

ORDER FOR SUPPLIES AND SERVICES

Important: See instructions in GSAR 563.370-300-1 for distribution.

PAGE 1 OF 2 PAGES

1. DATE OF ORDER May 28, 2004	2. ORDER NUM P1104ML 3	3. CONTRACT NUMBER GS07F0352K	4. ACT NUMBER 1B3N05480
----------------------------------	---------------------------	----------------------------------	----------------------------

FOR GOVERNMENT USE ONLY	5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
	FUND	ORG CODE	B/A CODE	O/C CODE	AC	SS	VENDOR NUMBER
	b2Low						
	FUNC CODE	C/E CODE	PROJ/PROS NO	CC-A	MDL	FI	GL DEBIT
	b2Low						
	W/ITEM	CC-B	PRT/CRFT		AI	LC	DISCOUNT
		DC0459AF					

7. TO: CONTRACTOR (Name, address and zip code)	00000099	8. TYPE OF ORDER	REFERENCE YOUR
		<input type="checkbox"/> A. PURCHASE	
Coastal International Security 1197 Spring Ave Suite B Surfside Beach SC 29575		Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.	
		<input checked="" type="checkbox"/> B. DELIVERY	
Dave Rogers	(843)238-9080	This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above number contract.	
		C. MODIFICATION NO.	AUTHORITY FOR ISSUING

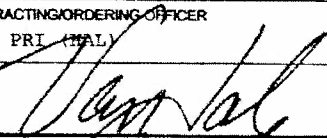
9B. CHECK IF APPROP. WITHOLD 20% <input type="checkbox"/>	Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.
--	--

10A. CLASSIFICATION <input type="checkbox"/> A. SMALL BUSINESS <input checked="" type="checkbox"/> B. OTHER THAN SMALL BUSINESS <input type="checkbox"/> C. SMALL DISADVANTAGED <input type="checkbox"/> D. SMALL WOMEN-OWNED	10B. TYPE OF BUSINESS ORGANIZATION <input checked="" type="checkbox"/> A. CORPORATION <input type="checkbox"/> B. PARTNER-SHIP <input type="checkbox"/> C. SOLE PROPRIETOR
---	---

11. ISSUING OFFICE (Address, zip code and telephone no.)	12. REMITTANCE ADDRESS (MANDATORY)	13. SHIP TO (Consignee address, zip code and telephone no.)
WPSB GSA, FPS Contract Guard Program 3rd & M Sts., SE., Bldg 136 Washington, DC 20407	00000099 Coastal International Security 1197 Spring Avenue Suite B Surfside Beach SC 29575	DC0459AF Ronald Reagan Bldg 1300 Pennsylvania Ave, N.W. Box 244 Washington, D.C. 20004

14. PLACE OF INSPECTION AND ACCEPTANCE DC0459AF	15. REQUISITION OFFICE (Name, symbol and telephone no.) WPSB		
16. F.O.B. POINT DESTINATION	17. GOVERNMENT B/L NO.	18. DELIVERY F.O.B. POINT ON OR BEFORE Aug 1, 2004	19. PAYMENT/DISCOUNT TERMS b2Low

20. SCHEDULE					
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	See Attached Schedule				

21. RECEIVING OFFICE (Name, symbol and telephone no.) DC0459AF	TOTAL FROM 300-A(s)	16,430,800.44
22. SHIPPING POINT	23. GROSS SHIP WT.	GRAND TOTAL 16,430,800.44
24. MAIL INVOICE TO: (Include zip code) General Services Administration (FUND) 7bcp GSA FINANCE Div (7BCP) PO BOX 17181 FT. WORTH, TX 76102	25A. FOR INQUIRES REGARDING PAYMENT CONTACT: Faye Cartwright	25B. TELEPHONE b2Low
	26A. NAME OF CONTRACTING/ORDERING OFFICER Van Hale - PRI (PAL)	26B. TELEPHONE NO. b2Low
	26C. SIGNATURE 	7/2/04

ORDER FOR SUPPLIES AND SERVICES

(Continuation)

THIS NUMBER MUST APPEAR ON ALL PACKAGES AND PAPERS RELATING TO THIS ORDER

PAGE

OF

PAGES

DATE
2004 May 28

O
P
34-MP-0099

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Provide Security Guard Services at the Ronald Reagan Building, located at 1300 Pennsylvania Avenue, NW, Washington, DC in accordance with the attached statement of work and the Contractor's technical and price proposals dated January 15, 2004.</p> <p>Initial Year Period of Performance: August 1, 2004 - July 31, 2005</p> <p>GSA</p> <p>0001 Door Checkpoints/Productive Guard</p> <p>0002 Productive Guard</p> <p>0003 Supervisory Guard</p> <p>U.S. CUSTOMS</p> <p>0004 Productive Guard</p> <p>0005 Supervisory Guard</p> <p>USAID</p> <p>0006 Productive Guard</p> <p>0007 Supervisory Guard</p> <p>EPA</p> <p>0008 Productive Guard</p> <p>0009 Supervisory Guard</p> <p>Full Time TAS Coordinator for TCMA</p> <p>0010 TAS Coordinator</p> <p>Temporary/Special Additional Services (TAS/SAS) shall be provided at the following rates for the initial period of performance: Productive Supervisory</p>				



b4

b4

*ederal Protective Service
ational Capital Region*

U.S. Department of Homeland Security
3rd and M Streets, SE
Building 74, Suite 227
Washington, DC 20407



U.S. Immigration and Customs Enforcement

July 1, 2004

Mr. Dave Rodgers
Coastal International Security
1197 Spring Avenue, Suite B
Surfside Beach, SC 29575

Dear Mr. Rodgers:

Your offer submitted in response to RFQ GS-11P-04-MPD-0121 to provide security guard services at the Ronald Reagan Building and International Trade Center, located at 1300 Pennsylvania Avenue, NW, Washington, DC in the total amount of \$16,430,800.44 has been accepted on behalf of the U.S. Government.

Services shall become effective at 0001 a.m., August 1, 2004, and continue through July 31, 2005, at the rate of [b4] per productive hour, [b4] per supervisory hour, and \$ [b4] per hour for TAS Coordinator Services or \$1,369,233.37 per month for basic services. The temporary additional service rates of [b4] per productive hour and [b4] per supervisory hour have also been accepted. A signed copy of delivery order P-11-04-MP-0099 is enclosed.

In accordance with the contract terms and conditions, a certificate of insurance is required. The General Liability Policy shall name the U.S. Department of Homeland Security as an additional insured with respect to operations performed under the contract. This certificate of insurance must be mailed or otherwise furnished within fifteen days from receipt of this letter to the address below:

U.S. Department of Homeland Security, FPS
Contract Guard Program (WPSS)
3rd & M Streets, SE, Building 136
Washington, DC 20407
Attn.: Ms. Faye Cartwright

When submitting your invoice for payment, please include the Pegasys Document Number (PDN) for this contract: **1B3N05480**. The PDN must be included in order for the invoice to be processed for payment. Submit all original invoices to the following address by the fifth (5th) working day of each month:

Official File Copy

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

Time for prompt payment discounts is computed from the date that the invoice in the correct format is received by the Finance Division (7BCP).

Posters entitled "Equal Opportunity is the Law" and "Notice to Employees Working on Government Contracts" are to be displayed in conspicuous place available to persons employed under this contract or applying for work. A supply of the forms will be furnished upon request.

Your attention is directed to the Service Contract Act of 1965, which specifies information that must be furnished to the Contracting Officer in reference to any collective bargaining agreement that is or will become effective during the period of this delivery order.

Officer Gary Long of the Department of Homeland Security, Federal Protective Service has been designated as the Contracting Officer's Representative (COR) for the administration of this delivery order. Officer Long is authorized to act for the Contracting Officer and is charged with all responsibility for those acts on all matters pertaining to the delivery order except the rendering of final decisions and/or termination of the order. Authority to modify the delivery order remains with the Contracting Officer.

Officer Long can be reached at telephone number [REDACTED] b2Low

The following individuals have been designated to serve as Agency Technical Representatives (ATRs). This designation includes the authority to act as a representative of the Contracting Officer/Contracting Officer's Representative for the day-to-day monitoring of security guard performance under this delivery order. Further, authority is given to request immediate corrective action for deficiencies in performance and to redirect contract employees during emergency situations. This authority does not extend to actions that will incur cost or change the scope of the contract/delivery order.

Mr. John Vitale
General Services Administration

[REDACTED] b6

Mr. Ernie Howe
U.S. Environmental Protection Agency

[REDACTED] b6

Mr. Frederick Geary
U.S. Department of Homeland Security
(U.S. Customs)

[REDACTED] b2Low

Official File Copy

Page 3

Mr. David Waters
U.S. Agency for International Development

b6

All disputes in contract terminology should be directed to the Contracting Officer of the U.S. Department of Homeland Security, Federal Protective Service (FPS) for clarification.

Any administrative questions regarding the above referenced contract should be addressed to Faye Cartwright, telephone number

b2Low

Sincerely,



Van Hale
Contracting Officer

Enclosure

Official File Copy

**U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL PROTECTIVE SERVICE**

REQUEST FOR QUOTATION

SERVICES:

Security Guard Services at the
Ronald Reagan Building and
International Trade Center
1300 Pennsylvania Avenue, NW
Washington, DC

SOLICITATION NUMBER:

GS-11P-04-MPD-0121

POINT OF CONTACT:

Faye Cartwright
Program Analyst

TELEPHONE NUMBER:

202-205-9486
Fax: 202-205-8072

**DATE FOR RECEIPT OF
PROPOSALS:**

January 15, 2004
4:00 p.m., est

SUBMIT TO:

U.S. Department of Homeland Security
Federal Protective Service c/o
U.S. General Services Administration, NCR
Procurement Bid Activity Room
7th & D Streets, SW, Room 1065
Washington, DC 20407

NOTICE: The information collection requirements contained in this solicitation/contract, that are not required by regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned OMB Control Number 3090-0163

TABLE OF CONTENTS

	<u>Page</u>
TAB 1 - STANDARD FORM 18, REQUEST FOR QUOTATION	
TAB 2 - <u>PART I - Statement of Work</u>	
1. Introduction.....	1
2. The Role of Government Personnel and Responsibility for Contract Administration, Inspection, and Acceptance	3
3. FAR 52.246-4 - Government Inspection of Services.....	6
4. Task Order Start-Up Review and Follow-Up.....	7
5. Contractor Effort Required.....	11
6. Services Required - Non Supervisory Guards.....	12
7. Services Required - Contract Manager and Supervisory Guards	21
8. Regulations, Handbooks, and Other Applicable Documents	23
9. Equipment, Uniforms, and Materials	24
10. Qualifications of Personnel	30
11. Training.....	37
12. Quality Control.....	47
13. Performance Evaluations.....	49
14. Payments.....	49
15. Price Deductions.....	51
16. Marking and Payment of Postage, Shipping, and Handling Fees.....	53
17. Termination/Cancellation of Services	54
TAB 3 - <u>PART II - Exhibits</u>	
LIST OF EXHIBITS.....	1
EXHIBIT 1 - Productive and Supervisory Requirements Including Post Hours and Location.....	2
EXHIBIT 2 - Communication Equipment Requirements.....	26
EXHIBIT 3 - Patrol Vehicle Requirements.....	27
EXHIBIT 4 - Training Subjects to be Presented to the Contract Guards by the Contractor.....	28
EXHIBIT 4A Contractor's Certification of Basic Training.....	36
EXHIBIT 5 Supervisory Training Subjects to be Presented by The Contractor	37
EXHIBIT 5A Contractor's Certification of Supervisory Training.....	39
EXHIBIT 6 Contractor Provided Recertification Training to be Presented to all Contract Guards.....	40
EXHIBIT 6A Contractor's Certification of Recertification Training.....	48
EXHIBIT 7 Training Subjects Presented by the Government's COR to Contract Employees.....	49
EXHIBIT 7A Contractor's Certification of Government Provided Training.....	52

EXHIBIT 8	Federal Law Enforcement Training Center Practical Pistol Course.....	53
EXHIBIT 8A	Certification of Firearms Training.....	57
EXHIBIT 9	Contractor's Training Schedule and Plan.....	58
EXHIBIT 10	Standard Form (SF) 78, Certificate of Medical Examination.....	59
EXHIBIT 10A	Medical Standards.....	60
EXHIBIT 11	Contractor's Certification of Contract Employee Eligibility Requirements.....	62
EXHIBIT 12	Key Personnel Resume.....	64
EXHIBIT 13	Security Clearance Requirements.....	65
EXHIBIT 14	U.S. Department of Labor Wage Determination and Collective Bargaining Agreement.....	66

TAB 4 - PART III - Proposal Preparation and Pricing

1.	Method of Award	1
2.	Notes to Offerors	1
3.	Instructions for Submitting Proposals	3
4.	Technical Proposal Guidelines	3
5.	Instructions for Preparing the Price Proposal	5
6.	Price Sheets.....	6
7.	Options.....	7
8.	Price Adjustments.....	7
9.	Price Sheet for Basic Service	8
10.	Pricing of Temporary/Special Services (TAS/SAS).....	9
11.	Formula for Award - Pricing.....	12

TAB 5 - Attachments

Attachment A - Past Performance Questionnaire

**REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)**

THIS RFO IS NOT A SMALL BUSINESS SET-ASIDE

PAGE OF PAGES
1 167

1. REQUEST NO. RFP GS11P04MPD0121	2. DATE ISSUED 11/26/2003	3. REQUISITION/PURCHASE REQUEST NO. WPS-03-0365	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY U.S. DHS, FPS, Contract Guard Program, (WPSS)			6. DELIVER BY (Date) April 30, 2005 (init. year)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)				
NAME Faye Cartwright email: [REDACTED] b6		TELEPHONE NUMBER AREA CODE NUMBER [REDACTED] b6		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
8. TO:				
a. NAME Mr. Rick Shannon		b. COMPANY Vance Services, Inc.		9. DESTINATION
c. STREET ADDRESS 10467 White Granite Drive			a. NAME OF CONSIGNEE	
d. CITY Oakton			b. STREET ADDRESS	
e. STATE VA			c. CITY	
f. ZIP CODE 22124			d. STATE e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) January 15, 2004		IMPORTANT: This is a request for information, and quotations furnished are not officers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Provide Security Guard Services in accordance with the attached statement of work Please submit your proposal to address identified in Part III, paragraph 3. Part I - Statement of Work Part II - Exhibits Part III - Proposal Preparation and Pricing Pricing Sheets are provided in Part III Please complete blocks 12 - 16 below and submit with your price proposal FSS MAS Schedule Contract #GS-07F-0064M				

12. DISCOUNT FOR PROMPT PAYMENT <input type="checkbox"/>	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

**REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)**

THIS RFP IS IS NOT A SMALL BUSINESS SET-ASIDE

PAGE OF PAGES
1 | 167

1. REQUEST NO. RFP GS11P04MPD0121
2. DATE ISSUED 11/26/2003
3. REQUISITION/PURCHASE REQUEST NO. WPS-03-0365
4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1

5a. ISSUED BY U.S. DHS, FPS, Contract Guard Program, (WPSS)
6. DELIVER BY (Date) April 30, 2005 (init. year)

5b. FOR INFORMATION CALL (NO COLLECT CALLS)
NAME Faye Cartwright
email [redacted] b6
TELEPHONE NUMBER [redacted] b6
AREA CODE [redacted] b6 NUMBER [redacted] b6

7. DELIVERY FOB DESTINATION OTHER (See Schedule)
9. DESTINATION
a. NAME OF CONSIGNEE
b. STREET ADDRESS
c. CITY
8. TO:
a. NAME Mr. Peter Rice
b. COMPANY MVM, Inc.
c. STREET ADDRESS 1593 Spring Hill Road
d. CITY Vienna
e. STATE VA f. ZIP CODE 22182
d. STATE e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) January 15, 2004
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p>Provide Security Guard Services in accordance with the attached statement of work</p> <p>Please submit your proposal to address identified in Part III, paragraph 3.</p> <p>Part I - Statement of Work</p> <p>Part II - Exhibits</p> <p>Part III - Proposal Preparation and Pricing</p> <p>Pricing Sheets are provided in Part III</p> <p>Please complete blocks 12 - 16 below and submit with your price proposal</p> <p>FSS MAS Schedule Contract #GS-07F-0366K</p>				

12. DISCOUNT FOR PROMPT PAYMENT a. 10 CALENDAR DAYS (%) b. 20 CALENDAR DAYS (%) c. 30 CALENDAR DAYS (%) d. CALENDAR DAYS NUMBER PERCENTAGE

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER
a. NAME OF QUOTER
b. STREET ADDRESS
c. COUNTY
d. CITY
e. STATE f. ZIP CODE

14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION
15. DATE OF QUOTATION

16. SIGNER
a. NAME (Type or print)
b. TELEPHONE AREA CODE
c. TITLE (Type or print)
NUMBER

**REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)**

THIS RFP IS IS NOT A SMALL BUSINESS SET-ASIDE

PAGE OF PAGES
1 167

1. REQUEST NO. RFP GS11P04MPD0121
2. DATE ISSUED 11/26/2003
3. REQUISITION/PURCHASE REQUEST NO. WPS-03-0365
4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1

5a. ISSUED BY U.S. DHS, FPS, Contract Guard Program, (WPSS)
6. DELIVER BY (Date) April 30, 2005 (init. year)

5b. FOR INFORMATION CALL (NO COLLECT CALLS)
7. DELIVERY FOB DESTINATION OTHER (See Schedule)

NAME Faye Cartwright
email: [REDACTED]
TELEPHONE NUMBER [REDACTED]
AREA CODE [REDACTED] NUMBER [REDACTED]

8. TO: a. NAME Mr. Craig Timmermann b. COMPANY SecTek, Inc.
9. DESTINATION a. NAME OF CONSIGNEE b. STREET ADDRESS

c. STREET ADDRESS 1943 Isaac Newton Square, Suite 150
c. CITY

d. CITY Reston e. STATE VA f. ZIP CODE 20190-5012
d. STATE e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) January 15, 2004
IMPORTANT: This is a request for information, and quotations furnished are not officers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Provide Security Guard Services in accordance with the attached statement of work Please submit your proposal to address identified in Part III, paragraph 3. Part I - Statement of Work Part II - Exhibits Part III - Proposal Preparation and Pricing Pricing Sheets are provided in Part III Please complete blocks 12 - 16 below and submit with your price proposal FSS MAS Schedule Contract #GS-07F-0279M				

12. DISCOUNT FOR PROMPT PAYMENT a. 10 CALENDAR DAYS (%) b. 20 CALENDAR DAYS (%) c. 30 CALENDAR DAYS (%) d. CALENDAR DAYS NUMBER PERCENTAGE

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER
a. NAME OF QUOTER
b. STREET ADDRESS
c. COUNTY
d. CITY
e. STATE
f. ZIP CODE

14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION
16. SIGNER
a. NAME (Type or print)
b. TELEPHONE AREA CODE
c. TITLE (Type or print)
NUMBER

15. DATE OF QUOTATION

**REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)**

THIS RFO IS IS NOT A SMALL BUSINESS SET-ASIDE

PAGE OF PAGES
1 167

1. REQUEST NO. RFP GS11P04MPD0121		2. DATE ISSUED 11/26/2003		3. REQUISITION/PURCHASE REQUEST NO. WPS-03-0365		4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY U.S. DHS, FPS, Contract Guard Program, (WPSS)						6. DELIVER BY (Date) April 30, 2005 (init. year)			
5b. FOR INFORMATION CALL (NO COLLECT CALLS)									
NAME Faye Cartwright email [REDACTED]				TELEPHONE NUMBER		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
AREA CODE				NUMBER		9. DESTINATION			
a. NAME OF CONSIGNEE									
a. NAME Mr. David Rodgers					b. COMPANY Coastal International Security				
c. STREET ADDRESS 1197 Spring Avenue, Suite B						b. STREET ADDRESS			
d. CITY Surfside Beach						c. CITY			
e. STATE SC				f. ZIP CODE 29575-8283		d. STATE		e. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) January 15, 2004			IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.						

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Provide Security Guard Services in accordance with the attached statement of work Please submit your proposal to address identified in Part III, paragraph 3. Part I - Statement of Work Part II - Exhibits Part III - Proposal Preparation and Pricing Pricing Sheets are provided in Part III Please complete blocks 12 - 16 below and submit with your price proposal FSS MAS Schedule Contract #GS-07F-0352K				

12. DISCOUNT FOR PROMPT PAYMENT <input type="checkbox"/>	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER				14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER				16. SIGNER			
b. STREET ADDRESS							
c. COUNTY				a. NAME (Type or print)		b. TELEPHONE	
d. CITY				AREA CODE		NUMBER	
e. STATE		f. ZIP CODE		c. TITLE (Type or print)		NUMBER	

PART II, EXHIBIT 2

COMMUNICATION EQUIPMENT REQUIREMENTS

1. Facility: Ronald Reagan Building and International Trade Center, 1300 Pennsylvania Avenue, NW, Washington, DC

2. Equipment: The Contractor shall provide, maintain, and supplement, as may be necessary at the site identified above, the following number(s) of radios and described associated equipment.

<u>Type of Equipment</u>	<u>Number(s)</u>
Nextel Radios <i>All posts, except multiple individual stations, shall have A nextel radio.</i>	

3. Licenses and Frequencies: The Contractor shall apply for an FCC license and authorization to operate in frequencies specified by the Government. Where necessary, the Contracting Officer or his authorized Representative will issue a letter of authorization, identifying the Contractor as having a need to communicate over a frequency or frequencies assigned to an agency of the Federal Government.

4. Normal, Emergency and Continuous Communications: All two-way portable radio units must have the capability of transmitting and receiving clear and concise vocal transmissions between guard, supervisory personnel and the Contractor's base station. The Contractor's base station must be a local licensed place of business within the **National Capital Region** for the purpose of having the capability for two-way communications between the Contractor and the Contractor's supervisory and guard personnel who are assigned to this Contract.

5. The Contractor will provide a listing of radio(s) and associated equipment to be used on this Contract to the Contracting Officer's Representative.

PART II, EXHIBIT 3

PATROL VEHICLE REQUIREMENTS

1. Facility: Ronald Reagan Building and International Trade Center, 1300 Pennsylvania Avenue, NW, Washington, DC

2. Equipment: Contractor Furnished Vehicle(s)

The Contractor shall furnish a vehicle or vehicles, as indicated below, which shall be used for patrol at the facility and to transport supervisors in the course of supervision duties and emergency response, as may be necessary. The vehicle(s) shall carry distinctive markings of the company, and shall be equipped with a rotation emergency roof light in compliance with applicable state and local laws. The vehicle(s) shall be available at all times during the life of the contract, and must be replaced immediately by a replacement vehicle if removed from operation for any reason(s). It is the Contractor's responsibility to register, insure, and provide proper maintenance for the vehicle(s). The vehicle(s) shall be equipped with a 10 – 15 lb. portable dry chemical, ABC extinguisher, installed and maintained in accordance with NFPA 10, Portable Fire Extinguishers. The fire extinguishers shall be equipped with a conventional, universal first aid kit with Airway pack, Cling bandages, and a minimum of two bite sticks.

3. Vehicle Requirements:

	<u>Vehicle No. 1</u>	<u>Vehicle No. 2</u>	<u>*Other</u>
Estimate(s) of hour(s) to be used daily	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Number(s) of days per week	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Estimated miles per day	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

*4. Other vehicles, including MOPEDS, THREE-WHEELERS, MOTOR SCOOTERS, BICYCLES, etc., described as follows:

2 Golf Carts - associated with security requirements and procedures

PART II, EXHIBIT 13

SECURITY CLEARANCE REQUIREMENTS

<u>FACILITY CLEARANCE</u>	<u>REQUIRED</u>	<u>NOT REQUIRED</u>
A. Top Secret	_____	_____X_____
B. Secret	_____X_____	_____
C. GSA Suitability Determination	_____X_____	_____

<u>PERSONNEL CLEARANCE</u>	<u>REQUIRED</u>	<u>NOT REQUIRED</u>
A. Top Secret	_____	_____X_____
B. 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. GSA Suitability Determination	_____X_____	_____
H. Other	_____	_____X_____

NOTE: FACILITIES/GUARD POSTS MAY VARY IN CLEARANCE REQUIREMENTS; THEREFORE, REFER TO ALL FACILITIES/GUARD POSTS LISTED IN EXHIBIT I FOR DEFINED/SPECIFIED CLEARANCE VARIATIONS.

PART III – PROPOSAL PREPARATION AND PRICING

1. Method for Award

The Government will award a **firm-fixed-price** task order 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. The successful Contractor's proposal will demonstrate the technical capability to effectively perform the required services at a competitive price. Thus, the Contractor who receives award of the task order may not be the Contractor who offers the lowest prices or demonstrates the highest level of technical expertise.

The Government considers the technical proposal to be greater in weight to the price proposal; that is, *technical evaluation factors, when combined are significantly more important than pricing for the purposes of determining the best value and award of the task order.*

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 it is necessary for the Government to fully understand the proposal. *Minor revisions and clarifications to the technical proposal may be solicited.*

2. Notes to Offerors

The following information is provided to prospective Offerors in order to assist you with preparing your proposals. Please be advised that the following information does not excuse any prospective Offeror from being thoroughly familiar with the Solicitation requirements prior to submission of a proposal.

Information on the Incumbent Contract

Prospective Offerors are cautioned that the information provided below on the incumbent Contract DOES NOT imply or promise similarities to this procurement.

Incumbent Contractor:	Coastal International Security, Inc.
Address:	1197 Spring Avenue, Suite B Surfside Beach, SC 29575
Current Period of Performance:	November 1, 2003 - April 30, 2004
Current Rates:	
Productive Hourly:	\$ [REDACTED]
Supervisory Hourly:	\$ [REDACTED]
TAS Hourly:	\$ [REDACTED]
Total Price:	\$18,428,744.00

The DHS FPS Contracting Officer for the incumbent Contract is Kathleen B. Frame. She may be reached at the Federal Protective Service, Department of Homeland Security, Contract Guard Program (WPSS), 3rd and M Sts, SE, Building 136, Washington DC 20407. Mrs. Frame's telephone number is [REDACTED] b2Low

How to Request and Receive Explanations and Clarifications on this Solicitation

Before requesting an explanation or clarification to the Solicitation, please read the Solicitation in its entirety. In most cases the clarification will be given within the Solicitation itself.

Any prospective Offeror who requires an explanation or interpretation of the Solicitation should request a response in writing from the Contracting Officer identified in this Solicitation. Oral explanations or instructions given to a prospective Offeror shall **NOT** be binding on the Government. Any information given to a prospective Offeror concerning this Solicitation will be furnished promptly to all other prospective Offerors via an amendment to the Solicitation. **The cut-off date established for all questions pertaining to this solicitation is December 15, 2003.**

All requests for information or clarification should be submitted in writing to Faye Cartwright via email at [REDACTED] b6 [REDACTED] or by postal service to the following address: Federal Protective Service, Department of Homeland Security, Support Branch (WPSS), 3rd and M Sts, SE, Building 136, Washington DC 20407.

Only the persons listed above are authorized to answer questions about this Solicitation. DHS FPS is **NOT** responsible for any information provided about the Solicitation by any other source.

All questions regarding this Solicitation shall clearly identify the Solicitation number **GS11P-04-MPD-0121** and the specific portion of the Solicitation from where the question is derived. Questions that are vague, illegible, irrelevant to the Solicitation, or arrive after the cutoff date established above may not receive a response.

Tour of the Ronald Reagan Building and International Trade Center

A tour of the facility for prospective offerors will be conducted on **Thursday, December 4, 2003, at approximately 11:30 a.m.** Interested parties are required to notify Faye Cartwright at the address/email identified above by close of business, **Tuesday, December 2, 2003.** Attendance is limited to two representatives from each company.

Late Submissions, Modification and Withdrawal of Proposals

FAR 52.215-1(c) (Oct 1997) states, in essence, that proposals, proposal modifications, and proposal withdrawals received at the address specified for receipt of offers will NOT be considered, unless the Offeror meets the requirements set forth in that provision.

Offerors are strongly encouraged to allow sufficient time to mail, deliver, or hand-carry their proposals to the Bid Room prior to the closing date and time established for this Solicitation. Offerors who hand-carry their proposals will be required to sign in as visitors to the building, which will include providing identification, passing through security devices, and having all packages X-rayed or visually inspected. Offerors and/or their agents who fail to fully comply with DHS FPS' security practices may be removed from and/or denied access to the building.

Inclement Weather/Unanticipated Events

Should inclement weather or other unanticipated events occur that interrupt normal Government processes and require postponement of the scheduled closing date and time for receipt of proposals, the proposal closing date and time will be changed to the same time on the next Government workday, unless notification is given to the contrary by the Contracting Officer. Potential Offerors and other interested parties should reference FAR 15.208(a) regarding this issue.

3. 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.

Submission and Content of Proposals.

Each Offeror must submit **four** identical sets of the technical and price proposals prior to the closing date and time for receipt of proposals stated below. *Prepare the technical and price proposal as two separate, severable packages and place in a sealed envelope/box or appropriate container.* The submission envelope or box shall show the solicitation number, hour, and date for receipt of proposals in the lower left-hand corner of the envelope or box.

The proposal package must be received by 4:00 p.m., local time, on January 15, 2004 at:

**U.S. Department of Homeland Security, FPS c/o
U.S. General Services Administration, NCR
Procurement Bid Activity Room (WPYB)
7th & D Streets, SW, Room 1065
Washington, DC 20407**

Proposals 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.

4. Technical Proposal Guidelines

DHS, FPS will accept only one (1) technical proposal from each Offeror.

In order to receive maximum consideration in the technical evaluation process, each Offeror's technical proposal must, at a minimum, address the factors specified below.

Expensive, elaborate submittals are neither required nor encouraged. Technical proposals should be no more than one hundred (100) single-sided pages in length. This does not include the Past Performance Questionnaires or the simplified contract listings. Pages larger than 8 1/2 x 11 inches are included in the one hundred page limitation and should be used only for illustrative purposes (charts, graphs, etc.) Pages should be typed using Arial 12-point font (or similar), and pages must have adequate margins (no less than .5" all around). Information may be single or double-spaced.

The Government will evaluate the Offeror's technical proposals based upon the factors identified herein.

Information to be Included in Technical Proposals

The technical factors identified below are listed in descending order of importance

Past Performance

The Government intends to evaluate your past performance record. Offerors shall submit the following information for ALL current security guard service contracts and ALL security guard service contracts performed within the past three (3) years that are similar in size and nature to those required in this Solicitation/Contract. A contract is considered to be similar in size and nature if the total required man-hours are at least 70% of the estimated man-hours of this Solicitation/Contract (**See Paragraph 9**) and the ratio of armed/unarmed services is comparable

to the ratio estimated in this Solicitation/Contract. **For each contract provide a completed Past Performance Questionnaire (Attachment A).**

For any Contract that was terminated for default, the Offeror bears the burden to provide all relevant information regarding the facts and circumstances surrounding the default termination. Absent adequate explanations regarding such termination(s) for default, the Government shall presume that the termination(s) resulted from the Contractor's failure to meet its contractual obligations. This information should be listed as an attachment to the completed Past Performance Questionnaire and should be no more than one page, double-spaced, in length.

For any Contract where severe performance problems occurred (i.e., problems resulting in a cure notice or show cause notice), the Offeror shall provide all relevant information regarding the facts and circumstances surrounding the problems, including all steps taken by the Offeror to correct the problems. This information should be listed as an attachment to the completed Past Performance Questionnaire and should be no more than one page, single-spaced, in length.

For those contracts performed within the *past 3 years* that do not meet the definition of 'similar in size and nature' as described in the paragraph above, the Offeror may provide a simplified listing of the contracts performed. The simplified list must contain the following information:

- (1) The Contract number;
- (2) The name of the Contracting agency or company; and
- (3) The estimated annual Contract price

The Government reserves the right to request further information regarding these contracts, if necessary to properly evaluate the offer.

The Government will base its opinion of the Offeror's past performance on the references provided and the information provided by the Offeror.

The Government reserves the right to contact a limited number of past performance references. Not all past performance references will be contacted. Preference will be given to those contracts that are similar in size and nature to this procurement. The Government is not limited to reviewing only those references provided by the Offeror. The Government may also consider the Offeror's performance on contracts not submitted by the Offeror that the Government is aware of or becomes aware of as a result of reference interviews.

Those Offerors who do not have any relevant past performance will receive a neutral (neither favorable nor unfavorable) evaluation for this factor.

Failure to submit complete and accurate information on the Past Performance Questionnaire, including contact information for references, as required may render the proposal deficient in this area.

Contract Management Plan

The Offeror shall submit a Contract Management Plan that discusses your understanding of the technical requirements of these services. The Contract Management Plan should address, at a minimum, the following areas:

- (a) How will you recruit new employees; handle employee turnover; and handle requests for temporary additional services (TAS)? How will you staff this contract given the anticipated start date of May 1, 2004?

Also, specifically address the issue of employee compensation. What compensation plan and benefits will you offer to the employees?

(b) Describe the resources you will devote to appropriately managing the task order. For instance, discuss whether you have a regional office that is within the geographic area of the required services (e.g., Washington-Baltimore Metro region); whether you have a Regional or Area Manager who will provide management/oversight of the services; and discuss any other resources you will dedicate or provide to ensure effective performance of the services.

(c) Provide a detailed description of how you will train and certify all employees working under the task order. For instance, if you have a training academy, can it provide training in accordance with the Exhibits in the Part II of the SOW? If you outsource your training, please describe how the trainer will provide the required training to employees. Address also how you will track and maintain all certifications for the guards (e.g., suitability, training, First Aid/CPR, medical evaluations, etc.).

The Government will evaluate the Contract Management Plan in the context of determining whether it is realistic and feasible given the scope of the required services and prevailing market conditions. Failure to address any of the above areas may render the proposal deficient in this area.

Quality Control

The Offeror must demonstrate the capability to ensure effective performance of the required services through adequate quality control. In this section of your proposal, please address the following topics:

(a) Discuss how you will provide quality control for the required services, including identifying personnel you will utilize for providing inspections; inspection methods you use; and any tools or equipment you utilize for quality control.

(b) Describe in detail both your employee reward/incentive program and your discipline procedures. Discuss how you will handle disciplinary actions when employee performance issues are brought to your attention, either through internal quality control or through Government quality assurance. You may submit the relevant portions of the corporate/company policies/handbooks that address this subject. Be sure to cite the appropriate pages of your policies/handbooks in your proposal.

The Government will evaluate whether the Offeror's plan for quality control is realistic and demonstrates the capacity to ensure effective performance of the required services.

5. Instructions for Preparing the Price Proposal

The Contractor shall furnish all management, supervision, manpower, 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 at the locations specified in Paragraph 1 of the SOW.

Department of Labor (DOL) Wage Determination

The minimum wage rates and fringe benefits applicable to the initial (base) period of performance are outlined in the U.S. Department of Labor Wage Determination Number 2003-0118, Revision 1, dated May 16, 2003, and the Collective Bargaining Agreement by and between Coastal International Security and the Security Police and Fire Professionals of America (SPFPA) Local 287.

Applicable Occupation Code and Title

The applicable Occupation Code and Title for this Solicitation/Contract is 27102 – Guard II. This is the minimum wage rate that the Contractor must pay to all guards working under this task order.

The Contractor shall also be responsible for complying with all other requirements of the wage determination, including all fringe benefits, such as vacations, holidays, uniform allowances, etc.

6. Price Sheets

Offerors shall submit pricing worksheets that clearly identify the formula used for each price element (.e.g., wages and benefits, payroll taxes, training costs, equipment, overhead, G&A, and profit). Make sure to include complete pricing worksheets for the base year period as well as ALL option periods. Worksheets are necessary in order for the evaluators to determine the reasonableness of the prices in the context of the technical proposals, and to determine the best value to the Government.

Pricing Required for All Services and Performance Periods

Offerors must quote prices for all services required during the initial 12-month period, as well as for each option period, in order to be considered for award.

Partial pricing by an Offeror shall render the proposal non-responsive to the Government's requirements, and the proposal shall not be considered for award of the task order.

Unbalanced Pricing

Each Offeror is cautioned that its price proposal may be rejected as non-responsive to the SOW requirements if it is materially unbalanced as to prices for the initial contract period or any option period. A price proposal is considered to be materially unbalanced when it is based on prices that are significantly less than cost for some work and prices that are significantly overstated for other work.

Contingency Pricing

DO NOT INCLUDE ANY CONTINGENCY PRICING RELATED TO THE WAGES AND BENEFITS REQUIRED UNDER THE DEPARTMENT OF LABOR WAGE DETERMINATION(S). See paragraph 8 below on price adjustments.

Follow the instructions stated in Paragraph 3 above for packing and marking the price proposal.

7. Options

The Government will award the task order for a base period of one year, and shall have the unilateral right to extend services for four additional periods of one year each.

The Government will notify the Contractor in writing of its intention to exercise the option within 45 days of the expiration of the current annual task order period. The Government will exercise the option by written modification to the task order within 30 days of the expiration of the current annual task order period. The modification will include the most current Wage Determination(s) that must be paid to the guards upon the start date of the new option period.

Important Note: The Contractor has no contractual right to any task order option period.

8. Price Adjustments

It is important that offerors note the requirements of FAR 52.222-43, Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiyear and Option Contracts) (May 1989). Offerors may not propose escalated or otherwise adjusted wages and fringe benefits in the option period prices of the price schedule. The Contractor will be able to adjust wages and fringe benefits in the event a new Wage Determination is issued that causes such an adjustment, in accordance with paragraph (d) of the clause cited above. Additionally, offerors are cautioned to include any adjustments to general and administrative costs, overhead and profit for the option years of the price schedule, since such adjustments will not be permitted after award of this task order per paragraph (e) of the clause. An updated Department of Labor Wage Determination will be incorporated into the contract annually at the anniversary of the performance start date.

9. Price Sheet for Basic Services

The hourly prices quoted 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 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.

Submit these completed sheets with your Technical Proposal.

TOTAL ESTIMATED ANNUAL PRODUCTIVE MANHOURS: 420,141.5

TOTAL ESTIMATED ANNUAL SUPERVISORY MANHOURS: 132,062

A. OFFER FOR INITIAL 12-MONTH PERIOD.

1. Quote a price for **PRODUCTIVE MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

2. Quote a price for **SUPERVISORY MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

B. OFFER FOR SECOND 12-MONTH PERIOD (OPTION I).

1. Quote a price for **PRODUCTIVE MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

2. Quote a price for **SUPERVISORY MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

C. OFFER FOR THIRD 12-MONTH PERIOD (OPTION II)

1. Quote a price for **PRODUCTIVE MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

2. Quote a price for **SUPERVISORY MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

D. OFFER FOR FOURTH 12-MONTH PERIOD (OPTION III)

1. Quote a price for **PRODUCTIVE MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

2. Quote a price for **SUPERVISORY MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

E. OFFER FOR FIFTH 12-MONTH PERIOD (OPTION IV)

1. Quote a price for **PRODUCTIVE MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

2. Quote a price for **SUPERVISORY MANHOURS** for furnishing

Class II Guards at \$_____ per hour.

10. Pricing of Temporary/Special Services (TAS/SAS)

During the term of the Contract, 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 or a Contract modification will be issued by the Government to provide for those services.

Because of the volume of Temporary Additional Services required under this contract, the Contractor will be required to provide a TAS Coordinator, who will be responsible for receiving, coordinating, and scheduling requests for TAS from the client agencies.

The hourly prices quoted 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 Solicitation/Contract.

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.

Quote a price per man-hour for providing Class II Guards for temporary/special services that are in addition to the man-hours and services specified for the basic services.

TOTAL ESTIMATED ANNUAL TAS COORDINATOR MANHOURS: 2,080

TOTAL ESTIMATED ANNUAL PRODUCTIVE MANHOURS: 105,035

TOTAL ESTIMATED ANNUAL SUPERVISORY MANHOURS: 33,105

INITIAL YEAR:

A. TAS Coordinator \$_____ per hour

B. Productive Man-hours \$_____ per hour

C. Supervisory Man-hours \$_____ per hour

OPTION YEAR I:

A. TAS Coordinator \$_____ per hour

B. Productive Man-hours \$_____ per hour

C. Supervisory Man-hours \$_____ per hour

OPTION YEAR II:

A. TAS Coordinator \$_____ per hour

B. Productive Man-hours \$_____ per hour

C. Supervisory Man-hours \$_____ per hour

OPTION YEAR III:

A. TAS Coordinator \$_____ per hour

B. Productive Man-hours \$_____ per hour

C. Supervisory Man-hours \$_____ per hour

OPTION YEAR IV:

A. TAS Coordinator \$_____ per hour

B. Productive Man-hours \$_____ per hour

C. Supervisory Man-hours \$_____ per hour

PLEASE NOTE: THE FORMULA FOR AWARD INCLUDES HOURS AND PRICES FOR TAS/SAS.

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. All orders that exceed \$2,500 must be placed or confirmed (in

the case of an emergency) by issuance of a GSA Form 300, Order for Supplies or Services. The GSA Form 300 will describe the service to be provided and will establish the maximum number of hours for which the contractor will be compensated.

Individual orders for additional services involving more than forty (40) man-hours will be issued only with the Contractor's consent. However, if the Contractor refuses an order, 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, and trained in accordance with the existing contract specifications.

11. Formula for Award - Pricing

(a) BASIC SERVICES

(1) The productive hourly price from the pricing sheets, will be multiplied by productive man-hours for the base year and each option (see pricing sheets - Paragraph 9) and the extended amounts for the base year and each option will be added together.

(2) The supervisory hourly price from the pricing sheets, will be multiplied by supervisory/lead man-hours for the base year and each option (see pricing sheets - Paragraph 9) and the extended amounts for the base year and each option will be added together.

(b) TEMPORARY ADDITIONAL SERVICES - TAS/SAS

(1) The hourly prices for Productive Temporary Additional Services (TAS) from the pricing sheets, will be multiplied by the hours for the base year and each option (see pricing sheets - Paragraph 10) and the extended amounts for the base year and each option will be added together.

(2) The hourly prices for Supervisory Temporary Additional Services (TAS) from the pricing sheets, will be multiplied by the hours for the base year and each option (see pricing sheets - Paragraph 10) and the extended amounts for the base year and each option will be added together.

(3) The hourly prices for the TAS Coordinator from the pricing sheets, will be multiplied by the hours for the base year and each option (see pricing sheets - Paragraph 10) and the extended amounts for the base year and each option will be added together.

TOTAL PRICE

The total price to be used for establishing the offeror pricing shall be determined by adding the products of (a) and (b) above.

NOTICE CONCERNING INFORMATION COLLECTION REQUIREMENTS: The information collection requirements contained in this solicitation/contract, that are not required by regulation, have been approved by the Office of Management and Budget pursuant to the Paperwork Reduction Act and assigned OMB Control Number 3090-0163.

STATEMENT OF WORK

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, the GSA 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, as long as the change is within the scope of the services required. The Contractor will be obligated to provide services at the specified hourly rates contained in Part III – Pricing. Modifications will be stipulated on a separate GSA Form 300 which will reference the Contractor's FSS Schedule Contract number, the task order number, and modification number.

The services to be provided under this Contract shall be accomplished at:

**The Ronald Reagan Building and International Trade Center
1300 Pennsylvania Avenue, NW
Washington, DC
Building Number: DC0459AF**

Term of the Task Order

The anticipated start date for services under this task order is: **August 1, 2004**. Provided the Contractor's services are acceptable, the term of this task order shall be an initial period of one year, with 4 one-year options. **Total duration shall not exceed five years.**

Services Required – Non-Supervisory Guards

Order of Precedence

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

- a. The Contract, including the task order(s);
- b. The Guard Post Assignment Record (GSA Form 2580);
- c. The Officer's Duty Book (including FPS Operating Orders and Standard Operating Procedures and the Building Occupant Emergency Plan);
- d. FPS Policy Handbook (PBS P-5930.17c); and
- e. Contract Guard Information Manual (CGIM)

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

Identification/Building Pass

When a controlled personnel identification system is used by a tenant agency at a site at which the Contract employee is assigned for duty, the tenant agency will provide the Contract employee 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 Contract, whichever comes first.

Typical Duties

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 a Guard Post Assignment Record and an Officer's Duty Book; the Guard Post Assignment Record 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. 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 Guard Post Assignment Record (GSA Form 2580), 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 GSA-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 Assignment Record. 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.

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. See Section G for Contract price reductions that may be taken as a result of lost, stolen, or damaged keys and access control devices that were under the control of a Contract guard at the time of their disappearance.

Refer to paragraph entitled, *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. See Section G for deductions that 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 COR 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 as required in the post orders.

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 FPS 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 apprehending 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 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 the building or on the grounds.

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, 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 MegaCenter 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.

The Contractor shall provide a qualified Contract employee to replace the Contract employee testifying on behalf of the Government.

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 MegaCenter 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.

Work Scheduling Procedures

The Contractor shall be responsible for scheduling all work and notifying guards 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 guards 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.

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. Contract employees who patrol between buildings will sign in and out at each building visited. The registration points, which will be at the protected premises, shall be specified by the Government and the Contractor must utilize those points for this purpose. Contract employees working on TAS/SAS posts will record "TAS/SAS" in the "Post" column. Relief guards will sign in and out at each post visited.

Each successively lower line on GSA Forms 139 and must be completed in chronological order, without exception. Lines may not be left blank among 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 should 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. Payment of invoices is based on the above procedures.

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.

Relief and Lunch Breaks

Where required at certain specified posts all full-time productive guards working a minimum 8 hour shift shall be provided a paid break for every 4 hours the guard is scheduled to work. The relief break should normally be scheduled in the middle of each 4 hour period. A **paid** lunch break shall also be provided to those individuals.

Where required at certain specified posts all guards working a 6 hour shift shall be provided one paid break and an unpaid lunch break. Part-time productive guards working a minimum of 4 hours shall be provided a paid break for every 4 hours the guard is scheduled to work.

A separate sign-in/sign-out log shall be used for the relief guard to sign in and off on each post for all relief breaks.

The costs to cover relief and lunch breaks for the productive guards must be included in the offering price, as they shall not otherwise be paid for by the Government.

The Contractor must provide a replacement guard for each employee during relief periods.

IMPORTANT NOTE: Habitual failure by the Contractor to furnish required relief breaks to guards shall be considered to be a material breach of Contract and may result in termination for default.

Limitation on Man-hours to be Provided by Individual Employees

No employee of the Contractor shall provide more than twelve (12) hours of service on one or more Contracts administered by DHS FPS in any twenty-four (24) hour period, unless the work periods are separated by an eight (8) hour non-duty period.

The Contractor shall be responsible for compensating guards for all overtime accrued in accordance with federal and state laws. Overtime costs must be factored into the offering prices, as they will not otherwise be paid for by the Government after award of this task order.

The limitation on hours may be verbally waived by the COR in emergency situations which are beyond the control of the Contractor (i.e., weather conditions that prevent the next shift from getting to the building, civil disturbances, natural disasters, emergencies, etc.).

The Government has the authority to assess deductions from Contract payments for all hours where guards exceed the 12 hour on-duty limitation. For each hour or part thereof where a guard works over 12 hours without prior approval by the COR, the Government will deduct the hourly price (or part thereof, if less than one hour is worked).

Services Required – Contract Manager and Supervisory Guards

Contract Manager

The Contractor shall propose, identify, and provide to the Government an experienced Contract Manager (CM) who shall have complete authority to act for the Contractor during the term of the Contract. **The duties of the CM shall not under any circumstances be performed by uniformed employees performing productive or supervisory hours under the term of this Contract or any other guard Contract administered by FPS.** The CM shall have the authority to accept notices of deductions, inspection reports, and all other correspondence on behalf of the Contractor.

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 and credible law enforcement, military, or business management experience that demonstrates the individual's capacity to effectively manage a security guard Contract of the size and scope described in this Solicitation/Contract.

This position requires a minimum of five (5) years of specialized experience. Specialized experience includes: project development and implementation from inspection to deployment; expertise in the management and control of funds and resources using complex reporting mechanisms; and demonstrated capability in managing multi-task Contracts or Subcontracts of various types and complexity.

The CM shall be available during normal working hours (8:00 a.m. to 4:30 p.m.) within 30 minutes by telephone or in person to discuss problem areas. After normal duty hours or on weekends and holidays, the CM shall be available within two (2) hours.

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 office address of the CM by the date of the first meeting after award of the Contract. Additionally, the Contractor shall submit a Key Personnel Resume clearly detailing the 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 Contract 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 Solicitation/Contract. The CO or COR must approve the proposed CM prior to his/her assignment under this Contract.

The CM is a salaried managerial position not specifically required in the line item(s) identified in this Solicitation/Contract. Therefore, the Contractor shall factor all costs associated with providing a CM into their offering prices, as they will not otherwise be paid for by the Government.

Replacement CMs shall possess the same or similar qualifications of the individuals originally proposed by the Contractor and accepted by the Government. Replacement employees must be approved by the CO or the COR prior to reporting for duty under this Contract.

Area/On Site Supervisor

The terms "Area Supervisor," "On Site Supervisor," and "Supervisor" are interchangeable and mean a person who has authority to act for the Contractor on a day-to-day basis at the work site.

Area Supervisors shall not simultaneously perform the duties of supervisor and productive guard. Area Supervisors shall not provide required relief breaks to productive guards at any time while they are acting in a supervisory capacity.

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 Area Supervisor(s). Additionally, the Contractor shall submit a Key Personnel Resume clearly detailing the individual's qualifications after award of this task order. The CO must approve the proposed supervisor(s) prior to working under the task order.

The Contractor shall provide the level of supervision necessary to ensure that productive guards:

- a. Are properly trained;

- 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;
- d. Are thoroughly knowledgeable about their duties and demonstrate the ability to act effectively during emergencies or other unusual situations; Possess and display a valid certification card and CPR card at all times while on duty; and
- e. Possess all necessary permits, credentials, etc., as required by the Contract or by local or state law.

The Contractor shall provide the level of supervision stipulated in Part II, Exhibit 1. All supervisors shall be required to sign in on a GSA Form 139 log upon visiting 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 of supervision being provided to the guards working under this task order.

Replacement Area 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 task order.

Regulations, Handbooks, and Other Applicable Documents

FPS Regulations contain the basic procedures for the operation, maintenance, and protection of 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 his/her 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.

PART I – STATEMENT OF WORK

1. Introduction

Use of Acronyms

This Solicitation/Contract contains numerous acronyms. Whenever a new term is introduced in the Solicitation/Contract 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 the Solicitation/Contract are listed below for easy reference:

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

Introduction (General)

This is a Statement of Work (SOW) for Department of Homeland Security (DHS) Federal Protective Service (FPS) Solicitation/Contract number **GS-11P-04-MPD-0121**.

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

Introduction (FPS)

FPS is a security and law enforcement branch of the Immigration and Customs Enforcement Branch of the Department of Homeland Security. FPS is responsible for protecting GSA/PBS leased and owned buildings, as well as the buildings' tenants and visitors.

FPS's mission is to "provide a safe and secure environment that is open and inviting, in a knowledgeable, professional, sophisticated, and cost-effective manner, permitting Federal agencies and members of the public to conduct their business without fear of violence, crime or disorder."

Contract security guards have a crucial and highly visible role in FPS's mission. They are usually the first (and sometimes only) contact visitors have with FPS, and they are almost always the first line of defense in a GSA-controlled facility. Visitors and federal employees do not usually distinguish between Federal Protective Officers (FPO) and Contract guards. To them, Contract guards are FPS. Therefore, it is crucial that the Contractor ensure that their employees realize the importance of their role, know their duties, and perform their duties courteously and professionally at all times.

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, the GSA 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, as long as the change is within the scope of the services required. The Contractor will be obligated to provide services at the specified hourly rates contained in Part III – Pricing. Modifications will be stipulated on a separate GSA Form 300 which will reference the Contractor's FSS Schedule Contract number, the task order number, and modification number.

The services to be provided under this Contract shall be accomplished at:

**The Ronald Reagan Building and International Trade Center
1300 Pennsylvania Avenue, NW
Washington, DC
Building Number: DC0459AF**

See Part II, Exhibit 1 for the exact locations and duty hours of required services.

Term of the Task Order

The anticipated start date for services under this task order is: **May 1, 2004**. Provided the Contractor's services are acceptable, the term of this task order shall be an initial period of one year, with 4 one-year options. **Total duration shall not exceed five years.**

Temporary Additional Services

Temporary or special additional services (TAS/SAS) will be issued through separate task orders. Depending on the circumstances of each order, TAS/SAS orders may be issued verbally between either the CO or COR and the Contractor and formalized in a written task order as soon as possible after the order is made. **See paragraph 14** for additional information regarding invoicing and payment for TAS/SAS.

2. The Role of Government Personnel and Responsibility for Contract Administration, Inspection, and Acceptance

Contracting Officer (CO)

The Procuring Contracting Officer for this task order is:

**Kathleen B. Frame
Federal Protective Service
Department of Homeland Security
3rd and M Sts, SE
Bldg 136
Washington, DC 20407**

b2Low

The Administrative Contracting Officer for this task order is:

**John C. Vitale
General Services Administration, NCR
Ronald Reagan Building and International Trade Center
1300 Pennsylvania Avenue, NW, B-2, Box 238 (WPZ)
Washington, DC 20004**

b6

The CO has the overall responsibility for the administration of this task order. He/she alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules; make final decisions on unsatisfactory performance; terminate the task order for convenience or default; issue final decisions regarding task order questions or matters under dispute. He/she may delegate certain other responsibilities to his/her authorized representatives.

Contracting Officer's Representative (COR)

The COR for this task order is:

To Be Determined

The COR is designated to assist the CO in the discharge of his/her responsibilities when he/she is unable to be directly in touch with the contract work. The responsibilities of the COR and his/her alternate include, but are not limited to: determining the adequacy of performance by the Contractor in accordance with the terms and conditions of this Contract; acting as the Government's representative in charge of work at the site(s); ensuring compliance with the Contract 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 this task order, the CO will issue a written Delegation of Authority memorandum to the COR that details the scope of duties the COR is authorized to perform and manage. The COR cannot make any decisions regarding the performance of the contract except as outlined in the memorandum. A copy of the memorandum shall be sent to the Contractor.

The Contractor shall immediately notify the CO in the event the COR directs the Contractor to perform work that the Contractor believes is not part of the Contract 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.

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

The COTR is:

To Be Determined

The ATR is:

To Be Determined

The COTR and ATR are designated to assist the CO and COR in the discharge of their responsibilities when they are unable to be directly in touch with the contract work. The COTR may be a Federal Protective Officer (FPO), a Quality Assurance Specialist, or a Protection Specialist (PS). The COTR is a DHS FPS employee, while an ATR is a

tenant agency employee. The responsibilities of the COTR and ATR include, but are not limited to:

- a. Determining the adequacy of performance by the Contract employees in accordance with the terms and conditions of this Contract;
- b. Performing surveillance of the Contract employees while they are on duty;
- c. 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;
- d. Acting as the Government's representative in charge of work at the site;
- e. Ensuring compliance with Contract requirements insofar as the guards' duties and behavior are concerned; and
- f. Advising the Contractor, CO, and COR of nonperformance or unsatisfactory performance.

After award of this task order, the CO will issue a written Delegation of Authority memorandum to the COTR and ATR 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.

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 Contract 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.

Contract 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:

- (a) Inspecting the work to ensure compliance with the SOW requirements;
- (b) Documenting through written inspection reports the results of all inspections conducted;
- (c) Following through to ensure that all defects or omissions are corrected;
- (d) 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;
- (e) 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 this 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 Contract Inspectors.

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 Contract or part of his/her designated duties as stated in the CO's memorandum to the Contract Inspector. The CO will then make a determination on the issue and will respond to all affected parties.

3. FAR 52.246-4 - Government Inspection of Services - Fixed Price (Aug 1996)

(a) Definitions. "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish without additional charge, all reasonable facilities and assistance for safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and (2) reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements,

the Government may (1) by contract or otherwise perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or (2) terminate the contract for default.

(end of clause)

4. Task Order Start-Up Review and Follow-Up

Immediately after award of the task order and prior to the Contractor's performance at the work site(s), the DHS FPS CO shall notify the Contractor, the DHS FPS Contracting Officer's Representative (COR), and the DHS FPS Contracting Officer's Technical Representative (COTR) to schedule a pre-performance meeting that includes an in-depth review of the total SOW requirements.

During the start up and performance of this task order, the DHS FPS CO, COR, COTR, and the Contractor shall meet on an as-needed basis to discuss all relevant Contract issues. A mutual effort will be made to resolve all problems identified. The Contractor and the CO or COR shall sign the written minutes of these meetings, which will be prepared by the Government and incorporated into the Contract file. Should the Contractor not concur with the minutes, the Contractor shall state, in writing to the CO, any areas of clarification or disagreement within 5 days after receipt of the meeting minutes. Those comments shall be included with the report in the Contract 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 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 (e.g., during "off hours" or during relief or lunch breaks). However, the Contractor may not interview, recruit, schedule interviews, or conduct extensive discussions with the predecessor Contractor's employees while they are on duty.

The Government will provide the Contractor with the names, social security numbers, and anniversary dates of all employees working under the predecessor Contract as soon as is feasible after Contract award.

Phase-Out of Task Order and Continuity of Services

The Contractor must recognize that services under this task order are vital to the Government and must be continued without interruption. Upon expiration of this task order, a successor Contractor may continue such services. The Contractor shall exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor. The Government will request that the Contractor provide the names, social security numbers, and anniversary dates of all employees when a new solicitation for follow-on services is developed.

After a new Contract is awarded, the Contractor shall disclose necessary personnel records sufficient to allow the successor Contractor to conduct interviews for possible transition (if the Contractor is not awarded the successor Contract). If selected employees are agreeable to the change, the incumbent Contractor shall grant release at a mutually agreed date.

The extent to which the Contractor cooperates with the Government and the successor Contractor during the Contract transition will be noted in the Contractor's final performance evaluation and will be part of the final performance rating.

Contractor Obligation to Obtain All Required Licenses and Permits

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:

a. Obtain all licenses and permits required for each guard and supervisor to serve as either an unarmed guard or armed guard as required by Part II, 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.

b. Provide any official bond(s) and insurance required, and pay any fees or costs involved or related to authorization for the arming of any employees engaged in providing services specified under the task order.

c. Maintain current, valid copies of all licenses, permits, and certifications described in the 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 task order. 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.

d. Obtain, possess, and maintain all business and corporate licenses required to operate as a commercial security service within the entire geographic area covered under this task order prior to performing any work under the task order.

IMPORTANT NOTE: Failure by the Contractor to obtain all required licenses as of the task order start date shall be grounds for termination for default. Failure by the Contractor to renew licenses and permits upon their expiration may result in termination for default.

Contractor Obligation to Obtain GSA Certification Cards for All Uniformed Guards

Prior to working under the Contract, every guard, productive and supervisory, must possess a valid GSA certification card (GSA Form 3527). The GSA certification card is evidence that the guard has: received a favorable adjudication from DHS FPS; passed the medical examination; completed the required training; passed the required examination(s); and meets all other qualification criteria to be a DHS FPS Contract security guard.

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

- a. 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);
- b. Submit the suitability package to the DHS FPS 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 a week 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.
- c. Schedule required Government-provided training and testing/qualifying with the DHS FPS office and schedule/conduct all other Contractor-provided training requirements;¹

¹ The Contractor may proceed with Contractor-provided training while awaiting results of the suitability adjudication process. However, testing will not be conducted until the guard's suitability has been adjudicated, and the results of the adjudication have been appropriately entered in the FPS CERTS database

d. 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 FPS COR for a GSA certification card:

- (1) A certification, signed by the Contract Manager, that the employee has met all the requirements set forth in Section C and that all pertinent documents are on file at the Contractor's facility (*See Part II, Exhibit 11*)
- (2) Two color photographs, 1" x 1," no more than one year old, of the guard's head and upper shoulders; and
- (3) 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.
- (4) Armed guards must submit a signed and dated "Domestic Violence" certification that states have not been arrested for or charged with any offense related to domestic violence. The CO shall provide the Contractor with an adequate supply of these forms. This form shall be valid for a period of one (1) year and must be re-completed and re-submitted concurrent with the guard's annual firearms re-qualification.

DHS, FPS will type the date of issuance, qualifications, and expiration on the GSA Form 3527, 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 Contract 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 firearms permit.

The Certification card will be valid for 5 years from the date of final adjudication.

The Contractor must return to DHS FPS employee's certification card within **five (5)** work days of either the termination of the guard's employment, or the guard's removal from the Contract at the end of the Contract period. The Contractor must return to DHS FPS all blank cards and all completed cards for guards who will not continue to work under DHS FPS Contracts. Possession of a GSA certification card **does not** waive any other Contract requirement.

The certification card shall be worn on the outermost garment of the guard's uniform.

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 re-qualification, CPR/First Aid certification). See Part II, Exhibit 11 for the list of individual certification elements.

The CO 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, and the CO 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 qualification/certification criteria.

5. Contract Effort Required

IMPORTANT NOTE: Only DOL category **Guard II** guards may be utilized to perform services under this Contract. Guard I requires minimal training, whereas Guard II requires specialized training in methods and techniques of protecting security areas. Guard II guards may be armed or unarmed. Therefore, any attempt by the Contractor to compensate Guard II guards at an hourly rate of less than that established for Guard II during the performance of this task order will be considered a breach of Contract and will be grounds for termination for default.

Contract Effort Required – Productive Hours

The minimum productive hours required by the Government are identified at Part II, Exhibit 1, Productive Requirements Including Post Hours and Location.

Contract Effort Required – Supervisory Hours

The minimum supervisory hours required by the Government are identified at Part II, Exhibit 1, Supervisory Requirements Including Post Hours and Location.

Contract Effort Required – Reserve Guard Force

The Contractor shall be required to maintain, at all times, an on-call reserve force. This reserve force shall be of sufficient size to provide the amount of temporary or emergency staffing (TAS/SAS) services (e.g., services in the event of a natural disaster, civil disturbance, or other unanticipated event) estimated in Part III, Pricing. Additionally, the reserve force shall be of sufficient size to enable the Contractor to provide post coverage in the event of scheduled or unscheduled Contract employee absences (e.g., due to illness, vacation, or personal emergencies). All reserve guards must meet the minimum qualification standards required in this Contract before working any post under this Contract.

The Contractor shall ascertain how this reserve guard force shall be acquired and maintained; however, the Government strongly recommends that the Contractor maintain a reserve force equivalent to at least 10% of the existing guard force at any given time. The Contractor should factor the costs for maintaining a reserve guard force into the offering prices, as they will not otherwise be paid for by the Government after Contract award.

6. Services Required – Non-Supervisory Guards

Order of Precedence

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

- a. The Contract, including the task order(s);
- b. The Guard Post Assignment Record (GSA Form 2580);
- c. The Officer's Duty Book (including FPS Operating Orders and Standard Operating Procedures and the Building Occupant Emergency Plan);
- d. FPS Policy Handbook (PBS P-5930.17c); and
- e. Contract Guard Information Manual (CGIM)

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

Identification/Building Pass

When a controlled personnel identification system is used by a tenant agency at a site at which the Contract employee is assigned for duty, the tenant agency will provide the Contract employee 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 Contract, whichever comes first.

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. The form defines the basic duties. Except for emergencies, no deviations shall be made by the guards. The DHS FPS 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 some 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, each task order 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 Contract price, must be made by the CO through a written modification to the Contract or 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 Contract or task order modification.

The CO may delegate the authority to the COR to request TAS/SAS in accordance with Section B. Such authority, if granted, will be made in writing, and a copy of the delegation notice will be provided to the Contractor.

Typical Duties

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 a Guard Post Assignment Record and an Officer's Duty Book; the Guard Post Assignment Record 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. 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 Guard Post Assignment Record (GSA Form 2580), 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 GSA-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 Assignment Record. 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.

THE PARAGRAPH PERTAINING TO TRAFFIC CONTROL HAS BEEN REMOVED FROM THE SOLICITATION

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. See Section G for Contract price reductions that may be taken as a result of lost, stolen, or damaged keys and access control devices that were under the control of a Contract guard at the time of their disappearance.

Refer to paragraph entitled, *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. See Section G for deductions that 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 COR 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 as required in the post orders.

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 FPS 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 apprehending 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 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 the building or on the grounds.

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, 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 MegaCenter 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.

The Contractor shall provide a qualified Contract employee to replace the Contract employee testifying on behalf of the Government.

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 MegaCenter 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.

Work Scheduling Procedures

The Contractor shall be responsible for scheduling all work and notifying guards 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 guards 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.

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. Contract employees who patrol between buildings will sign in and out at each building visited. The registration points, which will be at the protected premises, shall be specified by the Government and the Contractor must utilize those points for this purpose. Contract

employees working on TAS/SAS posts will record "TAS/SAS" in the "Post" column. Relief guards will sign in and out at each post visited.

Each successively lower line on GSA Forms 139 and must be completed in chronological order, without exception. Lines may not be left blank among 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 should 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. Payment of invoices is based on the above procedures.

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 Man-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 COR.

The report shall be 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 verify compliance with the man-hour requirements of the Contract.

Relief and Lunch Breaks

Where required at certain specified posts (See Part II, Exhibit 1), all full-time productive guards working a minimum 8 hour shift shall be provided a paid break for every 4 hours

the guard is scheduled to work. The relief break should normally be scheduled in the middle of each 4 hour period. A **paid** lunch break shall also be provided to those individuals.

Where required at certain specified posts (See Part II, Exhibit 1), all guards working a 6 hour shift shall be provided one paid break and an unpaid lunch break. Part-time productive guards working a minimum of 4 hours shall be provided a paid break for every 4 hours the guard is scheduled to work.

A separate sign-in/sign-out log shall be used for the relief guard to sign in and off on each post for all relief breaks.

The costs to cover relief and lunch breaks for the productive guards must be included in the offering price, as they shall not otherwise be paid for by the Government.

The Contractor must provide a replacement guard for each employee during relief periods.

IMPORTANT NOTE: Habitual failure by the Contractor to furnish required relief breaks to guards shall be considered to be a material breach of Contract and may result in termination for default.

Limitation on Man-hours to be Provided by Individual Employees

No employee of the Contractor shall provide more than twelve (12) hours of service on one or more Contracts administered by DHS FPS in any twenty-four (24) hour period, unless the work periods are separated by an eight (8) hour non-duty period.

The Contractor shall be responsible for compensating guards for all overtime accrued in accordance with federal and state laws. Overtime costs must be factored into the offering prices, as they will not otherwise be paid for by the Government after award of this task order.

The limitation on hours may be verbally waived by the COR in emergency situations which are beyond the control of the Contractor (i.e., weather conditions that prevent the next shift from getting to the building, civil disturbances, natural disasters, emergencies, etc.).

The Government has the authority to assess deductions from Contract payments for all hours where guards exceed the 12 hour on-duty limitation. For each hour or part thereof where a guard works over 12 hours without prior approval by the COR, the Government will deduct the hourly price (or part thereof, if less than one hour is worked). **See paragraph 15** for further information on deductions.

7. Services Required – Contract Manager and Supervisory Guards

Contract Manager

The Contractor shall propose, identify, and provide to the Government an experienced Contract Manager (CM) who shall have complete authority to act for the Contractor during the term of the Contract. **The duties of the CM shall not under any circumstances be performed by uniformed employees performing productive or supervisory hours under the term of this Contract or any other guard Contract administered by FPS.** The CM shall have the authority to accept notices of deductions, inspection reports, and all other correspondence on behalf of the Contractor.

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 and credible law enforcement, military, or business management experience that demonstrates the individual's capacity to effectively manage a security guard Contract of the size and scope described in this Solicitation/Contract.

This position requires a minimum of five (5) years of specialized experience. Specialized experience includes: project development and implementation from inspection to deployment; expertise in the management and control of funds and resources using complex reporting mechanisms; and demonstrated capability in managing multi-task Contracts or Subcontracts of various types and complexity.

The CM shall be available during normal working hours (8:00 a.m. to 4:30 p.m.) within 30 minutes by telephone or in person to discuss problem areas. After normal duty hours or on weekends and holidays, the CM shall be available within two (2) hours.

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 office address of the CM by the date of the first meeting after award of the Contract. Additionally, the Contractor shall submit a Key Personnel Resume clearly detailing the 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 Contract 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 Solicitation/Contract. The CO or COR must approve the proposed CM prior to his/her assignment under this Contract.

The CM is a salaried managerial position not specifically required in the line item(s) identified in this Solicitation/Contract. Therefore, the Contractor shall factor all costs associated with providing a CM into their offering prices, as they

will not otherwise be paid for by the Government.

Replacement CMs shall possess the same or similar qualifications of the individuals originally proposed by the Contractor and accepted by the Government. Replacement employees must be approved by the CO or the COR prior to reporting for duty under this Contract.

Area/On Site Supervisor

The terms "Area Supervisor," "On Site Supervisor," and "Supervisor" are interchangeable and mean a person who has authority to act for the Contractor on a day-to-day basis at the work site.

Area Supervisors shall not simultaneously perform the duties of supervisor and productive guard. Area Supervisors shall not provide required relief breaks to productive guards at any time while they are acting in a supervisory capacity.

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 Area Supervisor(s). Additionally, the Contractor shall submit a Key Personnel Resume clearly detailing the individual's qualifications after award of this task order. The CO must approve the proposed supervisor(s) prior to working under the task order.

The Contractor shall provide the level of supervision necessary to ensure that productive guards:

- a. Are properly trained;
- 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;
- d. Are thoroughly knowledgeable about their duties and demonstrate the ability to act effectively during emergencies or other unusual situations; Possess and display a valid certification card and CPR card at all times while on duty; and
- e. Possess all necessary permits, credentials, etc., as required by the Contract or by local or state law.

The Contractor shall provide the level of supervision stipulated in Part II, Exhibit 1. All supervisors shall be required to sign in on a GSA Form 139 log upon visiting 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 of supervision being provided to the guards working under this task order.

Replacement Area 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 task order.

8. Regulations, Handbooks, and Other Applicable Documents

FPS Regulations contain the basic procedures for the operation, maintenance, and protection of 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 his/her 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.

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 FPS 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 all guards and supervisors must read and be familiar with prior to assuming duties under this task order. The written examination which all guards must take will be based entirely upon this manual. The Contractor can download and print the entire CGIM from GSA's website at www.gsa.gov. The Contractor must provide a legible, securely bound copy of the CGIM to all uniformed employees upon beginning the basic training course and refresher training course as described below. The Contractor is responsible for all costs associated with printing and binding the CGIM for their employees.

9. 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:

- (a) 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 instructions. Complete and current inventories of equipment will be maintained by the COR.
- (b) Repair and maintenance of equipment in paragraph (a) above.
- (c) 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.
- (d) Telephones deemed necessary by the Government for the conduct of official business under this Contract.
- (e) Guard office, locker space, locker and office equipment, excluding office machines (as available and deemed necessary by the Government).
- (f) All Government administrative forms prescribed for use by Contract employees under this Contract.
- (g) 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.
- (h) 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).
- (i) Limited occupation and use of GSA-controlled office space, where available, for the Contract Manager and/or Supervisors to use to conduct official Contract business.

All property furnished by the Government under this 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 Contract. All equipment issued by DHS FPS 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 or negligence 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 or 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 Contract and may face further penalties as deemed necessary by the Government.

Loss or damage to Government-furnished property 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 semi-annual inventories of all Government-furnished property, using a GSA Form 1025 or other approved Government form/format. The Contractor's inventory requirements shall be reported in writing to the COR within 15 days of the date the COR selects for the inventory.

Use of Government Property

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.

Safeguarding Government Property

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 this task order requires that the Contract 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.

Malfunctioning Government Property

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 MegaCenter Operator.

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 Contract (including each task order issued under this Contract), as discussed in the following paragraph. **The Contractor is solely responsible for the quality and performance of all Contractor-provided equipment used in performance of this Contract.**

Communication Equipment

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

Motorized/Mobile Patrol Equipment

See Part II, 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 and insurance fees, shall be borne by the Contractor. Each vehicle shall be equipped with a roof light and marked for identification. The vehicle(s) shall be equipped with first-aid kit and dry chemical fire extinguisher, properly mounted.

In the event a patrol vehicle is temporarily inoperable (due to maintenance, etc.), an equivalent, fully operational substitute vehicle shall be provided by the Contractor. The COR is responsible for ensuring the vehicle(s) furnished under this Contract 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 this Contract or a task order shall not be used unless approved by the COR. See Part II, 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. **The firearms shall be .38 caliber, double action, six (6) shot police service type revolvers with a heavy duty 4" barrel, a fixed front sight, and a fixed or adjustable rear sight.** 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.

Each firearm shall be inspected at the commencement of each tour of duty by the Contract employee. Each firearm shall be cleaned and oiled regularly 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.

Unless stipulated otherwise, no firearms or ammunition shall be removed from the premises. When out of use, all firearms shall be stored in a safe or other cabinet provided by the Contractor that complies with Government standards for storage of weapons. All firearms shall be accounted for. On-site supervisors and guards shall make accurate receipt and return entries on the Firearms and Equipment Control Register, GSA Form 1051, 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 firearms to be used or stored on the premises to the COR prior to the Contract performance date. The list shall be kept current; any changes shall be documented and forwarded 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 GSA Control Center **immediately** and shall relate all the particulars known regarding the loss or theft of the weapon. Further, the Contractor shall provide a detailed written report to the COR within one (1) week of the incident, including the date and time of the incident. The Contractor shall also notify the COR of the serial number for the replacement weapon.

Ammunition for authorized firearms shall be provided by the Contractor. **Each armed contract employee shall be issued 12 rounds of standard 110 +P jacketed hollow point type ammunition upon entering duty.** Six rounds shall be loaded into the revolver and the remaining six rounds shall be contained in a cartridge case.

The Contractor shall provide a secure firearms cabinet or safe to be placed at each site of performance for storage of Contractor-provided firearms. Additional cartridges of ammunition shall be provided, stored, and secured on-site by the Contractor to accommodate emergencies and to be available in the event additional services are ordered.

Uniforms

The Contractor's guard force uniforms shall be 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.

Appropriately lettered breast and cap badges with the company name shall be worn and prominently displayed as part of the uniform. Identification nametags and the GSA certification card shall be worn over the right breast shirt pocket.

The type of uniform to be used on this Contract will be provided by the Contractor as part of their technical proposal and will be agreed to by the Government at the time of Contract award. The table below shows the standard required uniform components and the recommended quantities of the components:

REQUIRED ITEM	RECOMMENDED QUANTITY
Shirt, long sleeve	3
Shirt, short sleeve	3
Trouser, all season weight	3
Necktie	2
Jacket, winter, patrol type (Reefer style)	1
Frame style cap OR Baseball style cap	1
Gloves, winter (pair) - (Color to match accessories)	1
Pistol belt without shoulder strap (Sam Browne)	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 only)	1
Duty Belt "Keepers"	4
Expandable Police Baton (with holder)	1
Handcuffs (pair) and keys	1
Handcuff case	1
Key strap with flap (if needed)	1
Insignia, shoulder patch (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 (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. The dates may be adjusted with the approval of the COR; however, all guards on any one shift must be in the same uniform with the same sleeve length.

Shoes shall be low quarter or high topped boot with police or plain toe and standard heel. The color of the shoe shall match the color of leather equipment accessories. The Contractor is not required to provide shoes but must insure that the employees working are in accordance with the Contract requirements. Any deviation from the above requirements must be approved by medical authorities and submitted to the COR.

Uniform accessories and equipment and the wearing of same shall conform to standards and usage prescribed and in effect for General Services Administration Federal Protective 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 and style or type of uniform accessories and equipment.

Supplementary Equipment

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

- (a) A notebook and pen.
- (b) A standard police-type flashlight with a minimum of three D cell batteries. The Contractor is responsible for ensuring that all flashlights are in serviceable condition.
- (c) Traffic control safety apparel (reflective vests, gloves, traffic batons, etc.), and inclement weather clothing (raincoats, cap covers, overcoats, overshoes, mittens, 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.

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, or permanent removal from the task order.

10. Qualifications of Personnel

General Qualifications

All Contract personnel are expected to behave courteously and professionally toward all persons encountered in the performance of Contract related duties, including DHS FPS and GSA employees, building tenants, and the general public. The CO and/or COR may require retraining, suspension, or dismissal of any Contract employee deemed careless, incompetent, insubordinate, unsuitable, or otherwise objectionable during the performance of duties associated with this task order.

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

(a) Be a citizen of the United States of America. The COR may allow legal resident aliens with proper INS-issued work permits to work under the Contract upon the Contractor's request. **Under no circumstances will resident aliens lacking valid INS work permits be allowed to work under this task order.**

(b) Be at least 21 years of age. While there is no limit as to the maximum age of guards, all guards must be able to withstand the physical demands of the job and must be capable of responding to emergency situations.

Note: The COR may waive the minimum age requirement where the applicant meets all of the other minimum requirements and is legally eligible to perform the required duties.

(c) Possess, at a minimum, either a high school diploma or a GED equivalency certificate.

(d) Speak English fluently, read and comprehend written English, and compose coherent written reports in English. Bi-lingual guards are naturally an asset to the Contractor, but in no circumstances should the Contractor permit a guard who does not have a good command of the English language to work under this Contract.

(e) Meet **one** of the following experience/education requirements:

- (1). Three years of security experience within the past five years; or
- (2). An Associate's Degree, or at least 60 semester hours of college coursework in any field of study; or
- (3). Three years of military or National Guard (active duty or reserve) experience; or

(4). Successful completion of Police Officer's Standard Training (POST) course; or

(5) Any reasonable combination of the above (i.e., one year of security experience plus one year of college coursework).

IMPORTANT NOTE: Contract employees working under the previous incumbent Contract who do not meet the above experience/education requirements will be eligible to continue working under this task order and shall be offered the right of first refusal. In such cases where a prior incumbent employee does not meet the above requirements, the Contractor shall document that employee's personnel file accordingly and indicate the length of service under the prior Contract.

Special Requirements for Supervisors

Supervisors must be individuals of unquestionable integrity who display a mature attitude and exercise good judgment. Each supervisor shall have a background with a minimum of two years of successful experience in field supervisions (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. 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) for each proposed supervisor to the COR.

Medical and Physical Qualifications

General

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

All prospective Contract employees must 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 Section J, Exhibits 10 and 10A. **No guard shall be permitted to work under the Contract until this certificate has been submitted to and approved by the COR.** Failure by a guard to meet any of the required medical qualifications may result in the guard being disqualified from performing under the Contract. **Where there is a disqualifying factor noted, the examining physician must provide a written, signed opinion as to why the existence of the factor will not interfere with the guard's performance under the Contract. In such cases, notwithstanding the**

physician's signed opinion, the CO or COR shall make the final determination regarding the Contract employee's suitability to work under the Contract. 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 guard's disqualification.

Medical examinations are valid for a period of three (3) years from the date of issuance. Upon expiration, a new medical examination must be provided under the same guidelines stipulated in this Section.

Medical Standards

All Contract employees must meet the following medical standards:

(a) **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.

(b) **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 hearing aid is not permitted and is disqualifying.

(c) **Speech:** Applicant must be able to speak clearly and distinctly. Diseases or conditions resulting in indistinct speech patterns are disqualifying.

(d) **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.

(e) **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.

(f) **Cardiovascular System:** The following conditions are disqualifying:

- (1) Organic heart disease (compensated or not);
- (2) Hypertension with repeated readings of 160 or over systolic, and 100 or over diastolic;
- (3) Symptomatic peripheral vascular disease and severe varicose veins

(g) **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.

(h) **Genitourinary Tract:** Applicant must have a healthy genitourinary tract. Any chronic, symptomatic diseases that interfere with the full performance of duties are disqualifying.

(i) Any inguinal or femoral hernias, with or without the use of a truss, are disqualifying if they interfere with the full performance of duties.

(k) 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

All uniformed employees 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) Occasional running or sprinting; and
- (c) Subduing violent or potentially 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 Contract upon the CO's request.

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

Illegal Drug Screening **Pre-Employment Screening**

As part of the medical examination, all Contract employees 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/GDLNS-94.htm or at: <http://wmcare.samhsa.gov>.² 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 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 Contract, due to widely varying standards of testing and laboratory reliability results. However, if SAMHSA does issue guidelines on alternative drug screening methods, the Contract will be modified to permit the use of those methods.

The presence of a non-negative³ reading for *any* of the above substances over the designated cutoff level for that substance shall automatically disqualify an applicant from working under this or any other GSA security guard services Contract. 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.

Government Requested Screening

The CO or COR shall have the express right to request random urine drug screenings at any time during Contract performance. Random screenings shall be conducted by the COR drawing a name from a container that has the names of all guards on duty at the time of the drawing. A representative of the Contractor shall be in attendance at the drawing. Tests will be conducted at an appropriate facility of the Government's choosing. The Contractor shall pay the Contract employee the normal hourly rate/salary for all time off given to the employee for taking the screening. Each screening shall follow the guidelines described in the paragraph above.

² 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 the paragraph above.

³ The term "non-negative" is defined by SAMHSA as "the result reported by an HS-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>

Contract employees who undergo random urine drug screenings may continue working under the task order until the results have been provided to the Contractor. In the event that the results of any urine drug screenings are negative, the Government shall bear the expense of the screening. (NOTE: this does not apply to the pre-employment urine drug screening). The Contractor shall invoice the Government for the actual cost of the drug screening plus the hourly rate paid to the Contract employee(s) to take the test. In the event that the results are positive, the Contractor shall **immediately** remove the Contract employee(s) with a positive reading from the task order and **immediately** inform the COR and CO of the result and the employee's removal from the task order. Additionally, the Contractor shall bear all the expenses relating to the test for the employee(s) with the non-negative reading.

Any Contract employee who undergoes random urine drug screening and tests positive for any of the substances shown above shall be permanently disqualified from working under this or any other GSA security guard services Contract. Since most 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.

Security Clearance Requirements

The Security Clearance requirements for this Contract are identified in Part II, Exhibit 13. **Each Contract employee must, at a minimum, complete the GSA suitability adjudication process described in the paragraph below.**

DHS FPS Suitability Adjudication

After award of the task order and prior to any Contract employees being permitted to work under the Contract, the Contractor is responsible for ensuring that the Contract employees receive a formal suitability adjudication by DHS FPS. All Contract employees shall receive a formal suitability adjudication by DHS FPS, including the CM, Supervisors, Quality Assurance personnel and all other company officers who visit the work sites.

Once a prospective Contract employee has applied for a position and has been favorably evaluated by the Contractor (i.e., meets the minimum qualification requirements cited in this paragraph and otherwise meets the Contractor's hiring criteria), the Contractor shall submit to the COR the following forms for each Contract 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 COR will furnish an ample supply of these forms to the Contractor immediately after Contract 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 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 guard's suitability to work under a GSA Contract. 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) month and should plan paperwork submissions accordingly.

NOTE: Illegible or incomplete forms submitted by Contractor will be returned and will result in delays in the adjudication process. Therefore, the Contractor must ensure that all forms submitted to DHS FPS are complete, legible, and accurate. DHS FPS shall not be responsible for any delays that occur due to the Contractor's failure to submit complete, accurate, and legible paperwork to DHS FPS.

If DHS FPS finds a Contract employee to be unsuitable to work under the Contract, the Contractor shall be advised immediately that such employee cannot work or be assigned to work under the Contract, and the Contractor shall in turn immediately remove the affected employee from the Contract. The suitability determination may be appealed by the guard 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 guard's suitability has been accomplished. **Under no circumstances shall a Contract employee who has received a notice of unfavorable (unsuitable) adjudication work under this or any DHS FPS security guard service Contract. This requirement also applies to Contract employees whose unfavorable adjudication is under appeal.**

Once a favorable adjudication has been made by DHS FPS, the guard is suitable to work under the task order for two (2) years (provided that nothing occurs within the 2 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 Contract 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 guard's suitability clearance prior to its expiration. Any guard who continues to work under the Contract after his/her suitability clearance has expired shall be removed from the Contract until a new suitability determination is made.** The Contractor should make every effort to submit a new suitability paperwork package to DHS FPS at least 30 days prior to the current suitability expiration.

For employees cleared through this process while employed under a predecessor Contract (providing the same services), the suitability determination made under the previous Contract will carry over to the new Contract. However, the Contractor will be

required to submit new suitability applications once the guards' current suitability clearances expire.

The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating suitability clearances for 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.

11. Training

General Information

All guards and uniformed supervisors working under this Contract must complete the following training and pass the required written examination. Contract guards and uniformed supervisors who worked under the predecessor Contract and who maintain valid certification credentials will not be required to take the training and examination until their suitability adjudication expires. Prior to the expiration of their suitability adjudication, those guards must complete the required training and pass the written examination. All newly hired Contract guards with no prior experience under the predecessor or other current DHS FPS security guard service Contract must take the following training and pass the written examination prior to working under this Contract.

All Government-provided training and testing for this Contract shall be provided at the following location(s):

**U. S. Department of Homeland Security
Federal Protective Service
3rd & M Streets, SE, Building 202
Washington, DC 20407**

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 remuneration to their employees at the same hourly rate/salary they would receive for on-the-job training. 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 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 Contract. The Contractor shall be responsible for providing the CO a copy of the training schedule within 10 days after award of the Contract 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 Part II, Exhibit 9.

Training Requirements by Position

This subsection details the training requirements that must be successfully completed by all uniformed Contract employees. The syllabi for both the Contractor-provided and the Government-provided training courses shown below are located in Part II, Exhibits 4, 5, 6, 7, and 8 of this SOW, as are required certifications of training for individual Contract employees.

Productive Guards

All productive guards working under this Contract must take the following training at the time periods specified in the following chart. The Government will provide to the Contractor one copy of the Contract Guard Information Manual (CGIM). The Contractor shall be responsible for photocopying the manuals for their employees' use, at no cost to the Government. 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 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 the 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
Annual Firearms Re-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 Contract term once they are successfully completed by the Contractor's employees. Training certifications are transferable to other DHS FPS security guard service Contracts, provided that the Contractor can furnish evidence (e.g., a valid, signed 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.

Annual firearms re-qualification does not require specific additional training; rather, it involves the Contract employee's ability to pass the Federal Law Enforcement Training Center practical pistol course (See Part II, Exhibit 8) with a passing score. However, the Contractor shall be liable for ensuring that all Contract employees receive the training or range time necessary to successfully re-qualify on the practical pistol course on an annual basis, at no additional cost to the Government.

Each Contract employee, whether productive 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 Part II, Exhibit 6, for further information regarding the subject matter to be covered during this training.

Supervisors

All uniformed supervisors working under this Contract must successfully complete both basic training and supervisory training as shown in the following chart. The Government will provide to the Contractor, at no cost, one copy of the CGIM. The Contractor shall be responsible for photocopying 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
Annual Firearms Re-qualification (Armed Guards only)		XXX

Supervisory training will be based on Government-provided Supervisory Training Manual. The manual will be given to each supervisor at the beginning of the supervisory training course.

No supervisor shall be permitted to work under this Contract 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.

Basic training, FPS "orientation" training, Magnetometer/X-Ray training, and firearms training are "one time only" courses, meaning that they do not have to be taken again during the Contract term once they are successfully completed by the Contract employees. Training certifications may be transferable to other DHS FPS security guard service Contracts, provided that the Contractor can furnish evidence (e.g., a valid, signed 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 employees' completion of the Basic Training, the Contractor must schedule with FPS a Government-administered written examination for all new hires. A new hire is considered to be any of the following:

- a) a person who has come off the street and is a first time hiree;
- b) a person who has attempted AND failed the written guard test within their allotted two attempts after their 365 day suspension (refer to (d) below) ;
- c) a person who has attempted AND failed the written guard test AND failed to take the test within the allotted 90-day timeframe after their 365 day suspension (refer to (d) below);
- d) a person who has a break in service of greater than 365 continuous days (i.e., suspension, call up to active duty status, guard resigns, cheating), regardless of the reason.

It will test their employees' familiarity with and understanding of the information contained in the CGIM after the Contract employees (productive and supervisory) successfully complete the applicable course. The test is multiple choice with 50 questions. All of the questions on the test are taken verbatim from the CGIM. The passing score for the examination is 70% (30 questions correct out of 50 possible questions).

If a Contract employee does not pass the examination on the first attempt, he/she may re-take the examination; however, the Contract employee will be given only two (2) attempts to pass the exam within a 90 day period after training completion. If the Contract employee fails after 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 DHS FPS Contract during that one year waiting period. If a Contract 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 DHS FPS Contract 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 the Contract 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 Contract, the Government requires that each Contract employee who receives firearms training shall fire at least 200 rounds of ammunition during the course of range training.** 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 Contract employee who has successfully completed a 40 hour firearms course using a .38 caliber revolver under a predecessor DHS FPS 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 Contract employee **shall not** exempt the Contract employee from the annual range qualification requirements.

Unless prohibited by state or local law, all weapons range training and qualifications (whether on an FPS 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 Contract 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.

Annual firearms re-qualification does not require specific additional training; rather, it involves the Contract employee's ability to pass the Federal Law Enforcement Training Center practical pistol course (See Part II, Exhibit 8) with a passing score. However, the Contractor shall be liable for ensuring that all Contract employees receive the training or range time necessary to successfully re-qualify on the practical pistol course on an 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.

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

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 is used to conduct range qualifications.** All Contractor-provided weapons used for qualifications of Contract employees 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 Contract 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 Part II, 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 a Contract employee who has not re-qualified in a timely manner (over one year from the date of the previous qualification date) to work as an armed guard under this Contract.** 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 Contract employees to annually re-qualify on the practical pistol course.

Minimum Age for Firearms Licensing

Notwithstanding the minimum age requirement cited in the paragraph above, the Contractor must follow Federal, state and/or local licensing requirements for Contract employees. In most areas the minimum age requirements for armed guard personnel is twenty-one (21) years of age.

In the event that there is a legal licensing requirement regarding the minimum age for a guard, that requirement shall take precedence over this SOW.

FPS-Specific Training

All of the Contractor's employees must receive FPS-specific training prior to working under this task order. The training will be provided by FPS employees at a Government site. The site(s) and date(s) of the training session(s) will be scheduled by the COR and the Contractor after the award of the Contract and prior to the Contract start date. The subjects that will be covered by the training include:

- General information and special orders for the facilities to be protected under this Contract;
- 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 employee must be familiar with all general requirements for a specific facility before being assigned to it.

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

Guards and uniformed supervisors who worked under the predecessor Contract 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.

Government-Provided Magnetometer/X-Ray Training

All Contract employees who will be assigned to work on posts that contain screening equipment (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 the following locations:

U. S. Department of Homeland Security
Federal Protective Service
3rd & M Streets, SE, Building 202
Washington, DC 20407

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

Guards and uniformed supervisors who worked under the predecessor Contract 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 employees assigned to work under this Contract. CPR training and certification shall be valid for a period of one (1) year. Upon the one-year expiration of the CPR certification, the Contract employee must become re-certified. Re-certification 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 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. Upon the two-year expiration of the First Aid certification, the Contract employee must become re-certified. Re-certification 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.

NO employee shall be permitted to work under this Contract without CPR or First Aid credentials or with expired CPR or First Aid certification credentials. Those Contract employees who work with expired credentials will be immediately removed from the Contract upon discovery of the expired credentials and will not be eligible to work until the training is successfully completed and the Contract employee is again certified.

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

Other Special Training

In certain cases, the Contractor’s employees will receive special training that will be given by the tenant agency or by DHS FPS. The number of training hours and the posts to which the special requirements apply will be provided 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 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 training is required.

Training of Replacement Employees

All replacement employees shall meet the training and testing requirements specified in this Subsection.

Schedule of Provided Training and Testing

The Contractor shall schedule and coordinate Government provided training and testing with the Federal Protective Service Training Center at the address below:

U.S. Department of Homeland Security
Federal Protective Service
3rd & M Streets, SE, Building 136
Washington, DC 20407

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

Attendance Compliance

Contract employees scheduled to work unarmed posts will be unable to work those posts until they have successfully completed the basic and FPS training and passed the written examination. Contract employees scheduled to work armed posts must successfully complete the basic and FPS training *and* the 40 hours of firearms training, *and* they must pass both the written examination and qualify on a pistol firing range, prior to working on the armed post.

All employees hired after the Contract start must receive and successfully complete the training and testing prior to performing duties under this Contract.

Government Provided Training - Failure to Attend

The Contractor must ensure that the employees attend all scheduled training and examination/qualification sessions. Absences by employees at scheduled training have an extremely adverse effect on DHS FPS' security guard contracting 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 48 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 48 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. The 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 Contractor 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 Contract employee, not to exceed 120 calendar days. **Under no circumstances may the Contractor work any Contract employee 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 Contract employee(s) from the Contract 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 Section for any Contract employee.

12. Quality Control

Contractor-Provided Quality Control Plan

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

(a) A description of the type, level, and frequency of inspections performed by the Contractor's Quality Control Monitors (not routine inspections performed by Area Supervisors as part of their normal duties).

(b) Quality Control Inspection Check Lists used to conduct inspections which 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.

(c) 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.

(d) 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 Contract period. 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 Contract 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 taken by the Contractor, 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 Contract 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 DHS/FPS. DHS/FPS will follow up as is appropriate with each such report. If appropriate, DHS/FPS will then advise the Contractor of the commendations or complaints received.

DHS/FPS works in partnership with GSA and client Federal agencies who reimburse DHS/FPS for contracted services. The staff and management of these Federal agencies will be supplementing FPS'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. *See paragraph 15* for further information on deductions.

13. 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 overall performance of the Contract by the Contractor. 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 Contractor. 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 shall formally evaluate, in writing, the Contractor's performance *at least twice per year* – usually at mid-year and at the end of the 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 Contract file. Where the Contractor fails to respond in writing to a performance evaluation, the CO shall assume the Contractor's complete concurrence 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) to the Contractor.

14. 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 receipt of a proper invoice or date of receipt of services, whichever is later. In the event the task order begins or ends during the month, payments will be prorated based on the number of calendar days in the respective month.

It is the objective of the Government to obtain complete and satisfactory performance in accordance with the terms of specifications and requirements of this task order. The Criteria for Deductions will be used by the Government in determining monetary deductions for nonperformance of work under this task order, 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 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 contractual and legal actions.**

To verify the monthly payment for productive man-hours, the CO's designated representative will compare the man-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 the 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 (7BCP)
P.O. Box 17181
Fort Worth, Texas 76102-0181
Telephone:

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

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, Texas 76102-0181

Additionally, a copy of the invoice shall be submitted to the Contracting Officer at the following address:

U.S. Department of Homeland Security
Federal Protective Service
Contract Guard Program (WPSS)
3rd & M Streets, SE, Building 136
Washington, DC 20407

Additional/Emergency Services (TAS/SAS): Each invoice for additional services shall be submitted to the Contracting Officer's address as stated above.

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

- (a) The purchase order number indicated in Block #4 on the GSA Form 300;
- (b) The name of the facility where services were provided;
- (c) The dates and number of productive and supervisory hours worked, including the rates authorized for each; and
- (d) The name of the FPS representative who authorized the additional hours of work.

15. Price Deductions

Where security guard services are concerned, there is not way for the Government to obtain re-performance of unprovided or unacceptable work by the Contractor's employees. Thus, the Government shall remedy the Contractor's non-performance or unacceptable performance through price deductions.

The Government may either accept in part or decline altogether deficient services rendered by the Contractor. Following are criteria for deductions that the Government may take as a result of deficient performance.

Deduction for Failure to Provide Operable Vehicle

In the event the Contractor fails to provide vehicle(s) or the vehicle(s) provided is inoperable for any period of time, the Government shall deduct an equitable price from the task order, based on the estimated annual costs to the Contractor to provide the vehicle(s). The Contractor shall be responsible for furnishing vehicle operation costs to the CO upon the CO's request.

Deduction for Failure to Provide Equipment, Materials, and Uniforms

In the event the Contractor fails to provide uniforms or equipment as approved by the CO, the CO will make an equitable adjustment in the task order price for the period of deficient performance. In determining the amount of the adjustment, the CO will use as a basis the amount it would cost the Government to obtain the item(s) which the

Contractor failed to provide through rental, lease, or purchase. If the item is able to be rented or leased, the Government will deduct the rental/lease cost on a per shift basis when deficiencies occur. If the item is not readily available for rent or lease and must be purchased, the Government will deduct the full cost of the purchased item for the initial violation. Additional deductions will not be made for subsequent violations involving the same item, by the same employee. This will be the basis for adjusting payments regardless of whether the Government does in fact supply the item.

Deduction for Deficient Equipment, Uniforms, Appearance, etc.

In the event an employee is provided with defective equipment, defective uniforms, or his/her appearance is unsatisfactory, weapons unclean, etc., the COR or his designee(s) shall, in writing, call the attention of the Contractor to the deficiency and request the deficiency be corrected within such time as the COR or his designee(s) deems reasonable. If the Contractor does not correct the deficiency within the specified time, and FP, inspector, or other Government employee will assume the duties of the Contract guard until such time as the Contractor corrects the deficiency, and the CO shall deduct the cost of providing the service from the Contractor's next monthly payment.

IMPORTANT NOTE: The average hourly cost for an FPS employee to man the guard post is \$30.00. In no instance shall the Government deduct less than the Contractor's established hourly rate for productive guard services or deduct more than \$50.00 per hour for the productive services.

Deduction for Loss, Damage, Destruction, or Unauthorized Use of Government Property

In the event any employee loses, damages, destructs, or makes unauthorized use of Government property that causes the Government to incur costs to replace, repair, or otherwise make whole the affected property, the Government shall notify the Contractor in writing of the nature of the damage, the costs associated with replacement, repair, etc., and the proposed deduction amount. The Contractor shall have 10 days to respond to the notice of intended deduction. The deduction if assessed, will be taken from the next monthly payment.

Deduction for Failure of Guards to Attend Scheduled Government Training

In the event the Contractor schedules a guard to attend training or firearms qualification on a pistol range but the guard has an unexcused absence, the CO will make an equitable adjustment in the task order price for the number of hours the guard is absent. In determining the amount of the adjustment, the CO will use as a basis the hourly rate paid to the instructor or qualifying official, plus any additional relevant costs, such as the costs for materials related to the training and all expenses related to travel, lodging, etc.

Deduction Schedule

The deduction rate for failure to provide required level of service shall be the established hourly rate contained in Part III.

	Deficiency	Deduction
1.	Unarmed guard working on or at an armed post	100% of the Productive hourly rate for each hour employee works
2.	Guard working without valid FPS Certification or Suitability Clearance	100% of the Productive hourly rate for each hour employee works
3.	Failure to provide required relief breaks	Productive hourly rate, pro-rated for amount of relief not provided
4.	Backfill required by FPS personnel	No less than 100% of the Productive hourly rate and no more than \$50.00 per hour of FPS provided services (average \$30.00 per hour)
5.	Failure to provide uniforms or equipment	Based on actual cost of purchase, lease, or rental pro-rated for time period in question
6.	Failure to provide vehicle performance	Based on pro-rated share of Contractor's actual cost
7.	Loss, Damage, Destruction, or Unauthorized Use of Government Property	Actual cost to replace, repair, or "make whole" The affected property.

16. 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 (to be provided at award) under which the information is being submitted.

The Contractor shall pay all costs related to the Contractor's submission of information to DHS/FPS, including forms, reports, files, correspondence, invoices, payrolls, 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

17. Termination/Cancellation of Services

The Government can terminate 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 are 4 option periods 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:

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

The Contractor MUST submit the cancellation notice least 45 calendar days prior to the anticipated cancellation date and time in order for it to be considered by the CO. Upon receipt of the cancellation request, the CO will review it to ensure that it contains the required information. The CO will acknowledge the request in writing and will respond in writing to confirm the actual cancellation date.

The Contractor **shall not** have the right to propose, request, or receive any costs or fees associated with the cancellation of the task order.

PART II, EXHIBIT 2

COMMUNICATION EQUIPMENT REQUIREMENTS

1. Facility: Ronald Reagan Building and International Trade Center, 1300 Pennsylvania Avenue, NW, Washington, DC

2. Equipment: The Contractor shall provide, maintain, and supplement, as may be necessary at the site identified above, the following number(s) of radios and described associated equipment.

Type of Equipment

Number(s)

Nextel Radios

*All posts, except multiple individual stations, shall have
A nextel radio.*

3. Licenses and Frequencies: The Contractor shall apply for an FCC license and authorization to operate in frequencies specified by the Government. Where necessary, the Contracting Officer or his authorized Representative will issue a letter of authorization, identifying the Contractor as having a need to communicate over a frequency or frequencies assigned to an agency of the Federal Government.

4. Normal, Emergency and Continuous Communications: All two-way portable radio units must have the capability of transmitting and receiving clear and concise vocal transmissions between guard, supervisory personnel and the Contractor's base station. The Contractor's base station must be a local licensed place of business within the **National Capital Region** for the purpose of having the capability for two-way communications between the Contractor and the Contractor's supervisory and guard personnel who are assigned to this Contract.

5. The Contractor will provide a listing of radio(s) and associated equipment to be used on this Contract to the Contracting Officer's Representative.

PART II, EXHIBIT 3

PATROL VEHICLE REQUIREMENTS

1. Facility: Ronald Reagan Building and International Trade Center, 1300 Pennsylvania Avenue, NW, Washington, DC

2. Equipment: Contractor Furnished Vehicle(s)

The Contractor shall furnish a vehicle or vehicles, as indicated below, which shall be used for patrol at the facility and to transport supervisors in the course of supervision duties and emergency response, as may be necessary. The vehicle(s) shall carry distinctive markings of the company, and shall be equipped with a rotation emergency roof light in compliance with applicable state and local laws. The vehicle(s) shall be available at all times during the life of the contract, and must be replaced immediately by a replacement vehicle if removed from operation for any reason(s). It is the Contractor's responsibility to register, insure, and provide proper maintenance for the vehicle(s). The vehicle(s) shall be equipped with a 10 – 15 lb. portable dry chemical, ABC extinguisher, installed and maintained in accordance with NFPA 10, Portable Fire Extinguishers. The fire extinguishers shall be equipped with a conventional, universal first aid kit with Airway pack, Cling bandages, and a minimum of two bite sticks.

3. Vehicle Requirements:

	<u>Vehicle No. 1</u>	<u>Vehicle No. 2</u>	<u>*Other</u>
Estimate(s) of hour(s) to be used daily	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Number(s) of days per week	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Estimated miles per day	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

***4. Other vehicles, including MOPEDS, THREE-WHEELERS, MOTOR SCOOTERS, BICYCLES, etc., described as follows:**

2 Golf Carts - associated with security requirements and procedures

PART II, EXHIBIT 4

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

IMPORTANT NOTE: THE INSTRUCTOR MUST 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 Hours¹

<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 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 that will lead to improved cooperation between the local, state, and Federal law enforcement guards and the contract guards.

¹ 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.

PART II, 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.

PART II, 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".

PART II, 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.

PART II, 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.
Records, Reports, & Forms (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 a GSA contract. Emphasis on tips for effective report writing.

PART II, EXHIBIT 4, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
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.

PART II, EXHIBIT 4, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
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 Expandable Baton	8	Lecture and hands-on demonstration of procedures for baton carrying and drawing as well as 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.

PART II, 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.

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.

PART II, 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:

SUBJECT	DATE COMPLETED	NUMBER OF HOURS
BASIC 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

PART II, 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 a GSA 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 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.
GSA Contract Requirements	1	Instructor(s) will review basic GSA Contract requirements and standards of performance for Contractors, Contract employees, and the relationship of employees with key members of Government agencies and GSA officials involved in the administration and operation of GSA 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.

PART II, 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.

PART II, 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:

<u>SUBJECT</u>	<u>DATE COMPLETED</u>	<u>NUMBER OF HOURS</u>
SUPERVISORY 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

PART II, EXHIBIT 6

CONTRACTOR PROVIDED BI-ANNUAL RECERTIFICATION TRAINING TO BE PRESENTED TO ALL CONTRACT GUARDS

IMPORTANT NOTE: THE INSTRUCTOR MUST 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.

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 <i>(Note: GSA will provide the instructor with information on this program to assist in training)</i>
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.

¹ 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.

PART II, 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.

PART II, EXHIBIT 6, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Understanding Human Behavior, Part I: Overview (CHAPTERS TWO AND NINE, CGIM)	.5	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	.5	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".

PART II, 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

PART II, 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 a GSA contract. Emphasis on tips for effective report writing.

PART II, 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.

PART II, 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 Expandable Baton	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.

**PART II
LIST OF EXHIBITS**

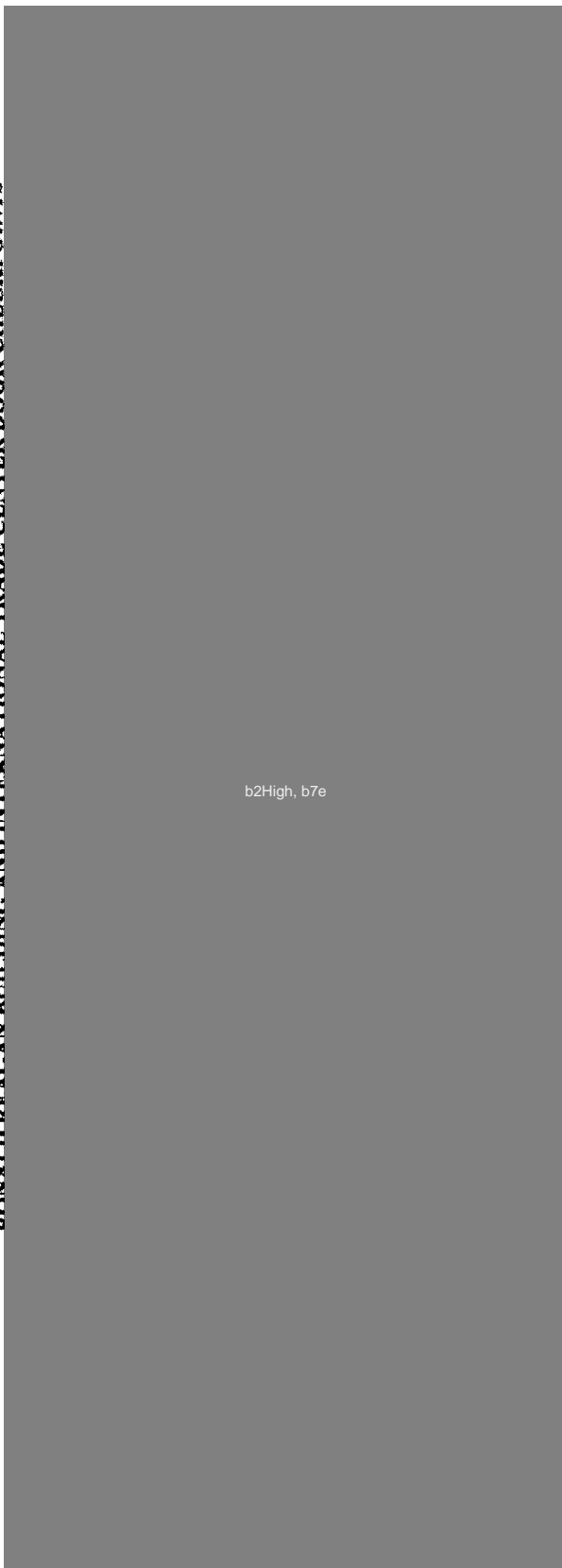
EXHIBIT	TITLE	PAGE(S)
EXHIBIT 1	Productive and Supervisory Requirements Including Post Hours and Location.....	2 - 25
EXHIBIT 2	Communication Equipment Requirements.....	26
EXHIBIT 3	Patrol Vehicle Requirements.....	27
EXHIBIT 4	Training Subjects to be Presented to the Contract Guards by the Contractor	28 - 35
EXHIBIT 4A	Contractor's Certification of Basic Training.....	36
EXHIBIT 5	Supervisory Training Subjects to be Presented by the Contractor.....	37 - 38
EXHIBIT 5A	Contractor's Certification of Supervisory Training.....	39
EXHIBIT 6	Contractor-Provided Recertification Training	40 - 47
EXHIBIT 6A	Contractor's Certification of Recertification Training.....	48
EXHIBIT 7	Training Subjects Presented by the Government's COR to Contract Employees	49 - 51
EXHIBIT 7A	Contractor's Certification of Government-Provided Training.....	52
EXHIBIT 8	Contractor-Provided Firearms Training/Certification Practical Pistol Course.....	53 - 55
EXHIBIT 8A	Contractor's Certification of Firearms Training	57
EXHIBIT 9	Contractor's Training Schedule and Plan	58
EXHIBIT 10	Standard Form (SF) 78, Certificate of Medical Examination.....	59
EXHIBIT 10A	Medical Standards	60 - 61
EXHIBIT 11	Contractor's Certification of Contract Employee Eligibility Requirements	62 - 63
EXHIBIT 12	Key Personnel Resume	64
EXHIBIT 13	Security Clearance Requirements	65
EXHIBIT 14	U.S. Department of Labor Wage Determination and Collective Bargaining Agreement.....	66 - 94

**PART II, EXHIBIT I
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: Ronald Reagan Building **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u>Post #</u>	<u>Location/Description</u>	<u>Time of Day</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Relief Required</u>	<u>Armed Post (yes/no)</u>	<u>Security Classification</u>
---------------	-----------------------------	--------------------	----------------------	----------------------	------------------------	----------------------------	--------------------------------

DONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER DOOR CHECKPOINTS



b2High, b7e

Building Number: DC0452AF
Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT – FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. **PRODUCTIVE:** Ronald Reagan Building **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u>Post #</u>	<u>Location/</u> <u>Description</u>	<u>Time</u>	<u>Hours</u>	<u>Days Per</u>	<u>Relief</u>	<u>Armed Post</u>	<u>Security</u>
		<u>of Day</u>	<u>Per Day</u>	<u>Week</u>	<u>Required</u>	<u>(yes/no)</u>	<u>Classification</u>

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER DOOR CHECKPOINTS



b2High, b7e

Building Number: DC3222A
Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT – FOR OFFICIAL USE ONLY.

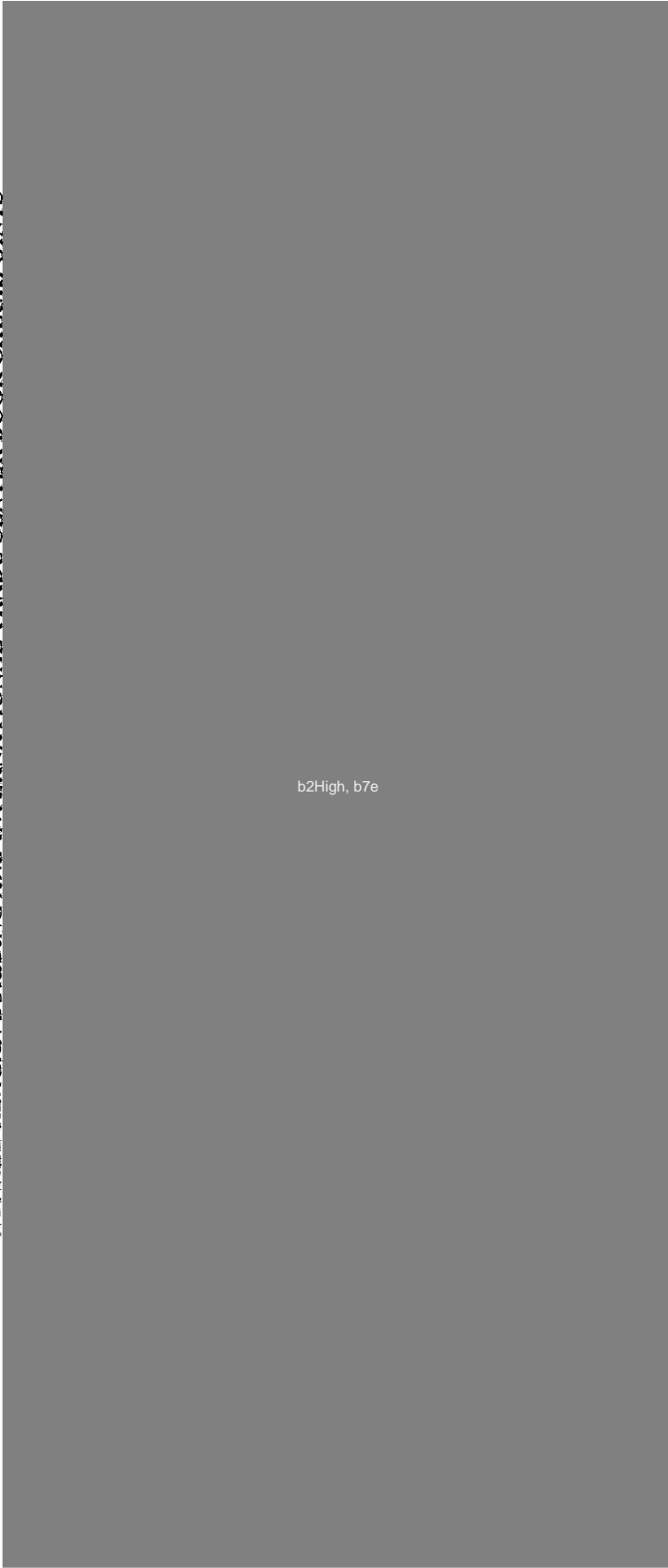
Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. **PRODUCTIVE:** Ronald Reagan Building **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u>Post #</u>	<u>Location/</u> <u>Description</u>	<u>Time</u> <u>of Day</u>	<u>Hours</u> <u>Per Day</u>	<u>Days Per</u> <u>Week</u>	<u>Relief</u> <u>Required</u>	<u>Armed Post</u> <u>(yes/no)</u>	<u>Security</u> <u>Classification</u>
---------------	--	------------------------------	--------------------------------	--------------------------------	----------------------------------	--------------------------------------	--

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER DOOR CHECKPOINTS



b2High, b7e

Building Number: DC0459AE
 Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT – FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. **PRODUCTIVE:** Ronald Reagan Building
EFFECTIVE DATES: August 1, 2004 - July 31, 2005
LOCATION: 1300 Pennsylvania Avenue, NW, Washington, DC
CLASS II GUARDS

<u>Post #</u>	<u>Location/Description</u>	<u>Time of Day</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Relief Required</u>	<u>Armed Post (yes/no)</u>	<u>Security Classification</u>
---------------	-----------------------------	--------------------	----------------------	----------------------	------------------------	----------------------------	--------------------------------

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER DOOR CHECKPOINTS



b2High, b7e

Building Number: DC0459AF
 Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT – FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. **PRODUCTIVE:** Ronald Reagan Building **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u># of Guards</u>	<u>Location/</u> <u>Description</u>	<u>Time</u>	<u>Hours</u>	<u>Days Per</u>	<u>Relief</u>	<u>Armed Post</u>	<u>Security</u>
		<u>of Day</u>	<u>Per Day</u>	<u>Week</u>	<u>Required</u>	<u>(yes/no)</u>	<u>Classification</u>

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER DOOR CHECKPOINTS



b2High, b7e

Building Number: DC0452AF
 Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: Ronald Reagan Building **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u># of Guards</u>	<u>Location/</u> <u>Description</u>	<u>Time</u>	<u>Hours</u>	<u>Days Per</u>	<u>Relief</u>	<u>Armed Post</u>	<u>Security</u>
		<u>of Day</u>	<u>Per Day</u>	<u>Week</u>	<u>Required</u>	<u>(yes/no)</u>	<u>Classification</u>

DONALD BEACON BUILDING AND INTERNATIONAL TRADE CENTER FOOD CHECKPOINTS



b2High, b7e

Building Number: DC0459AF
 Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT -- FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: Ronald Reagan Building **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u># of Guards</u>	<u>Location/</u> <u>Description</u>	<u>Time</u>	<u>Hours</u> <u>Per Day</u>	<u>Days Per</u> <u>Week</u>	<u>Relief</u> <u>Required</u>	<u>Armed Post</u> <u>(yes/no)</u>	<u>Security</u> <u>Classification</u>
--------------------	--	-------------	--------------------------------	--------------------------------	----------------------------------	--------------------------------------	--

RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER DOOR CHECKPOINTS



b2High, b7e

Building Number: DC0459AF
Total Productive Manhours: 121,642.5

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

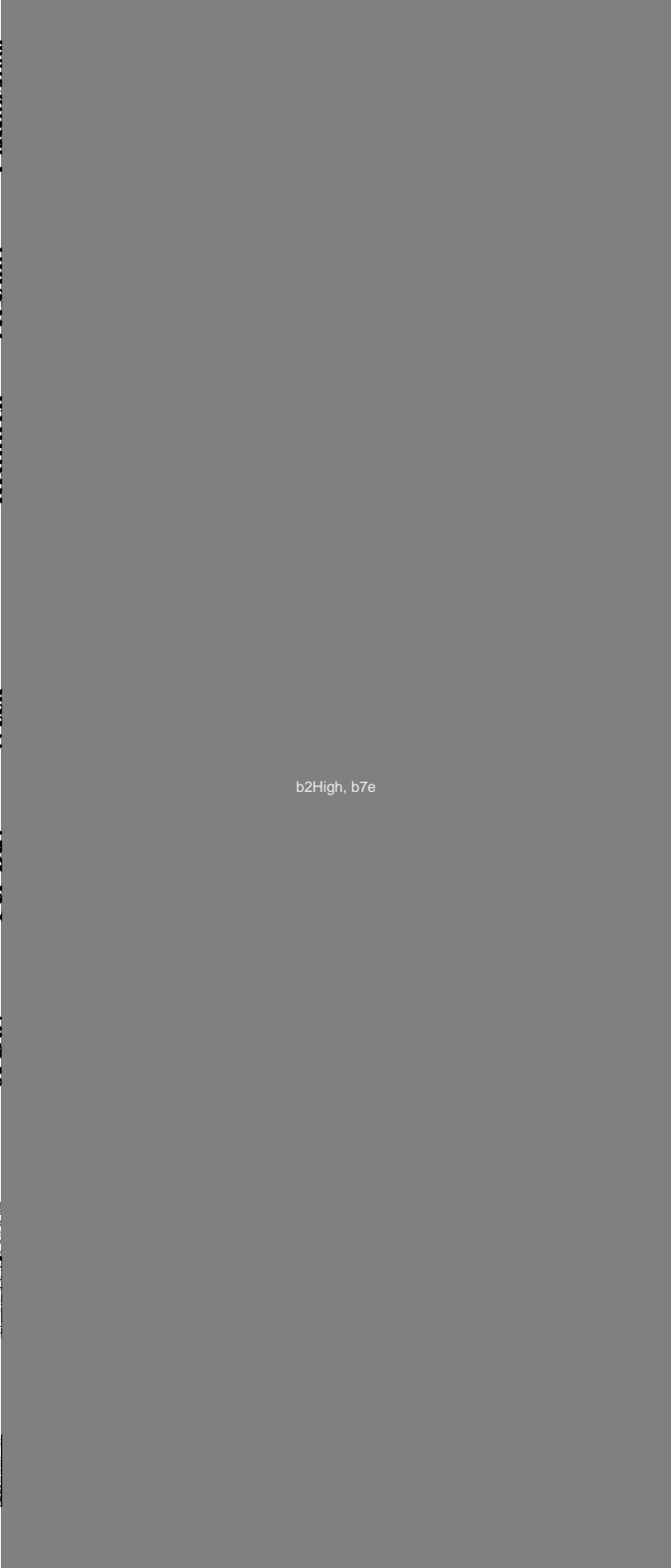
PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

Post #	Location/ Description	Time of Day	Hours Per Day	Days Per Week	Relief Required	Armed Post (yes/no)	Security Classification
--------	--------------------------	----------------	------------------	------------------	--------------------	------------------------	----------------------------



b2High, b7e

Building Number: DC0459AF
Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Properly destroy documents when no longer needed.

U.S. Department of Homeland Security
Federal Protective Service

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005
CLASS II GUARDS

<u>Post #</u>	<u>Location/Description</u>	<u>Time of Day</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Relief Required</u>	<u>Armed Post (yes/no)</u>	<u>Security Classification</u>
---------------	-----------------------------	--------------------	----------------------	----------------------	------------------------	----------------------------	--------------------------------



b2High, b7e

Building Number: DC0452AF
 Total Productive Manhours: 39,530

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement.
The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

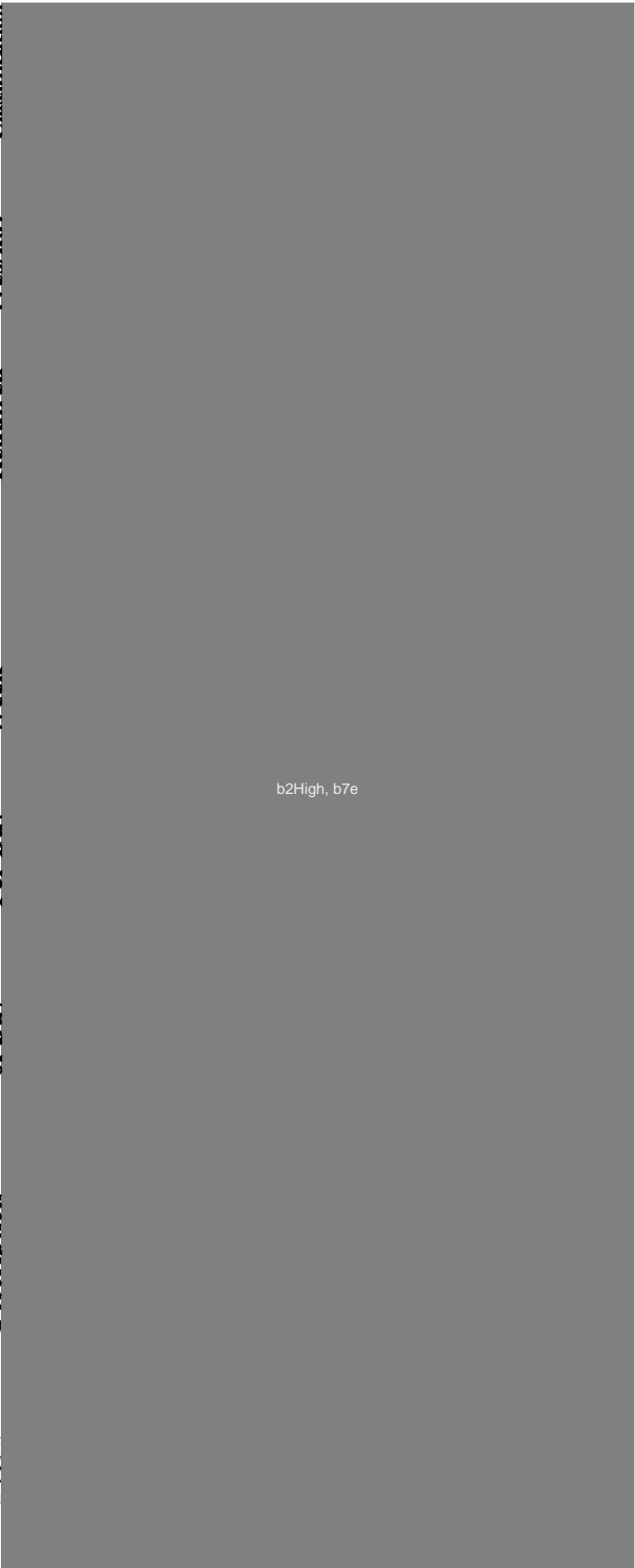
PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
SUPERVISION REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

2. SUPERVISION: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

Post #	Location/ Description	Time of Day	Hours Per Day	Days Per Week	Relief Required	Armed Post (yes/no)	Security Classification
--------	--------------------------	----------------	------------------	------------------	--------------------	------------------------	----------------------------



b2High, b7e

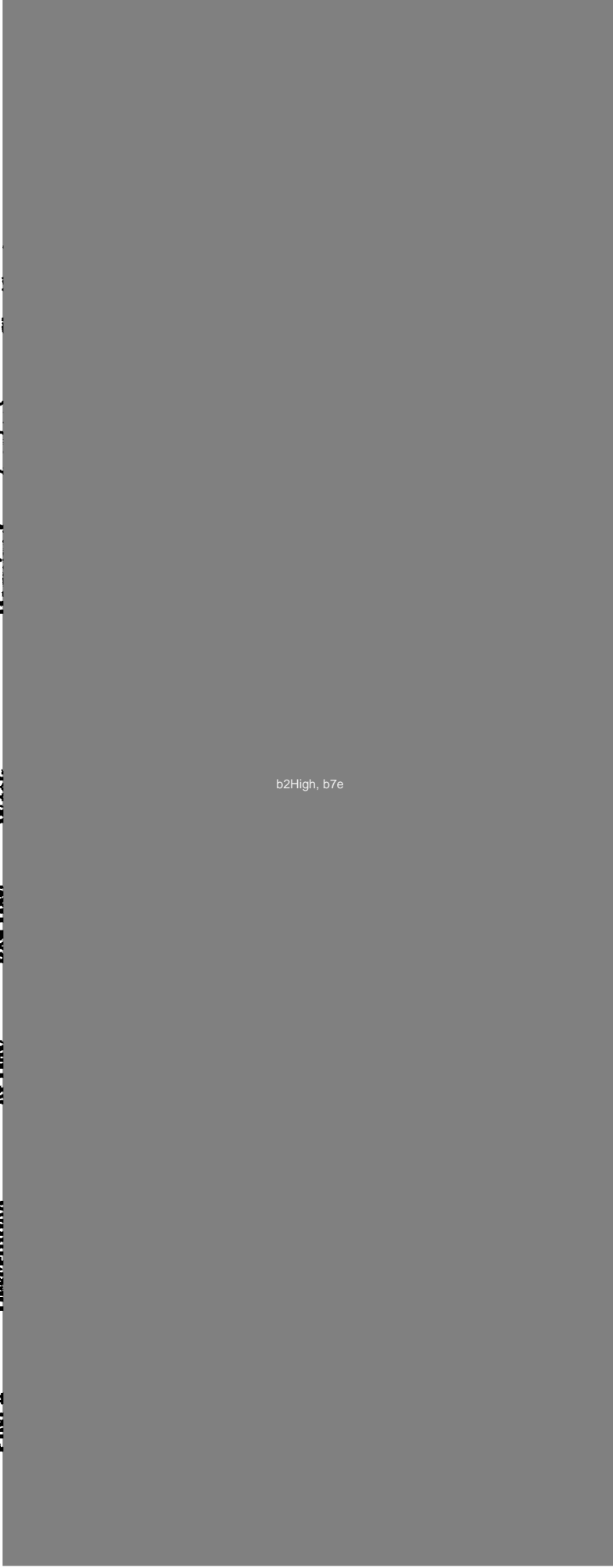
Building Number: DC0459AE
 Total Supervisory Manhours: 31,030

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.
 Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

I. PRODUCTIVE: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

Post #	Location/ Description	Time	Hours	Days Per	Relief	Armed Post	Security
--------	--------------------------	------	-------	----------	--------	------------	----------



b2High, b7e

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.
Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Property destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

Post #	Location/ Description	Time of Day	Hours	Days Per	Relief	Armed Post	Security
--------	--------------------------	----------------	-------	----------	--------	------------	----------



b2High, b7e

Building Number: DC0459AF
Total Productive Manhours: 48,280

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

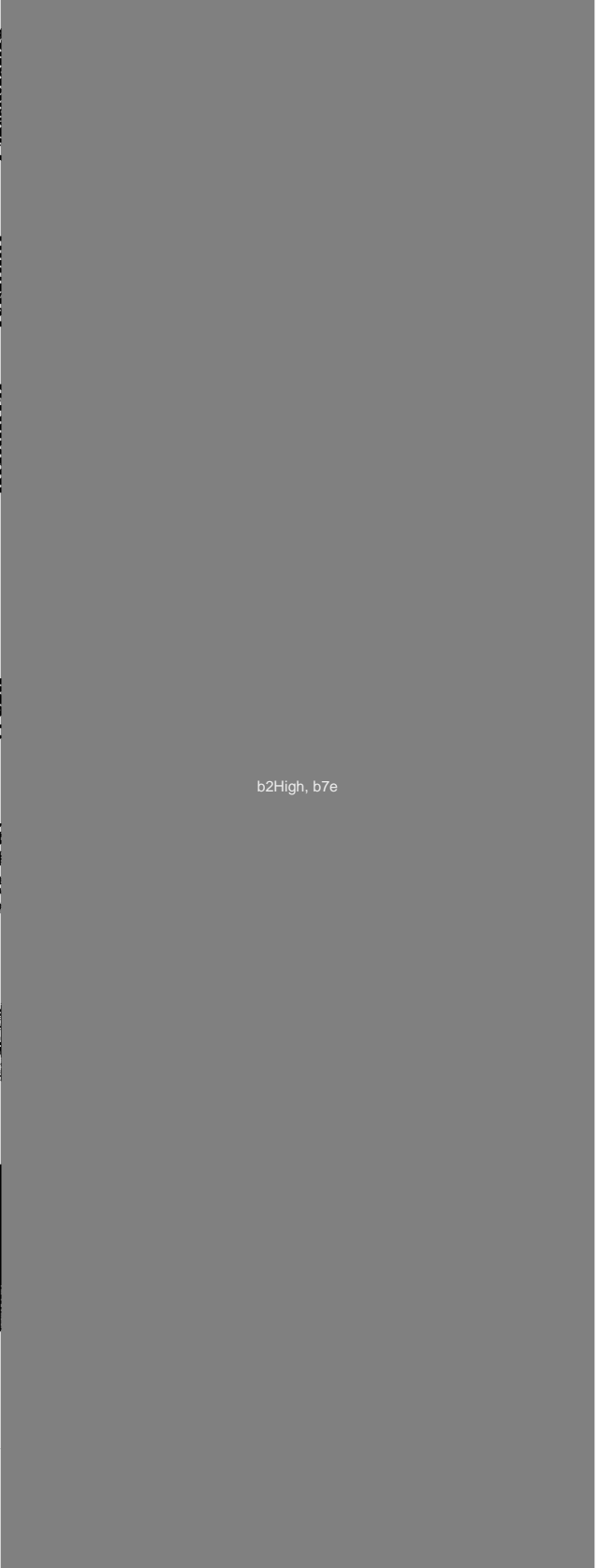
Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

U.S. Department of Homeland Security
Federal Protective Service

**PART II, EXHIBIT I
SUPERVISION REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

2. SUPERVISION: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u>Post #</u>	<u>Location/ Description</u>	<u>Time of Day</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Relief Required</u>	<u>Armed Post (Yes/No)</u>	<u>Security</u>
---------------	----------------------------------	------------------------	--------------------------	--------------------------	----------------------------	--------------------------------	-----------------



b2High, b7e

Building Number: DCOM39AF
 Total Supervisory Manhours: 25,036

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.
 Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: Ronald Reagan Building (EPA) **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

Post #	Location/ Description	Time of Day	Hours Per Day	Days Per Week	Relief Required	Armed Post (yes/no)	Security Classification
--------	--------------------------	----------------	------------------	------------------	--------------------	------------------------	----------------------------



b2High, b7e

Building Number: DC0459AF
 Total Productive Manhours: 18,510

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT – FOR OFFICIAL USE ONLY.
 Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
SUPERVISION REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

2. SUPERVISION: Ronald Reagan Building (EPA) LOCATION: 1300 Pennsylvania Avenue, NW, Washington, DC
 EFFECTIVE DATES: August 1, 2004 - July 31, 2005 CLASS II GUARDS

<u>Post #</u>	<u>Location/ Description</u>	<u>Time of Day</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Relief Required</u>	<u>Armed Post (yes/no)</u>	<u>Security Classification</u>
---------------	----------------------------------	------------------------	--------------------------	--------------------------	----------------------------	--------------------------------	------------------------------------



b2High, b7e

Building Number: DC0452AF
 Total Supervisory Manhours: 19,520

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.
 Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u>Post #</u>	<u>Location/</u> <u>Description</u>	<u>Time</u> <u>of Day</u>	<u>Hours</u> <u>Per Day</u>	<u>Days Per</u> <u>Week</u>	<u>Relief</u> <u>Required</u>	<u>Armed Post</u> <u>(yes/no)</u>	<u>Security</u> <u>Classification</u>
---------------	--	------------------------------	--------------------------------	--------------------------------	----------------------------------	--------------------------------------	--



b2High, b7e

Building Number: DC0452AF
Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

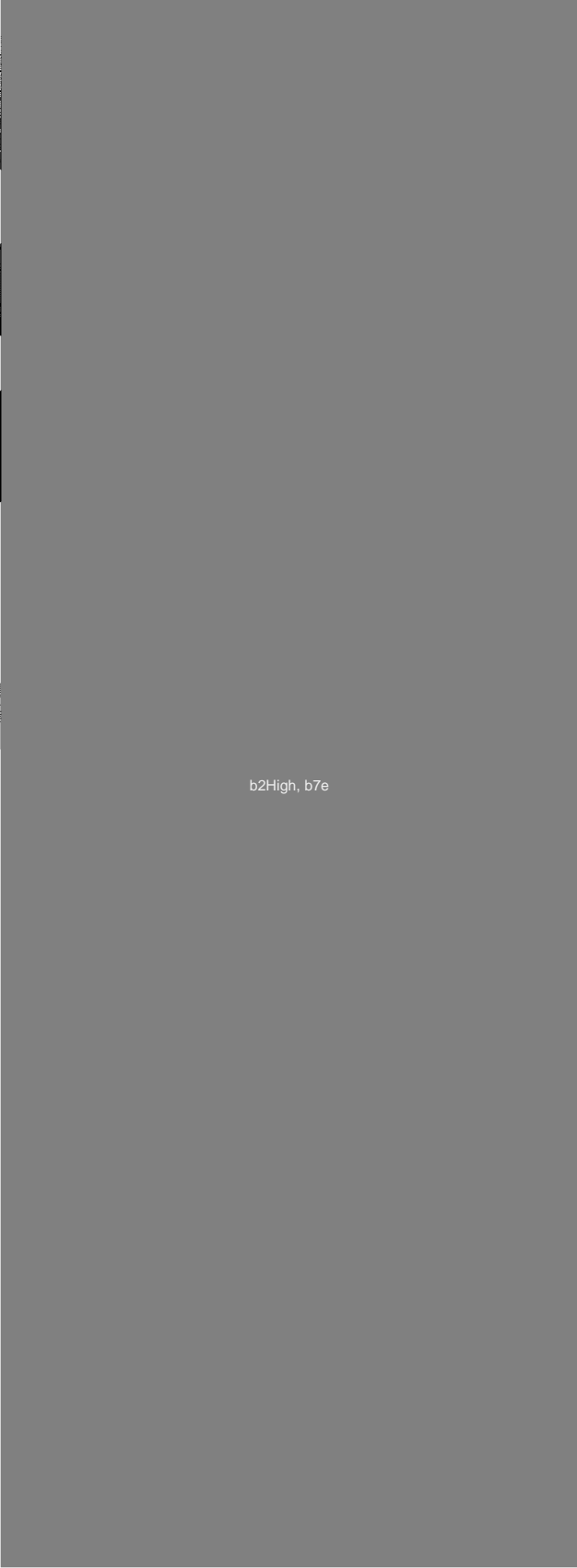
PROPERTY OF THE UNITED STATES GOVERNMENT – FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u>Post #</u>	<u>Location/ Description</u>	<u>Time of Day</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Relief Required</u>	<u>Armed Post (yes/no)</u>	<u>Security Classification</u>
---------------	----------------------------------	------------------------	--------------------------	--------------------------	----------------------------	--------------------------------	------------------------------------



b2High, b7e

... Court closed Sun Oct 13 10:00 AM. * Guard to move from Atrium to Room Court during the closed period. * Except Easter, Thanksgiving, Christmas, and New Years.

Building Number: DC0459AF
 Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

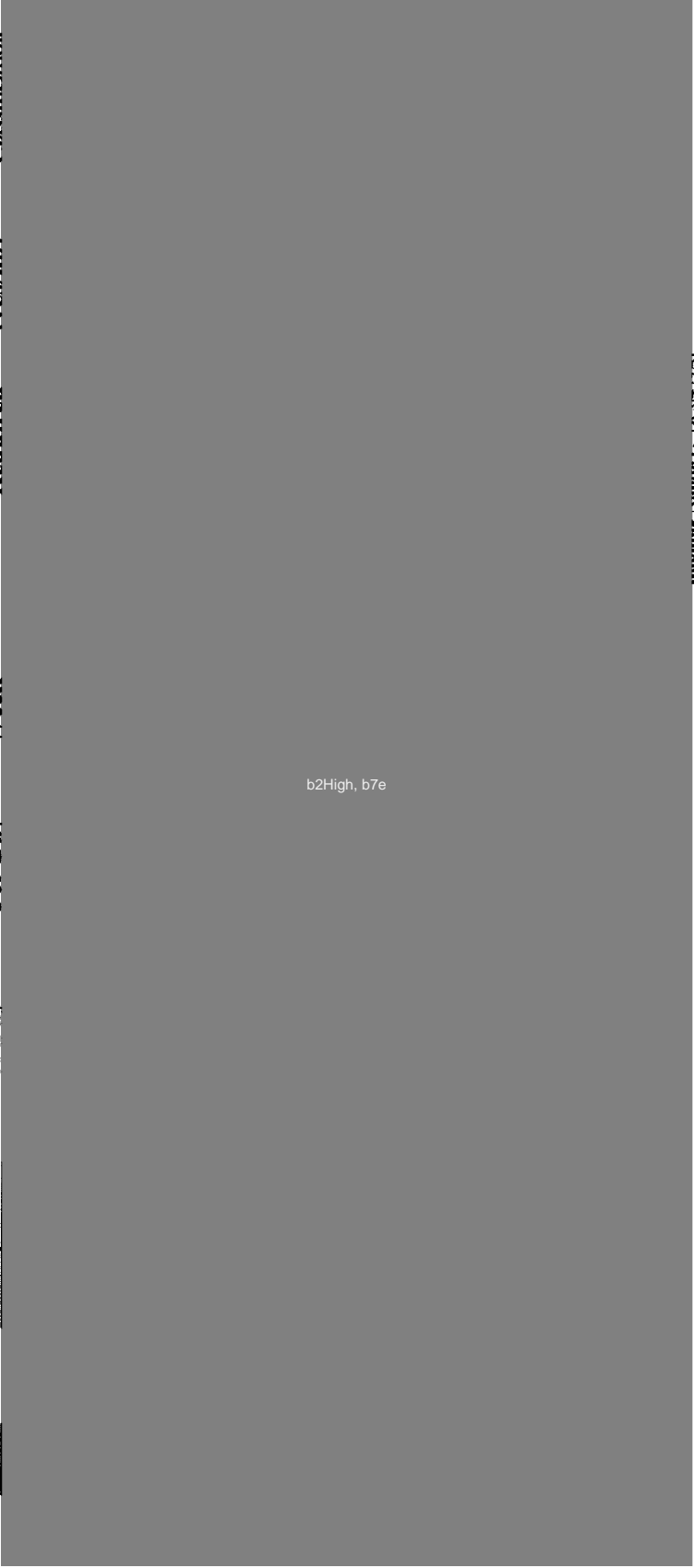
PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

Post #	Location/ Description	Time of Day	Hours Per Day	Days Per Week	Relief Required	Armed Post (yes/no)	Security Classification
--------	--------------------------	----------------	------------------	------------------	--------------------	------------------------	----------------------------



b2High, b7e

Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

Post #	Location/ Description	Time of Day	Hours Per Day	Days Per Week	Relief Required	Armed Post (yes/no)	Security Classification
--------	--------------------------	----------------	------------------	------------------	--------------------	------------------------	----------------------------



b2High, b7e

Building Number: DCC0459AF
Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor; the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (cover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

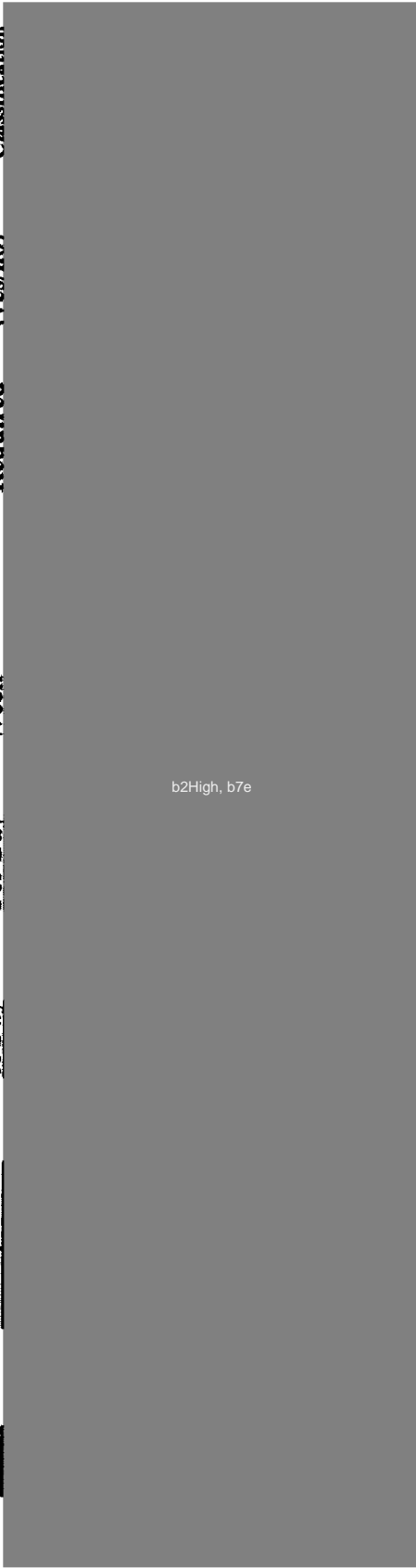
PROPERTY OF THE UNITED STATES GOVERNMENT – FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT I
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u>Post #</u>	<u>Location/</u> <u>Description</u>	<u>Time</u> <u>of Day</u>	<u>Hours</u> <u>Per Day</u>	<u>Days Per</u> <u>Week</u>	<u>Relief</u> <u>Required</u>	<u>Armed Post</u> <u>(yes/no)</u>	<u>Security</u> <u>Classification</u>
---------------	--	------------------------------	--------------------------------	--------------------------------	----------------------------------	--------------------------------------	--



b2High, b7e

Building Number: DC0452AE
Total Productive Manhours: 203,989

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on end of each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Property destructions when no longer needed.

**PART II, EXHIBIT 1
SUPERVISION REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

2. SUPERVISION: [REDACTED]
EFFECTIVE DATES: August 1, 2004 - July 31, 2005
LOCATION: 1300 Pennsylvania Avenue, NW, Washington, DC
CLASS II GUARDS

<u>Post #</u>	<u>Location/ Description</u>	<u>Time of Day</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Relief Required</u>	<u>Armed Post (yes/no)</u>	<u>Security Classification</u>
---------------	----------------------------------	------------------------	--------------------------	--------------------------	----------------------------	--------------------------------	------------------------------------



b2High, b7e

Total Supervisory Manhours: SEE NEXT PAGE

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.
Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
SUPERVISION REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

2. SUPERVISION: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u>Post #</u>	<u>Location/ Description</u>	<u>Time of Day</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Relief Required</u>	<u>Armed Post (yes/no)</u>	<u>Security Classification</u>
---------------	----------------------------------	------------------------	--------------------------	--------------------------	----------------------------	--------------------------------	------------------------------------



b2High, b7e

Building Number: DC0459AF
 Total Supervisory Manhours: 56,550

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is **PROHIBITED**. Do not remove this notice. Properly destroy documents when no longer needed.

**PART II, EXHIBIT 1
PRODUCTIVE REQUIREMENTS INCLUDING POST HOURS AND LOCATION**

1. PRODUCTIVE: [REDACTED] **LOCATION:** 1300 Pennsylvania Avenue, NW, Washington, DC
EFFECTIVE DATES: August 1, 2004 - July 31, 2005 **CLASS II GUARDS**

<u>Post #</u>	<u>Location/ Description</u>	<u>Time of Day</u>	<u>Hours Per Day</u>	<u>Days Per Week</u>	<u>Relief Required</u>	<u>Armed Post (yes/no)</u>	<u>Security Classification</u>
---------------	----------------------------------	------------------------	--------------------------	--------------------------	----------------------------	--------------------------------	------------------------------------



b2High, b7e

Building Number: DC0459AF
 Total Productive Manhours: SEE NEXT PAGE

NOTE: Where indicated, relief periods (lunch, breaks, etc.) are authorized by Contractor, the Contractor must provide a replacement guard for each employee on an authorized break. Patrol (rover) guards and supervisors must not be used for replacement. *A separate NCR Form 139-R shall be used for the relief guard to sign on and off each post for all relief breaks.*

The cost to cover relief for the productive hours indicated herein must be included in your bid/offer.

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY.

Copying, dissemination, or distribution of these drawings, plans, or specifications to unauthorized users is PROHIBITED. Do not remove this notice. Properly destroy documents when no longer needed.

PART II, EXHIBIT 6, 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.

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.

PART II, 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**

PART II, 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's 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.

PART II, EXHIBIT 7, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
Report Writing, Notes and Required GSA Forms	3	<p>Develop an understanding of the types, requirements, and necessity of field 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">a. GSA Form 3155, Preliminary Investigation;b. GSA Form 3157, Crime Analysis;c. GSA Form 1039, Record of Property Found;d. GSA Form 252, Found Property Tag;e. GSA Form 1789, Register of Visitors;f. GSA Form 139, Arrival and Departures;g. NCR Form 139-R, Relief Guard Registerh. GSA Form 239, Officer and Inspectors Register;i. GSA Form 435, Guards Hourly Report;j. Special forms unique to the facility used in the performance of the Contract duties.

PART II, EXHIBIT 7, continued

<u>Subject</u>	<u>Hours</u>	<u>Scope</u>
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>

PART II, EXHIBIT 7A

CONTRACTOR'S 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>
GOVERNMENT-PROVIDED TRAINING	_____	<u>8</u>

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

**PART II, EXHIBIT 8
CONTRACTOR-PROVIDED FIREARMS TRAINING
PRACTICAL PISTOL COURSE**

DISTANCE	STAGE	POSITION	MODE	ROUNDS	SHOTS	TIME	DESCRIPTION
3 Yds	1	Standing point shoulder reference sights (FI) Strong hand only	DA	6	1	2 Sec.	One shot in 2 seconds, reholster after each shot (X6).
	2	Standing point shoulder reference sights (FI) Two handed	DA	6	2	3/2 Sec.	Two shots in 3 seconds, come to combat ready position (weapon below eye level), bring weapon to eye level and fire two shots in 2 seconds (X2).

DISTANCE	STAGE	POSITION	MODE	ROUNDS	SHOTS	TIME	DESCRIPTION
7 Yds	1	Standing two hands with sights (FI)	DA	12	1	3 Sec.	One shot in 3 seconds, reholster after each shot (X5).
				1/RL-6/1		20 sec.	One shot, unload, reload w/6 rounds in 20 seconds (15 seconds if speedloaders are used), transfer weapon to weak hand and fire one additional shot weak hand only. From aimed in position continue firing one shot in 3 seconds (X5). STANCE DOES NOT CHANGE.
	2	Standing two hands with sights (FI)	DA	12	2	4 sec.	Two shots in 4 seconds, reholster after each pair (X2).
				2/RL-2(6)/2		15 sec.	Two shots, unload, reload w/2 rounds (six rounds if speedloader is used), fire two more shots in 15 seconds. If pouch is used reload with four rounds. From aimed in position fire two shots in 4 seconds (X2). Strong hand only.

DISTANCE	STAGE	POSITION	MODE	ROUNDS	SHOTS	TIME	DESCRIPTION
15 Yds	1	Right/Left side standing and kneeling Barricade	DA	12	3	7 Sec.	Draw and fire three shots in 7 seconds right side standing position. When target edges away, shooter position assumes right side kneeling position and remains aimed in on target. Target faces, shooter fires three shots.
							Shooter unloads and reloads six rounds in kneeling position, utilizing cover. Shooter then moves to left side standing position.
							Fire three shots in 25 seconds (20 seconds if speedloader is used). When target edges away, shooter assumes left side kneeling position and stays aimed in. Target faces and shooter fires three shots in 6 seconds.

NOTE: When shooter is aimed in on edged targets, the finger will be on the trigger. However, when moving to the different positions, the shooter's finger will be OFF the trigger.

DISTANCE	STAGE	POSITION	MODE	ROUNDS	SHOTS	TIME	DESCRIPTION
25 Yds	1	Right side standing barricade position	DA	6	3/2/1	8/5/3 Sec.	Draw and fire three shots in 8 seconds, remain aimed in on target. Target faces, shooter fires two shots in 5 seconds, remain aimed in on target. Target faces, shooter fires one shot in 3 seconds.

DISTANCE	STAGE	POSITION	MODE	ROUNDS	SHOTS	TIME	DESCRIPTION
25 Yds	2	Left side standing barricade position	DA	6	3/2/1	8/5/3 Sec.	Repeat Sequence in Stage 2.

NOTE: When shooter is aimed in on edged target, the finger will be ON the trigger.

COURSE NOTE: For the stages in which the shooter fires and then reholsters, the procedure will be as follows: Aimed in until the target edges away. The shooter will then look left, then right (using the eyes only, not the head), before reholstering the weapon.

MARKSMANSHIP RATINGS:

- 210 - 254 Marksman
- 255 - 284 Sharpshooter
- 285 - 299 Expert
- 300 Distinguished Expert

TOTAL ROUNDS 60
 POSSIBLE SCORE 300
 MINIMUM SCORE 210

The next page is 57

PART II, EXHIBIT 8A

CONTRACTOR'S CERTIFICATION OF FIREARMS 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>
FIREARMS TRAINING	_____	_____

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

PART II, 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):

Remarks:

PART II, EXHIBIT 10

STANDARD FORM 78 – CERTIFICATE OF MEDICAL EXAMINATION

RESERVED [INSERT ACTUAL COPY OF SF 78]

PART II, 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.
NOTE: The use of a hearing aid is not permitted and is disqualifying.
- (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.

PART II, 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 employees are expected to be physically able to perform the following functions in the performance of their assigned duties:
 - A. Frequent and prolonged walking, standing, running, sitting, and stooping;
 - B. Subdue 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.

PART II, EXHIBIT 11

**CONTRACTOR'S CERTIFICATION OF CONTRACT EMPLOYEE
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:

<u>SUBJECT</u>	<u>DATE COMPLETED/FILED</u>
RESUME/TRANSCRIPTS/DIPLOMA	_____
SF 78 – CERTIFICATE OF MEDICAL EXAMINATION	_____
PRE-EMPLOYMENT DRUG SCREENING	_____
BASIC TRAINING COMPLETION CERTIFICATE	_____
PASSING SCORE ON WRITTEN EXAMINATION	_____
FIREARMS TRAINING CERTIFICATE (Armed Employee Only)	_____
FIREARMS QUALIFICATION CERTIFICATE (Armed Employee Only)	_____
GOVERNMENT PROVIDED TRAINING CERTIFICATE	_____
RECERTIFICATION TRAINING CERTIFICATE	_____
EXPANDABLE BATON TRAINING CERTIFICATE	_____
MAGNETOMETER/X-RAY TRAINING CERTIFICATE (Where Applicable)	_____
REFRESHER TRAINING	_____

PART II, 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 (SF 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.*

**PART II, EXHIBIT 12
KEY PERSONNEL RESUME**

This resume is pertinent to the experience and professional background of Contract security supervisory personnel. A Key Personnel Resume must be completed for each Supervisor or Manager who will have a direct job performance relationship with guards assigned to perform the work requirements of this contract. A copy of each Supervisor's/Manager's Key Personnel Resume shall be provided to the COR.

PROPOSED POSITION TITLE: _____

SUPERVISOR'S NAME: _____ **AGE:** _____

CURRENT POSITION WITH THE CONTRACT FIRM: _____

TIME IN CURRENT POSITION: (Yrs. Mos.) _____

ANNUAL SALARY: _____

RESPONSIBLE FOR THE WORK OF: _____ **PERSONS**

DESCRIPTION OF SCOPE OF CURRENT JOB: (Use attached sheet if necessary)

WORK EXPERIENCE: (Past 10 years in chronological order)

<u>Date</u>				
<u>From</u>	<u>To</u>	<u>Job</u>	<u>Company/Address</u>	<u>Reference</u>

EDUCATION SUMMARY:

<u>Name/Address</u>	<u>Dates Attended</u>	<u>Diploma or Certificate Issued</u>
---------------------	-----------------------	--------------------------------------

High School:

College/Specialized:

Trade-School(s):

PROVIDE A BRIEF STATEMENT OF WHY THIS SUPERVISOR IS BELIEVED TO BE QUALIFIED FOR THIS CONTRACT. PLEASE USE THE REVERSE SIDE OR A SEPARATE SHEET OF PAPER.

PART II, EXHIBIT 13

SECURITY CLEARANCE REQUIREMENTS

<u>FACILITY CLEARANCE</u>	<u>REQUIRED</u>	<u>NOT REQUIRED</u>
A. Top Secret	_____	_____ X _____
B. Secret	_____ X _____	_____
C. GSA Suitability Determination	_____ X _____	_____

<u>PERSONNEL CLEARANCE</u>	<u>REQUIRED</u>	<u>NOT REQUIRED</u>
A. Top Secret	_____	_____ X _____
B. 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. GSA Suitability Determination	_____ X _____	_____
H. Other	_____	_____ X _____

NOTE: FACILITIES/GUARD POSTS MAY VARY IN CLEARANCE REQUIREMENTS; THEREFORE, REFER TO ALL FACILITIES/GUARD POSTS LISTED IN EXHIBIT I FOR DEFINED/SPECIFIED CLEARANCE VARIATIONS.