**Paul Brown, RDUAA**

ADKINS, GREG (LSG) (External) 2:01 PM



**Greg Adkins - SCIS Air Security**

Thaxton, Christy 2:02 PM



**Christy Thaxton, RDU Small Business Office - [smallbusiness@rdu.com](mailto:smallbusiness@rdu.com)**

2:02 PM

**Corinne Lisesfski - director of Procurement RDUAA**

Thaxton, Christy 2:02 PM