



ADDENDUM NO. 5

RFP-FY27-800-02 – Unarmed Security Guard & Patrol Services

Date Issued: October 13, 2026

1. EXTENSION OF PROPOSAL SUBMISSION DEADLINE

The deadline for submission of proposals is hereby extended as follows:

Revised Proposal Submission Deadline: October 22, 2026, at 2:00 p.m. Eastern Time.

Proposals must be submitted through eVA in accordance with the submission instructions contained in the solicitation.

All other submission instructions remain unchanged unless expressly modified by this or a subsequent addendum.

2. BID BOND / PROPOSAL GUARANTEE AND PERFORMANCE BOND REQUIREMENTS

This section clarifies and supersedes any conflicting bonding provisions in the original solicitation and prior addenda. Offerors shall comply with both the proposal guarantee requirements and the performance bond requirements stated below.

A. Bid Bond / Proposal Guarantee

Each Offeror shall submit a proposal guarantee in the amount of **\$5,000.00** with its proposal. The proposal guarantee shall be payable to the Norfolk Airport Authority and shall be provided in one of the following forms:

1. A cashier's check;
2. A certified check; or
3. A bid bond issued by a surety authorized to do business in the Commonwealth of Virginia.

The proposal guarantee shall remain valid for **120 calendar days after the proposal submission deadline**. It shall guarantee that the Offeror will not withdraw its proposal during that period and, if awarded the contract, will enter into the contract and fulfill the applicable post-award obligations within 30 calendar days of written Notice of Award, in accordance with the solicitation requirements.

B. Performance Bond

The successful Offeror shall furnish a performance bond in the amount of **\$100,000.00** upon execution of the contract.

The performance bond shall remain in effect for the full contract term, including any exercised extension periods, as applicable.

Consistent with the requirements previously stated in the solicitation Q&A, an irrevocable letter of credit in the same amount from a bank insured by the Federal Deposit Insurance Corporation (FDIC) may be provided in lieu of the performance bond.

Any surety issuing a performance bond must be authorized to do business in the Commonwealth of Virginia. Any bank issuing a letter of credit must be FDIC-insured.

C. Conflicting Provisions

Any provision of the original solicitation or prior addenda that conflicts with the bonding requirements stated in this Addendum is superseded by this Addendum. All other solicitation requirements remain in effect.

3. SUPPLEMENTAL QUESTIONS AND ANSWERS

The Authority provides the following supplemental responses to questions received concerning RFP-FY27-800-02, Unarmed Security Guard & Patrol Services. These responses supplement Addendum No. 3. Where a response expressly modifies a prior provision, this Addendum shall control.

Question 1: Vehicle Inspections and Screening Procedures

Please clarify the required vehicle inspection procedures, including whether inspections must be conducted on 100% of vehicles or on a random basis, whether inspection locations are fixed or randomly selected, and whether hands-on bag checks or passenger exit procedures are required.

Response: Inspections are conducted on 100% of vehicles entering the AOA area. The locations are fixed. Any vehicle within the AOA area is subject to random inspection. Bag checks are conducted with the AWS inspection. Passenger exit procedures are not required.

Question 2: Reporting Structure

Please clarify whether the contractor's primary reporting contact will be the Security Manager or the Airport Police Chief.

Response: The primary point of contact will be the Airport Security Coordinator, but the Airport Police Chief will be involved also.

Question 3: SIDA Credentialing

Please clarify whether a grace period applies to SIDA badge expiration or employee separation and identify the required deadline for returning Airport-issued credentials.

Response: The Badging Office will work with personnel on the badge return, but typically for separation there is no grace period. An expired badge can be renewed up to 30 days before restarting the process.

Question 4: Airport Worker Screening (AWS) Procedures

Please clarify whether AWS screening locations are fixed or randomly selected and whether officers are required to conduct hands-on baggage inspections or use stadium-style screening procedures.

Response: Fixed locations with hands-on bag checks and metal detecting wand.

Question 5: Training Requirements

Addendum No. 3 identifies a minimum of four (4) hours of duty-related training before an officer assumes an assigned post. Please clarify whether additional minimum on-the-job training is required and identify the minimum annual recurrent training hours, if applicable.

Response: The four (4) hours of training is directly related to those duties and responsibilities associated with their duty post before assuming duties at that post and two (2) hours of training per quarter to reinforce and update security personnel on post/security requirements.

Question 6: Vehicle Specifications and Equipment

Please clarify any additional vehicle specifications or required equipment beyond the previously stated requirements that the contractor furnish vehicles meeting applicable DOT and state requirements and clearly marked on three sides.

Response: There are no other requirements beyond these.

Question 7: Authority-Furnished Equipment

Prior responses indicate that the Authority will provide radios and AWS equipment, while the contractor is responsible for securing and maintaining AWS equipment and reporting equipment issues. Please clarify the respective responsibilities of the Authority and contractor for furnishing, maintaining, and replacing required equipment.

Response: The Authority will furnish, maintain, and replace equipment due to normal use. The Authority will expect the operator to replace any equipment that is lost or damaged due to negligence.

Question 8: Training Room and Contractor Workspace

Please clarify the availability and applicable costs of Authority training-room facilities, including any associated audiovisual equipment. Please also identify any additional workspace resources that may be available to the contractor.

Response: The Authority rents the Boardroom at the following rates: 08:30-5:00 (\$70.00 per/hr.), After 5:00 (\$100.00 per/hr.). The Boardroom has computer, projector, and screen. The fee includes tables, chairs, and set-up and breakdown. Any refreshments shall be provided by the operator.

4. ACKNOWLEDGMENT OF ADDENDUM

Offerors shall acknowledge receipt of Addendum No. 5 in their proposal submissions, in accordance with the solicitation instructions.

Failure to acknowledge this Addendum may be addressed in accordance with the applicable solicitation requirements.

5. ALL OTHER TERMS AND CONDITIONS

Except as expressly modified by this Addendum, all terms, conditions, specifications, and requirements of RFP-FY27-800-02 and prior addenda remain unchanged and in full force and effect.

Issued by:

Satoria Jennings, VCA
Procurement Specialist
Norfolk Airport Authority

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NO. 5

I acknowledge receipt of Addendum No. 5 to RFP-FY27-800-02, Unarmed Security Guard & Patrol Services.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____