



June 15, 2003

Sent via Email and Fax  
(Email: raabl@kps-inc.net)  
(Fax: 301/808-5000 & 410/956-8253)

Knight Protective Service, Inc.  
Attn.: Mr. Leonard F. Raab, Vice President  
Executive Offices (Tel: 301/808-4669)  
8507 Edgeworth Drive  
Capitol Heights, MD 20743

SUBJECT: GS05P03GCD0002 – Notice of FPS Task Order Award via Contract GS-07F-0266K

Dear Mr. Raab,

Congratulations!

Your firm's offer on GSA-FPS Request for Quotes GS05P03GCD0002, with Amendments 1 through 4, for the provision of security services (SIC Code 7381; NAICS Code 561612; primarily armed guard) at FPS-specified areas and facilities located throughout Michigan for the base period of October 1, 2003 through September 30, 2005 (and subsequent option periods), is hereby accepted for award. If resulting task orders occur as we estimate, the life of the contract/task order value for GS05P03GCD0002 will be about: \$47,988,000.00 over a five year period, if all options are exercised by the Contracting Officer. This DHS requirements Task Order (GS05P03GCD0002) will use the following firm, fixed unit prices proposed and verified by you in response to the RFQ:

**BASE PERIOD – OCTOBER 1, 2003 THROUGH SEPTEMBER 30, 2005 (TWO YEARS)**

<u>Position Title</u>	<u>Hourly Rate/each</u>	<u>Monthly Rate/each</u>	<u>Annual Rate/each</u>
Basic Armed Guard		N/A	N/A
Basic Armed Supervisor		N/A	N/A
Basic Security Clerk III		N/A	N/A
Contract Manager	N/A	\$10,000.00	\$120,000.00
TAS/SAS/EGS Armed Guard		N/A	N/A
TAS/SAS/EGS Armed Supervisor		N/A	N/A
Basic Unarmed Guard		N/A	N/A
TAS/SAS/EGS Unarmed Guard		N/A	N/A
2-Wheel Drive Sedan	N/A	\$1,600.00	\$19,200.00
4-Wheel Drive SUV	N/A	\$1,650.00	\$19,800.00

(b)(4)



FIRST OPTION PERIOD – OCT. 1, 2005 THROUGH SEPTEMBER 30, 2006 (ONE YEAR)

Position Title	Hourly Rate/each	Monthly Rate/each	Annual Rate/each
Basic Armed Guard		N/A	N/A
Basic Armed Supervisor		N/A	N/A
Basic Security Clerk III		N/A	N/A
Contract Manager	N/A	\$11,000.00	\$132,000.00
TAS/SAS/EGS Armed Guard		N/A	N/A
TAS/SAS/EGS Armed Supervisor		N/A	N/A
Basic Unarmed Guard		N/A	N/A
TAS/SAS/EGS Unarmed Guard		N/A	N/A
2-Wheel Drive Sedan	N/A	\$1,600.00	\$19,200.00
4-Wheel Drive SUV	N/A	\$1,650.00	\$19,800.00

SECOND OPTION PERIOD – OCT. 1, 2006 THROUGH SEPTEMBER 30, 2007 (ONE YEAR)

Position Title	Hourly Rate/each	Monthly Rate/each	Annual Rate/each
Basic Armed Guard		N/A	N/A
Basic Armed Supervisor		N/A	N/A
Basic Security Clerk III		N/A	N/A
Contract Manager	N/A	\$11,000.00	\$132,000.00
TAS/SAS/EGS Armed Guard		N/A	N/A
TAS/SAS/EGS Armed Supervisor		N/A	N/A
Basic Unarmed Guard		N/A	N/A
TAS/SAS/EGS Unarmed Guard		N/A	N/A
2-Wheel Drive Sedan	N/A	\$1,600.00	\$19,200.00
4-Wheel Drive SUV	N/A	\$1,650.00	\$19,800.00

THIRD OPTION PERIOD – OCT. 1, 2007 THROUGH SEPTEMBER 30, 2008 (ONE YEAR)

Position Title	Hourly Rate/each	Monthly Rate/each	Annual Rate/each
Basic Armed Guard		N/A	N/A
Basic Armed Supervisor		N/A	N/A
Basic Security Clerk III		N/A	N/A
Contract Manager	N/A	\$11,000.00	\$132,000.00
TAS/SAS/EGS Armed Guard		N/A	N/A
TAS/SAS/EGS Armed Supervisor		N/A	N/A
Basic Unarmed Guard		N/A	N/A
TAS/SAS/EGS Unarmed Guard		N/A	N/A
2-Wheel Drive Sedan	N/A	\$1,600.00	\$19,200.00
4-Wheel Drive SUV	N/A	\$1,650.00	\$19,800.00

NOTE: Please check these prices carefully, to ensure they match the prices proposed in your Quote.

All Contract Task Order-related correspondence and invoices shall refer to this GSA Task Order Identifier: GS05P03GCD0002.

There will be no advance payments, and invoices will be submitted and paid monthly, in arrears, in



accordance with the Contract, RFQ and Task Order. Payments will be made for contract task order services ordered, performed, accepted and invoiced. There will be no "averaging" or aggregation of monthly invoices or payments. One invoice must be submitted to GSA for each FPS Task Order used to order services (fifty Task Orders from FPS typically result in 50 invoices from the Contractor, per month, with a copy to the FPS Michigan COR/ACOR and a copy to GSA Finance).

We will provide additional information to you soon on this subject. We will also provide whatever GSA and DHS forms you may need for performance of the Task Order. Anticipate and be ready to provide us with the correct electronic funds transfer address you wish us to use for remittances.

The following documents are attached, to be displayed in a conspicuous place available to all employees performing work under the GS05P03GCD0002 (you may copy and distribute these documents, as needed):

- (1) WH Publication 1313, Notice to Employees Working on Government Contracts.
- (2) OFCCP -- Poster, "Equal Employment Opportunity is the Law".

Please review and immediately prepare for all Contract requirements. Prior to commencement of work you are required to furnish the following documents to the undersigned at the letterhead address: Evidence of acceptable insurance that is not less than the amounts and endorsements specified in the clause entitled 52.228-5 INSURANCE--WORK ON A GOVERNMENT INSTALLATION (see this in your Contract; it is REQUIRED INSURANCE). In accordance with these requirements, the following Contract Task Order number and statement must appear on these insurantee policies:

"DHS-FPS Task Order GS05P03GCD0002: Any insurance cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this Contract is to be performed as prescribed or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer."

Mr. Steven Johnson, Director of GSA Federal Protective Service, Great Lakes Region, Michigan District is hereby designated as the Contracting Officer's Representative (COR) to oversee this Contract. Mr. Johnson may be called at Tel: 313/226-5658; Cel: 313/268-1266; Fax: 313/226-2466; email: [steven.johnson@gsa.gov](mailto:steven.johnson@gsa.gov). Note: FPS ACOR and COTRs will be appointed, soon.

The COR must be called by you, within 24-hours of your receipt of this letter, so you may start coordination with him, and keep him advised of all necessary arrangements and progress you are making for beginning work under the Contract and GS05P03GCD0002. All schedules, reports, plans, inventories, post orders, delivery orders and other operational arrangements required by the Contract and Task Order shall be coordinated with FPS's COR (or alternate COR, appointed soon).

This Contract Task Order and the security guard services provided through this Task Order are very important to GSA and its client Federal Agencies. We will be working closely with you and your Task Order Manager. Within 24-hours of your receipt of this letter, please notify me and the COR via email or fax, stating the names; titles; telephone and fax and pager numbers; email addresses; mailing addresses; and physical delivery addresses (for shipments) of your Contract



Manager (CM) and alternate CM for this project.

This is your notice to immediately prepare and proceed under Contract GS-07F-0266K, Task Order GS05P03GCD0002, as awarded here. Start of Contract Performance is scheduled to be October 1, 2003, at 12:01 a.m. The duration of the base period of the Task Order is October 1, 2003 through September 30, 2005 (two years), with one or more subsequent option periods (exercised at the discretion of the Contracting Officer), for a total of five years (if all option periods are exercised). Post-specific task orders will be issued prior to start of performance (i.e., prior to October 1, 2003).

If you have any questions or comments about contract and task order requirements and interpretation of requirements, please call me (Roger Pinnau) at Tel: 312/886-3815, or call Mr. Art Dobbs, Contracting Officer (my alternate), at Tel: 312/353-5003. You may also call my supervisor and Branch Chief, Ms. Nadine Rouse, at Tel: 312/353-0388.

The COR and I will be in close communication with you and your proposed Contract Manager over the coming days, exchanging information and coordinating successful task order start-up.

We look forward to this being a mutually successful and beneficial enterprise that will provide professional security services to DHS-FPS and its client Federal Agencies at the security posts served by this award, in accordance with individual post task orders that will be issued to you, soon. Feel free to contact me at any time if I can be of service to you, in regard to this matter.

Sincerely,

Roger R. Pinnau  
U.S. Department of Homeland Security ("DHS")  
Federal Protective Service ("FPS")  
Great Lakes Region Contracting Officer  
230 S. Dearborn Street (Suite 3540)  
Chicago, IL 60604-1696

Tel: 312/886-3815 (Direct)  
Tel: 312/353-3995 (Receptionist)  
Cel: 312/501-0086  
Fax: 312/353-0143 (Office)  
Fax: 847/717-3163 (Residence)  
Email: [roger.pinnau@gsa.gov](mailto:roger.pinnau@gsa.gov)

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1   1
2. AMENDMENT/MODIFICATION NO. Modification #1	3. EFFECTIVE DATE October 1, 2003	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable) Michigan	
6. ISSUED BY U.S. Department of Homeland Security Federal Protective Service - Contracting Officer 230 S. Dearborn Street (Suite 3540) Chicago, IL 60604-1696	CODE	7. ADMINISTERED BY (if other than Item 6) Same as Item 6, with the following contact points: Primary: Roger R. Pinnau (Fax: 312/353-0143) (Email: roger.pinnau@dhs.gov) Secondary: Art S. Dobbs (Email: arthur.dobbs@dhs.gov)	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Knight Protective Service, Inc. Attn.: Mr. Leonard F. Raab, Vice President Executive Offices (Tel: 301/808-4669) 8507 Edgeworth Drive Capitol Heights, MD 20743  Fax: 301/808-5000 & Fax: 301/350-1771 & Email: raabl@kps-inc.net			(X)	9A. AMENDMENT OF SOLICITATION NO.
CODE			9B. DATED (SEE ITEM 11)	
FACILITY CODE			(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. GS05P03GCD0002
				10B. DATED (SEE ITEM 11) June 15, 2003

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of the amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Service Contract Act (as amended), per U.S. DOL Wage Determinations for Michigan identified below

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
GS05P03GCD0002, primarily Armed and Unarmed Uniformed Security Guard Services in Michigan. This mod revises hourly prices for the base period awarded, as a result of offer/counter-offer negotiations applying 9 updated US DOL SCA WageDets for Michigan. This mod sets these firm, fixed prices: for Basic (long term/recurring posts), Basic-Unarmed Guard [redacted] Basic-Armed Guard [redacted] Basic-Security Clerk [redacted] Basic-Armed Supervisor [redacted]; and for Special/EGS (TAS/SAS, non-recurring posts), EGS Unarmed Guard [redacted]; EGS Armed Guard [redacted]; EGS Armed Supervisor [redacted] hr. WageDets incorporated by reference: 1994-2269-Rev19; 1994-2271-Rev18; 1994-2273-Rev25; 1994-2275-Rev19; 1994-2277-Rev17; 1994-2279-Rev18; 1994-3011-Rev4; 1994-3029-Rev5; 1994-3031-Rev4. Contract Manager rates [redacted] ea. per month) & 2wd sedan rates (\$1,600 ea. per month) & 4wd SUV rates (\$1,650 ea. per month) all remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roger R. Pinnau, Contracting Officer, DHS-FPS Great Lakes Region
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA <i>Roger R. Pinnau</i> (Signature of Contracting Officer)
	16C. DATE SIGNED Aug-26, 2003

NSN 7540-01-162-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA FAR (48 CFR) 53.243

(b)(4)

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (if applicable)  
Modification #2 (Two) October 1, 2003 Michigan

6. ISSUED BY CODE 7. ADMINISTERED BY (if other than item 6) CODE  
U.S. Department of Homeland Security Same as Item 6, with the following contact points:  
Federal Protective Service - Contracting Officer Primary: Roger R. Pinnau (Fax: 312/353-0143)  
230 S. Dearborn Street (Suite 3540) (Email: roger.pinnau@dhs.gov)  
Chicago, IL 60604-1696 Secondary: Art S. Dobbs (Email: arthur.dobbs@dhs.gov)

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (X) 9A. AMENDMENT OF SOLICITATION NO.  
Knight Protective Service, Inc. 9B. DATED (SEE ITEM 11)  
Attn.: Mr. Leonard F. Raab, Vice President  
Executive Offices (Tel: 301/808-4669)  
8507 Edgeworth Drive  
Capitol Heights, MD 20743  
10A. MODIFICATION OF CONTRACT/ORDER NO.  
GS05P03GCD0002  
10B. DATED (SEE ITEM 11)  
June 15, 2003  
X  
Fax: 301/808-5000 & Fax: 301/350-1771 & Email: raabl@kps-inc.net  
CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;  
or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE  
PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment  
your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this  
amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER  
NO. IN ITEM 10A.  
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office,  
appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).  
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  
D. OTHER (Specify type of modification and authority)  
X Service Contract Act (as amended), per U.S. DOL Wage Determinations for Michigan identified below

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
GS05P03GCD0002, primarily Armed and Unarmed Uniformed Security Guard Services in Michigan. Mod2 corrects Mod1 prices  
for the base period awarded, based on mutual agreement applying 9 updated US DOL SCA WageDets for Michigan. This mod  
sets these firm, fixed prices: for Basic (long term/recurring posts), Basic-Unarmed Guard \_\_\_\_\_ Basic-Armed Guard  
\_\_\_\_\_ Basic-Security Clerk \_\_\_\_\_; Basic-Armed Supervisor \_\_\_\_\_; and for Special/EGS (TAS/SAS, non-recurring  
posts), EGS Unarmed Guard \_\_\_\_\_; EGS Armed Guard \_\_\_\_\_; EGS Armed Supervisor \_\_\_\_\_ WageDets  
incorporated by reference: 1994-2269-Rev19; 1994-2271-Rev18; 1994-2273-Rev25; 1994-2275-Rev19; 1994-2277-Rev17;  
1994-2279-Rev18; 1994-3011-Rev4; 1994-3029-Rev5; 1994-3031-Rev4. Contract Manager rates \_\_\_\_\_ per month) &  
2wd sedan rates (\$1,600 ea. per month) & 4wd SUV rates (\$1,650 ea. per month) all remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) 15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 15D. UNITED STATES OF AMERICA 15E. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) 15F. DATE SIGNED  
Roger R. Pinnau, Contracting Officer, DHS-FPS Great Lakes Region  
Sept. 5, 2003  
(Signature of person authorized to sign) (Signature of Contracting Officer)

Correction: This is Modification #3 (Three)

T4838

GS05P03GCD0002

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. Modification 1 (One)		3. EFFECTIVE DATE 10-27-2003	1 1
6. ISSUED BY Department of Homeland Security (DHS) Federal Protective Service 230 S. Dearborn St., Suite 3540 Chicago, IL 60604		4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
7. ADMINISTERED BY (If other than Issuer) Art S. Dobbs Tel. 312-353-5003 FAX 312-353-0143 E-mail art.dobbs@gsa.gov		<b>FILE</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Knight Protective Service Attn. Terry Williams, VP Operations 8507 Edgeworth Drive Capitol Heights, MD 20743 Tel 301-808-4889		(✓) 9A. AMENDMENT OF SOLICITATION NO.	
CODE		9B. DATED (SEE ITEM 11)	
FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. GS05P03GCD0002	
		10B. DATED (SEE ITEM 11) 06-15-2003	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

- (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment;
  - (b) By acknowledging receipt of this amendment on each copy of the offer submitted;
  - (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers.
- FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. Changes Clause -- FAR 52.243-1 (Alternate 2)
✓	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

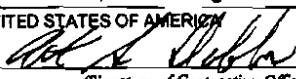
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Modification #1 for Task Order GS05P03GCD0002 for security guard service at DHS supported and controlled facilities in Michigan. This administrative modification will incorporate a new DHS tracking and reporting requirement. Specific implementation instructions will be provided at the district level through the Contracting Officer's Representative or his/her designee. This reporting requirement is in accordance with the Contract Statement of Work, Part 1 entitled Reports, Records and Testimony. Effective implementation date is October 27, 2003 at no additional cost to the Government.

Correction: This is Modification #3 (Three)

All other terms and conditions in the contract task order remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Art S. Dobbs, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED Oct 24 2003
(Signature of person authorized to sign)			

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1   10
2. AMENDMENT/MODIFICATION NO. Modification #4 (Four)	3. EFFECTIVE DATE April 1, 2004	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable) Michigan Gd Svcs
6. ISSUED BY U.S. Department of Homeland Security Federal Protective Service - Contracting Officer 230 S. Dearborn Street (Suite 3540) Chicago, IL 60604-1696	CODE	7. ADMINISTERED BY (if other than Item 6) Same as Item 6, with the following contact points: Primary: Roger R. Pinnau (Fax: 312/353-0143) (Email: roger.pinnau@dhs.gov) Secondary: Art S. Dobbs (Email: arthur.dobbs@dhs.gov)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Knight Protective Service, Inc. Attn.: Mr. Leonard F. Raab, Vice President Executive Offices (Tel: 301/808-4669) 8507 Edgeworth Drive Capitol Heights, MD 20743  Fax: 301/808-5000 & Fax: 301/350-1771 & Email: raabl@kps-inc.net		(X)	9A. AMENDMENT OF SOLICITATION NO.
CODE		FACILITY CODE	9B. DATED (SEE ITEM 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. GS05P03GCD0002
			10B. DATED (SEE ITEM 11) June 15, 2003

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	FAR 32.8 Assignment of Claims
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**  
GS05P03GCD0002, primarily Armed and Unarmed Uniformed Security Guard Services in Michigan. This modification a) incorporates the attached Assignment of Claims, and b) changes the remittance address under GS05P03GCD0002 to that of Commerce Funding, as shown on the attached Assignment of Claims. The DUNS number of the assignee, Commerce Funding is: 161912340. The TIN number of the assignee, Commerce Funding, is: 541438691. Commerce Funding is registered with CCR. Additional remittance information is as stated in the attached Assignment of Claims. This Assignment shall apply to all payments made under GS05P03GCD0002, as of the effective date (see Block 3, above) stated for this modification. All prices and other terms and conditions of GS05P03GCD0002 remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

16A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roger R. Pinnau, Contracting Officer, DHS-FPS Great Lakes Region
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA <i>Roger R. Pinnau</i> (Signature of Contracting Officer)
	16C. DATE SIGNED March 18, 2004



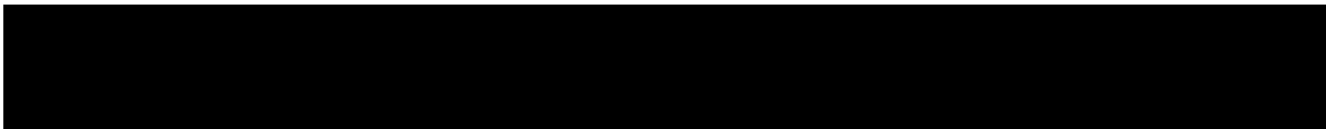
**NOTICE OF ASSIGNMENT FOR KNIGHT PROTECTIVE SERVICE, INC.**

ATTN: Roger Pinnau  
U.S. Department of Homeland Security  
Federal Protective Service  
230 South Dearborn St. Room 3540  
Chicago, IL 60604

This has reference to Contract No. GS-07-F-0266K, Task Order No. GS05P03GCD0002 dated June 15, 2003, and all delivery orders, task orders and/or purchase orders issued thereunder, entered into between Knight Protective Service, Inc. located at 8507 Edgeworth Drive, Capitol Heights, MD 20743-3708, hereinafter the ("Assignor") and the U.S. Department of Homeland Security/ Federal Protective Service to provide supplies and/or services according to the above referenced contract.

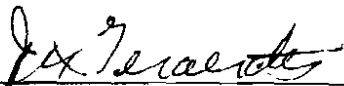
**PLEASE TAKE NOTICE** that monies due or to become due under the Contract described above have been assigned to the undersigned [redacted] pursuant to the provisions of the Assignment of Claims Act of 1940, as amended (31 U.S.C. 3727, 41 U.S.C. 15) and the Federal Acquisition Regulations ("FAR") relating thereto (48 C.F.R. 32.800-32.806).

A true copy of the Instrument of Assignment executed by the Assignor February 18, 2004 is attached to the original hereof.



Please return to the undersigned, at your earliest convenience, an executed copy of this Notice with appropriate notations showing the date and hour of receipt, and duly signed by the person acknowledging receipt on behalf of the Addressee. Please distribute a copy to the appropriate party in the accounts payable office for your agency.

Very truly yours,

  
\_\_\_\_\_  
John M. Geraerds  
Vice President  
[redacted]

**ACKNOWLEDGMENT**

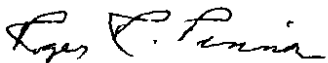
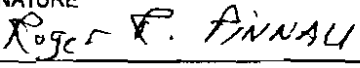
Receipt is hereby acknowledged of the above notice and a copy of the above mentioned Instrument of Assignment. These were received at \_\_\_\_\_ a.m. (p.m.) on \_\_\_\_\_  
(Time) (Date) (Year)

**PAYMENT OFFICE INFORMATION:**

CONTACT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
FULL PHONE NUMBER INCLUDING EXTENSION  
BRANCH NAME: \_\_\_\_\_

**ON BEHALF OF:**

U.S. Department of Homeland Security/  
Federal Protective Service

  
\_\_\_\_\_  
SIGNATURE  
  
\_\_\_\_\_  
PRINTED NAME  
DHS-FPS Contracting Office  
\_\_\_\_\_  
TITLE  
312/886-3815  
\_\_\_\_\_  
FULL PHONE NUMBER INCLUDING EXTENSION

**INSTRUMENT OF ASSIGNMENT**

CONTRACTOR: KNIGHT PROTECTIVE SERVICE, INC.

CONTRACT NO: GS-07-F-0266K

TASK ORDER: GS05P03GCD0002

AGENCY: DEPARTMENT OF HOMELAND SECURITY/  
FEDERAL PROTECTIVE SERVICE

**KNOW ALL MEN BY THESE PRESENTS:** For value received and in accordance with the Assignment of Claims Act of 1940, as amended (31 U.S.C. Section 3727, 41 U.S.C. Section 15), the undersigned Contractor, as Assignor, does hereby assign to [REDACTED] as Assignee, all monies due or to become due under the above referenced Contract # GS-07-F-0266K, Task Order # GS05P03GCD0002 and all individual delivery orders, task orders, or purchase orders issued thereunder by the above referenced agency.

**KNIGHT PROTECTIVE SERVICE, INC.:**

Signature: Macon Sims, Jr.

Printed Name: Macon Sims, Jr.

Title: President

Date: 2/18/2004

(b)(4)

**Attested by Corporate Secretary:**

Signature: Diane A. Williams-Hughes

Printed Name: Diane A. Williams-Hughes

Date: 2/18/2004

**(Corporate Seal)**



**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
PAGE OF PAGES  
1 | 3

2. AMENDMENT/MODIFICATION NO.  
Modification 5 (Five)

3. EFFECTIVE DATE  
Sept. 20, 2004

4. REQUISITION/PURCHASE REQ. NO.

6. PROJECT NO. (If applicable)  
KPS-MI

6. ISSUED BY CODE  
U.S. Department of Homeland Security (DHS)  
Federal Protective Service (FPS)  
230 South Dearborn Street (Suite 3540)  
Chicago, IL 60604

7. ADMINISTERED BY (If other than Item 6) CODE  
Roger Pinnau, Contracting Officer (5PSAC)  
Tel: 312/886-3815  
Fax: 312/353-0143  
Email: roger.pinnau@dhs.gov

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  
Knight Protective Service, Inc. (KPS)  
Attn: Mr. Len Raab, Vice President  
8507 Edgeworth Drive  
Capitol Heights, MD 20742  
  
Tel: 301/808-4669 Fax: 301/808-5000  
Email: raabl@kps-inc.net

9A. AMENDMENT OF SOLICITATION NO.  
(X)

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.  
GS05P03GCD0002

10B. DATED (SEE ITEM 11)  
XX  
June 15, 2003

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

XX B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
BPA GS05P03GCD0002, providing armed and unarmed security guard and security clerk services throughout Michigan, is hereby modified to make changes to the way the contractor submits invoices for payment (continued on Pages 2 and 3).

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)  
15B. CONTRACTOR/OFFEROR  
(Signature of person authorized to sign)

15C. DATE SIGNED

15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  
Roger Pinnau, Contracting Officer

15B. CONTRACTOR/OFFEROR  
15C. DATE SIGNED

16A. UNITED STATES OF AMERICA  
16B. DATE SIGNED  
5/21/2004

(Signature of Contracting Officer)

Contract Number GS05P03GCD0002

Modification Number Modification 5 (Five)

The Federal Protective Service (FPS) is in the process of transitioning all contracts to the Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE). This contract will be managed under the auspices of ICE Office of Procurement and all invoices will be paid by the ICE Office of Financial Management (OFM), Dallas Finance Center (DFC).

The purpose of this modification is to provide information and instructions on new invoicing and payment procedures that will take effect September 20, 2004 under this contract. All invoices submitted to GSA after September 20, 2004, will be returned to the contractor as an improper invoice under the terms of this modification. All invoices submitted for payment after September 20, 2004 should be forwarded to the Contracting Officer at the following address:

*Federal Protective Service  
Chicago Contracting Office  
Contracting Officer, Art Dobbs  
Contracting Officer, Roger Pinnau  
230 S. Dearborn St., Room 3540 DPN 35-5  
Chicago, IL 60604*

This modification is authorized under FAR 43.103(b)(1).

All contractors are required to register in the Central Contractor Registration (CCR). This can be performed via the internet at <http://www.ccr.gov>.

As of the effective date of this modification the following clauses shall be incorporated into the contract, BPA, etc.:

FAR 52.232.18 – Availability of Funds

FAR 52.232.19 – Availability of Funds for the next Fiscal Year

HSAR 3045.505.14 – Report of Government Property

The administration of contracts will continue to be supported by your regional contracting office. Invoices will be forwarded to the above Contracting Office for approval, as indicated above. No invoices shall be sent directly from a contractor to the DFC.

Contract Number GS05P03GCD0002

Modification Number Modification 5 (Five)

The following instructions shall be followed when preparing and submitting invoices for payment:

1. Include the following required items on the invoices that are submitted for payment:
  - a) Name of Contractor.
  - b) Invoice Date.
  - c) Government contract number, or other authorization for delivery of goods or services.
  - d) Contractor invoice number, and/or other identifying number agreed to, by the contract.
  - e) Description (include for example, contract line item number), price, and quantity of goods and/or services rendered.
  - f) Shipping and Payment terms (unless mutually agreed that this information is only required in the contract).
  - g) Point of Contact (familiar with invoice), title, and telephone number.  
[REDACTED]
  - i) Other documentation or information required by the contract.
  
2. Invoices are to be mailed or couriered to the appropriate Federal Protective Service (FPS) Regional Office Contracting Officer (C.O.) as indicated above.

All other terms and conditions remain in effect.

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

2. AMENDMENT/MODIFICATION NO. Modification 6 (Six)		3. EFFECTIVE DATE Sept. 1, 2004	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable) KPS-Michigan
8. ISSUED BY U.S. Department of Homeland Security (DHS) Federal Protective Service (FPS) 230 South Dearborn Street (Suite 3540) Chicago, IL 60604		7. ADMINISTERED BY (if other than item 6) Roger Pinnau, Contracting Officer (5PSAC) Tel: 312/886-3815 Fax: 312/353-0143 Email: roger.pinnau@dhs.gov		
9. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Knight Protective Service (KPS) Attn: Mr. Len Raab, Vice President 8507 Edgeworth Drive Capitol Heights, MD 20742  Tel: 301/808-4669 Fax: 301/808-5000 Email: raabl@kps-inc.net & williamst@kps-inc.net		(X)	9A. AMENDMENT OF SOLICITATION NO.	
CODE		FACILITY CODE		9B. DATED (SEE ITEM 11)
				10A. MODIFICATION OF CONTRACT/ORDER NO. GS05P03GCD0002
				10B. DATED (SEE ITEM 11) June 15, 2003

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
XX	Changes Clause – FAR 52.243-1 (Alternate 2)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**  
 BPA GS05P03GCD0002, providing armed and unarmed security guard services, and unarmed security clerk services throughout the state of Michigan, is hereby modified as follows: Uniformed contract employees are frequently viewed as authority figures by the public and others. To reduce the likelihood of confrontation(s), and to avoid implying Government endorsement, uniformed contract employees who are on duty (performing contract/BPA required work) shall refrain from publicly expressing opinions on sensitive and controversial subjects. Sensitive and controversial subjects are considered to include labor-management, political, racial, religious and sexual issues. Nothing in this modification shall prevent uniformed contract employees from exercising their rights to lawfully address all such issues when they are on their own (non-contract/non-duty) time. All other terms and conditions of GS05P03GCD0002 remain unchanged, including prices.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Roger Pinnau, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		<i>Roger K. Pinnau</i> (Signature of Contracting Officer)	Sept. 24 2004

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT** 1. CONTRACT ID CODE PAGE OF PAGES  
1 3

2. AMENDMENT/MODIFICATION NO. Modification 7 (Seven) 3. EFFECTIVE DATE Sept. 1, 2004 4. REQUISITION/PURCHASE REG. NO. 5. PROJECT NO. (If applicable) KPS-Michigan

6. ISSUED BY CODE U.S. Department of Homeland Security (DHS) Federal Protective Service (FPS) 230 South Dearborn Street (Suite 3540) Chicago, IL 60604 7. ADMINISTERED BY (If other than Item 6) CODE Roger Pinnau, Contracting Officer (5PSAC) Tel: 312/886-3815 Fax: 312/353-0143 Email: roger.pinnau@dhs.gov

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) Knight Protective Service (KPS) Attn: Mr. Len Raab, Vice President 8507 Edgeworth Drive Capitol Heights, MD 20742 Tel: 301/808-4669 Fax: 301/808-5000 Email: raabl@kps-inc.net & williamst@kps-inc.net 9A. AMENDMENT OF SOLICITATION NO. (X) 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS05P03GCD0002 XX 10B. DATED (SEE ITEM 11) June 15, 2003

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
XX	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) BPA GS05P03GCD0002, providing armed and unarmed security guard services, and unarmed security clerk services throughout the state of Michigan, is hereby modified as follows: The attachment to this mod clarifies the practice and procedure the Federal Protective Service (FPS) will follow for removing contract employees from performing on this contract/BPA. Removals may occur for events that occurred prior to the effective date on this mod, because the effective date of this mod applies to the procedures that FPS will take in response to those events. The effective date does not apply to the events themselves, but to how FPS responds to those events (see attachment), as of the effective date. All other terms and conditions of GS05P03GCD0002 remain unchanged, including prices.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roger Pinnau, Contracting Officer 15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 16B. UNITED STATES OF AMERICA, *Roger X. Pinnau* (Signature of Contracting Officer) 16C. DATE SIGNED 5007.24 2004 (Signature of person authorized to sign)

### **Removals from Contract Duty & Disciplinary Actions**

a. The Government may ask the Contractor to immediately remove any Contract/BPA employee(s) from any and all Contract/BPA work sites, should it be determined by the Government that the Contractor's employee(s) has/have been disqualified from performing such duties for suitability and/or security reasons. Removal from duty may also be requested for those Contract employees who are found to be otherwise unfit or unqualified for performing Contract/BPA-required duties. The Contractor must immediately comply with Government removal requests and immediately provide Contract and BPA-compliant replacement personnel. Retraining and disciplinary actions (including warning, reprimand, suspension and removal actions) shall be the sole responsibility of the Contractor.

b. Disciplinary actions resulting from Contract/BPA employee nonperformance or malperformance must be handled by the Contractor as required by the Contract/BPA.

c. The COR and ACOR will make all non-disputed determinations regarding the removal of any Contract/BPA employee(s) from Contract/BPA work sites. Removals shall occur immediately, upon notification by the COR/ACOR. Specific reasons for removal of Contract/BPA employees will be provided by the COR/ACOR to the Contractor in writing. A process for handling disputed removal determinations is identified later in the section.

d. For clarification, a determination of "unfit for duty" may be made from, but NOT be limited to, incidents involving the most immediately identifiable types of misconduct or delinquency set forth below:

(1) Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3 (as may be amended, modified, or replaced).

(2) Neglect of duty, including: sleeping while on duty; unreasonable delays or failure to carry out assigned tasks; conducting personal affairs during official time; and refusing to render assistance or cooperate in upholding the integrity of the Government's security program at the Government's work sites.

(3) Falsification and/or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.

(4) Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting.

(5) Participation in disruptive activities which interfere with the routine and efficient operations of the Government.

(6) Theft, vandalism, immoral conduct, or any other criminal actions.

(7) Selling, consuming, and/or being under the influence of intoxicants, drugs, or substances which produce similar effects.

(8) Improper and/or unauthorized use of official authority or credentials.

(9) Unauthorized use of Government property, including electronic computer and communications equipment (radio, telephone, facsimile, imaging and data systems).

(10) Violation of Government security procedures and/or security regulations.



(11) Unauthorized post abandonment that would jeopardize the safety of life or property at the facility(s) protected by that post.

(12) Failure to cooperate with Federal Government and/or State Government authorities and officials during an official investigation.

(13) Unauthorized and/or illegal use of a weapon.

(14) Ineffectiveness (multiple repeated deficiencies) in carrying out Contract-required duties (responding to radio/telephone roll calls, patrolling the area, inspecting ID's and packages of persons entering the facility, requesting/inspecting property passes of persons carrying apparent Government property towards facility exits, reporting of incidents, etc.).

(15) Failure to make a timely appearance for Court testimony on behalf of the Government, when scheduled and notified in advance to do so by either the COR or the Contract Manager or both. Note: such appearances are reimbursed at regular post rates.

e. The Contracting Officer's Representative (COR) or Alternate COR (ACOR) will make all non-disputed determinations regarding the removal of any Contract/BPA employee(s) from Contract/BPA work sites. Specific reasons for removal of Contract employee(s) will be provided by the COR/ACOR to the Contractor in writing, for each removal.

d. In the event a written dispute and explanatory appeal for reinstatement is made by the Contractor to the Contracting Officer within ten (10) calendar days of the COR or ACOR's removal determination, the Contracting Officer will review such an appeal and will make a final determination. Removed Contract/BPA employees whose removals are appealed by the Contractor to the Contracting Officer remain "removed" during the appeal process (i.e., the COR/ACOR's removal determination stands and remains in effect during the appeal).

e. The Government's privity of contract is with the Contractor, so the removal appeal process identified above is between the Government and the Contractor. Appeals from others (individuals, other organizations, etc.) will not be considered under this process.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE 1 OF 2 PAGES
2. AMENDMENT/MODIFICATION NO. Modification 8 (Eight)		3. EFFECTIVE DATE Oct. 1, 2005	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable) KPS-Michigan
6. ISSUED BY U.S. Department of Homeland Security (DHS) Federal Protective Service (FPS) 230 South Dearborn Street (Suite 3540) Chicago, IL 60604		7. ADMINISTERED BY (If other than Item 6) Roger Pinnau, Contracting Officer (5PSAC) Tel: 312/886-3815 Fax: 312/353-0143 Email: roger.pinnau@dhs.gov		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Knight Protective Service, Inc. ("KPS") Attn: Mr. Daniel Phair, Vice President 8507 Edgeworth Drive Capitol Heights, MD 20742  Tel: 301/808-4669 Fax: 301/808-5000 Email: phaird@kps-inc.net			(X)	9A. AMENDMENT OF SOLICITATION NO.
CODE				9B. DATED (SEE ITEM 11)
FACILITY CODE			XX	10A. MODIFICATION OF CONTRACT/ORDER NO. GS05P03GCD0002
				10B. DATED (SEE ITEM 11) June 15, 2003
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing items 9 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
XX	D. OTHER (Specify type of modification and authority) Exercise of First Option Period (Oct. 1, 2005 through Sept. 30, 2006) per BPA GS05P03GCD0002

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
BPA GS05P03GCD0002, providing armed and unarmed security guard services, unarmed security clerk services and leased patrol vehicles throughout the state of Michigan, is hereby modified as follows: Option Period 1 (one) is hereby exercised at the prices and rates stated in BPA Mod #2 (attached). After proposed labor price adjustment proposal clarifications by KPS, and negotiations/review by the Contracting Officer, with FPS HQ concurrence applicable Service Contract Act (SCA) price adjustments will be made to the hourly labor prices (rates) of this BPA via BPA modification in accordance with FAR 52.222-41 (May 1989), with the adjusted hourly labor prices (rates) made retroactive to services provide on and after Oct. 1, 2005, for the duration of this Option Period (Oct. 1, 2005 through Sep. 30, 2006). These are essential contract/BPA-provided security services that must continue without interruption. All other terms and conditions of BPA GS05P03GCD0002 remain unchanged.  
**This BPA mod incurs no funding obligation; separately-funded BPA task orders are necessary for invoicing.**  
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Roger Pinnau, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		<i>Roger K. Pinnau</i>	Sept. 30, 2005
		(Signature of Contracting Officer)	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. Modification #2 (Two)		3. EFFECTIVE DATE October 1, 2003	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable) Michigan
6. ISSUED BY U.S. Department of Homeland Security Federal Protective Service - Contracting Officer 230 S. Dearborn Street (Suite 3540) Chicago, IL 60604-1696		CODE	7. ADMINISTERED BY (if other than item 6) Same as Item 6, with the following contact points: Primary: Roger R. Pinnau (Fax: 312/353-0143) (Email: roger.pinnau@dhs.gov) Secondary: Art S. Dobbs (Email: arthur.dobbs@dhs.gov)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Knight Protective Service, Inc. Attn.: Mr. Leonard F. Raab, Vice President Executive Offices (Tel: 301/808-4669) 8507 Edgeworth Drive Capitol Heights, MD 20743  Fax: 301/808-5000 & Fax: 301/350-1771 & Email: raabl@kps-inc.net			(X)	9A. AMENDMENT OF SOLICITATION NO.
CODE				9B. DATED (SEE ITEM 11)
FACILITY CODE			X	10A. MODIFICATION OF CONTRACT/ORDER NO. GS05P03GCD0002
				10B. DATED (SEE ITEM 11) June 15, 2003

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Service Contract Act (as amended), per U.S. DOL Wage Determinations for Michigan identified below

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
GS05P03GCD0002, primarily Armed and Unarmed Uniformed Security Guard Services in Michigan. Mod2 corrects Mod1 prices for the base period awarded, based on mutual agreement applying 9 updated US DOL SCA WageDets for Michigan. This mod sets these firm, fixed prices: for Basic (long term/recurring posts), Basic-Unarmed Guard [redacted] Basic-Armed Guard [redacted]; Basic-Security Clerk [redacted]; Basic-Armed Supervisor [redacted] and for Special/EGS (TAS/SAS, non-recurring posts), EGS Unarmed Guard [redacted]; EGS Armed Guard [redacted]; EGS Armed Supervisor [redacted] WageDets incorporated by reference: 1994-2269-Rev19; 1994-2271-Rev18; 1994-2273-Rev25; 1994-2275-Rev19; 1994-2277-Rev17; 1994-2279-Rev18; 1994-3011-Rev4; 1994-3029-Rev5; 1994-3031-Rev4. Contract Manager rates [redacted] per month) & 2wd sedan rates (\$1,600 ea. per month) & 4wd SUV rates (\$1,650 ea. per month) all remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roger R. Pinnau, Contracting Officer, DHS-FPS Great Lakes Region
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA <i>Roger R. Pinnau</i> (Signature of Contracting Officer)
	16C. DATE SIGNED Sept. 5, 2003

2. AMENDMENT/MODIFICATION NO. <b>Modification 10 (Ten)</b>	3. EFFECTIVE DATE <b>Oct. 1, 2006</b>	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable) <b>KPS-Michigan</b>
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6. ISSUED BY U.S. Department of Homeland Security (DHS) Federal Protective Service (FPS) 230 South Dearborn Street (Suite 3540) Chicago, IL 60604	7. ADMINISTERED BY (if other than Item 6) Roger Pinnau, Contracting Officer (5PSAC) Tel: 312/886-3815 Fax: 312/353-0143 Email: roger.pinnau@dhs.gov
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Knight Protective Service, Inc. ("KPS") Attn: Mr. Daniel Phair, Vice President 8507 Edgeworth Drive Capitol Heights, MD 20742  Tel: 301/808-4669 Fax: 301/808-5000 Email: phaird@kps-inc.net	(X)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	XX	10A. MODIFICATION OF CONTRACT/ORDER NO. <b>GS05P03GCD0002</b>
		10B. DATED (SEE ITEM 11) <b>June 15, 2003</b>

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
XX	D. OTHER (Specify type of modification and authority) <b>Exercise of Second Option Period (Oct. 1, 2006 through Sept. 30, 2007) per BPA GS05P03GCD0002.</b>

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
BPA GS05P03GCD0002, providing armed and unarmed security guard services, unarmed security clerk services and leased patrol vehicles throughout the state of Michigan, is hereby modified as follows: Option Period 2 (two) is hereby exercised at the prices and rates stated in BPA Mod #2. After price adjustment negotiations and review by the Contracting Officer, and with FPS HQ concurrence, any applicable Service Contract Act (SCA) price adjustments will be made to the hourly labor prices (rates) of this BPA via another BPA modification in accordance with FAR 52.222-41 (May 1989), with the adjusted hourly labor prices (rates) made retroactive to services provide on and after Oct. 1, 2006, for the duration of this Option Period (Oct. 1, 2006 through Sep. 30, 2007). These are essential contract/BPA-provided security services that must continue without interruption. All other terms and conditions of BPA GS05P03GCD0002 remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>Roger Pinnau, Contracting Officer</b>		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

INSTRUCTIONS

Instructions for items other than those that are self-explanatory, are as follows:

- (a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.
- (b) Item 3 (Effective date).
  - (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
  - (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
  - (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
  - (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
  - (5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.
- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
- (d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.
- (e) Item 9, (Amendment of Solicitation No. - Dated), and 10, (Modification of Contract/Order No. - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries.
  - (1) Accounting classification \_\_\_\_\_  
 Net increase                    \$ \_\_\_\_\_

- (2) Accounting classification \_\_\_\_\_  
 Net decrease                    \$ \_\_\_\_\_

NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".

- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
  - (1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document
  - (2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:
    - (i) Total contract price increased by \$ \_\_\_\_\_
    - (ii) Total contract price decreased by \$ \_\_\_\_\_
    - (iii) Total contract price unchanged.
  - (3) State reason for modification.
  - (4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.
  - (5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to --
    - (i) A reference to the letter determination; and
    - (ii) A statement of the net amount determined to be due in settlement of the contract.
  - (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. P00011		3. EFFECTIVE DATE 10/01/2005		1 90	
6. ISSUED BY Federal Protective Svc. Div. - 5PS 230 S. Dearborn Street Chicago IL 60604		7. ADMINISTERED BY (If other than item 6) Federal Protective Svc. Div. - 5PS 230 S. Dearborn Street Chicago IL GC000		5. PROJECT NO. (If applicable) KPS-Michigan	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) KNIGHT PROTECTIVE SERVICES INC 8507 EDGEWORTH DRIVE CAPITOL HEIGHTS MD 207430000		9A. AMENDMENT OF SOLICITATION NO. (x)		9B. DATED (SEE ITEM 11)	
CODE 6275928430000 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. GS05P03GCD0002		10B. DATED (SEE ITEM 11) 06/15/2003	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

This BPA modification incurs no funding obligation (see attached).

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACT/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	Pursuant to FAR 52.222-43 Fair Labor Standards Act and Service Contract Act

E. IMPORTANT: Contractor  is not.  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

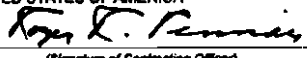
GSA Contract #: GS-07F-0266K  
BPA GS05P03GCD0002, providing armed and unarmed security guard services, unarmed security clerk services and leased patrol vehicles throughout the State of Michigan is hereby modified.

SEE ATTACHED PAGES

Period of Performance: 10/01/2005 to 09/30/2006

All orders placed against this BPA are subject to the BPA's terms and conditions.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Roger R. Pinnau	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED Nov. 1, 2006

A. The purpose of this BPA modification is to execute and authorize a price adjustment in accordance with FAR 52.222-43 "Fair Labor Standards Act and Service Contract Act - Price Adjustment" (Multiple Year and Option Contracts)(May 1989) effective retroactively for Option Period 1 (One) Oct. 1, 2005 through Sept. 30, 2006 at the firm fixed unit prices (hourly labor rates) stated on Page 3, of this BPA modification.

B. The following Wage Determination(s) apply to this BPA:

- 1994-2269 Revision No. 23 dated 5/23/05 (10 pages)
- 1994-2271 Revision No. 23 dated 5/23/05 (10 pages)
- 1994-2273 Revision No. 29 dated 5/23/05 (9 pages)
- 1994-2275 Revision No. 23 dated 5/23/05 (10 pages)
- 1994-2277 Revision No. 21 dated 5/23/05 (10 pages)
- 1994-2279 Revision No. 21 dated 5/23/05 (9 pages)
- 1994-3011 Revision No. 08 dated 5/23/05 (10 pages)
- 1994-3029 Revision No. 10 dated 8/31/05 (9 pages)
- 1994-3031 Revision No. 08 dated 8/31/05 (10 pages)

C. FAR clause 52.222-43 "Fair Labor Standards Act and Service Contract Act Price Adjustment (Multi-Year and Option Contracts) (May 1989) paragraph (e) provides for BPA prices to be adjusted to cover any contingencies unknown when prices were originally submitted. You shall notify the Contracting Officer of any other increases claimed under this BPA within 30 days after receipt of this BPA modification in accordance with the clause.

D. This BPA modification incurs no funding obligation; separately funded task orders (calls) are necessary for invoicing. Task orders may be subject to availability of funds.

All other terms and conditions of BPA GS05P03GCD0002 remain unchanged.

KPS-Michigan BPA Retroactive SCA-based price adjustment for option period 1 (Oct 1, 2005 thru Sep 30, 2006), based on DOL SCA WageData listed	DOL Wages for Base Pd	DOL Wages for Option Pd1 FY2006	DOL Wage Difference Increase	DOL H&W for Base Pd	DOL H&W for Option Pd1 FY2006	H&W Difference Increase	Total Wage & H&W Increase	
Chg from 1994-2269-Rev 19 to Rev 23 Gd2 Armed Gd1 Unarmed Sec Clerks (none ordered for this WageDet area)	Rev 19	Rev 23		Rev 19	Rev 23			
Chg from 1994-2271-Rev 18 to Rev 23 Gd2 Armed Gd1 Unarmed Sec Clerks (none ordered for this WageDet area)	Rev 18	Rev 23		Rev 18	Rev 23			
Chg from 1994-2273-Rev 25 to Rev 29 Gd2 Armed Gd1 Unarmed Sec Clerk III	Rev 25	Rev 29		Rev 25	Rev 29			
Chg from 1994-2275-Rev 19 to Rev 23 Gd2 Armed Gd1 Unarmed Sec Clerks (none ordered for this WageDet area)	Rev 19	Rev 23		Rev 19	Rev 23			
Chg from 1994-2277-Rev 17 to Rev 21 Gd2 Armed Gd1 Unarmed Sec Clerk III	Rev 17	Rev 21		Rev 17	Rev 21			
Chg from 1994-2279-Rev 18 to Rev 21 Gd2 Armed Gd1 Unarmed Sec Clerks (none ordered for this WageDet area)	Rev 18	Rev 21		Rev 18	Rev 21			
Chg from 1994-3011-Rev 4 to Rev 8 Gd2 Armed Gd1 Unarmed Sec Clerks (none ordered for this WageDet area)	Rev 4	Rev 8		Rev 4	Rev 8			
Chg from 1994-3029-Rev 5 to Rev 10 Gd2 Armed Gd1 Unarmed Sec Clerks (none ordered for this WageDet area)	Rev 5	Rev 10		Rev 5	Rev 10			
Chg from 1994-3031-Rev 4 to Rev 8 Gd2 Armed Gd1 Unarmed Sec Clerks (none ordered for this WageDet area)	Rev 4	Rev 8		Rev 4	Rev 8			
Calculating Average Increase for Option Pd1 Labor							Total Incr.	
Gd2 Armed & Gd2 Armed Supr							\$11.19	Avg Incr.
Gd1 Unarmed							\$8.10	\$1.24
Sec Clerk III							\$1.97	\$0.90

Based on the above calculations, the KPS-MI BPA's retroactively adjusted hourly labor rates (unit prices) for the 12-month Option Period that ended 9/30/06 are as follows:

	After BPA Mode 1 & 2 these were the Base Period prices/rates	Using the above Calculations, Option Pd1 rates will increase by this amount	Option Pd1 prices/rates are therefore increased to this amount
<b>Basic Services</b>			
Gd2 Armed			
Gd1 Unarmed			
Gd2 Supervisor			
Sec Clerk III			
<b>TAS/SAS/EGS Services</b>			
Gd2 Armed			
Gd1 Unarmed			
Gd2 Supervisor			
Sec Clerk III (NA)			

(b)(4)



2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)  
 012 See Block 16C

6. ADMINISTERED BY (If other than Item 8) CODE ICE/FPS/CENTR CC  
 ICE/FPS/Central CCG/Region 5  
 Immigration and Customs Enforcement  
 Federal Protective Service  
 Office of Acquisition Management  
 1901 North Highway 360, Ste. 500  
 Grand Prairie TX 75050-1412

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)  
 KNIGHT PROTECTIVE SERVICES INC  
 8507 EDGEWORTH DRIVE  
 CAPITOL HEIGHTS MD 207430000

9A. AMENDMENT OF SOLICITATION NO.  
 9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.  
 GS05P03GCD0002  
 10B. DATED (SEE ITEM 11)  
 06/15/2003

CODE 6275928430000 FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS  
 The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

X ONE  
 A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  
 B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).  
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:  
 D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
 GSA Contract #: GS-07F-0266K  
 DUNS: 627592843  
 TIN: 521644927

PURPOSE: To identify new Administrative Contracting Officer and Contract Specialist, as well as new administrative contracting office address for subject BPA.

a. Starting on the effective date identified by the contracting officer signature below, change the signatory Administrative Contracting Officer for subject BPA and all associated BPA calls and task orders from Roger Pinnau to:  
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)  
 CONTRACTOR/OFFEROR

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  
 John E. Quackenbush

15C. DATE SIGNED 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED  
 Signature of person authorized to sign Signature of Contracting Officer 07/25/07

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 GS05P03GCD0002/P00012

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR  
 GHT PROTECTIVE SERVICES INC

I NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>John Quackenbush                      Ph: 817 649 6277                      e:mail: john.quackenbush@dhs.gov</p> <p>b. Change the BPA daily administrator/contract specialist from Roger Pinnau to:</p> <p>Larry Ginder                      Ph: 817 649 6297                      e:mail: lawrence.ginder@dhs.gov</p> <p>c. Change the Issuing Office and Administrative Office for all future contractual actions under subject BPA to read as specified in Block 6 and Block 7 above.</p> <p>d. All other terms and conditions remain unchanged.</p> <p>-----LAST ITEM-----                      Period of Performance: 10/01/2006 to 09/30/2007</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>		<b>PAGE OF PAGES</b> 1 2	
<b>2. AMENDMENT/MODIFICATION NO.</b> B00013		<b>3. EFFECTIVE DATE</b> 10/01/2006		<b>4. REQUISITION/PURCHASE REQ. NO.</b>	
<b>5. ADMINISTERED BY (If other than Item 6)</b> ICE/FPS/CENTR CC		<b>6. PROJECT NO. (If applicable)</b>		<b>7. ADMINISTERED BY (If other than Item 6)</b> ICE/FPS/CENTR CC	
<b>8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)</b> ICE/FPS/Central CCG/Region 5 Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 1901 North Highway 360, Ste. 500 Grand Prairie TX 75050-1412		<b>9A. AMENDMENT OF SOLICITATION NO.</b>		<b>9B. DATED (SEE ITEM 11)</b>	
<b>10A. MODIFICATION OF CONTRACT/ORDER NO.</b> GS05P03GCD0002		<b>10B. DATED (SEE ITEM 11)</b> 06/15/2003		<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>	
<b>12. ACCOUNTING AND APPROPRIATION DATA (If required)</b> See Schedule		<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>		<b>14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</b>	

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

<b>CHECK ONE</b>	<b>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</b>
	<b>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</b>
	<b>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</b>
<input checked="" type="checkbox"/>	<b>D. OTHER (Specify type of modification and authority)</b> Unilateral - FAR 52.222-43, FLSA & SCA Price Adjustment, Multi Yr & Option

**E. IMPORTANT:** Contractor  is not  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**  
 GSA Contract #: GS-07F-0266K  
 DUNS: 627592843  
 TIN: 521644927

**Purpose:** To incorporate applicable Wage Determinations (WD's) and the Collective Bargaining Agreement (CBA) for the state of Michigan for the FY 07 period of performance .

a. The USGOA CBA (covering the security personnel in the SSA offices in Benton Harbor, MI, Kalamazoo, MI, Lansing, MI, Jackson, MI, and Battle Creek, MI, including the Battle Creek Federal Center) is hereby incorporated by reference, pending a confirmation WD from the Department of Labor.

Continued ...  
 Except as provided herein, all terms and conditions of the document referenced in Item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

<b>15A. NAME AND TITLE OF SIGNER (Type or print)</b>		<b>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b>	
		John E. Quackerbush	
<b>15B. UNITED STATES OF AMERICA</b>		<b>16B. UNITED STATES OF AMERICA</b>	
<b>15C. DATE SIGNED</b>		<b>16C. DATE SIGNED</b>	
		08/06/07	

NAME OF OFFEROR OR CONTRACTOR  
NIGHT PROTECTIVE SERVICES INC

I NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>b. The below listed Wage Determinations are hereby incorporated for those posts not covered by the above Collective Bargaining Agreement:</p> <p>2005-2271, rev 1 (Aug 25, 2006)            2005-2269, rev 1 (Sep 12, 2006)            2005-2273, rev 1 (Sep 12, 2006)            2005-2275, rev 1 (Aug 25, 2006)            2005-2277, rev 1 (Sep 12, 2006)            2005-2279, rev 2 (Sep 12, 2006)            2005-3029, rev 1 (Aug 28, 2006)            2005-3031, rev 1 (Aug 28, 2006)</p> <p>d. The Wage Determination Price Adjustment resulting from these changes shall be identified by separate modification.</p> <p>e. All other terms and conditions remain unchanged.</p> <p>-----LAST ITEM-----            Period of Performance: 10/01/2006 to 09/30/2007</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1. CONTRACT ID CODE</b>		<b>PAGE OF PAGES</b> 1   3	
<b>2. AMENDMENT/MODIFICATION NO.</b> P00014		<b>3. EFFECTIVE DATE</b> 08/09/2007		<b>4. REQUISITION/PURCHASE REQ. NO.</b>	
<b>5. PROJECT NO. (if applicable)</b>		<b>6. ADMINISTERED BY (if other than Item 6)</b> ICE/FPS/CENTR CC		<b>7. CODE</b> ICE/FPS/CENTR CC	
<b>8. ISSUED BY</b> ICE/FPS/Central CCG/Region 5 Immigration and Customs Enforcement Federal Protective Service Office of Acquisition Management 1901 North Highway 360, Ste. 500 Grand Prairie TX 75050-1412		<b>9. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)</b> KNIGHT PROTECTIVE SERVICES INC 8507 EDGEWORTH DRIVE CAPITOL HEIGHTS MD 207430000		<b>10. AMENDMENT OF SOLICITATION NO.</b> <input checked="" type="checkbox"/> 98. DATED (SEE ITEM 11) <b>10A. MODIFICATION OF CONTRACT/ORDER NO.</b> GS05P03GCD0002 <b>10B. DATED (SEE ITEM 11)</b> 06/15/2003	
<b>CODE</b> 6275928430000		<b>FACILITY CODE</b>		<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>	

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers  is extended.  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (if required)**  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<b>CHECK ONE</b>	<b>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</b>
	<b>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</b>
	<b>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</b>
<input checked="" type="checkbox"/>	<b>D. OTHER (Specify type of modification and authority)</b> Unilateral - FAR 52.222-43, FLSA & SCA Price Adjustment, Multi Yr & Option

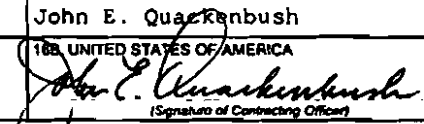
**E. IMPORTANT:** Contractor  is not  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**  
GSA Contract #: GS-07F-0266K  
DUNS: 627592843  
TIN: 521644927

**PURPOSE:** Unilaterally incorporate CBA WD into BPA

a. In conjunction with Modification P00013 (that incorporated the Collective Bargaining Agreement (CBA) with the USGOA into subject Blanket Purchase Agreement,) DOL Wage Determination 2007-0172, Rev 1, dtd 8/8/2007 is hereby incorporated into this agreement.

Continued ...  
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

<b>15A. NAME AND TITLE OF SIGNER (Type or print)</b>		<b>16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b>	
		John E. Quackenbush	
<b>15B. CONTRACTOR/OFFEROR</b>	<b>15C. DATE SIGNED</b>	<b>16B. UNITED STATES OF AMERICA</b>	<b>16C. DATE SIGNED</b>
(Signature of person authorized to sign)			08/10/07
		(Signature of Contracting Officer)	

NAME OF OFFEROR OR CONTRACTOR  
**KNIGHT PROTECTIVE SERVICES INC**

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	b. All other terms and conditions remain unchanged. -----LAST ITEM-----				

		WD 2007-0172	
REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR	
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION	
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION	
		WASHINGTON D.C. 20210	
		Wage Determination No.: 2007-0172	
William W. Gross	Division of		Revision No.: 1
Director	Wage Determinations		Date Of Last Revision: 08/08/2007

State: Michigan  
Area: Michigan Statewide

Employed on Homeland Security contract for guard services:

Collective Bargaining Agreement between Knight Protective Services, Inc. and UGSOA Local #206, effective December 1, 2005 through November 30, 2008.

In accordance with Sections 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement(s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

A. The purpose of this BPA modification is to execute and authorize a price adjustment in accordance with FAR 52.222-43 "Fair Labor Standards Act and Service Contract Act - Price Adjustment" (Multiple Year and Option Contracts)(May 1989) effective retroactively for Option Period 1 (One) Oct. 1, 2005 through Sept. 30, 2006 at the firm fixed unit prices (hourly labor rates) stated on Page 3, of this BPA modification.

B. The following Wage Determination(s) apply to this BPA:

- 1994-2269 Revision No. 23 dated 5/23/05 (10 pages)
- 1994-2271 Revision No. 23 dated 5/23/05 (10 pages)
- 1994-2273 Revision No. 29 dated 5/23/05 (9 pages)
- 1994-2275 Revision No. 23 dated 5/23/05 (10 pages)
- 1994-2277 Revision No. 21 dated 5/23/05 (10 pages)
- 1994-2279 Revision No. 21 dated 5/23/05 (9 pages)
- 1994-3011 Revision No. 08 dated 5/23/05 (10 pages)
- 1994-3029 Revision No. 10 dated 8/31/05 (9 pages)
- 1994-3031 Revision No. 08 dated 8/31/05 (10 pages)

C. FAR clause 52.222-43 "Fair Labor Standards Act and Service Contract Act Price Adjustment (Multi-Year and Option Contracts) (May 1989) paragraph (e) provides for BPA prices to be adjusted to cover any contingencies unknown when prices were originally submitted. You shall notify the Contracting Officer of any other increases claimed under this BPA within 30 days after receipt of this BPA modification in accordance with the clause.

D. This BPA modification incurs no funding obligation; separately funded task orders (calls) are necessary for invoicing. Task orders may be subject to availability of funds.

All other terms and conditions of BPA GS05P03GCD0002 remain unchanged.





## **PART I -- STATEMENT OF WORK**

### **1. Introduction**

**a. Only current GSA-FSS FSC 084 SIN 246-54 (or GSA-FSS FSC 539 SIN 246-54, the prior FSC designator) security guard service contract holders are eligible to submit Quotes in response to this Request for Quotes (RFQ). In other words, only the companies already on the above identified GSA-FSS schedules by the Quote due date and time may submit Quotes responding to this RFQ.**

**b. This is Part 1 of the RFQ. Part 1 is a Statement of Work (SOW) for armed and unarmed uniformed security guard services (U.S. DOL Occupation Titles “Guard I” and “Guard II”); unarmed security clerk services (U.S. DOL Occupation Titles “General Clerk I, General Clerk II, and General Clerk III”); one full-time dedicated on-site Contract Manager in Detroit, Michigan; and leased vehicles (to be used by some security guard supervisors or patrolling guards, but priced separately).**

**c. The services provided under this Contract and Task Order shall be performed at multiple FPS-supported sites that are located throughout the State of Michigan. Contract task order posts/service sites may be anywhere within Michigan. The Government shall make the sole determination as to ordered post quantities, locations, scheduled hours, and type(s) of services.**

**d. It is anticipated but not guaranteed that about 99% (ninety-nine percent) of the Task Order labor ordered through this RFQ will be uniformed security guard services and about 1% (one percent) will be uniformed security clerk services.**

**e. As issued, there are about 69 pages in RFQ Part 1 (the SOW), however, your page count may vary slightly, depending on computer, software and printer settings. If you print this document, check the printed document carefully for completeness. Read the entire RFQ carefully, especially underlined and bold portions, before asking timely questions about the RFQ.**

### **Use of Acronyms**

This document contains numerous acronyms. Whenever a new term is introduced that will be referred to by an acronym, the acronym will appear next to the term in parentheses ( ). The acronyms that will appear most frequently in this document are listed below for easy reference:

ACO (Alternate Contracting Officer/the Alternate CO)  
ACOR (Alternate Contracting Officer’s Representative/the Alternate COR)  
ATR Agency Technical Representative



CGIM	Contract Guard Information Manual
CM	Contract Manager
CO	Contracting Officer (the primary CO)
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
DHS	(U.S. Department of Homeland Security)
DOL	U.S. Department of Labor
FAR	Federal Acquisition Regulation
FPO	Federal Protective Officer
FPS	Federal Protective Service
GSA	General Services Administration
LESO	Law Enforcement Security Officer
PBS	Public Buildings Service
PSS	Physical Security Specialist
SAS	Special Additional Services
SF 30	Standard Form 30 (Amendment of Solicitation/Modification of Contract)
SOW	Statement of Work
TAS	Temporary Additional Services*

\*Note: TAS may also be called "emergency guard services" or "EGS".

### **Introduction (General)**

As an integral part of the FPS security team, the Contractor shall provide and maintain all management, supervision, labor, training, equipment, supplies, licenses, permits, certificates, insurance, pre-employment screenings, reports and files necessary to accomplish and successfully perform security guard services and security clerk services as described and required in this Statement of Work (SOW). The Contractor shall perform to the standards required in the task order and will work closely with FPS representatives throughout the duration of Task Order services.

### **Introduction (FPS)**

The U.S. Federal Protective Service (FPS) is the Federal Agency issuing this Request for Quotes (RFQ). FPS is responsible for protecting most Federally-leased and Federally-owned non-military Federal Agency facilities located within the United States of America, including those facilities Federal Agency tenants, and facility visitors.

Effective March 1, 2003, FPS and FPS contracts were transferred from the U.S. General Services Administration (GSA) to the U.S. Department of Homeland Security (DHS). FPS is now a part of DHS, however, FPS still coordinates closely with GSA.

### **Introduction (Security Guards and Security Clerks)**



Contract security guards have a crucial, highly visible role in FPS's mission. They are usually the first (and sometimes the only) contact visitors have with FPS. Contract security guards are almost always the first line of defense in DHS-controlled and DHS-supported facilities. Some casual visitors and federal employees will not usually distinguish between uniformed FPS police officers and contract guards. It is crucial that the Contractor ensures that their security guard employees demonstrate that they realize the importance of their role, know their duties, and perform their duties alertly, courteously, promptly and professionally at all times.

Contract security clerks have an important, but lower-profile role. Security clerks are responsible for performing clerical work related to providing security services, including: typing accurately; performing data entry/retrieval; demonstrating proficiency in the use of Microsoft Windows-based computer software; creating, maintaining, tracking, issuing and disposing of identification cards and access control passes; creating and maintaining identification card and access control databases; completing security-related forms; typing, sorting, filing and retrieving security-related documents (in electronic and paper format); and providing other clerical support to security-related activities. Security clerks have access to sensitive security-related information and they interface with the public and security/law enforcement staff. More information about Security Clerks is provided later in the RFQ. Security Clerks must know and perform their duties courteously, promptly and professionally, always.

Both Contract Task Order security guards and security clerks must be 21 (twenty-one) years of age or older, and must cooperate with and successfully pass periodic Government-required a) suitability checks and investigations, and b) drug and medical screenings/exams. Other Security Clerk requirements are identified later in this SOW.

### **Introduction (Task Order)**

Services shall be ordered under the Contractor's Federal Supply Service (FSS) Multiple Award Schedule (MAS) Contract via a GSA Form 300, Order for Supplies and Services. For the purposes of this SOW, this form shall hereinafter be referred to as a "task order."

The Government has the unilateral right to add, decrease, cancel, or modify services stated in the task order(s), as long as the change is within the scope of the services required. The Contractor will be obligated to provide services at the firm, fixed hourly rates specified in Part III -- Pricing. Modifications will be stipulated on a separate GSA Form 300 (or CO-approved equivalent) which will reference the Contractor's FSS Schedule Contract number and/or the task order number, and modification number.

**The services provided under this Contract and Task Order shall be performed at multiple FPS-supported facilities that are located throughout: Michigan.**



**Note 1: See Exhibit 1 for planned guard post sites and guard duty hours. This information is sensitive, but unclassified. Post sites and schedules may change.**

**Note 2: See Exhibit 16 for one or more maps that will graphically identify the overall geographic area(s) of contract performance.**

### **Term of Task Order**

**Provided the Contractor's services are acceptable (contract compliant and task order compliant), the base term of this task order shall be two (2) years (October 1, 2003 through September 30, 2005). There are three subsequent one-year Task Order option periods the CO can exercise, as follows:**

**Option Period One: October 1, 2005 through September 30, 2006;**

**Option Period Two: October 1, 2006 through September 30, 2007;**

**Option Period Three: October 1, 2007 through September 30, 2008.**

**The exercise of an option period is at the sole, unilateral discretion of the Contracting Officer.**

**The area of geographic performance for all option periods shall be: Michigan.**

## **2. The Role of Government Personnel and Responsibility for Task Order Administration, Inspection, and Acceptance**

### **Contracting Officer (CO)**

**The Task Order's Primary CO is:**

**Roger R. Pinnau, DHS Federal Protective Service,  
230 S. Dearborn Street (Suite 3540), Chicago, IL 60604-1696;  
Tel. 312/886-3815; Fax: 312/353-0143; E-mail: roger.pinnau@gsa.gov .**

**The Task Order's Alternate CO (ACO) is:**

**Art S. Dobbs, DHS Federal Protective Service,  
230 S. Dearborn Street (Suite 3540), Chicago, IL 60604-1696;  
Tel. 312/353-5003, Fax 312/353-0143; E-mail: art.dobbs@gsa.gov .**

The primary CO has the overall responsibility for the administration of the task order. He alone, except for the ACO, is authorized to take action on behalf of the Government to amend, modify or deviate from the task order terms and conditions; make final decisions on unsatisfactory performance; terminate the task order for convenience or default; and issue final decisions regarding questions or matters under dispute. He may delegate certain other responsibilities to his authorized representatives, as identified below. When the Primary CO is unavailable/busy, the Alternate CO acts in his place.



### **Contracting Officer's Representative (COR)**

The identities of the Task Order COR and Alternate COR (ACOR) will be announced after award. The COR/ACOR is designated to assist the CO in the discharge of the CO's responsibilities when the CO is unable to be directly in touch with the task order work. In the event the COR is absent or unavailable, the ACOR will perform the duties of the COR. The responsibilities of the COR and his alternate include, but are not limited to: determining the adequacy of performance by the Contractor in accordance with the terms and conditions of the task order; acting as the Government's representative in charge of work at the site(s); ensuring compliance with the task order requirements insofar as the actual performance is concerned; advising the Contractor of proposed deductions for non-performance or unsatisfactory performance; and advising the CO of any factors which may cause delay in the performance of work.

After award of the task order, the CO will issue a written Delegation of Authority memorandum to the COR that details the scope of duties the COR and ACOR is authorized to perform and manage. The COR cannot make any decisions regarding the performance of the task order except as outlined in the memorandum. A copy of the memorandum will be sent to the Contractor.

The Contractor shall immediately notify the CO in the event the COR or ACOR directs the Contractor to perform work that the Contractor believes is not part of the task order or part of the COR's designated duties as outlined in the memorandum. The CO will then make a determination as to the issue and respond to all affected parties in the most appropriate manner deemed necessary by the CO.

### **Contracting Officer's Technical Representative (COTR)/Agency Technical Representative (ATR)**

The COTR/ATR is undesigned/unnamed at this time, and will be announced after award. However, the COTR/ATR's duties are described here for future reference.

The COTR/ATR is designated to assist the CO and COR in the discharge of their responsibilities when they are unable to be directly in touch with the task order work. The COTR may be a Federal Protective Officer (FPO), a Law Enforcement Security Officer (LESO), or a Physical Security Specialist (PSS). The COTR is usually a DHS employee; the ATR may be a Federal tenant Agency employee (may not be a DHS employee). The responsibilities of the COTR and ATR include, but are not limited to:

- (1) Determining the adequacy of performance by the Contract employees in accordance with the terms and conditions of this Contract;
- (2) Performing surveillance of the Contract employees while they are on duty;



- (3) Conducting 'intrusion tests' in which undercover FPS staff will attempt to bring unauthorized weapons or other prohibited materials into the facility, using the prescribed security methods or equipment, without being detected by the guards on post;
- (4) Acting as the Government's representative in charge of work at the site;
- (5) Ensuring compliance with Contract requirements insofar as the guards' duties and behavior are concerned; and
- (6) Advising the Contractor, CO, and COR of nonperformance or unsatisfactory performance.

After award of the task order, the CO will issue a written Delegation of Authority memorandum to the COTR and ATR(s) that details the scope of duties they are authorized to perform. **The COTR and ATR cannot make any decisions regarding the performance of the Contract except as outlined in the memorandum.** A copy of each memorandum shall be sent to the Contractor simultaneously upon issuance to the COTR and ATR(s).

The Contractor shall immediately notify the CO in the event the COTR or ATR directs the Contractor to perform work that the Contractor believes is not part of the task order or part of the COTR's or ATR's designated duties as stated in the CO's memorandum to the COTR/ATR. The CO will then make a determination on the issue and will respond to all affected parties in the most appropriate manner deemed necessary by the CO.

### **Quality Assurance Specialists (QAS)**

The QAS are subordinates of the COR and are responsible for the day-to-day inspection and monitoring of the Contractor's work. The responsibilities of the QAS include, but are not limited to:

- (1) Inspecting the work to ensure compliance with the SOW requirements;
- (2) Documenting through written inspection reports the results of all inspections conducted;
- (3) Following through to ensure that all defects or omissions are corrected;
- (4) Identifying to the CO and COR areas of non-performance by the Contractor that may result in deductions from Contract payment or other Contractual remedies being taken;
- (5) Conferring with representatives of the Contractor regarding any problems encountered in the performance of the work; and generally assisting the COR in carrying out his/her responsibilities.

After award of the task order, the CO will issue a written memorandum to the QAS that details the scope of duties they are authorized to perform. **The QAS cannot make any decisions regarding the performance of the Contract except as outlined in the memorandum.** A copy of each memorandum shall be sent to the Contractor



simultaneously upon issuance to the QAS.

The Contractor shall immediately notify the CO in the event the QAS directs the Contractor to perform work that the Contractor believes is not part of the task order or part of his/her designated duties as stated in the CO's memorandum to the QAS. The CO will then make a determination on the issue and will respond to all affected parties.

### **3. Task Order Start-Up**

Immediately after award of the task order, and prior to the Contractor's performance at the work site(s), the DHS CO shall notify the Contractor, the COR, and the COTR to schedule a pre-performance meeting that will focus on an in-depth review of task order requirements, and the contractor's preparations for start of performance and readiness..

During the start up and performance of the task order, the DHS CO or COR, COTR, and the Contractor shall meet in person or via teleconference call on an as-needed basis to discuss all relevant issues. The CO or COR may create written minutes of these meetings, that may be incorporated into the Agency's contract task order file.

### **Initial Contract Transition**

A smooth and orderly transition between the Contractor and the predecessor Contractor is necessary to assure minimum disruption to vital Contractor services and Government activities.

The Contractor shall not disrupt official Government business or in any way interfere with the assigned duties of the predecessor Contractor's employees. The Contractor may notify the predecessor Contractor's employees that the Contractor will be assuming services upon the task order start date and may unobtrusively distribute business cards, employment applications, brochures, and other company information to the incumbent employees while they are on duty, provided that there is no interference with the employee's assigned duties. However, the Contractor may not interview, recruit, schedule interviews, or conduct extensive discussions with the predecessor Contractor's employees while they are on duty.

#### **Note 1:**

Included in the Request for Quotes will be a list containing the names, social security numbers, dates of birth, title (armed guard, unarmed guard, supervisor, contract manager, etc.) or rank (sergeant, lieutenant, etc.) and anniversary hire dates of all contract employees working under the predecessor Contract. This information originates from the predecessor contractor (incumbent), and while it is believed to be accurate by the Government, it is without guarantee by the Government.



Note 2:

After contract/task order award, on a monthly basis, or as often as requested by the CO or COR, the Contractor has the obligation to provide the Task Order Contracting Officer and COR with a current (at the time provided) list via email or fax, containing the complete names, social security numbers, dates of birth, title (armed guard, unarmed guard, supervisor, contract manager) or rank (sergeant, lieutenant, etc.) and anniversary hire dates of all contract employees currently working under the Contract.

**Contractor Obligation to Obtain All Required Licenses and Permits**

The RFQ's awardee must possess all state and local Government-required licenses and permits needed for the contractor to lawfully provide commercial security guard and security clerk services at FPS-specified posts and sites that are/will be located FPS-specified sites located throughout the geographical area identified in 1.c, on Page 1. The successful awardee will start providing contract-compliant services in accordance with FPS Task Orders promptly at **12:00am** (local time) on **October 1, 2003**.

However, all eligible Quoters who already possess and include as part of their responsive Quote true, legible, verifiable photocopies of their currently valid state-issued security guard company licenses from the cognizant state authorities, will receive higher technical evaluation credit than those Quoters who don't include such license copies in their offer.

In other words, as part of the greatest value nature of the RFQ, and in recognition of the reduced risk to the Government from Quoters/Offerors who are already state-licensed, a pre-award technical evaluation credit/preference will be granted to responsive Quoters/Offerors who include true, legible photocopies of currently valid and verifiable security guard company licenses (or equivalent letter authorization) issued in their own business name(s) from cognizant state and local Government authorities.

Prior to the task order start date, and except where precluded by local law or ordinance, the Contractor shall make and complete all arrangements with the appropriate officials in the city, county, parish, or state in which the buildings are located to:

- (1) Obtain all licenses and permits required for each guard and guard supervisor to serve as either an unarmed guard or armed guard as required by Exhibit 1. Armed guards must carry their firearm license/permits (and, where legally required, their concealed weapons permits) on their person while on duty, unless local or state law requires the Contractor to maintain the records. Failure by an armed guard to carry a valid firearm certificate or permit while on duty shall result in the guard being removed from the armed post until the certificate or permit is obtained.





- (2) Provide all bond(s) and insurance required, and pay all fees or costs involved or related to authorization for the arming of any employees engaged in providing services specified under the task order.
- (3) Maintain current, valid copies of all licenses, permits, and certifications described in this SOW. The CO, COR, and all other authorized Government personnel shall have the express authority to examine these documents upon request at any time during the duration of this Contract. The Contractor shall complete and certify a written record that shows names and issue dates for each employee having each and all legally required licenses, permits, and certifications. This written Contractor certification shall state that all legal requirements have been fulfilled prior to the commencement of any and all task order work. The Contractor shall provide an updated record to the Government upon the CO's or COR's request.
- (4) Obtain, possess, and maintain all business and corporate licenses and registrations required to operate as a commercial security service within the entire geographic area covered under this Contract prior to performing any work under the task order.

#### **Important Notes on Licenses and Permits:**

- 1) Prior to start of task order performance and again during performance, the CO and/or COR will require that the Contractor provide the CO and/or COR with complete, true and legible photocopies of the Contractor's contract-related licenses and permits. The Contractor shall promptly provide all such copies to the CO and/or COR, at no additional cost to the Government.
- 2) Failure of the Contractor to apply for, obtain and possess all federal, state and local government-required licenses, registrations and permits prior to the task order start of performance date shall be grounds for termination for default.
- 3) Failure of the Contractor to track, schedule, apply for, obtain and possess timely renewals of all such required licenses and permits on and after the task order start date may result in termination for default.

#### **Contractor Obligation to Obtain GSA Certification Cards for All Uniformed Guards**

Prior to working under the task order, every uniformed guard (whether non-supervisory or supervisory) must possess a valid GSA certification card (GSA Form 3527 or CO-approved equivalent). The GSA certification card is evidence that the guard has: received a favorable adjudication from GSA; passed the medical examination; completed the required training; passed the required examination(s); and meets all other qualification criteria to be an FPS Contract security guard (see RFQ Section s 9 and 10 for a detailed description of these requirements).



The Contractor should follow the procedures listed below to obtain a GSA certification card for each uniformed employee:

- (1) Conduct an initial employment screening to determine whether the prospective employee meets the Contractor's specific hiring requirements and the Contract eligibility requirements (including medical and psychological/reliability examinations and drug testing);
- (2) Submit the suitability package to the DHS COR and await the results of the adjudication. This process will take approximately one (1) month if all forms are legible and complete; however, preliminary suitability is usually determined within ten days of the submission of the paperwork. The Contractor will be notified whenever there is an instance where there is a preliminary unfavorable adjudication decision so that the Contractor can determine how to proceed with the employee's training, testing, etc.
- (3) Schedule required Government-provided training and testing/qualifying with the DHS FPS office and schedule/conduct all other Contractor-provided training requirements;<sup>1</sup>
- (4) After the Contractor receives the suitability adjudication results and the employee completes the training and passes the required examination(s), the Contractor shall submit the following information to the DHS COR for a GSA certification card or CO-approved equivalent:
  - (A) A certification, signed by the Contract Manager, that the employee has met all the hiring, training, and testing requirements set forth in this SOW and that all pertinent documents are on file at the Contractor's facility (See Exhibit 11 for the certification form);
  - (B) Two color photographs, 1" x 1," no more than one year old, of the Contract employee's head and upper shoulders; and
  - (C) One GSA Form 3527, Contract Guard Qualification Certificate. The guard's name, social security number, and company name must be typed on the front of the card, and the guard must sign the signature block in blue or black ink.

Additionally, all employees who will work as armed guards must submit a signed and dated "Domestic Violence" certification that states they have not been arrested for or charged with any offense related to domestic violence. The CO shall provide the

<sup>1</sup> The Contractor may proceed with Contractor-provided training while awaiting results of the suitability adjudication process.



Contractor with an adequate supply of these forms. This form shall be valid for a period of one (1) year, however, it may be re-completed and re-submitted concurrent with the guard's semi-annual firearms requalification (i.e., sooner than one year).

**IMPORTANT NOTE: This Statement of Work requires semi-annual firearm range qualification for all armed Task Order employees, including guards and supervisors.**

GSA will type the date of issuance, qualifications, and expiration on the GSA Form 3527 (or CO-approved equivalent), and laminate the completed form. The card will then be issued to the Contractor.

**No guard or supervisor shall be permitted to work under this task order without a valid certification card.**

The Contractor is responsible for the employees having all required certification credentials in their possession at all times while on the protected premises. This includes not only the GSA certification card, but a valid CPR/First Aid card and, when required, a valid state and/or local government-required firearms permit.

The Certification card will be valid for the term of the Contract and shall be marked "TOC" or similar, to designate expiration upon completion of the Contract.

The Contractor must return to DHS a contract employee's certification card within **five (5) work days** of either the termination of the Contract Task Order employee's employment, or their removal from the task order at the end of the Task Order term. The Contractor must return to DHS all blank cards and all completed cards for Contract Employees who will not continue to work under DHS Contract Task Orders. Possession of a GSA certification card **does not** waive any other task order requirement.

The certification card shall be worn on the outermost garment of the contract employee's uniform, so it is easily visible.

**IMPORTANT NOTE:** Because the Certification card does not expire when individual certification elements expire, the Contractor is responsible for continually maintaining validity of each element of the Contract employee's certification status (i.e., suitability determination, medical examination, firearms requalification, CPR/First Aid certification, etc.). See RFQ Part 3 for the list of individual certification elements.

**The CO and COR shall have the express authority to demand return of the GSA Certification card for any Contract employee who does not maintain compliance with the Contract qualification and certification standards. The CO and COR shall have the express authority to prohibit that employee from performing under the Contract until such time as he/she comes into full compliance with all contract and task order qualification and certification criteria.**



#### **4. Services Required – Non-Supervisory Guards**

##### **Order of Precedence**

The Contractor's employees shall perform the services as prescribed by:

- (1) The task order (GSA Form 300, or CO-approved equivalent);
- (2) The Guard Post Assignment Record (GSA Form 2580, or CO-approved equiv.);
- (3) The Guard/Officer's Duty Book (including FPS Operating Orders, Standard Operating Procedures, and the Building Occupant Emergency Plan);
- (4) The FPS Policy Handbook (PBS P-5930.17c, or CO-approved equivalent); and
- (5) The Contract Guard Information Manual (CGIM) (April 2001 Revision, or newer)

In the event of an inconsistency between documents, the task order takes precedence over the other documents identified above.

##### **Guard Post Assignment Record (GSA Form 2580)**

Guards shall perform in accordance with the duties outlined on GSA Form 2580, which is prepared by FPS, for all shifts on each post. Except for emergencies, the guards cannot make any deviations from the duties prescribed in the Form 2580. The DHS COR or COTR may modify, amend, and/or revise Guard Post Assignment Records to change shift duties, start and stop times, and post locations, provided the change has no impact on the Contract cost. Such changes shall not require modification to the task order or Contract.

The duties of most guard posts require that a guard not leave his post until properly relieved. Where this is required, it will be specifically stated on the GSA Form 2580. Additionally, Exhibit 1 will identify posts that require relief breaks.

Changes to the post orders that increase or decrease the number of hours specified, that increase or decrease the amount of equipment and/or supplies required, or otherwise affect the Contractor's cost or the task order price, must be made by the CO through a written modification to the task order. The Contractor may be financially liable for accepting or implementing changes by any GSA or tenant agency staff other than the CO; therefore, the Contractor shall be responsible for verifying with the CO whether any requested changes should be provided pending issuance of a modification.

##### **Typical Duties – Security Guards**

Guards will be required to perform a variety of security-related duties, depending on the type of posts to which they are assigned. Each guard post will have an Officer's Duty



Book which contains the GSA Form 2580 (or CO-approved equivalent). This book is also commonly referred to as the “post orders.”

Guards must be thoroughly familiar with the post orders at all posts where they are assigned to work. Whenever possible, guards should be familiar with the post orders prior to working on the posts. When this is not feasible (i.e., when there are emergency nonrecurring services and the Contractor is given limited advance notice regarding the Government's requirements), the Contractor should allow, to the maximum extent practicable, guard mount time in which the guards will be able to read and familiarize themselves with the post orders prior to assuming duty on the post. When time does not permit due to an emergency situation, the guards may read the post orders while on duty. However, under no circumstance should any guard neglect his/her assigned duties in order to familiarize him/herself with post orders.

Guard post assignments may include, but are not limited to, the following duties and responsibilities:

#### ***Entrance/Exit Control Posts***

Guards must be mentally alert and physically ready to operate and enforce the Government's system of personnel identification and access/egress control. Guards may perform package inspection when and as directed by the post orders, or as directed by the COR in the event of an emergency or state of increased readiness. These inspections may include, but are not limited to, inspection of packages, briefcases, purses, canisters, bags, and other suspicious containers in the possession of visitors, employees and other persons arriving on, working at, visiting, or departing from the FPS-supported facilities. Admittance will be denied to those persons refusing to submit to a voluntary inspection, except for those persons exempted by specific Government directive.

Guards will provide on-site security and control access to the post area, observing, detecting, and reporting violations of post regulations, as directed by the post orders. Guards must provide and maintain complete and effective surveillance, protection and inspection of all internal and perimeter areas within the designated parameters and authority of their assigned post.

Guards will be required to answer questions and provide directions to visitors and building tenants. Prior to arriving on duty, each guard shall be familiar with the name, address, and location of his/her post, as well as the post orders of the assigned post. Each guard shall be familiar with each tenant Agency's name and the locations within the facility of the most commonly sought-after offices or locations, such as service offices, restrooms, elevators, entrances and exits, the cafeteria, and parking areas, and shall provide that information to any visitor upon request.



Guards assigned to entrance/ exit posts shall know the location of and usage instructions for the nearest first aid kit, fire extinguisher, fire alarm, and duress alarm (if any), and shall be ready, willing, and able to use them as necessary and as required by the post orders.

Guards will be responsible for operating all security equipment on post, such as x-rays, magnetometers, and closed circuit television (CCTV). No guard shall be permitted to work alone on any post containing security equipment without prior training on that specific equipment.

### ***Roving Control Posts***

Guards will make patrols in accordance with routes and schedules established in the Guard Post Assignment Record. They will observe, detect, report, and respond to all suspected or apparent security violations. Roving guards will be responsible for maintaining logs, reports, and files of all incidents and occurrences encountered during the patrol tour. Patrol duties will be performed in a professional manner, with the guards responsible for observing the environment, and, when necessary, questioning those persons whose activities arouse suspicion. Patrol guards will serve as the first responder to all security alarms and emergency situations occurring within the area of assignment.

Note: Some posts may require a combination of fixed hours at a guard booth and roving patrols. Guards should adhere to the patrol schedule as outlined in the post orders or as directed by the COR.

### ***Traffic Control***

When required by the Guard Post Assignment Record, guards will direct traffic (vehicle and pedestrian), control parking, issue traffic courtesy violation notices, and observe the environment for suspicious vehicles or persons. Guards may operate traffic control points and identify, delay, and detain all suspicious vehicles and personnel as necessary to maintain a level of security sufficient to ensure the safety and protection of all personnel, property, and resources within the facility.

### ***Control, Issuance, and Storage of Keys***

Guards will coordinate with the COR and ATR the receipt, issuance, and tracking of all keys, "key cards," lock combinations, etc., which restrict access to the facility, including offices, guard posts, gates, etc. Guards will be required to control access to these items in accordance with the Government's direction and guidance. Guards shall not be permitted to remove the keys and other access control devices from the facility premises unless specifically authorized by the COR.

Missing, lost, unusable, and/or stolen keys or access control devices shall be immediately reported to the COR and the guard's supervisor as soon as loss or problem is detected by the guard. The Government will assess deductions as a result of lost,



stolen, or damaged keys and access control devices that were under the control of a guard at the time of their disappearance.

Refer to Accountability for Government Property for additional information regarding the use and handling of Government-furnished property.

### **Security and Fire Systems**

Guards will monitor and operate building fire alarm and intrusion detection systems and other protection devices or building equipment located on or near post, in accordance with the Guard Post Assignment Record.

When an alarm sounds, the guard must immediately report and record the incident as required by the Guard Post Assignment Record.

Guards shall not disengage, shut off, remove, reposition, obstruct, or in any way interfere with the Government video surveillance cameras/systems. Deductions may be taken as a result of damaged or broken surveillance equipment that was under the control of a Contract guard at the time of its malfunction or breakage.

Guards shall immediately notify the Control Center/Mega Center and their supervisor if any of the systems under their control malfunction or fail completely.

### **Utility Systems**

Guards may be required to lock or unlock specific entrances/exits and turn on/off lights in their duty area at specific times as prescribed in the Guard Post Assignment Record.

During emergencies, guards may be required to perform simple emergency-related functions that activate or deactivate building systems, such as heating/ventilation/air conditioning systems; circuit breakers/switches; and plumbing valves/switches. The required functions will be detailed in the post orders.

Guards are not janitors, building maintenance staff, delivery persons, or mechanics, and will not be required or expected to provide any building systems services except the very basic functions required in the post orders and the Contract/Task Order.

### **Building Rules and Regulations**

Guards will monitor and observe building occupants and visitors for compliance with the facility's posted rules and regulations. Guards shall also identify, report, delay, or detain those persons who violate the rules and regulations as appropriate and in accordance with the Guard Post Assignment Record.



### ***Lost and Found***

When directed by the DHS COR, guards shall receive, receipt for, and store for safekeeping all found articles, pending their final disposition. The COR will provide an adequate supply of the necessary forms associated with this task.

### ***Physical Security, Law and Order***

Guards shall maintain physical security, law and order as prescribed by statute, regulation, or Guard Post Assignment Record, within the area of assignment. Guards may frequently be responsible for detecting, delaying, and/or detaining persons attempting to gain unauthorized access to Government property or otherwise violating laws, rules, and regulations.

### ***Unauthorized Access***

Guards shall prevent, discover, delay, and/or detain persons attempting to gain unauthorized access to property and/or personnel at the facility being protected. Guards shall report all such incidents in accordance with established procedures as detailed in the Guard Post Assignment Record.

### ***Hazardous Conditions***

Guards shall report daily in accordance with procedures in the Guard Post Assignment Record all potentially hazardous conditions and items in need of repair, including inoperative lights, leaky faucets, toilet stoppages, broken or slippery floor surfaces, etc.

### ***Response to Injury or Illness***

Guards shall promptly report and obtain professional assistance in accordance with procedures in the Guard Post Assignment Record in the event of injury or illness to Government employees or others while in or near building protected by the guard.

### ***Flying the United States Flag***

Guards shall raise, fly, lower, fold, and store the United States Flag (and other flags as authorized) in accordance with all applicable GSA regulations and post orders.

### ***Additional Duties***

Guards shall turn off unnecessary lights; check safes, lock-type repositories, and cabinets; close and secure open windows; close and secure doors and gates and other facility access points; and perform any other additional duties as prescribed in the Post Orders.

### ***Reports, Records, and Testimony***

Guards shall prepare and maintain required reports in accordance with the Guard Post Assignment Record regarding security-related issues, such as accidents, injuries, fires, bomb threats, unusual incidents and unlawful acts, and provide these reports to those officials specified by the COR.





Guards shall verbally report threatening circumstances and potentially threatening activities they observe while on duty to the Control Center/Mega Center and, when possible, to the COR or COTR. Whenever possible, guards are encouraged to report a serious or potentially serious problem before responding so that they may receive all necessary backup and support necessary to lessen or eliminate the potential threat.

Guards may be required to testify in various judicial proceedings on behalf of the Government. Guards shall coordinate all Contract-related court appearances with the COR when such appearances are required. Guards who are required to make a court appearance shall be remunerated by the Contractor at the same hourly rate they would earn while on duty, and the Contractor shall in turn be remunerated by the Government. The Contractor shall be required to invoice for the actual hours the guard spent at court (including transit times from the duty station to the court), whether or not his/her testimony was used and/or provided (court delays are common, and multiple appearances by the testifying guard may be required). Contract-related court testimony on behalf of the Government shall take priority over all other Contractor-scheduled duties, with the Contractor coordinating with the COR to ensure that the testifying Contract employee appears as, when and where scheduled to provide timely testimony. Unless otherwise required by the COR, Contract employees who are scheduled to testify on behalf of the Government due to their Contract-related duties shall appear for court testimony in full uniform, but without weapons/firearms. Their duty post for that date and time shall be at that court location; their duty shall be to provide testimony.

The Contractor shall promptly provide a qualified Contract employee to replace the Contract employee who is scheduled to be testifying on behalf of the Government.

Absent their own verifiable (physician-certified) serious illness or injury, Contract employees who fail to show as scheduled for testifying on behalf of the Government after being notified of the date, time and location by the Contractor will be immediately removed from the Contract/Task Order, due to abandonment of post and violation of duty. Other action (reprimand, etc.) may also be taken against the Contract employee's immediate supervisor for failing to ensure the timely presence of that employee.



**In addition to providing daily contract management and oversight of contract task order performance, the Contractor's Contract Manager(s) shall coordinate with the CO and COR, and shall be responsible for providing several regularly recurring written reports to both the CO and the COR, including but not limited to:**

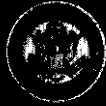
- 1) Monthly contract employee roster reports to both the COR and the CO, listing Contract/Task Order employees individually by their first and last name, title/rank, social security number, seniority date (date they started working on the current or a predecessor contract) and contract status (active full-time or reserve part-time).  
Note: roster updates may occasionally be required more often than monthly;
- 2) Quarterly inventories of Contract/Task Order vehicles and firearms, showing make, model and serial number (for vehicles, include license number and mileage), and identify location that equipment is assigned to or based at (by city/metro-area, only).  
Note: updates may be required more often than quarterly, from time to time;
- 3) Quarterly inventories of any Government-provided equipment (typically radios and keys), listing make, model and serial number of the item provided. The Government retains ownership of all Government-provided property utilized by the Contractor.  
Note: updates may be required more often than quarterly, from time to time;
- 4) Quarterly emergency call lists, showing how to contact and in what order to contact Contractor managers (including the CM and alternate CM) and supervisors in times of emergency or disaster. Included shall be telephone, cellular phone, pager, facsimile numbers and email addresses, as well as business addresses for deliveries via mail and overnight delivery services. DHS may periodically test and verify the information provided. Typically, an emergency call list will include at least three different Contractor managers, who work at two or more locations, so as to provide a survivable chain of command. Updates may be required more often than quarterly, from time to time;
- 5) Monthly contract employee training, testing, firearms qualification (if applicable) and suitability/background clearance application status reports. This allows the Government to track progress and help prevent some problems.  
Typically, this report consists of a spreadsheet or database printout, identifying individual contract employees and their training, testing and clearance dates;
- 6) Such other reports as are required elsewhere in the Contract/Task Order.

***Civil Disturbances***

Guards will be required to perform other such functions as may be necessary in the event of situations or occurrences such as civil disturbances, attempts to commit espionage, sabotage, or other criminal acts adversely affecting the security and/or safety of the Government, its employees, property, and the general public lawfully in buildings or on the grounds under the control of the Government.

***Emergencies***

In case of an emergency condition requiring immediate attention, the Contractor's on-site supervisor or the shift supervisor shall take action at the direction of or coordination with the Agency Technical Representative (ATR), COR, or COTR, to divert uniformed



personnel from their normal assigned duties to meet the condition and summon appropriate assistance as may be required in the Occupant Emergency Plan. The Contractor shall immediately notify the designated Government official or agency, as applicable, of action taken, and shall immediately contact the Control Center/Mega Center to report the same information. No additional cost shall be charged the Government for the diversion, and the Contractor shall not be penalized for the normal daily work not done which was otherwise scheduled. Incidents of this nature shall be reported in accordance with procedures outlined in the Officer's Duty Book. As soon as the situation is resolved, the Contract employees should return to their assigned posts and duties.

### ***Primary Security Responses***

In some outlying areas, and/or if multiple reportable incidents occur, guards may be required to act independently as the primary security response until law enforcement assistance arrives. This includes detaining and restraining law-breakers.



**Typical Duties – Security Clerks**

Work Titles: General Security Clerk I (one) and II (two) and III (three)  
Also known as: Security Clerk I (one) and II (two) and III (three)  
Security Clerk I uses the DOL Wage Determination for: General Clerk I (one).  
Security Clerk II uses the DOL Wage Determination for: General Clerk II (two).  
Security Clerk III uses the DOL Wage Determination for: General Clerk III (three).

**Security Clerk I Functional Responsibilities:**

- 1) follows a few clearly detailed procedures in performing simple and/or repetitive tasks in the same sequence, such as filing pre-coded/pre-marked documents in a chronological or alpha-numeric organized file or system of records;
- 2) basic clerical duties (document typing, sorting, filing, retrieving, mailing, etc.);
- 3) accurately typing information copied from completed forms and hand-written documents into typewritten or computer forms/files at the speed in Words-per-Minute (WPM) described below, and checking/matching of such information against pre-entered information;
- 4) communicating effectively in the English language (verbally and in writing);
- 5) using basic business/Government office terminology in a security-related setting;
- 6) requests guidance on how to proceed when first performing unfamiliar clerical tasks.

**Security Clerk II Functional Responsibilities:**

Are the same as for Security Clerk I, except Responsibility Item #1 is:

- 1) follows a number of specific procedures in completing multiple repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive organized file or system of records. Security Clerk II's need to independently choose the proper procedure for multiple tasks, after being made aware of such procedures.

**Security Clerk III Functional Responsibilities:**

Are the same as for Security Clerk II, except Responsibility Item #1 is:

- 1) follows a number of specific procedures in completing multiple repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive organized file or system of records. Security Clerk III's need to independently choose the proper procedure for multiple tasks, after being made aware of such procedures. Security Clerk III's may also prepare and issue Government identification badges and property passes, while maintaining a record of such actions.

**Special Note:**

Alertness and accurate spelling, typing and attention to detail are essential. Anything less could cause significant adverse effects to Government security programs.



Security Clerk I's provide clerical and administrative support that may require frequent guidance and/or direct supervision. Security Clerk II's require less supervision than Security Clerk I's. Security Clerk III's require less supervision than Security Clerk II's.

All Security Clerks will initially receive some on-the-job training in local security office procedures, practices and equipment from local Government staff. Security Clerks may also initially receive some on-the-job training on pertinent security rules and regulations from local Government staff. Government-provided training is not a substitute for other types of contract-required training or education, as defined below.

Training/Education Required:

Verifiable high school diploma or GED.

Years and Type of Experience Required:

One year of clerical or clerically-related experience in a commercial or Government office environment, prior to start of performance as a Security Clerk 1;  
two years of clerical or clerically-related experience in a commercial or Government office environment, prior to start of performance as a Security Clerk II;  
four years of clerical or clerically-related experience in a commercial or Government office environment, prior to start of performance as a Security Clerk III.

Note: Contract employees who exceed the qualification requirements for one Security Clerk category (I, II or III) are not necessarily qualified or required to perform at the next higher occupational category. Contract orders are based on Government needs.

Security Clerk I's must accurately type at least 20 (twenty) words per minute (WPM) using a computer keyboard. Security Clerk II's must accurately type at least 30 (thirty) WPM using a computer keyboard. Security Clerk III's must accurately type at least 45 (forty-five) WPM using a computer keyboard.

All Security Clerks must demonstrate basic user-level proficiency in the productive use of Microsoft Windows-based computers. Security Clerks proposed by the Contractor will cooperate with and be subject to one or more government security investigations for suitability prior to working in these contract positions (except for incumbent contract Security Clerks who already possess a valid GSA or DHS suitability clearance), with follow-up Federal investigation(s) again as scheduled and as otherwise required while Security Clerks serve in these positions.

Security Clerks and proposed Security Clerks must cooperate with and meet Government suitability and eligibility requirements for access to sensitive, but unclassified information. Security Clerks must be at least 21 years of age, and must cooperate with and successfully pass contractor provided and contractor paid SAMHSA-compliant drug screening prior to working in any GSA contract Security Clerk position. SAMHSA-compliant drug screening is required once every two years. Suitability screening is required once every two years. Drug screening and/or suitability



screening may be required more often, on a case by case basis, if apparently adverse information is discovered about that specific individual who is performing as a contract Security Clerk.

Failure of contract employees to cooperate with Federal investigators is sufficient reason to immediately remove those contract employees from the contract/task order.

**General dress and grooming requirements:**

All Security Clerk's shall be neat, clean and well-groomed, wearing well-fitting but not tight clothing that includes a) full-length solid-colored wash and wear trousers and b) short or long-sleeved solid-colored wash and wear polo shirts exhibiting the contractor's logo or insignia sewn as a cloth patch or sewn embroidery placed on either the outside of one shirt sleeve or over one breast.

**Note:** Security Clerk dress requirements labeled a) and b) (above) may be temporarily or semi-permanently reduced in part or waived totally by the CO or COR, on a case-by-case basis, depending on variable office work-site conditions/practices. Where a) and b) dress requirements are so reduced or waived, conventional semi-formal U.S. business office attire will be worn by Security Clerks while they are on duty/performing on the contract.

**Work environment:**

Works indoors, in a Government office setting, using conventional security office equipment provided by the Government (desk, filing cabinet, telephone, telefacsimile, PC computer system, intercom system, photocopier, remote door lock switches, key-pad and/or dial combination door access devices, and wireless communications device (cellular telephone, pager, etc.) and associated supplies (primarily blank paper, pens and forms).

**Work Environment Note 1:** Equipment and supplies described above will be provided by the Government as needed by the Security Clerk, however, equipment and supplies may vary in type, kind and quantity depending upon site-specific availability and contract employee need as determined by the Contracting Officer (CO) or Contracting Officer's Representative (COR).

**Work Environment Note 2:** Conventional U.S. business office courtesy is required.

**Physical requirements:**

Security Clerk duties are primarily sedentary, usually performed while seated, however periodically Security Clerks are required to stand and move so as to be able to grasp, lift, ungrasp, deposit and reposition documents, files, folders, binders and small quantities of office supplies (paper, pens, etc.) from one place to another in the same building, in the routine course of their daily duties, without assistance from another person. Also required is dexterity and skill in typing accurately with both hands, simultaneously. Security Clerks require good visual acuity in accurately reading and



typing documents with font sizes of 9 or larger, utilizing available business office equipment. Security Clerks must have good audio acuity and clear speech and listening skills, so they may participate verbally in effective, real-time two-way business-related conversations, both in person and telephonically.

All Contract employee telephone calls, internet usage and email usage is subject to tracking and monitoring by the Government. The transmission and/or reception of personal/non-duty telephone calls, internet files and email messages by contract employees during the hours of contract performance is forbidden, unless required for emergency reasons, such as may be briefly necessary for the health and/or medical care of the contract employee and their immediate dependent family members. Security-related information (Government clearances, countermeasures, etc.) is sensitive information----it will not to be divulged to unauthorized parties.

### **Work Scheduling Procedures**

The Contractor shall be responsible for scheduling all work and notifying Contract Task Order employees of their work schedules in a manner consistent with effective Contract management. When requested by the CO or COR, the Contractor shall furnish a copy of the most current schedule to the Government.

All Contract Task Order security guards and security clerks shall be in uniform and ready to begin work promptly at the start of their shift and shall remain on the job and in full uniform until the end of their full tour of duty, unless properly relieved for hygiene and meal breaks (note: security clerks and guard supervisors do not require "relief in kind", i.e. they are not required to be relieved before taking meal/hygiene breaks).

### **Recording Presence**

The Contractor's employees shall sign in when reporting for work, and shall sign out when leaving, on a GSA Form 139, Contract Guard Duty Register (or other CO-approved equivalent). Contract employees who patrol between buildings will usually be required to sign in and out at each building visited. The registration or sign-in/sign-out points, which will be at the protected premises, shall be specified by the Government and the Contractor must utilize those points for this purpose. Relief guards will sign in and out at each post visited. The failure of contract employees to sign-in and sign-out as required will cause deductions in contract payment(s).

Each successively lower line on GSA Forms 139 must be completed in chronological order, without exception. Lines may not be left blank among or between signatures, in any period. Should an entire line be used to enter a calendar date for separating individual workdays, a one line limit for each such date entry will be followed.



Erasures, obliterations, superimposed or double entries of any type on any one line are unacceptable and will not be acceptable for payment purposes. If errors in signatures, times, post numbers, or duty status are made on the GSA Form 139, the next line, immediately below or following on subsequent sheet's lines containing such errors will be used to record all information for every column in the correct manner. The Contract employee shall draw a single line through the entire line on which such mistakes appear. The Contractor must attach a detailed memorandum of explanation to each GSA Form 139 containing erroneous entries for the purpose of correlating all mistakes made with the applicable valid lines of information, and for describing the reasons behind those mistakes. Invoice payment relies on compliance with these sign-in/sign-out procedures, as well as ensuring that services provided are services required.

The Contractor will not remove the GSA Forms 139 from the job site unless specifically authorized or instructed to do so by the CO or COR. All such forms will be collected by the COR or COTR. If the Contractor removes the GSA Forms 139's from the post, payment may not be made until all of the original GSA 139's are received by the COR. Cases in which the GSA Forms 139 are held by the Contractor for 10 or more days after being requested by the CO, COR, or COTR, may be referred to the Inspector General for investigation.

### **Reporting Labor Hours Provided**

The Contractor shall submit to the COR, by no later than five (5) working days after the last working day of each previous month, a GSA Form 3430, Building Service Contractor Work Report or an equivalent substitute approved by the CO or COR.

The report shall be signed and certified by the Contractor as to its accuracy. The Contractor's Contract Manager or on-site supervisor may submit and certify the report as being accurate if the Contractor has authorized them to do so in writing.

This report will be used by the Government to review and verify compliance with the labor hour requirements of the Contract.

### **Relief and Lunch Breaks**

"The RFQ and Task Order do NOT specify when paid or unpaid meal and hygiene breaks are to be provided for Task Order employees, but defer instead to applicable Federal and state law and regulations in that regard. The Contractor's direct and indirect costs for Task Order relief guards (required only for productive/non-supervisory guards in the groupings and cities below) shall be included in the Offeror's firm, fixed non-supervisory guard rates.

Task Order guard relief (an equally qualified and equally equipped replacement guard provided on a one-to-one basis by the Task Order Contractor during the entire period of





the relieved guard(s) meal and hygiene breaks) shall be scheduled and provided by the Task Order Contractor for:

(a) all non-supervisory guards performing at Task Order posts that are located at Task Order supported facilities where there are (b) five or more Task Order guard posts that are each and all concurrently located within 4 (four) street blocks of each other.

Supervisors do not require such relief, anywhere, as their duties permit some flexibility. Non-supervisory Task Order guards performing at posts located outside of these designated "relief" areas shall pre-coordinate and pre-schedule their relief breaks and meal breaks with their Task Order supervisor, and the manager of the facility/office where they work. Relief guards are not separately invoiced. The costs for all relief guards are included in Task Order productive (non-supervisory) guard hourly rates (supervisors do not have relief supervisors, so shall not have such costs in their rates) across the entire Task Order performance area. Costs for such hygiene relief and meal breaks shall be included in the Contractor's hourly price(s) for non-supervisory guards, as such costs shall not otherwise be invoiced to or paid for by the Government. Regardless of location, Security Clerks performing at Task Order location(s) shall pre-coordinate and pre-schedule their hygiene and meal breaks with their Task Order supervisor, and with the manager of the office where they work, but Security Clerks do not require and shall not have "in-kind" hygiene and meal relief replacements, such as required for non-supervisory guards.

**IMPORTANT NOTE:**

Habitual or repeated failure by the Contractor to furnish lawfully required meal and hygiene relief breaks as required may be considered to be a material breach of Contract Task Order, and may result in termination for cause, in whole or in part. Violations of Federal labor laws/regulations will be referred to the U.S. Department of Labor.

**Limitation on Labor-hours to be Provided by Individual Employees**

Unless pre-approved on a temporary case-by-case basis by the CO or COR, no Contract Task Order employee shall provide more than twelve (12) hours of service on one or more Contracts/task orders administered by DHS or GSA in any twenty-four (24) hour period, unless those work periods are separated by an eight hour non-duty period.

The Contractor shall be responsible for compensating guards for all overtime accrued in accordance with federal and state laws, at no additional cost to the Government. The Contractor's estimated overtime costs must be factored into the Offering prices, as they will not otherwise be paid for by the Government after award of the task order.

The limitation on labor hours may be verbally waived by the CO and/or the COR in those emergency situations which are beyond the control of the Contractor (e.g., weather conditions that prevent the next shift from getting to the building, civil disturbances, natural disasters, anticipated or actual terrorist attacks, war, etc.).



The Government has the authority to assess deductions from task order payments for all hours where guards exceed the 12 hour on-duty limitation, unless the CO or COR granted a waiver for such an action. For each hour or part thereof where a guard works over 12 hours without prior approval by the CO or COR, the Government will deduct the hourly price (or part thereof, in quarter hour increments, if less than one hour is worked) for hours worked in excess of 12. Read further for more information on deductions. The requirements of the contract and the security needs of the Government will be of paramount concern in evaluating any and all waiver requests.

### **5. Services Required – Contract Management Team**

The Contractor's Contract Management Team shall be available to GSA 24-hours a day, seven days a week, throughout the life of the Contract. They shall have the authority to accept GSA Delivery Orders, Contract Modifications, notices of deductions, notices of reductions, inspection reports, activation of reserve forces, deactivation of reserve forces and all other Contract-related correspondence on behalf of the Contractor. They shall also have the authority to initiate correction of omissions and/or deficiencies in the Contractor's performance under the terms of this Contract. This Contract Management Team shall include:

The Contractor shall propose, identify and provide to the Government one or more experienced, well-qualified full-time security services contract manager on-site at each FPS task order designated location (i.e., contract managers will be a "line item", where the Government can order one or more contract managers, at Government-specified, Government-provided office space, at a fixed hourly rate (typically for forty hours per week, Monday through Friday, excluding Federal holidays) for each Contract Manager. The Contracting Officer anticipates that only one Contract Manager will be ordered, and that one Contract Manager will be assigned to and operate from Detroit, Michigan.

At a minimum, one contract manager will be ordered by the Government, and must be provided by the contractor, to manage the contract and oversee contract supervisors. The Contract Manager shall be responsible for coordinating and providing all aspects of the Contractor's implementation, operation, and management of the Contract. Each Contract Manager shall be assigned a specific Contract-supported geographical area to serve. When the Contract Manager is absent, incapacitated and/or otherwise unavailable to the Government, one predesignated, pre-accepted Deputy Contract Manager shall become Acting Contract Manager. The Acting Contract Manager shall have the same Contract management responsibilities, duties, authority and direct access to all Contractor corporate/business resources as the Contract Manager, when the Contract Manager is temporarily absent, incapacitated and/or otherwise temporarily unavailable to the Government. The Contractor's use of one or more Deputy Contract Managers who fail to perform according to contract and/or task order requirements may cause the Contract to be fully or partially terminated for default. The Contractor's failure



to provide all required (ordered) Contract Managers may also cause the Contract to be fully or partially terminated for default (“for cause”). The Deputy Contract Manager, when not Acting Contract Manager, may be a uniformed supervisor. However, typically, the Contract Manager will NOT perform contract manager duties while in uniform or while armed, except as may be pre-authorized by the CO or COR, in response to emergency situations (disasters, terrorist attacks, war, riots, etc.). All armed contract personnel must meet all local and state Government requirements for being armed (permits, etc.). Security Clerks are unarmed. Contract Managers are rarely, if ever, armed, and then only if properly licensed and with written pre-approval of the CO/COR.

The Contractor’s management of this Contract is a direct, integral and routine part of conducting business with the Government. Each Contract Manager’s time ordered by the Government shall be priced and invoiced at a firm, fixed monthly rate. No other contract management costs are to be charged, billed and/or invoiced to the Government; they are considered to be incorporated into the Contractor’s firm, fixed monthly price, as provided for in Part III. Contract management costs in excess of contract manager’s fixed monthly price are the sole responsibility of the Contractor.

The Contractor shall identify by full legal name, social security number, residential (street) address, business name, business (street and postal) address, business telephone number, business facsimile number and business pager number each of the individuals proposed for Contract Management positions (i.e., Contract Manager and Deputy Contract Manager). All such information shall be verifiable by the Government, and included in the Offer submitted by the Contractor, prior to Contract award. Contractor-proposed changes to the staffing or support of these key Contract management positions shall be coordinated in writing with the Contracting Officer (CO) prior to implementing such changes. Proposed Contract Managers shall meet all Contract qualification and suitability requirements.

All Contract Managers ordered by the Government shall have full responsibility for the Contractor’s compliance with all Contract requirements. Contract Manager duties shall NOT be performed by any uniformed Contract employee, except as may temporarily be required by the Contracting Officer or COR, due to a Government-declared disaster or emergency that is occurring in the geographic area of one or more Contract Managers. On an on-going basis, all Contract Managers and Alternate/Deputy Contract Managers shall update and coordinate their presence, readiness and availability to support this Contract with a) the Contractor, b) each other, c) the CO and d) the cognizant COR. All of the Contractor’s Contract Managers shall always be ready, willing and able to perform Contract management during the hours of **8:00 a.m. through 4:30 p.m.** (local time) at their Government-provided office space, throughout the life of the Contract, except for non-work periods, which usually include Saturdays, Sundays, Federal holidays, work relief breaks (typically one half-hour meal break, plus hygiene breaks, etc.).



The start and stop times for these daily work hours may be adjusted by the CO or cognizant COR at the request of the Contract Manager, when in the well-informed judgement of the CO or COR such schedule changes will NOT adversely affect the performance and success of the Contract. The Contractor shall notify the Contracting Officer (CO) and cognizant Contracting Officer's Representative (COR) in writing each **month**, clearly identifying and detailing the Contractor's scheduled on-call availability of specific Contract Managers (by name and telephone number) during non-routine hours of business (nights, weekends, holidays, etc.) for the upcoming month, so that the CO or cognizant COR may coordinate with the designated "on-call" Contract Manager during weekends, holidays, evenings and other times when Contractor offices and Federal offices are routinely closed. On an "on call" (telephone dial-up) basis, at least **1 (one)** predesignated Contract Manager shall always be ready, willing and able to perform Contract Management duties for all locations served by this Contract, during all holiday, weekend, evening and other non-routine hours of business. DHS may initiate and log the results of verification calls/radio test pages to verify and confirm "on-call" Contract Manager availability and readiness exists as required by the Contract, during non-routine hours of business (not to exceed one such test/availability call per Contract Manager, per calendar week). The unavailability or failure of a Contract Manager to respond to Government-initiated telephone/pager calls (test calls and non-test calls, alike) pertaining to the Contract may result in deductions/reductions in payments to the Contractor.

The Contractor's Deputy Contract Managers shall NOT manage or supervise any other Contract administered by DHS and/or GSA, while serving in a management capacity for this Contract. In any and all cases and situations, the timely and efficient management and success of this Contract shall be their highest work priority.

All Contract Managers (CM's) are required to meet the same Contract suitability standards as uniformed security supervisors. This means that each Contract Manager and Alternate/Deputy Contract Manager will each and all be required to undergo and successfully pass the Government's criminal and financial background checks. Proposed and existing Contract Managers who fail to cooperate with and/or fail to pass such Government background checks may be found unsuitable for performance under the terms and conditions of this Contract, thereby requiring the Contractor to immediately propose and on DHS approval immediately provide DHS with a well-qualified Contract Manager who meet all Contract requirements for that position.

The CM must have either completed a four year course of study leading to a bachelor's degree with a major in any field of study, or have substantial (five years) verifiable law enforcement management or security service business management experience that demonstrates their individual capacity to effectively and successfully manage a security guard Contract/Task Order of the size, complexity and scope described in this SOW.



The CM must possess a minimum of five (5) years of specialized service experience. Specialized experience includes: project development and implementation including planning, coordination and deployment; expertise in the management and control of funds and resources using complex reporting mechanisms; and demonstrated capability in managing large multi-task Contracts or subcontracts of similar scope and complexity.

The Contractor shall provide to the CO and COR the name, telephone number, pager number (if any), cellular phone number (if any), facsimile number, e-mail address, and physical and mailing office address of the CM by the date of the first meeting after award of the Contract. Note: For the duration of the Task Order, the Government will provide office space and office environmental amenities (heating, cooling, trash pick-up, mail distribution, etc.) to the CM at a location of the Government's choosing, provided the CM complies with Government rules and regulations affecting the use of such space. The Contractor shall submit a Key Personnel Resume clearly detailing the proposed individual's qualifications and demonstrating that the proposed CM meets the requirements listed above. If the proposed CM does not meet the requirements listed above, the Contractor shall attach a written waiver request which will cite both the areas where the proposed CM does not meet the requirements and a statement by the Contractor explaining why the Contractor considers the proposed CM to be qualified to hold the position. Waiver requests must adequately demonstrate that the proposed CM possesses the ability to effectively manage a security guard Contract of the size and scope described in this RFQ/Contract. Such waivers will not be routinely granted, and should not be expected. The CO or COR must review and approve the proposed CM prior to his/her assignment to work as CM under this Contract. The proposed CM is required to cooperate with and pass Federal background checks, drug screening, etc. The contractor must provide effective contract management, or the contract or contract task order may be terminated for cause. The requirements of the contract and the security needs of the Government will be of paramount concern in evaluating any and all waiver requests.

**All proposed and existing CM's shall meet all requirements of the Contract/Task Order. Replacement CM's must be proposed to and approved by the CO/COR prior to the CM reporting for duty under the Task Order. Each Contractor-proposed CM must provide one copy each of a completed key personnel resume to both the CO and COR, and a completed suitability application package to the DHS-FPS Great Lakes Region Investigations Section as part of the Contractor's nomination process. A blank key personnel resume form is included as an exhibit, and may also be obtained from the CO or COR. Anticipate that the DHS review process for a CM will take 2 to 4 weeks. The finding of apparent adverse information or lack of qualifications may end the process or cause the process to take longer. DHS review of a CM also requires that the CM first pass all required background checks, drug screenings, etc.**



## **Supervisors**

Supervisors are uniformed individuals who have authority to act for the Contractor on a day-to-day basis at the work site. They supervise and control security guards. They are managed by and report directly to their respective Contract Manager (CM).

Supervisors shall not simultaneously perform the duties of supervisor and productive guard. Supervisors shall not provide required relief breaks to productive guards at any time while they are acting in a supervisory capacity. Any exceptions to this requirement will be made in writing by the CO or COR, in response to emergency conditions.

The Contractor shall provide the name(s), telephone number, pager number (if any), cellular phone number (if any), facsimile number, e-mail address (if any), and office address of the Supervisor(s) by the date of the first meeting after award of the task order. Additionally, the Contractor shall submit a Key Personnel Resume clearly detailing the individual's qualifications to the CO or COR by the time of the first meeting after Contract award. The CO or COR must approve the proposed supervisor(s) prior to working under the task order.

Supervisors ensure that productive guards:

- A. Are properly trained in accordance with the Contract and Task Order;
- B. Perform all duties as specified in accordance with the Contract and the GSA Form 2580 (Guard Post Assignment Record) for the security post assigned;
- C. Are properly uniformed and present a neat and professional appearance as referenced in the Contract Guard Information Manual (CGIM);
- D. Are thoroughly knowledgeable about their duties and demonstrate the ability to act effectively and maturely during emergencies and unusual situations;
- E. Possess and display a valid certification card and CPR card at all times while on duty; and
- F. Possess all necessary permits, licenses, passes, clearances, credentials, etc., as required by the Contract and by local or state law.

The Contractor shall provide the level of supervision stipulated in Exhibit 1. All supervisors shall be required to sign in on a GSA Form 139 log (or CO-approved equivalent) upon the building and to sign out on the same form upon leaving the building. In the column entitled "Post" the Supervisor shall write the abbreviation "SUPV" to indicate supervision. These logs may be used by the Government to ascertain the level and frequency of supervision being provided to the guards working under the task order.

Replacement Supervisors shall possess the same or similar qualifications of the individuals originally proposed by the Contractor and accepted by the Government. The Contractor shall provide a completed Key Personnel Resume for all replacement



employees to the CO and the COR for approval before the replacement personnel report for duty under this Contract.

## **6. Services Required -- Reserve Guard Force**

**The Contractor shall maintain a reserve guard force of sufficient size (20% of active force, with the understanding that as the active force size changes, the quantity of the reserve force required will change). The reserve force will always be at least 20% of the Active Force. This will enable the Contractor to provide contract guard post coverage in the event of scheduled or unscheduled employee absences (e.g., due to illness, vacation and training) and additional emergency or short-term Government requirements. A contract reserve force of less than 20% will almost always be inadequate, and will typically result in the failure of the Contractor to perform as required. Typically, contract reserves are on-call, part-time employees who are available for more part-time, or full-time, duty hours.**

**All reserve guards must meet the same minimum qualification standards for their assigned positions as required in this SOW before working any post under the task order. The Contractor shall ascertain how this reserve guard force shall be acquired and maintained. The Contractor shall factor the costs for recruiting and maintaining a reserve guard force into the Offering/Task Order prices, as they will not otherwise be paid for by the Government after award of the task order.**

**Full-time (working 40 hours a week or more) Task Order guards and supervisors can not be counted or reported as reserve guards or reserve supervisors.**

## **7. Regulations, Handbooks, and Other Applicable Documents**

GSA-PBS and DHS-FPS Regulations contain the basic procedures for the operation, maintenance, and protection of Federal property. The primary regulations and related procedures to be followed by the Contractor are listed below. Supplementary regulations which are provided to the Contractor by the CO or the CO's authorized representative shall also be in effect and will be incorporated by modification to the task order.

***Officer's Duty Book.*** An Officer's Duty Book shall be furnished by the COR and maintained at the central control point and shall contain complete duty instructions for emergency procedures.

A separate loose-leaf binder shall be furnished by the COR and maintained by the Contractor at each additional fixed post and will contain only those items of duty instructions pertinent to that specific post. The Officer's Duty Book shall not be removed from Government property, or reproduced or copied in any manner unless properly



authorized, in writing, by the COR.

**Federal Rules and Regulations Governing Public Buildings and Grounds (FPMR 41 CFR 101-20.3).** These rules and regulations are posted in all buildings under the charge and control of the General Services Administration and are applicable to all persons entering in or on such property.

**Federal Protective Service Policy Handbook (PBS P 5930.17c).** This handbook contains the basic procedures and forms to be used during the course of the Contract. Applicable chapters will be supplied to the Contractor by the COR at the initial meeting after Contract award. This information must be read by all guards and supervisors in order for them to understand the role they play in FPS law enforcement and security operations.

**Contract Guard Information Manual (CGIM).** This handbook contains the information that all contract guards and supervisors must read and be familiar with prior to assuming duties under the task order. The written examination which all guards must take will be based entirely upon this manual. The Contractor can request and receive the entire CGIM electronically (via email) from the Contracting Officer listed as the contact for this particular Request for Quotes ("RFQ"). At no cost to Contract/Task Order employees and no additional cost to the Government, the Contractor shall provide one legible, securely bound paper copy of the CGIM to each uniformed contract guard employee upon their beginning their basic training course and again upon their beginning their refresher training course(s) as described in RFQ Section 10 below. The Contractor is responsible for all costs associated with obtaining, printing/copying, binding and distributing the CGIM to their contract employees. The costs for this shall be included in the Contractor's hourly Task Order prices. The Government will not be separately invoiced, nor pay if invoiced, for CGIM-related costs. The Government may elect to replace the CGIM or parts of the CGIM at the discretion of the Government.

## **8. Equipment, Uniforms, and Materials**

### **Use, Accountability, and Care of Government Furnished Property.**

The following supplies, materials, equipment, and facilities/office space, will be furnished by the Government:

1. Electrical and mechanical equipment, such as installed alarm and surveillance systems, communications equipment, x-ray machines, walk-through magnetometers, hand-held magnetometers, and closed-circuit televisions, including written operating procedures and general instructions. Complete and current inventories of equipment will be maintained by the COR.





2. Repair and maintenance of equipment stated in item 1 above.
3. Officer's Duty Book, including all inserted information required. The COR will provide all initial information and changes. The Contractor will be responsible for posting the changes in the Officer's Duty Book.
4. Telephones deemed necessary by the Government for the conduct of official business under the task order.
5. Guard office, locker space, locker and some office equipment, excluding office machines (all as available, but only if deemed necessary by the Government).
6. All Government administrative forms prescribed for use by Contract employees under the task order.
7. Classroom for on-site training of personnel employed by the Contractor, for the purpose of their understanding and operating all fire alarm systems, security systems, security equipment or devices, and emergency operations procedures.
8. Building utilities and services will be afforded the Contractor in accordance with established GSA operational procedures. This includes the use of concession facilities, restrooms, and medical facilities (when available, for emergency purposes).
9. Limited occupation and use of FPS-controlled office space, where available, for the CM and/or Supervisors to use to conduct official task order related business.

All property furnished by the Government under the task order shall remain the property of the Government. Upon termination or conclusion of the task order, the Contractor shall render an accounting of all such property that has come into their possession during the course of the task order. All equipment issued by GSA to the Contractor will be issued on GSA Form 1025, Receipt for Property, or other similar document.

**Any property furnished by the Government to fulfill Contract requirements, which is lost or damaged resulting from improper use, negligence and/or abandonment by the Contractor's employees, shall be repaired or replaced by the Government. The cost of such repairs or replacement shall be deducted from the Contractor's payment. Additionally, the Contractor shall remunerate the Government for expenses associated with the misuse of telephones, facsimiles and other Government-furnished office equipment by the Contractor's employees. Contract employees who misuse, willfully damage, or willfully destroy Government property may be removed from the task order and may face civil and other charges as deemed necessary by the Government.**



Loss or damage to Government-furnished property (radios, keys, etc.) shall be identified to the COR by the Contractor as soon as possible, but not later than 24 hours after discovery by the Contractor. To ensure timely discovery and reporting, the Contractor shall perform quarterly (four times per year) inventories of all Government-furnished property, using a GSA Form 1025 or other approved Government form/format. One copy each of the Contractor's inventory findings shall be reported in writing to the COR and the CO within 15 days of the date the CO or the COR selects for the inventory.

Government property shall be used for official Government business only in the performance of this Contract. Government property will not be used in any manner for any personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees.

The Contractor shall take all reasonable precautions, as directed by the Government, or in the absence of such direction, or in accordance with sound industrial practices, to safeguard and protect Government property.

If the work under the task order requires that the Contractor's employees have access to classified, confidential, proprietary, sensitive, personal, business, technical, or financial information (property) belonging to the Government or to other private parties performing or seeking to perform work for the Government, no employee of the Contractor shall be authorized to read, photocopy, remove, or otherwise appropriate such information for its own use or disclose such information to third parties unless specifically authorized in writing by the CO. Violations of this policy may result in Contractual actions being taken, up to and including termination for default. Additionally, the Government may pursue any and all legal remedies at its disposal if the unauthorized use of the information/property is prosecutable under law.

The Contractor shall be responsible for reporting to the COR the malfunctioning of any Government equipment used by the Contractor or the Contractor's employees within no later than 24 hours after the malfunction is detected. The malfunctioning equipment shall also be reported to the Control Center/Mega Center Operator.

### **Identification/Building Pass**

When a controlled personnel identification system is used by a tenant agency at a site where the Contractor's employees are assigned for duty, the tenant agency will provide the employees with the necessary Government identification. The Contractor shall ensure that all Government identifications are returned to the issuing agency when employees are terminated or resign, or upon expiration of the task order, whichever comes first.



## **Use, Accountability, and Care of Contractor Furnished Property**

The Contractor shall furnish and maintain in acceptable condition, at no cost to Contract employees, all items of uniform and equipment necessary to perform work required by the task order, as discussed in the following RFQ Section . **The Contractor is solely responsible for the quality and performance of all Contractor-provided equipment used in performance of this Contract.**

### ***Communications Equipment***

See Exhibit 2, Communication Equipment Requirements. Communication equipment must ensure Contractor availability on a 24 hour basis, also described in Exhibit 2.

The Contractor shall, in accordance with applicable Federal Regulations, obtain all permits for the operation of such radio equipment over Government identified frequencies. A copy of all such permits shall be delivered to the COR upon request prior to the utilization of designated frequencies.

Note: The Contractor will be using Government-furnished radios, on Government-authorized frequencies, so the Contractor is not required to possess any licenses or permits for the use of these Government-furnished radios, however, the Contractor is required to comply with Government radio operating procedures during radio use.

### ***Motorized/Mobile Patrol Equipment***

See Exhibit 3, Patrol Vehicle Requirements. Vehicles shall be in operating condition at all times. All costs for the operation and maintenance of vehicle(s), including all license, inspection and insurance fees, shall be borne by the Contractor. Each vehicle shall be equipped with a roof light-bar and marked for identification. Each vehicle shall be equipped with 1 first-aid kit and 1 dry chemical fire extinguisher, securely mounted.

In the event a patrol vehicle is temporarily inoperable (due to maintenance, etc.), the Contractor shall provide an equivalent, fully operational substitute vehicle. The COR is responsible for ensuring the vehicle(s) furnished under the task order comply with the requirements outlined herein. In the event of a dispute regarding whether vehicle(s) meet the requirements, the CO will make the final decision. Additional patrol equipment not specifically identified in the task order shall not be used unless approved by the COR. See Exhibit 3, Patrol Vehicle Requirements.

### ***Firearms and Ammunition***

Firearms shall be furnished by the Contractor to equip each armed guard and supervisor while on duty. Personal weapons shall not be used. **Firearms shall be .38 caliber or .357 caliber, double action, six (6) shot police-style revolvers with a heavy duty 4" barrel, a fixed front sight, and a fixed or adjustable rear sight, that are manufacturer-approved for the 110 grain jacketed +P ammunition required by this contract.** Appropriate and ample supplies of firearms maintenance equipment (cleaning solvents, lubricating oil, rods, brushes and patches, and other normal



maintenance tools) shall be provided by the Contractor and at the Contractor's expense. Firearms shall be inspected by the Contractor prior to issuance to guards.

**The Contractor shall ensure that only one make and model of firearm is used throughout the entire contract, for standardization purposes. That make and model shall be identified in the Contractor's Quote. No changes of firearm type, make or model will be allowed without the prior written approval of the Contracting Officer. In times of Federally-declared disaster, the COR may allow such changes, temporarily, for a period of time not to exceed thirty days.**

The Contractor's employees shall inspect their assigned firearms at the commencement of each tour of duty. Each firearm shall be cleaned and oiled regularly by the contractor to ensure optimum operating condition. Firearms shall always be handled in a safe and prudent manner. Loading and unloading of ammunition and cleaning the firearms shall take place in designated areas only. All weapons and associated ammunition shall be stored in accordance with safeguard standards established by the Government.

The Contractor must be able to account for all firearms at all times. On-site supervisors and guards shall make accurate receipt and return entries on the Firearms and Equipment Control Register, GSA Form 1051 (or similar FPS-approved form), at the beginning of each shift. The COR will provide an ample supply of the Form 1051.

The Contractor shall provide a list of serial numbers of all firearms that will be used or stored on the premises to the COR prior to the task order start date. The list shall be kept current; the Contractor must document and forward any changes to the COR within one (1) week of the change.

In the event that a firearm is lost or stolen, the Contractor shall notify the FPS Control Center **immediately** and shall relate all the particulars known regarding the loss or theft of the weapon. Additionally, the Contractor shall provide a detailed written report to the COR within one (1) day (24-hours) of the incident, including the date and time of the incident, and other relevant particulars. The Contractor shall also notify the COR of the serial number, make and model of the replacement weapon.

**Ammunition for authorized firearms shall be provided by the Contractor. Each armed guard and supervisor shall be issued and shall carry 12 (twelve) rounds of commercially manufactured standard 110 grain +P jacketed (semi-jacketed or full-jacketed) hollow point type ammunition while on duty supporting this Task Order. Six of these rounds shall be loaded into the revolver; the remaining six rounds shall be contained and carried in the cartridge case speed loader. No reloaded or remanufactured ammunition is permitted. The Government may routinely inspect contractor ammunition and firearms, and contractor records of ammunition and firearm purchases.**



The Contractor shall provide a secure firearms cabinet or firearms safe to be placed at each site where there is storage of Contractor-provided firearms. The firearm cabinet/safe combination setting or hasp-type lock must be changed at least once every six months, and again within 24-hours of the time a contract employee possessing the combination or key departs the contract.

Spare contract-compliant firearms and ammunition shall be obtained, maintained, stored, and secured by the Contractor so as to accommodate emergencies and to be immediately available in the event additional guard services are ordered. At a minimum, sufficient ammunition and firearms shall be immediately available from the Contractor so as to accommodate the simultaneous call-up and activation of all active and all reserve Contract guards, with resupply by the Contractor of depleted stocks, at no additional cost to the Government.

**Uniforms**

The Contractor’s guard force and security clerk uniforms shall be of a color and style in general use by large guard or security organizations and shall be **readily distinguishable** from those of local and state law enforcement agencies and from those of Federal Protective Officers. All guards performing under this Contract shall wear the same color and style of uniform and maintain a professional and neat appearance at all times during their tour of duty. All security guard uniforms and uniform accessories must comply with state and local government requirements for security guards.

Appropriately lettered breast and cap badges with the company name shall be worn and prominently displayed as part of the uniform, if that is a state or local requirement. Identification nametags and the GSA certification card shall be worn over the right breast shirt pocket.

The type, style, color and composition/fabric of uniforms to be used by guards on this Contract shall be clearly identified or described by the Contractor as part of their Quote responding to this RFQ. Uniforms will be reviewed and approved/disapproved by the Government prior to or immediately after Contract award. The table below shows task-order required guard uniform components and minimum quantities of the components:

REQUIRED ITEMS FOR EACH CONTRACT GUARD	MINIMUM REQUIRED QUANTITY
Shirt, long sleeve, solid color, guard uniform type	3
Shirt, short sleeve, solid color, guard uniform type	3
Trouser, all season weight, guard uniform type	3
Necktie (clip-on, choke-proof type preferred)	2
Jacket, winter, guard uniform/patrol type (Reefer style)	1



Frame style (sometimes called "saucer style") hat Note: "baseball caps" and other hat types are forbidden, except as may be approved by the CO or COR on a case-by-case basis for unsheltered outdoor guards/guard posts.	1
Gloves, winter (pair) - (Color to match accessories)	1
Pistol belt without shoulder strap (Sam Browne style)	1
Level II retention holster, firearm (slide on belt type) w/hammer safety strap, left/right as required (armed guards/supervisors only)	1
Ammunition cartridge case (armed guards & supvs. only)	1
Duty Belt "Keepers"	4
Fixed-length Police Tactical Baton (with compatible holder) <b>Note: State of Michigan laws/regulations forbid guards use of ASP-type collapsible/extendable tactical batons.</b>	1
Handcuffs (police-style metal pair, internal double-lock type, with left and right bracelets) and 1 standard matching key	1
Handcuff case (compatible with handcuff size and style)	1
Key strap with flap (if needed)	1
Insignia, shoulder patch (one on each shirt and jacket)	7
Whistle, with chain attachment (metal)	1
White (non-supervisory), Gold (supervisory) metal cap ornament	1
Nameplate, 3-1/2" x 3/4", with black or blue 1/2" lettering On Gold metal (first initial and last name)	1

Long sleeve shirts will be required beginning the last Sunday in October and short sleeves beginning the last Sunday in April. These dates may be adjusted with the prior approval of the COR or CO; however, all guards on any one shift must be in the same uniform sleeve length.

Contract guard footwear shall be low quarter dress shoes or high topped boots (boots are acceptable only if pre-approved by the COR or CO) with reinforced or plain toe and standard heel. The color of footwear (shoes/boots) shall match the color of leather accessories. The Contractor is not required to provide footwear, but must insure that contract employees are dressed in accordance with Contract requirements while on duty. It is essential that contract employee footwear allow long periods of standing and walking, and short periods of sprinting, while maintaining professional appearance. On a case by case basis, any deviation from these footwear requirements can only occur if it is a) first recommended in writing for medical reasons by a state-certified/registered physician after a physical examination, and b) submitted to the COR by the Contractor, in writing, with Contractor concurrence, for COR review and approval/disapproval.



Deviations will not be routinely approved.

Contract guard uniform accessories and equipment and the wearing of same shall conform to standards and usage prescribed and in effect for FPS uniformed officers. The color of uniform accessories and equipment shall be standard black or brown, as may be appropriate to match the uniform. All guards shall wear the same color, style and type of uniforms, uniform accessories and equipment (some minor style differences are permitted between male/female guard uniforms, but uniforms shall remain the same general type, i.e., shirt and trouser-type only, no skirts, no shorts).

### **Supplementary Equipment**

Each guard post shall be equipped with the recommended supplementary equipment including, but not limited to:

- (1) A notebook and ink pen.
- (2) A standard police-type flashlight containing working D cell batteries, bulb, on-off switch and a belt holder. The Contractor is responsible for ensuring that all flashlights are in serviceable condition.
- (3) Traffic control safety apparel (reflective vests, gloves, traffic batons, etc.), and inclement weather clothing (raincoats, cap covers, overcoats, overshoes, mittens with trigger finger, etc.) may be used as appropriate for operations at designated traffic control or indoor/outdoor posts. All inclement weather clothing shall be compatible to the uniform's style
- (4) Disposable Latex gloves, face mask with belt holder.

**Guards shall not possess any unauthorized supplemental or personal equipment, such as privately-owned (e.g., equipment not issued by the Contractor or required by the Contract) firearms, knives, "come-alongs", or other such nonstandard items. Guards who are found to possess such unauthorized equipment while on post shall face disciplinary action, such as forfeiture of the item(s), suspension, and/or permanent removal from the task order.**

### **Security Clerk Uniforms –**

Each Security Clerk uniform issue shall consist of uniform shirts (four per Security Clerk), Contractor's shoulder or breast patch (four per Security Clerk), name tag (one per Security Clerk) and low quarter black or brown shoes (one pair per Security Clerk).

Security Clerk footwear shall be low quarter dress shoes or high topped boots (boots are acceptable only if pre-approved by the COR or CO) with reinforced or plain toe and standard heel. The Contractor is not required to provide footwear, but must insure that



contract employees are dressed in accordance with Contract requirements while on duty. Contract employee footwear shall provide a professional appearance. On a case by case basis, any deviation from these footwear requirements can only occur if it is a) first recommended by a state-certified/registered physician after a physical examination, and b) submitted to the COR by the Contractor, in writing, with Contractor concurrence, for COR review and approval/disapproval. Deviations will not be routinely approved, however, if deviations are approved, the default standard of dress will become conventional (United States of America) semi-formal business office attire.

## 9. Qualifications of Personnel

### General Qualifications

All of the Contractor's employees are expected to behave alertly, courteously and professionally toward all persons encountered in the performance of their duties, including GSA employees, building tenants, and the general public. The CO and/or COR may require retraining, suspension, or removal of any Contractor employee deemed careless, incompetent, insubordinate, unsuitable, or otherwise objectionable during the performance of duties associated with the task order.

To be eligible to perform under this task order, all uniformed guards must meet, to the satisfaction of the COR, the following requirements:

- (1) Be a citizen of the United States of America. The COR may allow some legal resident aliens with proper INS-issued work permits to work under the task order upon the Contractor's written request, however, it is preferred (for security reasons) that all contract employees be U.S. citizens.
  - a) **Under no circumstances will resident aliens lacking valid INS "green cards" and work permits be allowed to work under this task order.**
  - b) **It can be anticipated that obtaining suitability clearances for foreign citizens will take longer (require more time and more effort) than obtaining suitability clearances for U.S. citizens.**
- (2) Be at least **21 (twenty-one)** years of age. While there is no limit as to the maximum age of guards and security clerks, all must be able to withstand the physical demands of the job and must be capable of quickly responding to emergency situations without special accommodations by the Government. For guards, this includes having the ability to either drag or carry an incapacitated adult person (or passive adult demonstrator) away from a building entrance or exit or stairway, so they are not blocking a building entrance or exit or stairway.

Note: Upon written request, the CO may waive the minimum age requirement where the applicant meets all other minimum requirements and is lawfully eligible





to perform the required duties, however, waivers will not be routinely granted, and will not be granted without a written justification from the Contractor. The requirements of the contract and the security needs of the Government will be of paramount concern in evaluating this and any/all other waiver requests.

- (3) Possess, at a minimum, either a high school diploma or a GED equivalency certificate.
- (4) Speak English fluently, read and comprehend written English, and compose coherent written reports in English. Bilingual contract employees are naturally an asset to the Contractor and the Government, and should be identified to the COR, but under no circumstances shall the Contractor permit a contract employee who does not have a good command of the English language to work under this task order.
- (5) Meet **one** of the following experience/education requirements:
  - (A). A total of three years (36 months) or more of verifiable paid or unpaid work experience as: Alarm Monitor, Corrections Officer, Court Security Officer, Detention Officer, Firefighter, Guard I, Guard II, Police Officer, Security Clerk, Public Safety (police, fire, EMS) Radio Dispatcher or Security Guard Company Radio Dispatcher (or any combination of these occupations) within the five years immediately prior to that individual's proposed start of performance on the Task Order; **or**
  - (B). A verifiable Associate's Degree or at least 60 verifiable semester hours of college coursework in any field of study; **or**
  - (C). A total of three years of verifiable active or inactive U.S. military, U.S. National Guard or U.S. Reserve military experience with an honorable discharge (if already discharged); **or**
  - (D). Successful and verifiable completion of Police Officer's Standard Training (POST) course; **or**
  - (E). Any verifiable experience and educational combination of the above that totals three years (thirty-six months). Note: Non-military work experience must have occurred within the five years immediately prior to that individual's proposed start of performance on the Task Order, however, there is no such time limit on college education, military service and POST qualifications in meeting these experience/education requirements.

### **Special Requirements for Supervisors**

Supervisors must be individuals of unquestionable integrity who display a mature attitude and exercise good judgement. Each supervisor shall have a background with a minimum of two (2) years of successful experience in field supervision (civilian



community law enforcement, military service law enforcement, or commercial/industrial guard service). The Contractor may propose, by written request, an employee for a supervisory position who lacks the above experience, provided that the Contractor Offers evidence of similar leadership experience. The CO shall have the sole discretion to accept such an alternative. Such alternatives will NOT be routinely approved. The COR shall recommend the selection, if satisfactory, and the CO will approve or reject the recommendation. The Contractor shall complete and submit a Key Personnel Resume (Exhibit 12) to the COR and the CO (both) for each proposed supervisor and the Contract Manager.

## **Medical and Physical Qualifications**

### **General**

The Contractor shall ensure that all employees assigned to work under the task order are physically able to perform all duties required by this SOW. All employees must be in good general health without physical defects and/or psychological abnormalities that would interfere with the performance of their duties.

The Contractor shall require all prospective employees to undergo a pre-employment medical/physical examination. Examinations shall be administered by a licensed physician. All guards (productive and supervisory) must meet the health certification requirements listed Exhibit 10. **No contract employee shall be permitted to work under the task order until this certificate has been submitted to and approved by the COR.** Failure by a contract employee to meet any of the required medical qualifications may result in the guard being disqualified from performing under the task order. **Where there is a disqualifying factor noted, the examining state-certified/registered physician must provide a written, dated, signed opinion as to why the physician believes the existence of the factor will not interfere with the contract employee's performance under the Contract. In such cases, notwithstanding the physician's signed opinion, the CO shall make the final determination regarding the Contract employee's suitability to work under the Contract, however, the COR may make a preliminary review and determination that will stand, unless appealed in writing to the CO. Documentation by a physician of a disqualifying factor without a written medical opinion as to the Contract employee's suitability to perform under the Contract shall automatically result in the contract employee's disqualification and removal.**

Unless there are significant adverse medical condition changes in the interim (changes that significantly and adversely affect contract employee performance on the contract), medical examination documentation is valid for a period of three (3) years from the date of issuance. Adverse individual medical condition changes may cause some medical examination documentations to expire sooner. Upon expiration, new medical examination(s) and associated documentation must be provided under the same



guidelines stipulated in this SOW.

### **Medical Standards**

All uniformed guards and all security clerks must meet the following medical standards:

- (1) Vision: Applicant must have binocular vision and uncorrected vision must not test less than 20/20 (Snellen). Corrected vision must test as well as or better than 20/20 in one eye and 20/40 in the other eye. An applicant who has undergone a Radial Keratotomy or laser correction procedure to correct his or her vision to an acceptable level will be considered medically qualified for this position. Near vision, corrected or uncorrected, must be sufficient to read Jaeger Type 2 at 14 inches. Applicant must be able to distinguish basic peripheral vision and must not be color blind.
- (2) Hearing: Applicant must be able to hear the whispered voice at 15 feet with each ear. Using an audiometer for measurement, there should be no loss of 30 or more decibels in each ear at 500, 1000, and 2000 CPA levels. NOTE: The use of a single hearing aid is permitted for one ear, and is not disqualifying if the wearer can demonstrate that they met these audiometer measurement requirements for both ears during their contract-required medical exam(s).
- (3) Speech: Applicant must be able to speak clearly and distinctly. Diseases or conditions resulting in indistinct speech patterns are disqualifying.
- (4) Extremities and Spine: Applicant must have no deformities or diseases of the extremities or the spine that interfere with the full performance of duties. Deformities or diseases that interfere with the full performance of duties are disqualifying.
- (5) Respiratory System: Applicant must have a healthy respiratory system. Any chronic diseases or conditions affecting the respiratory system, such as impaired respiratory function, shortness of breath, or painful respiration, that would impair the full performance of duties is disqualifying.
- (6) Cardiovascular System: The following conditions are disqualifying:
  - a. Organic heart disease (compensated or not);
  - b. Hypertension with repeated readings of 160 or over systolic, and 100 or over diastolic;
  - c. Symptomatic peripheral vascular disease and severe varicose veins
- (7) Gastrointestinal Tract: Applicant must have a healthy gastrointestinal tract. Any disease or condition of the gastrointestinal tract that requires restricted or



- rigid diets, including an ulcer active within the past year, is disqualifying.
- (8) Genitourinary Tract: Applicant must have a healthy genitourinary tract. Any chronic, symptomatic diseases that interfere with the full performance of duties is disqualifying.
  - (9) Any inguinal or femoral hernias, with or without the use of a truss, are disqualifying if they interfere with the full performance of duties.
  - (10) Diabetics whose condition is controlled by diet, insulin, or other prescription drugs must submit a state-certified/registered medical doctor's (physician's) statement of fitness for contract work as part of the medical examination.

### **Physical Demands---Security Guards and Security Guard Supervisors**

All uniformed guards and supervisors are expected to be physically able to perform the following functions in the performance of their assigned duties:

- a) Frequent and prolonged walking, standing, sitting, and stooping;
- b) Subduing agitated, potentially violent or violent individuals.

Physical stamina in all of its forms (endurance, temperature/climate, etc.) is a basic requirement of this position. Individuals deemed incapable of meeting the physical requirements of their assigned position will be removed from the task order upon the CO's request.

The Contractor shall be responsible for encouraging employees assigned to this task order to maintain an ongoing and regular program of physical fitness, at no additional cost to the Government.

### **Physical Demands---Security Clerks**

All Security Clerks are expected to be physically able to perform their clerical duties as required by the Task Order. Security Clerk duties are mostly sedentary in nature, and are typically performed while sitting or standing in an office environment. Alertness and accuracy is required, to ensure that Security Clerk performance enhances (and does not degrade) other Federal Agency security programs and practices.

### **Drug Screening for Unlawful/illegal Drugs**

#### **Pre-Employment Screening**

As part of the medical examination, all Contract Task Order employees, including the Contract Manager, must submit to an initial urine drug screening that tests for the



following five (5) substances at the following cutoff levels (nanogram per milliliter, ng/mL):

<u>Substance</u>	<u>Cutoff Level (ng/mL)</u>
Marijuana metabolites	50
Cocaine metabolites	300
Opiate metabolites	2,000
Phencyclidine	25
Amphetamines	1,000

Drug screening methodology shall conform to the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration’s (SAMHSA) “Mandatory Guidelines for Federal Workplace Drug Testing Programs.” These guidelines can be accessed via the Internet at: [www.health.org/workplace](http://www.health.org/workplace) or at: <http://wmcare.samhsa.gov>.<sup>2</sup> The Contractor is strongly urged to utilize one of the laboratories listed on SAMHSA’s “Current List of Laboratories Which Meet Minimum Standards To Engage in Urine Drug Testing for Federal Agencies,” which is accessible via the Internet at: [www.health.org/labs/index.htm](http://www.health.org/labs/index.htm) or at: <http://wmcare.samhsa.gov>; this list is updated on a monthly basis. If the Contractor chooses to use a laboratory not shown on SAMHSA’s current list, the Contractor is strongly advised to verify whether the laboratory’s methodology conforms with SAMHSA’s guidelines prior to utilizing that laboratory to perform drug screenings.

Other drug testing methods (hair, sweat patch, etc.) are commercially available but are not acceptable for the purposes of this task order, due to widely varying standards of testing and laboratory reliability results. However, if SAMHSA does issue guidelines on alternative drug screening methods, the task order will be modified to permit the use of those methods.

The presence of a non-negative<sup>3</sup> reading shall automatically disqualify an applicant from working under this or any other GSA security-related Contract/task order. Since most drugs are metabolized within a short period of time (from several hours to several days), the Contractor **shall not** permit any applicant to take multiple tests in order to receive an acceptable reading.

The Contractor is responsible for all costs associated with obtaining the medical evaluation and drug screening for each Contract employee. All costs must be factored into the Offering prices. **This requirement applies to both new hires and current**

<sup>2</sup> The cutoff level for Opiate metabolites listed in the internet-ready guidelines is 300; however, that number has been revised by SAMHSA and the new cutoff level is shown in paragraph A above.

<sup>3</sup> The term “non-negative” is defined by SAMHSA as “the result reported by an HHS-certified laboratory when a specimen is either adulterated, substituted, or contains a drug or drug metabolite.” See SAMHSA’s guidelines at <http://www.health.org/workplace/manguidelines/draft3.htm>



employees of the incumbent Contractor, should the incumbent Contractor be awarded a task order for these services.

### **Government Requested Drug Screening and Random Drug Screening**

The Task Order requires random urine drug screenings that may occur at any time during the term of the task order. Random screenings shall be conducted/ordered by the Contract Manager (or the Alternate Contract manager) by their drawing names from a container that has the names of all Contract Task Order employees on-duty on the date of the drawing, with at least **two (2)** such Contract Task Order employees randomly tested each calendar month while the Task Order is being performed. A representative of the Government may be in attendance at the drawing. Resulting drug screening will be conducted at a contract-compliant facility of the Government's choosing, or if of the Contractor's choosing, one that is concurred with by either the CO or COR (i.e., the Contractor must propose in writing to the CO the name and location of the specific facilities/firms the Contractor is recommending be used by the Contractor for contract/task order-required drug testing). The Contractor shall pay Contract employees their usual and customary hourly rate/salary for all time authorized by the Contractor for taking each drug screening. Each drug screening shall follow the guidelines described in the Pre-Employment Screening RFQ Section above.

The CO and COR shall have the express right to request and cause contract employee urine drug screenings where there is a reasonable cause by the Government to believe that the named Contractor's employee(s) may be under the influence of or using illegal substances. Reasonable cause screenings shall be conducted in a similar fashion to random screenings, with the exception that the CO or COR will advise the CM in writing that he/she requires a drug screening of a specific Contract Task Order employee by name. Once the written requirement is received, the CM shall make arrangements for the test to be conducted as soon as reasonably possible, but not later than two (2) working days after receipt of the written requirement. The Contractor shall pay the Contract employee their usual and customary hourly rate/salary for all time given to the employee by the Contractor for taking the screening. Each screening shall follow the guidelines described in the Pre-Employment Screening RFQ Section above.

Any of the Contractor's Task Order employees who undergo either random or reasonable cause (Government-ordered) urine drug screenings may continue working under the Task Order until the written results have been provided to the Contractor. In the event that the results of any Government-ordered urine drug screening is negative, the Government shall bear the expense of the screening.

**NOTE: The Contractor will not invoice and the Government will not pay for: a) pre-employment urine drug screening and b) random urine drug screening. Such drug screenings are at the sole expense of the contractor, and all such costs shall be included in the contractor's hourly Task Order labor prices. The**



**Contractor may invoice and the Government will pay for Government-ordered reasonable cause drug screenings, if results are negative, upon proof of results.**

If negative results occur from a CO or COR-ordered test, the Contractor shall invoice the Government for the actual cost of the Government-ordered drug screening plus the hourly contract rate for the hours the Contract employee was being screened (including travel time), not to exceed four hours per drug screening. In the event that the results are non-negative, the Contractor shall **immediately** remove the contract employee(s) with the non-negative reading from the contract and task order and shall **immediately** inform in writing both the COR and CO of the result and the employee's removal from the contract and task order. In all cases, the Contractor shall solely bear all expenses and costs related to drug testing and removal of all task order employee(s) with non-negative drug readings.

**It is the responsibility of the Contractor to provide drug-free Contract employees. Any Contract employee who undergoes either a random or reasonable cause urine drug screening and tests non-negative for any of the substances shown above shall be permanently disqualified from working under this and all other GSA security-related services Contracts and Task Orders. Since most such drugs are metabolized within a short period of time, the affected Contract employee shall not be authorized to take additional tests to achieve a negative reading.**

**Psychological Screening/Reliability Testing**

In those states where it is legal to do so, all uniformed employees of the Contractor shall be psychologically/personality tested and/or evaluated for reliability by the Contractor or the Contractor's designated agent, prior to employment under this task order. This one-time pre-employment test/evaluation safeguards the employee, the public, the Contractor, and the Government, for the benefit of all. The Contractor shall utilize either professionally-recognized written 1) psychological/personality factor testing, such as the 16-PF or 5-PF (sixteen or five personality factor) or 2) ERI (employment reliability inventory) testing as an aid to selecting reliable employees for this Contract. As a third alternative, the Contractor may use state licensed (in the state where the employee lives or works) psychologists or psychiatrists for in-person interviews of applicants, to ensure that all such prospective employees are psychologically reliable and suitable for all Contract-related duties. While expressing no preference for any specific test, methodology, or test provider(s), GSA has found reputable (professionally accepted) computerized employee reliability evaluation tests that are priced below \$20 per employee when pre-ordered in large quantities (one hundred or more). Individual professional verbal evaluations can be much more expensive; they are not often used.

In those states where it is lawful to do so, all of the Contractor's employees and prospective employees shall participate in and complete this pre-employment test/evaluation before they begin performance under the task order. The Contractor



may request, in writing, a one-time (per employee) waiver for up to 30 days to complete the test/evaluation. The results and findings of the tests/evaluations shall be documented, filed, and secured in the Contract employee's personnel file by the Contractor. The Government shall have the right to inspect the test/evaluation upon request, as part of an overall file review. The Government shall not have the right to use the results of the test/evaluation to require the Contractor to remove/discipline the Contractor's employee.

The Contractor should consider the results of the test/evaluation as part of the overall hiring decision. The Government does not intend, request, or require that the results of the test/evaluation become the sole basis for a hiring decision on the Contractor's part, nor will the Government request such information as part of the Contract employee suitability clearance process. The Contractor shall, however, consider such test results along with other factors before deciding to proceed with hiring or not hiring, retaining or not retaining, the tested applicant or employee.

In states where such pre-employment evaluations are prohibited by law, the Contractor is not required to accomplish formal screening and testing; however, the Contractor shall be required to provide the CO with a written, signed, and dated statement on letterhead stationary from a cognizant state/city Government official (or an officer of the court) that cites the specific law or statute that forbids such testing/evaluation. A legible copy of the letter shall be placed in each affected contract employee's personnel file.

The Contractor is responsible for all costs associated with providing these reliability tests/evaluations and for factoring those costs into the Offering prices. If the Contractor finds after award of the task order that such tests/evaluations are prohibited in all or part of the task order locations, the CO and Contractor shall negotiate a task order price adjustment (reduction) to reflect the deletion of this requirement. **This requirement applies to both new hires and current employees of the incumbent Contractor, should the incumbent Contractor be awarded the task order for these services.**

### **Security Clearance Requirements**

The Security Clearance requirements for this task order are identified in Exhibit 13. **Each Contract employee must, at a minimum, complete the GSA suitability adjudication process described in the RFQ Section below. We anticipate that no contract task order employees will require any higher clearance, however, we reserve the right to require more stringent background checks in order to accommodate site-specific requirements of other Federal Agencies (FBI, etc.).**

### **GSA Suitability Adjudication**

After award of the task order and prior to any of the Contractor's employees being permitted to work under the task order, the Contractor is responsible for ensuring that





their employees receive a formal suitability adjudication by GSA. All the Contractor's employees shall receive a formal suitability adjudication by GSA, including the CM, Supervisors, Quality Assurance personnel and all other company officers who visit the work sites.

Once a prospective employee has applied for a position and has been favorably evaluated by the Contractor (e.g., meets the minimum qualification requirements cited in this RFQ Section and otherwise meets the Contractor's hiring criteria), the Contractor shall submit to the COR the following forms (or CO-approved equivalent) for each employee: two (2) completed original Forms FD-258, "Fingerprint Chart;" one original GSA Form 176, "Statement of Personal History;" and one fully legible copy of the original GSA Form 176, "Statement of Personal History." The CO or COR will furnish an ample supply of these forms or their electronic equivalent (in Adobe Acrobat PDF format) to the Contractor immediately after task order award and upon the Contractor's request thereafter. Contractors may use, and are encouraged to use, the local police, the state police, the Federal Bureau of Investigation (FBI), or FPS regional offices to obtain readable fingerprints on the fingerprint cards. In certain locations FPS may have an electronic fingerprint scanning machine which the Contractor is encouraged to use for fingerprinting Contract employees. Upon receipt of the completed, legible forms, GSA will process the forms and forward the forms to the FBI for evaluation. GSA will use the information provided by the Contractor and FBI to make a determination regarding the Contract employee's suitability to work under a GSA Contract/task order. Provided that the forms are complete and legible, the entire evaluation process will take anywhere from one (1) week to several months, depending on current processing times. For planning purposes, the Contractor should always assume that the standard processing time is one (1) full month and should plan paperwork submissions accordingly.

**NOTE: Illegible or incomplete forms submitted by Contractor will be returned and will result in significant delays in the adjudication process. Therefore, the Contractor must ensure that all forms submitted to GSA are complete, legible, and accurate. GSA is not responsible for any delays that occur due to the Contractor's failure to submit timely, complete, accurate, and legible paperwork to GSA. The Contractor must have and utilize an internal quality control process to ensure applications are complete and correct, before submitting them to GSA.**

If GSA finds any of the Contractor's employees to be unsuitable to work under the task order, the Contractor shall be advised immediately that such employee cannot work or be assigned to work under the task order, and the Contractor shall in turn ***immediately*** remove the affected employee from the task order. The suitability determination may be appealed by the Contract Task Order employee or the Contractor to the CO. However, in such cases the Contractor shall proceed with the hiring process at their own risk until the final determination of the Contract Task Order employee's suitability has been accomplished. **Under no circumstances shall any Contractor employee who has**



received a notice of unfavorable (unsuitable) adjudication work under this or any GSA security guard service Contract/task order. This requirement also applies to Contractor employees whose unfavorable adjudication is under appeal.

Once a favorable adjudication has been made by GSA, the Contract Employee is suitable to work under the task order for two (2) years (provided that nothing occurs within the two year period that would render the guard unsuitable for continuing performance under the task order). The Contractor shall **immediately** notify the COR and the CO in writing of any circumstances that arise which could possibly affect any employee's suitability status (e.g., arrests, convictions, and/or termination of employment by the Contractor for cause, such as misconduct or neglect of duty). **The Contractor is responsible for renewing the Contract employee's suitability clearance prior to its expiration. Any Contract Employee who is found working at a post or assignment after his/her suitability clearance has expired shall be removed from the task order until a new suitability determination is made.** The Contractor should make every effort to submit a new suitability paperwork package to GSA **at least 30 (thirty) days** prior to the current suitability expiration date.

For employees cleared through this process while employed under a predecessor Contract (providing similar services), the suitability determination made under the previous Contract will carry over to the task order. The Contractor will be required to submit new suitability applications once such current suitability clearances expire.

**The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating suitability clearances for Contractor employees.** The Government may, as it deems appropriate, authorize and grant temporary clearance to employees of the Contractor. However, issuance of a temporary clearance to any such employee shall not be considered as assurance that full clearance will follow as a result or condition thereof, and the granting of either temporary or full clearance shall in no way prevent, preclude, or bar the later withdrawal or termination of any such clearance by the Government.

**IMPORTANT: From time to time, some of GSA's client Federal Agencies (Drug Enforcement Administration; Federal Bureau of Investigation; and others) may require additional background clearance applications and special clearances for Contract Task Order employees. In such cases, the Contractor shall comply and cooperate with such requirements at no increase in contract prices. Such Agency-specific security clearance applications and clearances are in addition to GSA's suitability investigations and clearances, and typically will occur in less than twenty percent of the task orders placed with the Contractor. Agency-specific (non-GSA) clearance requirements and processing is beyond the control of GSA, however, it has been our experience that they will take additional time and effort. The Contractor shall anticipate and support such occurrences.**



## **Security Clearance Requirements (Classified Contracts) [DELETED / NA]**

### **10. Training**

#### **General Information**

All uniformed guards must complete the following training and pass the required written examination in order to be eligible to work under the task order. Guards who worked under the predecessor Contract/task order and who maintain valid certification credentials will not be required to take the training and examination until their existing suitability adjudications expire. Prior to the expiration of their suitability adjudications, those guards must complete the required training and pass the written examination. All newly-hired guards with no prior experience under the predecessor Contract/task order or other current GSA security guard service Contract/task order must take the following training and pass the written examination prior to working under the task order.

Any Government-provided training and testing for this task order shall be provided at locations specified later by the COR.

The Contractor bears the entire responsibility for scheduling the Government-provided training courses and/or examinations with the Government and for ensuring attendance at the classes by their employees. The Contractor shall also bear all costs related to their employees' attendance at the training and examinations, including all expenses for transportation, lodging, and meals (as may be necessary). The Contractor shall provide training hour remuneration to their employees at the same hourly rate/salary they would receive for regular (non-training) duty. All training-related costs must be factored into the Offering price, as the Contractor will not otherwise be compensated by the Government for those costs after Contract award.

The CO, COR, COTR, or any designated representative of the CO shall have the express right and authority to observe any training session sponsored or provided by the Contractor without any advance notice. The purpose of such observation is to ensure that the Contractor is adhering to the training syllabus and is complying with the stated training requirements defined in this SOW. The Contractor shall be responsible for providing the CO with a copy of the training schedule within 10 days after award of the task order and at the beginning of each month when training is scheduled. The Contractor shall immediately notify the CO of any changes to the schedule after it is submitted. The Training Plan and Schedule is located in Exhibit 9.

#### **Training Requirements by Position**

This subsection details the training requirements that must be successfully completed by all Contract Task Order security guard and security guard supervisor employees. The syllabi for both the Contractor-provided and the Government-provided training



courses shown below are located in Exhibits 4, 5, 6, 7, and 8 of this SOW, as are required certifications of training for individual employees.

**Productive Guards (Non-supervisory Guards)**

All productive guards working under the task order must take and complete the following training at the time periods specified in the following chart. The Contractor can request and obtain the Contract Guard Information Manual (CGIM) from the Contracting Officer, who will provide it upon written request to the Contractor in electronic (word processor and spreadsheet files) format. The Contractor shall be responsible for printing/photocopying and distributing the CGIM for their employees' use, at no cost to the Government or to the employees. The CGIM should be provided to Contractor's employees on the first day of their basic training course.

**Note: The Government does not intend or require that the CGIM be the sole basis for all training.** The Contractor shall provide adequate and necessary audio-visual materials, hands-on exercises and demonstrations, additional security literature, and all other training materials needed to ensure the guards are effectively trained and capable of performing the duties described in this SOW.

TRAINING COURSE AND HOURS	GOVERNMENT PROVIDED	CONTRACTOR PROVIDED
Basic Training – 72 Hours		XXX
FPS “orientation” training – 8 Hours	XXX	
Magnetometer/X-Ray Training (Applies only to screening posts) – 8 hours	XXX	
Annual CPR/First Aid Training and Certification		XXX
Re-certification Training – 40 Hours (Every 2 years)		XXX
Firearms Training – 40 Hours (Armed Guards Only)		XXX
Semi-annual Firearms Qualification (Armed Guards only)		XXX

Basic training, FPS “orientation” training, Magnetometer/X-Ray training, and basic firearms training are “one time only” courses, meaning that they do not have to be taken again during the task order term once they are successfully completed by the



Contractor's security guard and supervisory employees. Additionally, training certifications completed under other GSA security guard service Contracts/task orders are transferable to the task order, provided that the Contractor can furnish evidence (e.g., a valid, signed and dated certification from the predecessor Contractor) that the training was successfully completed during the predecessor Contract. However, the CO shall have the sole discretion to accept or deny proposed training certifications (one situation where this may occur is if a predecessor Contract did not contain the same training requirements).

**IMPORTANT NOTE: This Statement of Work requires semi-annual firearm range qualification for all armed Task Order employees, including guards and supervisors.**

Semi-annual firearms requalification does not require specific additional training; rather, it involves the Contract employee's ability to pass the Federal Law Enforcement Training Center (FLETC) practical pistol course (See Exhibit 8) with a passing score. The Contractor shall be responsible for ensuring that all armed employees receive the live-fire training or range time necessary to successfully requalify on the practical pistol course on an semi-annual basis, at no additional cost to the Government.

Each employee, whether productive (non-supervisory) or supervisory, must take and complete 40 hours of refresher training within two (2) years of the previous training (basic or refresher) conclusion date. See Exhibit 6 for further information regarding the subject matter to be covered during this training.

**Supervisors**

All uniformed security guard supervisors working under the task order must successfully complete both basic training and supervisory training as shown in the following chart. The Government will provide to the Contractor, upon request and at no cost, one copy of the CGIM. The Contractor shall be responsible for photocopying and distributing the manuals for their employees' use, at no additional cost to the Government. The CGIM should be provided to the supervisors on the first day of basic training. Following completion of basic training, the supervisors will be required to take and pass a written examination.

TRAINING COURSE AND HOURS.	GOVERNMENT PROVIDED	CONTRACTOR PROVIDED
Basic Training – 72 Hours		XXX
FPS Specific training – 8 Hours	XXX	
Magnetometer/X-Ray Training – 8 hours	XXX	
Annual CPR/First Aid Training and Certification		XXX



Re-certification Training – 40 Hours (Every 2 years)		XXX
Supervisory Training – 9 Hours		XXX
Firearms Training – 40 Hours (Armed Guards Only)		XXX
Semi-annual Firearms Requalification (Armed Guards only)		XXX

Supervisory training will be based on the Contractor's training materials.

No supervisor shall be permitted to work under this task order without having passed the basic training and written examination for basic training, the basic firearms course and qualification (if the supervisor will be armed), and the Government supervisory training.

**IMPORTANT NOTE: This Statement of Work requires semi-annual firearm range qualification for all armed Task Order employees, including guards and supervisors.**

Basic training, FPS "orientation" training, Magnetometer/X-Ray training, and firearms classroom training are "one time only" courses, meaning that they do not have to be taken again during the task order term once they are successfully completed by the Contractor's employees. Training certifications may be transferable to other GSA security guard service Contracts/task orders, provided that the Contractor can furnish evidence (e.g., a valid signed and dated certification) that the training was successfully completed during the predecessor Contract. The CO shall have the sole discretion to accept or deny proposed exemptions from training based on prior training experience.

**Written Examination**

Upon the Contract Task Order security guard and security guard supervisor' successful completion of the Basic Training and Recertification Training, the Contractor must schedule with FPS an FPS-administered written examination that will test their familiarity with and understanding of the information contained in the CGIM (April 2001 version). The test is multiple choice with 50 questions. All of the questions on the test are taken verbatim from the CGIM (April 2001 version or subsequent edition). **The passing score for the examination is 70% (35 questions correct out of 50 possible questions).** Security Clerks are not required to take or pass this written test.

If an employee does not pass the examination on the first attempt, he/she may re-take the examination; however, the employee will be given only two (2) attempts to pass the exam within a 90 day period after training completion. If the employee fails upon the



second attempt, he/she must wait one (1) year to re-train and re-take the examination and will not be permitted to work under any GSA Contract/task order during that one year waiting period. If an employee fails the examination on the first attempt, but waits longer than 90 days to re-attempt the examination, he/she must wait one (1) year to re-train and re-take the examination and will not be permitted to work under any GSA Contract/task order during that one year waiting period.

**IMPORTANT NOTE: No waivers will be granted regarding the testing policies and procedures stated above.**

### **Firearms Training and Qualification**

The Contractor is responsible for providing 40 hours of firearms training prior to sending their employees to a firing range for the initial range qualification session. At least eight (8) but no more than 16 of the 40 hours should be classroom training, with the remaining 24 – 32 hours being actual training/shooting time on a firing range. **For the purposes of this task order, the Government requires that each Contract employee who receives firearms training shall fire at least 200 rounds of Contract compliant ammunition annually during the course of range training and practice.** The cost of ammunition should be factored into the Offering price as it will not otherwise be paid by the Government. The CO will provide the Contractor with the curricula for both the transitional and basic firearms training courses shortly after award of the task order.

Any armed guard who has successfully completed a 40 hour firearms course using a .38 caliber or .357 caliber revolver under a predecessor GSA Contract may be exempted from the 40 hours of firearms training, provided the Contractor can furnish adequate proof that such training was successfully completed (e.g., a valid, legible copy of a Training Certificate, or a current A-1 or firearms certification). The CO shall have the sole discretion to accept or deny proposed exemptions from training based on prior training experience. **NOTE:** Prior successful training completion by the employee **shall not** exempt the employee from the semi-annual range qualification requirements.

**Unless prohibited by state or local law, all weapons range training and qualifications (whether on an FPS range, other Federal range or a commercial range) must be conducted using Trans-II targets only.** The targets are inexpensive and are widely and readily available through firearms catalog retailers. The Contractor shall furnish an adequate supply of targets to accomplish employee weapons qualifications as required by this task order and should factor the cost of the targets into the Offering prices, as they will not otherwise be paid for by the Government after award of the task order.

**IMPORTANT NOTE: This Statement of Work requires semi-annual firearm range qualification for all armed Task Order employees, including guards and supervisors.**



Semi-annual firearms re-qualification does not require specific additional training; rather, it involves the employee's ability to pass the Federal Law Enforcement Training Center practical pistol course (See Exhibit 8) with a passing score. However, the Contractor shall be liable for ensuring that all armed employees receive the training or range time necessary to successfully re-qualify on the practical pistol course on an semi-annual basis. The costs of such preparations should be factored into the Offering prices, as they will not otherwise be paid for by the Government after award of the task order.

**Successful firearms range qualification by the Contractor's employees as part of a state or local firearms permit/license issuance process shall not be considered an acceptable replacement or substitute for the semi-annual firearms qualification required by this Contract.**

An FPS representative will witness the firearms qualification for each employee to ensure that each employee has sufficient knowledge of firearms safety, handling, and shooting ability. The Contractor shall be responsible for contacting the COR to schedule range qualifications at a mutually acceptable date and time. Firearms qualifications that are not witnessed by an FPS employee will not be deemed acceptable for the purposes of this task order.

The Contractor must provide the necessary weapons and ammunition for training and qualifications. **The Contractor shall provide a list of serial numbers of Contractor-provided firearms to be used for qualifications 48 hours prior to scheduled training and qualification to the FPS Training Center, if a FPS Training Center (or other Federal range) is used to conduct range qualifications.** All Contractor-provided weapons used for range qualifications shall be inspected and approved by an authorized FPS Range Master prior to use on any Government firing range. Ammunition used for firearms qualifications on a Government firing range shall be provided by the Government. No Contractor employee shall have in their possession any ammunition for firearms at the time of their entrance upon Government property. The Contractor shall be responsible for licenses and permits required for weapons during transit between the employee dispatch point and the Federal Protective Services Division, Testing and Firearms Qualifications Center (See Exhibit 8).

There is no limit on the number of times a Contract employee can attempt to re-qualify on the practical pistol course. However, **under no circumstances whatsoever will the Government permit any armed guard who has not re-qualified in a timely manner (e.g., over six months from the date of the previous qualification date) to work as an armed guard under the task order.** The Contractor shall provide any and all training and range time necessary to ensure that their employees can pass the practical pistol course qualifications and should document the employee's file with any and all remedial training given to enable the employee to pass the practical pistol course. The Government shall not be liable for compensating the Contractor for any





additional expenses or costs incurred by the Contractor to enable their employees to semi-annually requalify on the practical pistol course.

### **Minimum Age for Firearms Licensing**

Notwithstanding the minimum age requirement cited earlier in the RFQ, the Contractor must follow Federal, state and local firearm licensing and permitting requirements for their employees who work on this contract. In most areas, the minimum age requirement for firearm license/permit holders is twenty-one years of age.

In the event that there is a legal licensing requirement requiring a higher minimum age for a guard, that requirement shall take precedence over this SOW. In other words, in some areas, the minimum age requirement may be greater than 21 years of age.

### **FPS-Provided Training**

Typically, all Contract Task Order security guard employees will receive FPS-provided training prior to working under the task order, however, due to security exigencies, in some cases FPS-provided training may occur after start of task order work. Security Clerks may receive some worksite and duty orientation training, if the Contractor so requests, but it is expected that the Government will provide little or no training to Security Clerks, other than informal familiarization sessions with office work processes. Training provided by FPS employees to security guards will be at a Government site. The site(s) and date(s) of the training session(s) will be scheduled by the COR and Contractor after the award of the task order, usually prior to the start date of the task order. The subjects that will be covered by such training include:

- General information and special orders for the facilities to be protected under the task order;
- Operational procedures for security systems and security equipment used in the protected premises; and
- Emergency operational procedures for security systems on the Occupant Emergency Plan for the location(s) to be protected.

Each Contract Task Order security guard employee must be familiar with all general requirements for a specific facility before being assigned to it.

See Exhibit 7 for the complete syllabus on the FPS-specific Government provided training.

Uniformed guards and supervisors who worked under the predecessor Contract/task order may be exempt from this training, provided the Contractor can furnish adequate proof that such training was successfully completed (e.g., a valid, legible copy of a



Training Certificate). The CO and COR shall have the sole discretion to accept or deny proposed exemptions from training based on prior training experience.

### **Government-Provided Magnetometer/X-Ray Training**

All of the Contractor's Task Order security guard employees who will be assigned to work on posts that contain screening equipment (e.g., magnetometers and/or x-rays) shall receive 8 hours of Government-provided training on the use and handling of the security equipment. This training will be provided at locations specified later by the COR.

Upon completion of this training, the FPS Training Representative will issue each employee a certificate of training completion. The Contractor shall file each certificate in each employee's personnel file.

Guards and uniformed supervisors who worked under the predecessor Contract/task order may be exempt from this training, provided the Contractor can furnish adequate proof that such training was successfully completed (e.g., a valid, legible copy of a Training Certificate). The CO shall have the sole discretion to accept or deny proposed exemptions from training based on prior training experience.

### **CPR/First Aid Training**

The Contractor is responsible for scheduling, obtaining, and covering all costs associated with providing CPR and First Aid training to all uniformed employees assigned to work under this task order. CPR training and certification shall be valid for a period of one (1) year. Upon the one-year expiration of the CPR certification, each employee must become re-certified. Recertification training shall be a minimum of 6.5 hours and cover adult, pediatric, and infant CPR procedures. **While expressing no preference for a CPR training provider, the Government requires that each CPR course MUST provide practical "hands-on" training (e.g., on "dummies") on resuscitation techniques.** If the Contractor is uncertain as to whether a training provider is acceptable, the CO and COR will provide advice and guidance to the Contractor as to which training provider(s) are acceptable, based upon the requirements cited herein.

First Aid training and certification shall be valid for a period of two (2) years. On or before the two-year expiration of the First Aid certification, each employee must become re-certified. Recertification training shall be a minimum of 2.5 hours.

Guards or uniformed supervisors who possess valid CPR and/or First Aid credentials will not be required to re-take the training until their credentials expire.



DHS-FPS RFQ GS05P03GCD0002 – FSC 084, SIN 246-54: Security Services in Michigan - Part 1, Statement of Work

NO Contract employee shall be permitted to work under this task order without currently valid CPR or First Aid certification credentials. Those such employees who work with expired credentials will be immediately removed from the task order upon discovery of the expired credentials, and they will not be eligible to work until they are certified.

**Under no circumstances whatsoever shall the Contractor require any employee to incur the expense of CPR or First Aid training/certification without providing full remuneration to the employee within fifteen (15) calendar days of the employee's completion of the course. The CO shall report violations of this requirement to DOL for investigation and may take Contractual action as deemed appropriate.**

### **Other Special Training**

**In certain cases, the Contractor's employees will receive special additional training that will be given by the tenant agency or by GSA.** The number of training hours and the posts to which the special requirements apply will be provided to the Contractor at such time as the requirement arises. The Contractor will be required to schedule the training, to provide remuneration to all guards for off-duty training at their regular hourly rate/salary, and to ensure that all posts are manned with qualified, FPS-certified Contract guards while training is in progress. The Government will negotiate an equitable price adjustment with the Contractor for all the costs associated with the special training if and when special additional training is required, not to exceed the hourly rates set in the contract for the category of contract employee affected (armed guard or unarmed guard or supervisory rate, as appropriate), at then current rates.

### **Training of Replacement Employees**

All Contract Task Order replacement employees shall meet the training and testing requirements specified in this Subsection (RFQ Section 10).

### **Schedule of Provided Training and Testing**

The Contractor shall schedule and coordinate Government provided training and testing with the COR.

**NOTE: Government training can only be scheduled after issuance of an official Contract task order award by the CO.**

### **Government Provided Training - Failure to Attend**

The Contractor must ensure that their employees attend all scheduled training and examination/qualification sessions. Employee absences at scheduled training sessions have an extremely adverse effect on FPS's security guard program.



The term 'absence' includes any person properly scheduled for training/testing and who fails to report to the appointed place at the proper time and date. An absence may be excused or unexcused.

An excused absence occurs when personnel fail to appear for scheduled qualifications, but the Contractor has provided 24 hours' advance notice or an acceptable excuse. Acceptable excuses are medical emergencies of the guard and the guard's immediate family (spouse, children, parents) and a death in the family. All other excuses shall be reviewed on a case-by-case basis to determine acceptability.

An unexcused absence occurs when personnel fail to appear for scheduled training/testing and the Contractor has failed to provide 24 hours' advance notice or an acceptable excuse.

The Contractor shall report the employee's inability to attend scheduled dates because of acceptable emergencies to the FPS Training Center as soon as possible. FPS retains the right to review emergency cancellations to ensure that they are in fact acceptable and excusable. Emergencies that are unacceptable may result in the employee being placed under an unexcused absence situation.

The FPS Training Bureau shall compile a list of all employees who have an unexcused absence for each day of training. This list will be forwarded to the CO, and the costs associated with the guard's failure to attend will be deducted from the Contractor's next monthly payment. Furthermore, those employees with unexcused absences will be given last preference for re-scheduling training (after those employees who have not been trained and those who require make-up training from an excused absence); thus, the employee's ability to work under the Contract may be seriously delayed by the unexcused absence(s).

### **Training Waivers**

In certain rare circumstances, such as emergencies or significant, unanticipated increases in required services, the CO may temporarily waive the time frames in which training and/or testing must be provided before a Contract employee can work under the Contract. However, all such waivers must be requested in writing by the Contractor, citing the specific reasons why the time frame for training/testing should be temporarily waived, and citing a specific deadline in which the required training/testing will be successfully completed by the employee, not to exceed 120 calendar days. **Under no circumstances may the Contractor schedule or permit any employee to work under a temporary waiver without the CO's written consent of the waiver request.** If the CO grants a temporary waiver for the time frame requested by the Contractor, the Contractor must abide by that time frame and, upon expiration of the temporary waiver deadline date, must either have completed the training/testing requirements or must remove the affected employee(s) from the task order until such time as the



requirements are successfully completed.

**Under no circumstances will the CO permanently waive the training and testing requirements as described in this SOW for any employee of the Contractor.**

**The requirements of the contract and the security needs of the Government will be of paramount concern in evaluating any and all waiver requests.**

### **11. Quality Control (QC) Contractor-Provided Quality Control Plan**

Adequate and consistent quality control is an essential component of successful performance. The Contractor shall develop and adhere to the Quality Control Program accepted by the Government upon award of the task order. The Contractor's Quality Control Program shall include, but not be limited to, the following areas:

- (1) A description of the type, level, and frequency of inspections performed by the Contractor's Quality Control Monitors (not routine inspections performed by Supervisors as part of their normal supervisory duties).
- (2) Quality Control Inspection Check Lists used to conduct inspections that include, as a minimum, checks of: equipment, uniform and appearance; attendance and/or compliance with GSA Form 139 Sign in/out procedures; knowledge of and adherence to Duty Book requirements; knowledge of and adherence to screening equipment operating procedures; possession of certification and company identification card(s); possession of required licenses and permits; current firearms qualifications; and overall performance.
- (3) A description of the Contractor's employee reward/incentive program and the Contractor's discipline procedures, used when either superior or deficient performance is noted by the Contractor's Quality Control Monitors or by the Government.
- (4) Resumes for all employees appointed to serve as Quality Control Monitors.  
**Under no circumstances shall individuals appointed as Quality Control Monitors serve as uniformed employees working under this Contract.**

Quality Control Inspection Reports shall be prepared by approved Quality Control Monitors and remain on file at the Contractor's facility in sequence by inspection date for all inspections made during the entire term of the task order. Follow-up reports shall be prepared and maintained in the above manner.

Inspections shall be conducted by the Contractor in accordance with the Quality Control Plan and as frequently as necessary to ensure effective performance by the Contractor. While the Contractor may perform more inspections than are required in the Quality



Control Plan, in no event shall the Contractor perform fewer inspections than required by that Plan.

The Contractor's Quality Control Monitors must be identified and their resumes submitted in writing by the Contractor to the COR for approval prior to them performing any inspections under the Contract. All changes in appointments shall require the same approval.

The Contractor shall maintain a file of all inspection reports related to the task order and shall make those reports available to the CO or COR upon request. The CO or COR may also request a copy of each inspection report to be forwarded at the time it is prepared. The Contractor shall brief the COR of any serious problems or deficiencies noted during an inspection and shall inform the COR of all actions taken or planned to resolve the problem.

If the Contractor's performance indicates that additional quality control measures must be to ensure satisfactory performance of required services, the CO and COR will meet with the Contractor to discuss the Contractor's performance, Quality Control Plan, and any other areas of concern. The CO and COR may request that the Contractor take additional steps to improve both the overall performance of the task order and adherence to their Quality Control Plan.

The Contractor's adherence to their stated Quality Control Plan shall be considered by the Government during semi-annual performance evaluations. Failure by the Contractor to adhere to their stated Quality Control Plan's schedules, methods, forms, etc., may result in Contractual actions being taken by the Government (e.g., the CO has the authority to negotiate and take an equitable adjustment from the Contractor's monthly payment for Quality Control not provided).

### **Government-Provided Quality Control, Inspection, and Monitoring**

Inspection is the Government's primary means of ensuring that it receives the items for which it has contracted. For that reason, the government will use multiple means of inspection.

People from all walks of life will be observing and interacting with the Contractor's employees. This experience, good or bad, will frequently be reported to GSA. GSA will follow up as is appropriate with each such report. If appropriate, GSA will then advise the Contractor of the commendations or complaints received.

GSA works in partnership with client Federal agencies who reimburse GSA for contracted services. The staff and management of these Federal agencies will be supplementing GSA's own inspection and monitoring program with formal and informal



observations and reports.

The Government shall use any and all methods deemed necessary to ensure that the Contractor's employees are in a constant state of awareness and readiness. These methods may include uniformed or undercover surveillance by FPS staff; intrusion tests by undercover FPS staff to evaluate the guards' actions; and surveys of building tenants regarding the guards' performance (including the guards' professionalism, courtesy, and knowledge of their assigned duties). Such procedures may occur at any time during the day or night, on any day of the year, and may be supplemented by GSA's customer surveys and other agency reviews of the Contractor's performance.

In the event a serious breach of assigned duty by the Contractor's employee(s) is identified during an inspection/quality control exercise, the CO and/or COR shall immediately contact the Contractor to discuss the Government's findings and the steps the Contractor will take to correct the problem(s).

The Government may assess price deductions for services not rendered according to this SOW's requirements. Refer to RFQ Section 13 for further information on deductions.

## **12. Payments**

Payment will be made on a calendar month basis in arrears upon submission of an invoice. Payment will be due on the 30th calendar day after Government receipt and acceptance of a proper (legible, accurate and complete) Contractor invoice, or 30 days after of receipt of Contractor services, whichever is later.

It is the objective of the Government to obtain complete and satisfactory performance in accordance with the terms of specifications and requirements of this Contract. The Criteria for Deductions (RFQ Section 13) will be used by the Government in determining monetary deductions for nonperformance of work under this contract, or for deficiencies in the performance of work.

The Contractor is responsible for submitting accurate invoices that reflect the actual services provided each month. Where there are variances between the requirements cited in the task order(s) and the work actually performed (e.g., unmanned posts), the Contractor shall attach a separate sheet to the invoice detailing each instance of a variance. The Contractor shall compute the invoice price to reflect the actual amount owed. **Submission of false invoices shall be subject to significant contractual and legal actions.**

To verify the monthly payment for productive labor hours, the CO's designated representative will compare the labor hours required in the task order with the GSA Form 139, Record of Time of Arrival and Departure from Buildings, or other approved



sign-in/sign-out form. The Government may perform a 100% comparison or sampled comparison to verify the accuracy of the Contractor's invoice. The Government will only pay for services actually rendered by the Contractor. If variances are noted between the invoice and the GSA Form 139, the Government will propose a contract deduction. For example, If the task order required that a post be manned for 12 hours, and the Contractor billed for 12 hours, but the GSA Form 139 shows that post was manned for 10 hours, the 10 hours will prevail and the Government will deduct the difference.

Any inquiries regarding payment shall be directed to the following:

**General Services Administration  
Region 7 Finance Division  
Accounts Payable Branch (7BCP)  
P.O. Box 17181  
Fort Worth, TX 76102-0181**

**Tel: 817-978-8783  
Fax: 817-978-7413  
Fax: 817-978-4567**

or visit the GSA Finance Division website at <http://www.finance.gsa.gov>.

Note: A specific GSA-Finance contact person for this Task Order may be identified after Task Order award. The telephone number may also change after award.

**Submission of Invoices**

**Base/Recurring Services.** Invoices shall be submitted on the first of each month to:

**General Services Administration  
Region 7 Finance Division  
Accounts Payable Branch (7BCP)  
P.O. Box 17181  
Fort Worth, TX 76102-0181**

**Additionally, a copy of each such invoice shall be submitted simultaneously to the COR or ACOR at the following address:**

**To be identified by the CO after award.**

**Temporary Additional Services/Special Additional Services (TAS/SAS):** Each invoice for additional services shall be submitted to the COR's address as stated above.

All invoices submitted for TAS/SAS shall reference the following information:





- (1) The purchase order number indicated in Block #4 on the GSA Form 300.
- (2) The name of the facility where services were provided.
- (3) The dates and number of productive and supervisory hours worked, including the rates authorized for each.
- (4) The name of the GSA Representative who authorized the additional hours of work.

**13. Price Deductions: Deduction Schedule and Criteria for Deductions:**

a. Where uniformed security guard services are concerned, there is no way for the Government to obtain re-performance of unprovided or unacceptable work by the Contractor's Task Order employees. Thus, the Government shall remedy the Contractor's non-performance or unacceptable performance through price deductions, and other such remedies as are available to the Government.

b. Except in certain circumstances stated in the Contract and Task Order (see item 4, below), hourly Contract rate(s) are also the deduction rate(s) for Contractor failure to provide Contract-required levels of service(s). The hourly Contract deduction rate is (except as stated in item 4, below) the same hourly rate stated in the awarded Contract Task Order, for the affected service (armed, unarmed, non-supervisory, vehicle, etc.).

**DEFICIENCIES**

**DEDUCTIONS**

1. Unarmed Contract guard working at an armed guard post without advance written permission from the CO or COR	100% of the Contract's armed hourly rate for each hour the Contract employee works, per post so affected
2. Contract guard working without valid GSA Certification and/or Suitability Clearance and/or State firearm permit (if so required by applicable law and regulation)	100% of the Contract's hourly rate for each hour the Contract employee works, per post so affected
3. Contractor's failure to provide required relief breaks, including those for meals and personal hygiene (in accordance with U.S. Department of Labor standards, and DOL-recognized Collective Bargaining Agreement requirements, and state requirements, if any).	The hourly contract rate, prorated in 15 minute increments for relief not provided, per post so affected.
4. DHS-FPS employees staffing vacant contract guard posts (vacant guard posts are Task Order-required posts staffed by the Contractor during those posts scheduled hours of duty)	No less than 100% of the Contract's hourly rate or the Craft Code Rate (whichever is higher), plus



- 5. Failure to provide Contract Task Order-required uniforms, equipment and accessories (in whole or in part)

GSA per- diem expenses (if any are incurred), per Contract post so affected.

No less than 100% of the Contract's hourly rate per Contract guard post so affected.
- 6. Failure to show as scheduled for GSA's written guard exam

No less than the pro-rated Craft Code Rate(s) for the GSA Examiner(s), pro-rated on the ratio of each absent, but scheduled, Contract employee examinee, to each scheduled but present Contract employee (i.e., if ten guards are scheduled, but only 5 appear, then the pro-rated amount would be 50% of the Craft Code Rate for each GSA employee (Examiner/Monitor/Proctor) present, for the authorized duration of the entire timed Exam).
- 7. Contract employee loss, damage, destruction, and/or unauthorized use of Government Property (for example, loss of Agency keys, requiring re-keying and replacement of locks affected).

GSA's actual cost to replace/repair, secure, restore and "make whole" the affected property, in a timely manner.
- 8. Failure to provide Task Order vehicle(s) and/or vehicle performance

GSA's actual cost to replace (via lease/rental) the ordered vehicle(s), but no less than 100% of the vehicle's daily lease Task Order rate, per day/date the vehicle is not available and/or not fully operational from the Contractor via this Task Order. Parts of a calendar day shall be rounded up to a whole calendar day when determining deductions, for



each the day/date the Task Order vehicle is ordered but is unavailable. and/or is not fully functional."

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#### **14. Performance Evaluations**

The CO and/or COR shall meet with the Contractor (either in person or via teleconference) on a regular basis and prior to all performance evaluations to discuss the results of the Government's quality control findings and the Contractor's overall performance of the task order. The intention of these meetings is to establish a "meeting of the minds" between the Government and the Contractor, and to ensure the effective performance of the task order. Whenever possible, the Government shall give the Contractor the opportunity to correct any identified problems/deficiencies prior to a written performance evaluation being given, in order to demonstrate the Government's good faith and paramount intention to obtain successful performance by the Contractor.

The Government will formally evaluate, in writing, the Contractor's performance, usually twice per year. The Contractor shall be permitted to respond, in writing, to the findings of the performance evaluation. Both the performance evaluation and the Contractor's response shall be filed in the Government's task order file. Where the Contractor fails to respond in writing to a performance evaluation, the CO shall assume the Contractor's complete agreement with the findings of the performance evaluation.

The Government shall have the express authority to share the findings (either general or specific) of the performance evaluation reports with any other Federal agency, non-profit agency, or business concern who seeks information on the Contractor's performance, in any manner (electronic, verbally, or in writing) it deems appropriate.

The Government shall use the performance evaluations as a factor to determine whether to exercise any available option period and/or as a factor to determine whether to award any future Contract(s)/task order(s) to the Contractor.

#### **15. Marking and Payment of Postage, Shipping, and Handling Fees**

All information submitted to the CO or the COR shall indicate clearly the task order number under which the information is being submitted.

The Contractor shall pay all costs related to the Contractor's preparation and submission of information to DHS and GSA, including forms, reports, files, correspondence, invoices, payrolls, rosters, inventories, suitability applications, etc.



These costs must be factored into the Offering prices, as they will not otherwise be compensated by the Government after award of the task order.

## **16. Termination/Cancellation of Services**

The Government can terminate all services under this task order at any time of its choosing under FAR Clause 52.249-2, Termination for Convenience, as stipulated under the Contractor's MAS Contract.

Because services under this task order are open-ended (e.g., there is an option period available to be exercised), the Contractor shall have the right to propose a no-cost cancellation of the task order if or when the Contractor no longer is willing or able to provide the required services. The Contractor shall submit the cancellation request in writing to the CO. The request shall contain, at a minimum, the following information:

1. Proposed time and date of cancellation.
2. Reason(s) for request of cancellation.
3. List of all current employees, including each employee's anniversary date (e.g., how long they have worked under GSA Contract(s)/task order(s)), how much leave time is owed, and the post location where he/she is currently assigned to work.

**The Contractor MUST submit the cancellation notice in writing at least 90 (ninety) calendar days prior to the anticipated/requested cancellation date and time, in order for it to be considered as timely by the CO.** Upon receipt of the cancellation request, the CO will review it to ensure that it complies with this requirement, and contains the required information. The CO will acknowledge the request in writing and will respond in writing to confirm the actual cancellation date and time.

**The Contractor shall not propose, request or receive any reimbursements, costs or fees associated with the change, cancellation and/or termination of task orders awarded/issued through this RFQ. The Government has no liability for the change, cancellation and/or termination of post task order(s) resulting from this RFQ, unless all posts are Terminated for Convenience. Under the terms and conditions of this Task Order, a Task Order post may consist of a guard post, a guard supervisor post, a contract manager post, a security clerk post or a vehicle post. Individual service orders will be placed for each Task Order post. The Contractor for the Task Order will submit one individual invoice for each Task Order post monthly in arrears, for payment. This allows prompt payment of all non-disputed invoices (i.e., one unaccepted or erroneous invoice won't hold up payment of all other accepted invoices).**



**Important Note:** The contractor invoices the Government monthly, in arrears. The Government has 30 days from acceptance of the invoice to make prompt payment. This means that the first payments of accepted invoices may occur about 60 days after the Contractor's start of contract task order performance.

**//END OF RFQ PART ONE//**



DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

**Introduction:**

Only current GSA-FSS FSC 084 SIN 246-54 (or GSA-FSS FSC 539 SIN 246-54, the prior FSC designator) security guard service contract holders are eligible to submit Quotes in response to this Request for Quotes (RFQ). In other words, only the companies already on the above identified GSA-FSS schedules by the Quote due date and time may submit Quotes responding to this RFQ.

**LIST OF EXHIBITS**

**(Part 2, Exhibits, totals about 55 pages,**

**not including Part 2 Exhibits that are attached to the RFQ as separate files)**

<b>EXHIBIT</b>	<b>TITLE</b>
<b>EXHIBIT 1</b>	<b>Existing (Incumbent) Productive (Non-supervisory) and Supervisory Guard and Vehicle Requirements at time of RFQ, including Post Schedules, Hours and Location</b>
<b>EXHIBIT 2</b>	<b>Communication Equipment Requirements</b>
<b>EXHIBIT 3</b>	<b>Patrol Vehicle Requirements</b>
<b>EXHIBIT 4</b>	<b>Training Subjects to be Presented to the Contract Guards by the Contractor</b>
<b>EXHIBIT 4A</b>	<b>Contractor’s Certification of Basic Training</b>
<b>EXHIBIT 5</b>	<b>Supervisory Training Subjects to be Presented by the Contractor</b>
<b>EXHIBIT 5A</b>	<b>Contractor’s Certification of Supervisory Training</b>
<b>EXHIBIT 6</b>	<b>Contractor-Provided Recertification</b>
<b>EXHIBIT 6A</b>	<b>Contractor’s Certification of Recertification Training</b>
<b>EXHIBIT 7</b>	<b>Training Subjects Presented by the Government’s COR to Contract Employees</b>
<b>EXHIBIT 7A</b>	<b>Contractor’s Certification of Government-Provided Training</b>
<b>EXHIBIT 8</b>	<b>Contractor-Provided Firearms Training/Certification Practical Pistol Course</b>
<b>EXHIBIT 8A</b>	<b>Contractor’s Certification of Firearms Training</b>
<b>EXHIBIT 9</b>	<b>Contractor’s Training Schedule and Plan</b>
<b>EXHIBIT 10</b>	<b>Standard Form (SF) 78, Certificate of Medical Examination</b>
<b>EXHIBIT 10A</b>	<b>Medical Standards</b>
<b>EXHIBIT 11</b>	<b>Contractor’s Certification of Contract Employee Eligibility Requirements</b>
<b>EXHIBIT 12</b>	<b>Key Personnel Resume</b>
<b>EXHIBIT 13</b>	<b>Security &amp; Suitability Clearance Requirements</b>
<b>EXHIBIT 14</b>	<b>U.S. DOL Wage Determinations</b>
<b>EXHIBIT 15</b>	<b>Collective Bargaining Agreements</b>
<b>EXHIBIT 16</b>	<b>Map Showing Geographic Performance Area (<u>Michigan</u>)</b>
<b>EXHIBIT 17</b>	<b><u>State Of Michigan</u> Regulatory Agency Information</b>
<b>EXHIBIT 18</b>	<b>Seniority Lists of Incumbent Contractor Employees</b>



*DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 2, Exhibits*

## **EXHIBIT 1**

### **Existing (Incumbent) Productive (Non-supervisory) and Supervisory Guard and Vehicle Requirements at time of RFQ, including Post Schedules, Hours and Location**

**Exhibit 1 is attached to the RFQ-conveying email as a separate file. This file is a helpful historical record. While the Government anticipates similar future contract post requirements, there is no guarantee such will occur. The Government's contract security service needs are dynamic, adapting to a) availability of funds, and b) physical security threats, real and potential. In other words, while we estimate that most contract task order posts will be ordered as shown in this exhibit, the specific quantity, type, schedule and location of contract services ordered after Award of this Task Order may vary some from that shown as current for the incumbent. High threat conditions may increase task order labor hours well beyond what is estimated in the RFQ.**



DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

**NOTE: Where indicated, relief periods (lunch, breaks, etc.) are required by Contract. The Contractor must provide a replacement/relief guard for each fixed-post guard for the purposes of the fixed-post guard taking an authorized meal or hygiene break at Task Order posts located within the cities identified below. Unless otherwise specified, patrol (rover and non-fixed post) guards and supervisors must not be used for replacement.**

The RFQ and Task Order do NOT specify when paid or unpaid meal and hygiene breaks are to be provided for Task Order employees, but defer instead to applicable Federal and state law and regulations in that regard. The Contractor's direct and indirect costs for Task Order relief guards (required only for productive/non-supervisory guards in the groupings and cities below) shall be included in the Offeror's firm, fixed non-supervisory guard rates.

Task Order guard relief (an equally qualified and equally equipped replacement guard provided on a one-to-one basis by the Task Order Contractor during the entire period of the relieved guard(s) meal and hygiene breaks) shall be scheduled and provided by the Task Order Contractor for (a) all non-supervisory guards performing at Task Order posts that are located at Task Order supported facilities where there are (b) five or more Task Order guard posts that are each and all concurrently located within 4 (four) street blocks of each other (c) within the city limits of any and all of these cities:

**Ann Arbor, MI; Battle Creek, MI; Detroit, MI; Grand Rapids, MI;**

Supervisors do not require such relief, anywhere, as their duties permit some flexibility. Non-supervisory Task Order guards performing at posts located outside of these designated "relief" areas shall pre-coordinate and pre-schedule their relief breaks and meal breaks with their Task Order supervisor, and the manager of the facility/office where they work. Relief guards are not separately invoiced. The costs for all relief guards are included in Task Order productive (non-supervisory) guard hourly rates (supervisors do not have relief supervisors, so shall not have such costs in their rates) across the entire Task Order performance area. Costs for such hygiene relief and meal breaks shall be included in the Contractor's hourly price(s) for non-supervisory guards, as such costs shall not otherwise be invoiced to or paid for by the Government. Regardless of location, Security Clerks performing at Task Order location(s) shall pre-coordinate and pre-schedule their hygiene and meal breaks with their Task Order supervisor, and with the manager of the office where they work, but Security Clerks do not require and shall not have "in-kind" hygiene and meal relief replacements, such as required for non-supervisory guards.

**IMPORTANT NOTE:** Habitual failure by the Contractor to furnish lawfully required meal and hygiene relief breaks as required here may be considered to be a material breach of Contract Task Order, and may result in termination for cause, in whole or in part.





DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

## EXHIBIT 2

### COMMUNICATION EQUIPMENT FURNISHED BY THE GOVERNMENT

- a. Two-way, portable, hand-held, battery-powered VHF and/or UHF voice radio sets that use the Government's radio frequencies. These portable radio sets shall each have two (2) or more radio channels/frequencies, and shall include all associated crystals, frequency synthesizers, scramblers, descramblers, antennas, batteries, battery chargers, carrying cases, operator user instructions and other related accessories required by the Government. These portable radio sets shall be used to provide essential voice communications between the Contractor's security service staff, the Government's Communication/Control Center and the COR/COR's staff (if within radio range). All radio sets provided and/or furnished by the Government shall be standardized on the same make and/or model of radio and accessories, thereby ensuring a uniformly efficient level of radio communications performance and reliability, due to the Contractor's security service staff familiarity and expertise in the use, performance and operator maintenance of said radio equipment.
- b. The Contractor's staff shall provide operator-level maintenance for all such Government-issued radio equipment for the duration of the Contract. Operator-level maintenance includes keeping radio equipment and accessories clean, undamaged and protected from weather. It also includes operator compliance with all manufacturer-recommended operator practices and procedures for operator usage and operator maintenance (including battery replacement). During the course of this Contract, and with the exception of equipment vandalized, lost, abused and/or mishandled by the Contractor's employees, all faulty, inoperable, damaged and/or performance-impaired radios shall be repaired and/or replaced (whichever is faster) by the Government, at the Government's expense. The cost of these radios, radio servicing and non-operator maintenance shall NOT be included in the Contractor's per hour labor price, since this expense is born by the Government. The cost of operator maintenance (including the timely purchase, replacement, charging, testing and changing of portable radio batteries) shall be included in the Contractor's per hour labor/service price for security guards. FPS will provide written authorization to the Contractor to purchase replacement batteries through GSA Federal Supply Service schedule contracts, significantly lowering Contractor battery costs (usually to about 50% of the retail commercial price for major name-brand batteries that are fully compatible with these Government radios).
- c. All Government radio equipment shall be returned complete, undamaged and in good operating condition to the Government's COR at termination/completion of this Contract.
- d. The Contractor shall comply with all applicable Federal laws, rules and regulations during their operation or utilization of the Government's radio equipment. Contract-related radio communications are closely monitored and frequently recorded by the Government. The Contractor's usage of Government radio systems is limited to sending and receiving concise official messages that are clearly identified by the user ("Post 7", "Mobile 6", etc.), while maintaining on-air discipline. Radio systems shall NOT be used for non-business messages.



*DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits*

e. All equipment provided/furnished to the Contractor by the Government shall remain the property of the Government. Contractor use and/or possession of Government equipment does NOT grant the Contractor ownership and/or claim to Government equipment.



## EXHIBIT 3

### TASK ORDER PATROL VEHICLE REQUIREMENTS

1. The Contractor shall furnish FPS with commercially-manufactured gasoline-powered or diesel-powered motor vehicles for use by uniformed Contract employees who are performing supervisory and/or patrol support of this Task Order. These vehicles shall be leased by the Contractor to the Government through this Task Order for patrol and supervisory use on paved and unpaved lanes, roads, streets and highways that are located in the geographic area of this Task Order, in accordance with the rates and prices listed for such vehicles in Part 3 of the Task Order.
2. These vehicles shall be used by the Contractor's uniformed security guard supervisors and security guard employees while they are on duty (NOT off duty), and only when the COR has pre-approved such supervisory/patrol vehicle usage for that particular post/area and purpose.
3. The Government will monitor vehicle usage, to ensure that all such vehicles are used for Task Order-related purposes, only. On a case by case basis, the cognizant COR may require that these vehicles and their keys be put into the custody of the COR or a COR-designated custodian, at the end of a vehicle use period (duty period), such as may occur at the end of a daily or weekly work shift.
4. Each supervisory/patrol vehicle provided by the Contractor shall be fully operational, undamaged and in good repair, and maintained and used in accordance with that vehicle's warranty provisions and manufacturer recommendations. It is the intent of the Government that the Contractor furnish two types of motor vehicles through this Task Order:
  - a. two-wheel drive (2wd) sedans; and
  - b. selectable two-wheel/four-wheel drive (4wd) sport utility vehicles (SUV).
5. The Government will order quantities of both of the above vehicle types in accordance with the terms and conditions of the Task Order. Quantities ordered may vary from that estimated.
6. Each vehicle provided to the Government through this Task Order shall:
  - a) be lawfully licensed, insured, inspected and registered in the state it is primarily operated in;
  - b) be a four-wheeled commercially-manufactured compact or midsize hardtop vehicle capable of comfortably and safely carrying **4 (four)** or more adult persons, with room to comfortably seat **two** adult persons in the vehicle's front seat(s) and **two** adult persons in the vehicle's back seat(s), with all **four** adult passengers (including the driver/operator) comfortably and safely seated within the vehicle at one time;
  - c) for sedans, be equipped with a two-wheel drive (2wd) power train, using front or rear drive, but NOT both. Under this Task Order, these vehicles shall be known as 2wd sedans. Such sedans will primarily, but not exclusively, be operated during the hours of daylight



and darkness on well-maintained paved roads, streets and highways that will usually (but not always) be clear of accumulations of mud, snow and/or ice.

d) for sport utility vehicles (SUV), be equipped with a driver/vehicle operator-selectable two-wheel drive/four-wheel drive power train, that when engaged in four-wheel drive, utilizes both front and rear wheel drive. Under this Task Order, these vehicles shall be known as 4wd SUVs. Such SUVs will primarily, but not exclusively, be operated during the hours of daylight and darkness on poorly or infrequently maintained paved roads, unpaved lanes, dirt or gravel surfaced roads, and other unimproved land surfaces that may periodically be temporarily surfaced with accumulations of mud, snow and/or ice.

e) be equipped with a diesel or gasoline-fueled engine having six or more cylinders, with a functioning engine, passenger compartment heating system (essential in cold weather), vehicle transmission and brake system that will withstand twelve or more continuous hours per day of engine idling and driving within posted speed limits and frequent vehicle starts and stops;

f) be equipped with a heavy duty battery and alternator, capable of supporting all vehicle .

g) be externally equipped with a roof-mounted emergency rotating or flashing roof light/light bar that is in compliance with all state and local laws, where operated;

h) be a 2002 model-year (which may have been manufactured/assembled no earlier than 2001) or a newer (post-2002 model year) passenger vehicle with four passenger doors;

i) be capable of safely achieving and maintaining speeds up to and including 60 (sixty) miles per hour, for 12 (twelve) or more continuous hours of 60 (sixty) m.p.h. usage, per day;

j) include a driver-controlled externally-mounted steerable vehicle searchlight/spotlight that may be aimed by the driver at objects located to the driver's side of the vehicle (vehicle lighting shall comply with all state and local Government requirements for vehicle-mounted electrical lighting);

k) permit the safe and efficient installation and use of Government-owned two-way mobile voice radio/telephone communications equipment, including radio/telephone, cables, connectors, microphone and magnetically-affixed, externally-mounted antenna. The Government has the unilateral right to furnish and install or NOT furnish and NOT install such communication equipment in Contract vehicles, at any time for the duration of the Contract. Should the Government provide communication equipment for Contract vehicle installation, that equipment shall be installed, tested and later deinstalled at the expense of the Government;

l) clearly display the Contractor's distinctive company identification (logo and company name) using firmly-affixed weather-proof paint, plastic decals or metal decals on the external part(s) of the vehicle's left, right and rear body (without obstructing vehicle lights and driver vision, and without adversely affecting safety or vehicle performance);



DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

m) be fully operational and in safe and efficient working condition at all times, during the life of the Task Order.

7. Faulty, inoperable, damaged and/or performance-impaired vehicles shall be repaired and/or replaced (whichever is faster) by the Contractor, at the Contractor's expense, unless otherwise provided for by the Task Order. It is the Contractor's responsibility to promptly, accurately and efficiently maintain all Contract vehicles and all Contract vehicle maintenance logs throughout the life of the Task Order.

8. All direct and indirect costs incurred by the Contractor for Task Order-required vehicles (including vehicle purchase/lease, repair, licensing, registration, insurance, inspection, care, cleaning, maintenance, storage, equipage, fuel, towing, gases and lubrication, but NOT including vehicle operator/driver wages which are included under hourly labor/service rates) shall be included in the Contractor's Part 3 rates (prices) for required vehicles.

9. All Task Order-required vehicle usage shall be limited to those patrol and/or security guard supervisory duties required by this Contract. Only uniformed Contract employees who possess a valid state vehicle operator permit/license issued in their own name may operate and drive Task Order-required vehicles. All required vehicles shall comply with the terms and conditions of this Task Order, and shall also comply with all applicable state and local laws. Vehicle insurance is required.

10. The Contractor's lease price to the Government for each and every required supervisory/patrol vehicle shall include all routine and non-routine operating and maintenance expenses, plus the first **24,000 (twenty-four thousand)** miles driven per **12 (twelve)** month period, in support of this Task Order. The per mile rate shall be charged only when the mileage driven (per vehicle) in support of this Task Order exceeds the first **24,000 (twenty-four thousand)** miles included in the lease price of each of the vehicles leased under this Task Order. The annual vehicle lease rate shall be subject to proration (example: if a vehicle is leased for seven (7) full months, then one twelfth of the annual rate shall be paid in arrears each month for seven months).

11. The above-referenced vehicle operating and maintenance costs shall include all costs for vehicle: purchase/lease; preparation; delivery; tax; title; licensing; registration; insurance; inspection; routine and non-routine maintenance of all types and kinds; preventive and remedial maintenance of all types and kinds; repair; interior and exterior care and cleaning; accessories; parts; labor; supplies; storage; garaging; towing; equipage; fuel; fluids; gases and lubrication expense, unless otherwise provided for by the Task Order.

12. The Government's estimated quantity of supervisory/patrol vehicles (see RFQ Pricing Section) is the approximate number of vehicles the Government believes it will lease through this Task Order. The Government has the unilateral right to require and order a quantity of supervisor/patrol vehicles that is less than or more than that estimated in Part 3. A minimum quantity of **zero** vehicles through a maximum quantity of **triple** the RFQ estimated quantity of supervisory/patrol vehicles shall be simultaneously furnished by the Contractor to the Government at multiple locations designated by the



DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

Government, in accordance with the Contract and Government Task/Delivery Orders, if the estimated quantity of vehicles is NOT ordered. With the Contractor's concurrence, the Government may order at the same Part 3 rates more than the above-stated maximum quantity of required patrol/supervisory vehicles. On an ongoing basis, the Government will review its needs for Task Order vehicles, and then use Government Delivery Orders to add and/or delete vehicles. The Government will control and specify the location, operating area and usage parameters for all vehicles.

13. Each vehicle ordered by the Government shall be equipped, supplied and replenished by the Contractor according to the following schedule, with the following items:

- a) an semi-annually inspected, fully-charged and operational ABC-rated portable fire extinguisher, suitable for safe and effective use on electrical and gasoline fires;
- b) a semi-annually inspected OSHA-approved first aid kit that includes sterile liquid eye wash, elastic cling bandages, sterile adhesive bandage strips, adult-sized triangular bandages (to serve as a sling/arm support), sterile gauze pads/material, metal scissors, tourniquet, ammonia inhalant(s), tongue depressors, adult-sized disposable latex/rubber gloves, and antiseptic spray/liquid/cream for treating minor cuts, bites, abrasions or burns;
- c) a daily driver-check (prior to vehicle operation) to ensure compliance with manufacturer-recommendations for type, level, quality and quantity (as appropriate) of vehicle:
  1. radiator water and antifreeze/coolant;
  2. battery water and electrolytes;
  3. engine oil;
  4. engine fuel (gasoline, etc.);
  5. transmission fluid;
  6. brake fluid;
  7. tire tread(s) wear on each of all four tires;
  8. tire air pressure on each of all four tires; and
  9. windshield wiper blade(s).

14. When initially offered and provided to the Government under the terms of this Task Order, each and all patrol/supervisor vehicles shall have **24,000 (twenty-four thousand)** or fewer miles of actual vehicle use, per vehicle, prior to Government acceptance. This means that as of the date the Government accepts a vehicle offered under the terms of this Task Order, each vehicle so offered and provided shall NOT have actual vehicle-use mileage that exceeds this distance.

15. Vehicle mileage shall be based on each one having an accurate and functioning odometer that was continuously operational in that vehicle during all use of that vehicle, since manufacture. Vehicles that have had odometer mileage adjustments, odometer tampering, odometer malfunction and/or odometer disconnection before being provided to the Government are NOT eligible to be furnished and/or used under the terms of this Task Order.

16. The Contractor shall provide to FPS's cognizant COR a written document that accurately and completely lists each vehicle's manufacturer and model name, model year, year of manufacture (if different than model year), Vehicle Identification Number (VIN), license plate number, vehicle registration number, vehicle insurance policy company name and address, vehicle insurance policy



*DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits*

number, and existing and true odometer mileage for each vehicle offered and furnished to FPS through this Task Order, prior to any acceptance by the Government.

17. The Government reserves the unilateral right to reject specific lease vehicles (which may be identified by VIN number or vehicle license plate), if, in the best judgement of the Government, that particular vehicle is NOT in full compliance with the Task Order and may NOT be readily made in full compliance with the Task Order, in a timely and prompt manner. Such a rejection is NOT a cancellation of a Delivery Order, but is a Government finding (based on Contract requirements) that the Contractor's specific vehicular offering is NOT acceptable and/or is no longer acceptable to the Government. In cases where this may occur, the Contractor is required to immediately provide a replacement vehicle that is in full compliance with the Task Order.

18. The Contractor shall monitor vehicle running and operating condition on a daily basis, so as to be aware of and remedy or replace on the same calendar day discovered/reported:

- a. low tire pressure, high tire pressure, insufficient tire tread, damaged tire tread (cuts/slashes/punctures/holes in the tire), damaged tire sidewalls, damaged/inoperative tire valve/valve stems and any and all other tire defects, damages and deficiencies;
- b. and all other Contract vehicle device defects, damages and deficiencies.



### EXHIBIT 4

#### TRAINING SUBJECTS TO BE PRESENTED TO THE CONTRACT GUARDS BY THE CONTRACTOR

**IMPORTANT NOTE: THE INSTRUCTOR USE THE FPS CONTRACT GUARD INFORMATION MANUAL (CGIM) AS AN ESSENTIAL COMPONENT OF THIS TRAINING. TOPICS ARE CROSS REFERENCED WHERE APPLICABLE TO THE MANUAL FOR EFFECTIVE PRESENTATION OF THE MATERIAL.**

#### 72 Hours<sup>1</sup>

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Overview of the General Services Administration and the Federal Protective Service (CHAPTER ONE, CGIM)	2	Instructor(s) will discuss the mission, role, and responsibilities of GSA and FPS as well as the role contract guards play in facility security. Instructor will also discuss the five types of facilities and security levels
Customer Oriented Protection	2	Instructor(s) will discuss the concept of Customer Oriented Protection and the Role contract guards play in this approach to security (Note: GSA or FPS will provide the instructor with information on this program to assist in training)
Overview of the Roles & Responsibilities of a Contract Guard (CHAPTER TWO, CGIM)	2	Instructor will discuss the typical duties and responsibilities associated with being a contract guard at a Federal facility;
Ethics and Professionalism Part I: Overview (CHAPTER TWO, CGIM)	1	Describe police professionalism today, including the expanding use of contract guards and indicate by current trends where it may be headed in the future. Provide instruction in police ethics, using practical examples, both desirable and undesirable. Discuss ideas and policies that will lead to improved cooperation between the local, state, and Federal law enforcement officers, and the contract guards.

<sup>1</sup> The Contractor must present 72 hours of basic training to all students. The hours listed in the "Hours" column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. The Instructor shall use his/her expertise in evaluating the class's progress in comprehending and applying the concepts and materials taught. There may be some fluctuation in the actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 72 hours of training.* It is also incumbent upon the instructor to notify the Contractor of instances where students are not adequately mastering the subject matter or are presenting a disruption to the class by repeated lateness, absences, or disrespectful behavior such as sleeping or talking while instruction is being given. Such behavior indicates that the student may not be suitable for holding a position as a security guard at a Federal facility.





DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

### EXHIBIT 4, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Ethics and Professionalism Part II: Interactive Training	1	Role playing or other interactive methods between instructor and students using scenarios of ethical and Professional behavior by guards based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Principles of Communications Part I: Overview (CHAPTER TWO, CGIM)	2	Familiarize the contract guards with the concept surrounding effective communications and development of communication skills. In meeting this objective, the contract guard is presented with the theory of communications; various types of obstacles which can hinder the development and maintenance of effective communication; the senses and their role in the communication process and the main and essential skills which accompany the development of communication effectiveness.
Principles of Communications Part II: Interactive Training	1	Role playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Professional Public Relations Part I: Overview (CHAPTER TWO, CGIM)	1	Instruction is to be provided to the contract guards which will increase their effectiveness in the use of basic social skills, enhance their employer's reputation and contract performance as well as the positive image portrayed by the U.S. Government. Such instruction should include (but not be limited to) proper display of the uniform, shoeshine, haircuts, and other forms of personal grooming.
Professional Public Relations Part II: Interactive Training	1	Role playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.



## EXHIBIT 4, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Understanding Human Behavior, Part I: Overview (CHAPTERS TWO AND NINE, CGIM)	1	Instructor(s) will discuss the basic knowledge needed for the contract guards to understand their own actions, and those of the people they work with in the performance of their assigned duties. Behavior under stress (both natural and man induced); actions of mentally disturbed; irrational conduct created by the use of drugs or alcohol; job (performance) related problem; will be a part of this discussion. Special attention should be given to the changes in human behavior that might occur in the contract guard with the introduction of badge and gun.
Understanding Human Behavior, Part II: Interactive Training	1	Role playing or other interactive methods between instructor and students using scenarios of human behavior based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
The Law, Legal Authorities, Jurisdiction and Responsibilities (CHAPTER THREE, CGIM)	2	Discuss history of laws, applicable laws and regulations, and the concept of legal jurisdiction as it pertains to the guards' duties and authority.
Crimes and Offenses (CHAPTER THREE, CGIM)	1	Present the contract guards with an understanding of the types of offenses they are most likely to encounter in their duties. Instruction should be given in methods of successful investigative techniques.
Search and Seizure (CHAPTER THREE, CGIM)	1	Provide the guard with the knowledge of the legal application of search and seizure law in the performance of duties as a contract guard with a Federal facility. Instruction should provide a comprehensive survey of laws pertaining to search and seizure to include "Stop and Frisk".



### EXHIBIT 4, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Arrest Authority and Procedures (CHAPTER THREE, CGIM)	1	Provide the contract guard with knowledge of how guards shall exercise their arrest powers to the degree authorized by local, state, and Federal regulations. Instruction will define arrest procedures and legal rules governing practices and procedures: arrest, interrogations and confessions, self incrimination privilege, entrapment, eyewitness identifications and complaints and warrants. Contract guards should become completely familiar with the extent of their arrest powers obtained from the various jurisdictions involved.
Use of Force (CHAPTER THREE, CGIM)	1	Instruction will be given on the use of force, to include the various degrees of force authorized in the performance of duties under this contract. Reporting procedures related to such use will be discussed as will the consequences of the unauthorized, or misuse, of force.
Crime Scene Protection (CHAPTER THREE, CGIM)	1	Illustrate the important facets of the preliminary investigation and the protection, preservation, and subsequent search of the crime scene.
Rules of Evidence (CHAPTER THREE, CGIM)	1	Evidence is defined to include direct, circumstantial and real. Information will be provided on admissibility as it relates to competency, relevancy, materiality, and hearsay. Instructions will present information on the exclusionary rule and other related items. Instructor will discuss procedures for handling and protecting evidence.
Contract Guard Administration (CHAPTER FOUR, CGIM)	1	Instructor(s) will discuss the relationship between the Contractor and the Government and will discuss protocol for communicating with the Control Centers when incidents occur. Instructor will also discuss the importance of the Duty Book.
Post Duties (CHAPTER FOUR, CGIM)	1	Instructor(s) will discuss the purpose of posts and identify the various types of protective services. Discuss the necessity of proper observation and counter-surveillance while manning a post.



### EXHIBIT 4, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Patrol Methods And Patrol Hazards (CHAPTER FOUR, CGIM)	1	Study the various methods and skills employed in protective patrols. Explain the importance of patrol to law enforcement and explore the values of various patrol methods. Examine the hazards encountered during patrol functions, both natural and man made. Discuss the techniques or recognition and ways to eliminate or reduce patrol hazards.
General Response Procedures (CHAPTER FOUR, CGIM)	1	Explain the various types of situations guards will respond to. Describe the proper approach to such situations; discuss the guard's role and responsibility; and instruct in the appropriate techniques to be employed in such circumstances. Include discussion of radio communications protocol.
Access Control (CHAPTER FIVE, CGIM)	2	Describe importance of proper access control of protected space. Discussion shall include personnel control, property control, vehicle control, and lock and key control.
Crime Detection, Assessment And Response (CHAPTER SIX, CGIM)	2	Acquaint the contract guard with the care and caution that must be exercised when coming upon a crime in progress. Discuss the element of surprise, and the possibilities of encountering a crime being committed. Special emphasis should be placed on the crimes the contract guard may encounter while on duty within a Federal facility, his actions, responses, and the requirements of the agency.
Safety and Fire Prevention (CHAPTER SEVEN, CGIM)	1	Define the contract guard's responsibility for safety and fire prevention. Provide guidelines for operational safeguards including the use of fire extinguishers (types, etc.), sprinkler systems, fire alarm systems, and other standard fire prevention equipment.
[REDACTED] (CHAPTER EIGHT, CGIM)	3	Instructor will lecture on importance of properly prepared records, reports, and forms. Students shall be given examples and prepare sample records, reports, and forms as they will use on an FPS contract. Emphasis on tips for effective report writing.



### EXHIBIT 4, continued

<b><u>Subject</u></b>	<b><u>Hours</u></b>	<b><u>Scope</u></b>
Special Situations (CHAPTER NINE, CGIM)	2	Instructor shall discuss various types of special situations which guards may be required to respond to, such as providing escorts; controlling traffic; and dealing with mentally ill or disturbed persons.
Emergency First Aid and Bloodborne Pathogens (CHAPTER TEN, CGIM)	3	Instructor will provide instruction on the necessary skills to deal with hazards of exposure to bloodborne pathogens as follows: Explanation of the bloodborne pathogens standard; how bloodborne diseases can be transmitted; exposure control plan for incidents regarding bloodborne diseases; employee hazard recognition; and ways to prevent the exposure. Instructor will also discuss procedures to follow for emergencies. (Note: this training is not a substitute for First Aid training, which must be provided by an the American Red Cross instructor. Guards must receive at least 9 hours of Red Cross certified First Aid and CPR training.)
Flying the Flag (CHAPTER ELEVEN, CGIM)	1	Instructor will discuss where and when the American flag is flown and will give hands-on demonstration for folding and storing the flag.
Terrorism, Anti-terrorism, and Weapons of Mass Destruction (WMD) (CHAPTER TWELVE, CGIM)	2	Instructor will provide a lecture regarding domestic and international terrorism and weapons of mass destruction; discuss anti-terrorism methods used by FPS such as counter-surveillance and proper use of building security equipment.
Workplace Violence (CHAPTER THIRTEEN, CGIM)	2	Instructor will discuss workplace violence; who commits violent acts and why; guard response to violent incidents, and tactics for being aware of environments or situations that can contribute to violence.
Civil Disturbances (CHAPTER FOURTEEN, CGIM)	2	Instructor (s) will discuss and provide field practice in crowd control and will teach the guards how to distinguish between friendly, sightseeing, agitated, and hostile crowds. Emphasis shall be placed upon effective response to civil disturbances.



### EXHIBIT 4, continued

<b><u>Subject</u></b>	<b><u>Hours</u></b>	<b><u>Scope</u></b>
Bomb Threats and Incidents (CHAPTER FIFTEEN, CGIM)	2	Instructor(s) will discuss the procedures guards will use to respond to bomb threats, discovery of suspicious items and persons who appear to be suspicious. Emphasis shall be placed on gathering as much information as possible and reporting incidents.
Hostage Situations (CHAPTER SIXTEEN, CGIM)	2	Lecture and practical applications to instruct guards on identifying and responding to hostage situations.
Sabotage and Espionage (CHAPTER SEVENTEEN, CGIM)	2	Instructor will lecture on defining the terms and give concrete examples of the concepts as they might occur on Federal property. Emphasize importance of deterrence and Prevention; then, response to incidents as they occur.
Defensive Tactics	4	Lecture and practical applications will be used to instruct Security Guards in the use of defensive tactics. Instructor will incorporate defense against armed and unarmed attack, restraining hold, and subjective compliance methods against hostile or uncooperative persons.
Use of Handcuffs	4	Lecture and hands-on demonstrations of procedures and techniques for handcuffing persons. All students shall be given the opportunity to affix and remove handcuffs in different "real life" scenarios where handcuffing would be necessary.
Use of Tactical Baton (night-stick)	8	Lecture and hands-on demonstration of procedures for baton carrying and drawing as well as defensive and striking techniques.
Firearms Safety and Handling	1	(NOTE: This segment does not include fundamentals or firing and firearms qualification.) Provide instruction in the handling and control of the contract guard's firearm. Instruction should relate to weapons safety and handling to include nomenclature, wearing of the weapon, care and cleaning, storage and accountability. Special emphasis must be placed on loading, unloading and the safe lowering of a "cocked" hammer on a live round.



DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

### EXHIBIT 4, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Review & Examination	2	A 50 question multiple-choice written examination will be given to determine knowledge and understanding of the academic subject matter. A passing score will result from providing correct answers on seventy percent or more of the answers (i.e., 35 correct answers per exam is passing).

NOTE: THE WRITTEN EXAMINATION QUESTIONS ARE TAKEN 100% FROM THE CGIM. FAILURE BY THE INSTRUCTOR TO USE THE CGIM AS AN ESSENTIAL TRAINING TOOL MAY RESULT IN HIGH RATES OF FAILURE ON THE WRITTEN EXAMINATION. THE CONTRACTOR IS STRONGLY URGED TO ENSURE THAT THE INSTRUCTORS USE THE CGIM AS A CORE COMPONENT OF THE TRAINING. TYPICALLY, GUARDS WHO FAIL TO STUDY, FAIL TO PASS, SO CONTRACT EMPLOYEE STUDY OF THE CGIM IS ESSENTIAL.



DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

**EXHIBIT 4A**

**CONTRACTOR'S CERTIFICATION OF BASIC TRAINING**

**Contract Employee's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

I hereby certify that the above-named employee has completed basic training as listed below:

<b>SUBJECT</b>	<b>DATE COMPLETED</b>	<b>NUMBER OF HOURS</b>
<b>BASIC TRAINING</b>	_____	_____

**ATTENTION: THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED CONTRACTOR'S REPRESENTATIVE -- READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.**

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

**AUTHORITY FOR RELEASE OF INFORMATION:**

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

**CERTIFICATION:**

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

\_\_\_\_\_  
CONTRACTOR'S AUTHORIZED DESIGNEE SIGNATURE (IN INK)

\_\_\_\_\_  
DATE





**EXHIBIT 5**

**SUPERVISORY TRAINING SUBJECTS TO BE PRESENTED BY THE CONTRACTOR**

**9 Hours**

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Supervisor’s Duties and Responsibilities	2	Instructor(s) will discuss the basic duties and responsibilities of an FPS Contract Guard supervisor. Discussions will include instructions that all duty posts are to be manned at all times as required by the Contract; that all required GSA and DHS forms are to be completed in an accurate, legible and timely manner; and that all subordinate employees have all required equipment and maintain proper inventory records of service weapons and all other required equipment.
FPS Contract Requirements	1	Instructor(s) will review basic FPS Contract requirements and standards of performance for Contractors, Contract employees, and the relationship of employees with key members of Government agencies and FPS officials involved in the administration and operation of FPS Contracts. An actual Contract will be discussed so that students will be familiar with all aspects of such Contracts to ensure proper performance by all employees and supervisors.
Methods and Theories of Supervision	1	Instructor(s) will discuss various management theories and the basic principles involved so that the student understands the various methods of supervision that are available to accomplish the goals of a first-line supervisor.
How to be an Effective Leader	1	Instructor(s) will discuss the importance of a supervisor being a good leader. Discussion will focus on the necessity of giving constant attention to countless details of personal behavior and personal relations with subordinates.



### EXHIBIT 5, Continued

#### SUPERVISORY TRAINING SUBJECTS TO BE PRESENTED BY THE CONTRACTOR

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Purpose of Discipline	1	Instructor(s) will discuss the purpose of discipline and the use of praise and criticism to encourage and motivate employees. Discussion will focus on the use of criticism with the intention of improving job performance.
Effective Written and Oral Communication	1	Instructor(s) will discuss the problems encountered in both written and oral communication between supervisors and subordinates and methods to improve both. Lecture will include discussion of quantitative directives and the concept of asking while telling. Also included will be information on formal and informal communications and how the effective supervisor can use both to accomplish his/her mission as a first-line supervisor.
Motivating Employees and Problem Solving Methods	1	Instructor(s) will discuss methods used to motivate employees and to improve the performance of those employees who are not performing at acceptable standards. Emphasis will be on early identification of problem employees and methods that may be used to bring poor performance up to acceptable standards. Discussion will include problems related to alcoholism, illegal drug usage, and other related topics.
Scheduling Employees	1	Instructor(s) will discuss scheduling problems and methods to use available personnel effectively to ensure coverage of all posts in a cost-effective manner without using overtime. Included will be several practical "hands on" scheduling exercises.



DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

**EXHIBIT 5A**

**CONTRACTOR'S CERTIFICATE OF SUPERVISORY TRAINING**

**Contract Employee's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I hereby certify that the above-named employee has completed supervisory training as listed below:

<b>SUBJECT</b>	<b>DATE COMPLETED</b>	<b>NUMBER OF HOURS</b>
<b>SUPERVISORY TRAINING</b>	_____	_____

**ATTENTION: THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED CONTRACTOR'S REPRESENTATIVE -- READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.**

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

**AUTHORITY FOR RELEASE OF INFORMATION:**

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

**CERTIFICATION:**

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

\_\_\_\_\_  
CONTRACTOR'S AUTHORIZED DESIGNEE SIGNATURE (IN INK) \_\_\_\_\_ DATE



EXHIBIT 6

CONTRACTOR PROVIDED [REDACTED] RECERTIFICATION TRAINING TO BE PRESENTED TO ALL CONTRACT GUARDS



40 Hours

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Overview of the General Services Administration and the Federal Protective Service (CHAPTER ONE, CGIM)	1	Instructor(s) will discuss the mission, role, and responsibilities of GSA and FPS as well as the role contract guards play in facility security. Instructor will also discuss the five types of facilities and security levels
Customer Oriented Protection	1	Instructor(s) will discuss the concept of Customer Oriented Protection and the role contract guards play in this approach to security (Note: GSA or FPS will provide the instructor with information on this program to assist in training)
Overview of the Roles & Responsibilities of a Contract Guard (CHAPTER TWO, CGIM)	1	Instructor will discuss the typical duties and responsibilities associated with being a contract guard at a Federal facility;
Ethics and Professionalism Part I: Overview (CHAPTER TWO, CGIM)	1	Describe police professionalism today, including the expanding use of contract guards and indicate by current trends where it may be headed in the future. Provide instruction in police ethics, using practical examples, both desirable and undesirable. Discuss ideas that will lead to improved cooperation between the local, state, Federal law enforcement guards, and the contract guards.

<sup>1</sup> The Contractor must present 40 hours of re-certification training to all students. The hours listed in the "Hours" column are the recommended times needed for effective coverage of the material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. The Instructor shall use his/her expertise in evaluating the class's progress in comprehending and applying the concepts and materials taught. There may be some fluctuation in the actual time covered for each subject, but under no circumstances shall the Instructor provide less than 40 hours of training. It is also incumbent upon the Instructor to notify the Contractor of instances where students are not adequately mastering the subject matter or are presenting a disruption to the class by repeated lateness, absences, or disrespectful behavior, such as sleeping or talking while instruction is being given. Such behavior indicates that the student may not be suitable for holding a position as a security guard at a Federal facility.



**EXHIBIT 6, continued**

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Ethics and Professionalism Part II: Interactive Training	1	Role playing or other interactive methods between instructor and students using scenarios of ethical and Professional behavior by guards based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Principles of Communications Part I: Overview (CHAPTER TWO, CGIM)	1	Familiarize the contract guards with the concept surrounding effective communications and development of communication skills. In meeting this objective, the contract guard is presented with the theory of communications; various types of obstacles which can hinder the development and maintenance of effective communication; the senses and their role in the communication process and the main and essential skills which accompany the development of communication effectiveness.
Principles of Communications Part II: Interactive Training	1	Role playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
Professional Public Relations Part I: Overview (CHAPTER TWO, CGIM)	1	Instruction is to be provided to the contract guards which will increase their effectiveness in the use of basic social skills, enhance their employer's reputation and contract performance as well as the positive image portrayed by the U.S. Government. Such instruction should include (but not be limited to) proper display of the uniform, shoeshine, haircuts, and other forms of personal grooming.
Professional Public Relations Part II: Interactive Training	1	Role playing or other interactive methods between instructor and students using Scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.



DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

### EXHIBIT 6, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Understanding Human Behavior, Part I: Overview (CHAPTERS TWO AND NINE, CGIM)	■	Instructor(s) will discuss the basic knowledge needed for the contract guards to understand their own actions, and those of the people they work with in the performance of their assigned duties. Behavior under stress (both natural and man induced); actions of mentally disturbed; irrational conduct created by the use of drugs or alcohol; job (performance) related problem; will be a part of this discussion. Special attention should be given to the changes in human behavior that might occur in the contract guard with the introduction of badge and gun.
Understanding Human Behavior, Part II: Interactive Training	■	Role playing or other interactive methods between instructor and students using scenarios of human behavior based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives will be acceptable.
The Law, Legal Authorities, Jurisdiction and Responsibilities (CHAPTER THREE, CGIM)	1	Discuss history of laws, applicable laws and regulations, and the concept of legal jurisdiction as it pertains to the guards' duties and authority.
Crimes and Offenses (CHAPTER THREE, CGIM)	.5	Present the contract guards with an understanding of the types of offenses they are most likely to encounter in their duties. Instruction should be given in methods of successful investigative techniques.
Search and Seizure (CHAPTER THREE, CGIM)	.5	Provide the guard with the knowledge of the legal application of search and seizure law in the performance of duties as a contract guard with a Federal facility. Instruction should provide a comprehensive survey of laws pertaining to search and seizure to include "Stop and Frisk".



EXHIBIT 6, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Arrest Authority and Procedures (CHAPTER THREE, CGIM)	.5	Provide the contract guard with knowledge of how guards shall exercise their arrest powers to the degree authorized by local, state, and Federal regulations. Instruction will define arrest procedures and legal rules governing practices and procedures: arrest, interrogations and confessions, self incrimination privilege, entrapment, eyewitness identifications and complaints and warrants. Contract guards should become completely familiar with the extent of their arrest powers obtained from the various jurisdictions involved.
Use of Force (CHAPTER THREE, CGIM)	1	Instruction will be given on the use of force, to include the various degrees of force authorized in the performance of duties under this contract. Reporting procedures related to such use will be discussed as will the consequences of the unauthorized, or misuse, of force.
Crime Scene Protection (CHAPTER THREE, CGIM)	.5	Illustrate the important facets of the preliminary investigation and the protection, preservation, and subsequent search of the crime scene.
Rules of Evidence (CHAPTER THREE, CGIM)	.5	Evidence is defined to include direct, circumstantial and real. Information will be provided on admissibility as it relates to competency, relevancy, materiality, and hearsay. Instructions will present information on the exclusionary rule and other related items. Instructor will discuss procedures for handling and protecting evidence.
Contract Guard Administration (CHAPTER FOUR, CGIM)	.5	Instructor(s) will discuss the relationship between the Contractor and the Government and will discuss protocol for communicating with the Control Centers when incidents occur. Instructor will also discuss the importance of the Duty Book.
Post Duties (CHAPTER FOUR, CGIM)	.5	Instructor(s) will discuss the purpose of posts and identify the various types of protective services. Discuss the necessity of proper observation and counter-surveillance while manning a post



EXHIBIT 6, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Patrol Methods And Patrol Hazards (CHAPTER FOUR, CGIM)	.5	Study the various methods and skills employed in protective patrols. Explain the importance of patrol to law enforcement and explore the values of various patrol methods. Examine the hazards encountered during patrol functions, both natural and man made. Discuss the techniques or recognition and ways to eliminate or reduce patrol hazards.
General Response Procedures (CHAPTER FOUR, CGIM)	.5	Explain the various types of situations guards will respond to. Describe the proper approach to such situations; discuss the guard's role and responsibility; and instruct in the appropriate techniques to be employed in such circumstances. Include discussion of radio communications protocol.
Access Control (CHAPTER FIVE, CGIM)	.5	Describe importance of proper access control of protected space. Discussion shall include personnel control, property control, vehicle control, and lock and key control.
Crime Detection, Assessment And Response (CHAPTER SIX, CGIM)	.5	Acquaint the contract guard with the care and caution that must be exercised when coming upon a crime in progress. Discuss the element of surprise, and the possibilities of encountering a crime being committed. Special emphasis should be placed on the crimes the contract guard may encounter while on duty within a Federal facility, his actions, responses, and the requirements of the agency.
Safety and Fire Prevention (CHAPTER SEVEN, CGIM)	.5	Define the contract guard's responsibility for safety and fire prevention. Provide guidelines for operational safeguards including the use of fire extinguishers (types, etc.), sprinkler systems, fire alarm systems, and other standard fire prevention equipment.
Records and Reports (CHAPTER EIGHT, CGIM)	.5	Instructor will lecture on importance of properly prepared records and reports. Students shall be given examples and prepare sample records and reports as they will use on an FPS contract. Emphasis on tips for effective report writing.





EXHIBIT 6, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Special Situations (CHAPTER NINE, CGIM)	.5	Instructor shall discuss various types of special situations which guards may be required to respond to, such as providing escorts; controlling traffic; and dealing with mentally ill or disturbed persons.
Emergency First Aid and Bloodborne Pathogens (CHAPTER TEN, CGIM)	1	Instructor will provide instruction on the necessary skills to deal with hazards of exposure to bloodborne pathogens as follows: Explanation of the bloodborne pathogens standard; how bloodborne diseases can be transmitted; exposure control plan for incidents regarding bloodborne diseases; employee hazard recognition; and ways to prevent the exposure. Instructor will also discuss procedures to follow for emergencies. (Note: this training is not a substitute for First Aid training, which must be provided by an American Red Cross accredited instructor. Guards must receive at least 9 hours of Red Cross certified First Aid and CPR training.)
Flying the Flag (CHAPTER ELEVEN, CGIM)	.5	Instructor will discuss where and when the American flag is flown and will give hands-on demonstration for folding and storing the flag.
Terrorism, Anti-terrorism, & Weapons of Mass Destruction (WMD) (CHAPTER TWELVE, CGIM)	.5	Instructor will provide a lecture regarding domestic and international terrorism and weapons of mass destruction; discuss anti-terrorism methods used by FPS such as counter-surveillance and proper use of building security equipment
Workplace Violence (CHAPTER THIRTEEN, CGIM)	1	Instructor will discuss workplace violence; who commits violent acts and why; guard response to violent incidents, and tactics for being aware of environments or situations that can contribute to violence.
Civil Disturbances (CHAPTER FOURTEEN, CGIM)	1	Instructor (s) will discuss and provide field practice in crowd control and will teach the guards how to distinguish between friendly, sightseeing, agitated, and hostile crowds. Emphasis shall be placed upon effective response to civil disturbances.



**EXHIBIT 6, continued**

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Bomb Threats and Incidents (CHAPTER FIFTEEN, CGIM)	1	Instructor(s) will discuss the procedures guards will use to respond to bomb threats, discovery of suspicious items and persons who appear to be suspicious. Emphasis shall be placed on gathering as much information as possible and reporting incidents.
Hostage Situations (CHAPTER SIXTEEN, CGIM)	.5	Lecture and practical applications to instruct guards on identifying and responding to hostage situations.
Sabotage and Espionage (CHAPTER SEVENTEEN, CGIM)	.5	Instructor will lecture on defining the terms and give concrete examples of the concepts as they might occur on Federal property. Emphasize importance of deterrence and prevention, then response to incidents as they occur.
Defensive Tactics	2	Lecture and practical applications will be used to instruct Security Guards in the use of defensive tactics. Instructor will incorporate defense against armed and unarmed attack, restraining hold, and subjective compliance methods against hostile or uncooperative persons.
Use of Handcuffs	2	Lecture and hands-on demonstrations of procedures and techniques for handcuffing persons. All students shall be given the opportunity to affix and remove handcuffs in different "real life" scenarios where handcuffing would be necessary.
Use of Tactical Baton (night-stick)	8	Lecture and hands-on demonstration of procedures for baton carrying and drawing as well as striking techniques.
Firearms Safety, Handling	1	(NOTE: This segment does not include fundamentals or firing and firearms qualification.) Provide detailed instruction in the handling and control of the contract guard's firearm. Instruction should relate to weapons safety and handling to include nomenclature, wearing of the weapon, care and cleaning, storage and accountability. Special emphasis must be placed on loading, unloading and the safe lowering of a "cocked" hammer on a live round.



DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

### EXHIBIT 6, continued

<b><u>Subject</u></b>	<b><u>Hours</u></b>	<b><u>Scope</u></b>
Review & Examination	2	A 50 question multiple-choice written examination will be given to determine knowledge and understanding of the academic subject matter. A passing score will result from providing correct answers on seventy percent or more of the answers (i.e., 35 correct answers per exam is passing).

NOTE: THE WRITTEN EXAMINATION QUESTIONS ARE TAKEN 100% FROM THE CGIM. FAILURE BY THE INSTRUCTOR TO USE THE CGIM AS AN ESSENTIAL TRAINING TOOL MAY RESULT IN HIGH RATES OF FAILURE ON THE WRITTEN EXAMINATION. THE CONTRACTOR IS STRONGLY URGED TO ENSURE THAT THE INSTRUCTORS USE THE CGIM AS A CORE COMPONENT OF THE TRAINING.



**EXHIBIT 6A**

**CONTRACTOR’S CERTIFICATION OF BI-ANNUAL RECERTIFICATION TRAINING**

**Contract Employee’s Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I hereby certify that the above-named employee has completed recertification training as listed below:

<u>SUBJECT</u>	<u>DATE COMPLETED</u>	<u>NUMBER OF HOURS</u>
RE-CERTIFICATION TRAINING _____	_____	_____

**ATTENTION: THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED CONTRACTOR’S REPRESENTATIVE -- READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.**

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

**AUTHORITY FOR RELEASE OF INFORMATION:**

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

**CERTIFICATION:**

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

\_\_\_\_\_  
CONTRACTOR’S AUTHORIZED DESIGNEE SIGNATURE (IN INK) \_\_\_\_\_ DATE



## EXHIBIT 7

### TRAINING SUBJECTS PRESENTED BY THE GOVERNMENT'S COR TO CONTRACT EMPLOYEES

#### 8 Hours

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Rules and Regulations	1	Discuss GSA and FPS jurisdiction within Federal property and the Rules and Regulations under which they are operated (CFR 41.101-20.3). Consideration should be given to any special requirements (regulations) particular to the agency(s) involved.
Bomb Threats and Natural Disaster Responses	2	Instructor(s) will present information, as required for each specific facility, regarding the proper procedures for response to the threat of bombs, devices, and natural disasters. This information (training) will be related directly to the procedures used by the Law Enforcement Branch and local law enforcement agencies. Dependent upon the facility, contract specifications, and local requirements, contract guards may be given training in bomb search procedures.



### EXHIBIT 7, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Report Writing, Notes and Required GSA and DHS Forms (as they become available)	3	<p>Develop an understanding of the types, requirements, and necessity of field (as notes and reports that will be expected from the Contract guard. Discuss the use, value, and purpose of reports and field notes. Special instruction shall be given in the preparation of GSA Form 3155, Preliminary Investigation and GSA Form 3157, Crime Analysis.</p> <p>Instructor(s) will review and discuss the importance of the following forms:</p> <ul style="list-style-type: none"><li>a. GSA Form 3155, Preliminary Investigation;</li><li>b. GSA Form 3157, Crime Analysis;</li><li>c. GSA Form 1039, Record of Property Found;</li><li>d. GSA Form 252, Found Property Tag;</li><li>e. GSA Form 1789, Register of Visitors;</li><li>f. GSA Form 139, Arrival and Departures;</li><li>g. NCR Form 139-R, Relief Guard Register</li><li>h. GSA Form 239, Officer and Inspectors Register;</li><li>i. GSA Form 435, Guards Hourly Report;</li><li>j. Special forms unique to the facility used in the performance of the Contract duties.</li></ul>



**EXHIBIT 7, continued**

<b><u>Subject</u></b>	<b><u>Hours</u></b>	<b><u>Scope</u></b>
Telephone and Radio Communications	1	Instruction will prepare the Contract guard for use of telephone and radio communications techniques. Instruction will be presented employing standard procedures used by the Law Enforcement Branch, the tenant agency, local law enforcement, and the Federal Communications Commission (FCC). Instruction will stress use applicable in situations such as emergency requests (Transmissions), required reporting of locations, patrol use, requests for assistance, etc.
Role of Local, State and Federal Police Agencies	1	<p>The Contract guards will be instructed in their relationship (position to other law enforcement agencies. Each guard should understand their role, as required by the Contract, in enforcement of: Building Rules and Regulations, agency policy, special requirements of the Law Enforcement Branch, local/state police agencies, and other Federal law enforcement groups.</p> <p>NOTE: For the purpose of this training, 50 minutes will be considered as one hour of instruction.</p>



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**EXHIBIT 7A**

**[REDACTED] CERTIFICATION OF GOVERNMENT-PROVIDED TRAINING**

**Contract Employee's Name:** \_\_\_\_\_ **SSN:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

I hereby certify that the above named employee has completed training as listed below:

<u>SUBJECT</u>	<u>DATE COMPLETED</u>	<u>NUMBER OF HOURS</u>
<b>GOVERNMENT-PROVIDED TRAINING</b>	_____	<b><u>8</u></b>

**ATTENTION - THIS STATEMENT MUST BE SIGNED -- READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT**

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

**AUTHORITY FOR RELEASE OF INFORMATION:**

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

**CERTIFICATION:**

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

\_\_\_\_\_  
CONTRACTOR/AUTHORIZED DESIGNEE SIGNATURE (IN INK) DATE





EXHIBIT 8

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



TANK STAGE POSITION NODE RECORDS SHEETS TIME DESTINATION

[REDACTED]

When members must sit or crouch, hands will be on the floor. However, when they are standing, hands will be at waist level.

TANK STAGE POSITION NODE RECORDS SHEETS TIME DESTINATION

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**IMPORTANT NOTE:**

**Semi-annual firearm range qualification is required for all armed Task Order employees, including guards and supervisors.**



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**EXHIBIT 8A**

**CONTRACTOR’S SEMI-ANNUAL CERTIFICATION OF FIREARMS TRAINING**

**Contract Employee’s Name:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I hereby certify that the above named employee has completed training as listed below:

<b>SUBJECT</b>	<b>DATE COMPLETED</b>	<b>NUMBER OF HOURS</b>
<b>FIREARMS TRAINING</b>	_____	_____

**ATTENTION - THIS STATEMENT MUST BE SIGNED -- READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT**

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

**AUTHORITY FOR RELEASE OF INFORMATION:**

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

**CERTIFICATION:**

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

\_\_\_\_\_  
CONTRACTOR/AUTHORIZED DESIGNEE SIGNATURE (IN INK) DATE



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## **EXHIBIT 9**

### **CONTRACTOR'S TRAINING SCHEDULE AND PLAN**

In addition to listing specific and other related information as shown below, attach a resume for each instructor. This format will be used for all training, initial/basic, firearms, refresher, and on-the-job.

Date(s):

Time(s):

Subject:

Name of Instructor(s):

Training Facility Address (Street, City and State):

List of Trainees (by name) Expected to be Attending (attached):

Remarks:



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## **EXHIBIT 10**

### **STANDARD FORM 78 – CERTIFICATE OF MEDICAL EXAMINATION**

#### **Certificate of Medical Examination - STANDARD FORM 78**

**(see the following pages; the rest of this page is blank)**



TO BE GIVEN TO PERSON EXAMINED WITH A PRE-ADDRESSED "CONFIDENTIAL-MEDICAL" ENVELOPE

**UNITED STATES CIVIL SERVICE COMMISSION  
CERTIFICATE OF MEDICAL EXAMINATION**

Form Approved  
Budget Bureau

**Part A. TO BE COMPLETED BY APPLICANT OR EMPLOYEE (Type or print in ink)**

1 NAME (last, first, middle)	2 SOCIAL SECURITY ACCOUNT NO	3 SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	4 DATE OF BIRTH
5 DO YOU HAVE ANY MEDICAL DISORDER OR PHYSICAL IMPAIRMENT WHICH WOULD INTERFERE IN ANY WAY WITH THE FULL PERFORMANCE OF THE DUTIES SHOWN BELOW? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If your answer is "YES" explain fully to the physician performing the examination)</i>		6 I CERTIFY THAT ALL THE INFORMATION GIVEN BY ME IN CONNECTION WITH THIS EXAMINATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF  _____ <i>(signature of applicant)</i>	

**Part B. TO BE COMPLETED BEFORE EXAMINATION BY APPOINTING OFFICER**

1 PURPOSE OF EXAMINATION <input type="checkbox"/> PREAPPOINTMENT <input type="checkbox"/> OTHER (specify)	2 POSITION TITLE
3 BRIEF DESCRIPTION OF WHAT POSITION REQUIRES EMPLOYEE TO DO	
4 Circle the number preceding each functional requirement and each environmental factor essential to the duties of this position. List any additional essential factors in the blank spaces. Also, if the position involves law enforcement, air traffic control, or fire fighting, attach the specific medical standards for the information of the examining physician	
<b>A. FUNCTIONAL REQUIREMENTS</b>	
1 Heavy lifting, 45 pounds and over 2 Moderate lifting, 15-44 pounds 3 Light lifting, under 15 pounds 4 Heavy carrying, 45 pounds and over 5 Moderate carrying, 15-44 pounds 6 Light carrying, under 15 pounds 7 Straight pulling (        hours) 8 Pulling hand over hand (        hours) 9 Pushing (        hours) 10 Reaching above shoulder 11 Use of fingers 12 Both hands required (        hours) 13 Walking (        hours) 14 Standing (        hours)	15 Crawling (        hours) 16 Kneeling (        hours) 17 Repeated bending (        hours) 18 Climbing, legs only (        hours) 19 Climbing, use of legs and arms 20 Both legs required 21 Operation of crane, truck, tractor, or motor vehicle 22 Ability for rapid mental and muscular coordination simultaneously 23 Ability to use and desirability of using firearms 24 Near vision correctable at 13" to 16" to Jaeger 1 to 4
25 Far vision correctable in one eye to 20/20 and to 20/40 in the other 26 Far vision correctable in one eye to 20/30 and to 20/100 in the other 27 Specific visual requirement (specify) 28. Both eyes required 29 Depth perception 30 Ability to distinguish basic colors 31 Ability to distinguish shades of colors 32 Hearing (aid permitted) 33. Hearing without aid 34. Specific hearing requirements (specify) 35 Other (specify)	
<b>B. ENVIRONMENTAL FACTORS</b>	
1 Outside 2 Outside and inside 3 Excessive heat 4 Excessive cold 5 Excessive humidity 6 Excessive dampness or chilling 7 Dry atmospheric conditions 8 Excessive noise, intermittent 9 Constant noise 10 Dust	11 Silica, asbestos, etc 12 Fumes, smoke, or gases 13 Solvents (degreasing agents) 14 Grease and oils 15 Radiant energy 16 Electrical energy 17 Slippery or uneven walking surfaces 18 Working around machinery with moving parts 19 Working around moving objects or vehicles 20 Working on ladders or scaffolding 21 Working below ground 22 Unusual fatigue factors (specify) 23 Working with hands in water 24 Explosives 25 Vibration 26 Working closely with others 27 Working alone 28 Protracted or irregular hours of work 29 Other (specify)

**Part C. TO BE COMPLETED BY EXAMINING PHYSICIAN**

1 EXAMINING PHYSICIAN'S NAME (Type or print)	3. SIGNATURE OF EXAMINING PHYSICIAN
2 ADDRESS (including ZIP Code)	_____ (signature) _____ (date) _____ <b>IMPORTANT</b> After signing, return the entire form intact in the pre-addressed "Confidential-Medical" envelope which the person you examined gave you.



NOTE TO EXAMINING PHYSICIAN: The person you are about to examine will have to cope with the functional requirements and environmental factors circled on the other side of this form. Please take them, and the brief description of job duties above them, into consideration as you make your examination and report your findings and conclusions.

1. HEIGHT. FEET. INCHES WEIGHT POUNDS.

2. EYES: 20 left 20 right with glasses, if worn: 20 left 20 right

(A) Distant vision (Snellen): without glasses: left ; with glasses, if worn: left
(B) What is the longest and shortest distance at which the following specimen of Jaeger No 2 type can be read by the applicant?

Test each eye separately

Jaeger No 2 Type
employees in the U.S. Postal Service as may be requested by the Civil Service Commission or its authorized representative. This order will supplement the Executive Orders of May 29 and June 18, 1923 (Executive Order, September 4, 1924).

without with glasses, if used
R. in to in R. in to in
L. in to in L. in to in

(C) Color vision: Is color vision normal when Ishihara or other color plate test is used? YES NO

If not, can applicant pass lantern, yarn, or other comparable test? YES NO

3. EARS (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.)

Ordinary conversation: RIGHT EAR LEFT EAR
Audiometer (if given): 250 500 1000 2000 3000 4000 5000 6000 7000 8000

4. OTHER FINDINGS: In items a through l briefly describe any abnormality (including diseases, scars, and disfigurements). Include brief history, if pertinent. If normal, so indicate.

- a. Eyes, ears, nose, and throat (including tooth and oral hygiene)
b. Head and back (including face, hair, and scalp)
c. Speech (note any malfunction)
d. Skin and lymph nodes (including thyroid gland)
e. Abdomen
f. Peripheral blood vessels
g. Extremities
h. Urinalysis (if indicated)
Sp. gr. Sugar Blood
Albumen Casts Pus
i. Respiratory tract (X-ray if indicated)
j. Heart (size, rate, rhythm, function)
Blood pressure
c
indicated)
k. Back (special consideration for positions involving heavy lifting and other strenuous duties)
l. Neurological and mental health

CONCLUSIONS: Summarize below any medical findings which, in your opinion, would limit this person's performance of the job duties and/or would make him a hazard to himself or others. If none, so indicate.

- No limiting conditions for this job
Limiting conditions as follows





U.S. Department of Homeland Security



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**FOR AGENCY USE ONLY**

**Part A. TO BE COMPLETED BY APPLICANT OR EMPLOYEE** *(typewrite or print in ink)*

1 NAME (last, first, middle)	2 SOCIAL SECURITY ACCOUNT NO	3 SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	4 DATE OF BIRTH
5. DO NOT HAVE ANY MEDICAL DISORDER OR PHYSICAL IMPAIRMENT WHICH WOULD INTERFERE IN ANY WAY WITH THE FULL PERFORMANCE OF THE DUTIES SHOWN BELOW? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If your answer is "YES" explain fully to the physician performing the examination)</i>		6. I CERTIFY THAT ALL THE INFORMATION GIVEN BY ME IN CONNECTION WITH THIS EXAMINATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF  _____ <i>(signature of applicant)</i>	

**Part D. TO BE COMPLETED BY AGENCY MEDICAL OFFICER** *(if one is available)*

NOTE: Review the attached certificate of medical examination and make your recommendations in item 1 below. If the medical examination was done for pre-appointment purposes, circle the appropriate handicap code in Part F.

1 RECOMMENDATION <input type="checkbox"/> HIRE OR RETAIN. DESCRIBE LIMITATIONS IF ANY, HERE    <input type="checkbox"/> TAKE ACTION TO SEPARATE OR DO NOT HIRE. EXPLAIN WHY			
2 AGENCY MEDICAL OFFICER'S NAME <i>(type or print)</i>	3 LOCATION <i>(City, State, ZIP Code)</i>	4 DATE	

**Part E. TO BE COMPLETED BY AGENCY PERSONNEL OFFICER**

NOTE: Enter the action taken below. If this form is used for pre-appointment purposes, be sure the appropriate handicap code in Part F is circled.  
**IMPORTANT:** See FPM Chapter 293, Subchapter 3, FPM Chapter 339; and FPM Supplement 339-31 for disposition and/or filing of both parts of this form, either separately or together

1. ACTION TAKEN: <input type="checkbox"/> HIRED OR RETAINED <input type="checkbox"/> NON-SELECTED FOR APPOINTMENT, OR ELIGIBILITY OBJECTED TO <input type="checkbox"/> ACTION TAKEN TO SEPARATE			
2 AGENCY PERSONNEL OFFICER'S NAME <i>(type or print)</i>	3. SIGNATURE	4 DATE	

**Part F. HANDICAP CODE** *(to be completed only in pre-appointment cases)*

If the person examined has or had a handicap listed below, circle the code number which pertains to that handicap. If more than one handicap applies, circle the one considered most limiting. If none of the handicap codes apply, circle code "00".

00 No handicap of the type listed	40 Hearing aid required	52 Diabetes--controlled
10 Amputation--one major extremity	41 No usable hearing	53 Epilepsy--adequately controlled
11 Amputation--two or more major extremities	42 No usable hearing, with speech malfunction	54 History of emotional behavioral problems requiring special placement effort
20 Deformity or impaired function--upper extremity	43 Normal hearing, with speech malfunction	55 Mentally retarded
21 Deformity or impaired function--lower extremity or back	50 Tuberculosis--inactive pulmonary	56 Mentally restored
30 Vision--one eye only	51 Organic heart disease <i>(compensated)</i> --valvular, arrhythmia, arteriosclerosis, healed coronary lesions	
31 No usable vision		

1. EXAMINING PHYSICIAN'S NAME <i>(type or print)</i>	3 SIGNATURE OF EXAMINING PHYSICIAN  _____ <i>(signature)</i>
2. ADDRESS <i>(including ZIP Code)</i>	4 DATE  _____ <i>(date)</i>

**IMPORTANT:** After signing, return the entire form intact in the pre-addressed "Confidential-Medical" envelope which the person you examined gave you.



## EXHIBIT 10A

***Each Contract employee must attach the following list of potentially disqualifying factors to the SF 78 and present it to the physician conducting the medical examination. The physician shall document all instances where the Contract employee has a potentially disqualifying condition and shall document, for each instance noted, why the Contract employee is in his/her professional opinion qualified to work under the Contract.***

### **Medical Standards**

All Contract employees must meet the following medical standards:

- (1) **Vision:** Applicant must have binocular vision and must not test less than 20/20 (Snellen). Corrected vision must test 20/20 in one eye and 20/40 in the other eye. An applicant who has undergone a Radial Keratotomy or laser correction procedure to correct his or her vision to an acceptable level will be considered medically qualified for this position. Near vision, corrected or uncorrected, must be sufficient to read Jaeger Type 2 at 14 inches. Applicant must be able to distinguish basic peripheral vision and must not be color blind.
- (2) **Hearing:** Applicant must be able to hear the whispered voice at 15 feet with each ear. Using an audiometer for measurement, there should be no loss of 30 or more decibels in each ear at 500, 1000, and 2000 CPA levels. The use of a single hearing aid is permitted and is not disqualifying if the wearer can demonstrate that they meet/met these audiometer measurement requirements for both ears during their contract-required medical exam(s).
- (3) **Speech:** Applicant must be able to speak clearly and distinctly. Diseases or conditions resulting in indistinct speech patterns are disqualifying.
- (4) **Extremities and Spine:** Applicant must have no deformities or diseases of the extremities or the spine that interfere with the full performance of duties. Deformities or diseases that interfere with the full performance of duties are disqualifying.
- (5) **Respiratory System:** Applicant must have a healthy respiratory system. Any chronic diseases or conditions affecting the respiratory system, such as impaired respiratory function, shortness of breath, or painful respiration, that would impair the full performance of duties is disqualifying.



### EXHIBIT 10A, continued

- (6) Cardiovascular System: The following conditions are disqualifying:
- a. Organic heart disease (compensated or not);
  - b. Hypertension with repeated readings of 160 or over systolic, and 100 or over diastolic;
  - c. Symptomatic peripheral vascular disease and severe varicose veins
- (7) Gastrointestinal Tract: Applicant must have a healthy gastrointestinal tract. Any disease or condition of the gastrointestinal tract that requires restricted or rigid diets, including an ulcer active within the past year is disqualifying.
- (8) Genitourinary Tract: Applicant must have a healthy genitourinary tract. Any chronic, symptomatic diseases that interfere with the full performance of duties is disqualifying.
- (9) Any inguinal or femoral hernias, with or without the use of a truss, are disqualifying if they interfere with the full performance of duties.
- (10) Diabetics whose condition is controlled by diet, insulin, or other prescription drugs must submit a medical doctor's statement of fitness for work as part of the medical examination.

### **Physical Demands**

1. Contract security guards and security guard supervisors are expected to be physically able to perform the following functions in the performance of their assigned duties:
  - a) Frequent and prolonged walking, standing, sitting, and stooping;
  - b) Subduing violent or potentially violent individuals.
2. Physical stamina in all of its forms (endurance, temperature/climate, etc.) is a basic requirement of this position. Individuals deemed incapable of meeting the physical requirements of their assigned position will be removed from the Contract upon the CO's request.



U.S. Department of Homeland Security



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**EXHIBIT 11**

**CONTRACTOR’S CERTIFICATION OF CONTRACT SECURITY GUARD AND/OR SECURITY GUARD SUPERVISOR ELIGIBILITY REQUIREMENTS**

**Contract Employee’s Name:** \_\_\_\_\_ **SSN:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

I hereby certify that the above-named employee has fulfilled all the requirements stated below, and that the following documents are all current, valid, and properly filed in the employee’s personnel file:

<b><u>SUBJECT</u></b>	<b><u>DATE COMPLETED/FILED</u></b>
<b>RESUME/TRANSCRIPTS/DIPLOMA</b>	_____
<b>SF 78 – CERTIFICATE OF MEDICAL EXAMINATION</b>	_____
<b>PRE-EMPLOYMENT DRUG SCREENING</b>	_____
<b>PSYCHOLOGICAL/RELIABILITY EXAM</b>	_____
<b>BASIC TRAINING COMPLETION CERTIFICATE</b>	_____
<b>PASSING SCORE ON WRITTEN EXAMINATION</b>	_____
<b>FIREARMS TRAINING CERTIFICATE (Armed Employee Only)</b>	_____
<b>FIREARMS QUALIFICATION CERTIFICATE (Armed Employee Only)</b>	_____
<b>GOVERNMENT PROVIDED TRAINING CERTIFICATE</b>	_____
<b>RECERTIFICATION TRAINING CERTIFICATE</b>	_____
<b>TACTICAL BATON TRAINING CERTIFICATE</b>	_____
<b>MAGNETOMETER/X-RAY TRAINING CERTIFICATE (Where Applicable)</b>	_____
<b>REFRESHER TRAINING</b>	_____



**EXHIBIT 11, Continued**

**CONTRACTOR'S CERTIFICATION OF CONTRACT EMPLOYEE ELIGIBILITY REQUIREMENTS**

**ATTENTION: THIS STATEMENT MUST BE SIGNED BY AN AUTHORIZED CONTRACTOR'S REPRESENTATIVE -- READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.**

A FALSE ANSWER TO ANY QUESTION IN THIS STATEMENT MAY BE GROUNDS FOR NOT CERTIFYING YOUR EMPLOYEE, OR FOR DISMISSING THE EMPLOYEE AFTER BEGINNING WORK, AND MAY BE PUNISHABLE BY FINE OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001). ALL THE INFORMATION YOU GIVE WILL BE CONSIDERED IN REVIEWING YOUR STATEMENT.

**AUTHORITY FOR RELEASE OF INFORMATION:**

I HAVE COMPLETED THIS STATEMENT WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW OR PRESIDENTIAL DIRECTIVE AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYEE, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, PERSONNEL STAFFING SPECIALISTS, AND OTHER AUTHORIZED EMPLOYEES OF THE FEDERAL GOVERNMENT FOR THAT PURPOSE.

**CERTIFICATION:**

I CERTIFY THAT ALL OF THE STATEMENTS MADE BY ME ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH.

\_\_\_\_\_  
CONTRACTOR'S AUTHORIZED DESIGNEE SIGNATURE (IN INK)

\_\_\_\_\_  
DATE

*This certification shall be completed and submitted to the COR with the Contract employee's suitability documentation (SF176 or GSA Form 176, and Fingerprint Cards) prior to the employee's initial performance under the contract and every two (2) years thereafter, concurrent with the employee's suitability adjudication renewal application. A copy of this certification shall also be placed in the Contract employee's personnel file and shall be updated to reflect certification renewals as they occur.*



**EXHIBIT 12**

**KEY PERSONNEL RESUME**

This resume is pertinent to the experience and professional background of Contract Task Order supervisors and managers. A Key Personnel Resume must be completed for each Supervisor and Manager who will have a direct job performance relationship with contract employees assigned to perform the work requirements of this contract. A copy of each Supervisor's/Manager's Key Personnel Resume shall be provided to both the COR and CO.

**PROPOSED POSITION TITLE:** \_\_\_\_\_

**FULL LEGAL NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

**CURRENT POSITION WITH THE CONTRACT FIRM:** \_\_\_\_\_

**TIME IN CURRENT POSITION: (Yrs. Mos.)** \_\_\_\_\_

**ANNUAL SALARY: \$** \_\_\_\_\_ *(Optional; salary amount may be left blank)*

**RESPONSIBLE FOR SUPERVISING THE WORK OF:** \_\_\_\_\_ **PERSONS**

**DESCRIPTION OF SCOPE OF CURRENT JOB: (Use attached sheet if necessary)**

\_\_\_\_\_

**WORK EXPERIENCE:** (Past 10 years in chronological order; use reverse side of sheet)

<u>Date</u>	<u>Date</u>	<u>Job Title</u>	<u>Employer Name/Address/TeInr.</u>
<u>From</u>	<u>To</u>		

**EDUCATION/TRAINING SUMMARY:**

	<u>Name/Address</u>	<u>Dates Attended</u>	<u>Diploma or Certificate Issued</u>
High School:			
College/Trade:			
Military/Other:			

PROVIDE A BRIEF STATEMENT OF WHY THIS MANAGER OR SUPERVISOR IS BELIEVED TO BE QUALIFIED FOR THIS CONTRACT TASK ORDER. PLEASE USE THE REVERSE SIDE OF THE FIRST PAGE OR THIS SEPARATE SHEET OF PAPER.



EXHIBIT 13

SECURITY CLEARANCE REQUIREMENTS

<u>FACILITY CLEARANCE</u>	<u>REQUIRED</u>	<u>NOT REQUIRED</u>
A. Top Secret	_____	_____X_____
B. Final Secret	_____	_____X_____
C. Suitability Determination	_____	_____X_____

<u>PERSONNEL CLEARANCE</u>	<u>REQUIRED</u>	<u>NOT REQUIRED</u>
A. Top Secret	_____	_____X_____
B. Final Secret	_____	_____X_____
C. Dept. of Energy - "Q" (Top Secret)	_____	_____X_____
D. Dept. of Energy - "L" (Secret)	_____	_____X_____
E. N.R.C - "Q" (Top Secret)	_____	_____X_____
F. N.R.C. - "L" (Secret)	_____	_____X_____
G. FPS Suitability Determination	_____X_____	_____
H. Special Agency Checks/Clearances	_____X_____	_____

**IMPORTANT NOTE:**

Some Federal Agencies will routinely require additional Special Agency Checks and Clearances for Task Order employees assigned to work at their facilities, in addition to FPS's. Such Agencies include but are not limited to the U.S. Drug Enforcement Administration and Federal Bureau of Investigation. These Special Agency checks and clearances will usually affect less than 20% of Task Order posts, annually. In such cases, additional clearance applications will be required from the Contractor, at no additional cost to the Government (i.e., Task Order prices will remain fixed). All required forms will be provided by the Government.



*DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits*

## **EXHIBIT 14**

### **Nine U.S. Department of Labor (DOL) Wage Determinations are Attached**

**(Each Wage Determination is attached to the conveying RFQ email as a separate file.  
There is no superseding Collective Bargaining Agreement (CBA).  
If you have questions about these or other U.S. DOL Wage Determinations,  
contact the U.S. Department of Labor, Wage and Hour Division.**

*Page 51*

*DHS-FPS RFQ GS05P03GCD0002, Part 2, dated May 16, 2003*

*This document may contain information that is sensitive, but unclassified. It is not for distribution outside of eligible prospective offerors and their U.S.-based agents and is for RFQ-related purposes, only.*





*DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits*

## **EXHIBIT 15**

**COLLECTIVE BARGAINING AGREEMENT(S), IF ANY  
(There are no Collective Bargaining Agreements applicable to this RFQ;  
Only the U.S. DOL-issued Wage Determinations Apply)**

*Page 52*

*DHS-FPS RFQ GS05P03GCD0002, Part 2, dated May 16, 2003*

*This document may contain information that is sensitive, but unclassified. It is not for distribution outside of eligible prospective offerors and their U.S.-based agents and is for RFQ-related purposes, only..*



### EXHIBIT 16

**Attached here is a map of the State of Michigan, showing county outlines and names. The area displayed by this map includes all current and potential contract task order performance areas. This map may be expanded or enlarged for easier viewing.**





## EXHIBIT 17

### Regulatory Agency Information

These internet web sites contain helpful information that may be of interest to detective and security guard companies, investigators, and security guards, operating or planning to operate within the State of Michigan. Contract performance requires compliance with the laws, ordinances and regulations of the State of Michigan and local government authorities (as applicable).

- 1) Internet web site: <http://medc.michigan.org>  
Description: provides Michigan business news and maps.  
Internet web site sponsor: Michigan Economic Development Corporation
  
- 2) Internet web site: <http://www.michigan.gov/msp>  
Description: Provides answers to frequently asked questions about State of Michigan concealed weapon requirements and other laws and regulations (which are subject to change).  
Internet web site sponsor: Michigan State Police
  
- 3) Internet web sites:  
<http://www.msp.state.mi.us/CCW/ccw.htm>[http://www.michigan.gov/msp/1,1607,7-123-1591\\_3503\\_4654---,00.html](http://www.michigan.gov/msp/1,1607,7-123-1591_3503_4654---,00.html)  
[http://www.michigan.gov/msp/0,1607,7-123-1645\\_3500\\_4615---,00.html](http://www.michigan.gov/msp/0,1607,7-123-1645_3500_4615---,00.html)  
Description: These sites cover Michigan firearm permit practices, procedures, prices, forms and other **valuable** information.  
Internet web site sponsor: Michigan State Police

### One Other Very Helpful State of Michigan Contact

**Michigan Department of Consumer & Industry Services (Licensing)**

P.O. Box 30018

Lansing, MI 48909

Tel: 517/241-5645

Fax: 517/241-9280

Info on State of Michigan Licenses & License Regulations; 8a-5p Eastern, Mon-Fri

Internet web site: <http://www.michigan.gov/commerciallicensing>

Alternate web site: [http://michigan.gov/cis/0,1607,7-154-10557\\_12992---,00.html](http://michigan.gov/cis/0,1607,7-154-10557_12992---,00.html)

### Two Important Notes:

- 1) It is the DHS-FPS Contracting Officer's understanding that commercial security guard companies/corporations operating within Michigan are **first** required to:
  - a) register with the State of Michigan as either a domestic or foreign corporation, and
  - b) obtain a private security guard agency license from the State of Michigan.
- 2) It is solely the Quoter's responsibility to do sufficient research into Federal, state and local laws and regulations so as to be fully compliant with those laws and regulations in the performance of contract task orders. The information on this page is provided in good faith, but it is subject to change. DHS-FPS is not responsible for information provided or failed to be provided by other agencies, including those listed on this page.



DHS-FPS RFQ GS05P03GCD0002 – FSC 539 or 084, SIN 246-54, for Security Services in Michigan - Part 2, Exhibits

## EXHIBIT 18

**List of Incumbent (Unlimited Security, Inc.) Contract Employees**  
**(this information is provided in good faith, as received from the Contractor)**

**This information is attached to the conveying RFQ email as a separate file.**



## PART III – PROPOSAL PREPARATION AND PRICING

### Introduction

- a. Only current GSA-FSS FSC 084 SIN 246-54 [or GSA-FSS FSC 539 SIN 246-54, the prior FSC designator) security guard service contract holders are eligible to submit Quotes in response to this Request for Quotes (RFQ). In other words, only the companies already on the above identified GSA-FSS schedule(s) by the Quote due date and time may submit Quotes responding to this RFQ.**
- b. This is Part 3 of the RFQ. RFQ Part 3 contains instructions for Quoters.**
- c. The services provided under this Contract and Task Order shall be performed at multiple FPS-supported sites that are located throughout the State of Michigan. Contract task order posts/service sites may be anywhere within Michigan. The Government shall make the sole determination as to ordered post quantities, locations, scheduled hours, and type(s) of services.**
- d. As issued, there are about 25 pages in RFQ Part 3, however, your page count may vary slightly, depending on computer, software and printer settings. If you print this document, check the printed document carefully for completeness. Read the entire RFQ carefully, especially underlined and bold portions, before asking questions about the RFQ.**
- e) The Government will award the task order resulting from this RFQ to a single contractor for a single two-year base period and three one-year option periods. The exercise of the option(s) shall be determined by the Contracting Officer.**
- f) There is no collective bargaining agreement applicable to this RFQ. See the DOL Wage Determinations that are exhibits in this RFQ, for more information on this subject.**

### **1. Method for Award**

The Government will issue a **firm, fixed unit-price** task order/task orders for the services described in the SOW to the Contractor whose proposal provides the best value to the Government from a price and technical standpoint, with Task Order award made to the lowest priced, technically acceptable Quote from an eligible responsible Offeror with good past performance, who must currently possess a GSA-FSS FSC 084 SIN 246-54 (or GSA-FSS FSC 539 SIN 246-54, the prior FSC designator) Contract that



offers and makes available commercial security guard services to the Federal Government through that contract, as of the Quote due date (identified below).

The Government does not intend to conduct negotiations with any of the Offerors; however, the Government may contact any Offeror for clarification of information provided in the proposal if that is necessary for the Government to fully understand the proposal. For that reason, the Offeror (Quoter) shall submit their best price(s) in their initial Quote, as there may be no opportunity for another price offer (Quote), in response to this RFQ.

**Important:**

The RFQ does not require eligible Quoters to be state licensed prior to award, however, all eligible Quoters who already possess and include as part of their responsive Quote true, legible, verifiable photocopies of their currently valid state-issued security guard company/agency licenses from the cognizant state authorities (the State of Michigan), will receive higher pre-award technical evaluation credit than those Quoters who don't include such license copies in their offer.

In other words, as part of the greatest value nature of the RFQ, and in recognition of the reduced risk to the Government from Quoters/Offerors who are already state-licensed, a pre-award technical evaluation credit/preference will be granted to responsive Quoters/Offerors who include true, legible photocopies of currently valid and verifiable security guard company/agency licenses (or equivalent letter authorization) issued in their own business name(s) from cognizant Michigan state Government authorities.

**2. Instructions for Submitting Proposals**

The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish requirements for the format and content of proposals so that proposals are complete, contain all essential information, and can be evaluated equally.

**3. Submission of Quote shall be via Internet Email**

The Quoter responding to this Request for Quotes shall respond via internet email, and shall clearly and legibly show the offeror's current business name and address, MAS contract award number, business telephone number, fax number, email address, pager number (or cellular telephone number), plus the name of the chief negotiator, the solicitation number, and the hour, and date specified by the RFQ for receipt of Quotes.



To be eligible for consideration, the responsive Contractor's Quote will first include:

- a) A cover letter/page clearly identifying the Offeror and the Offeror's GSA-FSS Contract number, stating that 1) the Quoter accepts all conditions of the Contract and RFQ (clearly identify the RFQ number), and 2) takes no exceptions to the contract, the RFQ and the Task Order(s) resulting from the RFQ;
- b) A firm, fixed (unit) price Quote using the form and format provided in the RFQ;
- c) a legible, true photocopy of each current and valid state security guard company license that the Offeror will lawfully operate under for the Task Order (if available; this is an "extra credit" or "value added" pre-award evaluation item);
- d) A list of three or more references that can verifiably identify the Offeror as possessing similar experience with similar-sized security guard service contracts of similar scope (note: experience in providing security clerk services is not a significant part of the contract Task Order, so while desirable, it is not essential that the Offeror possess such experience; no added value will be placed upon the Offeror possessing such security clerk service experience);
- e) A statement that the Offeror's unit prices/rates are valid for all required quantities and geographic areas (i.e., quoted unit prices/rates for hourly labor and monthly vehicle lease) are firm and fixed, and will not vary by locality or quantity ordered.
- f) A statement that the Offeror has checked and verified that all Quoted prices are firm, fixed unit (per labor hour and per vehicle monthly) prices that are complete and without error.
- g) The Quoter's current GSA-FSS FSC 084 (or 539) SIN 246-54 Contract Number.

## IMPORTANT

**Responsive Quotes shall be sent to and received by the CO via internet email to [roger.pinnau@gsa.gov](mailto:roger.pinnau@gsa.gov) (Primary Contracting Officer), with a cc copy sent to [art.dobbs@gsa.gov](mailto:art.dobbs@gsa.gov) (Alternate Contracting Officer) prior to 4:30 p.m. (Chicago Time) on June 10, 2003. The timely complete Quote sent via email shall prevail, if there is any discrepancy or difference between the emailed and any other Quote. Do not wait until the last minute to send your Quote via email. The complete quote sent via email by you to the above two email addresses must arrive on time (prior to 4:30 p.m. Chicago time, June 10, 2003) in order to be considered timely. In other words, your emailed Quote is due prior to 4:30 p.m. Chicago Time, June 10, 2003, regardless of the date and time stamped on the email by the Offeror and/or their computer, internet service provider, or other mechanism/provider. The Offeror shall comply with this required Quote due date, time and recipients, in order to be found compliant and responsive with these particular requirements of the RFQ. Eligible Offerors are welcome to ask RFQ-based questions of**



**roger.pinnau@gsa.gov** (Primary Contracting Officer) in writing via email, with a “cc” copy of that email sent to **art.dobbs@gsa.gov** (Alternate Contracting Officer). Questions from anonymous parties, incompletely identified parties and/or ineligible parties will not receive a response. Only the Contracting Officer's identified above are authorized to answer questions about the RFQ. No other responses are binding upon the Government.

**Important Note:**

**Each Offeror may enable automatic email receipt notification of their Quote's receipt, within the conveying email of their Quote, if their email software permits. The Government is not responsible for misaddressed or misdelivered email. Check to make sure your Quote is complete before sending.**

Proposals sent or received after the hour and date specified above will be considered late submissions and may not be considered for award of the task order. The CO shall have the sole discretion whether to consider any late proposals. To be considered timely, the entire email Quote, with all required information, must be sent and received prior to the Quote due date and time, at the specified destination. Anticipate some delivery delay; do not wait until the last few minutes to send your Quote via email or it may arrive late.

**4. Instructions for Preparing the Price Proposal**

The Contractor shall furnish all management, supervision, labor, material, supplies, and equipment (except as otherwise provided by the Government), and shall plan, schedule, coordinate and ensure effective performance of all services described in Parts I and II of this SOW.

The Contractor shall be required to provide guard service in accordance with the requirements of this SOW, which is anticipated (but not guaranteed) to be primarily at the locations specified in Exhibit 1. Indicate separately any discount for prompt payment of Basic Services.

The Offeror is also required to provide a written statement that it takes no exceptions to the solicitation and provide evidence of required licenses and insurance. Also, include a copy of the representations and certifications used for applications to the MAS contract.

**52.217-8 Option to Extend Services (Nov 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result





of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed **6 (six) months**. The Contracting Officer may exercise the option by written notice to the Contractor **within 90 (ninety) days prior to scheduled expiration of the Contract Task Order so extended.**

### **Price Sheet for Basic Services**

The hourly prices Offered below shall be inclusive of all the Offeror's direct costs, indirect costs, and profit. Offerors must include all costs (direct and indirect) associated with providing the services described in and required by the SOW.

The Government shall not be responsible for compensating the Contractor for any costs tied to SOW requirements, but not factored into the proposed prices, either by the Contractor's intention or by mistake.

The Contractor's complex relief (for contract employee meal and hygiene breaks) costs shall all be considered part of Contract task order overhead, with all such costs the sole responsibility of the Contractor. The Contractor shall NOT separate and bill, itemize, charge or invoice such costs to the Government.

**When calculating your fixed prices for the Task Order(s) resulting from this Request for Quotes, remember that those fixed task order prices/rates you submit will apply to the entire geographic area of performance (in other words, the Government will pay the same fixed rates/prices for hours of identical service categories and vehicles provided by the Contractor at one location as at another, under this solicitation and the resulting Task Order award). The Government retains the unilateral right to specify work-site/post locations and work-site/post schedules, and categories of service (armed, unarmed, supervisory, non-supervisory). This is an "all or nothing" Request for Quotes. Offers and prices for only some areas, hours and/or posts and not all others included within the scope of this solicitation and resulting contract task order will NOT be accepted. Partial offers and incomplete offers will be found non-responsive and will NOT be considered for placement of task orders or task order award.**

**Clearly state in your Quote that your prices/rates are valid for all required geographic areas, hours and posts. Clearly state in your Quote that you have checked and verified that all your prices/rates are complete and without error.**



**Important:** The hourly labor and monthly vehicle prices/rates the Government pays will not vary by location, though the Contractor's hourly wage and benefit obligations and vehicle costs may vary by location. Quantities of task order hours and vehicles ordered by the Government may vary, however, task order rates (hourly labor rates and monthly vehicle rates) will remain fixed, regardless of location of service performance or quantity of services, throughout Michigan.

The estimated hours provided here may vary from those estimated in the RFI sent out earlier. Estimated hours provided here may also vary some from the quantity of hours currently staffed at these locations, in the attached post lists. Use the estimated hours shown in this section (RFQ Part 3) for your estimate of total hours anticipated (hours ordered may vary). Submit this completed sheet/set of sheets with your other Quote information. Check your prices and calculations carefully before their timely submittal.



**Total Estimated Basic (Long-term & Recurring) Armed Productive (non-supervisory) Hours: 350,000 hours per year, over the 2-year Base Period (700,000 hours over two years).**

**Total Estimated Basic (Long-term & Recurring) Armed Supervisory Hours: 20,000 hours per year, over the 2-year Base Period (40,000 hours over two years).**

Offer a firm fixed price for Basic Productive (Armed) Service

at \$ \_\_\_\_\_ per hour.

Offer a firm fixed price for Basic Supervisory (Armed) Hours

at \$ \_\_\_\_\_ per hour.

**Total Estimated Basic (Long-term & Recurring) Armed Productive (non-supervisory) Hours: 350,000 hours for 1 year over the first 1-year Option Period.**

**Total Estimated Basic (Long-term & Recurring) Armed Supervisory Hours: 20,000 hours for 1 year over the first 1-year Option Period.**

Offer a firm fixed price for Basic Productive (Armed) Service

at \$ \_\_\_\_\_ per hour.

Offer a firm fixed price for Basic Supervisory (Armed) Hours

at \$ \_\_\_\_\_ per hour.

**Total Estimated Basic (Long-term & Recurring) Armed Productive (non-supervisory) Hours: 350,000 hours for 1 year over the second 1-year Option Period.**

**Total Estimated Basic (Long-term & Recurring) Armed Supervisory Hours: 20,000 hours for 1 year over the second 1-year Option Period.**

Offer a firm fixed price for Basic Productive (Armed) Service

at \$ \_\_\_\_\_ per hour.



Offer a firm fixed price for Basic Supervisory (Armed) Hours

at \$ \_\_\_\_\_ per hour.

**Total Estimated Basic (Long-term & Recurring) Armed Productive (non-supervisory) Hours: 350,000 hours for 1 year over the third 1-year Option Period.**

**Total Estimated Basic (Long-term & Recurring) Armed Supervisory Hours: 20,000 hours for 1 year over the third 1-year Option Period.**

Offer a firm fixed price for Basic Productive (Armed) Service

at \$ \_\_\_\_\_ per hour.

Offer a firm fixed price for Basic Supervisory (Armed) Hours

at \$ \_\_\_\_\_ per hour.

**Total Estimated Basic (Long-term & Recurring) Security Clerk III's (non-supervisory) Hours: 2,000 hours over 1 Year during the 2-year Base Period (4,000 hours over 2 years, during the 2-year Base Period).**

Offer a firm fixed price for Basic Productive (non-supervisory) Security Clerk III Service (General Clerk III).

at \$ \_\_\_\_\_ per hour.

**Total Estimated Basic (Long-term & Recurring) Security Clerks (non-supervisory) Hours: 2,000 hours over 1 Year during the first 1-year Option Period.**

**Total Estimated Basic (Long-term & Recurring) Armed Supervisory Hours: 2,000 hours over 1 Year during the first 1-year Option Period.**

Offer a firm fixed price for Basic Productive (non-supervisory) Security Clerk III Service (General Clerk III or similar).

at \$ \_\_\_\_\_ per hour.



DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 3, Instructions

**Total Estimated Basic (Long-term & Recurring) Security Clerks (non-supervisory) Hours: 2,000 hours over 1 Year during the second 1-year Option Period.**

**Total Estimated Basic (Long-term & Recurring) Armed Supervisory Hours: 2,000 hours over 1 Year during the second 1-year Option Period.**

Offer a firm fixed price for Basic Productive (non-supervisory) Security Clerk III Service (General Clerk III).

at \$ \_\_\_\_\_ per hour.



DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 3, Instructions

**Total Estimated Basic (Long-term & Recurring) Security Clerks (non-supervisory) Hours: 2,000 hours over 1 Year during the third 1-year Option Period.**

**Total Estimated Basic (Long-term & Recurring) Armed Supervisory Hours: 2,000 hours over 1 Year during the third 1-year Option Period.**

Offer a firm fixed price for Basic Productive (non-supervisory) Security Clerk Service (General Clerk III or similar).

at \$ \_\_\_\_\_ per hour.



## Price Sheet for Temporary/Special Services (TAS/SAS)

During the term of the task order, the Government may have requirements for temporary or special additional service (TAS/SAS) requirements that are separate from the basic requirements for each task order. Due to the nature of these services, the Contractor may be requested to provide them with little advance notice.

This additional services provision is intended to be used to satisfy the Government's short-term, non-recurring needs for service. Should a continuing need for additional service arise, a task order modification will be issued by the Government to provide for those services.

**The hourly prices Offered below shall be inclusive of all the Offeror's direct costs, indirect costs, and profit. Offerors must include all costs associated with providing the services described in and required by this SOW.**

**The Government shall not be responsible for compensating the Contractor for any costs tied to Solicitation/Contract requirements, but not factored into the Contract prices, either by the Contractor's intention or by mistake.**

The Contractor's complex relief (for contract employee meal and hygiene breaks) costs shall all be considered part of Contract task order overhead, with all such costs the sole responsibility of the Contractor. The Contractor shall NOT separate and bill, itemize, charge or invoice such costs to the Government.

Offer a firm fixed price per labor hour for providing Armed Guards for temporary/special services (sometimes called Emergency Guard Service) that are in addition to the labor hours and services specified for the basic services.

**Total Estimated Armed Productive (non-supervisory) TAS/SAS Labor Hours: 5,000 (five thousand) over One Year during the 2-year base period (ten thousand hours over the 2-year base period).**

**Total Estimated Armed Supervisory TAS/SAS Labor Hours: 2,000 (two thousand) over One Year during the 2-year base period (four thousand hours over the 2-year base period).**

Offer a firm fixed price for armed productive (non-supervisory) hours. Remember that these are estimated quantities for labor hours (above).



DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 3, Instructions

at \$ \_\_\_\_\_ per hour.

Offer a firm fixed price for armed supervisory hours

at \$ \_\_\_\_\_ per hour.

Orders for TAS/SAS may be placed orally when the amount of the order totals \$2,500 or less, or in the event of an emergency or disaster, as determined by the CO or COR. Individual orders for additional services involving more than forty (40) labor hours per post per week will be issued only with the Contractor's consent. However, if the Contractor refuses an order under this clause, the Government shall have the express authority to use other sources to obtain the required services. Each guard assigned to TAS/SAS must be uniformed, equipped, trained and qualified in accordance with the SOW.





DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 3, Instructions

**Total Estimated Armed Productive (non-supervisory) TAS/SAS Labor Hours:  
5,000 (five thousand) over One Year during the first 1-year option period.**

**Total Estimated Armed Supervisory TAS/SAS Labor Hours:  
2,000 (two thousand) over One Year during the 1-year option period.**

Offer a firm fixed price for armed productive (non-supervisory) hours. Remember that these are estimated quantities for labor hours (above).

at \$ \_\_\_\_\_ per hour.

Offer a firm fixed price for armed supervisory hours

at \$ \_\_\_\_\_ per hour.



DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 3, Instructions

Total Estimated Armed Productive (non-supervisory) TAS/SAS Labor Hours:  
**5,000 (five thousand) over One Year during the second 1-year option period.**

Total Estimated Armed Supervisory TAS/SAS Labor Hours:  
**2,000 (two thousand) over One Year during the second 1-year option period.**

Offer a firm fixed price for armed productive (non-supervisory) hours. Remember that these are estimated quantities for labor hours (above).

at \$ \_\_\_\_\_ per hour.

Offer a firm fixed price for armed supervisory hours

at \$ \_\_\_\_\_ per hour.



DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 3, Instructions

**Total Estimated Armed Productive (non-supervisory) TAS/SAS Labor Hours:  
5,000 (five thousand) over One Year during the third 1-year option period.**

**Total Estimated Armed Supervisory TAS/SAS Labor Hours:  
2,000 (two thousand) over One Year during the third 1-year option period.**

Offer a firm fixed price for armed productive (non-supervisory) hours. Remember that these are estimated quantities for labor hours (above).

at \$ \_\_\_\_\_ per hour.

Offer a firm fixed price for armed supervisory hours

at \$ \_\_\_\_\_ per hour.



**Price Sheet for Unarmed Guards**

DOL Service Contract Act Wage Determination rates and fringe benefit requirements for Guard 1 (Guard One) apply. Submit this completed page with your proposal. Remember that these are estimated quantities for labor hours.

**Total Estimated Basic (Long Term & Reoccurring) Unarmed Productive (non-supervisory) Hours: 1,000 over one year, during the 2-year base period (2,000 hours over two years).**

**Total Estimated TAS/SAS Unarmed Productive (non-supervisory) Hours: 1,000 over one year, during the 2-year base period (two thousand hours over two years).**

**Note:**

Even though relatively few unarmed service hours are expected, it is possible that some will occur, so an unarmed guard hourly price/rate is required, below. Ensure that your prices are fair and reasonable, and not "low-balled" or your Quote may be found unbalanced and non-responsive.

Offer a firm fixed price for Basic Unarmed Productive Service

at \$ \_\_\_\_\_ per hour.

Offer a firm fixed price for TAS/SAS Unarmed Productive Service

At \$ \_\_\_\_\_ per hour.



DHS-FPS RFQ GS05P03GCD0002 – FSC 084 (or 539), SIN 246-54, for Security Services in Michigan - Part 3, Instructions

**Total Estimated Basic (Long Term & Reoccurring) Unarmed Productive (non-supervisory) Hours: 1,000 over one year, during the first 1-year option period.**

**Total Estimated TAS/SAS Unarmed Productive (non-supervisory) Hours: 1,000 over one year, during the first 1-year option period.**

**Note:**

Even though relatively few unarmed service hours are expected, it is possible that some will occur, so an unarmed guard hourly price/rate is required, below. Ensure that your prices are fair and reasonable, and not “low-balled” or your Quote may be found unbalanced and non-responsive.

Offer a firm fixed price for Basic Unarmed Productive Service

at \$ \_\_\_\_\_ per hour.

Offer a firm fixed price for TAS/SAS Unarmed Productive Service

At \$ \_\_\_\_\_ per hour.