



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PHILADELPHIA, PA 19107

OFFICE OF CHIEF PROCUREMENT OFFICER

REQUEST FOR PROPOSALS R-PHI-01002

Date Issued: July 18, 2008
Closing Date: August 19, 2008
Closing Time: 01:00 PM EST

Dear Prospective Offeror(s):

The Office of the Chief Procurement Officer on behalf of HUD's Security & Emergency Planning office is seeking offers from qualified firms who are capable of providing Security Guard services. This procurement is being conducted in accordance with the Federal Acquisition Regulation (FAR) Subpart 15. The North American Industry Classification System (NAICS) Code for this procurement is 561612, "Security Guards & Patrol Services".

It is the Department's intent to award a fixed price / labor hour contract. However, the government reserves the right to award the type of contract deemed most appropriate with or without conducting negotiations. The period of performance will be one 12 month base period and four 12 month priced option periods.

Your response to the Request for Proposal (RFP) must demonstrate an understanding of the requirements, as well as your firm's ability to successfully complete the effort in accordance with the evaluation criteria, and detailed proposal instructions detailed herein. All materials should reference the RFP number, R-PHI-01002. **Please be advised that if your firm submits a proposal, it shall be considered valid for a period of 120 days from the established solicitation closing date.**

The government will evaluate proposals using the evaluation criteria contained herein and will award the contract to the offeror whose quote is determined to represent the *best value* to the Government. **HUD may award the contract with or without discussions. It is anticipated that one award will be made as a result of this solicitation.**

A **pre-proposal site visit** will be held approximately 7-10 days after the solicitation release date. The tentative date for this visit will be **Tuesday, July 29, 2008 @ 10:00 a.m.** This date is to be considered firm if no amendment is issued prior to the 29th. Each company can bring a **maximum of three (3) people** from their organization to participate in the site visit.

Interested offerors may submit any question and / or comments in writing via email to Bridgette.m.Anderson@hud.gov no later than **August 1, 2008**. **ALL PROPOSALS ARE DUE NO LATER THAN AUGUST 19, 2008**. All interested parties will be required to submit one (1) original and six (6) copies of their written proposal in response to the RFP to the addressee identified below.

Department of Housing and Urban Development
Office of the Chief Procurement Officer
Attn: Bridgette Anderson
100 Penn Square East, 10th floor
Philadelphia, PA 19107

Effective October 1, 2003, FAR Part 4 requires that contractors must be registered in the Central Contractor Registration (CCR) prior to the award of any contract. The website to register in CCR is www.ccr.gov.

The contractor selected is also required to register in the Contractor Performance System (CPS) prior to award. The system will be used to evaluate Contractor performance under the anticipated contract. Contractors currently registered in CPS need not re-register.

The following is the website for registration for contractors:
http://ocm.od.nih.gov/cdmp/cps_contrator.htm

Access to the system, after obtaining a username and password, is at the following address:
<https://cpscontractor.nih.gov>

If you have any further questions regarding the solicitation, please contact Bridgette Anderson, Contract Specialist at (215)-430-6722.

Sincerely,

Maureen Musilli

Maureen Musilli
Contracting Officer

ENCLOSURES:

Section A	Standard Form 33, Solicitation, Offer & Award
Section B	Pricing Schedule
Section C	Statement of Work
Section D	Packaging & Marking
Section E	Inspection & Acceptance
Section F	Deliveries or Performance
Section G	Contract Administration
Section H	Special Contract Requirements
Section I	Contract clauses
Section J	Attachments
Section K	Representations & Certifications
Section L	Instructions, Conditions & Notices to Offerors
Section M	Evaluation Factors For Award

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING N/A	PAGE OF 1	PAGES
2. CONTRACT NUMBER	3. SOLICITATION NUMBER RFP-PHI-01002	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED	6. REQUISITION/PURCHASE NUMBER R-2008-AG-00011	
7. ISSUED BY U.S. Dept of Housing & Urban Development ASC-1, Contracting Operations Branch The Wanamaker Building 100 Penn Square East Philadelphia PA 19107-3380		CODE 3AAC	8. ADDRESS OFFER TO (If other than Item 7)			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ (Hour) _____ (Date) local time _____ (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All Offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Bridgette Anderson	B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS Bridgette.M.Anderson@Hud.Gov
		AREA CODE 215	NUMBER 430.6722	EXT.

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X	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT		X	J	LIST OF ATTACHMENTS	
X	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
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X	H	SPECIAL CONTRACT REQUIREMENTS		X	M	EVALUATION FACTORS FOR AWARD	

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(a) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM
24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY U.S. Dept of Housing & Urban Development Texas State Office Accounting Center 1600 Throckmorton Street Fort Worth TX 76113-2905		CODE 6AFA
26. NAME OF CONTRACTING OFFICER (Type or print) Same as Block No. 7	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)		28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B-1. SERVICES

The U.S. Department of Housing and Urban Development (HUD) requires a professional and highly trained security force to provide a safe and secure work place for the occupants of the HUD headquarters building in Washington, D.C. This contract is for security guard and parking services in accordance with the statement of work and exhibits contained in this RFP.

B-2. TYPE OF CONTRACT

This is a hybrid contract containing Firm Fixed-Price and Time & Material/Labor Hour components.

B.4 CONTRACT PRICES:

BASE YEAR:

The Contractor shall be paid, as full compensation for the transition services, security services and parking services as required, performed, and accepted under this contract, inclusive of all costs and expenses, the applicable firm fixed unit prices stated below:

CLIN	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE
0001	Transition Services				
	Phase In Services	1	Each	_____	_____
	Phase Out Services	1	Each	_____	_____
0002	Security Services	12	Month	_____	_____
0003	Parking Services	12	Month	No Costs	No Costs

CLIN 0004 – Security Special Response

The Contractor shall be paid on a time and material/labor hour basis for services required on an emergency basis or for other additional duties required that are within the scope of the contract. The Contractor shall provide all management supervision, labor, material, supplies and equipment (except as otherwise provided), and shall plan, schedule coordinate and assure effective performance in accordance with Section C. The Contractor will also be reimbursed for any other allowable direct cost (ODCs) including, if applicable, a reasonable and allocable material handling cost according to the Contractor’s usual accounting practices consistent with Subpart 31.2 of the FAR. No profit will be paid on any ODCS.

Payment for CLIN 0004 services will be negotiated using the following labor rates. CLIN 0004 services will be negotiated by the Contracting Officer by execution of a formal modification to the contract.

Category of Personnel	Hourly Rate
Project Manager	\$_____

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Shift Supervisor	\$ _____
Security Guard	\$ _____
Patrol Guard	\$ _____
Other Direct Costs (ODC)	\$ TBD

OPTION YEAR 1:

The Contractor shall be paid, as full compensation for the transition services, security services and parking services as required, performed, and accepted under this contract, inclusive of all costs and expenses, the applicable firm fixed unit prices stated below:

CLIN	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE
0002	Security Services	12	Month	_____	_____
0003	Parking Services	12	Month	No Costs	No Costs

CLIN 0004 – Security Special Response

The Contractor shall be paid on a time and material/labor hour basis for services required on an emergency basis or for other additional duties required that are within the scope of the contract. The Contractor shall provide all management supervision, labor, material, supplies and equipment (except as otherwise provided), and shall plan, schedule coordinate and assure effective performance in accordance with Section C. The Contractor will also be reimbursed for any other allowable direct cost (ODCs) including, if applicable, a reasonable and allocable material handling cost according to the Contractor’s usual accounting practices consistent with Subpart 31.2 of the FAR. No profit will be paid on any ODCS.

Payment for CLIN 0004 services will be negotiated using the following labor rates. CLIN 0004 services will be negotiated by the Contracting Officer by execution of a formal modification to the contract.

Category of Personnel	Hourly Rate
Project Manager	\$ _____
Shift Supervisor	\$ _____
Security Guard	\$ _____
Patrol Guard	\$ _____
Other Direct Costs (ODC)	\$ TBD

Section B
OPTION YEAR 2:

The Contractor shall be paid, as full compensation for the transition services, security services and parking services as required, performed, and accepted under this contract, inclusive of all costs and expenses, the applicable firm fixed unit prices stated below:

CLIN	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE
0002	Security Services	12	Month	_____	_____
0003	Parking Services	12	Month	No Costs	No Costs

CLIN 0004 – Security Special Response

The Contractor shall be paid on a time and material/labor hour basis for services required on an emergency basis or for other additional duties required that are within the scope of the contract. The Contractor shall provide all management supervision, labor, material, supplies and equipment (except as otherwise provided), and shall plan, schedule coordinate and assure effective performance in accordance with Section C. The Contractor will also be reimbursed for any other allowable direct cost (ODCs) including, if applicable, a reasonable and allocable material handling cost according to the Contractor’s usual accounting practices consistent with Subpart 31.2 of the FAR. No profit will be paid on any ODCS.

Payment for CLIN 0004 services will be negotiated using the following labor rates. CLIN 0004 services will be negotiated by the Contracting Officer by execution of a formal modification to the contract.

Category of Personnel	Hourly Rate
Project Manager	\$ _____
Shift Supervisor	\$ _____
Security Guard	\$ _____
Patrol Guard	\$ _____
Other Direct Costs (ODC)	\$ TBD

Section B
OPTION YEAR 3:

The Contractor shall be paid, as full compensation for the transition services, security services and parking services as required, performed, and accepted under this contract, inclusive of all costs and expenses, the applicable firm fixed unit prices stated below:

CLIN	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE
0002	Security Services	12	Month	_____	_____
0003	Parking Services	12	Month	No Costs	No Costs

CLIN 0004 – Security Special Response

The Contractor shall be paid on a time and material/labor hour basis for services required on an emergency basis or for other additional duties required that are within the scope of the contract. The Contractor shall provide all management supervision, labor, material, supplies and equipment (except as otherwise provided), and shall plan, schedule coordinate and assure effective performance in accordance with Section C. The Contractor will also be reimbursed for any other allowable direct cost (ODCs) including, if applicable, a reasonable and allocable material handling cost according to the Contractor’s usual accounting practices consistent with Subpart 31.2 of the FAR. No profit will be paid on any ODCS.

Payment for CLIN 0004 services will be negotiated using the following labor rates. CLIN 0004 services will be negotiated by the Contracting Officer by execution of a formal modification to the contract.

Category of Personnel	Hourly Rate
Project Manager	\$ _____
Shift Supervisor	\$ _____
Security Guard	\$ _____
Patrol Guard	\$ _____
Other Direct Costs (ODC)	\$ TBD

Section B
OPTION YEAR 4:

The Contractor shall be paid, as full compensation for the transition services, security services and parking services as required, performed, and accepted under this contract, inclusive of all costs and expenses, the applicable firm fixed unit prices stated below:

CLIN	DESCRIPTION	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE
0002	Security Services	12	Month	_____	_____
0003	Parking Services	12	Month	No Costs	No Costs

CLIN 0004 – Security Special Response

The Contractor shall be paid on a time and material/labor hour basis for services required on an emergency basis or for other additional duties required that are within the scope of the contract. The Contractor shall provide all management supervision, labor, material, supplies and equipment (except as otherwise provided), and shall plan, schedule coordinate and assure effective performance in accordance with Section C. The Contractor will also be reimbursed for any other allowable direct cost (ODCs) including, if applicable, a reasonable and allocable material handling cost according to the Contractor’s usual accounting practices consistent with Subpart 31.2 of the FAR. No profit will be paid on any ODCS.

Payment for CLIN 0004 services will be negotiated using the following labor rates. CLIN 0004 services will be negotiated by the Contracting Officer by execution of a formal modification to the contract.

Category of Personnel	Hourly Rate
Project Manager	\$ _____
Shift Supervisor	\$ _____
Security Guard	\$ _____
Patrol Guard	\$ _____
Other Direct Costs (ODC)	\$ TBD

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**SECURITY – CONTRACT SECURITY SERVICE****Introduction**

The Office of Office of Security and Emergency Planning (OSEP) within the U.S. Department of Housing and Urban Development (HUD) is seeking a contractor to provide the manpower and supervision required for the security and safety of staff, visitors, property, and to provide parking operations and management services within the HUD headquarters facilities. The Contractor (SCO) shall provide the security personnel with specified uniforms and equipment; fulfill administrative and managerial functions related to the provision of security services; and implement a training curriculum to ensure that security personnel are trained to meet specified standards. The SCO will provide parking operation and management services for approximately 500 income producing and 18 non-income producing spaces located in three levels of the garage, and two outside lots at the HUD headquarters facility. Time of performance will be between the hours of 5:30 a.m. and 6:30 p.m., Monday through Friday only, excluding Federal holidays.

The duties of the security personnel include maintaining security integrity by controlling access to the HUD property; deterring and detecting security breaches; responding to security and medical emergencies and enforcing relevant rules and regulations.

The duties of the parking attendants include, but are not limited to movement of vehicles, monitoring three garage parking levels and two exterior lots, controlling vehicle entry and exiting, selling of permits, and both patron and vehicle safety.

Background/Mission of HUD

HUD is a federal agency headquartered at: 451 7th Street, SW Washington, D.C. 20410. The building name is the Robert C. Weaver Federal Building. HUD requires a professional, certified, and highly trained security force to provide a safe and secure work place for its employees, contractors, and visitors. The SCO shall provide armed security officers for fixed and roving posts, and parking management and operation services.

HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. To fulfill this mission, HUD will embrace high standards of ethics, management and accountability and forge new partnerships--particularly with faith-based and community organizations--that leverage resources and improve HUD's ability to be effective on the community level.

HUD is a cabinet level agency, and designated as a Level IV federal building.

Building Specifications are as follows:

Gross Area:	1,431,998 Square Feet
Occupied Space:	788,343 Square Feet
Core Area:	28,652 Square Feet
Gross Area of Corridor:	101,888 Square Feet
Parking Garage (Internal):	136,637 Square Feet

Exterior Parking:	51,000 Square Feet
Exterior Area Grounds:	174,237 Square Feet

Mission of the Office of Security and Emergency Planning

The mission of the Office of Security and Emergency Planning (OSEP) is to deliver timely, reliable and high quality security/protective services to HUD personnel and property in a customer-friendly manner. OSEP prepares, executes and manages emergency operations to safeguard HUD personnel and property. OSEP provides for continuation of essential operations during all types of emergencies and to improve information technology security through a robust background security clearance process for those agency employees with access to sensitive systems.

The Office of Security and Emergency Planning consists of 3 divisions: Emergency Planning and Management Division, Security Division, and Protective Services Division. It is responsible for implementing HUD's mission under the Federal Response Plan which ensures effective delivery of Federal assistance to areas affected by major disasters or emergencies declared under The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Contract security officers have a crucial and highly visible role in support of the mission of HUD and OSEP. They are usually the first (and sometimes only) contact visitors have with the Federal community, and they are usually the first line of defense in a federally controlled facility. Visitors and federal employees perceive the contract security officers to be an integral part of the HUD and OSEP missions. It is crucial that the SCO ensure that their employees realize the importance of their role, and perform their duties courteously and professionally at all times. The Contract security officers will work under the direct supervision of OSEP, specifically under the Director of the OSEP, the Director of Physical Security, the Physical Security Branch Chief, and any other representative of OSEP that is a Government Technical Monitor (GTM) for the security officer contract.

SCOPE OF WORK

Objective

The objective of this SOW is to obtain a highly skilled and technically proficient armed Security Contractor (SCO). The SCO shall furnish all equipment, supplies, and manpower necessary to provide a professional security force and parking management services. All services shall be provided at the HUD Headquarters Building (Robert C. Weaver Building), located at 451 7th Street, SW Washington, D.C. 20410. The SCO shall work in this capacity for up to five-years.

As an integral component of the HUD security effort, and under the direction of the Office of Security and Emergency Planning (OSEP), the SCO 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 officer services as described and required in this statement of work (SOW). The SCO shall perform to the standards required in this SOW and will be expected to work closely with HUD representatives throughout the duration of the Contract.

Security officers shall be required to work in fixed and roving posts that encompass the HUD Headquarters facility, the new Child Care Center (CCC) and playground areas, the parking garages and areas, and the exterior areas on HUD property.

All security officers will be subject to rotation between all fixed and roving posts. Preferred posts shall be filled at the discretion of the GTM, Project Manager (PM), and Supervisor on duty.

Contract Security Officer service duties include, but are not limited to, building access control, security patrols, package screening, personal escort duties, traffic and parking control, incident investigations, liaison with outside law enforcement agencies, electronic fire and safety security surveillance and emergency evacuation.

The SCO will provide a parking supervisor and attendants for three (3) levels of the HUD parking garage. Control of the outside north and south parking lots shall be handled by the security portion of this contract.

Parking services shall be performed by security contractor's employees or by a parking subcontractor at the SCO option. Security officers **shall not** be used to perform parking services.

The duty hours and specific duties outlined in the General Orders (Exhibit 1) and Special Orders (Exhibit 2) detail the scope of work and are hereby designated as part of this contract.

When requested by the Contracting Officer, Government Technical Representative (GTR), or designee, the SCO shall coordinate with OSEP to assist in fire drills, practice building evacuations, threat drills, and other emergency evacuation procedures.

Transitional Phases

Phase-In

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

The SCO shall not disrupt official Government business or in any way interfere with the assigned duties of the predecessor SCO's employees. The SCO may notify the predecessor SCO's employees that the SCO will be assuming services upon the Contract start date and may distribute business cards, employment applications, brochures, and other company information to the predecessor SCO's employees while they are on duty, provided that there is no interference with the Contract employee's assigned duties (e.g., during "off hours" or during relief or lunch breaks). However, the SCO shall not interview, recruit, schedule interviews, or conduct extensive discussions with the predecessor SCO's employees while they are on duty.

The SCO shall provide a transition plan within 5 working days after contract award. The transition plan shall include at a minimum all preliminary licensing and certifications required to initiate performance; process for transitioning predecessor employees; recruitment of new employees; and, timeline showing procurement of required equipment and uniforms. The Plan shall address:

- A strategy for implementing supervisory functions,
- The process for transitioning predecessor employees,
- Equipment inventory (ex: radio & phone) and maintenance plan,
- Weapons inventory and employee assignment,
- Communication plan,

Relief and break plan,

A plan for establishing a reserve force and the current status of staffing levels,

A progress report on obtaining permits, licenses, and registrations,

A status report on submitting applications for personnel clearances, and

A strategy for training including schedules, locations, coordinating with HUD/OSEP monitors, and class staffing levels.

The government will allow a maximum of 60-day start up from the time of the award of the base task order to the initial start of performance.

Phase-Out of Contract and Continuity of Services

The SCO shall provide a list with the total number of employees and their names performing on the Contract with any applicable suitability and certification expiration dates when requested by the GTR/Contracting Officer in preparation for a new solicitation for follow-on services. Prior to Contract expiration and after a follow-on contract is awarded, the SCO shall exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor contractor.

After a new Contract is awarded, the SCO shall disclose necessary personnel records sufficient to allow the successor SCO to conduct interviews for possible transition (if the SCO is not awarded the successor Contract). These records shall be provided to the successor at least 45 days prior to date of Contract expiration. If any incumbent employees are selected by the successor and are agreeable to the change, the incumbent SCO should cooperate to grant the employees release at a mutually agreed date.

As part of the closeout process, the SCO shall, within 30 days of the final day of performance, turn over all incumbent officer training, medical, suitability and security records to the successor contractor. Failure to do so shall result in a 10% withholding of final payment until this action is accomplished

Security Services

Contracted security officer services shall include, but are not limited to, building access control, security patrols, screening, traffic and parking control, incident investigations, liaison with other law enforcement agencies, electronic fire and safety security surveillance, emergency evacuation/shelter-in-place procedures, and parking management services.

The following security specific exhibits attached to the SOW shall be made a part of this contract:

Exhibit 1 – General Post Orders

Exhibit 2 – Special Orders

Exhibit 3 – Standards of Conduct

Exhibit 4 – HUD Contract Security Officer Duty Chart

Exhibit 5 – Emergency Response Chart

The SCO shall coordinate with the OSEP during tests/or actual fire drills, shelter-in-place (SIP), threat drills, and other emergency evacuation procedures. Specific duties performed by the SCO during a drill or actual emergency are outlined in the HUD Occupant Emergency Plan (OEP), (Exhibit 6) and OSEP Emergency Response Chart, (Exhibit 5). The SCO is required to know these plans.

The Project Manager (PM) shall be responsible for the coordination and completion of all contract administration required by the SOW. Administrative duties shall not be performed as a concurrent duty by any officer assigned to a post.

The SCO shall be responsible for monitoring and responding to the building security systems, which include interior intrusion detection, exterior and interior building access control, fire alarms, closed-circuit television, and other security-related systems.

The SCO shall ensure that all employees working on this contract conform to the Standards of Conduct (Exhibit 3) at all times.

The SCO shall provide sufficient manpower to maintain all posts and duty hours as outlined in Exhibits 1, 2, and 4. No employee of the SCO shall provide more than twelve (12) hours of service on one or more contracts within a twenty-four (24) hour period unless the work periods are separated by an eight (8) hour non-duty period. This limitation may be waived by the SCO, GTR, GTM, or designee in emergency situations which are beyond the control of the SCO/Government. Inclement weather conditions that prevent the next shift from getting to the building on time, civil disturbances, bombings, or other emergency situations beyond the control of man may dictate a temporary change in the amount of hours officers are requested to stay on post/at work. Written confirmation of a waiver must be obtained for each occurrence.

Certifications

The SCO shall ensure that all security officers undergo:

1. Medical Examinations – Evidence of physical examinations shall be documented on Standard Form 78, Certificate of Medical Examination, and shall be administered by a licensed physician. Contract personnel shall be required to pass the medical/physical fitness examination prior to employment and a minimum of once a year thereafter. The Contractor shall submit completed standard forms to the Government Technical Representative prior to the employee's assignment to duty.
2. Mandatory Drug Screening – All security officers or contract employees shall have passed a valid drug-screening examination prior to employment at HUD. Random and selective drug screening may be requested of officers by the GTM/PM only should the need be required.
3. Standard First Aid, Cardiopulmonary Resuscitation (CPR) Training, and Secondary Weapons – All security officers shall be certified in first aid and adult, child, and infant CPR. Security officers shall have certification in the use of a defibrillator. Security officers shall also be trained in secondary weapons, such as the baton, mace, or low-impact weapons. All weapons must be approved by the SCO and HUD/OSEP. The use of weapons that are not approved by HUD and the SCO are not authorized.
4. All security officer officials (only Sergeants, Lieutenants, Captains, Inspectors, etc.) shall possess the District of Columbia Special Police Officer Certification. This doesn't apply for the regular security officer. Successful completion of the District of Columbia certified Police Officer's Standard Training (POST) course, and proof of training, must be submitted to the GTR.

- a. Lautenberg Amendment Statement. Armed guards must submit a signed and dated “Domestic Violence” certification that satisfies the legal requirements of the Lautenberg Amendment, 18 U.S.C. § 922(g)(8) and (9). This certification is valid for one (1) year. The SCO shall maintain a file of its officers’ certifications and provide the GTR a signed statement certifying compliance with this requirement. If at any time an officer has a disqualifying event under Lautenberg, the SCO shall notify the GTR/GTM and immediately remove the officer from work under the contract that may require use of a firearm. The SCO shall submit a new certification to the GTR stating that all its officers are in compliance with the Lautenberg Amendment annually.
5. Firearms Training – All officers shall be certified in the use of semi-automatic firearms. Proof of training and firearms qualification results shall be provided to the GTR. If a security officer is not able to qualify with a semi-automatic firearm, he/she will need to be removed from duty until he/she successfully qualifies.

The SCO shall ensure that all security officers and contract employees meet these certifications prior to entry on duty at HUD. All required certifications must be current and a copy forwarded to the GTR.

Guard-Mount/Roll Call

Security officers shall be required to attend a guard-mount/roll call session 30 minutes prior to the beginning of each shift. Security officers will be required to be dressed in full uniform at the beginning of each guard-mount/roll call, including firearm and other equipment, in a ready-to-work status, and may be subject to uniform and equipment inspection.

Guard-Mount/roll call times and location will be determined by the PM, Supervisor on duty, and OSEP/GTM. Once determined, the times and location shall be clearly written and visible for everyone’s knowledge. Tentative times are as follows:

1. Morning shift roll call times
 - a. 5:30 a.m. roll call for the posts that begin at 6:00 a.m.
 - b. 6:00 a.m. roll call for the posts that begin at 6:30 a.m.
2. Afternoon shift roll call times
 - a. 2:00 p.m. roll call for the posts that begin at 2:30 p.m.
3. Evening shift roll call times
 - a. 10:00 p.m. roll call for the posts that begin at 10:30 p.m.
4. Special Projects/Other Start Times
 - a. All officers shall be directed to attend a roll call session 30 minutes before any and all other start times.

Guard-Mount/roll call may be subject to change, especially during the evening shift hours, weekends, holidays, or other special events. Should the guard-mount/roll call not be necessary, it is the responsibility of the PM/supervisor on duty to ensure that all posts are manned, and all officers are properly briefed.

Some posts may be manned prior to/without having the ability to attend a guard-mount/roll call. Again, the PM/supervisor on duty has the responsibility of ensuring that all posts begin on time, and all officers are properly briefed.

Authority and Jurisdiction, Permits, Licenses, and Adherence to Laws

The SCO bears the sole burden for ensuring that all legally required licenses and permits are obtained and renewed as specified by the regulating agency. The SCO shall possess **ALL** licenses required to perform services in HUD headquarters.

Prior to commencement of work under this Contract, and except where precluded by local law or ordinance, the SCO shall make and complete all arrangements with the appropriate officials in the state or local jurisdiction in which the services are to be performed to:

1. 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 Contract prior to performing any work under this Contract. The SCO shall furnish a legible copy of all legally required licenses and permits (excluding permits and licenses issued to individual Contract employees) to the SCO prior to the Contract start date and provide any revised licenses or permits during the Contract term.
2. Provide proof of 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 armed officer services specified under this Contract.
3. Obtain proof of all licenses and permits required for each security officer and supervisor to serve as an armed security officer with the authority to hold and detain individuals suspected of committing crimes.

The SCO shall complete and certify a written record that shows names and issue dates for each Contract employee having each and all legally required licenses, permits, and certifications. This written SCO certification shall state that all legal requirements have been fulfilled **prior** to the commencement of any Contract work. The SCO shall provide an updated record to the Government upon request of the Contracting Officer or GTR/GTM. The Contractor shall not be reimbursed for services rendered by a security officer lacking appropriate permits and certifications.

Failure by the SCO to obtain all required licenses as of the Contract start date will be grounds for termination for default.

The SCO must pay all costs and fees associated with applying for, receiving, and maintaining all such permits and licenses throughout the term of the Contract. The costs associated with this requirement must be factored into the SCO's hourly rate, as they will not be itemized or paid for separately by the Government.

Armed security officers **shall** carry valid firearms license/permits (and, where legally required, their concealed weapons permits) on their person while on duty, unless local or state law requires the SCO to maintain the records. Failure by an armed security officer to carry a valid firearm certificate or permit while on duty shall result in the security officer being removed from the armed post until the certificate or permit is obtained.

The SCO, Contracting Officer, GTR, and GTM shall have the express authority to examine these documents upon request, at any time, during the duration of this Contract.

Failure by the SCO to maintain valid licenses and permits will be cause for the Government to take Contractual actions, up to and including termination for default.

Contractor Furnished Equipment (CFE)

The SCO 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). The SCO is solely responsible for the quality and performance of all Contractor-provided equipment used in performance of this Contract.

The SCO shall provide an inventory of Contractor Furnished Property (CFP) on a quarterly basis. The inventory shall include all Contractor furnished equipment, uniforms, and non-expendable supplementary equipment.

The SCO shall be required to furnish some or all of the types of equipment described herein:

1. **Communications equipment** – The SCO shall obtain all applicable permits in accordance with Federal Regulations for the operation of such radio equipment. A copy of all such permits shall be delivered to the GTR upon request prior to the utilization of designated frequencies. The Government may identify the radio frequencies to be used by the SCO. The SCO must ensure useful availability of all SCO furnished communications equipment on a continuous basis. The SCO shall immediately provide fully operational substitute communications equipment in the event any equipment is temporarily inoperable.
2. **Firearms, ammunition, and less-than-lethal weapons** – Modifications to firearm mechanisms must comply with manufacturers' specifications and requirements. Ammunition must be acquired from a commercial source.
 - a. Reserve ammunition shall be stored in the gun/ammunition safe at all times. Ammunition shall be clearly marked, as to show age. Unused ammunition shall be replaced annually with fresh factory loaded ammunition. Reloaded ammunition shall not be used.
 - b. The SCO shall:
 - 1) Furnish sufficient firearms and ammunition to each armed security officer. The firearm shall be approved by the SCO and HUD/OSEP GTM. All officers shall possess the same style/type firearm. Personal weapons will not be utilized at any time on HUD property. Each security officer shall be issued approved quantity of ammunition, to wear while on duty. The SCO shall furnish the appropriate type of ammunition for the firearm;
 - 2) Inspect firearms daily/weekly and provide an inspection log for review by the SCO, GTR, and GTM;
 - 3) Clean and oil firearms as required and maintain documentation of weapons maintenance and inventory;
 - 4) Ensure that firearms are handled in a safe and prudent manner at all times;
 - 5) Ensure that firearms are loaded and unloaded, and cleaned in designated areas only;
 - 6) Store and secure all firearms and associated ammunition when not in use in a Government-furnished/Contractor-furnished safe. The Contractor-furnished safe must be approved by HUD/OSEP;
 - 7) Have a certified firearms instructor on staff to provide maintenance and firearms training for/to the security force;
 - 8) Provide the GTR, fifteen days prior to contract start date, an inventory of firearms on HUD property. The inventory shall identify the make, model, and serial number of each weapon and shall be

accurate at all times. Inventory updates shall be provided to the GTR within twelve (12) hours of equipment change. Notification may be in an electronic format with an attached inventory data file;

- 9) Obtain all applicable permits, licenses, and registrations in accordance with applicable Federal, state and local laws for the acquisition, carriage, and use of firearms and ammunition. All costs associated for the acquisition and maintenance of firearms, including all license and insurance fees, shall be borne by the SCO;
- 10) Acquire and maintain an ample supply of appropriate cleaning products (i.e., cleaning solvents, lubricating oil, rods, brushes, patches, etc.). The SCO must also provide applicable accessories such as clearing barrels, trigger locks, gun lockers, etc.;
- 11) Provide all training for primary and any additional or intermediate weapons used under the contract;
- 12) Monitor the amount and type of ammunition, including additional rounds for contingency. The additional ammunition shall be provided, stored, and secured on-site by the SCO. Old duty ammunition will be periodically rotated with new ammunition;
- 13) Authorize security officers to inspect his/her issued firearm at the commencement of each tour of duty. Each firearm shall be cleaned and oiled in accordance with manufacturer specifications regularly to ensure optimum operating condition. All firearms will be loaded with approved ammunition, including one round in the chamber (if applicable), prior to the security officer's tour of duty and
- 14) Provide a list of serial numbers of firearms that will be present on the premises to the GTR/GTM prior to the Contract performance date. The list shall be kept current; any changes shall be documented and forwarded to the GTR/GTM within five days of change.

3. Government Property/Classifications

Officer's Duty Book, Post Orders, and any supplemental memoranda, directives, or other information is considered Sensitive, but Unclassified/Law Enforcement Sensitive information. The SCO and its employees are restricted from disclosing this or any other operational information to individuals outside of the HUD/SCO community. 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 GTR/GTM.

4. Uniforms

The SCO shall provide all uniforms. Uniforms include hats, shirts, coats, pants, badge, rank insignia, and all other equipment necessary to fulfill the uniform requirement. The SCO shall ensure those sufficient spare uniforms/equipment are readily available on site at the HUD Headquarters facility.

- a. Supervisory and Special Police Officer uniforms must be distinguishable from non-supervisory personnel.
- b. Officers will not be allowed to work at HUD without a complete uniform. All uniform articles shall match and be approved by the HUD. The GTM, PM, and supervisors on duty shall ensure that security officers are dressed appropriately for work daily.
- c. As specified, the SCO will be required to furnish some or all of the types of uniform items. The cost of uniform items shall be factored into the contract price.

- d. The SCO's security officer force uniforms shall be a color and style in general use by large security guard or security organizations and shall be readily distinguishable from those of state, local, and federal law enforcement personnel. All security officers performing under this Contract shall wear the same color and style of uniform and maintain a professional and neat appearance at all times. The uniforms must be approved by HUD/OSEP GTM.
- e. Security officers are expected to comply with standards for wear and care of uniform items in accordance with the rules and guidelines of the SCO.
- f. The SCO will be required to furnish some or all of the types of supplemental equipment. Security officers shall not possess any unauthorized supplemental or personal equipment (e.g., equipment not issued by the SCO or required by the Contracts). Security officers who are found to possess any unauthorized equipment while on post may be removed from the contract.
- g. No officer shall enter on duty until they have a complete set of uniforms (including accessories), meeting the prescribed standards. The uniform will consist of the following: (quantities indicated for each officer are the Government's estimate of the minimum number required for each officer).

Item		Quantity
Hat	Baseball style (color as approved by Government)	3 ea
Shirt	Long sleeve, (color as approved by Government)	3 ea
Shirt	Short sleeve, (color as approved by Government)	3 ea
Trouser	All season with belt, (color as approved by Government)	4 ea
Shoes	Patent leather, low quarter with laces. Rockport's or other comparable shoe may be substituted with GTR approval. During cold weather, boots may be worn with GTR approval. (Color as approved by Government)	1 pair
Coat	Winter dress, (style and color as approved by Government)	1 ea
Rain Gear	Hooded yellow coat (mid-calf length) with shoe covers	Sufficient to cover Outside Posts
Gun belt, holster, ammo pouch, - Leather (color as approved by Government)		1 ea
Gloves	wool or leather	1 pair
Handcuffs	With handcuff case and key (to match gun belt)	1 pair
*Flash-Lights	3-D cell for all posts with energized batteries All flashlights must be similar in material and color.	1 ea
Latex Gloves	Each officer shall be provided their own latex gloves with case to match gun belt.	1 per officer

5. Supplemental Equipment and Supplies

Each officer on duty shall be equipped with supplementary equipment including, but not limited to: notebooks, pens, pencils, replacement flashlight batteries and bulbs, traffic control safety apparel (reflective vests, gloves, traffic batons, etc.), as appropriate to operations. Officers shall not be permitted to provide themselves with unauthorized supplemental or personal equipment, such as chemical agent devices, concealed firearms, knives, or other non-standard items.

Provide and maintain on-site, an adequate supply of operable and reliable flashlight batteries and flashlights.

Purchase, store, issue, and make available to supervisors, ammunition for use while on duty.

Provide ammunition for the purpose of semi-annual firearms qualification.

SCO shall furnish to each guard a two frequency, portable walkie-talkie, radios complete with crystals, battery, battery charger, and other related accessories.

One radio complete with crystals, battery, and battery charger shall be furnished to OSEP to monitor guard transmissions.

All other office furniture, equipment, supplies, and other security equipment typically utilized by the SCO shall be provided as a building security function.

6. Relief Guards

The SCO shall provide replacement or substitute equipment and staffing to maintain full services at all times as required by this Contract. All full-time productive guards working a minimum of 8-hour shifts shall be provided a paid 15-minute break for each four (4) hours of work. A 30-minute paid lunch break shall also be provided to those individuals. Part-time productive guards working a minimum of four (4) hours shall be provided a paid 15-minute break for every four (4) consecutive hours worked. A separate Record of Time of Arrival and Departure from Building During Security Hours form shall be used for the relief guard to sign in and off on each post for all relief breaks. The cost to cover relief, for the productive hours indicated, shall be included in the SCO's price. **Patrol (rover) guards and supervisors shall not be used for replacement or relief guards.**

PERSONNEL REQUIREMENTS

Personnel assigned to this contract shall be individuals of strong integrity who display a mature attitude and exercise good judgment.

Personnel used by the SCO under this Contract shall not have been convicted of any domestic spousal abuse charge, any felony or misdemeanor, with the exception of minor motor vehicle infractions for which the individual paid a fine or posted collateral in the amount of \$200 or less.

SCO personnel shall have demonstrated a stable employment history; possess superior references; have the ability to successfully perform under duress; excel in oral and written communication skills; speak articulately; efficiently comply with verbal or written directives; deal diplomatically and compassionately with the public; work with minimum supervision; and have demonstrated the ability to follow directives consistently.

Preference shall be given to graduates of an accredited law enforcement academy or those who possess military experience related to security and/or law enforcement.

Officers and employees must meet the criteria indicated in the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division, Standard 27102.

The SCO shall be responsible for maintaining satisfactory standards of employee competency, appearance, and integrity, and shall be responsible for taking actions to ensure that contract employees maintain such standards.

All SCO personnel assigned to or associated with this contract **must** be United States of America citizens.

To be eligible to perform under this contract, each employee shall have a minimum of two (2) years experience demonstrating:

- The ability to meet and deal tactfully and politely with the general public;
- The ability to read, write, and speak the English language articulately and fluently;
- The ability to read, understand and apply printed rules, detailed orders, instructions, and training materials;
- The ability to follow through with instructions;
- The ability to maintain poise and self-control under stress and deal successfully and diplomatically with challenging people;
- The ability to construct and write clear, concise, accurate and detailed reports in English;
- The ability to work with minimum supervision;
- The ability to quickly analyze security concerns and determine appropriate response; and
- The ability to make good common sense decisions in challenging situations with minimum information.

Officers and contract employees unable to demonstrate performance of the above requirements will be removed from the contract.

The SCO, GTR or designee may interview at random any contract employee and/or request any contract employee to submit a written sample report to determine the adequacy of awareness and proficiencies regarding basic security applications and other site procedures or policies.

PROJECT MANAGER-(PM)

The PM shall be responsible for the coordination and completion of all contract administration and work requirements, special orders, and other duties as required by the Government. The PM shall have the authority to accept notices of deductions, inspection reports, and all other correspondence on behalf of the SCO. The project manager will report directly to the GTR.

The PM shall possess a minimum of five (5) years experience in law enforcement, security, or a combination of experience with a minimum of two (2) years as a senior program manager. The PM shall possess a high school diploma, an academic degree, BS/BA in Criminal Justice, Law Enforcement, Security Management, or related field. Two (2) years relevant experience may be substituted for each year of required education with the approval of the SCO. Experience substituted to meet the educational requirements may not be used to meet the minimum number of required years of experience.

The PM shall demonstrate the capability to maintain an efficient work force while supporting the Department's security objectives. The PM must be articulate and have excellent demonstrated interpersonal skills to be able to maintain a continuous liaison, and conduct business with, the GTR and OSEP staff.

The PM shall dress in appropriate uniform as required by this contract.

SHIFT SUPERVISORS

Shift supervisors must possess a minimum of three (3) years experience in law enforcement or security or a combination of experience with a minimum of three (3) years as a supervisor. The shift supervisor must possess a high school diploma or equivalency and a minimum of two (2) years of collegiate academic course work or an AA/AS degree. Two (2) years relevant experience may be substituted for each year of required education with the approval of the SCO. Experience substituted to meet the educational requirements may not be used to meet the minimum number of required years of experience.

TECHNICAL EXPERTISE/QUALIFICATIONS – ON-SITE SUPERVISOR-PARKING

The On-site Supervisor shall report directly to the Project Manager.

The On-site Supervisor must have at least one (1) year demonstrated experience in managing parking services in a facility substantially the same size as the HUD Headquarters building.

The On-site Supervisor must have demonstrated supervisory and managerial experience and be capable of coordinating parking services.

Both on-site supervisor and parking attendants will be subject to drug testing.

Both on-site supervisor and parking attendants must be able to read, write and speak English fluently and must have the necessary licenses, certificates and permits to perform their duties.

GOVERNMENT FURNISHED EQUIPMENT AND SUPPLIES

The Government will furnish the following supplies, materials and equipment for use of the contractor:

- Alarm and surveillance systems
- Tapes and other media used for surveillance recording systems
- Hand wand metal detectors
- Linescan X-Ray equipment for package screening at access control points
- Magnetometers at access control points
- Personal lockers for guards
- Office Space
- Office Supplies and Equipment consisting of the following:
 - Telephones necessary to conduct official business under this contract
 - One (1) Fax Machine
 - One (1) copying machine
 - One (1) computer connected to the HUD LAN
 - Office furniture deemed appropriate and necessary by the Government to conduct the administration of this contract
 - One (1) Nextel cell phone with direct connect to OSEP for use by the senior supervisor on duty
 - Administrative forms prescribed for use in the administration of this contract

Use and Care of Government Furnished Equipment

The Government shall be responsible for the repair and maintenance of equipment except where the damages sustained were a result of negligence by SCO personnel in which case the SCO shall be liable for repair or replacement of equipment.

The Government shall provide telephones deemed necessary for the conduct of official business under this contract. The SCO shall be responsible for payment of all unauthorized and/or toll phone call charges.

The Government shall provide all keys necessary for the SCO to perform duties. The SCO shall be required to strictly enforce key control. The SCO shall be responsible for all costs incurred for re-keying when contract employees lose controlled keys.

The SCO shall not use Government phones, copiers or fax machines, except in the performance of official Government business under this contract.

The Government shall provide consumable supplies for equipment provided by the Government. However, the

SCO shall provide all other office (pens, notebooks, staplers, etc.) typically associated with the running of an office.

The Government shall not be responsible for any loss, theft, or damage of SCO owned equipment or supplies stored or maintained for this contract.

Building utilities (electricity, water, etc.) used in performance of this Contract will be provided to the SCO at no charge.

Accountability for Government Furnished Equipment

Both the Government and the SCO shall perform an initial joint inventory within ten (10) working days of the contract start date.

The SCO shall be responsible for performing monthly inventories of government-furnished equipment (GFE), or as requested by the GTR or Contracting Officer. The SCO shall provide inventories to the GTR on the first day of each month, or as requested by the GTR.

All property furnished by the Government under this contract will remain the property of the Government. Upon termination of the contract, the SCO shall render an accounting of all such property that has come into his possession under this contract upon the governments request within thirty days. All equipment issued by the Government to the SCO shall be signed for by the SCO. Any property furnished by the Government, to fill contracted requirements which is lost or damaged, resulting from improper use or negligence by the SCO's employees, shall be repaired or replaced at the SCO's expense. The cost of such repairs or replacement shall be deducted from the SCO's invoice.

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

Malfunctions of Government Property - The SCO shall notify the GTR within one (1) hour of any malfunctioning of Government equipment used by the contractor or his employees. Written notification of the malfunction shall be provided to the GTR no later than 8:30 a.m. the following workday.

CONTRACTOR FURNISHED TRAINING

The SCO shall ensure that each employee performing on the Contract has received the **72 hours Basic Training** course required for certification. The SCO will submit a certificate of training for each employee assigned to this contract ten (10) days after contract award. The SCO shall ensure that each employee receives the 40 hours basic training refresher course every 2 years.

All SCO employees shall complete the required training detailed in this section prior to being assigned to this contract.

Supervisory training shall be required for all personnel involved in all levels of supervisory contract positions.

Status documentation, progress, and the effectiveness of all such training shall be provided and made available to the GTR or his designee.

Only persons who are certified as being qualified to instruct the specific subject or topics required should administer formal training. Certification to instruct the specific subject shall be in the form of a certificate

issued by an accredited institution of learning (school, college, university, etc.), a Governmental (Federal, State, County, etc.) organization, or an educational certification (agency, board, commission, etc.). Certification may also be validated by documentation that the person instructing has sufficient authoritative, practical, and current experience in the subject matter. Copies of the instructor's certifications and/or documentation shall be submitted to the GTR for approval five (5) working days prior to the start of instruction. Waivers for instruction credentials may be considered by the SCO upon documentation of life experience in relevant fields.

All aspects of the training requirements under this contract are subject to the evaluation and approval by the SCO. The SCO shall send written notice of the times, locations, and nature of all training requirements to the GTR five (5) workdays prior to the start of such training.

The SCO shall provide any remuneration due an employee for attendance at training.

Contractor's Final Training Plan - The SCO's plan for training specified by this contract must be submitted to the GTR within thirty (30) days after receipt of the award notice. The plan shall include a training schedule.

Training Completion Report - A report of the completion of all required training shall be submitted by the SCO for each employee. The training required by this contract must be completed prior to assignment of officers to duty posts or personnel to supervisory or project manager positions.

Failure to satisfy any of the training requirements may disqualify the project manager, supervisor, or officer from performing on this contract.

Training Inspection - The GTR, or designee will inspect, monitor, and evaluate the conduct of all training.

Official documentation of all training shall be maintained at the SCO's home office and a copy shall be maintained by the project manager and made available to the GTR upon request.

The SCO shall provide the training location (classroom for all formal training).

Copies of all licenses, permits, and certifications described in this contract shall be maintained by the PM.

SCO's employees shall, at a minimum, meet all requirements for contract security officer certification.

Job Orientation

Immediately after contract start-up the SCO shall provide each contract employee working under this contract, a minimum of four (4) hours job orientation, to include site tour and post observation training. Subjects addressed during this training session are as follows, but not necessarily limited to:

- Building rules and regulations;
- Site orientation, post observation, duties, and functions;
- Contract requirements, GTR and OSEP responsibilities;
- Security policy and procedures, post orders and special orders, report writing format, or other directives;
- Emergency response (evacuations, bomb threats, fires, and the like);
- Radio communications and procedures;
- Role of local, state, enforcement agencies;
- The security officer role as a HUD customer service representative;
- Operational procedures for security systems;
- Emergency operational procedures and post orders for emergency evacuation;

Building Specific Training

Basic Training – Prior to contract employees being assigned to the HUD facilities, the SCO shall develop and provide Basic Training instruction tailored to conditions that may be encountered in the HUD headquarters building.

Basic Training Curriculum:

SUBJECT	SCOPE
Report Writing Notes and Required Forms	Develop an understanding of required Government report types, requirements, and forms necessity of field notes and reports that will be expected from the contract security officer. Discuss the use, value, and purpose of reports and field notes. Special instruction shall be given in the preparation of Incident Report. Instructor(s) will review and discuss the importance of the following forms: <ol style="list-style-type: none"> a. Incident Report; b. Forms unique to the facility used in the performance of the contract duties. c. How to write professional, grammatically correct, concise reports. When to write reports, information in reports, and disposition of reports.
Patrol and Observation	The instructor(s) will discuss the purpose of protective patrolling, identify the various types of protective services and the necessity of proper observation as relates to patrol procedures. Develop criteria for patrol requirements for detection and immediate reporting of security violations, safety hazards or exigencies (such as flooding, electrical or mechanical problems as reported, unsafe working conditions, etc.)
Response to Crimes in Progress	Acquaint the security officer with care and caution that must be exercised when coming upon a crime in progress. Special emphasis should be placed on the crimes the officer may encounter while on duty within a facility, his actions, responses, and the requirements of the Department.
Safety and Fire Prevention Emergency Operations	Define the contract officer's responsibility for safety and fire prevention. Provide guidelines for operational safeguards including the use of fire extinguisher (types, etc.), sprinkler systems, fire alarm systems, and other standard fire prevention equipment. Discuss the roles and responsibilities of each post during a fire emergency or other emergency necessitating a building evacuation. Ensure that all employees are thoroughly familiar with HUD Occupant Emergency Plan.
Crime Scene Protection	Illustrate the important facets of the preliminary investigation and the protection, preservation, and search of the crime scene.
Crimes Against Persons /Crimes Against Property	Present the contract officers with an understanding of the types of crimes against persons they might likely encounter in their duties. Instruction should be given in methods of successful investigative techniques. Discuss crimes against reviewing the correct use of the term and how it applies to the property protected. Present various methods required in such investigations and the proper control of evidence. Instruct the security officer in the proper conduct of such investigations.
Rules and Laws of Evidence	Evidence is defined to include direct, circumstantial, and real. Information will be provided on admissibility as it relates to competency, relevancy, materiality, and hearsay. Instructors will provide information on the

	Exclusionary Rule and other related items.
Use of Force	Instructions will be given on the use of force, to include the various degrees of force authorized in the performance of duties under this contract.
Principles of Effective Communication	Familiarize contract officers with the concept surrounding effective communications and the development of effective communication skills. In meeting this objective, the contract officer is presented with the theory of communications; various types of obstacles, which can hinder the development, and maintenance of effective communications; the senses and their role in the communication process and the main and essential skills, which accompany the development of communication effectiveness.
Cardiopulmonary Resuscitation	Ensure all personnel assigned to this contract are certified to administer Cardiopulmonary Resuscitation (CPR). Provide proper CPR methods and techniques. All methods and techniques instructed prescribed and certified by the American Red Cross and/or the American Heart Association. N.B. Annual certification is required.
Emergency Medical Assistance (First Aid)	Instructor(s) will provide instruction to enable officers to apply techniques to stop severe external bleeding, to define shock and its causes, and provide techniques to prevent shock. Instructor(s) will demonstrate and instruct techniques in artificial respiration procedures, discuss sudden illness such as heart attack, stroke, convulsion, and epilepsy, their characteristics and first aid response techniques. All techniques instructed must be prescribed and certified by the American Red Cross. A certified First Aid Instructor using the latest "state of the art" Multi-media First Aid program available from the American Red Cross shall provide all instruction.
Automatic External Defibrillator Operation	Security personnel are to be training to recognize the symptoms of sudden cardiac arrest (SCA). Instructor(s) will provide instruction to enable officers to effectively use Automatic External Defibrillators (AED) located in the north and south lobbies.
Defensive Tactics	Lecture and practical application will be used to instruct officers in the use of defensive tactics. Instruction will incorporate defense against armed or unarmed attack, restraining holds, and subjective compliance methods against hostile or uncooperative persons

It is the responsibility of the SCO to ensure supervisors, officers, and assigned personnel to this contract successfully complete and maintain current American Red Cross or American Heart Association in Standard First Aid. In addition, each employee must be trained in the use of defibrillators. Each certification must be current and a copy forwarded to the GTR.

In-Service Training

The SCO shall develop and administer an in-service training program that shall consist of sixteen (16) hours of training annually focused on customer services and/or other areas determined to need improvement.

Supervisor Training

All supervisors working under this Contract must successfully complete eight (8) hours supervisory training, in addition to basic training and Firearm Training and Qualification, before they enter on duty.

Supervisory training shall be specialized to include at least the following management areas:

- Techniques for issuing written and verbal orders.
- Uniform clothing and grooming standards.
- Post inspection procedures.
- Employee motivation, human resource management, and sensitivity training, conflict resolution
- Supervision of staff and accountability of officers and supervisors.

No supervisor will be permitted to work under this contract without having passed the Government approved supervisory written examination. All supervisory and management contract employees will be required to apply for a renewal certification for supervisory training every two (2) years. Certificate of completion shall be furnished to the GTR.

Firearm Training

The SCO shall be responsible for providing firearm training for all supervisors or other armed employees working on this Contract.

Successful completion of the training and qualification shall be required prior to arming contract employees. To certify the training and qualification have been met, the SCO shall submit to the GTR, the Basic Firearm Training Certificate and the Pistol Qualification Record prior to employment under this contract. Contract employees shall not provide services under this Contract without current certification and qualification as detailed in this solicitation. The SCO is responsible for providing to the GTR required certifications and ensuring contract employees are in possession of their credentials at all times while on duty.

Firearm Qualification and Certification

All armed contract employees must be qualified to carry an approved firearm at the contract start date and must have in their possession, and while on duty, all required permits and licenses prior to assuming a position on this Contract. The GTR shall be furnished copies of all permits, licenses, and certifications within twenty-four (24) hours of issuance and before contract employees carry a firearm under this contract.

Each contract employee shall be limited to two (2) opportunities to qualify within a thirty (30) day period. The second qualification attempt shall require documented remedial training. The SCO has the authority to require any armed contract employee to re-qualify upon request at the expense of the Government.

Firearm Certification shall be successfully completed annually with the duty weapon and meet contract firearm qualifications provided.

Remedial Firearms Training/Qualification

Armed contract employees who fail to re-qualify within three (3) months from their previous firearm qualification date must be scheduled for forty (40) hours of SCO provided remedial training prior to being re-tested on a firing range.

Waivers and Failure to Attend Firearms Training

There shall be no waivers of any training requirements specified in this Contract. COs participating in the firearm qualification program provided by the qualification ranges shall be responsible for incurred fees for unexcused absences of properly scheduled personnel.

GOVERNMENT PROVIDED TRAINING

Special Training - The Department will arrange for 8 hours of Government line-scan and magnetometer training for Contract employees during normal working hours. Special week-end training if required will be at the expense of the SCO. The number of hours of training and the posts to which the special requirements apply shall be specified at the time of the requirement.

Schedule of Government Provided Training - The scheduling of Government provided training will be determined and coordinated between the GTR and the PM. The GTR can only schedule government training after issuance of an official contract award.

ADDITIONAL SERVICES

Additional Services assignments shall be issued by the GTR or designee. The GTR or designee will normally provide a minimum of twenty-four (24) hours notice of increased staffing, however, as few as four (4) hours notice may be provided depending upon the circumstances involved.

Requests for additional services will be made via Modification. Additional guards service needed above and beyond the scope of this Contract will be paid for by Modification at an hourly rate established in Section B of this contract.

REPORTING REQUIREMENTS

Incident Report - The SCO shall provide an incident report to the OSEP within 24 hours of occurrence. The report shall be clearly written, concise, type written and include all pertinent information regarding the incident including witness statements, photographs, reference to surveillance tapes, etc.

Duty Schedule - A copy of the work schedule and/or changes for all employees shall be forwarded to the GTR at least seventy-two (72) hours prior to the start of the scheduled work period. Emergency changes to work schedules, occasioned by unexpected employee absences, will be made as they occur. The PM, Supervisor, or Shift Supervisor may post such changes.

Contract Security Officer Qualifications Roster (Exhibit 4) - The SCO shall provide to the GTR or his designee a monthly report showing the status of required certifications and qualifications of each officer. The report will highlight the names of the officers with qualifications and/or certifications expiring within six (6) weeks of the date of the report and status of re-certification and/or re-qualification process.

PERFORMANCE REQUIREMENT SUMMARY

REQUIREMENT	STANDARD	METHOD OF SURVEILLANCE
1. Operate Line-scan X-Ray System and magnetometers	Assure that all bags, briefcases, employees, and visitors pass through Linescan X-ray equipment and magnetometers. Ensure that no prohibited items are brought into the building.	Random Inspections
2. Provide Fixed Guard Posts and Roving Patrols 100% of required time	Post and patrols will perform in accordance with routes and schedules established in the Post Orders.	Random Inspections
3. Perform Traffic Control: Parking Lots, Garage and Loading Dock Area	Detect, deter, and report violation of Government regulations and HUD parking garage regulations. Direct traffic (vehicular and pedestrian) and control parking as prescribed by Post Orders within Loading Dock area. Issue traffic courtesy violation notices, and other official notices, as required.	Random Inspections Valid Customer Complaints
4. Control Issuance, storage, and retrieval of keys.	Receive, issue and account for all keys to the building, various offices, gates and security patrol areas.	Periodic Inspections
5. Monitor Security and Fire Systems	Provide for the continuous monitoring and operations of control panels for intrusion detection and fire surveillance systems.	Random Inspections
6. Enforce Building Rules and Regulations	Detect, deter and report actual and suspected acts of espionage or sabotage within designated secure areas. Enforce Posted Building Rules and Regulations as they pertain to occupants and visitors.	Random Inspections Valid Customer Complaints
7. Report Hazardous Conditions	Report daily, in accordance with procedures in the Officer Duty Book, potentially hazardous conditions and items in need of repair, including in-operative lights, leaky faucets, toilet stoppages, broken or slippery floor	Valid Customer Complaints

	surfaces, other facility problems, and all other unusual occurrences, such as graffiti on building or damaged vehicles, etc.	
8. Injury or Illness Assistance	The Contractor shall summon and support appropriate emergency response units (i.e., fire, police, rescue, ambulance, etc.) and notify OSEP.	Valid Customer Complaints
9. Flying the Flag of the United States and the Prisoner of War Flag	The United States Flag (and others as authorized) shall be flown as directed by PBS P 5930.17, Chapter 26.	100% Inspection Valid Customer Complaints
10. Prepare Reports and Record	Provide factual, complete, and legibly written reports of all incidents and investigations affecting the security of facility, personnel, and operations, (i.e., fires, bomb threats, civil demonstrations, unusual incidents or unlawful acts) within 8 hours of occurrence. Provide these reports to the OSEP, the GTR, and SCO as required by the contract.	100% Inspection
11. Safeguard Personnel and Property	Perform such other functions as may be necessary in the event of situations such as civil demonstrations, attempts to commit espionage, sabotage, or other criminal acts adversely affecting the security and safety of Government employees, visitors and property.	100% Inspection Valid Customer Complaints
12. Immediate Action During Emergencies	In case of an emergency condition requiring immediate attention, the Supervisor shall 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. Immediately notify the OSEP, GTR and SCO as required by contract and advise them of action taken. The Contractor will assist emergency response units and Government personnel in evacuations, minimizing the effects of an emergency incident, and assist in the restoration of the affected area(s) to a safe condition. No additional cost shall be charged the Government for the diversion and the Contractor shall not be penalized for normal daily work not done which was otherwise scheduled. Incidents of this nature shall be reported in accordance with procedures outlined in the Officer Duty Book.	100% Inspection Valid Customer Complaints
13. Lost and Found	Recover, receive, provide a receipt for, and maintain a record of custody for found property, contraband, or other prohibited items. Store in a secured location pending proper disposition by the Federal Protective Service (FPS) or GTR.	Periodic Inspection
14. Ensure that all Supervisory Personnel under his/her direction	At contract start-up, ensure that all supervisory personnel receive the required two (2) hour facility on-site orientation prior to performing supervisory duties.	Contractor Certification

are given the required on-site orientation	All post guards receive a 30-minute orientation and supervisory post observation.	
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Security Management

The SCO shall appoint a senior official to act as the Corporate Security Officer (CSO). The individual will interface with HUD/OSEP through the GTR/GTM on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the SCO.

The GTR/GTM and the CSO shall have the right to inspect the procedures, methods, and facilities utilized by the SCO in complying with the security requirements under this Contract. Should the GTR/GTM determine that the SCO is not complying with the security requirements of this SOW/Contract; the SCO will be informed in writing by the Contracting Officer, GTR, or GTM of the proper action to be taken in order to effect compliance with such requirements.

Prior to working under the Contract, every supervisor and officer must be eligible to possess adequate training and certification. This includes:

1. Possessing a favorable preliminary adjudication from SCO and HUD;
2. Passing a medical and drug examination;
3. Completing the required security and firearms training;
4. Passing any required examination(s);
5. And meets all other qualifications required of HUD.

Contractor-Provided Quality Control Plan

1. The SCO shall provide:
 - a. A detailed Quality Control Plan within 15 days of Contract award. The SCO's Quality Control Plan shall include, but not be limited to, the following areas:
 - b. Identification of the Quality Control Monitor(s) assigned and evidence of their qualifications.
 - c. A description of the type, level, and frequency of inspections performed by the SCO's Quality Control Monitors. Inspections shall be conducted by the Quality Control Monitor in accordance with the Quality Control Plan and as frequently as necessary to ensure effective performance by the SCO. While the SCO may perform more inspections than are required in the Quality Control Plan, in no event shall the SCO perform fewer inspections than required by that Plan. Quality Control Inspection Check Lists which include, as a minimum, checks of: equipment, uniform and appearance; attendance; 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 contract performance.
 - d. Under no circumstances shall individuals appointed as Quality Control Monitors serve as uniformed employees working under this Contract.

2. Quality Control Inspection Reports shall be prepared by approved Quality Control Monitors and remain on file with the SCO for all inspections made during the entire Contract period. The SCO shall make those reports available to the SCO, Contracting Officer, or GTR upon request.
3. The SCO shall brief the GTR/GTM of any problems or deficiencies noted during an inspection and shall inform the GTR/GTM of all actions taken or planned to resolve the problem. If the SCO's performance indicates that additional quality control measures are needed, the SCO, GTR and GTM will meet with the Contracting Officer to discuss the SCO's performance, Quality Control Plan, and any other areas of concern. Through the Contracting Officer, the GTR may request that the SCO take additional steps to improve both the overall performance of the Contract and adherence to their Quality Control Plan.
4. The Government shall consider the SCO's adherence to their stated Quality Control Plan during annual performance evaluations. Failure by the SCO to adhere to their stated Quality Control Plan may result in Contractual actions being taken by the Government.

Government-Provided Quality Control

1. The Government shall use all methods deemed necessary to ensure that the SCO's employees are following the terms of the Contract. These methods may include uniformed or undercover surveillance by HUD/OSEP, Security Division Staff and the Federal Protective Service (FPS) staff; intrusion tests by undercover HUD/OSEP/FPS staff to evaluate the security officers' actions; and surveys of building tenants regarding the security officers' performance, including the security officers' professionalism, courtesy, and knowledge of their assigned duties.
2. In the event a breach of assigned duty by the SCO's employee(s) is identified during a quality control exercise, the Contracting Officer and/or GTR/GTM shall contact the SCO to discuss the Government's findings and the steps the SCO will take to correct the problem(s).
3. The Government may assess price deductions for each post hour where services are not rendered according to the provisions of this Contract.

Services Required – Non-Supervisory Security Officers

1. Order of Precedence

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

- a. The SOW/Contract, including the task order(s);
- b. The Post Orders;
- c. The Officer's Duty Book (including HUD/OSEP Operating Orders and Standard Operating Procedures and the Building Occupant Emergency Plan);

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

2. Security Officer Post Assignment Record

- a. Security officers shall perform all tasks in accordance with the duties outlined on the Security Officer Post Assignment Record (Post Orders), which are prepared by HUD/OSEP for all shifts on each post. The Post Orders define the specific duties that the Contract security officers are to perform. The security officers shall not deviate from the directions provided by the Post Orders except in emergencies or as directed by the GTR/GTM. The GTR/GTM may modify, amend, and/or revise the Post Orders to change shift duties, start and stop times, and post

locations provided the change is within the Contract scope has no impact on the Contract cost. Such changes shall not require modification to the task order or Contract.

- b. 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 SCO's cost or the Contract price, must be made by the Contracting Officer through a written modification to the Contract or Task Order. The SCO may be financially liable for accepting or implementing changes by anyone other than HUD; therefore, the SCO shall be responsible for verifying with HUD whether any requested changes should be provided pending issuance of a Contract or Task Order modification.

3. Typical Duties

- a. Security officers shall attend a guard-mount (roll call) before each shift. Security officers that work the evening shift/weekend shifts/holiday shifts/abbreviated shifts/special assignments shall report to their duty location dressed and ready for work at least thirty minutes prior to the shift beginning for a briefing of duties for that shift/assignment.
- b. Security officers will be required to perform a variety of security-related duties, depending on the type of posts to which they are assigned. Each security officer post will have the Post Orders and an Officer's Duty Book.
- c. No employee of the SCO shall provide more than twelve (12) hours of combined service on any one or multiple contracts administered by HUD in any twenty-four (24) hour period, unless the work periods are separated by an eight (8) hour non-duty period.
- d. Security officers must be thoroughly familiar with the Post Orders at all posts where they are assigned to work. Under no circumstance should any security officer neglect his/her assigned duties in order to familiarize him/herself with Post Orders.
- e. Off-going officers shall provide a brief to on-coming officers of the events and occurrences that have recently happened, are continuing, or are anticipated for the post.
- f. Security officers shall 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 security officers responsible for observing the environment, and, when necessary, questioning those persons whose activities arouse suspicion.

4. Access/Egress Posts

- a. Prior to arriving on duty, each security officer shall be familiar with the name, address, and location of his/her post, as well as the post orders of the assigned post. Each security officer 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, retail spaces, and parking areas, and shall provide that information to any visitor upon request.
- b. Security officers assigned to access/egress posts shall be knowledgeable of the location and use of the nearest first aid kit, fire extinguisher, fire alarm, emergency exit, and duress alarm (if any), and shall be ready, willing, and able to use them as necessary and as required by the Post Orders.
- c. Security officers shall be mentally alert and physically ready to operate and enforce the Government's system of personnel identification and access/egress control.
- d. Security officers shall answer questions and provide directions to visitors and building tenants.

- e. Security officers shall process visitors as directed in the Post Orders by verifying visitors' identification, contacting agency sponsors or escorts, fabricating and issuing visitor passes, entering and maintaining data on visitor logs or automated visitor data base programs, and ensuring visitors are presented for appropriate personnel and package screening. Security officers shall prevent, discover, delay, and/or detain persons attempting to gain unauthorized access to property and/or personnel at the facility being protected. Security officers shall report all such incidents in accordance with established procedures as detailed in the Post Orders.
- f. Security officers shall perform package inspection when and as directed by the Post Orders, or as directed by the GTR/GTM in the event of an emergency or an elevated security posture. The Post Orders will describe the type of inspection required. These inspections may be conducted using automated technology or by manual, or visual surveillance. Admittance shall be denied to those persons refusing to submit to a voluntary inspection, except for those persons exempted by specific Government directive.
- g. Security officers will be responsible for operating all security equipment on post, such as X-ray machines, magnetometers, surveillance equipment, and closed circuit television (CCTV). No security officer shall be permitted to work alone on any post containing security equipment without prior training on that specific equipment.
- h. Security officers will be required to conduct and report on security equipment performance tests as directed in the Post Orders. Daily, weekly, or monthly performance tests may be conducted on security equipment such as walkthrough and hand-held magnetometers, x-ray machines, ionizers, air samplers, under-carriage inspection systems, active traffic barriers, and other automated security devices. The results of the tests are to be recorded on an appropriate form provided by the Government as directed in the Post Orders.

5. Roving Posts

- a. Security officers shall conduct patrols in accordance with routes and schedules established in the Post Orders and shall observe, detect, report, and respond to all suspected or apparent security violations. Roving patrol security officers will serve as the first responder to all security alarms and emergencies occurring within the area of assignment.
- b. Some posts may require a combination of fixed hours at a security officer booth and roving patrols. Security officers shall adhere to the patrol schedule as outlined in the post orders or as directed by the GTR/GTM.

6. Traffic Control

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

7. Receipt, Use and Safeguarding of Keys

Based on the Post Orders and coordination with the GTR/GTM, security officers will be responsible for receiving and using keys and access control devices (i.e., "key cards," lock combinations) that are issued for the officers' use. Keys and access control devices shall be safeguarded and secured as sensitive assets as directed by Post Orders. All keys and access control devices are the property of the Government and are to be returned to the issuing agency at the termination of the Contract.

Security officers shall not be permitted to remove the keys and other access control devices from the facility premises unless specifically authorized by the GTR/GTM. Keys or access control devices that are missing, lost, unusable, and/or stolen shall be immediately reported to the FPS Mega Center, the GTR, the GTM, and the security officer's supervisor as soon as the security guard detects the loss or the problem.

8. Security and Fire Systems

Security officers shall monitor and operate building fire alarm, environmental and intrusion detection systems, closed circuit television systems, automated access control systems, package and personnel screening systems, communications systems, and other protection devices or building equipment located on or near the post, in accordance with the Post Orders.

When an alarm sounds, the security officer shall immediately report and record the incident as required by the Post Orders.

Security officers shall not disengage, shut off, remove, reposition, obstruct, or in any way interfere with the Government video surveillance cameras/systems.

Security officers shall immediately notify their supervisor and the GTR/GTM, if any of the systems under their control malfunction, fail completely, or otherwise need maintenance.

9. Utility Systems

Security officers 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 Post Orders.

During emergencies, security officers 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.

10. Building Rules and Regulations

Security officers will monitor and observe building occupants and visitors for compliance with the Federal Management Regulations (41 CFR 102-74) and the facility's posted rules and regulations. Security officers shall also identify, report, delay, or detain those persons who violate the rules and regulations as appropriate and in accordance with the Post Orders.

Job Orientation – The SCO shall provide each officer sufficient job orientation, to include site tour and post observation training. Subjects addressed during this orientation shall include:

- a. Building rules and regulations;
- b. Site orientation, post observation, duties, and functions;
- c. Contract requirements, GTR, GTM, and OSEP responsibilities;
- d. Security policy and procedures, post orders and special orders, report writing format, and/or other directives of OSEP;
- e. Emergency response procedures/notifications (evacuations, bomb threats, fire, OEP, SIP, etc.);Radio communication procedures;
- f. Role of local, state, and federal law enforcement agencies and jurisdictions;
- g. Security officer role as a HUD customer service representatives;
- h. Operational procedures for security systems; and
- i. Emergency operational procedures and post orders for emergency evacuation.

11. Physical Security, Law and Order

Security officers shall maintain physical security, law and order as prescribed by statute, regulation, and Post Orders. Security officers are responsible for detecting, delaying, detaining, and/or apprehending persons attempting to gain unauthorized access to Government property or otherwise violating laws, rules, and regulations.

12. Hazardous Conditions

In accordance with procedures in the Post Orders, security officers shall immediately report all potentially hazardous conditions and items in need of repair, such as inoperative lights, locks, security hardware, leaky faucets, toilet stoppages, broken or slippery floor surfaces, blocked emergency routes or exits.

13. Response to Injury or Illness

Security officers shall summon professional assistance in accordance with procedures in the Post Orders in the event of injury or illness to Government employees or others while in the building or on the grounds.

14. Additional Duties

Security officers shall check safes and security containers, lock repositories, and cabinets; close and secure open windows; close and secure doors, gates and other facility access points; and perform any other additional duties as prescribed in the Post Orders. Security officers are not janitors, building maintenance staff, delivery persons, receiving officials, 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.

16. Reports, Records, and Testimony

Security officers shall prepare and maintain required reports in accordance with the Post Orders 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 GTR/GTM.

While on duty, security officers shall verbally report threatening circumstances and potentially threatening activities they observe to the GTR/GTM.. Whenever possible, security officers are encouraged to report a serious or potentially serious problem before responding so that they may receive the necessary backup and support to lessen or eliminate the potential threat.

Security officers may be required to testify in various judicial proceedings on behalf of the Government. Security officers shall coordinate all Contract-related court appearances with the GTR/GTM. Contract-related court testimony on behalf of the Government shall take priority over all other Contractor-scheduled duties. Security officers who are required to make a court appearance shall be remunerated by the SCO at the same hourly rate they would earn while on duty, and the SCO shall in turn be remunerated by the Government. The SCO shall be required to invoice for the actual hours the security officer 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 security guard may be required). Unless otherwise required by the GTR/GTM, Contract employees who are scheduled to testify on behalf of the Government shall appear for court testimony in full uniform, but without weapons/firearms.

The SCO shall provide qualified Contract security officers to fulfill post requirements affected by Contract employees testifying on behalf of the Government.

17. Civil Disturbances

Security officers shall 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.

18. Emergencies

In case of an emergency condition requiring immediate attention, the PM or the shift supervisor shall take action at the direction of or in coordination with the GTR/GTM, to divert uniformed personnel from their normal assigned duties to meet the condition and summon appropriate assistance as may be required in the OEP. The SCO shall immediately notify HUD/OSEP/GTR/GTM, as applicable, of action taken, and shall immediately contact the FPS Mega Center to report the same information. No additional cost shall be charged the Government for the diversion, and the SCO shall not be penalized for the normal daily work not completed 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.

Items within this SOW may be subject to change. The Department of Housing and Urban Development deserves to right to notify/cancel any items within this SOW/Contract. The SCO will be notified of any and all changes/cancellations in writing. Any change requests/cancellations from the SCO must also be in writing and provided to the GTR/GTM before being granted. If any change/cancellation occurs without the approval of the GTR, the SCO may be found liable, and may be subject to pay damages.

PARKING SERVICES**INTRODUCTION**

This is a self-supporting contract. The SCO will provide parking operation and management services for approximately 500 income producing and 18 non-income producing spaces located in three levels of the garage, and two outside lots at HUD. Time of performance will be between the hours of 5:30 a.m. and 6:30 p.m., Monday through Friday only, excluding Federal holidays

SCOPE OF WORK

The SCO will provide a parking supervisor and attendants for three (3) levels of the HUD parking garage. Control of the outside north and south parking lots shall be handled by the security portion of this Contract.

Parking services shall be performed by security SCO's employees or by a parking subcontractor at the SCO option. **Officers shall not be used to perform parking services.**

The SCO shall provide all materials including supplies and equipment, other than government furnished equipment or otherwise noted, as well as properly trained labor and supervision for performance in accordance with this contract. Performance includes but is not limited to:

1. Movement of vehicles when SCO instructs parker to leave key
2. Presence of at least one attendant at each duty station (2 parking lots and 3 garage levels) at all times to check vehicles in and out of the facility
3. Controlling unauthorized entry in garage

4. Controlling unauthorized use of vehicles
5. A system for selling permits without congestion
6. Procedures for resolution of claims for injury or damage

The SCO will be responsible for loss and damage caused by parking attendants. If parking attendants lose keys or damage a vehicle, they must immediately report the incident to the on-site supervisor, who will then call the permit holder, GTM, and security. The on-site supervisor will have insurance claim forms available at all times, and will provide the form to the permit holder. The permit holder will return the completed claim form to the on-site supervisor. **All damage claims shall be turned over to the SCO's insurance company for disposition.** Copies of the insurance claim forms and a security report will be forwarded to the GTR within two work days of receipt. Decisions regarding insurance claims will be rendered in writing to the permit holder within thirty days of receipt by the on-site supervisor. The SCO agrees to accept liability for all claims not answered within 30 days.

The SCO will be responsible for the immediate reporting to the GTR/GTM of any malfunctioning of any Government equipment used by the SCO and/or employees.

The SCO will have an authorized emergency lock and key service available to patrons when keys are inadvertently locked in their vehicles. Costs incurred for this service resulting from negligence by an attendant will be the responsibility of the SCO. Use of this service by patrons who lock their keys in their vehicle is optional. However, payment for services will be paid by the patron. HUD will not be responsible for payment of emergency lock and key service. Service will be available within one hour of a service call.

The SCO is responsible for protecting vehicles against theft or other unauthorized use.

The SCO will safeguard all keys left in their possession or in parked cars, and have a system for identifying keys left in their custody by parker and vehicle.

The SCO will provide parking for motorcycles in the garage, and will price motorcycle parking at a separate reduced rate. **Parking attendants will not be required to move or drive motorcycles.**

The SCO will provide and sell all permits. The type of permit used must be approved by the GTR. The current quarterly parking fee for each of the approximately 500 income producing spaces is approximately \$116.28 per quarter.

The SCO will provide jumper cables, battery charger, and air compressor for parkers to use when needed.

The SCO shall apply absorbent chemicals to vehicle oil leaks on a daily basis.

The SCO shall check vehicles for valid permits **three times daily (10:00am, 2:00 pm and 6:00pm)**. Parking attendants will be responsible for placing violations on vehicles not in adherence to parking operating rules.

The SCO shall be responsible for drug testing of its on-site personnel. The Government may request drug testing at any time during the performance period of this contract.

RESPONSIBILITY OF THE GOVERNMENT

The Government will approve all parking applications. The Government shall provide the SCO numbered, executed and approved applications for quarterly and temporary parking permits and an approved list of eligible parkers.

The Government will provide an automated Parking Control System and personal computer for tracking approved parkers. The SCO shall be responsible for data entry and maintenance.

The following supplies, materials, and equipment will be furnished by the Government:

1. Parking Applications
2. Office space and one in-house telephone on garage level.
3. Personal Computer and printer connected to the LAN to provide access to the Parking Control System, and email. This computer will be limited to official use. Only HUD approved and installed software may be used on the computer.
4. The Government will provide training to the SCO on the Parking Control System, and email.
5. The Government will provide necessary hardware and software for the automated garage access system. This system controls access to the parking garage through the use of magnetic card readers located at key entry and exit points. The readers activate access gates and door permitting access to the garage during hours of open.
6. The Government will authorize parking for daily visitors and Government official vehicles. Parking for authorized visitors and official vehicles shall be at no charge to the Government.
7. The Government will provide a location for the SCO to sell parking permits.

TECHNICAL EXPERTISE/QUALIFICATIONS – ON-SITE SUPERVISOR

The On-site Supervisor shall report directly to the Security PM

The On-site Supervisor must have at least one (1) year demonstrated experience in managing parking services in a facility substantially the same size as the HUD Headquarters building.

The On-site Supervisor must have demonstrated supervisory and managerial experience and be capable of coordinating parking services.

Both On-site Supervisor and parking attendants will be subject to drug testing.

Both On-site Supervisor and parking attendants must be able to read, write and speak English fluently and must have the necessary licenses, certificates and permits to perform their duties.

Requirements, Standards and Quality Assurance

Requirement	Standard	Quality Assurance
Submission of Operating Rules and Regulations	The SCO shall abide by the parking rules as shown in Exhibit 5 of this Contract. The rules and regulation will cover such issues as permit sales; proper display of permits; instructions for entering and exiting the garage; instructions for deposit of ignition keys with the assurance of safeguard of keys by contract employees; procedures to notify permit holders that failure to follow approved operating procedures may result in loss of parking privilege; and effective procedures for resolution of claims for injury or damage.	100% Acceptance of Procedures Valid Customer Complaints
Identification of Ineligible Parkers	SCO will make daily checks of permit holder’s permits and report discrepancies to the GTR or designee.	Random Inspections
Sale and Issuance of Permits	The SCO will make arrangements for an effective fee collection and permit issuance system for quarterly permit sales. The system must include a reasonable quarterly sales period at the facility with accommodations for the severely handicapped.	Valid Customer Complaints
Submission of Quarterly Sales Report	The SCO will provide a quarterly sales report to the GTR or designee showing the total number of quarterly permits sold – all fee collections. Sales by location and type (job requirement, handicapped, car pool, etc.)	100% Inspections

Requirement	Standard	Quality Assurance
Movement of Vehicles	Vehicles are parked 2 or 3 deep in the garage, with special arrangements for parking vehicles expected to leave before normal departure time. SCO will be responsible for the safe movement of vehicles and assure against unauthorized movement of vehicles. SCO will safeguard keys and have a system for identifying keys by parker or vehicle. Vehicles will be moved within five minutes of request.	Valid Customer Complaints
Movement of Blocked Vehicles	In emergencies, if a permit holder's vehicle is blocked, the permit number of the blocking vehicle will be obtained and the attendant notified. The attendant will use official data to obtain name and phone number of the vehicle operator. This information will be forwarded to security (708-3051) who will make the call for the vehicle operator to remove the blocking vehicle within 15 minutes.	Valid Customer Complaints
Securing Vehicle Keys	Keys left with the attendant or in vehicles to avoid blocking others, will be removed by the SCO at 6:30 PM and left with at the security officer at the southeast entrance of the building	Valid Customer Complaints
Opening and Securing Garage Entrance and Exits	The SCO will be responsible for checking the entering and exiting barrier gates and roll-up doors of the parking garage at 6:30 AM and 3:30 PM to ensure proper operation. All operating problems will be immediately reported to the GTM and Chief, Building Maintenance Branch (708-1955)	100% Inspections
Apply absorbent compound to vehicle oil leaks	Daily	Random Inspections
Police garage area and interior ramps	Pick up and remove , paper, trash, and absorbent compound every other day	Valid Customer Complaints

SECTION D - PACKAGING AND MARKING

- D-1. PAYMENT OF POSTAGE AND SHIPPING** - The cost of all postage and fees related to submitting information to HUD under this contract, including required forms and reports, shall be included in the fixed unit prices specified in the schedule and shall be paid by the Contractor.

- D-2. MARKING OF DELIVERABLES** - All information submitted to HUD under this contract shall be clearly labeled with the contract number.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.246-4	INSPECTION OF SERVICES--FIXED-PRICE	AUG 1996
2452.246-70	INSPECTION AND ACCEPTANCE	FEB 2006

SECTION F - DELIVERIES OR PERFORMANCE

F-1. NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title and Date) in accordance with the clause at FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.242-15	Stop-Work Order	AUG 1989
52.242-17	Government Delay of Work	APR 1984

F-2. PERIOD OF PERFORMANCE

The period of performance of this contract is a Base period of 12 months, with four 12 month option periods.

F-3. DELIVERY OF REPORTS

Reports are to be forwarded in the specified number of copies to the following:

U.S. Department of Housing & Urban Development
Elaina Walker, GTR
451 7th street SW, Room 6210
Washington, DC 20410

F-4. PLACE OF PERFORMANCE

U.S. Department of Housing & Urban Development
451 7th street SW
Washington, DC 20410

SECTION G - CONTRACT ADMINISTRATION DATA**G.1 HUDAR 2452.232-70 PAYMENT SCHEDULE AND INVOICE SUBMISSION
(FIXED-PRICE) (FEB 2008) (DEVIATION)**

- (a) Payment Schedule. Payment of the contract price (See Section B of the contract) will be made upon completion and acceptance of all work unless a partial payment schedule is included below.
- (b) Submission of Invoices.
- (1) Invoices shall be submitted no more frequently than once a month as follows—original to the payment office identified on the award document (e.g., in Block 12 on the SF-26 or Block 25 of the SF-33, or elsewhere in the contract) with a copy to the Government Technical Representative (GTR) and a copy to the Contracting Officer. The final invoice shall not be paid prior to certification by the Contracting Officer that all work has been completed and accepted. To constitute a proper invoice, the invoice must include all items required by FAR clause 52.232-25, Prompt Payment.
 - (2) To assist the Government in making timely payments, the Contractor is also requested to include on each invoice the appropriation number shown on the contract award document (e.g., in Block 14 on the SF-26 or Block 21 of the SF-33). The Contractor is also requested to clearly indicate on the mailing envelope that an invoice is enclosed.
- (c) Contractor Remittance Address. The Contractor shall provide the payment office with all information required by other payment clauses or other supplemental information (e.g., contracts for commercial services) contained in this contract.

G.2 HUDAR 2452.237-73 - CONDUCT OF WORK AND TECHNICAL GUIDANCE (FEB 2006)

(a) The Government Technical Representative (GTR) for liaison with the Contractor as to the conduct of work is Elaina Walker or a successor designated by the Contracting Officer. The Contracting Officer will notify the Contractor in writing of any change to the current GTR's status or the designation of a successor GTR.

(b) The GTR will provide guidance to the Contractor on the technical performance of the contract. Such guidance shall not be of a nature which:

- (1) Causes the Contractor to perform work outside the statement of work or specifications of the contract;
- (2) Constitutes a change as defined in FAR 52.243-1;
- (3) Causes an increase or decrease in the cost of the contract;
- (4) Alters the period of performance or delivery dates; or,
- (5) Changes any of the other express terms or conditions of the contract.

(c) The GTR will issue technical guidance in writing or, if issued orally, he/she will confirm such direction in writing within five calendar days after oral issuance. The GTR may issue such guidance via telephone, facsimile (fax) or electronic mail.

(d) Certain of the GTR's duties and responsibilities may be delegated to one or more Government Technical Monitors (GTMs) (see HUDAR subpart 2402.1). The Contracting Officer will notify the contractor in writing of the appointment of any GTMs.

(e) Other specific limitations--[none].

(f) The contractor shall promptly notify the Contracting Officer whenever the contractor believes that guidance provided by any government personnel, whether or not specifically provided pursuant to this clause, is of a nature described in paragraph (b) above.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H-1 HUDAR 2452.239-71 INFORMATION TECHNOLOGY VIRUS SECURITY (FEB 2006)

(a) The contractor hereby agrees to make every reasonable effort to deliver information technology products to HUD free of known computer viruses. The contractor shall be responsible for examining all such products prior to their delivery to HUD using software tools and processes capable of detecting all known viruses.

(b) The contractor shall include the following statement on deliveries of hardware, software, and data products, including diskettes, made under this contract:

“This product has been scanned for known viruses using [name of virus-screening product, including version number, if any] and is certified to be free of known viruses at the time of delivery.”

(c) The Contracting Officer may assess monetary damages against the contractor sufficient to compensate HUD for actual or estimated costs resulting from computer virus damage or malicious destruction of computer information arising from the contractor's failure to take adequate precautions to preclude delivery of virus-containing products in the delivery of hardware, software, or data on diskettes under this contract.

(d) This clause shall not limit the rights of the government under any other clause of this contract.

H-2 E-MAIL ADDRESS/FACSIMILE COSTS

The Contractor will be required to have an active e-mail address to ensure direct and efficient correspondence with the GTR for daily communication of problematic issues, special cases, emergencies, and off hour situations that may occur.

The Contractor shall ensure high quality plain paper facsimile service for incoming and outgoing documents is available in the Contractor’s office. All costs to provide facsimile services shall be paid by the Contractor.

PART II - CONTRACT CLAUSES**I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR “52.252-2 CLAUSES INCORPORATED BY REFERENCE” in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	JUL 2004
52.203-2	CERTIFICATE OF INDEPENDENT PRICE DETERMINATION	APR 1985
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	SEP 2006
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	SEP 2007
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-7	CENTRAL CONTRACTOR REGISTRATION	APR 2008
52.204-9	PERSONAL INDENTITY VERIFICATION OF CONTRACTOR PERSONNEL	SEP 2007
52.204-10	REPORTING SUBCONTRACT AWARDS	SEP 2007
52.209-6	PROTECTING THE GOVERNMENT’S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	SEP 2006
52.215-2	AUDIT AND RECORDS—NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE—UNIFORM CONTRACT FORMAT	OCT 1997
52.215-10	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA	OCT 1997
52.215-11	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA—MODIFICATIONS	OCT 1997
52.215-12	SUBCONTRACTOR COST OR PRICING DATA	OCT 1997
52.215-13	SUBCONTRACTOR COST OR PRICING DATA-MODIFICATIONS	OCT 1997
52.215-15	PENSION ADJUSTMENTS AND ASSET REVERSIONS	OCT 2004
52.215-16	FACILITIES CAPITAL COST OF MONEY	JUN 2003
52.215-18	REVERSION OR ADJUSTMENT OF PLANS FOR	JUL 2005

	POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS	
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	JUN 2003
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	MAY 2004
52.219-14	LIMITATIONS ON SUBCONTRACTING	DEC 1996
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	FEB 1997
52.222-3	CONVICT LABOR	JUN 2003
52.222-4	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT—OVERTIME COMPENSATION	JUL 2005
52.222-20	WALSH-HEALEY PUBLIC CONTRACTS ACT	DEC 1996
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	FEB 1999
52.222-26	EQUAL OPPORTUNITY	MAR 2007
52.222-29	NOTIFICATION OF VISA DENIAL	JUN 2003
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	SEP 2006
52.222-38	COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS	DEC 2001
52.222-39	NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES	DEC 2004
52.222-41	SERVICE CONTRACT ACT OF 1965	NOV 2007
52.222-42	STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES	MAY 1989
52.222-43	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT-PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS)	NOV 2006
52.222-44	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT—PRICE ADJUSTMENT	FEB 2002
52.222-50	COMBATING TRAFFICKING IN PERSONS	AUG 2007
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION	AUG 2003
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	Aug 2003
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-1	BUY AMERICAN ACT-SUPPLIES	JUN 2003
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	FEB 2006
52.227-1	AUTHORIZATION AND CONSENT	DEC 2007
52.228-5	INSURANCE-WORK ON A GOVERNMENT INSTALLATION	JAN 1997
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	APR 2003
52.232-1	PAYMENTS	APR 1984
52.232-7	PAYMENTS UNDER TIME-AND-MATERIAL AND LABOR HOUR CONTRACTS	AUG 2005

52.232-8	DISCOUNTS FOR PROMPT PAYMENT	FEB 2002
52.232-11	EXTRAS	APR 1984
52.232-17	INTEREST	JUN 1996
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-19	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-25	PROMPT PAYMENT	OCT 2003
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER— CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-1	DISPUTES	JUL 2002
	ALTERNATE 1	DEC 1991
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM	OCT 2004
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS EQUIPMENT, AND VEGETATION	APR 1984
52.237-3	CONTINUITY OF SERVICES	JAN 1991
52.242-13	BANKRUPTCY	JUL 1995
52.243-1	CHANGES—FIXED PRICE - ALTERNATE I	AUG 1987 APR 1994
52.243-3	CHANGES—TIME-AND-MATERIALS OR LABOR- HOURS	SEP 2000
52.244-2	SUBCONTRACTS	JUN 2007
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	MAR 2007
52.245-1	GOVERNMENT PROPERTY	JUN 2007
52.246-25	LIMITATION OF LIABILITY—SERVICES	FEB 1997
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-4	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM)	APR 1984
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991
2452.203-70	PROHIBITION AGAINST THE USE OF FEDERAL EMPLOYEES	FEB 2006
2452.208-71	REPRODUCTION OF REPORTS	APR 1984
2452.209-72	ORGANIZATIONAL CONFLICTS OF INTEREST	APR 1984
2452.222-70	ACCESSIBILITY OF MEETINGS, CONFERENCES, AND SEMINARS TO PERSONS WITH DISABILITIES	FEB 2006
2452.237-75	ACCESS TO HUD FACILITIES (DEVIATION)	NOV 2005
2452.239-70	ACCESS TO HUD SYSTEMS	NOV 2005

I-2. 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

I-3. 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years, 6 months.

I-4. 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JUN 2007)

- (a) *Definitions.* As used in this clause—

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at [52.217-8](#), Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause.

- (b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

- (3) For long-term contracts—

- (i) Within 60 to 120 days prior to the end of the fifth year of the contract; and
- (ii) Within 60 to 120 days prior to the exercise date specified in the contract for any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/services/contractingopportunities/sizestandardsttopics/>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the rerepresentation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure they reflect current

Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal law, Executive Order or Presidential Proclamation.

(2) When any holiday specified in (a)(1) falls on a Saturday, the preceding Friday shall be observed. When any such holiday falls on a Sunday, the following Monday shall be observed. Observances of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in this contract.

- (b) (1) HUD may close a HUD facility for all or a portion of a business day as a result of-
 - (A) Granting administrative leave to non-essential HUD employees (e.g., unanticipated holiday);
 - (B) Inclement weather;
 - (C) Failure of Congress to appropriate operational funds;
 - (D) Or any other reason.

(2) In such cases, contractor personnel not classified as essential, i.e., not performing critical round-the-clock services or tasks, who are not already on duty at the facility shall not report to the facility. Such contractor personnel already present shall be dismissed and shall leave the facility.

(3) The contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of critical tasks already in operation or scheduled for performance during the period in which HUD employees are dismissed, and shall be guided by any specific instructions of the Contracting Officer or his/her duly authorized representative.

(c) When contractor personnel services are not required or provided due to closure of a HUD facility as described in this clause, the contractor shall be compensated as follows--

- (1) For fixed price contracts, deductions in the contractor's price will be computed as follows--

- (A) The deduction rate in dollars per day will be equal to the per month contract price divided by 21 days per month.

- (B) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided.

If services are provided for portions of days, appropriate adjustment will be made by the Contracting Officer to ensure that the contractor is compensated for services provided.

(2) For cost-reimbursement, time-and-materials and labor-hour type contracts, HUD shall not reimburse as direct costs, the costs of salaries or wages of contractor personnel for the period during which such personnel are dismissed from, or do not have access to, the facility.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

<u>ATTACHMENT #</u>	<u>TITLE</u>
Attachment 1	Past Performance Evaluation Survey Instructions
Attachment 2	Sample Past Performance Survey Letter
Attachment 3	Past Performance Evaluation Survey
Attachment 4	Collective Bargaining Agreement
Attachment 5	Service Contract Act Wage Determinations - Parking Attendants
Exhibit 1	General Post Orders
Exhibit 2	Special Orders
Exhibit 3	Standards of Conduct
Exhibit 4	HUD Contract Security Officer Duty Chart
Exhibit 5	Parking Rules
Exhibit 6	Emergency Response Chart

PAST PERFORMANCE EVALUATION SURVEY INSTRUCTIONS

Past performance information is required for each offeror, which includes major subcontracting/teaming members. The offeror shall ensure that a Past Performance Survey is completed for at least three (3) projects that demonstrate its past performance. Relevant past performance information is defined as work the same or similar in nature to the work required that was performed within three (3) years from the date of the solicitation closing.

The offeror must ensure that the HUD contract official identified on the Past Performance Evaluation Survey SAMPLE COVER LETTER below receives at least three (3) completed surveys if possible. Offeror shall complete items one through six of the survey, and forward the survey to the evaluating organization that will be responsible for providing additional information in reference to the offeror's past performance.

Upon completion, the evaluating organization should return the survey form directly to HUD, as stated in the Past Performance Evaluation Survey SAMPLE COVER LETTER below. All responses are to be either e-mailed to Bridgette.M.Anderson@hud.gov or faxed to the attention of Bridgette Anderson at (215) 656-3453 no later than _____, 2008.

SAMPLE COVER LETTER

[Insert Your Company Name / Letterhead]

[Insert Date Here]

*U.S. Department of Housing and Urban Development
Office of the Chief Procurement Officer
Attn: Bridgette Anderson, Contract Specialist
100 Penn Square East, 10th floor
Philadelphia, PA 19107*

*RE: Past Performance Evaluation Survey regarding RFQ No. R-PHI-01002 for
[Insert Offeror's Name, Contract Number and Services Provided]*

Dear Ms. Anderson:

*[Insert Offeror's Name] provided [Insert Services Provided] for a performance period of [Insert Dates].
The attached past performance evaluation assessment is similar to the past performance*

requirements in your solicitation for Compliance Reviews (Issuer, Document Custodian and Specialized Reviews).

In accordance with Federal Acquisition Regulation 3.104 Procurement Integrity, we are expecting your Agency to mark and treat the completed form as "Source Selection Information," which will only be released to your Agency officials who require this information for source selection purposes.

If you or a member of your team has any questions regarding our completion of the attached Past Performance Evaluation Survey, please contact [Insert the Evaluator's Name and Title] at [Insert Telephone Number] or e-mail questions to [Insert e-mail address].

*[Insert Name of Person Signing this Letter]
[Insert Title Here]*

Section J

PAST PERFORMANCE EVALUATION SURVEY

FROM: _____ TITLE: _____

FIRM/ORGANIZATION: _____
(Reference: Please Insert Name, Title, Firm or Organization)

(1) NAME AND ADDRESS OF OFFEROR: _____

(2) CONTRACT NUMBER OR IDENTIFIER: _____

(3) AWARD DATE: _____ (4) COMPLETION DATE: _____

(5) VALUE: _____

(6) DESCRIPTION OF SERVICES RENDERED: _____

Please rate the company listed in (1) above on the contract(s) listed in (2) above. You must provide comments for ratings of excellent, poor, or unsatisfactory for your answers to be understood. Detailed comments are the most useful in the evaluation process. Your name will not be shared with the firm evaluated, but any adverse results that they are unaware of will be provided to them for comment only.

A. QUALITY OF PRODUCTS AND SERVICES:

Excellent Good Fair Poor Unsatisfactory
Comments:

B. TIMELINESS OF PERFORMANCE:

Excellent Good Fair Poor Unsatisfactory
Comments:

C. BUSINESS RELATIONS:

Excellent Good Fair Poor Unsatisfactory
Comments:

D. WOULD YOU SELECT THIS FIRM AGAIN AND WHY? Yes No

Preparer's printed/Typed Name: _____

Signature: _____ Date: _____

Preparer's Telephone Number: _____

Section J

PERFORMANCE RATING GUIDELINES

If a factor is not applicable (for example, Cost Control on a Fixed-Price Contract), then mark that factor as N/A in the comments on the rating sheet.

MEASUREMENT CATEGORIES AND APPROPRIATE CRITERIA =====	QUALITY OF PRODUCTS AND SERVICES ===== <ul style="list-style-type: none"> • Compliance with contract requirements • Accurate reporting • Use of appropriate personnel • Technical excellence 	TIMELINESS OF PERFORMANCE ===== <ul style="list-style-type: none"> • Performance milestones & delivery schedules reliably met • Responsive to technical direction • Timely completion, including wrap-up & contract admin • No liquidated damages 	COST CONTROL ===== <ul style="list-style-type: none"> • Performance within budget/targeted costs • Current, accurate and complete billings • Actual costs in line with negotiated costs • Cost efficient • No change orders due to poor cost control 	BUSINESS RELATIONS ===== <ul style="list-style-type: none"> • Effective management • Businesslike communications • Prompt notification of problems • Reasonable, cooperative, flexible, pro-active • Effective small/small disadvantaged business subcontracting
EXCELLENT	There were no quality problems.	There were no delays.	There were no cost issues	Responses to inquiries and technical/service issues were consistently effective and responsive.
GOOD	Nonconformance had no effect on achievement of contract requirements.	Delays had no effect on achievement of contract requirements	Cost issues had no effect on achievement of contract requirements.	Responses to inquiries and technical/service issues were usually effective and responsive.
FAIR	Nonconformance required minor resources to ensure achievement of contract requirements.	Delays required minor resources to ensure achievement of contract requirements	Cost issues required minor resources to ensure achievement of contract requirements.	Responses to inquiries and technical/service issues was occasionally effective and responsible
POOR	Nonconformance required significant resources to ensure achievement of contract requirements.	Delays required significant resources to ensure achievement of contract requirements.	Cost issues required significant resources to ensure achievement of contract requirements	Responses to inquiries and technical/service issues were marginally effective and responsive.
UNSATISFACTORY	Nonconformance compromised achievement of contract requirements.	Delays compromised Compliance with contract requirements.	Cost issues compromised achievement of contract performance requirements	Responses to inquiries and technical service issues were consistently ineffective and unresponsive.

COLLECTIVE BARGAINING AGREEMENT

PREAMBLE

This Agreement is entered into as of the 2nd day of July, 2007, by and between DTM Corporation ("Employer") and United Union of Security Guards (hereinafter referred to as the "Union"). Except as otherwise specified herein, the Agreement is effective through April 30, 2010.

ARTICLE I, SCOPE OF AGREEMENT

Section 1

Except as provided in Section 2 below, the Employer recognizes and acknowledges that the Union is the sole and exclusive bargaining representative for all of its security guard employees employed at the Employer's Housing and Urban Development operations located at 451 7th Street S.W. in Washington, D.C., hereafter referred to as the "HUD site".

Section 2 - Exclusions

This Agreement does not cover the following employees and management staff:

- a. Officers and Directors of Employer.
- b. All office clerical, all managerial and supervisory employees, and all other employees who are not security guard employees.

Section 3 - Probationary Employees

Newly hired or rehired employees shall be classified as probationary employees for a period of 150 (one-hundred fifty) days from date of hire. During their probationary period,

employees may be subject to discipline or discharge at the discretion of the Employer, without regard to the provisions of Articles VII and VIII of this Agreement. All other provisions of this Agreement are applicable to probationary employees, unless otherwise expressly provided.

ARTICLE II, UNION SECURITY AND CHECK-OFF

As a condition of continued employment, employees must, on or before their 31st day of employment either:

- a. Join the Union and remit to the Union on a monthly basis Union dues as duly established by the Union, or
- b. Remit to the Union on a monthly basis a fee which shall be a pro-rata share of the Union's demonstrated costs of bargaining and servicing this contract.

The Employer agrees to deduct such initiation fees and dues from covered employees' wages as required by the Union, provided such deductions are authorized in writing in advance by the employees. The Employer shall make such deductions on a semi-monthly basis and shall remit the amount deducted to the Union by the fifteenth (15th) of the month following the month in which such deductions occur together with a report listing the amount deducted by employee.

If any Employee shall fail to remit such dues or fees or fail to join the Union or agree to the withholding of fees when due, the Employer shall discharge such Employee upon the Union's written request and representation of such failure to remit dues or fees and proof that the employee has been put on notice of such arrears.

The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits, reasonable attorneys fees, costs or any other forms of liability that may arise out of or by reason of any action taken or not taken by the Employer for the purpose of complying

with any of the provisions of this Article, or in reliance on any list or notice furnished by the Union.

ARTICLE III, NONDISCRIMINATION

In accordance with the Employer's established policy, the Employer and Union agree that there shall be no discrimination by the Employer or the Union against employees because of race, color, creed, religion, national origin, sex, age, marital status, non-job related disability, or because of their involvement in or refraining from participating in Union activities except as required by Article II of this Agreement. Should an employee or the Union file a claim with any federal, state, or local agency alleging discrimination which would be prohibited by the terms of this Agreement, the Employee and the Union shall waive any right either has to file a grievance or pursue arbitration under the terms of this Agreement for the same events and occurrences that led to the filing of the claim with the federal, state, or local agency.

ARTICLE IV, MANAGEMENT RIGHTS

Section 1

Except as expressly limited by this Agreement, the Employer retains the sole and exclusive right in its discretion to manage its business, to determine the type of services performed and the manner and means of providing services, to hire, discharge or discipline for cause, lay off, assign, transfer, promote or demote, determine the starting and quitting time and the hours of work, to assign overtime, to establish, discontinue or change operations, procedures, production of work standards, to determine the size of the workforce, to subcontract work in a manner not otherwise inconsistent with the terms of this Agreement, to create, eliminate or consolidate job classifications, and to judge employees' performance and qualifications.

Section 2

The Employer reserves the sole and exclusive authority to draft, issue, implement, revise, enforce and withdraw reasonable rules of conduct and reasonable regulations as the Employer deems necessary. However, such rules and regulations shall not be inconsistent with the provisions of this Agreement. The Employer will provide copies of such rules and regulations, and any changes thereto, to the Union. Any infraction of the rules and regulations, once implemented, constitutes just cause for disciplinary action, including discharge.

Section 3

The list of management rights set forth in this Article is not intended to be nor shall it be construed as a restriction or waiver of any rights of the Employer not listed and not specifically surrendered in this Agreement, whether or not such rights have been exercised in the past.

ARTICLE V, EMPLOYEE CLASSIFICATIONS

Section 1 - Full Time Employees

An employee shall be classified as "full-time" as soon as the Employer, in its opinion reasonably exercised, determines that the non-probationary employee is reasonably expected to work 1,780 hours or more and an average of at least 32 hours per week during a twelve-month period. Employees who are reasonably expected to work less than 1,780 hours, and/or are not expected to work an average of 32 hours per week, shall be classified as "part-time" employees.

Section 2 - Temporary Employees

The Employer shall have the right to hire temporary employees, who shall be excluded from this Agreement. The Employer may, at its discretion, and for any reason, hire temporary employees for a period of up to six (6) months. This period may be extended for up to an additional three (3) month period at the written request of the government.

ARTICLE VI, WORK WEEK AND HOURS OF WORK

Section 1

The work-week will run from Monday through Sunday, although the Employer reserves the right to modify said work-week as long as the Union and the employees have been advised of the change in writing, in advance. Employees will be paid semi-monthly, on the 1st and the 16th of the month. In the event a pay date falls on a Monday that is a holiday, wages may be paid on the Friday preceding the holiday.

Section 2

Employees shall receive two paid fifteen minute breaks per eight hour shift, and one unpaid meal break of thirty minutes.

Section 3

Overtime pay is to be paid at the rate of one and one-half (1 1/2) times the basic hourly straight time rate. Overtime shall be paid to employees for work performed in excess of forty (40) hours in a work week. A work day shall be defined as from 0001 hours until 2400 hours. There will not be any pyramiding of hours worked. Only hours actually worked shall be recognized in determining overtime eligibility. The Employer shall have the right to hold over employees until relieved and/or to require an available employee to provide coverage of the post.

Section 4

An employee called in outside his regular work schedule shall be guaranteed a minimum of two (2) consecutive hours of work or pay in lieu thereof. The employee can be assigned to work at any other site of the Employer, and will be paid according to his permanent site rate.

Section 5

Nothing in this Article shall be construed as a guarantee of work, work opportunities or hours, except as expressly provided.

ARTICLE VII, DISCIPLINE

Section 1

No employee shall be discharged or disciplined without just cause, and discharge and discipline matters shall be subject to the grievance and arbitration procedures contained herein. However, an arbitrator shall not have the authority to reduce a discharge or otherwise modify the penalty imposed by the Employer for a proven violation of any of the following:

A. Violation of Rules and Regulations of Government Public Building and Grounds, 41 CFR 101-20.3

B. Neglect of Duty (including sleeping while on duty or action that causes the assessment of a major penalty against the Employer by HUD or/GSA), insubordination, including deliberate failure to carry out assigned tasks, and conducting personal affairs during official time. The term "personal affairs" as used in this paragraph does not include the making of telephone or other inquiries concerning the status of children or family members or the provision of their care provided that such activities have been approved by the Employee's supervisor in advance, if possible. Long distance telephone calls shall not be made at government or Employer expense.

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

D. Fighting on Government property or while on duty. Participating in disruptive or disorderly conduct that interferes with the normal and efficient operations of the Government or Employer.

E. Theft, vandalism, or criminal actions.

F. Drinking or drunkenness on the job; use or possession on the job or being impaired by unlawful drugs/stimulants or alcoholic beverages on the job, or violation of the Alcohol and Drug Abuse Policy set forth below.

G. Improper use of official authority or credentials.

H. Unauthorized use of communications equipment or Government property.

I. Any misuse of weapon(s) and/or other violations of state or federal law or Company policy regarding weapon(s), or possession of private firearm on the job.

J. Violation of Government security procedures or regulations.

K. Unauthorized post abandonment that would jeopardize the safety or security of personnel or facilities.

L. Failure to cooperate with Government officials, local law enforcement authorities, or the Employer during an official investigation.

M. Falsification of time records.

N. Deliberate or grossly negligent conduct causing monetary penalties or invoice deductions to the Employer.

O. Sexual, racial or similar harassment.

P. Conviction of a felony or job-related misdemeanor.

Q. Any other offense of a character equally serious as those above.

Section 2

It shall constitute an offense for an employee to cancel work without providing the Employer with a minimum of eight (8) hours advance notice, or where eight (8) hours advance notice is not possible due to documented emergency or other unforeseen circumstances, as much advance notice as reasonably possible. Discipline for such offense shall be as follows:

- a. With respect to the first cancellation without proper notice within a 12-month period, a written reprimand shall be given.
- b. With respect to the second cancellation within a 12-month period, the employee may be suspended for a period of three (3) to five (5) days.
- c. Upon the occurrence of the third cancellation without proper notice within a 12-month period, the employee may be terminated.
- d. Individuals who do not provide advance notice of their inability to work will be subject to immediate discharge for no call no show.

Section 3 - Government Action.

If the contracting agency directs that a specific employee be removed from the contract or otherwise disciplined, any such action directed may be undertaken by the Employer and shall not be subject to the grievance or arbitration procedures of this Agreement. In the event that the contracting agency expressly directs the removal or discipline of a contract employee, the Employer agrees to cooperate with the Union by providing it with all relevant information concerning the incident.

Section 4

Any investigatory interview between an employee and Employer representative that is anticipated to result in discipline shall, at the request of the employee, be conducted in the presence of an authorized Union officer or shop steward, if such officer or shop steward is reasonably available. After disciplinary action has been taken by the Employer, either the

affected employee or an authorized Union officer or steward may request a meeting with an Employer representative at a mutually convenient time. The Employer's failure to comply with this Section shall not by itself affect the discipline imposed.

ARTICLE VIII, GRIEVANCE, ARBITRATION PROCEDURE

A grievance shall mean a disagreement or dispute raised by the Employer, the Union or an employee that arises during the term of this Agreement concerning the application, meaning or interpretation of an express provision of this Agreement. The procedures set forth in this Article shall be the sole and exclusive remedy for any grievance asserted. A grievance shall be resolved in the following manner:

Step 1: The employee and/or his or her Union representative shall present the grievance or dispute in writing to the employee's supervisor within five (5) working days of its occurrence or when the employee knew, or by reasonable diligence should have known, of its occurrence. The supervisor shall respond in writing to the grievance within five (5) days.

Step 2: If the grievance is not settled at Step 1 or if the supervisor does not respond within five (5) working days of the step 1 notice, the employee and/or his or her Union representative shall, within five (5) working days of the date the supervisor responded or the date on which the supervisor should have responded, whichever is sooner, submit the grievance in writing to the Employer's Manager or his/her designee. The Employer's Manager shall respond to the grievance within five (5) working days of receipt of the grievance.

Step 3: If, after receipt of the Manager's response or failure to respond, the grievance is not settled at Step 2, the Union may, within seven (7) working days, notify the Employer in writing of its intent to, and also carry out the steps necessary to, proceed to binding arbitration. Notice shall identify the provisions of the Agreement allegedly violated and shall set forth such

facts and circumstances as will provide the Employer with reasonable notice of the nature of the grievance. If the Parties are unable to agree on an arbitrator within ten (10) days of the date of service of the arbitration notice, they shall choose an Arbitrator from a panel(s) provided by the Federal Mediation and Conciliation Service.

If the Employer wishes to file a grievance, it shall begin at step 2 by filing a grievance with the Union representative. The process shall proceed from there, in the same manner and with the same timing as the Union's grievances.

The failure of the grieving party to strictly comply with the time limits specified herein shall be construed to be an abandonment of the grievance, and the position taken on the grievance. Failure of the responding party to comply with said time limits shall be deemed to be a denial of the grievance. The time limits set forth in this Article are intended to be strictly enforced and may be waived only by written mutual agreement between the parties, and in no other manner or circumstances.

The Arbitrator shall conduct a hearing on the grievance. The Arbitrator shall render a decision within thirty (30) days of the close of the hearing or receipt of briefs. The decision or order of the Arbitrator shall be final and binding on all parties to this Agreement. Any back pay award shall be reduced by any sums received as unemployment compensation or from interim employment.

The Arbitrator shall have no authority to alter, amend, or add to the Agreement. None of the time limits contained in this Article may be waived or extended except by mutual agreement in writing.

All fees and expenses of the Arbitrator shall be borne equally by the Parties, except where one of the Parties to the Agreement requests a postponement of a previously scheduled arbitration hearing which results in a postponement charge. The postponing Party shall pay such

charge unless such postponement results in a settlement of the grievance, in which case the postponement charge shall be borne equally by the Parties. A postponement charge resulting from a joint postponement request shall be borne equally by the Parties.

An employee shall be permitted to have a Union representative at each step of the grievance procedure. Although management of either Employer may discipline, the grievance procedure may be followed only with respect to the specific representatives of the employee's Employer.

When it comes to making available employee personnel information, the Employer will comply with all legal requirements.

ARTICLE IX, NO STRIKE AND NO LOCKOUT

The Employer agrees not to cause, permit, or engage in any lockout of its employees during the term of this Agreement. The Union agrees that neither it nor the employees it represents covered by this Agreement will, during the term of this Agreement, cause, permit, or take part in any strike, including sympathy strike, picketing, leafleting or work action. It shall be a violation of this Agreement, and it shall be cause for discharge in the event an employee refuses to enter upon any property involved in a labor dispute involving other employee organizations or refuses to go through or work behind any picket lines involving other employee organizations at the Employer's place or places of business. The Union and the Employer agree to take all steps possible to ensure that Government property is properly secured and protected in the event of labor disputes involving other employee organizations at the HUD site facilities.

ARTICLE X, BULLETIN BOARDS

The Union shall furnish a bulletin board for the exclusive use of the Union at the HUD site facilities main offices or in a guard break room. Bulletin boards shall not be used for any purpose other than to advise members of the Union who work for the Employer of matters relating to the terms and conditions of employment of the Employer and Union activities and meetings, and shall not be used for posting materials of a political nature, and/or materials pertaining to employees of other employers or employers other than this Employer. Nor shall they be used to disparage any parties or entities, including, but not limited to, any customer of the Employer, and/or the government.

ARTICLE XI, STEWARDS

Section 1

The Union shall designate one steward, with one alternate steward if the steward is not available. The Union shall notify the Employer in writing of the selection of the Steward and the alternate within ten (10) days of such selections. Subject to HUD or/GSA rules and requirement, the Steward is authorized to remain on the premises for such reasonable periods as are required to meet union responsibilities. The Steward may not interview other employees while such employees are on duty. Subject to HUD or/GSA requirements, employees whom a steward or union official wish to interview may remain on the premises for such reasonable period following their shift as will enable the desired interview to take place. Absent emergency the Steward shall perform no work related to their duty as stewards while either they or employees who are involved in any incident are on duty, and stewards shall never be paid for performing any Union work.

Section 2

The Steward has no authority to call or direct strikes or authorize other economic action against the Employer. The Steward and Union officers shall not interfere with the management of the Employer's business or the work of any employee, but may advise the Employer of any alleged violations of the Agreement.

Section 3

In the absence or unavailability of the Steward designated as representing employees on a specific shift or in a specific location, any other available union designated steward may represent unit employees.

ARTICLE XII, COURT APPEARANCES

Court or administrative appearances required by the Employer and necessitated by job-related occurrences or incidents shall be compensated for fully at the rates specified in this Agreement. However, other court, administrative or grievance procedure and/or arbitration appearances shall not be Employer-paid unless pre-approved by management.

ARTICLE XIII, JURY DUTY

The Employer will comply with all applicable state and federal laws when it comes to compensating employees who are on required jury duty, provided an employee has met the following conditions:

- a. The employee must notify the Employer within seventy-two (72) hours after he or she receives a jury duty questionnaire or notice that he or she is subject to a jury duty call;
- b. No compensation shall be paid by the Employer for jury duty on Saturdays, Sundays and holidays, unless such Saturday, Sunday or holiday was the employee's normal work-day or for any other day on which the employee is not normally scheduled to work. The

employee must provide the Employer with written evidence or notice from the court that he/she performed jury service and of the amount that the employee was compensated for such service.

ARTICLES XIV, LEAVES OF ABSENCE

Section 1 - Family & Medical Leave

The Employer will comply with all applicable state and federal laws when it comes to providing family and medical leave.

Section 2 - Personal Leave Without Pay

An employee may request personal leave without pay for any personal purpose for a period of up to six (6) months. It is within the Employer's sole discretion whether such requests will be granted. Seniority shall not accrue during such personal leave.

Section 3 - Bereavement Leave

Effective October 1, 2007, in the event of the death of a member of a non-probationary unit employee's immediate family, the employee will not lose any wages which he or she would otherwise have earned during the next three (3) consecutive calendar days for the period from date of death through the day following burial. For the purpose of this provision, members of the employee's immediate family include: husband, wife, child, parent, grandparent, brother, or sister. Appropriate documentation of death and family relationship may be required. Employees shall be eligible for three (3) days of paid Bereavement Leave each calendar year, which leave shall be paid at the rate of four (4) hours per day for part time employees and eight (8) hours per day for full time employees, and which leave will be forfeited unless it is used in accordance with the terms and provisions specified herein. Employees may receive no more than three (3) days of paid bereavement leave in any calendar year.

Section 4 - Military Service

Employees enlisting or entering the military service of the United States pursuant to the provisions of the Uniformed Services Employment and Reemployment Rights Act and amendments thereto shall be granted all rights and privileges provided by that Act.

ARTICLE XV, SENIORITY

Section 1 - Seniority Lists

The Employer shall maintain separate seniority lists for all regular full-time and part-time employees employed by the Employer at the HUD site facilities. The Employer shall furnish the Union with copies of such lists up to semi-annually within a reasonable time after the Union's written request.

Section 2 - Scheduled Overtime

a. The Employer reserves the right to offer overtime to employees at its discretion and without regard to seniority in the event that such overtime (i.e., work over 40 hours per work week) is required for reasons including, but not limited to, an employee has failed to report for work, an employee has called in sick, or for other unanticipatable reasons or special circumstances.

b. The Employer will in good faith and subject to its management rights attempt to distribute overtime work as equitably as practical among the employees the Employer reasonably deems qualified to perform the work, giving due regard to seniority where all other factors are equal. Overtime lists will be made available to the Union upon written request.

Section 3 - Reduction in Force

In the event that the work force at the HUD site facilities, shall be reduced for any reason, the employees with the least seniority shall be laid off first, provided the more senior

employee(s) possess the requisite skills and ability to perform the job, as reasonably determined by the Employer. Shift reassignments shall be by bidding. Full time employees may bid to return to a part time position and be transferred to a full time position when one becomes available, consistent with the Employer's scheduling needs and the provisions of this Agreement. Part time employees shall only bid for part time shifts. A full time employee may decline recall to a part time position and remain on the recall list.

Section 4 - Layoff and Recall

a. As jobs become available at the HUD site facilities employees shall be recalled in order of their seniority at the facilities, where reasonably deemed qualified by the Employer. Laid off full-time employees only shall be recalled to full-time employment.

b. In the event of a layoff, seniority does not continue to accrue. An employee shall retain the seniority that he or she possessed at the time of the layoff except as provided below.

Section 5 - Loss of Seniority

In the event the Employer loses the contract to provide guard services for the HUD site facilities, the Employer will have no obligation with regard to this Section after the termination of its contract for the HUD site. An employee who quits, resigns, or retires, or is terminated for any reason loses his/her seniority and has no right to recall. An employee who transfers from one site of the Employer to another site will not retain seniority at the new site. An employee who is laid off for reasons other than the Employer's loss of contract to provide services at the HUD site facilities, will retain his or her seniority for one (1) year.

A laid off employee who is recalled shall be sent notice of recall to the employee's last known home address. It shall be the obligation of the employee to keep the Employer informed of his/her address or changes thereto. If such employee does not respond within five (5) working days of the date on which the Employer's notice was sent, or the employee refuses such offer,

the employee will be deemed to have "voluntarily quit", even if the notice is returned as undeliverable. If the employee fails to report within seven (7) working days of his/her response to the Employer, he/she shall be deemed to have voluntarily quit. An employee who has "voluntarily quit" or otherwise been "terminated" has no right to recall.

Section 6 - Shift and Post Reassignments

In the event the Employer determines it is necessary to rotate employees among posts, every reasonable effort, consistent with the Employer's business needs, shall be made to assign employees during the same shift in which they previously worked.

Section 7 - Calculation and Application of Seniority

Except as may otherwise be specifically provided, Seniority shall be counted from the employee's initial date of hire or re-hire at the HUD sites.

ARTICLE XVI, VOLUNTARY QUILTS

An employee shall be deemed to have voluntarily quit employment with the Employer if:

- a. The employee accepts employment in a management or supervisory capacity with a competitor of the Employer at the same time that he or she is employed by the Employer, or otherwise fails to report for duty as scheduled by the Employer, while simultaneously remaining an employee of a competitor of the Employer.
- b. The employee fails to report for work within two (2) days after the expiration of a leave of absence without a telephone call or other explanation.
- c. An employee who takes medical leave fails to notify the Employer that he/she is able to return to work within two days after he/she is medically able to return to work.

d. The employee fails to report for work for a shift without telephoning or otherwise notifying the Employer, except where failure to so communicate is the result of documented emergency circumstances.

e. The employee fails to respond within five (5) days of the Employer sending a notice of recall.

f. While on any leave of absence from the Employer, except for paid vacation leave which has been scheduled and approved by the Employer in advance, paid or unpaid, the employee performs any work for another employer, or in his own business, without the approval of the Employer.

ARTICLE XVII, TRAINING AND RE-QUALIFICATION

The Employer will post training schedules on a quarterly and/or monthly basis. All employees who need training for their certification must attend class in a timely manner. If an officer does not attend the class during the required time, he or she must get the training on their own and at their expense. Otherwise, the Employer will provide on-site and off-site training and pay at minimum wages, and in accordance with its practices and procedures for so doing.

Subject to government guidelines and procedures, which shall take precedence, the employee shall be given up to two (2) opportunities to qualify for any necessary testing and/or licensing, provided both opportunities occur pre-expiration. If, however, the agency standards require more than two (2) opportunities that standard shall be used. If the employee is unable to qualify prior to the expiration of his or her permit or fails to pass a range qualification test before such time, the employee shall be terminated.

The cost of any physical examinations (subsequent to the employee's initial hiring) required by the Government (State or Federal) for maintenance of guard certification shall be paid for by the Employer, to the extent they are not covered by the employee's health insurance.

If an employee does not appear for or obtain his or her government-required physical examination prior to the time by which it must be obtained, the employee shall be suspended. If the employee does not satisfactorily pass his or her physical within the period of time specified above, the employee shall be suspended until such time as the employee is administered the examination. Subject to HUD or/GSA requirements and rules, the employee shall have two opportunities to pass the physical examination. If the employee fails to do so or fails to report for a scheduled examination (unless such failure to report is the result of a documented emergency circumstance), the employee shall be terminated. Failure to pass or refusal to take an alcohol or drug test shall be treated in accordance with XXVII below.

ARTICLE XVIII, UNIFORMS

Effective October 1, 2007, the Employer agrees to pay each employee \$0.20 per hour worked, up to a maximum of forty (40) hours per workweek, for each employee covered by this Agreement for uniform maintenance. This rate shall remain constant throughout the life of this Agreement.

In the event negligence or malfeasance on the part of the employee results in damage to uniforms or equipment, the employee will be responsible for reimbursing the Employer for said damage or costs (no more than the actual replacement cost), through deductions that employees agree, through written authorization, will be taken out of their paychecks through payroll.

Employees shall, in all cases, use uniforms and equipment of the Employer with care.

Employees shall be required to comply with dress code requirements of the Employer, and to maintain proper grooming, cleanliness and hygiene at all times.

Upon termination of employment, all clothing and equipment shall be returned to the Employer. Returned clothing shall be cleaned and pressed and returned on hangers. The Union

agrees that all employees, at the time of hire, shall give written authorization allowing the Employer to deduct from the employee's final paycheck the cost of all unreturned clothing and equipment. In the event returned clothing is not cleaned, the Employee shall authorize deduction for cleaning cost. The deduction for such missing items or cost of cleaning shall be the actual cost to the Employer.

ARTICLE XIX, SUCCESSORS

The Employer shall give notice of the existence of this Agreement to any purchaser, transferee, lessee, assignee, etc., of the operation covered by this Agreement or any part thereof. Such notice shall be in writing with a copy to the Union at the time the seller, transferee, or lessee executes a contract or transaction as herein described.

ARTICLE XX, SUBCONTRACTING

For the purposes of preserving work and job opportunities for the employees covered by this Agreement, the Employer agrees to provide the Union with two or more weeks notice prior to subcontracting, or transferring to non-bargaining unit employees, any of the work or services of the kind, nature or type presently or hereafter performed or provided by the employees covered by the Agreement. In the event the need to subcontract or transfer work shall arise less than two (2) weeks before such subcontracting or transfer is expected to take effect, the employer shall give as much notice as is reasonably possible. The Employer will assign individuals, including but not limited to supervisory personnel, as needed at its discretion to temporarily cover unit work.

ARTICLE XXI, HOLIDAYS

Section 1

The Employer shall grant to all employees the following holidays off with pay (or pay in lieu thereof, if normally scheduled to work that week day). Holiday benefits shall be paid as specified in Section 3 below, provided that the employee shall work his or her regularly scheduled work day prior to the holiday and after the holiday, and the holiday if scheduled, unless due to an emergency the employee has received written approval from management that he/she is not required to work the holiday:

New Year's Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day
Martin Luther King's Birthday

Section 2

An employee who is required to work on a holiday shall receive holiday pay in addition to his or her regular wage.

Section 3

Holiday pay will be paid out in accordance with regular payday procedures in accordance with the following schedule which is based on the total number of hours the employee would normally be scheduled to work during the week in which each holiday occurred.

Hours employees worked in
Holiday Week

40

Authorized
Holiday Pay Hours

8

30 - 39	6
20 - 29	4
10 - 19	2
0 - 9	0

ARTICLE XXII, VACATION

Section 1

During the term of this Agreement, all employees who qualify as full-time employees covered by this Agreement shall vest vacation leave/pay on their anniversary dates in accordance with the following schedule. Part-time employees will receive a pro rata amount of vacation. Vacation leave/pay is based upon completed years of service by the employee, without break in service, including years worked for the Employer's predecessor(s), if any, at the HUD site:

One year up to five years continuous employment = 10 days vacation;

Five years to fifteen years continuous employment = 15 days vacation;

Sixteen or more years continuous employment = 20 days vacation.

Section 2

Vacation pay shall be payable with the first payroll following the employee's anniversary date.

Section 3

The Employer shall post a vacation schedule by anniversary date of the Employees. Employees requesting vacation must notify the Employer a minimum of four weeks prior to the posting of the vacation schedule. All vacation requests must be submitted on Employer leave approved request forms. No more than five percent (5%) of the work force may be on vacation

at any time. Conflicts in vacation scheduling shall be resolved on the basis of the employees' seniority. Vacations shall be scheduled, or rescheduled, subject to the approval and discretion of the Employer.

ARTICLE XXIII, ABSENCE DUE TO ILLNESS & SICK PAY

Section 1

Effective October 1, 2007, all full-time Employees shall accrue Sick/Personal Days at the rate of two (2) hours per semi-monthly pay period up to a maximum of six (6) days per year.

Section 2 - When Sick Pay Is Payable

- a. Sick pay may be taken when an employee is unable to perform the functions of his/her position because of illness or injury.
- b. An employee may use sick leave when necessary to care for an immediate family member (such as child, foster child, sibling or parent) who is ill. The employee shall be charged 1½ days of accrued sick leave for each day used for such purpose. An employee who takes paid leave under this section shall provide a physician's statement documenting the illness and need for care.
- c. An employee may use up to three (3) days sick leave per year for the purpose of obtaining medical care, examinations or tests even though the employee is not ill within the meaning of subparagraph a above. Documentation that the employee received medical services shall be provided before leave is paid.

Section 3 - Notice Of Absence

An employee who will be absent due to illness or injury must provide the Employer with notice of his/her anticipated absence as soon as the need to be absent becomes known to the employee, regardless of the length of the anticipated absence and regardless of whether the

employee seeks sick pay for the absence. Failure to do so will result in discipline in accordance with Article VII above. An employee who fails to notify the Employer of his/her anticipated absence due to illness or injury at least eight (8) hours in advance of the start of his/her shift, or if that is not possible as soon as it is reasonably possible for the employee to provide such notice, will be subject to immediate discharge absent written notification from a physician that it was physically impossible for the employee or a relative of the employee to do so.

Section 4 - Medical Certification

An employee who is absent due to illness or injury for more than three (3) consecutive work days (regardless of whether the employee seeks sick pay) shall be required to provide to the Employer a physician's statement supporting the employee's absence and certifying that the employee is able to return to work. Such physician's statement shall be provided within three days of returning to work, although the Employer reserves the right to require an employee to provide such physician's statement before the employee returns to work. Upon reasonable request by the Employer, an employee who is absent due to illness or injury for three or fewer days may be required to provide such a physician's statement within three days of the Employer's request, although the Employer reserves the right to require an employee to provide such physician's statement before the employee returns to work. If the Employer questions the physician's statement submitted by the Employee, the Employer may require the Employee to obtain a second opinion by a physician designated by the Employer (at the Employer's expense). If the opinion of the second physician and the Employee's physician differ, the Employer may require the employee (at the Employer's expense) to obtain a third opinion from a mutually-agreed upon physician, whose opinion shall be final and binding. Where an employee fails to provide medical certification as required by this Article, or where medical certification does not support the employee's absence, the employee will not be entitled to sick pay, and may be

subject to disciplinary action or discharge. An employee who does not provide medical certification that he/she is able to return to work, if required or reasonably requested under this Article, will not be permitted to return to work.

Section 5

Where an employee takes leave pursuant to the Employer's Family & Medical Leave Policy, the provisions of that policy will supersede any provision of this Article which is inconsistent with that Policy.

Section 6 – Pay Out of Sick Leave

Sick/Personal Days may not be carried over from one calendar year to the next. All unused Sick/Personal Days shall be paid out to the Employee at the end of each calendar year.

ARTICLE XXIV, HEALTH AND WELFARE

Section 1

Effective October 1, 2007, the Employer agrees to contribute a maximum of \$3.40 per hour worked to the Health and Welfare Fund, up to a maximum of forty (40) hours per workweek, for each employee covered by this Agreement.

Section 2

An Employee who presents proof to the Union that he/she is covered by equivalent or better health insurance than that provided by the Security Workers Health and Welfare Fund may elect in writing to waive coverage by the Fund and to receive, in lieu of any and all health and welfare benefits provided under the Security Workers Health and Welfare Fund, pension contributions over and above the requirements set forth herein in an amount equal to the required health insurance contribution, up to a maximum of forty (40) hours per workweek. The Union must advise the Employer of each employee's election within three business days of ratification.

Thereafter, an employee may change his election under this section only at the discretion of the Employer.

Section 3

a. The Employer agrees to provide the Health and Welfare Fund with monthly remittance reports containing such information, in such manner, and on such forms as may be reasonably required by the Trustees of the Fund.

b. Contributions and remittance reports shall be delivered to the Health and Welfare Fund on or before the 15th day of each month for the preceding month.

ARTICLE XXV, PENSION FUND

Section 1

Effective October 1, 2007, the Employer agrees to contribute a maximum of \$0.42 per hour worked, up to a maximum of forty (40) hours per work week to the Severance and Retirement Fund, for each employee covered by this Agreement. This rate shall remain in effect throughout the life of this Agreement.

Section 2

a. The Employer agrees to provide the Severance and Retirement Fund with remittance reports containing such information, in such manner, and on such forms as may be reasonably required by the Trustees of the Fund.

b. Contributions shall be delivered to the Severance and Retirement Fund on or before the 15th day of each month for the preceding month.

ARTICLE XXVI, WAGES

Effective October 1, 2007, the Employer agrees to pay security guard employees at the following rate:

Security Guards \$19.40 per hour

Effective October 1, 2008, wages shall be paid as follows:

Security Guards \$19.90 per hour

Effective October 1, 2009, wages shall be paid as follows:

Security Guards \$20.40 per hour

**ARTICLE XXVII,
DRUG AND ALCOHOL POLICY**

Section 1.

Employer and Union recognize that the use of drugs and/or alcohol can have an impact on workplace safety, absenteeism, and productivity. An employee cannot perform his work adequately and safely if he is under the influence of drugs or alcohol. Unlawful use of drugs and abuse of alcohol when not on duty raises serious questions concerning the competency to perform security work and is grounds for revocation of a firearms permit. As a result, the Employer maintains a drug and alcohol-free workplace and complies with the Federal Drug-Free Workplace Act of 1988. Compliance with this Article is a condition of employment and continued employment. Violation of this Article subjects an employee to immediate termination of employment.

Section 2.

The following activities are prohibited regardless of whether the employee is on or off duty or at the workplace or not:

- The unlawful or unauthorized manufacture, distribution, possession, sale, transfer, or use of an illegal drug, e.g., a controlled substance in Schedules I through V of Section 812 of Title 21, and/or comparable regulations or schedules should the foregoing regulations be

removed or modified.

In addition, the following activities are prohibited while the employee is on duty or at the workplace:

- Misuse of a legal drug;
- Possession (excluding an original sealed container in an employee vehicle parked in a parking lot) or use of alcohol; or
- Reporting to work or working under the influence of alcohol or drugs.

Section 3.

For purpose of this policy, the “workplace” includes all Employer facilities and property, HUD facilities and property, vehicles used in the course of work, and any location at which Employee is performing work on behalf of Employer.

Section 4.

An employee legitimately using or under the influence of medication (legal drugs) during working hours must notify his/her supervisor of this prior to commencing work if the medication might impair his/her performance, judgment, or coordination and provide a doctor’s statement that the employee is fit to perform the duties of the job.

Section 5.

Employees shall notify the Employer of any criminal drug statute conviction within five days of conviction, and/or of a guilty plea.

Section 6.

All employees will participate in and are subject to the Employer’s alcohol and testing program. Testing for alcohol and/or drugs may occur prior to employment, annually, where reasonable suspicion of violation of this policy exists, after a work-related accident or incident, on a random basis, and/or as required by any U.S., D.C. Government or other applicable

contract, statute or regulation.

Section 7.

A “positive” drug or alcohol test shall be grounds for immediate termination. Refusal to submit to testing or failure to report for a drug and/or alcohol test as directed shall be considered equivalent to a “positive test” and shall also be grounds for termination. As part of Employer’s regular employment procedures, all offers of employment are, at the discretion of the Employer, contingent upon an applicant successfully passing a drug and alcohol screen.

Section 8.

A “positive test result” means, with respect to alcohol testing, that a test performed (i) on a blood specimen provided by the employee that measures an ethyl alcohol concentration in such specimen of .04% or more; (ii) on a blood specimen provided by an employee that measures an ethyl alcohol concentration in such specimen of less than .04%, if it can be determined from the test(s) performed on that specimen and in accordance with acceptable medical standards that the ethyl alcohol concentration was .04% or more during a restricted period; or (iii) with respect to drug testing, on a urine specimen provided by the employee detecting any amount of a drug.

Section 8.

Any specimen collected for drug testing pursuant to this Article shall be tested by a laboratory certified in conformity with applicable state or federal regulations, as required.

XXVIII MISCELLANEOUS

Section 1

The Union agrees to cooperate with the Employer in all matters required by the Government, and the Union recognizes that the terms and conditions of this Agreement are subject to certain priorities that the Government may exercise. The Union agrees that any

actions taken by the Employer pursuant to a requirement imposed by the Government shall not constitute a breach of this Agreement. Any action that the Government directs or requires the Employer to take immediately may be taken without prior notice to or discussion with the Union. However, whenever such action affects a term or condition of employment, the Company will discuss with the Union the effects of that action.

Section 2 - Failure to Meet Company Standard

It is recognized and acknowledged that the Company is in the business of providing a service, through its employees, to the government and to other customers. It is therefore essential and expected that all employees will act in a highly professional, courteous manner and will be held responsible and accountable for their duties, functions and job requirements. Deviation from or failure to meet this standard will result in disciplinary action or discharge pursuant to the provisions of Article VII.

Section 3

It is the employee's responsibility to provide the Employer with thirty (30) days written notice prior to the expiration of any permits, clearances or other qualifications required by the District of Columbia or the federal government, including, but not limited to, weapons permits, CPR/first aid training, and suitability clearances. Forms for the reporting of such information will be available from the Project Manager or a designated supervisor(s).

Section 4

Union representatives shall not conduct Union-related business with any employee during the time the employee is on duty, nor shall any employee conduct Union-related business during the time he/she is on duty without permission. Employer property, equipment and office facilities shall not be used to conduct any form of Union-related business. Employees who violate this section will be subject to disciplinary action.

ARTICLE XXIX, SEPARABILITY AND SAVINGS CLAUSE

If any Article or Section of this Agreement or any Riders or Attachments thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any Rider thereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby. In the event that any Article or Section is held invalid or enforcement of or compliance with has been restrained as above set forth, the Employer and the Union agree to enter into immediate collective bargaining negotiations, upon the request of the Union, for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint. Except in instances involving wages, hours, or fringe benefits, if the Parties do not agree on a mutually satisfactory replacement within a period of six (6) months from the date the provision is held invalid, either Party shall be permitted all legal or economic recourse in support of its demands notwithstanding any provisions of this Agreement to the contrary.

ARTICLE XXX, ACCESS

One Union Business Representative, or any duly authorized representative of the Union, shall have admission to the establishment of the Employer only after giving a minimum of six (6) hours advance notice of his desire to be on the premises to the Employer's Project Manager or duly authorized designee, except in cases of emergency making such advance notice impossible, in which case as much advance notice as is possible must be given. While on the premises, the

Business Representative or any duly authorized union representative shall only be allowed to meet with bargaining unit employees for the purpose of ascertaining whether or not this Agreement is being observed by the parties hereto or for assisting in the adjustment of grievances. Any meetings can only take place in non-work areas, during non-work time. Such visits shall not interfere with the orderly and efficient operation of the Employer's business. There shall be no Union business or solicitations during work time and/or in work area of either the person doing the soliciting, or the person being solicited, unless such solicitations are express permitted under the terms of this Agreement.

ARTICLE XXXI, INDEMNIFICATION

The Union shall indemnify and save the Company harmless from any claims, suits, judgments, costs or attorneys' fees, attachments, and from any form of liability as a result of making any payments to any benefit fund under this Agreement, including, but not limited to, and withdrawal liability relating to its withdrawal from the Severance and Retirement Fund and/or any other fund to which payments are made under this Agreement; the elections made by employees and/or the Union as specified above in Article 24; or otherwise complying with its obligations to do so under this Agreement. The Employer hereunder is not liable or responsible for any acts of the Union or any of its officers and agents; or for any act of any Trustee administering the Pension Fund or Health & Welfare Fund and/or and other Fund the Employer may be required to pay into under the terms of this Agreement, or any agent of said Trustees; and none of the same shall have the authority to bind the Employer to any contract. The Employer's sole obligation under this Agreement shall be to make timely monthly payments to the benefit funds in the set amounts and manner herein provided. The specified payments shall be the maximum that may be required of the Employer. This section shall not be construed to relieve or

excuse the Employer of any violations or delinquencies in making required payments to benefit funds.

ARTICLE XXXII, COMPLETE AGREEMENT

Employer and Union agree that during the negotiations resulting in this Agreement both parties had the unlimited right and opportunity to make demands and proposals regarding any subject as to which the National Labor Relations Act imposes an obligation to bargain. Accordingly, except as may be expressly set forth elsewhere in this Agreement, both parties expressly waive their rights to require the other party to bargain collectively whether or not such subjects are specifically referred to in this Agreement, such subjects were discussed between the parties during the negotiations that culminated in this Agreement, or such subjects were within the contemplation or knowledge of either party at the time this Agreement was negotiated and executed. This Agreement contains the entire and final understanding, undertaking, and agreement between the parties. Changes to this Agreement whether by addition, deletion, or modification must be reduced to writing and executed by both parties. Any practice under, or interpretation of, any prior collective bargaining agreement shall not be used or be in effect for the purposes of interpreting or administering this Agreement.

ARTICLE XXXIII, DURATION OF AGREEMENT

Except as otherwise provided in this Article, this Agreement shall be in full force and effect from the date it is signed by the Parties and shall remain in effect until (and including) April 30, 2010. With respect to wages and fringe benefits (including health and welfare and pension contributions, sick leave, vacations and holidays) the applicable provisions of the Agreement shall take effect as specified herein. The Union acknowledges that the Employer is a

US Government contractor. In the event the Employer ceases providing services to the US Government Customer at the site covered by this Agreement, the Employer's obligations under the collective bargaining agreement will cease.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Contract Agreement, this 12th day of, July, 2007

UNITED UNION OF SECURITY GUARDS

By: Ruthie Rouse

DTM Corporation

By: Margo V. Biggs

WD 05-2103 (Rev.-5) was first posted on www.wdol.gov on 05/13/2008

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

William W.Gross	Division of		Wage Determination No.: 2005-2103
Director	Wage Determinations		Revision No.: 5
			Date Of Revision: 05/08/2008

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
 Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	14.05
01012 - Accounting Clerk II	15.78
01013 - Accounting Clerk III	20.27
01020 - Administrative Assistant	25.95
01040 - Court Reporter	19.46
01051 - Data Entry Operator I	13.07
01052 - Data Entry Operator II	14.26
01060 - Dispatcher, Motor Vehicle	16.79
01070 - Document Preparation Clerk	13.64
01090 - Duplicating Machine Operator	13.64
01111 - General Clerk I	13.92
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	23.83
01141 - Messenger Courier	11.25
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	16.90
01262 - Personnel Assistant (Employment) II	18.90
01263 - Personnel Assistant (Employment) III	21.66
01270 - Production Control Clerk	21.29
01280 - Receptionist	13.18
01290 - Rental Clerk	16.16
01300 - Scheduler, Maintenance	16.16
01311 - Secretary I	17.26
01312 - Secretary II	19.41
01313 - Secretary III	23.83
01320 - Service Order Dispatcher	16.10
01410 - Supply Technician	25.95
01420 - Survey Worker	19.46
01531 - Travel Clerk I	12.59
01532 - Travel Clerk II	13.54
01533 - Travel Clerk III	14.54
01611 - Word Processor I	13.76
01612 - Word Processor II	16.16
01613 - Word Processor III	19.46

05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	21.37
05040 - Automotive Glass Installer	20.14
05070 - Automotive Worker	20.14
05110 - Mobile Equipment Servicer	17.31
05130 - Motor Equipment Metal Mechanic	22.53
05160 - Motor Equipment Metal Worker	20.14
05190 - Motor Vehicle Mechanic	22.53
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	19.66
05280 - Motor Vehicle Wrecker	20.14
05310 - Painter, Automotive	21.37
05340 - Radiator Repair Specialist	20.14
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	22.53
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.18
07041 - Cook I	11.97
07042 - Cook II	13.28
07070 - Dishwasher	9.82
07130 - Food Service Worker	10.66
07210 - Meat Cutter	16.07
07260 - Waiter/Waitress	8.82
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.78
09080 - Furniture Refinisher	18.39
09090 - Furniture Refinisher Helper	14.11
09110 - Furniture Repairer, Minor	16.31
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.85
11060 - Elevator Operator	9.85
11090 - Gardener	15.70
11122 - Housekeeping Aide	10.89
11150 - Janitor	10.89
11210 - Laborer, Grounds Maintenance	12.07
11240 - Maid or Houseman	10.84
11260 - Pruner	11.37
11270 - Tractor Operator	14.19
11330 - Trail Maintenance Worker	12.07
11360 - Window Cleaner	11.31
12000 - Health Occupations	
12010 - Ambulance Driver	17.69
12011 - Breath Alcohol Technician	18.55
12012 - Certified Occupational Therapist Assistant	21.01
12015 - Certified Physical Therapist Assistant	21.01
12020 - Dental Assistant	16.90
12025 - Dental Hygienist	40.68
12030 - EKG Technician	24.77
12035 - Electroneurodiagnostic Technologist	24.77
12040 - Emergency Medical Technician	18.55
12071 - Licensed Practical Nurse I	18.60
12072 - Licensed Practical Nurse II	20.82
12073 - Licensed Practical Nurse III	22.85
12100 - Medical Assistant	14.23
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	16.06
12190 - Medical Record Technician	17.96
12195 - Medical Transcriptionist	17.93
12210 - Nuclear Medicine Technologist	31.82
12221 - Nursing Assistant I	9.75
12222 - Nursing Assistant II	10.96

12223 - Nursing Assistant III	13.02
12224 - Nursing Assistant IV	14.62
12235 - Optical Dispenser	18.34
12236 - Optical Technician	14.41
12250 - Pharmacy Technician	16.31
12280 - Phlebotomist	14.62
12305 - Radiologic Technologist	28.28
12311 - Registered Nurse I	26.73
12312 - Registered Nurse II	31.24
12313 - Registered Nurse II, Specialist	31.24
12314 - Registered Nurse III	37.77
12315 - Registered Nurse III, Anesthetist	37.77
12316 - Registered Nurse IV	45.28
12317 - Scheduler (Drug and Alcohol Testing)	18.85
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.55
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	28.11
13041 - Illustrator I	20.40
13042 - Illustrator II	25.28
13043 - Illustrator III	30.91
13047 - Librarian	28.00
13050 - Library Aide/Clerk	13.77
13054 - Library Information Technology Systems Administrator	25.29
13058 - Library Technician	19.05
13061 - Media Specialist I	17.03
13062 - Media Specialist II	19.05
13063 - Media Specialist III	21.24
13071 - Photographer I	14.67
13072 - Photographer II	17.18
13073 - Photographer III	21.52
13074 - Photographer IV	26.05
13075 - Photographer V	29.15
13110 - Video Teleconference Technician	17.59
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.78
14042 - Computer Operator II	19.88
14043 - Computer Operator III	22.17
14044 - Computer Operator IV	24.64
14045 - Computer Operator V	27.28
14071 - Computer Programmer I (1)	23.12
14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	17.78
14160 - Personal Computer Support Technician	24.64
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.77
15020 - Aircrew Training Devices Instructor (Rated)	42.72
15030 - Air Crew Training Devices Instructor (Pilot)	50.81
15050 - Computer Based Training Specialist / Instructor	31.26
15060 - Educational Technologist	30.88
15070 - Flight Instructor (Pilot)	50.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	23.87
15095 - Technical Instructor/Course Developer	29.19
15110 - Test Proctor	19.22
15120 - Tutor	19.22
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.29
16030 - Counter Attendant	9.29

16040 - Dry Cleaner	12.21
16070 - Finisher, Flatwork, Machine	9.29
16090 - Presser, Hand	9.29
16110 - Presser, Machine, Drycleaning	9.29
16130 - Presser, Machine, Shirts	9.29
16160 - Presser, Machine, Wearing Apparel, Laundry	9.29
16190 - Sewing Machine Operator	12.79
16220 - Tailor	13.57
16250 - Washer, Machine	10.16
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.95
19040 - Tool And Die Maker	23.05
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.90
21030 - Material Coordinator	21.29
21040 - Material Expediter	21.29
21050 - Material Handling Laborer	12.65
21071 - Order Filler	13.87
21080 - Production Line Worker (Food Processing)	17.90
21110 - Shipping Packer	14.46
21130 - Shipping/Receiving Clerk	14.46
21140 - Store Worker I	10.91
21150 - Stock Clerk	15.70
21210 - Tools And Parts Attendant	17.90
21410 - Warehouse Specialist	17.90
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.68
23021 - Aircraft Mechanic I	24.46
23022 - Aircraft Mechanic II	25.68
23023 - Aircraft Mechanic III	26.97
23040 - Aircraft Mechanic Helper	16.61
23050 - Aircraft, Painter	23.42
23060 - Aircraft Servicer	18.71
23080 - Aircraft Worker	19.90
23110 - Appliance Mechanic	20.60
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	24.98
23130 - Carpenter, Maintenance	20.88
23140 - Carpet Layer	19.33
23160 - Electrician, Maintenance	26.56
23181 - Electronics Technician Maintenance I	22.73
23182 - Electronics Technician Maintenance II	24.13
23183 - Electronics Technician Maintenance III	25.42
23260 - Fabric Worker	18.04
23290 - Fire Alarm System Mechanic	21.46
23310 - Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.17
23380 - Ground Support Equipment Mechanic	24.46
23381 - Ground Support Equipment Servicer	18.71
23382 - Ground Support Equipment Worker	19.90
23391 - Gunsmith I	16.63
23392 - Gunsmith II	19.33
23393 - Gunsmith III	21.62
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.21
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
24.37	
23430 - Heavy Equipment Mechanic	21.46
23440 - Heavy Equipment Operator	21.46
23460 - Instrument Mechanic	21.62
23465 - Laboratory/Shelter Mechanic	20.52
23470 - Laborer	14.27
23510 - Locksmith	19.76

23530 - Machinery Maintenance Mechanic	21.77
23550 - Machinist, Maintenance	21.62
23580 - Maintenance Trades Helper	15.10
23591 - Metrology Technician I	21.62
23592 - Metrology Technician II	22.78
23593 - Metrology Technician III	23.89
23640 - Millwright	25.63
23710 - Office Appliance Repairer	21.63
23760 - Painter, Maintenance	20.52
23790 - Pipefitter, Maintenance	23.19
23810 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	21.62
23850 - Rigger	21.62
23870 - Scale Mechanic	19.33
23890 - Sheet-Metal Worker, Maintenance	21.62
23910 - Small Engine Mechanic	20.05
23931 - Telecommunications Mechanic I	27.74
23932 - Telecommunications Mechanic II	29.24
23950 - Telephone Lineman	26.38
23960 - Welder, Combination, Maintenance	21.62
23965 - Well Driller	21.62
23970 - Woodcraft Worker	21.62
23980 - Woodworker	16.63
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.63
24580 - Child Care Center Clerk	16.15
24610 - Chore Aide	10.00
24620 - Family Readiness And Support Services Coordinator	14.25
24630 - Homemaker	16.75
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	26.10
25040 - Sewage Plant Operator	20.23
25070 - Stationary Engineer	26.10
25190 - Ventilation Equipment Tender	18.37
25210 - Water Treatment Plant Operator	20.23
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.43
27007 - Baggage Inspector	12.66
27008 - Corrections Officer	21.30
27010 - Court Security Officer	23.26
27030 - Detection Dog Handler	19.43
27040 - Detention Officer	21.30
27070 - Firefighter	22.39
27101 - Guard I	12.66
27102 - Guard II	19.43
27131 - Police Officer I	24.58
27132 - Police Officer II	28.24
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63
28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	22.60
29020 - Hatch Tender	22.60
29030 - Line Handler	22.60
29041 - Stevedore I	20.82
29042 - Stevedore II	23.68

30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	36.27
30011 - Air Traffic Control Specialist, Station (HFO) (2)	25.01
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	27.54
30021 - Archeological Technician I	17.82
30022 - Archeological Technician II	19.87
30023 - Archeological Technician III	25.95
30030 - Cartographic Technician	25.95
30040 - Civil Engineering Technician	23.78
30061 - Drafter/CAD Operator I	18.72
30062 - Drafter/CAD Operator II	20.94
30063 - Drafter/CAD Operator III	24.60
30064 - Drafter/CAD Operator IV	30.26
30081 - Engineering Technician I	20.95
30082 - Engineering Technician II	23.53
30083 - Engineering Technician III	26.31
30084 - Engineering Technician IV	32.61
30085 - Engineering Technician V	39.88
30086 - Engineering Technician VI	48.25
30090 - Environmental Technician	23.50
30210 - Laboratory Technician	22.36
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	20.71
30362 - Paralegal/Legal Assistant II	25.69
30363 - Paralegal/Legal Assistant III	31.38
30364 - Paralegal/Legal Assistant IV	37.97
30390 - Photo-Optics Technician	27.33
30461 - Technical Writer I	21.27
30462 - Technical Writer II	25.98
30463 - Technical Writer III	31.44
30491 - Unexploded Ordnance (UXO) Technician I	23.05
30492 - Unexploded Ordnance (UXO) Technician II	27.89
30493 - Unexploded Ordnance (UXO) Technician III	33.43
30494 - Unexploded (UXO) Safety Escort	23.05
30495 - Unexploded (UXO) Sweep Personnel	23.05
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	24.35
30621 - Weather Observer, Senior (2)	26.38
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	12.50
31030 - Bus Driver	18.19
31043 - Driver Courier	12.71
31260 - Parking and Lot Attendant	9.53
31290 - Shuttle Bus Driver	14.69
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	14.69
31362 - Truckdriver, Medium	17.18
31363 - Truckdriver, Heavy	18.42
31364 - Truckdriver, Tractor-Trailer	18.42
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.11
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratory Animal Caretaker II	11.73
99310 - Mortician	29.98
99410 - Pest Controller	15.13
99510 - Photofinishing Worker	11.59
99710 - Recycling Laborer	16.51
99711 - Recycling Specialist	20.27
99730 - Refuse Collector	14.64
99810 - Sales Clerk	11.87
99820 - School Crossing Guard	12.51
99830 - Survey Party Chief	21.61
99831 - Surveying Aide	13.43

99832 - Surveying Technician	20.54
99840 - Vending Machine Attendant	13.68
99841 - Vending Machine Repairer	17.76
99842 - Vending Machine Repairer Helper	13.68

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential

and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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GENERAL POST ORDERS

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410
07/18/2008
EPS ZONE #2
DISTRICT I

GENERAL POST ORDERS

1. Posts will be conducted in accordance with the Department of Housing and Urban Development's (HUD) contract specifications, General Services Administration (GSA), Federal Protective Service (FPS) **Contract Guard Manual**, special alert bulletins and/or special orders approved by the Director, Office of Security and Emergency Planning (OSEP), or his/her designee.
2. At the start of each shift all guards shall read post orders to become familiar with duties and shall sign (in red) the **Officers Operations Log, GSA Form 1103**, acknowledging a thorough understanding of the post orders. The guards must also read and understand all memoranda, entry letters, special pertinent security request notices. Should a guard have any question regarding post orders or special orders etc., he/she shall contact the shift supervisor immediately for clarification.
3. All orders are subject to revision under emergency conditions.
4. Guards shall be familiar with (GSA) **Rules and Regulations Governing Public Building and Grounds**. See Section I of the Officer Duty Book. The guards are responsible for knowing the policies and procedures of the HUD Building as directed by OSEP.
5. Guard shall not accept packages, boxes or any parcels from any person, at any time, for any reason.
6. No eating, chewing gum, use of personal cell phones, use of Government phones, reading or using computers, for other than official government business, is permitted while on duty.
7. Guards shall not engage in personal conversations with HUD staff or visitors while standing their post.
8. Guards are to be helpful and courteous to visitors and staff but not to the point of distraction.
Issues requiring an extended period of time to satisfy should be referred to a Supervisor for disposition.

REPORTING INCIDENTS:

1. Guards will immediately report all incidents to FPS MEGA Center on (202) 708-1111.
2. For additional information and instructions contact OSEP on (202) 708-2914.
3. Guards shall immediately notify a Supervisor if an abandoned or otherwise suspicious package is encountered.

EMERGENCIES:

1. For Emergency Instructions involving Fires, Bomb Threats, Medical Emergencies, and the location of the utility cut-offs, see Section A of the **Officer Duty Book**.
2. Report all emergency situations to the GSA/FPS MEGA Center on 708-1111. Notify the appropriate office contacts as shown on the Emergency Call Listing. The guard is also to contact the Physical Security Office on (202) 708-2914.

HAZARDOUS CONDITIONS:

1. Guards will immediately report to OSEP all potentially hazardous conditions, which may lead to personal injury, death or damage to property.
2. All notifications will be made to OSEP (202) 708-2914 during business hours and to the MEGA Center on (202) 708-1111 after hours. Also, contacts for Building Emergencies, as shown on the current emergency call list must be notified of incidents occurring after hours.
3. All incidents or unusual occurrences such as damage to personal property, graffiti, stuck elevators, request for escort service, must be included on **GSA Form 1103**, and maintained at each post.

ADMITTANCE AFTER BUSINESS HOURS:

1. Building After Business Hours are as follows:
 - 1900 to 0630 HOURS - MONDAY THROUGH FRIDAY
 - 24 HOURS PER DAY - SATURDAY, SUNDAY AND HOLIDAYS.
- a) The procedure for entrance to the HUD headquarters building after business hours is as follows:
 - 1) The guard(s) on duty at the entrance control post will be responsible for (1) being familiar with the admittance procedures for the HUD Building and (2) the various types of credentials issued by HUD.
 - 2) All HUD employees, contractors, and visitors entering the HUD headquarters building must enter through the Visitors Center Screening Area located in the Southeast Lobby, present a valid pictured identification card [driver's license, Military ID, Work related ID (government or non-government), passport, etc.] and sign in at the guards desk. The guard(s) will check all IDs and maintain a record of

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time of arrivals and departures from building on GSA Form 139. All entries are to be made in ink and neatly printed except for the signature block.

- 3) Guards will telephone the office to announce the visitor. Visitors must be escorted by a HUD employee at all times while in the building. Escort does not apply to other federal employees visiting the HUD cafeteria, gym or credit union, with proper credit union credentials.
- 4) Contractor employees must also have a memo on file indicating location of work assignment of area being visited during security hours. This procedure does not apply to permanent assignment on site contractors.
- 5) If a person has no "Government ID," a memorandum in written or e:mail form from the office that they will be visiting must be on file with the Security Supervisors Office prior to admittance.
- 6) Everyone, with the exception of the Secretary, Deputy Secretary, and those Special Agents assigned to the Physical Security Office, will be required to sign the GSA Form 139. Guard is also required to verify arrival and departures times and signature on GSA Form 139 to match those on the ID Card.
- 7) Dependents of HUD employees wishing to enter with their parents or guardian must have their names entered onto the GSA Form 139 and verified by the guard, and the parent(s) must sign in the signature block.
- 8) Prior to admittance to the HUD building, **all** persons must pass through the magnetometer and packages must pass through the Line-Scan X-ray machine. If for some reason, a package cannot be x-rayed, it must be scanned using the hand wand or the contents visually inspected. If for any reason, a person refuses to have packages scanned or inspected; the guard is to notify a supervisor immediately.
- 9) Verify that the information contained on the GSA Form 139 agrees with employee's identification (HUD, GSA or Authorization memorandum/letter).
- 10) Assure that all GSA Form 139's are in proper order and neatly arranged. Each group will consist of that post's logs placed in order by month, day and page number.
- 11) After Business hours do not permit any unauthorized persons into the HUD Building. A HUD employee must accompany all visitor(s) into the building. HUD employee will verify visitors' line entry and initial for accuracy. Also visitor(s) must show a picture ID for entrance. All children will be signed in by the authorized HUD employee (parent or guardian); on the GSA Form 139. The guard(s) shall initial in column "g" of the GSA Form 139, verifying the children's names and employee entry.
- 12) Do not permit deliveries of any kind through the entrance after business hours unless authorized by the OSEP.
- 13) Do not accept delivery of mail, except as directed by the OSEP.

ADMITTANCE DURING BUSINESS HOURS:

1. Building Business hours are 0630 to 1900 Hours, Monday through Friday, excluding, Saturday, Sunday and Holidays.

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The guard(s) on duty at the entrance control post shall be responsible for (1) familiarity with the admittance procedures for the building; and (2) the various types of credentials issued by HUD or GSA.

All visitors/guest entering the HUD building must go to the Visitor Center Screening Area near the front door of the North and South entrances. Visitor must have current photo ID, such as a driver's license, Military ID, Work related ID (government or non-government), passport, etc. The visitor/guest will be required to sign visitors log for entry and Guard will verify information on log with ID presented.

Guard will telephone the office to announce the visitor/guest and get approval from visiting office for admittance.

After approval, guest/visitor will exchange an ID for a HUD visitor's badge.

All visitors/guests will be provided an escort, from visiting center, by a HUD employee of the visiting office.

Escort procedures do not apply to federal employees visiting the HUD cafeteria, gym or credit union, with proper photo I.D. and credit union credentials.

GUARDS ARE DIRECTED TO SCRUTINIZE ALL I.D. CARDS PRESENTED TO THEM FOR INSPECTION. IF I.D.'s ARE ATTACHED TO CLOTHING OR SUSPENDED FROM THE BODY OF THE PERSON REQUESTING TO GAIN ADMITTANCE, YOU ARE NOT TO TOUCH BUT ASK VISITOR TO REMOVE FROM CLOTHING FOR CLOSER INSPECTION.

All hand bags, briefcases, packages, etc. will be screened through a "Line-scan Systems One X-Ray" and hand inspected, if needed.

Visitors with disabilities shall be ushered past the walk through metal detector. Guard(s) shall utilize a hand held wand for screening visitors with disabilities.

Guard(s) shall immediately alert supervisor(s) of suspicious persons and/or belongings. Security supervisor(s) shall bring all suspicious activity to the immediate attention of the Director, Physical Security Office.

NOTE: THE ONLY EXCEPTION TO THE ANNOUNCEMENT CALL SHALL BE V.I.P. GUEST PREVIOUSLY CLEARED WITH SECURITY AND VISITORS TO THE HUD FEDERAL CREDIT UNION AND THE CAFETERIA.

NON-GOVERNMENT VISITORS, MESSENGERS AND CONTRACTORS:

1. AT ALL TIMES

- (a) Visitors, messengers and contractors shall enter through Northeast and Southeast Entrances. Messengers/Contractors with deliveries will be met at the Northeast or Southeast entrance only. A HUD employee will come down and accept delivery from the Northeast or Southeast entrance.
- (b) One doorway each at Northeast and Southeast entrances will be designed as the "Entrance for Visitors and Persons with Disabilities. Two other doorways will be designated as a HUD employee entrance, and will be available to all persons exiting the building.

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(c) All must walk through a “Sentry AT” metal detector. Security will use hand-held “Sentry LHS” weapons detectors for body searches as necessary.

PROPERTY MANAGEMENT CONTROL:

1. Persons removing Government or personal property must possess a valid Property Pass, OF-7, or follow occupying agency property removal procedures. See specific instructions in Section I, of the Officer Duty Book.
2. Persons removing property must present valid identification containing the same name as that appearing on the OF-7. Guard will assure that authorized official’s name, as shown on the OF-7, agrees with attached listing.

FOUND PROPERTY:

1. Guard(s) is responsible for receiving, securing and accounting for all found property turned in at that post. See Section I, of the Officer Duty Book for instructions. See Security Contract Procedures for complete Lost and Found Instructions.
2. For inquires on found HUD or other Government ID cards, guard(s) shall provide instructions to bring ID card to Post One (1) Lost and Found. Security, on-site supervisor shall turn in all ID cards to GTR within 24 hours.

KEY CONTROL:

1. Guards are responsible for the security of the building keys.
2. Patrol keys issued to the contractor shall be signed for by the supervising contract guard, on a Custody Receipt for Government Property on Personal Charge, HUD Form 26. Temporary issuance to the receiving guard must be logged appropriately on the Record of Keys Issued, GSA Form 138.
3. Special issue keys shall only be issued to persons authorized; in writing, by the OSEP. Key issuance authorization will be found, Section I, Officers Duty Book.
4. Person(s) receiving special issue keys shall present satisfactory identification and complete appropriate entries on a GSA Form 138 prior to receiving the key(s).
5. Guard(s) must ensure that issuance of keys are documented on GSA Form 138.

BUILDING ALARMS AND SURVELLIANCE EQUIPMENT:

For security problems in suites 10000 (Secretary) and 10100 (Deputy Secretary):

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SEE THE EMERGENCY CALL LIST AFTER BUSINESS HOURS AND CONTACT OSEP DURING OFFICE BUSIESS HOURS. ALL OTHER ALARM PROBLEMS SEE EMERGENCY CALL LIST UNDER SECURITY NUMBER DURING AFTER BUSINESS HOURS AND OSEP BUSINESS HOURS.

ALARM LOCATIONS:

Special patrol coverage will be afforded the area/spaces where alarms are inoperative; and/or those areas/spaces where special requests are made. Documentation of checks will be made on GSA Form 1103.

Video surveillance equipment covers Suites 10000 and 10100; building perimeter; all street level stairways; and parking garage entrances, at the basement level. The monitors for surveillance equipment are located in the Command Center (Post 12).

BUILDING EMERGENCIES:

Guard(s) shall notify the Physical Security Office, and appropriate HUD personnel (see attached Emergency Call List) of any emergencies related to building security and/or operations as follows:

Fire and Sprinkler System	Snow
Parking Garage	Ice
Day Care Center	Bomb Threat
Building Operations	Terrorist
Floods	Armed Confrontation
Elevator (people trapped)	
Electrical	

WARRANT/SUMMONS PROCEDURES:

1. All warrants to be issued to HUD employees are to be issued at Post 12 (Command Center).
2. The Project Manager will assist process servers with Civil Warrants. The Project Manager will call and request the employee to come to the Security Command Center where serving of the warrant can be handled privately. **Security staff members are never to sign or receive warrants or any type of legal document from process servers, for HUD employees or the Department.**
3. All criminal arrest warrants will be served jointly through the FPS and warrant server. No phone calls shall be made to employees advising them that they are being served a criminal warrant.
4. Any situations concerning warrants or summons that are not covered above shall be addressed through the Physical Security Office.
5. The Office of Physical Security shall be notified when a criminal arrest warrant is being served in the HUD Building.

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SPECIAL ORDERS
POST 1
SECURITY COMMAND CENTER

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0001 to 2400 HOURS, SUNDAY – SATURDAY
INCLUDING HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Monitors all video surveillance equipment, directs guards to problem areas, and keeps records of all recorded surveillance tapes.
3. Must be trained in the operations of all video recording equipment, CCTV systems, two-way radio, and HUD Hardware cc: mail messages.
4. Contacts the appropriate personnel in case of an emergency. All communications to Federal Protective Service will originate at this post and recorded on GSA Form 1103.
5. Receives all work authorizations sent by cc: mail system and alerts appropriate post(s).
6. Receives, issues, inventories, and controls all firearms. Ensures that all firearms records, GSA Form 1051, are fully completed and serial numbers are verified.
7. Collects, maintains, and forwards all GSA Forms 1103 daily to the Physical Security Office by 0730 hours each work day.
8. Controls access to the loading dock between the hours of 1900 and 0600. Voice and visual contact are required before the door can be opened. If both have not been established, dispatch the roving guard to investigate before the door is raised.
9. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
10. Remains mentally and physically alert at all times.
11. Report all suspicious individuals immediately to supervisor(s), who will inform the Physical Security Office.

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POST 2
PROJECT MANAGER

HUD BUILDING
451 7TH STREET, SW
Washington, DC 20410

DUTY HOURS: 0600 to 1600 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. Ensures that all posts are occupied with qualified personnel, performing the required duties in complete uniform with stipulated equipment and materials.
2. Ensures that all guards use HUD ID to access the building. Access for guards shall be the same as for HUD personnel.
3. Project Manager is responsible to ensure that guards under his/her supervision display proper decorum and professionalism at all times.
4. Monitors guards relief breaks to ensure they do not exceed fifteen (15) minutes each morning and afternoon.
5. In an emergency, contacts all guards to advise them of the nature of the emergency. Remains in radio contact with the Emergency Security Coordinator (ESC). Confirms that security personnel have completed assignments in accordance with the Occupant Emergency Plan (OEP) dated June 2002. During an emergency evacuation, particular attention should be given to the following:
 - a. Dispatch a guard to ensure that Day Care Center children and employees are evacuated
 - b. Ensures that guards are dispatched to elevators in north and south lobbies for evacuation of handicapped persons
6. Must be trained in the operations of the electronic lock system in the Secretary's Suite, room 10000 and Deputy Secretary's Suite, room 10100.
7. Ensures all electronic doors are opened and closed at scheduled times, and properly secured Saturday, Sunday, and Holidays.
8. Trains all guards in security matters, HUD alarm systems, post orders, and special orders for upcoming events.
9. Patrols entire Building with special attention to office space including the sub-basement (two patrols daily, one in the a.m. and one in the p.m.).
10. Monitors pedestrian traffic around the entire perimeter of the building, with security and safe guarding of property in mind.
11. Remains mentally and physically alert at all times.

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12. Report all suspicious individuals immediately to the Physical Security Office.
13. Provide escort service for employees with vehicles parked on the North or South Parking Lots if requested.
14. Perform duties as directed by the Physical Security Office.
15. Will not be used as the relief guard except for extreme emergencies. Emergencies will be documented on GSA Form 1103, Officer's Duty Log.

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POST 3
SHIFT SUPERVISOR

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

**DUTY HOURS: 0001 to 2400 HOURS, , SUNDAY – SATURDAY
INCLUDING HOLIDAYS**

POST TYPE: **ROVING**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. Between 0600 and 0615 hours, will raise both flags and lower them between 1700 and 1715 hours each day.
2. The Shift Supervisor will brief the Security Guards on any pertinent information pertaining to post assignment, special events, and building operations, prior to assuming their assignment.
3. The Shift Supervisor will inspect guards for uniform and appearance standards as well as equipment operation (radios, flashlights, batons, handcuffs, etc.)
4. Patrols entire Building with special attention to office space including the sub-basement.
5. Shift Supervisor is responsible to ensure that guards under his/her supervision display proper decorum and professionalism at all times.
6. In an emergency, ensure that all guards advised them of the nature of the emergency. Remains in radio contact with the Emergency Security Coordinator (ESC). Confirms that security personnel have completed assignments in accordance with the Occupant Emergency Plan (OEP) dated June 2002. During an emergency evacuation, particular attention should be given to the following:
 - a. Dispatch a guard to ensures that Day Care Center children and employees are evacuated
 - b. Ensures that guards are dispatched to elevators in north and south lobbies for evacuation of handicapped persons
7. Refers all drivers of authorized vehicles to Southeast Entrance to login.
8. Monitors pedestrian traffic around the entire perimeter of the Building, with security and safe guarding of property in mind.
9. During spring/summer/fall seasons at 0815 hours, unlock observation deck door and secure door at 1715 hours, Monday – Friday (excluding Holidays).
10. Remain mentally and physically alert at all times.
11. Must be trained in the operation of the electronic lock system in the Secretary's Suite, Room 1000 and Deputy Secretary's Suite, Room 10100.
12. Perform duties as directed by the Physical Security Office.

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13. At 1900 hours, activate the electronic locking device for the Northeast lobby and at 1930 for the Northwest lobby doors. Verifies that doors are secured.
14. Patrols the suites behind the glass doors (both corridors) periodically during security hours. Guards must indicate on the log maintained at Post 4 whether or not suites were secure or employees are working. If suites are unsecured and no one is working then secures the area and indicates on GSA Form 1103, Officers Duty Log, for Post 7 at the time area was secured.
15. Monitor all opening and closing of the loading dock after 1900 hrs.
16. Provide escort service for employees with vehicles parked on HUD property.
17. Starting at 2130 hours, special patrol coverage will be afforded the areas/spaces where alarms are inoperative; and/or those areas/spaces where special request are made. Documentation of checks will be made on GSA Form 1103.
18. On Saturdays, Sundays, and Holidays, will open the loading dock electronic gate for the U. S. Mail Truck. Remain at the loading dock until the truck departs and then secure the dock.

WINTER PROCEDURES FOR ASSISTING HOMELESS PERSON:

1. Patrols the exterior perimeter of the Building when inclement weather is present (in accordance with the snow removal plan).
2. Invites homeless persons(s) into the Building and calls the Hypothermia Hot Line Telephone No. (202) 399-7093, for vehicle pickup to take homeless person(s) to available shelter.
3. If homeless person(s) refuses to go through the security metal detection system, the homeless person(s) shall be invited to wait in the outer, heated vestibule of the Southeast Entrance.
4. If homeless person(s) refuses to accompany the guard into the building, then call immediately the hot line and request pickup assistance. Escort the attendant(s) to the homeless person(s) location and assist as appropriate.
5. In the event that the guard is unable to handle the situation, call Federal Protective Service on (202) 708-1111, if necessary.
6. Document all information on daily log sheets particularly if the homeless person(s) refuses assistance.
7. Be courteous and compassionate.

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POST 4
SOUTHEAST LOBBY
LINE SUPERVISOR

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS- 0630 to 1430 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED / ROVER**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

6. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
7. Inspects all equipment (X-ray machines, magnetometers, monitors, phones, etc.) located in Southeast lobby daily to ensure proper operation. Immediately notify Security Command Center of any equipment malfunction.
8. Line Supervisor shall be thoroughly familiar with General Post Orders and Special Post Orders for Posts 4A, 4B, 4C and 4D.
9. Monitors Posts 4A, 4B, 4C and 4D to ensure all guards are in proper uniform and standing their posts in accordance with General and Special Orders for those posts.
10. Intervenes in all entry problems encountered in lobby. Line supervisor will be familiar with all procedures concerning damaged cards, deactivated cards and mismatch of ID photos to individual.
11. Line Supervisor is responsible to ensure that guards under his/her supervision display proper decorum and professionalism at all times. Line Supervisor is responsible to ensure conversations between guards, visitors, and HUD staff is kept to a minimum and does not distract the guard from his assigned duties.
12. Immediately notifies Security Command Center in case of an emergency.
13. Line Supervisor is to be thoroughly familiar with the HUD Occupant Emergency Plan (June 2002). Ensures that security responsibilities as outlined in the plan are carried out during an emergency requiring a building evacuation.
14. Ensures that all doors are properly secured and protected during lockdown situations.
15. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
16. Remains mentally and physically alert at all times.
17. Report all suspicious individuals, packages or situations immediately to supervisor.

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POST 4-A
SOUTHEAST LOBBY DESK

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0001 to 2400 HOURS, SUNDAY THRU SATURDAY
INCLUDING HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Monitors all pedestrian traffic entering and exiting the Southeast entrance.
3. All visitors entering the HUD headquarters building must present a valid pictured identification card [driver's license, Military ID, Work related ID (government or non-government), passport, etc.] and sign in at the guards desk. The guard(s) will check all IDs and maintain a record of purpose of visit, room number, phone number, date and time of arrival and departure, and the escort person's name on GSA Form 139. All entries are to be made in ink and neatly printed except for the signature block.
4. Guards will telephone the HUD office to announce the visitor. Visitors must be escorted by a HUD employee at all times while in the building.
5. Escort does not apply to other federal employees visiting the HUD cafeteria, gym or credit union. Visitors wanting to use the credit union must present a valid HUD Credit Union Identification, prior to gaining entrance into the building. (Credit Union Hours 0830 to 1500).
6. Contractor employees performing maintenance on the building during security hours must also have a memo on file indicating location of work assignment or area being visited. This procedure does not apply to permanent assignment on site contractors.
7. Everyone, with the exception of the Secretary, Deputy Secretary, and those Special Agents assigned to the Physical Security Office, will be required to sign the GSA Form 139. Guard is also required to verify arrival and departures times and signature on GSA Form 139 to match those on the ID Card.
8. Verify that the information contained on the GSA Form 139 agrees with employee's identification (HUD, GSA or Authorization memorandum/letter).
9. Dependents of HUD employees wishing to enter with their parents or guardian must have their names entered onto the GSA Form 139 and verified by the guard, and the parent(s) must sign in the signature block.
10. Prior to admittance to the HUD building, **all** persons must pass through the magnetometer and packages must pass through the Line-Scan X-ray machine. If for some reason, a package cannot be X-rayed, it

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must be scanned using the hand wand or the contents visually inspected. If for any reason, a person refuses to have packages scanned or inspected, guard is to notify a supervisor immediately.

11. Guard is to ensure that no prohibited items are come into the Building. Report immediately all suspicious belongings to supervisor(s), who will inform the Physical Security Office.
12. Individuals with crutches, wheelchairs, or motorized carts will be scanned with a hand wand scanner. Assist person with disabilities.
13. People stating medical reasons, for not going through the metal detector, will be scanned by a hand wand. Bring any problems to the immediate attention of the Supervisor who will notify the Physical Security Office, if necessary.
14. Visiting VIPs and their associates, who are visiting the Secretary, Deputy Secretary, and Assistant Secretaries (e.g. Congressperson, Governor or Mayor), are escorted by the Security Command Center or designated Staff from the Secretary's visiting office. The visiting office will notify the Physical Security Office and the Security Command Center in advance to expedite their visit.
15. Issues visitors badges using approved media and procedures.
16. Report all suspicious individuals immediately to supervisor(s), who will inform the Office Physical Security.
17. Assures that all persons exiting with Government or personally equipment surrender OF-7 (Property Pass). Check authorizing official's name on OF-7 to be sure it agrees with the approval listing
18. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
19. Be courteous at all times.

DURING SECURITY HOURS: 1900 TO 0630

1. Notify the 24 hour building engineer on duty of any person(s) entering the Building between 1700 to 0630 hours (Monday-Friday) or 0001 to 2400 (Saturday, Sunday or Holidays) to do work on mechanical equipment. Use the in-house radio or pager system to notify the engineer.
2. If the Secretary is in his/her office at 2000 hours, the guard will assume the duties of Post 7-A. After the Secretary departs the guard will secure the doors and return to the Southeast Entrance, Post 4-A duties.

WINTER PROCEDURES FOR ASSISTING HOMELESS PERSON:

1. When the temperatures are 32 degrees and below, the guard will provide assistance to Post 3.
2. Invites homeless persons(s) into the Building and calls the Hypothermia Hot Line Telephone No. (202) 399-7093, for vehicle to take homeless person(s) to available shelter.
3. If homeless person(s) refuses to go through the security metal detection system, the homeless person(s) shall be invited to wait in the outer, heated vestibule of the Southeast Entrance.
4. If homeless person(s) refuses to accompany the guard into the building, immediately call the hot line and request pickup assistance. Escort the attendant(s) to the homeless person(s) location and assist as appropriate.
5. In the event that the guard is unable to handle the situation, call Federal Protective Service on (202) 708-1111.

Section J

6. Document all information on daily log sheets particularly if the homeless person(s) refuses assistance.
7. Be courteous and compassionate.

Section J

POST 4-B
SOUTHEAST LOBBY
ID CONTROL

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0630 TO 1900 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003 (October 2003)

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Monitors the computer screen to make sure the picture ID's match the person entering the building.
3. Directs persons with ID problems (damaged card, inactive ID status, photo mismatch, etc..) to the Line Supervisor to be handled appropriately.
4. Remains mentally and physically alert at all times. Immediately report unauthorized entry into lobby to Supervisor.
5. Report all suspicious individuals immediately to Line Supervisor.
6. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
7. Be courteous.

Section J

POST 4-C
**SOUTHEAST LOBBY
X-RAY / GREETER**

**HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410**

DUTY HOURS: 0630 to 1900 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Robert -E. Langston

DATE: April 2003

During periods of high traffic in lobby, guard will man the Line-Scan X-ray System and perform the following duties:

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED
2. Must be thoroughly trained in using the Line-Scan X-ray Systems, Sentries AT (walk-through metal detector) and Sentries LHS (hand held metal detector).
3. Operate the Line-Scan X-ray Systems and assure that all hand carried items are X-rayed. Prior to admittance to the HUD building, **all** persons must pass through the magnetometer and packages must pass through the Line-Scan X-ray machine. If for some reason, a package cannot be X-rayed, it must be scanned using the hand wand or the contents visually inspected. If for any reason, a person refuses to have packages scanned or inspected, guard is to notify a
4. Guard is to e belongings t
5. Individuals person with
6. People statin any problem necessary.
7. Report all su

This Post De-Activated 10/28/03.

Guard Re-Deployed as Roving Post 7C

mediately all suspicious

nd wand scanner. Assist

nned by a hand wand. Bring cal Security Office, if

During periods of inactivity, Guard shall perform Greeter as follows:

1. Assist with monitoring all pedestrian traffic entering and exiting the Southeast entrance, handling those needing special assistance with entrance into the building.
 - a. Ensure that all hand carried items go through the linescan X-ray system, handling those cases that require additional attention.

Section J

- b. Ensures that all employees and visitors walk through the “Sentry AT” metal detector. Uses hand scanner for body searches as needed.
 - c. Ensures no prohibited items are coming into the Building. Report immediately all suspicious belongings to supervisor(s), who will inform the Physical Security Office.
 - d. Assist ID control (Post 4-C) with turnstile issues (i.e., inoperable HUD ID cards, ID discrepancies, etc.).
2. Assist those individuals with crutches, wheelchairs, or motorized carts, by scanning with a hand wand scanner. Assist person with disabilities.
 3. Assist with individuals who state that they have medical reasons for not wanting to walk through the metal detector; scan by a hand wand. Bring any problems to the immediate attention of the supervisor.
 4. Reports all suspicious individuals immediately to Line Supervisor
 5. Assures that all persons exiting with Government or personally equipment surrender OF-7 (Property Pass). Check authorizing official’s name on OF-7 to be sure it agrees with the approval listing.
 6. Be courteous

Section J

POST 4-D
**SOUTHEAST LOBBY
X-RAY**

**HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410**

**DUTY HOURS: 0001 to 2400 HOURS, SUNDAY – SATURDAY
INCLUDING HOLIDAYS**

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: November 2, 2002

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED
2. Must be thoroughly trained in using the Line-Scan X-ray Systems, Sentries AT (walk-through metal detector) and Sentries LHS (hand held metal detector).
3. Operate the Line-Scan X-ray Systems and assure that all hand carried items are X-rayed. Prior to admittance to the HUD building, **all** persons must pass through the magnetometer and packages must pass through the Line-Scan X-ray machine. If for some reason, a package cannot be X-rayed, it must be scanned using the hand wand or the contents visually inspected. If for any reason, a person refuses to have packages scanned or inspected, guard is to notify a supervisor immediately.
4. Guard is to ensure that no prohibited items are come into the Building. Report immediately all suspicious belongings to supervisor(s), who will inform the Physical Security Office.
5. Individuals with crutches, wheelchairs, or motorized carts will be scanned with a hand wand scanner. Assist person with disabilities.
6. People stating medical reasons, for not going through the metal detector, will be scanned by a hand wand. Bring any problems to the immediate attention of the Supervisor who will notify the Physical Security Office, if necessary.
7. Report all suspicious individuals immediately to Line Supervisor.
8. Be courteous at all times.

Section J

POST 5

**NORTHEAST / NORTHWEST LOBBY
LINE SUPERVISOR**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS- 0630 to 1430 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED / ROVER**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Inspects all equipment (X-ray machines, magnetometers, monitors, phones, etc.) located in Northeast and Northwest lobbies daily to ensure proper operation. Immediately notify Security Command Center of any equipment malfunction.
3. Line Supervisor shall be thoroughly familiar with General Post Orders and Special Post Orders for Posts 5A, 5B, 5C, 5D, 6A, and 6B.
4. Monitors Posts 5A, 5B, 5C, 5D, 6A, and 6B to ensure all guards are in proper uniform and standing their posts in accordance with General and Special Orders for those posts.
5. Ensures that lobby opens promptly at 6:30 AM.
6. Intervenes in all entry problems encountered in lobby. Line supervisor will be familiar with all procedures concerning damaged cards, deactivated cards and mismatch of ID photos to individual.
7. Line Supervisor is responsible to ensure that guards under his/her supervision display proper decorum and professionalism at all times. Line Supervisor is responsible to ensure conversations between guards, visitors, and HUD staff is kept to a minimum and does not distract the guard from his assigned duties.
8. Immediately notifies Security Command Center in case of an emergency.
9. Line Supervisor is to be thoroughly familiar with the HUD Occupant Emergency Plan (June 2002). Ensures that security responsibilities as outlined in the plan are carried out during an emergency requiring a building evacuation.
10. Ensures that all doors in Northeast and Northwest lobbies are properly secured when lobbies are closed. Ensures that all doors are properly secured and protected during lockdown situations.
11. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
12. Remains mentally and physically alert at all times.
13. Report all suspicious individuals, packages or situations immediately to supervisor.

Section J

POST 5-A
NORTHEAST LOBBY DESK

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: : 0630 TO 1900 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Monitors all pedestrian traffic entering and exiting the Southeast entrance.
3. All visitors entering the HUD headquarters building must present a valid pictured identification card [driver's license, Military ID, Work related ID (government or non-government), passport, etc.] and sign in at the guards desk. The guard(s) will check all IDs and maintain a record of purpose of visit, room number, phone number, date and time of arrival and departure, and the escort person's name on GSA Form 139. All entries are to be made in ink and neatly printed except for the signature block.
4. Guards will telephone the HUD office to announce the visitor. Visitors must be escorted by a HUD employee at all times while in the building.
5. Escort does not apply to other federal employees visiting the HUD cafeteria, gym or credit union. Visitors wanting to use the credit union must present a valid HUD Credit Union Identification, prior to gaining entrance into the building. (Credit Union Hours 0830 to 1500).
6. Everyone, with the exception of the Secretary, Deputy Secretary, and those Special Agents assigned to the Physical Security Office, will be required to sign the GSA Form 139. Guard is also required to verify arrival and departures times and signature on GSA Form 139 to match those on the ID Card.
7. Verify that the information contained on the GSA Form 139 agrees with employee's identification (HUD, GSA or Authorization memorandum/letter).
8. Dependents of HUD employees wishing to enter with their parents or guardian must have their names entered onto the GSA Form 139 and verified by the guard, and the parent(s) must sign in the signature block.
9. Prior to admittance to the HUD building, **all** persons must pass through the magnetometer and packages must pass through the Line-Scan X-ray machine. If for some reason, a package cannot be X-rayed, it must be scanned using the hand wand or the contents visually inspected. If for any reason, a person refuses to have packages scanned or inspected, guard is to notify a supervisor immediately.

Section J

10. Guard is to ensure that no prohibited items are brought into the Building. Report immediately all suspicious belongings to supervisor(s), who will inform the Physical Security Office.
11. Individuals with crutches, wheelchairs, or motorized carts will be scanned with a hand wand scanner. Assist person with disabilities.
12. People stating medical reasons, for not going through the metal detector, will be scanned by a hand wand. Bring any problems to the immediate attention of the Supervisor who will notify the Physical Security Office, if necessary.
13. Visiting VIPs and their associates, who are visiting the Secretary, Deputy Secretary, and Assistant Secretaries (e.g. Congressperson, Governor or Mayor), are escorted by the Security Command Center or designated Staff from the Secretary's visiting office. The visiting office will notify the Physical Security Office and the Security Command Center in advance to expedite their visit.
14. Issue visitor badges using approved media and procedures.
15. Report all suspicious individuals immediately to supervisor(s), who will inform the Office Physical Security.
16. Assure that all persons exiting with Government or personally owned equipment surrender OF-7 (Property Pass). Check authorizing official's name on OF-7 to be sure it agrees with the approval listing.
17. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
18. Be courteous at all times.

DURING SECURITY HOURS: 1900 TO 0630

This post is not operational during security hours

WINTER PROCEDURES FOR ASSISTING HOMELESS PERSON:

1. When the temperatures are 32 degrees and below, the guard will provide assistance to Post 3.
2. Invite homeless persons(s) into the Building and call the Hypothermia Hot Line Telephone No. (202) 399-7093, for vehicle to take homeless person(s) to available shelter.
3. If homeless person(s) refuses to go through the security metal detection system, the homeless person(s) shall be invited to wait in the outer, heated vestibule of the Southeast Entrance.
4. If homeless person(s) refuses to accompany the guard into the building, immediately call the hot line and request pickup assistance. Escort the attendant(s) to the homeless person(s) location and assist as appropriate.
5. In the event that the guard is unable to handle the situation, call Federal Protective Service on (202) 708-1111.
6. Document all information on daily log sheets particularly if the homeless person(s) refuses assistance.
7. Be courteous and compassionate.

Section J

POST 5-B
NORTHEAST LOBBY
ID CONTROL

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0630 TO 1900 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003 (Rev. October 2002)

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Monitors the computer screen to make sure the picture ID's match the person entering the building.
3. Directs persons with ID problems (damaged card, inactive ID status, photo mismatch, etc.) to the Line Supervisor to be handled appropriately.
4. Remains mentally and physically alert at all times. Immediately report unauthorized entry into lobby to Supervisor.
5. Report all suspicious individuals immediately to supervisor(s), who will contact the Physical Security Office, if necessary.
6. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
7. Be courteous.

Section J

POST 5-C
**NORTHEAST LOBBY
X-RAY / GREETER**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0630 to 1900 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Robert -E. Langston

DATE: April 2003

During periods of high traffic in lobby, guard will man the Line-Scan X-ray System and perform the following duties:

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED
2. Must be thoroughly trained in using the Line-Scan X-ray Systems, Sentrie AT (walk-through metal detector) and Sentrie LHS (hand held metal detector).
3. Operate the Line-Scan X-ray Systems and assure that all hand carried items are X-rayed. Prior to admittance to the HUD building, **all** persons must pass through the magnetometer and packages must pass through the Line-Scan X-ray machine. If for some reason, a package cannot be X-rayed, it must be scanned using the hand wand or the contents visually inspected. If for any reason, a person refuses to have packages scanned or inspected, guard is to notify a supervisor immediately.
4. Guard is to ensure that no prohibited items are come into the Building. Report immediately all suspicious belongings to supervisor(s), who will inform the Physical Security Office.
5. Individuals with crutches, wheelchairs, or motorized carts will be scanned with a hand wand scanner. Assist person with disabilities.
6. People stating medical reasons, for not going through the metal detector, will be scanned by a hand wand. Bring any problems to the immediate attention of the Supervisor who will notify the Physical Security Office, if necessary.
7. Report all suspicious individuals immediately to Line Supervisor.

During periods of inactivity, Guard shall perform Greeter as follows:

1. Assist with monitoring all pedestrian traffic entering and exiting the Southeast entrance, handling those needing special assistance with entrance into the building.
2. Ensure that all hand carried items go through the linescan X-ray system, handling those cases that require additional attention.

Section J

3. Ensures that all employees and visitors walk through the “Sentry AT” metal detector. Uses hand scanner for body searches as needed.
4. Ensures no prohibited items are coming into the Building. Report immediately all suspicious belongings to supervisor(s), who will inform the Physical Security Office.
5. Assist ID control (Post 4-C) with turnstile issues (i.e., inoperable HUD ID cards, ID discrepancies, etc.).
6. Assist those individuals with crutches, wheelchairs, or motorized carts, by scanning with a hand wand scanner. Assist person with disabilities.
7. Assist with individuals who state that they have medical reasons for not wanting to walk through the metal detector; scan by a hand wand. Bring any problems to the immediate attention of the supervisor.
8. Reports all suspicious individuals immediately to Line Supervisor
9. Assures that all persons exiting with Government or personally equipment surrender OF-7 (Property Pass). Check authorizing official’s name on OF-7 to be sure it agrees with the approval listing.
10. Be courteous.

Section J

POST 5-D
**NORTHEAST LOBBY
X-RAY**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0630 TO 1900 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: November 2, 2002

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED
2. Must be thoroughly trained in using the Line-Scan X-ray Systems, Sentries AT (walk-through metal detector) and Sentries LHS (hand held metal detector).
3. Operate the Line-Scan X-ray Systems and assure that all hand carried items are X-rayed. Prior to admittance to the HUD building, **all** persons must pass through the magnetometer and packages must pass through the Line-Scan X-ray machine. If for some reason, a package cannot be X-rayed, it must be scanned using the hand wand or the contents visually inspected. If for any reason, a person refuses to have packages scanned or inspected, guard is to notify a supervisor immediately.
4. Guard is to ensure that no prohibited items are come into the Building. Report immediately all suspicious belongings to supervisor(s), who will inform the Physical Security Office.
5. Individuals with crutches, wheelchairs, or motorized carts will be scanned with a hand wand scanner. Assist person with disabilities.
6. People stating medical reasons, for not going through the metal detector, will be scanned by a hand wand. Bring any problems to the immediate attention of the Supervisor who will notify the Physical Security Office, if necessary.
7. Report all suspicious individuals immediately to Line Supervisor.
8. Be courteous at all times.

Section J

POST 6-A
NORTHWEST LOBBY
ID CONTROL

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0600 TO 1930 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003 (Rev October 2003)

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Monitors the computer screen to make sure the picture ID's match the person entering the building.
3. Directs persons with ID problems (damaged card, inactive ID status, photo mismatch, etc..) to the Line Supervisor to be handled appropriately.
4. Remains mentally and physically alert at all times. Immediately report unauthorized entry into lobby to Supervisor.
5. Report all suspicious individuals immediately to supervisor(s), who will contact the Physical Security Office, if necessary.
6. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
7. Be courteous.

Section J

POST 6-B
**NORTHWEST LOBBY
X-RAY**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0600 to 1930 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: November 2, 2002

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED
2. Must be thoroughly trained in using the Line-Scan X-ray Systems, Sentries AT (walk-through metal detector) and Sentries LHS (hand held metal detector).
3. Operate the Line-Scan X-ray Systems and assure that all hand carried items are X-rayed. Prior to admittance to the HUD building, **all** persons must pass through the magnetometer and packages must pass through the Line-Scan X-ray machine. If for some reason, a package cannot be X-rayed, it must be scanned using the hand wand or the contents visually inspected. If for any reason, a person refuses to have packages scanned or inspected, guard is to notify a supervisor immediately.
4. Guard is to ensure that no prohibited items are come into the Building. Report immediately all suspicious belongings to supervisor(s), who will inform the Physical Security Office.
5. Individuals with crutches, wheelchairs, or motorized carts will be scanned with a hand wand scanner. Assist person with disabilities.
6. People stating medical reasons, for not going through the metal detector, will be scanned by a hand wand. Bring any problems to the immediate attention of the Supervisor who will notify the Physical Security Office, if necessary.
7. Report all suspicious individuals immediately to Line Supervisor.
8. Be courteous at all times.

Section J

POST 7-A
BUILDING EXTERIOR
ROVING GUARD

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0001 to 2400 HOURS, SUNDAY – SATURDAY
INCLUDING HOLIDAYS

POST TYPE: Roving

ISSUED BY: Michael T. Zelaska

DATE: April 2003 (Rev 10/28/03)

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. From 0630 to 1900 the roving security officer will conduct walking inspection of southeast building exterior, grounds, entrance to Motor Pool (SW Entrance) and south parking lot.
3. From 1900 to 0630 the roving guard will conduct a walking inspection of the entire building exterior, grounds, and parking lots.
4. Guard will conduct communication checks with Control Center at least every half hour.
5. Will perform other duties as specified in General Services Administration (GSA), Federal Protective Service (FPS) Contract Guard Manual, special alert bulletins and/or special orders approved by the Chief, Physical Security or his/her designee.
6. Activities as directed by Supervisor or HUD Office of Security and Emergency Planning Director Physical Security Office.
7. Will provide escort after-hours for all HUD employees to their automobiles, if time permits.
8. Escort service is only permitted for garage and parking lot areas, not off premises.
9. Immediately Report all suspicious individuals and/or vehicles immediately to supervisor.
10. Immediately report unusual activity on HUD property or adjacent buildings to supervisor.
11. Remains mentally and physically alert at all times
12. Be courteous.

Section J

POST 7-B
BUILDING INTERIOR
ROVING GUARD

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0600 TO 1930 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **Roving**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. The roving security officer will conduct a walk through inspection of HUD facility on an on-going basis during each shift.
3. Will perform other duties as specified in General Services Administration (GSA), Federal Protective Service (FPS) Contract Guard Manual, special alert bulletins and/or special orders approved by the Chief, Physical Security or his/her designee.
4. Remains constantly in touch with the Command Center.
5. Responds to incidents in the Building.
6. Will perform other activities as directed by Supervisor or Director Physical Security Office.
7. Will assist with all HUD employees who are locked out of their offices.
8. Report all suspicious individuals immediately to supervisor(s), who will contact the Physical Security Office, if necessary.
9. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
10. Remains mentally and physically alert at all times
11. Be courteous.

Section J

POST 7-C
BUILDING EXTERIOR
ROVING GUARD

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: : O630 to 1900 HOURS, SUNDAY – SATURDAY
INCLUDING HOLIDAYS

POST TYPE: **Roving**

ISSUED BY: Michael T. Zelaska

DATE: October 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. From **0630 to 0930 hours**, this post Northwest Lobby Greeter.
 - a. As a Greeter, the officer will assist Post 6A (ID Control) and Post 6B (X-Ray) in the performance of their duties by intervening in all entry problems encountered in lobby. The officer will be familiar with all procedures concerning damaged cards, deactivated cards and mismatch of ID photos to individual.
 - b. The officer will be familiar with procedures to be followed should a weapon or other contraband be discovered during screening activities.
3. From **0930 to 1900** hours this is an exterior roving post.
 - a. As a Roving Guard, the officer will conduct walking inspection of northeast building exterior, grounds, entrance to L'Enfant Plaza and north parking lot.
4. Guard will conduct communication checks with Control Center at least every half hour.
5. Will perform other duties as specified in General Services Administration (GSA), Federal Protective Service (FPS) Contract Guard Manual, special alert bulletins and/or special orders approved by the Chief, Physical Security or his/her designee.
6. Activities as directed by Supervisor or HUD Office of Security and Emergency Planning Director Physical Security Office.
7. Will provide escort after-hours for all HUD employees to their automobiles, if time permits.
8. Escort service is only permitted for garage and parking lot areas, not off premises.
9. Immediately Report all suspicious individuals and/or vehicles immediately to supervisor.
10. Immediately report unusual activity on HUD property or adjacent buildings to supervisor.
11. Remains mentally and physically alert at all times
12. Be courteous.

Section J

POST 8-A
**OUTSIDE LOADING DOCK
ACCESS CONTROL**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0600 to 1900 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Monitors all vehicles entering and exiting the Loading Dock.
3. Guard will lower the barrier when Post 8-B has verified the delivery.
4. Guard shall have driver report to the booth at the stop sign to complete the log-in process (except for HUD assigned permit holders, HUD Government vehicles and U.S. Postal vehicles). Driver must present company and picture identification; fill out and sign loading dock log sheet; and exchange appropriate photo identification for a HUD visitor's badge.
5. Controls the loading dock parking area and assure that permit holders and HUD Government vehicles are parking in assigned spaces, permits are displayed, log time of arrival and departure are documented.
6. Issues temporary parking permits for authorize companies.
7. Ensures that ignition key and parking permit are in all stacked vehicles parked.
8. Moves vehicle within the loading dock area as circumstances warrant.
9. Assures that all persons exiting with Government or personal equipment surrender OF-7 (Property Pass).
10. Checks authorizing official's name on OF-7 to be sure it agrees with the approved listing.
11. No person is permitted to walk down the ramp at the loading dock to enter the Building – Foot traffic must go through the Northeast or Southeast Entrance.
12. Never should there be two (2) guards or visitors in any booth.
13. Report all suspicious individuals immediately to supervisor(s), who will inform the Chief, Physical Security Office
14. Be courteous.

Section J

15. No vehicle will be allowed in the loading dock without documents that will verify bulk deliveries or approved authorization from the Security Control Office.
16. Upon completion of screening process: fill out loading dock log; grant approval to enter the load dock; raise the gate; and allow entry. Gate shall be immediately lowered after vehicle passes.
17. No messenger deliveries are permitted through the loading dock. Direct messenger deliveries to the Southeast or Northeast entrance.
18. When notification of Secretary/Deputy Secretary's arrival or departure, all entry/exit processing is delayed.
19. GUARD WILL OPERATE THE CONTROLS FOR THE BARRIER!
20. At 1900 hours, radio Security Control Center to secure loading dock door, lower the gate, leave in down position, and secure booth.

Section J

POST 8-B
INSIDE LOADING DOCK

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0700 to 1800 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED/ROVING**

ISSUED BY: Michael T. Zelaska

DATE: November 22, 2001

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Guard will ascertain the POC for delivery verification; after verifying delivery schedule, guard will inspect the content of vehicle and contact Post 8A for entry into loading dock. A complete security search will be conducted as FPS security level mandates.
3. Assures that all persons exiting with Government or personal equipment surrender OF-7 (Property Pass). Checks authorizing official's name on OF-7 to be sure it agrees with the approved listing.
4. No person is permitted to walk down the ramp at the loading dock to enter the Building – Foot traffic must go through the Northeast or Southeast Entrance.
5. Never should there be two (2) guards or visitors in any booth.
6. Report all suspicious individuals immediately to supervisor(s), who will inform the Chief, Physical Security Office
7. When notification of Secretary/Deputy Secretary's arrival or departure, all entry/exit processing is delayed.
8. No vehicle will be allowed in the loading dock without documents that will verify bulk deliveries or approved authorization from the Security Control Office.
9. Upon completion of screening process: fill out loading dock log; grant approval to enter the load dock; notify Post 8A that personnel is authorized for entry. Barrier is operated be by Post 8A only.
10. YOU WILL MONITOR THE RAISING AND LOWERING OF THE BARRIER. ENSURE THAT VEHICLES ENTERING MOVE ONLY WHEN BARRIER IS DOWN AND THE ARM IS UP.
11. No messenger deliveries are permitted through the loading dock. Direct messenger deliveries to the Southeast or Northeast entrance.
12. At 1800 hours, secure booth and report to Post 1.

Section J

POST 8-C
**LOADING DOCK
X-RAY**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0630 to 2130 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED/ROVING**

ISSUE BY: Michael T. Zelaska

Date: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Ensure that loading dock X-ray is operational during duty hours.
3. Ensure that all mail deliveries are X-rayed and inspected properly.
4. Ensure that the dock entrance is clear during the Secretary and Deputy's entry/exit to the building. You will stand by and ensure that the door is opened for their arrival or departure.
5. Make periodic patrols of loading dock, inspecting area for any unauthorized persons or suspicious package or activity.
6. Remains mentally and physically alert at all times, observing everything that takes place within sight and hearing.
7. Report all suspicious packages immediately to supervisor(s), who will inform the Physical Security Office.
8. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
9. Be courteous.

Section J

POST 9-A
**PARKING GARAGE
OUTSIDE ENTRANCE CONTROL**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 2041

DUTY HOURS: 0600 to 2100 HOURS, MONDAY – FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Ensures that all vehicles entering the garage are inspected with the bomb detector mirror before entering the garage.
3. Ensures that all vehicles entering the garage have authorized and current parking permits.
4. Ensures that all passengers entering the garage have appropriate HUD identification badges.
5. Remain alert at all times. Report any suspicious persons or activities that could potentially be a threat to the HUD building or occupants.
6. Report all suspicious individuals immediately to supervisor(s), who will inform the Physical Security Office. **DO NOT ALLOW ENTRANCE INTO GARAGE, UNTIL SUPERVISOR OR DIRECTOR, PHYSICAL SECURITY DIRECTS.**
7. At 1900 Hours, report to Post 5-A.

Section J

POST 9-B
**NORTH LOT
PARKING CONTROL**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0600 TO 1900 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. During periods of heightened threat levels, inspects all vehicles with bomb mirror detector to prevent any hazardous materials from entering HUD premises.
3. Monitors all vehicles for authorized parking permits. No vehicle will be allowed to park without proper HUD parking permit authorization.
4. During periods of heightened threat levels, ensures that all passengers entering the lot have appropriate HUD identification badges.
5. Ensures that no vehicle is allowed to wait on lot to pickup passengers, and unless the person is handicapped or disabled and requires assistance in entering or exiting the vehicle.
6. Must be visible, at all times, to deter theft, tampering and vandalism of vehicles.
7. Remain alert at all times. Report any suspicious persons or activities that could potentially be a threat to the HUD building or occupants.
8. Be courteous.
9. Never two guards or visitors in booth.
10. Secure parking lot at 1900 hours.

Section J

POST 9-C
**SOUTH LOT
PARKING CONTROL**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0600 TO 1900 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. During periods of heightened threat levels, inspects all vehicles with bomb mirror detector to prevent any hazardous materials from entering HUD premises.
3. Monitors all vehicles for authorized parking permits. No vehicle will be allowed to park without proper HUD parking permit authorization.
4. During periods of heightened threat levels, ensures that all passengers entering the lot have appropriate HUD identification badges.
5. Ensures that no vehicle is allowed to wait on lot to pickup passengers, and unless the person is handicapped or disabled and requires assistance in entering or exiting the vehicle.
6. Must be visible, at all times, to deter theft, tampering and vandalism of vehicles.
11. Remain alert at all times. Report any suspicious persons or activities that could potentially be a threat to the HUD building or occupants.
7. Be courteous.
8. Never two guards or visitors in booth.
9. Secure parking lot at 1900 hours.

Section J

POST 9-D
**NORTH BASEMENT
GARAGE EXIT CONTROL**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0600 TO 1900 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Ensure that all HUD employees entering building have their I.D. visible.
3. NO VISITORS ALLOWED AT THIS ENTRANCE.
4. Must be visible, at all times to deter theft and vandalism of HUD property.
5. Assures that all persons exiting with Government or personal equipment surrender OF-7 (Property Pass). Checks authorizing official's name on OF-7 to be sure it agrees with the approved listing.
6. Report all suspicious individuals immediately to supervisor(s), who will inform the Physical
7. Security Office.
8. Remain mentally and physically alert at all times.
9. Be courteous.

Section J

POST 9-E
**SOUTH BASEMENT
GARAGE EXIT CONTROL**

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0600 TO 1900 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Ensure that all HUD employees entering building have their I.D. visible.
3. NO VISITORS ALLOWED AT THIS ENTRANCE.
4. Must be visible, at all times to deter theft and vandalism of HUD property.
5. Assures that all persons exiting with Government or personal equipment surrender OF-7 (Property Pass). Checks authorizing official's name on OF-7 to be sure it agrees with the approved listing.
6. Report all suspicious individuals immediately to supervisor(s), who will inform the Physical
7. Security Office.
8. Remain mentally and physically alert at all times.
9. Be courteous.

Section J

**POST 10-A
SECRETARY'S SUITE
ENTRANCE**

***HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410***

**DUTY HOURS: 0630 to 2000 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS**

POST TYPE: **FIXED-A1 ARMED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Monitors all pedestrian traffic entering and exiting the Office of the Secretary.
3. All HUD employees, authorized to enter through the glass doors, must use card to scan to enter behind the doors; or HUD employees on the access list may show I.D. and be cleared in by the guard. All others must show HUD identification and identify the person they are going to see. Guard will call and verify info and escort person through door. If a HUD employee is without his/her identification and must attend a meeting or is visiting behind the glass doors, the guard must clear him/her with the office receiving the employee before admitting through the glass doors. This office must also provide an escort.
4. HUD employees working behind the glass doors must show HUD identification except the Secretary, Deputy Secretary. Should an employee be without his/her identification and the Post guard is very familiar with this person, the guard may allow employee to enter. If the guard feels it necessary to clear a HUD employee who works behind the glass doors, the guard is to call Deborah Malone, or Marianne DeConti, or Marcella Belt on (202) 708-3750.
5. All outside visitors must have the appropriate visitor badge and the guards will clear him/her with the office receiving the visitor before admitting through the glass doors.
6. Ensures that no hand carts, trash carts, hand trucks, flat beds or similar type wheel vehicles are allowed behind glass door area without permission from Marcella Belt's office.
7. Report all suspicious individuals immediately to supervisor(s), who will inform the Physical Security Office.
8. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
9. Upon Secretary's entry and exit, you will stand and open the door.
10. Be courteous.
11. Secure doors at 2000 hours.
12. During a building evacuation, such as a fire alarm, you will enter the area behind the glass doors and ensure that the occupants are aware that an alarm has sounded and they are to evacuate the building.

Section J

POST 10-B
DEPUTY SECRETARY'S SUITE
ENTRANCE

HUD BUILDING
451 7TH STREET, SW
WASHINGTON, DC 20410

DUTY HOURS: 0700 to 2000 HOURS, MONDAY - FRIDAY
EXCLUDING SATURDAY, SUNDAY AND HOLIDAYS

POST TYPE: **FIXED**

ISSUED BY: Michael T. Zelaska

DATE: April 2003

1. DO NOT LEAVE THIS POST UNTIL PROPERLY RELIEVED!
2. Monitors all pedestrian traffic entering and exiting the Office of the Deputy Secretary.
3. All HUD employees, authorized to enter through the glass doors, must use card to scan to enter behind the doors; or HUD employees on the access list may show I.D. and be cleared in by the guard. All others must show HUD identification and identify the person they are going to see. Guard will call and verify info and escort person through door. If a HUD employee is without his/her identification and must attend a meeting or is visiting behind the glass doors, the guard must clear him/her with the office receiving the employee before admitting through the glass doors. This office must also provide an escort.
4. HUD employees working behind the glass doors must show HUD identification except the Secretary, Deputy Secretary. Should an employee be without his/her identification and the Post guard is very familiar with this person, the guard may allow employee to enter. If the guard feels it necessary to clear a HUD employee who works behind the glass doors, the guard is to call the Deputy Secretary's Office on (202) 708-0123, or the General Counsel's Office on (202) 708-2244, or Congressional and Intergovernmental Relations' Office on 708-0005, whichever office the employee works.
5. All outside visitors must have the appropriate visitor badge and the guards will clear him/her with the office receiving the visitor before admitting through the glass doors.
6. Ensures that no hand carts, trash carts, hand trucks, flat beds or similar type wheel vehicles are allowed behind glass door area without permission from Marcella Belt's office.
7. Report all suspicious individuals immediately to supervisor(s), who will inform the Physical Security Office.
8. Ensure that proper protocol is rendered to the Secretary, Deputy Secretary and Principal Staff, at all times.
9. Upon Deputy Secretary's entry and exit, Guard will stand and open the door.
10. Be courteous.
11. Secure doors at 2000 hours.
12. During a building evacuation, such as a fire alarm, you will enter the area behind the glass doors and ensure that the occupants are aware that an alarm has sounded and they are to evacuate the building.

Section J

Standards of Conduct

1. General. The Contractor shall maintain satisfactory standards of employee competency, conduct, personal appearance, and integrity.
2. Removal from Contract. The Government reserves the right to have the Contractor remove any employee from the Contract for failure to comply with standards of conduct. The SCO shall evaluate guard and supervisory performance and will base all removal requests on these evaluations. The Contractor will take immediate action to replace such an employee so as to maintain continuity of services at no additional cost to the Government.
3. Appearance. The Government requires a favorable image and considers it to be a major asset of a protective force. The employee's attitude, courtesy, and job knowledge is also influential in creating this favorable image. All Contract employees are required to wear uniforms, as described under Uniforms, while on duty. Contractor employees shall also comply with hair/beard/ mustache lengths and styles currently acceptable with the security and law enforcement agencies in the Metropolitan Washington, D.C., area. The Contractor may obtain specific guidance from the SCO. The goal is to present a positive image to the public.
4. Neglect of Duties. Neglect of duties will not be condoned and requires the Contractor to immediately remove the employee from the Contract. Neglect includes sleeping while on duty, abandoning post, unreasonable delays or failure to carry out assigned tasks, conducting personal affairs during duty hours, refusing to render assistance, and failing to uphold security of the work site.
5. Disorderly Conduct. Disorderly conduct will not be condoned and requires the Contractor to immediately remove the employee from the Contract. The use of abusive or offensive language, gestures, quarreling, intimidation by words, actions, or fighting is considered disorderly conduct. Also prohibited is participation in disruptive activities that interfere with the normal efficient operations of the Government.
6. Intoxicants and Controlled Substances. The Contractor shall not allow any employee (while on duty or when reporting for duty) to possess, sell, consume, or be under the influence of intoxicants, illegal drugs, or any substances, which produce similar effects.
7. Criminal Actions. Contractor employees may be subject to criminal actions in certain circumstances. These include, but are not limited to:
8. Falsification or unlawful concealment, removal, mutilation or destruction of any official documents or records; or concealment of material facts by willful omission from official documents or records.
9. Unauthorized use of Government property, theft, assault, and vandalism.
10. Deliberate security violations, espionage, and related activities.
11. Uniforms. In order to promote easy identification for HUD personnel, other Federal Officials, and the general public, all Guard personnel shall abide by the following:
 - a. Uniforms shall conform to standards used for GSA, FPS Officers, as shown in the Contract Guard Operations Manual.
 - b. Any uniform part or accessory not prescribed in Contract Guard Operations Manual or provided herein, or authorized in the Contract, shall not be worn.
 - c. Supervisors and Security Guards who are not in proper uniform may be replaced at the discretion of the GTR. The GTR will notify the Project Manager or Supervisor of reasons for replacement.

Section J

- d. Supervisors and Security Guards who are out of uniform more than twice may be subject to permanent removal from the Contract.
- e. All items of clothing shall fit well (i.e., not too big, short, tight, or loose) and be clean, neat and pressed to give the Security Guard a professional appearance at all times. All accessories shall be kept clean and polished. The Contractor, as allowed in the Department of Labor Service Contract Labor Wage Determination, shall pay cleaning, pressing, and repair/replacement costs of uniforms. Shoes shall be black (high gloss) low quarter or high topped, lace types with a plain toe and standard heel. Shoes shall be kept shined. Metal taps are not permitted on the sole or heels of shoes.
- f. The uniform shall only be worn when the Security Guard is on official duty.
- g. Shoulder patches with Contractor identification not larger than 4 inches by 4 inches shall be worn on the uniform's left shoulder (shirt and Jacket). No other Contractor identification is to be worn or displayed on the uniform.
- h. The U.S. Flag shoulder patch not larger than 4 inches by 4 inches shall be worn on the uniform's right shoulder (shirt and jacket).
- i. While on duty, Security Guards and Supervisors shall not wear any jewelry, i.e., in their nose, eyebrows, ears, etc. Security Guards may wear "flat stud" earrings with pierced ears. Wearing of necklaces, beads, chains, bracelets, religious insignia, etc., are prohibited.
- j. Rings shall be limited to a wedding ring, engagement ring, and/or a class ring. Wristwatches may be worn with the exception of "ornamental" and loose fitting watches.
- k. Only prescription eyeglasses may be worn with the uniform. Sunglasses or darkly tinted glasses shall not be worn inside the building without a medical exemption.

Section J

POST DUTY HOURS

Old Post	New Post No.	Location	Function	Type	Armed	Coverage		Total Daily Hours
12	Post 1	Command	Command Center	Fixed	AD	7 Days/Week including Holidays	24 Hour Coverage	24
9	Post 2	Supervisory	Project Manager	Fixed	AD	Monday - Friday	6:00 AM – 4:00 PM	10
7	Post 3	Supervisory	Shift Supervisor	Rover	AD	7 Days/Week including Holidays	24 Hour Coverage	24
28	Post 4	Southeast Lobby	Line Supervisor	Fixed / Rover	AD	Monday - Friday	7:00 AM – 3:00PM	8
1	Post 4a	Southeast Lobby	Desk	Fixed	AD	7 Days/Week including Holidays	24 Hour Coverage	24
20	Post 4b	Southeast Lobby	ID Control	Fixed	AD	Monday-Friday	6:30 AM – 7:00 PM	12.5
13	Post 4c	Southeast Lobby	Greeter / X-Ray	Fixed	AD	Monday-Friday	6:30 AM – 7:00 PM	12.5
14	Post 4d	Southeast Lobby	X - Ray	Fixed	AD	7 Days/Week including Holidays	24 Hour Coverage	24
22	Post 5	Northeast Lobby	Line Supervisor	Fixed / Rover	AD	Monday-Friday	6:30 AM – 2:30 PM	8
2	Post 5a	Northeast Lobby	Desk	Fixed	AD	Monday-Friday	6:30 AM – 7:00 PM	12.5
21	Post 5b	Northeast Lobby	ID Control	Fixed	AD	Monday-Friday	6:30 AM – 7:00 PM	12.5
18	Post 5c	Northeast Lobby	Greeter / X-Ray	Fixed	AD	Monday-Friday	6:30 AM – 7:00 PM	12.5
17	Post 5d	Northeast Lobby	X - Ray	Fixed	AD	Monday-Friday	6:30 AM – 7:00 PM	12.5
3	Post 6	Northwest Entrance (Plaza)	ID Control	Fixed	AD	Monday-Friday	6:00 AM – 7:30 PM	13.5
26	Post 6a	Northwest Entrance (Plaza)	X - Ray	Fixed	AD	Monday-Friday	6:00 AM – 7:30 PM	13.5

Section J

Old Post	New Post No.	Location	Function	Type	Armed	Coverage		Total Daily Hours
15	Post 7a	Building Exterior	Rover	Rover	AD	7 Days/Week including Holidays	24 Hour Coverage	24
11	Post 7b	Building Exterior	Rover	Rover	AD	Monday-Friday	6:00 AM – 7:30 PM	13
6	Post 8a	Loading Dock	Access Control	Fixed	AD	Monday-Friday	6:00 AM – 7:00 PM	13
19	Post 8b	Loading Dock	Inside Control	Fixed / Rover	AD	Monday-Friday	7:00 AM – 6:00 PM	11
10	Post 8c	Loading Dock	X - Ray	Fixed / Rover	AD	Monday-Friday	6:30 AM– 9:30 PM	15
8	Post 9a	Parking Garage	Outside Entrance Control	Fixed	AD	Monday-Friday	6:00 AM – 9:00 PM	15
25	Post 9b	North Parking Lot	Parking Control	Fixed	AD	Monday-Friday	6:00 AM – 7:00 PM	13
24	Post 9c	South Parking Lot	Parking Control	Fixed	AD	Monday-Friday	6:00 AM – 7:00 PM	13
22	Post 9d	North Basement	Garage Exit Control	Fixed	AD	Monday-Friday	6:00 AM – 7:00 PM	13
23	Post 9e	North Basement	Garage Exit Control	Fixed	AD	Monday-Friday	6:00 AM – 7:00 PM	13
4	Post 10a	10 th Floor	Security Suite Entrance	Fixed	AD	Monday-Friday	6:30 AM – 8:00 PM	13.5
5	Post 10b	10 th Floor	Deputy Secretary Suite Entrance	Fixed	AD	Monday-Friday	7:00 AM – 8:00 PM	13.5
	Post 11	Child Care Center		Fixed / Rover	AD	Monday - Friday	6:30 AM - 6:30 PM	12

OPERATIONAL RULES FOR HUD PARKERS

PARKING STICKER SALES

Permit sales will take place during the last four (4) days of each quarter. The parking supervisor will utilize the Parking Control System (PCS) and a list of eligible parkers when selling and issuing parking authorization stickers.

Persons designated as disabled will be scheduled appointments to acquire their parking stickers.

Authorized permit holders must present their HUD identification cards in order to purchase their parking sticker. Eligible parkers who will be unavailable during the sales period, should arrange to have someone purchase their parking sticker.

GENERAL INFORMATION

Prices: Quarterly: Automobile and Vans \$120.93, Motorcycles \$30.23
Daily: \$6.04
Weekly: \$16.12
Monthly: \$40.31
(Daily, weekly, and monthly rate applies to automobiles and vans)

Payment: Cash, check or money order, made payable to _____.

Returned Checks: **Permit sticker price plus** _____, payable in cash or money order **Only**.

Late Fee: No late fee currently imposed

Refund: No refunds. (Partial quarterly parkers should notify OSEP, Parking Management at (202) 708-XXXX, xXXXX for the prorated cost).

Replacement Fees: Permit \$5.00, cash or check payable to HUD

ACCESS TO HUD PARKING FACILITIES

Only authorized HUD permit holders, car pool riders, and official visitors will be allowed access to the garage or parking lots. Permit holders must observe the 5 mile per hour speed limit in the garage.

Authorized permit holders are to show their HUD identification cards to the security guard stationed at the garage entrance. Depending on the level of security in effect, vehicles will be searched inside as well as outside.

In order to access the garage, authorized permit holders place HUD identification card close to the card reader to activate the gate arm and to open the door of the garage entrance. The same procedure is to be followed to exit the garage. **"Piggy Backing" (following the car in front of you to avoid card swipe) is not allowed when exiting the garage.** If damage to a vehicle is caused by such "piggy backing", HUD will not be held liable for any damage to that vehicle. If HUD property is damaged because of "piggy backing" by a patron's vehicle, that patron may be held liable for damage to the property. Upon entering the garage or lots, all vehicles must display a permit with the current permit sticker. Failure to do so could result in the vehicle being identified as unauthorized and denial of access to the parking facilities.

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Authorized permit holders who are not in possession of their HUD Identification will be admitted for parking by the security command center. The security command center will confirm via the access control system and the Authorized Permit Holder's List that the driver is an authorized parker.

To access the building from the garage, permit holders/carpoolers are to take the North or South stairwell up to the outside plaza and enter the building through the main entrances.

ACCESS TO THE NORTH AND SOUTH LOTS

Permit holders must stop at the metal barricade and present their HUD identification card to the security guard. You must have your permit visibly displayed when entering either of these lots.

ACCESS TO THE LOADING DOCK

Loading Dock parking is for vehicles authorized for commercial and official business only.

VISITOR PARKING

Visitors are to stop at the metal barricade and present identification to the security guard. The security guard will check the visitor's name against the visitor list for that day. After making the determination that they are authorized to park, the security guard will lower the barricade and allow them to enter.

The security guards in the booths and the parking supervisor will obtain from the GTM or designated representative, a list of authorized visitors for a given period (day, week, etc.). The security guard will refer to the list when validating parking reservations.

The security guard will maintain a **visitor-parking log**. The log will list, at a minimum, the visitor's name, estimated time of arrival, type of vehicle, license plate information, actual time of arrival and approximate time of departure. All visitor-parking, authorized by the OSEP Parking Management, will be logged in the **visitor-parking log** daily. A copy of the visitor log from the previous day will be given to the GTM or designated representative each morning.

Visitors who have not received prior parking approval from OSEP Parking Management will be requested to wait at the security booth until their reservations have been verified. The security guard will record in the visitor log, the visitor's name, destination, room number and ID or driver's license. The attendant will then contact OSEP for further instructions.

KEY CONTROL

A key control system will be implemented as a preventive measure against keys being misplaced, lost or stolen when left in the care of a parking attendant or in the parked vehicle by an authorized permit holder. This system will provide additional security and minimize the possibility of auto theft.

A list of authorized parkers will be maintained in the supervisor's office for all valid permit holders that are authorized to park within the garage. A list of authorized parkers will also be maintained at the north and south parking lots for the vehicles that are authorized to park at those locations.

The card files will contain Key ID tags arranged by permit number with the following information provided: the name and phone number of the vehicle's driver, the make, model and color of the vehicle. This information will be updated as required.

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At 6:30 p.m., all remaining keys from the locked box and keys that were left in the vehicles, will be collected by the assistant parking supervisor and submitted to the security guard at the southeast entrance of the building for pick-up by the owner.

One-part of a two-part receipt of keys collected will be retained by the assistant parking supervisor and the other part will be retained by the security guard.

LOCK AND KEY SERVICE

The Contractor will use the services of various locksmith companies to provide emergency lock and key services. Should an attendant lose the keys to a vehicle or lock the keys in a vehicle, the parking supervisor or assistant supervisor will immediately notify the GTM or designated representative, the permit holder, and Security Command Center.

The parking supervisor or assistant will notify a lock and key company of the required service. This service will be at the expense of Contractor. The Contractor will provide all pertinent information regarding the vehicle to include the make, model and year of the vehicle, if known. Additionally, the parking supervisor will generate a report for each incident and provide the original to the GTM or designated representative and retain a copy for the records.

Should a permit holder require lock and key service, the parking supervisor will contact a lock and key company. The permit holder will be responsible for the cost of the service.

PARKING IN ASSIGNED AREAS

Permit holders are to park only in the area designated by their permits. All garage and lot permits have a letter preceding the permit number. The letter indicates where the permit holder's designated parking area is located.

Example: A-### parks on Level A in the garage

B-### parks on Level B in the garage

C-### parks on Level C in the garage

S-#### parks on the south lot

N-#### parks on the north lot

Violations will be issued to permit holders who park outside of their designated areas. Permit holders must observe reserved spaces at all times.

UNAUTHORIZED MOVEMENT OF VEHICLES

HUD parkers are not to move any vehicle other than their own. For assistance in moving a vehicle or vehicles that may be blocking a vehicle, notify the parking attendant at the assigned parking level. The parking attendant at each post is instructed to notify Security if they observe any one other than the vehicle owner entering or operating vehicle while at HUD.

ACCIDENTS

Accidents that are the fault of the parking attendants will be reported to the parking supervisor as soon as the accident occurs. The supervisor or assistant supervisor will then inform the permit holder, the Security Project Manager, and OSEP Parking Management Office. The Contractor will incur the cost of the repairs to a vehicle, if the parking attendant is at fault.

Section J

Damages to vehicles must be reported to the parking supervisor before the vehicle is removed from the parking garage or lot. The parking contractor **will not** be liable for damages to vehicles reported after leaving the premises.

The attendant involved will complete an incident report, noting all details surrounding the accident. The report will be submitted to the supervisor upon completion. The permit holder of the damaged vehicle will be provided an accident claim form to be completed and returned to the parking supervisor.

The GTM or designated representative will be provided copies of insurance claim forms by the parking supervisor within 2 working days of receipt. The Contractor will provide in writing, to the permit holder, a decision regarding the insurance claim within 30 days of receipt by the parking supervisor. It is understood that the Contractor agrees to accept liability for all insurance claims not answered within 30 days.

PARKING ETIQUETTE

We ask that you be considerate of others when using the parking facilities. There are a limited amount of parking spaces in the garage and on the outside lots. Please make sure your vehicle is parked within the lines of your particular space. This will give easier access to the space next to yours and lower the risk of someone damaging their vehicle as well as your own vehicle.

In the garage, there are some areas designed to park two or three vehicles in a row. If you are parking in the position closest to the wall, please park as close to the wall as possible to leave enough room to stack two or three vehicles in those particular rows.

If you park in a space directly in front of another vehicle, **it is very important that you leave your key in the vehicle and the doors unlocked.** There are instances throughout the day when the person driving the vehicle parked behind yours may have to leave and need the attendant to move your vehicle to let them out. People are constantly leaving for emergencies, meetings, etc.

Parking permits must be visibly displayed, with current sticker, in the vehicle at all times, otherwise a violation ticket will be issued or the vehicle may be towed at the owner's expense.

EMERGENCY RESPONSE

The parking supervisor or the assistant supervisor will contact the OSEP Parking Management Office and the Security Control Center of an emergency.

In the event of fire, the parking attendant will immediately locate and activate the nearest fire alarm, then notify the parking supervisor or the assistant supervisor. Fire extinguishers are located in both the North and South lot booths and strategically placed in the garage on all levels.

When emergencies occur after normal work hours, the attendant will contact the Security Control Center.

Section J

SECURITY GUARD FORCE
EMERGENCY RE-DEPLOYMENT

Red Alert Level

- 1 Notify all post of increased threat level**
- 2 Brief Supervisors**
- 3 Implement 100% vehicle inspections to include trunks**

- Post 8a Loading Dock Outside Access Control
- Post 9a Parking Garage
- Post 9b North Parking Lot
- Post 9c South Parking Lot

- 4 Close Southeast Lobby / Secure entrance doors**

- 5 Re-deploy Guards as follows:**

- | | | | | |
|---------|--------------------------|---|---------------|----------|
| Post 4 | SE Lobby Line Supervisor | → | Exterior Post | R12 |
| Post 4a | SE Lobby Desk | → | Exterior Post | R1 |
| Post 4b | SE Lobby ID Control | → | Exterior Post | SE Lobby |
| Post 4c | SE Lobby Greeter | → | Exterior Post | R5 |
| Post 4d | SE X-Ray | → | Exterior Post | R9 |
| Post 7a | Exterior Rover | → | SE Lobby | R3 |
| Post 7b | Interior Rover | → | Exterior Post | R6 |

Shelter-in-place

Upon orders from OSEP to Shelter-In-Place:

Section J

1 Recall outside posts and re-deploy as follows:

Post 7b	Interior Rover	→	North Elev Lobby	10	Floor
Post 8a	Loading Dock Outside Access	→	South Elev Lobby	9	Floor
Post 8b	Loading Dock (Inside)	→	Loading Dock SIP Exit North Elev		
Post 8c	Loading Dock X-Ray	→	Lobby	9	Floor
Post 9a	Parking Garage North Parking Lot	→	North Elev Lobby	7	Floor
Post 9b	South Parking Lot	→	Day Care Center		
Post 9c		→	South Elev Lobby	7	Floor

2 Await Order to Lockdown Building

3 Upon orders to Lockdown Building re-deploy posts as follows:

Post 1	Command Center	→	No Change		
Post 2	Project Manager	→	Interior Rover		
Post 3	Shift Supervisor	→	SE Lobby		
Post 4	SE Lobby Line Supervisor	→	South Elev Lobby	5	Floor
Post 5	NE Lobby Line Supervisor	→	North Elev Lobby	4	Floor
Post 10a	10th Floor - Secretary	→	No Change		
Post 10b	10th Floor - Dep. Sec	→	No Change		
Post 4a	SE Lobby Desk	→	South Elev Lobby	2	Floor
Post 4b	SE Lobby ID Control	→	South Elev Lobby	4	Floor
Post 4c	SE Lobby Greeter	→	South Elev	3	Floor

Section J

		→	Lobby	
Post 4d	SE Lobby X-Ray	→	South Elev Lobby	6 Floor
Post 5a	NE Lobby Desk	→	NE Lobby	
	NE Lobby ID Control	→	North Elev Lobby	3 Floor
Post 5b	NE Lobby Greeter	→	North Elev Lobby	2 Floor
Post 5c	NE Lobby X-Ray	→	North Elev Lobby	5 Floor
Post 5d	NW Entrance ID Control	→	NW Lobby	
Post 6a	NW Lobby X-Ray	→	North Elev Lobby	6 Floor
Post 6b	Exterior Rover	→	South Elev Lobby	6 Floor
Post 7a	North Bsmt Gar Entrance	→	Day Care Center	
Post 9d	South Bsmt Gar Entrance	→	No Change	
Post 9e				

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K-1. 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2006)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 561612.
- (2) The small business size standard is \$17 million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

- (b) (1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (c) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (c) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

- (i) Paragraph (c) applies.
- (ii) Paragraph (c) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause #	Title	Date	Change
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**L-2. NOTICE LISTING SOLICITATION PROVISIONS INCORPORATED BY REFERENCE**

The following solicitation provisions pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the FAR provisions at FAR “52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE” in Section L of this solicitation. See FAR 52.252-1 for an Internet address (if specified) for electronic access to the full text of a provision.

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.215-1	INSTRUCTIONS TO OFFERORS- COMPETITIVE ACQUISITION	JAN 2004
2452.209-70	POTENTIAL ORGANIZATIONAL CONFLICTS OF INTEREST	FEB 2000

L-3. 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (OCT 2003)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS+4” followed by the DUNS number or “DUNS+4” that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see [Subpart 32.11](#)) for the same concern.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

- (i) Via the Internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or
- (ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract when contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

- (i) Company legal business name.
- (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (iii) Company physical street address, city, state and ZIP Code.
- (iv) Company mailing address, city, state and ZIP Code (if separate from physical).
- (v) Company telephone number.
- (vi) Date the company was started.
- (vii) Number of employees at your location.
- (viii) Chief executive officer/key manager.
- (ix) Line of business (industry).
- (x) Company Headquarters name and address (reporting relationship within your entity).

L-4. 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm fixed Price contract with some Time & Material/Labor Hour elements, a hybrid contract resulting from this solicitation.

L-6. 52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from: **Maureen Musilli, Contracting Officer.**

Hand-Carried Address: Deliver to HUD Receptionist, 11th Fl North
[Same address as below.]

Mailing Address: U.S. Dept. of Housing & Urban Development
Office of the Chief Procurement Officer
Philadelphia Contracting Operations
The Wanamaker Building, 100 Penn Square East
Philadelphia PA 19107-3380

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L-7. 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

FAR provisions: <http://www.arnet.gov/net>

HUDAR provisions: <http://www.hud.gov/cts/ctshudar.html>

L-8. HUDAR 2452.215-70 PROPOSAL CONTENT (OCT 1999)

(a) Proposals shall be submitted in two parts as described in paragraphs (c) and (d) below. Each of the parts must be complete in itself so that evaluation of each part may be conducted independently, and so the technical and management part may be evaluated strictly on its own merit. Proposals shall be submitted in the format, if any, prescribed elsewhere in this solicitation. Proposals shall be enclosed in sealed packaging and addressed to the office specified in the solicitation. **Offeror's must clearly mark the outside of all packaging, all envelopes express mail packaging, etc. containing the proposal with the following information:**

1. **Offeror's name and mailing address**
2. **The solicitation number**

(b) An original proposal shall be mailed to Bridgette Anderson with 6 hardcopies each of Part I (Technical Proposal) and Part II (Business Proposal) sent to the above mailing address.

(c) Part I - Technical Proposal:

The following three technical factors will be used to evaluate all submitted proposals:

Factor 1: Experience

Factor 2: Past Performance

Factor 3: Qualifications of Key personnel

(d) **Part II-Business Proposal.**

- (1) The offeror shall complete the Standard Form 33, Solicitation, Offer, and Award,
- (2) The offeror shall complete each amendment to the solicitation, if any issued,
- (3) The offeror shall complete Section B-4, Pricing Schedule and Key Personnel, Section I-6 of this solicitation and include them in this Part II.
- (4) The Offeror shall complete the Representations and Certifications provided in Section K of this solicitation and include a statement that the offeror has registered in the Central Contractor Registration (CCR) site and has submitted Annual Representations and Certifications via the On-line Representations and Certifications Application (ORCA) and include them in this Part II.

L-9. HUDAR 2452.233-70 REVIEW OF CONTRACTING OFFICER PROTEST DECISION (FEB 2006)

- (a) In accordance with FAR 33.103 and HUDAR 2433.103, a protester may request an appeal of the Contracting Officer's decision concerning a protest initially made by the protester to the Contracting Officer. The protester must submit a written request for an appeal to the Head of the Contracting Activity (HCA) not later than 10 days after the protestor's receipt of the Contracting Officer's decision (see FAR 33.101 for the definition of "days").
- (b) The HCA shall make an independent review of the Contracting Officer's decision and provide the protester with the HCA's decision on the appeal.

L-10. AS 2102 LIMITATION ON SIZE OF TECHNICAL PROPOSAL

- (a) Offerors shall limit Part I, Technical Proposal, of their initial offers to **fifty (50) pages**, except for the information specifically exempted in paragraph (c). Offerors are cautioned that if Part I of their offers exceeds this page limitation, the Government will evaluate up through the permitted number of pages only. Pages beyond that limit will not be evaluated.
- (b) A page is considered to be one side of a single sheet of 8½" x 11" paper, single spaced, using not smaller than 12 point type font, and having margins at the top, bottom and sides of the page of no less than one inch in width.
- (c) The following information is exempt from the limitation set forth in paragraph (a) – resumes and reference letters noted in factor 3.
- (d) Offerors are encouraged to use recycled paper and to use both sides of the paper (see FAR clause 52.204-4).

L-11. AS 2112 - SPECIAL INSTRUCTIONS REGARDING LOBBYING DISCLOSURES

If the bidder/offeror is required to complete an SF-LLL, Disclosure of Lobbying Activities (see FAR 52.203-11), the offeror shall obtain the form from the Contracting Officer or Contract Specialist identified in the solicitation.

SECTION M - EVALUATION FACTORS FOR AWARD**M - 1 RELATIVE IMPORTANCE OF TECHNICAL AND COST/PRICE FACTORS**

- a) The Government will make an award to the responsible Offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government, cost or price and technical factors considered. The combined relative merit of the technical evaluation factors listed below in Section M will be considered more significant than cost or price in the selection of the Contractor. While the cost or price factor has no numerical weight, it is a significant criterion in the overall evaluation of proposals. The proposed cost/price must be considered reasonable in consideration of the proposed technical approach.
- b) The Government may award a contract to other than the lowest priced Offeror. In the event that two or more Offerors are considered technically equivalent, the evaluated cost or price will become the determinative factor of which proposal is most advantageous to the Government.

M-2. TECHNICAL FACTORS FOR AWARD

All proposals received will be evaluated in accordance with the technical factors listed in this Section. The factors are considered to be of equal importance. The subfactors under Factor 1 are considered to be of equal importance.. Each Offeror shall provide a statement within their proposals that addresses each of the factors and sub-factors listed below. Failure to explicitly address a factor may result in the factor being rated as Unacceptable.

I. FACTOR 1: Experience

Demonstrated experience in performing work that is the same as, or substantially similar to, that required by the contract.

SUBFACTOR 1: Demonstrated experience of Offeror in providing security guard and patrol services to large-scale organizations.

The Offeror has experience in providing security guard and patrol services to an organization with a similar size and number of occupants as the Robert C. Weaver Building.

SUBFACTOR 2: Demonstrated experience of Offeror in providing Parking Operations and Management Services to large-scale organizations.

The Offeror has experience in parking and management services for approximately 600 parking spaces.

II. FACTOR 2: Past Performance

Offeror's (including major subcontractor's) successful and relevant past performance in directing contracts of this type and scope, and accomplishing tasks similar to those described in the Statement of Work. Past performance information should demonstrate proper successful supervision and coordination of work performance of staff, subcontractors, and consultants, compliance with the contract requirements, use of properly trained and qualified personnel, ability to successfully handle daily routine and non-routine issues as they arose, compliance with regard keeping schedules, providing additional services in a timely manner, and timely submission of required reports and paperwork. As noted in Section J, the Contractor must list all relevant contracts and projects performed in the past 3 years (*i.e.*, from the date of solicitation closing) by the staff proposed for this contract. The Offeror shall provide references for those contracts as follows:

- a) contract number;
- b) description of services,
- c) Contracting Officer and Government Technical Representative including telephone numbers;
- d) agency or organization;
- e) dollar amount; and
- f) contract performance period.

III. FACTOR 3. Key Personnel & Staffing Plan

All proposed key personnel must be identified, and each must meet or exceed the training and experience requirements for the position for which each is proposed. In accordance with Section C, Offerors must provide a resume and three references for each key personnel.

In a Staffing Plan, each Offeror must demonstrate its ability to effectively and efficiently manage the proposed contract. An Offeror’s proposal should provide a clear, logical plan for organizing the task, and describe the lines of authority and responsibility of key personnel and management. An Offeror’s Staffing Plan should reflect its proposed approach, and all labor must be described in number of hours and type required per task. The Offeror’s proposed internal quality controls should provide for a thorough, but efficient, quality control of contract. All subcontract work must be identified.

IV. Evaluation Of Proposed Prices/Costs

The Offeror’s cost proposal, while less important than the technical proposal, will be considered in addition to the technical factors for award to determine the proposal most advantageous to the Government. In the event that two or more Offerors are considered technically equivalent, the evaluated cost or price will become the determinative factor of which proposal is most advantageous to the Government. Furthermore, an offeror’s cost proposal will not be considered if it is determined to be unreasonably high.

For evaluation purposes, the Government will evaluate the reasonableness of price/cost based upon the prices/costs of the marketplace. The overall price will be determined by adding the proposed prices of CLIN 0001 & 0002 for the base and option periods.

M- 3. NOTICE LISTING SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

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<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.217-5	Evaluation of Options	JUL 1990