



Pre-Bid Meeting Minutes for Provision of Security Services at the CJLIA

Date: Wednesday, 19th January, 2022

Persons in Attendance

Sherman Williams, AASPA	Rebecca Haskins, Quick Response
Jabari Harrigan, AASPA	Neville Hamilton, Armourguard
Shirnette Hodge, AASPA	Brian Best, Alert Security Services
Laurencia Hodge, AASPA	Franklyn Rogers, JTR Security
Asha George-Joseph, AASPA	Wycliffe Fahie, Alert Security Services
Celine Ferguson, AASPA	Shomari Kentish, AASPA
Solange Lloyd-Browne, Procurement Office	Kendell Richardson, MICUH

The pre-bid meeting for the Provision of Security Services at the CJLIA took place on Wednesday, 19th January, 2022 at the Clayton J. Lloyd International Airport. The meeting commenced at 10:15 am, and was held just outside of Security Gate 8, on the landside of the premises. The meeting was chaired by Mr. Sherman Williams, CEO AASPA and he was assisted by Mr. Jabari Harrigan, Airport Manager.

1.0 WELCOME/INTRODUCTION

Mr. Williams welcomed all persons present to the meeting and gave an introduction of key personnel present and indicated the purpose of the meeting. All persons in attendance was asked to sign the attendance sheet.

2.0 MAIN BUSINESS:

Mr. Williams indicated that Specifications/Scope of Works is focused on two main areas:

2.1 General Security Duties

Requires 5 officers who will man the area. Officers will be responsible for executing vehicles and personnel searches in restricted area. As well as handle all airside and landside patrols to ensure the airport is safe and secure. Mr. Williams suggested a possible approach would be to have a round robin in terms of patrols i.e. on the hour, every hour. He also indicated that officers would be trained in regards to vehicle and personnel checks.

2.2 Security and Safety Duties for American Airlines

7 officers required to provide specific security and safety duties for American Airlines. 1 of the 7 officers will be responsible for baggage – 4 hour duration. Ensuring only the handler/agent (Lloyd’s Aviation) touches the baggage. Other 6 officers will be dedicated to aircraft. Functions include monitoring and conducting aircraft checks inside and outside the aircraft eg. checking compartments, seats, etc. until departure - 2 hour duration. Officers will need to be on site before and 15 minutes after. A debrief will be conducted by Ground Security Coordinator (GSC) after each American Airline flight, which all 7 officers will be required to attend.

2.3 Qualifications

Mr. Williams indicated that for both services officers would need to have a clean criminal history for their entire lifetime. Convictions related to drugs, theft, immigration and domestic violence would all make persons ineligible. Persons employed and later convicted of any offence will become ineligible and their security pass will be withdrawn. A copy of the current disqualifying factors will be circulated.

Qualifying factors include: clean criminal records (background checks will be done by RAPF), successful completion of General Security Awareness Training (GSAT), Airside Awareness Safety Training (AAST) and American Airlines Training. Additionally, five (5) year employment history for each officer is required.

3.0 NOTED QUESTIONS, ANSWERS AND SUGGESTIONS

3.1 What if persons cannot pass the qualifications?

3.1.1 They will be unable to work.

3.2 What happens in the interim?

3.2.1 Staff carries out functions now.

3.3 Opening is on the 28th January, award 2nd February and services commencing on the 4th February. How will persons know what to do? And how will you ensure implementation for the date stipulated?

3.3.1 Persons will be trained in the different areas and we will try to liaise with the RAPF to expedite criminal check.

3.4 What happens if a person is convicted of an offence after employment?

3.4.1 A disqualification document will be issued and the pass will be withdrawn.

3.5 Will officers assigned to landside have to go past the jets?

- 3.5.1 No. Officers assigned to Gate #8 area will be stationed at that post. Perimeter checks will be done by AASPA staff. Hours of shift for the five (5) officers which will be working alongside airport security only are 5:45am to 7:00pm. Mr. Williams said his suggestion would be that the five (5) persons can be divided among the 2 shifts that currently rotate during these hours. Two (2) officers starting in the morning, two (2) in the afternoon, and one (1) officer as a bridge.**
 - 3.5.2 Landside patrols will be conducted in the areas of Gate #8 to Customs. On the airside perimeter officers will be trained on what to look for.**
 - 3.5.3 Mr. Harrigan stressed the need to have extra staff trained to ensure that posts are always covered in the case of sickness or other absences.**
- 3.6 Is there a ratio for male and female?
- 3.6.1 No, not for this area. This is more applicable for screening.**
- 3.7 Would you need a list of officers the company plans to use?
- 3.7.1 Yes. As persons need to be identified and must obtain required qualifications in order to be granted a security pass.**
- 3.8 If the contract is awarded and issues with staff are encountered, can you get additional training?
- 3.8.1 Yes.**
- 3.9 After initial training, is there additional training?
- 3.9.1 Yes. Training will be ongoing. In regards to training for American Airlines persons on island as well as persons from overseas will be brought on onsite to conduct initial training and provide live demonstrations.**
- 3.10 Will officers be paid for the duration of the training?
- 3.10.1 No. Persons will not be paid during the training period. Persons must qualify to be issued IDs/security passes before they can be considered for payment.**
- 3.11 Who is representing the Procurement Committee?
- 3.11.1 Anguilla Air and Sea Ports Authority Procurement Committee – Mr. Williams is the representative as the Chairperson.**
- 3.12 One of the bidders present made note of the Method of Evaluation. Noting this is not a race to the bottom but rather a weighted method with scoring of 70% for the technical and 30% for financial. Highlighting that the evaluation would involve

calculations. He also highlighted that for transparency and openness there needs to be formulas. Only what is in the document should be used.

3.12.1 Mrs. Lloyd-Browne, the Deputy Chief Procurement Officer, confirmed that evaluators are only allowed to use the criteria in the bid document and nothing else.

3.13 It was indicated that the Pre-bid Meeting was scheduled for Wednesday when American Airlines would be in with the intention of giving bidders a live observation. However, due to conflicting appointments this could not be facilitated. The question was then asked, when would bidders be allowed to observe this occurrence?

3.13.1 Mr. Williams informed bidders they were free to come and observe what would be required of them once the plane was landed. Bidders were informed that they could remain in the general area and observe.

3.14 Bidder asked that given that two different trainings would be taking place (AA & General Security), would persons be exposed to both trainings?

3.14.1 Bidders were informed that they must have dedicated staff for different functions. It was also highlighted that when American Airlines is grounded that they try to negate traffic through Gate #8.

3.15 How do you deal with airport agent (Lloyd's Aviation) and their trafficking through the area?

3.15.1 Bidders were informed that the training would provide guidance as to how to manage such incidents.

3.16 It was highlighted that there are restrictions in the gate. But what if an officer have to come out of the gate and go as far as the parking lot to address a matter?

3.16.1 Bidders were informed that in the case of incidence the Royal Anguilla Police Force would provide assistance and security from AASPA will also provide support.

3.17 How many hours 13 ½?

3.17.1 Yes, 13 ½ over 2 shifts.

3.18 Is there any difference in clearance for the two (2) groups?

3.18.1 No. Persons coming in the morning and the 2nd shift will have an inter-briefing.

3.19 Is there a rest area?



3.19.1 No. That is something we are addressing. However, the Guard house is very spacious.

3.19.2 Recommendation was made by bidder to address as soon as possible.

1.0 CLOSE OF MEETING:

Bidders were informed that the Procurement Office had received Requests for Clarification and that the Responses, as well as the addendum and minutes of the meeting would be shared with all persons in attendance. They were also informed that the opening would be a public opening and anyone was permitted to attend. Mr. Williams expressed gratitude to the attendees for their participation. The meeting concluded at 11:00 am.

END OF MINUTES