Federal Aviation Administration	Revision To Award for Supplies or Services		Page 1 of 2
Date of Award: 06–NOV–2000 Date of Revision: 12–JUL–2002	Contract Number (if any): DTFA0201D01850	Award No. (if any):	Revision No. 7

IMPORTANT: Mark all package(s), invoice(s), and correspondence with contract and/or order/award numbers.

Contractor (Name, Address, and Zip Code):
DCT INC
PO BOX 1853
501 E CHEROKEE
MCALESTER, OK 74502

Mail Invoice To (Name, Address, and Zip Code):
FAA, MM Aero Center TIN 73–0588975
Financial Services AMZ–110
PO Box 25710
Oklahoma City, OK 73125–4913
405/954–4716

Contact Point/Phone No:
CHERYL BERNARDI
918–426–5902

Issuing Office (Address Correspondence To):
6973H4 FAA AERO CENTER AMQ–200
NAS,AUTOMATION&FAC ACQ DIV.MPB,R312
PO BOX 25082 M
OKLAHOMA CITY, OK 731250082

F.O.B. Point: N/A **Ship Via:** N/A
Discount Terms: Due in 30

PURCHASER NAME AND PHONE NO:
Maria S Blair
405–954–7883

ESTIMATED VALUE:	$6,053,529.05
FROM:	$5,943,779.85
ESTIMATED VALUE IS CHANGED BY:	$109,749.20
FUNDED AMOUNT:	$4,152,233.58

IMPORTANT: Contractor ☑ is, ☐ is not required to sign this document and return 3 copies to the issuing office. | OMB 2120–0595

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN:
BY: Cheryl Bernardi, President
DATE SIGNED 07/19/02

UNITED STATES OF AMERICA
NAME OF CONTRACTING OFFICER:
BY: Maria S Blair 7-23-02
Maria S Blair DATE SIGNED:

Note to Vendor
Modification No. One is issued bilaterally effective 1/2/01 to incorporate the following change in contract DTFA–02–01–D–01850: Reference Part III, Section J, Attachment I, Statement of Work for FAA, MMAC Security Guard Service, Paragraph C.5.2 Uniforms, add Item 14, for peerless handcuffs or equal, made from Grade A tempered steel with nickel finish, nylon webb case (1–set each). Replacement page number 27 of the Statement of Work is attached.
The one–time cost impact on the total contract dollar amount will be $2,600 for 58 handcuffs with cases.

Note to Vendor
Modification No. Two is issued bilaterally to incorporate the following changes to the current contract.

(1) Reference Part III, Section J., Attachment 1, Paragraph C.2.9 Contractor Guard Shift Supervisor: delete the paragraph in its entirety and insert the following:

The Contractor shall assign one (1) shift supervisor per shift. These individuals shall have responsibility for the designated period and/or shift. Shift supervisors shall report to the Project Manager.

Shift supervisors shall have two (2) years of guard experience and two (2) years of management experience with four (4) years total experience in facility protection at a level equivalent with the scope of work of this contract.

The shift supervisor shall ensure that each post is staffed as required, that employees are properly uniformed and present a neat appearance, and that each employee is familiar with their post and duties. Shift supervisor shall include an informal 'guardmount' at the start of each shift during which relief personnel shall be assembled for inspection, arming, announcements, and a general transfer of information from one shift's personnel to the next. This is in addition to the time required for posting and relief of personnel.

The shift supervisors shall not hold the position of an on–duty guard except in emergencies. In emergencies, the shift supervisors may staff the post not to exceed three hours in any consecutive eight–hour period.

The shift supervisors shall provide supervision of Contractor personnel to ensure compliance of all contract requirements. (A revised SOW page number 5 and 6 is attached)

(2) The FAA had a requirement to add two (2) additional guard posts at the Mike Monroney Aeronautical Center (MMAC). This additional guard service will be for the FAA Logistics Center Technical Support Facility (TSF). The guard service will be from 5:30 a.m. to 6:30 p.m., Monday through Friday,

except federal holidays. The TSF post requirements shall be to check identification media, issuing visitor badges, requesting escorts from FAA personnel, checking packages, and property removal documentation. This position will be permanent and became effective March 1, 2001. The cost of adding two (2) additional guard posts for the Base Year and Four Option Years is $310,664.22.

Note to Vendor
Modification No. Three is issued bilaterally to add an additional guard post at the Technical Support Facility (TSF). The guard post will be effective September 4, 2001. The guard post shall be at the east entrance of the TSF, from 5:30 a.m. through 6:30 p.m., Monday through Friday, except federal holidays. The guard post requirements include checking identification media, packages, issuing FAA–TSF visitor badges, requesting escorts from FAA–TSF personnel, checking packages and checking property removal documentation. The east guard post will be closed from 11 a.m. through 1 p.m. and interior building checks will be conducted as directed by the COR. Services for this position may be discontinued with a two–week notice. The total cost of adding one (1) additional guard post on this contract for the Base Year and four Option Years is $280,957.16.

Note to Vendor
Modification No. 4 (Revision No. 4) is issued pursuant to AMS CLause 3.2.4–35 Option To Extend the Term of the Contract (April 1996). This revision is executed to exercise the First Option Year (second contract year). The extended period of performance will begin January 1, 2002, and end December 31, 2002, at the Unit Prices in Price Schedule for Item 1.(b); 2.(b); 3.(b); 4.(b); 6.(b); and 7.(b).
Reference Part III, Section J, List of Attachments, Attachment 2: delete Wage Determination No. 94–2431 (Revision No. 15) and insert Wage Determination No. 94–2431 (Revision No. 18).
The contract value is increased by $2,141,264.49 effective January 1, 2002.

Note to Vendor
Funding of this order is subject to fiscal year 2002 appropriation limitations enacted by the United States Congress. The Government's obligation under this order is limited to the amount required to fund operations during the period covered by the current or subsequent continuing resolution. Such limitations shall continue until final fiscal year 2002 appropriations are enacted. In the event a permanent appropriation is not enacted and the current continuing resolution lapses, it may be necessary to shut down these services, unless it has been determined that all or part of these services are essential to the safety of human life or the protection of property, in accordance with the emergency provisions of the Anti Deficiency Act (31 USC 1342).

Note to Vendor
Modification No. 5 (Revision No. 5) is issued bilaterally to incorporate additional Security Guard staffing and changes to the Statement of Work (SOW). A revised SOW dated December 2001 is made a part of this contract under its existing terms and conditions. The effective date of the revision is January 1, 2002. The estimated value of the contract is increased by $1,240,072.92.

Note to Vendor
Modification No. 6 (Revision No. 6) is executed bilaterally pursuant to the exercise of Option One for this contract. This modification will incorporate an increase in the contract price to reflect the Contractor's actual increase in applicable wages and fringe benefits applied to the wage determination in this contract by operation of law. The total contract dollar amount is increased by $117,792.31 effective January 1, 2002.

Additionally, this modification will adjust the total dollar amount in CLIN 8 to reflect a reduction for training hours incorrectly proposed for the Secretary II position. The total contract dollar yearly adjustment will be $1,811.97.

The estimated value of the contract is increased by $115,980.34.

Note to Vendor
Modification No. 7 (Revision No. 7) is executed bilaterally effective August 1, 2002, to incorporate changes in the current Statement of Work. The following sections of the Statement of Work are revised.
C.3.4 Surveillance, Patrol and Fixed Post, Item 15 and 16
C.3.17 Education Experience
C.3.39.2 Misdemeanor Convictions
C.5.3 Vehicles
C.5.5 Preventative Maintenance Program for Contractor Vehicles
C.6.10 Failure to Comply with Certification Requirements
C.7.1 General Training, Item 1 and 2
C.9.9 Escort Services

Staffing Requirements – Productive Hours are increased by 1,600 hours for the months of August 2002 and September 2002.

The estimated value of the contract is increased by a total dollar amount of $109,749.20.

STATEMENT OF WORK

FOR

FEDERAL AVIATION ADMINISTRATION

MIKE MONRONEY AERONAUTICAL CENTER

SECURITY GUARD SERVICE

REVISED

JULY 2002

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Definitions/Acronyms

As used throughout this SOW the following terms/acronyms shall have the meaning set forth below:

Definitions

Acceptable Quality Level (AQL): The allowable leeway or variance from a standard before the Government will consider a service unsatisfactory. An AQL does not say that the contractor may knowingly offer unsatisfactory service(s). It implies that the Government recognizes that defective performance sometimes happens unintentionally. As long as the percent of the defective performance does not exceed the AQL, the service will not be considered unsatisfactory by the Government. The contractor, however, must re-perform the defective service when possible.

Contract Discrepancy Report (CDR): A formal, written documentation of contractor non-conformance or lack of performance for contracted work.

Contracting Officer(CO): The person authorized to act on behalf of the Government to negotiate and award contracts and modifications thereto, and to administer contracts through completion or termination. Except for certain limited authority delegated by the CO to a technical representative, the CO is the only individual with the authority to direct the work of the contractor.

Contracting Officer Representative (COR): The authorized Government representative(s) acting within the limits of their delegated authority as authorized by the CO, for overall technical management of the contract.

Contracting Officer Technical Representative (COTR): The authorized Government representative(s) acting within the limits of their delegated authority for management of specific functional activities.

Defect: Each instance of noncompliance with a contract requirement. A defect may be caused by either nonperformance or poor performance.

Emergency Work: Security guard services which takes priority over all other requirements of the SOW and requires immediate action including diverting personnel from other jobs, if necessary, to cover the emergency.

Expendable Property: Government property that is consumed by the contractor while performing requirements of the SOW.

Facility Management Specialist (FMS): A Government employee who is trained in contract inspection, and who has responsibility for inspecting services performed in accordance with the SOW.

Facility Security Coordinator: A government point of contact for staffed FAA facilities that would be the facility manager's representative in coordinating with the responsible SSE on security matters, to include assessments, inspections, and accreditation.

Government-Furnished Equipment (GFE): Government owned equipment provided to the contractor for use in fulfilling the terms of this contract.

Government-Furnished Facilities (GFF): Areas of buildings designated by the Government for the exclusive use of the contractor in fulfilling the terms of this contract.

Government-Furnished Property (GFP): All equipment, facilities and material provided by the Government for the exclusive use of the contractor in fulfilling the terms of this contract.

Government Representative: The Contracting Officer or his/her Authorized Representative(s) and Facility Management Specialist (FMS).

Hand Receipt: A signed document acknowledging acceptance of responsibility for items of property listed thereon which are loaned or issued for use and are to be returned to the Government.

Inspection: The comparison of services against contract requirements in order to establish conformance or non-conformance with the contract requirements.

Installed Building Equipment: Items of equipment or furnishings which are affixed as a permanent part of the structure.

Personal Property: Property of any kind except real property, or records of the Federal Government.

Property Administrator: An authorized representative of the Contracting Officer or his/her Authorized Representative assigned to administer the contract requirements and obligations relating to Government property.

Quality Assurance(QA): A method used by the Government to check services to determine whether or not they meet the requirements of this contract.

Quality Assurance Surveillance Plan (QASP): A written plan that details what is to be evaluated, how evaluations are to be accomplished, frequency of evaluations, and evaluation parameters.

Quality Control Program (QCP): Contractor's system to control the services to ensure that requirements of the contract are performed.

Real Property Equipment: Equipment built into or permanently attached to building(s).

Servicing Security Element (SSE): Civil Aviation Security Division

Software: Software is defined as the application system and all supporting software packages, new development of software systems or programs for special or recurring requirements in support of security guard services at the MMAC.

Statement of Work (SOW): A document that describes the requirements and/or services,

including performance standards for contractual services.

Surveillance: Planned or random observation of requirements of the SOW or services performed.

Acronyms

AC	Aeronautical Center
ACSMS	Aeronautical Center Security Management System
ACO	Administrative Contracting Officer
ADP	Automated Data Processing
AG	Access Gold
AQL	Acceptable Quality Level
CAMI	Civil Aerospace Medical Institute
CDR	Contract Discrepancy Report
CCMS	Central Control Monitoring System
CO	Contracting Officer
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CQC	Contractor Quality Control
FAA	Federal Aviation Administration
FAALC	FAA Logistic Center (formerly FAA Depot)
FMS	Facility Management Specialist
FPA	Federal Property Administration
FPMR	Federal Property Management Regulations
FSC	Facility Security Coordinator
FY	Fiscal Year
GFE	Government-Furnished Equipment
GFP	Government-Furnished Property
GOCO	Government-Owned, Contractor-Operated
IAW	In Accordance With
MMAC	Mike Monroney Aeronautical Center
OJT	On-the-Job-Training
OSHA	Occupational Safety and Health Act (or Administration)
PC	Personal Computer
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SSE	Servicing Security Element
SOW	Statement of Work
TE	Technical Exhibit
TI	Technical Inspection
TRW	Thomas Road Warehouse (Leased Facility to FAALC)

Specifications/Statement of Work

C.1 Scope of Work

The Federal Aviation Administration (FAA) has revised and updated its requirements for guard services for all facilities and established minimum standards for physical security management, control, and safeguarding of assets and facilities. The purpose of this contract is to procure armed guard services which provide physical security safeguards for FAA employees, information, facilities, United States Government property and assets from loss, theft, damage, unauthorized use, criminal acts, espionage, sabotage, and terrorism. Under this contract, the Contractor shall be required to provide guard services for the Mike Monroney Aeronautical Center and additional leased facilities which may be added anytime during the contract period.

C.2 General Requirements

The following is a representative listing of general duties and responsibilities to be performed by guard personnel at FAA/MMAC. Performance of this work shall be carried out in such a manner that causes minimal interruption to or interference with proper execution of government business. The Contractor shall ensure that all security violations are properly documented and reported to the Contracting Officer's Technical Representative (COTR), the Facility Security Coordinator (FSC) and Servicing Security Element (SSE) on AC Form 1600-26, Security Irregularity Record. The Contractor shall ensure that all guard services provided herein are in accordance with the Facility Guard Manual.

Contract guard services shall be conducted in accordance with this contract and all applicable Federal, State, and local laws, regulations, codes or directives and all documents listed in Technical Exhibit One.

1. Take appropriate action to prevent the occurrence of fires, explosions, collapses, and other catastrophes. In such an event, summon appropriate response and then notify FAA personnel. Assist in minimizing the effects and in restoring the area to a safe condition.

2. Safeguard and deter the commission of crimes against a person or persons, summon appropriate response forces, and assist those response forces as required. Provide emergency assistance as required. Follow emergency and contingency operating procedures as prescribed by the facility, during emergency situations. Examples of emergencies are provided in the Facility Guard Manual.

3. Deter and report damage, pilferage, removal, secreting, misappropriation, misuse, larceny, theft, or other improper or unlawful threats to, or disposition of Government or personal property or acts of espionage, sabotage, or wrongful destruction within the facilities or grounds.

4. Apprehend and detain all suspicious persons, or those who gain or attempt to gain unauthorized access to the facility, for release to local law enforcement authorities.

5. Safeguard and protect all Government classified, proprietary and sensitive information, documents, material and equipment. Enforce the established policies and procedures for controlling the removal of property and documents from the facility.

6. Investigate and report any suspicious activity in accordance with established facility security policies and procedures.

7. Monitor, assess, and respond to alarms. Investigate and report any suspicious activity in accordance with established security policies and procedures.

8. Conduct visual inspections of the inside of all passenger and delivery vehicles and review the manifest before access to the facility is allowed.

9. Conduct random personnel/vehicle inspections as directed by the Facility Manager and/or FSC.

10. Enforce the facilities rules and regulations governing control of parking and all vehicular and pedestrian traffic. Deter and report unauthorized personnel and/or vehicular activities on the facility.

11. Ensure qualified, trained relief personnel are on duty as a replacement for any employee deemed unable to perform the assigned duties. The Contractor shall have a qualified relief replacement available within a two-hour time frame.

12. Provide additional qualified security guards for planned events, emergencies, and ad-hoc situations as required. The FAA shall provide the Contractor as much advanced notice as possible depending on the event(s) and or circumstances.

13. Operate, maintain, and enforce the system of personnel identification and access controls for facility employees and visitors prescribed by established orders, policies and procedure.

14. Monitor and assess the surveillance and intrusion detection systems as required.

15. Provide in writing any security deficiencies and report them in an expeditious manner to the COTR, FSC, and SSE. Modify patrol times and conduct non-routine patrols as directed by the Contracting Officer (CO), COTR or FSC.

16. Maintain a written daily log (FAA Form 1600.8) of all patrols, incidents, and visitors. This log may be reviewed only by the COTR, FSC and the Servicing Security Element (SSE).

17. Receive, receipt for, and secure prohibited personal property as listed in the Occupant Emergency Plan (OEP), as well as lost and found articles pending transfer to appropriate authorities.

18. Ensure all lights inside the guard post are turned down to provide maximum surveillance of the area. However, when vehicles approach, the guard shall ensure there is sufficient light for the driver to see the guard's signals.

19. Receive, receipt for, secure, issue, and account for all keys that are issued to the Contractor or placed under the Contractor's control.

20. Make appropriate checks using a watch clock or electronic tour system equivalent.

21. Ensure that all exterior doors are secured in accordance with FAA and facility directions.

22. Perform escort duties as required by security policies and procedures for the facility.

23. Provide written and verbal reports as required by existing policies and procedures.

C.2.1 Work Standards

The Contractor shall perform work to the standards and within the Acceptable Quality Levels (AQL) presented in this Statement of Work (SOW). The AQLs are the maximum deviations from the standards that will be allowed for satisfactory performance. The AQLs and standards are present in the Performance Requirements Summary, provided in Technical Exhibit Three.

C.2.2 Contractor Responsibility

The Contractor's work and responsibilities include all Contractor planning, programming, administration and management necessary to provide security guard services as specified herein. Security guard services shall be conducted in accordance with this contract and all applicable Federal, State, and local laws, regulations, codes, or directives and all documents listed in Technical Exhibit One

C.2.3 Commissioning and Deputization

All Contractor security guard personnel shall be licensed by the State of Oklahoma as required by the Oklahoma Security Guard and Private Investigator Act, and all other applicable local, State and Federal laws and regulations.

C.2.4 Contractor Personnel

The Contractor shall provide a sufficient number of qualified personnel to perform security guard services described in this SOW. These personnel shall provide the core of knowledge for the Contractor to ensure uninterrupted performance at the required quality levels.

C. 2.5 Contractor Key Personnel

Key personnel shall provide management, administrative and technical interface with the Contracting Officer's Representatives (COR) in the day-to-day accomplishments of these SOW requirements. The names of these individuals and their alternates shall be designated in writing in the Contractor's guard manual. Any proposed changes to these individuals must be approved in writing by the Contracting Officer Representative (COR). Project Manager, Shift Supervisors, *Site Specify Supervisors (Screening Facility and MMAC Visitor Center)*, Pass/Identification Personnel and Dispatcher Officers are considered Contractor key personnel. ***11/16/01***

C.2.6 Contractor Project Manager Requirements and Qualifications

The Contractor must assign one overall Project Manager who shall have complete and final responsibility for the Contractor. This individual shall have full authority and autonomy to act for the Contractor in **ALL** day-to-day matters relating to Contractor performance and shall work with the COR in the overall administration and management of the required services. The Project Manager shall act as the initial point of contact for technical matters pertaining to performance requirements. The Project Manager shall be physically present on site at the MMAC, except on legal federal holidays, during the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday. The Contractor shall designate an individual(s) to act for the Project Manager when services are being performed at hours other than those listed above. A designee shall be named during all absences. The Contractor shall provide telephone and pager numbers of the Project Manager and alternate(s) where these persons may be contacted outside of normal duty hours. The Project Manager and any individual(s) designated to act for the Contractor shall have full authority to contractually commit the Contractor, and act without delay on matters pertaining to execution of the contract. The Project Manager shall have four (4) years management experience in facility protection at a level commensurate with the scope of work of this contract. In addition, the supervisor must meet the Contract Guard Requirements as set forth in section C.3.19 in this contract. This Project Manager must be satisfactory to the CO and SSE.

C.2.7 Contractor Guard Project Manager Responsibilities

The Contractor Project Manager shall be available at all times to receive and implement orders or special instructions from the COTR concerning matters which affect the operation, protection and/or security of assigned areas.

The Project Manager shall not hold the position of an on-duty guard except in emergencies. In emergencies, the Project Manager may staff the post not to exceed three hours in any consecutive eight-hour period.

The Project Manager shall:

1. Exercise individual judgment as to staffing, scheduling and utilizing guard personnel.

2. Provide to the COTR a current list of available guards. This list will consist of individuals who meet all the special provisions provided for in these specifications. The Contractor will be responsible for maintaining this list with current information and will supply the COTR with a new list whenever changes occur.

3. Exercise supervisory responsibilities over the operation of guard force to ensure that the required services are provided on a consistent and continuous basis.

4. Serve as the contact point between the Contractor and the COTR/FSC. The Project Manager shall receive and handle all instructions from the COTR/FSC and ensure they are properly implemented by the guard force.

5. Receive complaints regarding violations of guard instructions and initiate corrective action.

6. Conduct an FAA approved security orientation on individual conduct and responsibility for contract personnel prior to their duty assignments. Each employee's initial orientation will be documented and signed by the employee and supervisor. A copy shall be forwarded to the CO and COTR.

7. Inspect each guard post no less than three (3) times each calendar week to observe their conduct from the standpoint of efficiency, conduct and compliance with the Facility Guard Manual, guard orders and other applicable regulations and instructions. In making the required supervisory inspection, the Contractor shall determine at a minimum that the guard is in full uniform when carrying out the duties and responsibilities of the FAA contract. The inspection shall ensure that the overall appearance and demeanor of the guard promulgates professionalism, not only during the actual inspection but also throughout the assigned shift. The Contractor shall ensure that all results of observations are kept in a guard log.

8. Conduct unannounced site inspection between the hours 6:00 p.m. to 5:00 a.m. of each shift totaling at least 16 hours per month and will provide a written report to the COR of the conditions or deficiencies and action to be taken. The COTR may determine specific inspection times, as required. The date and time of Project Manager visit shall be noted in the FAA contract guard log.

When inspecting the guard employees, the Project Manager shall ensure that:

1. A current copy of the regulations and instructions pertaining to the guard post, the guard manual and guard orders are immediately available at each post of duty.

2. Each guard has studied the orders and regulations and is thoroughly familiar with them.

3. Each guard must comply with the orders and regulations at all times.

C.2.8 Actions to be Taken by the Contract Guard Management

The Project Manager /shift supervisor, upon notification that a firearm has been discharged, shall take the following actions:

1. Ensure that action has been taken to notify the appropriate authorities if a fatality, injury, or damage to private property occurs,

2. Request medical aid, if needed.

3. Notify the FSC/SSE/COTR by the most expeditious means available and provide a written follow-up report of the incident within 24-hours.

C.2.9 Contractor Guard Shift Supervisor

The Contractor shall assign one (1) shift supervisor per shift. These individuals shall have responsibility for the designated period and/or shift. Shift supervisors shall report to the Project Manager.

Shift supervisors shall have two (2) years of guard experience and two (2) years of supervisory experience with four (4) years total experience in facility protection at a level equivalent with the scope of work of this contract. ***3/7/01***

The shift supervisor shall ensure that each post is staffed as required, that employees are properly uniformed and present a neat appearance, and that each employee is familiar with their post and duties. Shift supervisor shall include an informal "guardmount" at the start of each shift during which relief personnel shall be assembled for inspection, arming, announcements, and a general transfer of information from one shift's personnel to the next. This is in addition to the time required for posting and relief of personnel.

The shift supervisors shall not hold the position of an on-duty guard except in emergencies. In emergencies, the shift supervisors may staff the post not to exceed three hours in any consecutive eight-hour period

The shift supervisors shall provide supervision of Contractor personnel to ensure compliance of all contract requirements.

C.2.10 Site Specific Supervisors (Screening Facility and MMAC Visitor Center)

The Contractor shall assign one (1) Site Specific Supervisor per working shift for the Screening Facility and MMAC Visitor Center. These individuals shall have responsibility for the designated period and/or shift. Site Specific Supervisors shall report to the Contractor Guard Shift Supervisor and/or Project Manager. Site Specific Supervisors shall have two (2) years of guard experience with six (6) months of supervisory experience in facility protection at a level equivalent with the scope of work of this contract. This is a full-time temporary position. Services for this position may be discontinued with a two-week notice. ***11/16/01***

C.2.11 Contractor Guard Pass and Identification Personnel

Pass & ID personnel shall have experience with Best locking systems, combinating cores, removal and installation of locking hardware, making keys, access card security system, including upgrading and downgrading codes for access cards, changing status levels and time zones for access cards, and data entry in a computerized identification media system.

C.2.12 Contractor Guard Dispatcher Officer

Dispatcher Officers shall have a minimum of two (2) years experience in facility protection at a level commensurate with the scope of work of this contract; in addition to one (1) year experience operating and administering computer based programs dealing with building intrusion and fire detection systems.

C.2.13 Contractor Guard Patrol/Post Officer

Patrol officers shall have a minimum of one (1) year experience in facility protection at a level commensurate with the scope of work of this contract.

C.2.14 Secretary II

Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organizations, programs, and procedures related to the security functions. This is a full-time temporary position. Services for this position may be discontinued with a two-week notice. ***11/16/01***

C.2.15 Security Guard Force

All Contractor security guard personnel shall meet the requirements of *FAA Order 1600.69A, FAA Facility Security Management Program*. All security guard personnel must be fully capable of reading, writing, understanding, and speaking common English. All personnel shall be U.S. Citizens.

C.2.16 Specific Personnel Qualifications

The Contractor shall provide qualified security guard personnel as needed to meet requirements of the SOW. The Contractor shall provide for all training to meet requirements of the SOW unless otherwise specified herein or as otherwise approved by the COR. Qualification training records shall be maintained for each employee.

C.2.17 Qualification Review

The Contractor shall present all pertinent qualification credentials to the CO and/or COR for subsequent review, in accordance with *FAA Order 1600.69A, FAA Facility Security Management Program.* The Contractor shall obtain approval from the CO and/or COR as to acceptance of all Contractor nominated supervisory and security guard personnel for positions in this contract.

C.2.18 Restrictions on Employee Activity

Contractor employees shall conduct only activities covered by this SOW while on Government premises. Contractor employees shall not discuss information obtained in the performance of work with unauthorized personnel.

C.2.19 Identification

Each Contractor employee shall conspicuously display approved DOT/FAA identification media in accordance with the contract and SOW.

C.2.20 Contractor Employee Compliance with Regulations

The Contractor shall ensure that all Contractor employees observe and comply with all local and FAA policies, regulations, and procedures. Applicable DOT/FAA Orders are listed in Technical Exhibit One. All Contractor employees shall cooperate fully with federal investigations in any and all matters.

C.2.21 Monthly Personnel Reporting Requirements

The Contractor shall provide to the COR on a monthly basis, the names, work shifts, job titles, hiring dates, and termination dates, in alphabetical sequence, of all persons who were in the Contractor's employ the previous month. These reports are due no later than the 5th day of each month.

C.2.22 Data Security Systems

Data security shall be provided via office and terminal restrictions. The Contractor shall be responsible for monitoring and controlling access to those Contractor personnel authorized to operate these data systems. Any password assignments shall only be used by authorized Contractor personnel and all passwords shall be provided to the COR. Specific systems and databases involved are Access Gold and ACSMS.

C.2.23 Stolen, Missing, or Damaged Government Property

The Contractor shall report all suspected stolen, missing, or intentionally damaged Government property to the COR and the Servicing Security Element using AC Form 1600-5. The report shall be made within one workday of determination that the item(s) is stolen, missing or damaged. The Contractor shall cooperate with any Government investigation or surveys relating to the disposition or status of Government property.

C.2.24 Stolen, Missing, or Damaged Personal Property

The Contractor shall report all suspected stolen, missing, or intentionally damaged personally owned property which is determined to be missing, stolen, or intentionally damaged while on or in Government facilities to the COR and the Servicing Security Element using AC Form 1600-5. The report shall be made within one workday of determination. The Contractor shall cooperate with any Government investigation or surveys relating to the disposition or status of personal property on or in Government facilities.

C.2.25 Applicable Documents/Forms

The Contractor shall have available for use, the documents listed in Technical Exhibit One and forms listed in Technical Exhibit Two. All referenced Federal laws, codes, directives, and instructions in effect at time of solicitation shall be considered mandatory regulations as applicable to the service to be performed. Mandatory regulations are considered those regulations that are required to perform the required SOW services.

C.2.26 Revision Without Cost Increase

All revisions to mandatory regulations which do not result in an increase in costs, as determined jointly by the CO and/or COR and the Contractor, shall be implemented within five working days of the Contractor's receipt of the revision.

C.2.27 Required Forms

The Contractor will stock the forms listed in Technical Exhibit Two that are required for the performance of this SOW. The official use of these forms are required unless the COR determines that they may be disposed of or altered. The Contractor is required to notify the COTR immediately upon reaching the reorder point for each form.

C.3 Statement of Work

The Contractor shall furnish all labor, supervision, materials, equipment, transportation, and management necessary to provide guard services in accordance with the stated requirements, except the Government Furnished Properties specified in Technical Exhibit Two. The Contractor shall implement all necessary scheduling, personnel, and equipment control procedures to ensure timely accomplishment of all guard service requirements.

C.3.1 Contractor Management

The Contractor shall manage the total work effort associated with the guard services required herein to assure fully adequate and timely completion of these services. Included in this function will be a full range of management duties including, but not limited to, planning, scheduling, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide an adequate, qualified staff of guard personnel with the necessary management expertise to assure the performance of the work in accordance with sound and efficient management practices.

C 3.2 Contractor Supervisor Guard Manual

The Contractor shall be required to develop and issue a current and comprehensive Contractor Supervisor Guard Manual to each contract guard supervisor assigned to duty at the FAA facility. The manual shall contain the basic guidance issued by the Contractor to their supervisory employees concerning matters of discipline, inspections, management practices, and overall supervisory authority on this contract. The supervisor is additionally responsible for compliance to the Contractor Guard Manual. The Supervisor Guard Manual shall be coordinated with and approved by the COTR and the SSE before issuance.

Within twenty-one (21) calendar days after contract award, the Contractor shall provide copies of the Supervisor Guard Manual for review. The FAA will review and approve this document within fifteen (15) calendar days of receipt. The Contractor shall furnish, within fifteen (15) calendar days of FAA approval, one copy to the CO, COTR, the on-site supervisor, all posts and all guards. The Supervisor Guard Manual shall be approved by the COTR/SSE before issuance. The manual shall be reviewed by COTR and SSE annually and updated as required.

C.3.3 Guard Staffing Requirements

The Contractor shall provide all security guard service required to accomplish activities listed in this contract for the MMAC. The MMAC is leased property, which consists of approximately 1,000 acres. The property extends north to SW 59th Street, south to SW 89th Street, east to flight line (AOA) and west to Rockwell AVE. Additional leased facilities may be added at a later date. A two week notice of intent to discontinue service will be given on leased facilities. A layout of the leased area is provided as Technical Exhibit Five.

All security guard services shall be performed in accordance with the standards presented in Technical Exhibit Three, Performance Requirements Summary. The specific security guard services are defined in the following functional areas:

Surveillance, Patrol and Fixed Post C.3.4
Access Control C.3.5
Staff and Maintain Dispatcher Office C.3.6
Staff and Maintain Identification Processing Office C.3.7
Fire Detection and Intrusion Alarm System Control C.3.8
Parking and Traffic Control C.3.9
Response to Emergency Situations C.3.10
Transportation or Escort of Government Funds C.3.11
Data and/or Reports C.3.12

Security guard services performed IAW the SOW are protective and preventive in nature. Emphasis must always be on protection of property and personnel by engaging a system of **consistent** preventive measures and administrative requirements. The Contractor shall implement security systems and procedures IAW Aeronautical Center and FAA Orders and regulations. Security guard services performed under the SOW are generally restricted to Government-leased property within the area described above; however, the Contractor may be required to assist with emergencies occurring on non-leased property adjacent to and within the MMAC which could affect operations at the MMAC. Because of the MMAC relationship to the City of Oklahoma City, both operationally and geographically, the Contractor should maintain a close working relationship with certain Oklahoma City departments. These include Police and Fire Departments, Department of Airports, Oklahoma City Airport Trust, Street and Traffic Control, Safety, Civil Defense, and Federal Transfer Center personnel.

The Contractor shall be responsible for the **consistent** performance and professional behavior of security guard services as identified by the SOW. Security procedures and functions are also outlined in Technical Exhibit Three.

C.3.4 Surveillance, Patrol and Fixed Post

The Contractor shall provide surveillance and patrol, 24 hours per day, 7 days per week (exceptions are noted) as follows:

1. Monitor via CCTV and conduct spot checks of vehicle and personnel access to the AOA flight line at Gate 12 and Gate 13. Spot check ramp permits, vehicle license tags, ID media, etc.

2. Maintain guard posts at the north, east, west and gate 20 entrances of the FAALC Warehouse building. Security guards shall be stationed at the north and east guard posts daily from 5:30 a.m. through 6:30 p.m. and gate 20 post from 08:00 a.m. through 4:00 p.m. weekdays, except federal holidays. Security guards shall be stationed at the west guard post 24 hours, 7 days a week. FAALC post requirements include checking identification media, issuing FAALC visitor badges, requesting escorts from FAALC personnel, checking packages, and checking property removal documentation and conducting exterior perimeter checks of the FAALC as directed by the COR.

3. Maintain guard post at (FAALC leased facility) Thomas Road Warehouse, located at S.W. 36th Street and South Thomas Road. Security guards shall be on station 24 hours, 7 days a week. Post requirements include checking identification media, issuing FAALC visitor badges, requesting escorts from FAALC personnel, checking packages, and checking property removal documentation and conducting exterior perimeter checks of the TRW as directed by the COR.

4. Security guard service at FAALC north post, gate 20 and TRW are full-time temporary positions. Services for these positions may be discontinued with a two-week notice.

5. During the hours of 7:00 a.m. through 3:00 p.m., Monday through Friday, except federal holidays, maintain patrol activities, using Contractor furnished vehicles, around the MMAC by dividing the center into two distinct patrol areas. One area is east of MacArthur Blvd. and the other area is west of MacArthur Blvd. Patrol activities must be accomplished by vehicle patrol. Four vehicles are required to accomplish this function. When required for short periods of time, fixed post units may be utilized to assist the dispatcher's office, perform funds transfer, fill out accident reports, etc.

6. Maintain guard posts at the north and south entrances of MacArthur Boulevard. The north entrance will be open 24-hours a day, seven days a week. The south entrance will be open 5:30 a.m. to 6:30 p.m., Monday through Friday excluding Federal holidays. When the south posts are secured these patrol units will maintain patrol activities around the MMAC. Requirements of the security guards include checking vehicle identification media, checking identification media, issuing vehicle parking permits, issuing visitor badges and conducting position media identification checks as directed.

7. During the hours 7:00 a.m. through 3:00 p.m. Saturday, Sunday and federal holidays, maintain vehicle patrol activities around the MMAC by dividing the center into two distinct patrol areas as described above. Four patrol units are required for surveillance and patrol during this time frame.

8. During the hours of 3:00 p.m. through 7:00 a.m., seven days per week, maintain vehicle patrol activities around the MMAC by dividing the center into two distinct patrol areas as described above. Four patrol units are required for surveillance and patrol during this time period. Patrol of these two areas shall be accomplished by patrol vehicle. Security guard personnel shall patrol the high usage, high activity areas at a minimum of once per hour. The remote areas shall be checked a minimum of twice per shift. When necessary, the patrol unit from the east side of MacArthur Blvd. can be used to assist the dispatcher office, make safe checks, respond to emergencies, etc.

9. During the hours of 8:00 a.m. through 4:00 p.m., Monday through Friday, except federal holidays, maintain one (1) foot patrol. Foot patrol may be utilized to assist the dispatch office, to perform special function or work assignments and other such duties deemed necessary by the FAA.

10. Safe checks are usually scheduled between 5:00 p.m. and 8:00 p.m. daily. All designated security containers located in the various MMAC buildings must be checked to ensure their secure condition.

11. The level of surveillance and patrol shall be sufficient to effectively deter unauthorized use of Government property, theft, vandalism, sabotage, etc. All security guard surveillance and patrol personnel shall be alert to and report fire and safety hazards, perform duties outlined in MMAC contingency plans for bomb threats, demonstrations, unlawful strikes or gatherings, and emergency readiness. Requirements include crowd control, building access control, and assisting search procedures.

12. All security guard personnel shall prepare Security Irregularity Record, AC Form 1600.26, concerning all violations of Federal, State, or local laws and FAA regulations, which they observe. These reports shall be submitted to the COTR, FSC and SSE.

13. Security guards shall assist stranded or lost motorists and pedestrians as appropriate and when such assistance does not diminish or interfere with the security of the MMAC.

14. *Maintain guard post at the north and east entrance of the Technical Support Facility. Security guards shall be on station from 5:30 a.m. through 6:30 p.m., Monday through Friday, except federal holidays. TSF post requirements include checking identification media, issuing FAALC visitor badges, requesting escorts from FAALC personnel, checking packages, and checking property removal documentation. This post is a full-time temporary position. Services for this position may be discontinued with a two-week notice.* ***2/21/01***

15. *MMAC Visitor Center. Working hours will be from 5:30 a.m. through 6:30 p.m., Monday through Friday, except for Federal holidays. Requirements of the security guards include checking vehicle identification media, checking personnel identification media, issuing parking permits issuing visitor badges and conducting positions identification checks as required. Maintaining DOT/FAA visitor Register, FAA Form 1600-8. Contacting MMAC Organizations in order to provided escort services for personnel. Providing vehicle escort services for other MMAC organization functions in support of official Government business. Conducting visual inspections of POV's and/or verifying manifest for commercial deliveries to the MMAC. This post is a full-time temporary position. Services for this position may be discontinued with a two-week notice.* ***07/08/02***

16. FAA Commercial Vehicle and Construction Processing Center. ***(Screening Facility)*** *Working hours will be from 5:30 a.m. through 6:30 p.m., Monday through Friday, except for Federal holidays. Requirements of the security guards include checking commercial vehicles identification media, checking personnel identification media, conducting visual inspections of POV's and/or verifying manifest for commercial deliveries to the MMAC, issuing visitors parking perkings, issuing visitor identification badges and conducting positions identification checks as required. Maintaining DOT/FAA visitor Register, FAA Form 1600-8. Providing vehicle escort services for other MMAC organization functions in support of official Government business. This post is a full-time temporary position. Services for this position may be discontinued with a two-week notice.* ***07/08/02***

17. *VTD Guard Station. Working hours will be from 5:30 a.m. through 6:30 p.m., Monday through Friday, except for Federal holidays. Requirements of the security guards include checking vehicle identification media, checking personnel identification media, issuing visitors parking permits, issuing visitor badges and conducting positions identification checks as required. Maintaining DOT/FAA visitor Register, FAA Form 1600-8. This post is a full-time temporary position. Services for this position may be discontinued with a two-week notice.* ***11/16/01***

18. *FAA Commercial Vehicle and Construction Processing Center* ***(Screening Facility)*** *working hours will be from 7:00 a.m. through 3:30 p.m. Monday through Friday, except for Federal holidays. Requirements for the security guards will be to conduct visual checks of all parcels and packages to determine if there is a viable threat to the MMAC. The parcels will vary in size and shape and will weigh up to 75 lbs. All security guards shall be trained by U.S. Postal Service or an authorized and certified inspector tainer for an inspection process for all incoming parcels and mail. This post is a full-time temporary position. Services for this position may be discontinued with a two-week notice.* ***11/16/01***

19. *MMAC Visitor Center. Data Processing Officer. Working hours will be 8:00 a.m. to 4:30p.m., Monday through Friday, except for Federal holidays. Consolidate and entry all vehicle and personnel data/information from the DOT/FAA Visitor Register, FAA Form 1600-8, from all entrance post utilizing the (ACSMS) computer base program. The security officer shall have one (1) year experience using Microsoft Office Software and must be able to type 40 words per minute. This post is a full-time temporary position. Services for this position may be discontinued with a two-week notice.* ***11/16/01***

C.3.5 Access Control

The Contractor is responsible for the daily securing/locking of doors. This requirement normally is accomplished between 4:30 p.m. and 6:30 p.m. Approximately 300 doors and 24 gates shall be checked and secured if found unlocked. All doors and gates will be checked at least twice per shift, except 7:00 a.m. through 6:00 p.m., excluding federal holidays. The Contractor must ensure that all designated doors and gates are unlocked at their assigned times. The schedule for locking and unlocking shall be approved by the SSE. The Contractor shall comply with any changes to the established schedule forwarded by the COTR.

C.3.6 Staff and Maintain Dispatcher Office

The Dispatcher Office is the control point for security guard activity. It is the focal point for all coordination and communications and shall be operated 24 hours per day, 7 days a week, without exception. Duties of the Dispatcher Office include maintenance of visitor register, monitoring intrusion and fire detection alarms, dispatching patrols to the site of all alarms for investigation, monitoring card access systems and CCTV systems, and serve as information center to all visitors and/or employees.

C.3.7 Staff and Maintain Identification Processing Office

The Contractor shall staff the Identification Processing Office with three security guard personnel. The personnel selected shall be approved by the COR. The Identification Processing Office shall be open 7:00 a.m. through 4:30 p.m. Monday through Friday, excluding federal holidays. One security guard shall be in the Identification Processing Office at the above times. Requirements of the office are as follows:

1. Make and issue keys, maintain records relating to control and issuance of keys, install remove and combinate cores, and maintain records relating to control, use and locations of cores.

2. Prepare official identification media by utilizing computer based digital identification system combined with the ACSMS and Access Gold programs.

3. Register and issue vehicle decals and process temporary Visitor Parking Permits, AC form 1600-44.

4. Take Government employee and Contractor fingerprints and complete fingerprint cards for the SSE. All cards shall be completed within three days of the date the fingerprints were taken.

5. Maintain current inventories of unused identification keycard badges, cores and keys.

6. Consolidate and enter data in the Access Gold program for building intrusion, update building lock and unlock schedule, and provide appropriate notification to Project Manager and/or printouts to the dispatcher.

7. Update and maintain current personnel security records for keycard badge system, metal keys and vehicle identification.

C.3.8 Fire Detection and Intrusion Alarm System Control

The Contractor shall ensure that all alarms are activated and operable according to schedules, which normally coincides with locking and unlocking schedules. Security guard personnel shall respond to all alarms and take action as required to ensure security and protection of Government property and/or equipment including providing escort for fire fighting equipment dispatched from both the Airport or Oklahoma City Fire Departments to the MMAC. The dispatcher is responsible for notification to CCMS operator, as appropriate, of any malfunctions or false alarms for repairs and/or resetting of devices in accordance with procedures approved by the COR.

C.3.9 Parking and Traffic Control

The Contractor shall enforce parking and traffic regulations IAW appropriate orders and regulations listed in Technical Exhibit One. When necessary, citations for violations can be issued as part of the enforcement program. As required security guard personnel will direct traffic on access roads and at intersections internal to MMAC leased property, check parking lots for unauthorized vehicles, assist visitors with directions and other problems as appropriate, and conduct specialized studies and surveys as requested by COR.

C.3.10 Response to Emergency Situations

Published emergency telephone numbers are connected to equipment in the Dispatcher's Office. The security guard dispatcher is responsible for answering these telephones. In a medical emergency, the dispatcher will obtain the necessary information and dispatch a patrol unit to the appropriate location. If necessary, the patrol unit will administer first-aid and request assistance from the Airport Fire Department Rescue Squad and/or ambulance service as required. The dispatcher shall advise if the emergency is for a coronary situation. Upon receiving a request for ambulance service the dispatcher will obtain the person's name, organization, and telephone extension. If there is a fire or any other type emergency, the dispatcher will obtain all available information and initiate appropriate action necessary to eliminate the emergency. The Contractor shall notify the COR any time emergency conditions and/or vehicles are at the MMAC.

C.3.11 Transportation or Escort of Government Funds

When requested the Contractor shall provide escort services for Government fund transactions between Government offices and/or buildings and the FAA Credit Union. Security guard personnel serving as escorts shall proceed directly from the office in which the Government funds are obtained and proceed directly to the specified depository. While transporting Government funds, security guard personnel shall not respond to any other requirement until delivery of the funds to the appropriate depositor has been accomplished.

C.3.12 Data and/or Reports

The Contractor shall submit to the COR a monthly status report of all work accomplished during each month of contract performance. Information contained in the report shall include, but is not limited to, difficulties encountered and solutions thereto, anticipated problems which may affect the progress of work, difficulties involving personnel, cost, etc., and a brief statement of any significant change which is planned in the course of the work. The report shall be in a narrative form, brief and informational in content, and shall be submitted in reproducible original and two copies by the 5th working day of the month following the reporting period.

The Contractor shall compile and maintain, or submit as scheduled to the COR, unless

otherwise indicated, reports as follows:

a. Monthly Parking/Traffic Citation Report	Submit Monthly
b. Radio Dispatcher Log (AC Form 1600.25)	Maintain for Two Years
c. Security Irregularity Record (AC Form 1600.26)	Submit Daily
d. Vehicle Registration Log	Maintain Permanently
e. Keycard Badge Ledger	Maintain Permanently
f. Security Activity Report (AC Form 1600.37)	Submit Monthly
g. Parking/Traffic Notice of Violation (AC Form 1600.1)	Maintain Completed and Pending Notices, and Furnish Monthly Summary Reports
h. Visitor Register (FAA Form 1600.8)	Submit Monthly and Maintain for Two Years
i. Property Removal Record (FAA Form 4650.2)	Submit Monthly to AML-10
j. Training Report	Submit Monthly
k. After Hours Check Report	Submit Monthly
l. Personnel Status Report containing (1) Name of Security Guard (2) Expiration Date of Medical Examination (3) Expiration Date of Firearm Qualification (4) Expiration Date of First Aid Qualification (5) Expiration Date of CPR Qualification (6) Expiration Date of Commission/Deputization	Submit Monthly
m. Permanent and Temporary Handicapped Parking Requests and Assignments	Submit Weekly and Maintain Permanently
n. Drug Free Certification	Submit Annually
o. Motor vehicle count coming onto the MMAC	Submit Daily
p. Security Duty Roster	Submit Daily

The Contractor shall keep two picture folders of current security guard personnel updated at all

times. One folder shall be provided to the COR and the other folder will be located in the Project Manager's office. In addition, a picture folder of terminated security guard personnel, located in the SSE office shall be updated and kept current by the Contractor.

The Project Manager shall develop, write, and keep updated specific guidelines, general orders, special orders, and temporary orders for each patrol unit and/or guard position and submit to the CO and/or COR by November 1, of each year. Such documents shall be amended, corrected, or changed as deemed necessary by the COR.

C.3.13 Recall System

The Contractor shall provide an employee recall system with the capability of contacting and recalling off duty personnel up to four (4) per shift. Personnel shall be on-site within one (1) hour of the Contractor's receipt of the COR recall authorization. Situations which may result in recalls include riots, civil disturbances, or other large gatherings of people where, in the opinion of the COR/FSC/SSE, a threat exists to life and property.

C.3.14 Contract Guard Requirements and Qualifications

The Contract guards shall be armed, organized, trained, and equipped to perform functions in support of the FAA Facility Security Management Program for the protection of personnel, assets, and facilities. The authority of guards varies in accordance with the location and ownership of the facility concerned and applicable local, state, and federal laws. The following basic qualifications shall apply to all individuals employed or being considered for employment as a guard under this contract.

C.3.15 Citizenship

The Contractor shall utilize, without exception, United States citizens for the performance of this contract. The Contractor shall be wholly United States owned and operated.

C.3.16 Personal Traits

The Contractor shall ensure guards assigned to duties under this contract will be expected to:

1. Exercise good judgment.
2. Interact with people in a positive manner.
3. Maintain a high level of performance.
4. Input security related data in security computer systems.

C.3.17 Education Experience

Guard personnel shall, as a minimum, possess a high school education diploma or General Equivalency Diploma (GED) certificate, have two (2) years of experience for armed guards and one (1) year of experience for unarmed guards, demonstrating the ability to: ***07/08/02***

1. *Meet and deal with the general public.*
2. *Read, understand, and apply printed rules, detailed orders, instructions and training material.*
3. *Construct and write clear, concise, accurate and detailed reports.*
4. *Maintain poise and self-control under stress.*

C.3.18 Writing and Communication Skills

The Contractor shall certify in writing to the CO/COTR that each guard is fluent in speaking, reading, writing, and understanding written reports, orders, guidelines, and instructions in English and is able to write official reports in English that are grammatically correct and technically accurate.

C.3.19 Physical Exam/Drug Test

The Contractor shall ensure that each guard receives a physical examination and drug test. Each test shall be completed 30 days prior to any guard assuming duties under this contract.

The Contractor drug testing shall certify in writing to the CO/COTR prior to any guard assuming duties under this contract, and every year thereafter, positive evidence that the guard has passed a mandatory drug test, examined by a licensed medical doctor, and determined to be physically fit to perform the normal duty functions of a guard. In addition to the requirements stated herein, the examination shall cover, as a minimum, the following:

1. An evaluation as to whether the individual is in good general health, without any physical defects or abnormalities which would interfere with job performance.
2. A determination that the individual is free of any communicable disease.
3. A determination that the individual possesses binocular vision correctable to 20/30 (Snellen) and is not color blind.
4. A test of hearing capability to determine if the individual is able to hear normal conversation at 20 feet and whispered conversation at 10 feet without the benefit of a hearing aid.
5. Inoculation for immunizations to include Hepatitis A and B.

(NOTE: If state or local medical qualification standards for security officers are more stringent than those indicated above, the state and local standards shall apply.)

C.3.20 Physical Fitness Report

Before assuming duties, the Contractor shall certify in writing to the CO/COTR, each guard has been medically examined and determined to satisfactorily meet the medical qualification requirements. These requirements shall apply to both the initial medical certification prior to beginning employment and for required annual medical certifications, thereafter. The certification shall be submitted to the CO /COTR no less than 15 days prior to beginning on duty. The results of a mandatory drug test/screening test shall be part of the annual physical fitness report.

C.3.21 Age Qualifications

The Contractor shall ensure that at the time of employment, each guard is at least 21 years of age.

C.3.22 Physical Condition

The Contractor shall ensure that each guard shall be in good physical condition, be able to protect themselves and others, and withstand sudden emotional stress and physical exertion in apprehension of suspects and violators. Pursuit may be on foot, requiring running, jumping, climbing, and/or crawling, followed by physical contact to overpower the violator, as necessary.

C.3.23 Other Physical Requirements

The Contractor shall ensure that an individual who has been incapacitated due to serious illness, injury, disease, or surgery/operation, which could interfere with the effective performance of assigned duties shall, prior to resumption of such duties, provide medical evidence of recovery and ability to perform.

C.3.24 Medications (Prescribed, Non-Prescribed, Intoxicants)

The Contractor shall ensure that no Contract Guard or Contractor employee will possess, sell, consume, or be under the influence of medications, intoxicants, drugs, or substances, which produce similar intoxicating effects while on duty. The Government reserves the right to direct the Contractor to remove an employee from the work site for failure to comply.

The Contractor shall comply with 14 Code of Federal Regulation, Part 91, Section 17, Alcohol or Drugs.

C.3.25 Random Drug and Alcohol Testing

Contractor shall conduct random drug and alcohol testing on all guards working on this contract, and submit results to the CO and COTR.

C.3.26 Standards of Conduct

The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and for taking such disciplinary action against employees as necessary. Each Contractor employee is expected to adhere to standards of conduct that reflect credit upon themselves, their employer, the FAA, and the Federal Government. The Government reserves the right to direct the Contractor to remove an employee from the work site and/or this contract for failure to comply with the standards of conduct. The Contractor shall initiate immediate action to replace such an employee to maintain continuity of services at no additional cost to the Government.

C.3.27 Disorderly Conduct

Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting shall not be condoned. Also included is participation in disruptive activities, which interfere with normal and efficient Government operations. The Government reserves the right to direct the Contractor to remove an employee from the work site for failure to comply with the Disorderly Conduct clause.

C.3.28 Neglect of Duties

The Contractor's neglect of duties shall not be condoned. This includes, but is not limited to, sleeping on duty, intoxication, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of the work site security. The Government reserves the right to direct the Contractor to remove an employee from the work site and/or this contract.

C.3.29 Bonds

The Contractor shall provide all official bonds required, and pay all fees or costs involved or related to the authorization for the arming of all employees engaged in providing services specified under this contract.

C.3.30 State and Local Licenses

The Contractor shall ensure all Contractor guard personnel are licensed by the State of Oklahoma as required by the Oklahoma Security Guard and Private Investigator Act, and all other applicable local, State and Federal laws and regulations.

C.3.31 Authority and Jurisdiction

The authority of Contractor personnel to detain and/or make arrests shall be that of private citizens as defined by the laws of the state(s) in which performance takes place; and each member of the guard force shall be under a duty by virtue of his/her employment under this contract to exercise that authority in the manner directed by this contract, including the Guard

Manual. The guard force shall be familiar with and comply with the limits of the jurisdiction defined in the Guard Manual.

C.3.32 Records and Reports

The Contractor shall maintain records and prepare reports as set forth in section C.3.12, Data and/or Reports. A copy of all reports shall be maintained on-site and available for inspection by the Government at all times.

C.3.33 Investigations

Periodically, the Contractor may be required to make written and oral statements to the Servicing Security Element, the Federal Bureau of Investigation, or other agencies due to the nature of a particular incident. Any written statements provided shall be considered a report under the terms of the contract.

C.3.34 Criminal Actions

Contractor employees may be subject to criminal actions as defined by Title 18 United States Code and any other applicable law. These include, but are not limited to:

1. 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.

2. Unauthorized use of Government property, theft, vandalism, or immoral conduct.

3. Unethical or improper use of official authority or credentials.

4. Misuse of weapons.

5. Security violations.

C.3.35 Daily Work Schedule

The Contractor shall provide a daily work schedule, which indicates specific hours of the day that each post will be staffed, the guard's name and the number of personnel per post. Other known requirements, such as scheduled escort services, scheduled courier services, and scheduled fire/evacuation drills shall also be shown on the schedule. The Contractor shall submit this work schedule to the COTR daily prior to the beginning of each day. COTR shall be notified of any changes to the daily work schedule.

C.3.36 Contractor Pre-Employment Investigation

The Contractor shall be required to certify in writing to the CO that each guard has successfully passed a pre-employment suitability investigation in accordance with *FAA Order 1600.69A, FAA Facility Security Management Program,* before the guard is assigned to the FAA facility.

The Contractor shall be required to conduct or have conducted a suitability investigation for each individual. The investigation shall include the following:

1. Search of police files in the area of residence.
2. Inquiries of former employers for a period of 5 years.
3. Information that may reflect on the suitability of the guard to perform security duties under this contract.

The Contractor shall provide the results of the investigative reports for each guard to the CO not later than 10 days prior to beginning duty.

C.3.37 Personnel and Industrial Security Requirements

All guard Contractor personnel shall be subject to a personnel security investigation. The Contractor shall submit completed applications for this background investigation to the CO not later than 10 days prior to beginning duty as a FAA contract guard. FAA Order 1600.1 Personnel Security Program, Appendix 9, Investigating Contractor Employees, provides FAA policy relating to personnel and industrial security requirements.

In order to protect the security interests of the government, and those transportation industry activities releasing proprietary information to the FAA, all Contractor employees assigned to perform service under this contract will, as a minimum, be the subject of a favorably adjudicated personnel security investigation.

Investigations will be accomplished through the FAA at no cost to the Contractor. The CO shall obtain an original Standard Form 85P, Questionnaire for Public Trust Positions, and one Standard Form FD-258, Fingerprint Cards, for each required check. The Contractor employee must date and sign both copies of the Standard Form 85P. The completed forms are submitted to the SSE at least 10 days prior to reporting for duty. The CO shall maintain copies of the guards facility clearance and investigations on file.

C.3.38 Employment of Government Personnel

The Contractor shall not hire off-duty Government employees whose employment would result in a conflict with Office of Personnel Management (OPM), Department of Transportation (DOT)/FAA Regulations, and any other Federal Code.

C.3.39 Convictions

C.3.39.1 Felony Convictions

The Contractor employee shall have no felony convictions and no convictions that reflect on the individual's suitability. Requirements for this contract may fall under other FAA Regulations

prohibiting employment. Where contracts require access to airport operations areas the Contractor will comply with the Federal Aviation Regulation, part 107.

C.3.39.2 Misdemeanor Convictions

The Contractor shall ensure that all armed and unarmed guards working on this contract are in compliance with the Lautenberg Amendment. ***07/08/02***

C.4 Government-Furnished Property and Services

The Government will provide, without cost to the Contractor, the property and services indicated below. The Government-furnished property and services provided as part of this contract shall be used by the Contractor only to perform services under the terms of this contract.

C.4.1 Equipment and Installed Property

The Contractor will obtain from the Government the equipment and installed property identified in Technical Exhibit Three. The GFE shall not be removed from the MMAC without prior written consent from the COR. GFE shall be managed and accounted for in accordance with the Government property clause of this contract.

C.4.2 Facilities

The Contractor shall utilize the office, dispatch, and Pass & ID office space in the Headquarters Building, guard stations at FAALC Gate 20, entrances to the MMAC, and TRW entrance. No alteration to the facilities shall be made by the Contractor without specific written permission from the COR.

C.4.3 Government-Furnished Material

The Contractor will be furnished materials to perform the services identified in this SOW as identified in Technical Exhibit Three. These materials shall be jointly inventoried at the start of the phase-in period by the Contractor and Government representative.

C.4.4 Other Government-Furnished Documents and Forms

Government forms, regulations, directives, and computer paper will be furnished to the Contractor. Initial supply of these items will be available at the phase-in period. The Contractor shall establish requirements for subsequent needs, prepare requisitions for such requirements, and submit them to the COR.

C.4.5 Property Control Procedures

The Contractor shall conform to the requirements of FAR Part 45.5 concerning management of Government-furnished property. The Contractor is directly responsible and accountable for all Government property in his possession during performance of this contract. Adequate property control records must be maintained by the Contractor's property control manager. The Contractor shall prepare and submit draft property control procedures to the COR within 30 days after award of the contract. These procedures must be approved by the COR pursuant to the terms of the contract.

C.4.6 Initial Government-Furnished Property Inventory

Not later than 30 working days prior to start of the performance period, the Contractor and a Government representative shall conduct a joint inventory for Government-furnished property addressed in Technical Exhibit Three. The Contractor shall provide a receipt for property provided by the Government. The Contractor and Government representative shall jointly determine the working order and condition of the equipment. Items of property missing or not in working order shall be reported to the COR immediately upon completion of the initial inventory. The Government will replace or repair any missing or defective Government-furnished property necessary for accomplishment of services required by the SOW. The COR will provide disposition instructions for items beyond repair. The Contractor and COR shall certify their agreement on working order and discrepancies in a written report. If the Contractor does not participate in the inventory, the Contractor must accept, as accurate, the listing and stated condition of equipment provided by the Government.

C.4.7 Annual Inventory

The Contractor shall inventory all material and equipment, identified in Technical Exhibit Three, at least once each year during the second quarter of the fiscal year. Since the FAA Property Administrator will normally participate in the inventories, the Contractor shall coordinate with the COR and/or FAA Property Administrator before taking an inventory. Throughout the performance period, the Contractor shall ensure that the equipment inventory listing is current, complete, and accurate.

C.4.8 Phase-Out Inventory of Government-Furnished Property

At completion of the performance period, a joint inventory of property shall be conducted by the Contractor and Government representative. The Contractor shall be liable for loss or damage to Government-furnished property beyond fair wear and tear in accordance with the clause of the contract entitled "Government-furnished Property". Compensation for replacement of lost property or property damaged beyond fair wear and tear shall be affected either by withholding amount owed to the Contractor or by direct payment by the Contractor; the method of compensation will be determined by the CO and/or COR. In the case of damaged property, the amount of compensation due the Government by the Contractor shall be the actual cost for repair, provided such amount does not exceed the replacement cost of equipment. For items lost or damaged beyond economical repair, the amount of Contractor's liability shall be the depreciated replacement value of the item. Determinations of economical repair and replacement values shall be provided by the CO and or COR. Any failure of the Contractor to agree with such determination shall be treated as a dispute over a question of fact pursuant to the contract clause entitled "Disputes".

C.4.9 Disposition of Property

When property is determined, by joint agreement between the Contractor and COR, to be beyond economical repair or becomes obsolete, the property will be returned to the Government in its entirety. Upon completion of the performance period, remaining Government property shall be returned to the Government.

C.4.10 Obtaining Additional Government-Furnished Equipment

The Contractor shall submit requests for additional Government-furnished equipment required in the performance of the contract. The Contractor shall submit such requests in writing to the COR.

C.4.11 Equipment Repair

The Contractor shall be liable for loss or damage to Government-furnished equipment beyond fair wear and tear in accordance with the terms of the contract. In the case of damaged property, the amount of compensation due the Government by the Contractor shall be the actual cost of repair. Failure of the parties to agree on repair costs shall be treated as a dispute under the "Disputes" clause of the contract.

C.4.12 Replacement of Equipment

The Government may replace, as required, GFE when due to fair wear and tear, and it is no longer usable for its intended purpose. The Contractor shall submit requests for replacement of GFE required for the performance of the SOW to the COR.

C.4.13 Unused Government-Furnished Equipment

The Contractor and the COR shall jointly inventory all GFE after 120 days from the phase-in period to identify all GFE not required for performance of the SOW. The Contractor shall release all unused GFE identified to the COR.

C.4.14 Damage Reports

In all instances where Government property or equipment are damaged by Contractor's employee, the Contractor shall provide a verbal report to the COR within 4-hours of occurrence. A complete typed original report shall be delivered to the COR within 24-hours of occurrence, explaining the circumstances of the accident and the extent of damage. Liability for loss or damage and cost for repair or replacement of Government property shall be governed by the terms of the contract.

C.4.15 Services

The Government will furnish the following services at no cost to the Contractor except as otherwise stated.

C.4.16 Utilities

Utilities (electricity, water, sewer, air conditioning and heat) shall be furnished to the Contractor without charge from existing outlets and supplies.

C.4.17 Telephone Services

The Government will provide existing local telephone services and telephone equipment to Contractor personnel necessary to accomplish work identified in this SOW. The Contractor shall use Government provided telephone service only for official Government business. The Government telephone service shall not be used for personal other business not related to this contract. Contractor personnel shall not relocate Government-furnished telephone equipment or in any way tamper with the telephone distribution system. The Contractor shall notify the COR when relocation, maintenance, or repair of telephones is required.

C.4.18 Real Property Maintenance

The Government will provide maintenance and repair of real property facilities.

C.4.19 Center Services

The Government will provide fire prevention and protection, inspection and maintenance of Government-furnished fire extinguishers and systems, pest control and janitorial services.

Government forms, regulations, directives, and computer paper will be furnished by the Government. Initial supplies of these items will be available at the phase-in period. The Contractor shall establish requirements for subsequent needs, prepare requisitions for such requirements and submit them to the COR.

C.5 Contractor Furnished Property

The contract requires that the Contractor shall provide employees all necessary equipment to perform their duties in a competent, capable, and efficient manner.

The Contractor shall make the following typical equipment available to guard personnel to perform normal functions: firearms, first aid kits, and high power flashlights, key control containers, and such other items as the FAA may deem necessary.

C.5.1 Firearms Equipment Requirements

Minimum firearms requirements include the following:

1. Only upon successful completion of the required firearms qualifications and compliance with certification requirements shall a firearm, by serial number, be furnished by the Contractor to each guard and supervisor for duty use at FAA facility. Only the weapon with which the guard has qualified shall be used. Personal weapons shall not be used.

2. Firearms shall only be a .38 caliber, 4" barrel, and standard police service type revolver. Other types of weapons loaded with .38 caliber ammunition will not be acceptable as a substitute. Firearms shall be of U.S. manufacture only.

3. Firearms maintenance shall be performed on a weekly basis or more frequently, if weather conditions require, to ensure optimum operating condition. The Contractor shall provide all needed cleaning supplies for this function.

4. Modifications to issued firearms are not permitted with the exception of handgrips and sights. Qualification must be performed with the alteration in place and not simply removed and added before and after each qualification.

5. The Contractor shall provide a list of serial numbers of firearms to be used or stored on the premises to the COTR prior to the performance date. This list shall be kept current.

6. The Contractor shall provide ammunition for authorized firearms. Each guard, entering on duty, including the on-site supervisor(s), shall be issued twelve (12) rounds of .38 caliber 125-grain hollow point ammunition. Six (6) rounds shall be used as a firearm load with six (6) rounds carried in a cartridge case. Ammunition shall be inspected and cleaned daily to ensure its safe and effective use. Ammunition shall be of U.S. manufacture only.

7. The Contractor shall provide 100 rounds of .38 caliber ammunition stored on site in an approved General Services Administration (GSA) container acceptable for storage and available to guards to accommodate emergencies and in the event additional services are ordered.

C.5.2 Uniforms

The Contractor shall furnish all security guard personnel (full and part-time) with appropriate uniforms including insignia of rank. All Contractor's personnel shall be in full and proper uniform while on duty. Each uniform shall consist of the following items and be in the weight indicated to the maximum extent possible, considering geographical and climatic conditions. The uniforms color(s) shall be the same as that in general use by large guard or police organizations in the United States. However, it must be distinctive, conservative, and maintain uniformity of appearance. Shoulder patches with Contractor identification and not larger than 4 ½ inches by 4 ½ inches shall be worn on the uniform's left shoulder. No other Contractor identification is to be worn or displayed on the uniform. Appropriate style and design of these items shall be provided for both male and female security guard personnel. The CO or COR shall have final approval as to acceptance or non-acceptance of the uniforms.

1. Winter Parka with removable hood or duty coat (1)-each
2. Lightweight jacket (bomber style) (1)-each
3. Trousers, un-cuffed, 6 to 9 oz 65% polyester and 35% cotton *
4. Cap, winter/summer regulation police or other acceptable to the COR;
5. Raincoat, nylon coated (jacket/overall with hood) (1-each)
6. Overshoes (1-pair);
7. Gloves, black leather and lined (1-pair);
8. Belt, Sam Brown, with holster, nylon web (1-each);
9. Safety vest (bright fluorescent orange) Title (Security) (12-total);
10. Shirts, poplin, long sleeve for winter and short sleeve for summer.
11. Neckties clip on type (3-each)
12. Security Guard badges with individual serial numbers, which identifies all personnel as Contractor's security guard personnel (1-each for hat, shirt, and coat).
13. *Subzero clothing (jacket/overall with hood) (color black) (7–total);* ***11/16/01***
14. Peerless handcuffs or equal, made from Grade A tempered steel with nickel finish, nylon web case (1-set each); ***1/02/01***
15. *Work boots and/or shoes – (color black) not to exceed $75.00 per year* ***11/16/01***
16. *Subzero clothing (Insulated Overalls) - (color black) (10-total)* ***11/16/01***

* Full time employees shall have 5 each of shirts/pants and part time employees shall have 3 each shirts/pants.

Each security guard shall furnish and wear compatible shined shoes and dark socks with the above uniform. Uniforms shall be kept in clean, pressed, and un-tattered condition. Contractor shall furnish additional uniform to keep the security guard force in professional looking appearance at all times. All guard personnel will wear prescribed uniforms. Deviations are not acceptable other than may be necessary in the interest of health and safety. High standards of personal appearance will be maintained at all times.

Female security guard personnel working the 7:00 a.m. through 4:30 p.m. shift(s), in the Identification Processing Office, may with the concurrence of the on-site Project Manager and COR, wear an appropriate style and color uniform skirt in lieu of trousers.

C.5.3 Vehicles

The Contractor shall provide all vehicles necessary for the performance of this contract. All vehicles shall be kept in a safe fully operable condition at all times with a valid state safety inspection sticker from the State of Oklahoma. All fuel, oil, lubricants, and maintenance shall be provided by the Contractor. All vehicles shall be identically painted in a white color. All vehicles shall be clearly marked (front, rear, and both sides) with distinctive insignia containing the word "SECURITY" in letters at least four inches in height, in a black color. Each vehicle shall have a handheld or fixed search light with a minimum of 100,000 candlepower, and a public address system. *The Contractor shall furnish thirteen (13) security patrol vehicles with two being a four-wheel drive full size pick-ups suitable for use on streets and highways.* Scooters, electric carts and/or other such motorized vehicles are not acceptable. The vehicles shall be approved by the COR and shall be equipped with the following: ***07/08/02***

1. Emergency light bar consisting of green flashing emergency beacon and rear facing amber flashing lights;
2. Side mounted spotlight;
3. Traffic emergency kit;
4. First Aid Kit;
5. Patrol vehicle identification signs/markings meeting requirements of FAA and Oklahoma City Police Department on both sides and rear of vehicle;
6. Style and color of patrol vehicles shall meet Oklahoma City Police Department requirements.

In the event one of the patrol vehicles are not available for use for any reason, a back-up patrol vehicle(s) shall be furnished by the Contractor and used until primary vehicle is back in service. Any back-up vehicle shall be equipped with, at minimum, an emergency flashing light and magnetic signs on the sides identifying the vehicles as security patrol vehicles. Back-up vehicles shall be the same type as the Contractor furnished patrol vehicles.

C.5.4 Property

Contractor furnished vehicles and equipment shall be identified as Contractor property. All Contractor furnished vehicles and equipment shall be in an operable condition and meet all local, State, and Federal safety requirements. Vehicles and equipment identified as not meeting the above safety requirements, by inspection of the COR, shall be removed from service within one hour of notification and repaired or replaced at Contractor's expense. Except for **minor** on-site repairs, the Contractor shall remove from MMAC, within 24-hours, any vehicle which becomes inoperative or which breaks down during operation.

C.5.5 Preventative Maintenance Program for Contractor Vehicles

Contractor vehicles shall have a written and approved Preventative Maintenance program established for each vehicle on site for review by the COR. Mileage for Contractor vehicles may not exceed 80,000 miles per vehicle without written authorization by the COR. *The Contractor shall furnish thirteen (13) vehicles with two (2) being four-wheel drive full size pick-*

C.5.6 Administrative Supplies

The Contractor shall provide all day to day administrative supplies (i.e. pens, paper, folder(s), binder(s), etc.) required for compliance with the requirements of this contract.

C.5.7 Copier Equipment and Supplies

The Contractor shall provide all necessary reproduction/copying equipment and supplies required for compliance with the requirements of this contract.

C.5.8 Fuels

The Contractor shall be responsible for furnishing vehicle fuels for Contractor owned vehicles.

C.5.9 Permits

The Contractor shall, at no additional cost to the Government, obtain all appointments, licenses and permits required for security guard services IAW. the SOW and for complying with all applicable local, State, and Federal laws. The above requirements shall be provided to the CO at the start of the phase-in period, and shall be kept current through the completion of the contract.

C.5.10 Pager/Cell Phone

The Contractor shall be responsible for providing a pager and cell phone for the Project Manager.

C.6 Firearms Requirements

The Contractor shall ensure that guards shall not be issued firearms until they have been properly trained in their use and handling and there is documentation certifying their training and qualification. Contractor personnel may not carry or use chemical irritants.

C.6.1 Firearms Proficiency Training and Qualification

The Contractor shall ensure that each guard required to carry a weapon shall be trained and qualified to meet the minimum standards specified in *FAA Order 1600.69A, FAA Security Management Program,* Appendix 13, including initial training and qualification, quarterly sustainment training, and annual re-qualification. The Contractor shall ensure that no guard shall bear a firearm on the facility or be assigned to an armed post until a written certification of qualification has been provided to the CO/COTR, and the guard has successfully completed training in the use of deadly force. The FAA reserves the right to witness firearms qualifications. The Contractor shall notify the COTR/FSC 15 days prior to scheduled qualification.

C.6.2 Possession of Privately Owned Firearms in or on FAA-Owned or Leased Property

The Contractor shall ensure that all guards while in or on FAA-owned, FAA-leased, or GSA-leased property, including vehicles, shall comply with the following:

1. No person shall carry or have in their possession, including their personal vehicle, firearms, or other weapons unless authorized by the FAA to do so in connection with his/her FAA official duties.

2. Guard personnel shall not carry or have in their possession firearms or other weapons except those specifically authorized in the FAA contract.

3. Firearms owned by the Contractor can be stored on FAA owned/leased property with the authority of the SSE in an approved storage container.

C.6.3 Reporting of Firearm Discharge

The Contractor shall ensure that all incidents involving the discharge of a firearm by a FAA employee or by guard personnel will be reported to the FSC/SSE/COTR

C.6.4 Individual Responsibility for use of Firearms

The guard personnel authorized to carry a firearm on FAA property are fully liable and responsible for actions taken involving the use of the firearm.

Procedures to be followed by the Individual:

Guard personnel responsible for the discharge of a firearm shall immediately notify his/her supervisor of the incident and the circumstances relating thereto.

1. The report shall include any injury or fatality which may have resulted from the use of the firearm, including injuries resulting from accidental discharges.

2. In the event that the individual responsible is not able to initiate reporting action, it shall be the responsibility of his/her supervisor to make the report.

C.6.5 Incident Reporting for Discharge of Firearms

The Contractor shall submit a written report to the FSC/SSE/COTR at any time a firearm is discharged for any reason, whether intentionally or accidentally. This reporting requirement is mandatory regardless of whether or not personal injury resulted from the discharge.

C.6.6 Firearms Qualification Requirements

Firearms qualification shall, at a minimum, occur annually and within 12 months of the previous qualification. Qualification shall be with the identical firearm (by serial number) that will be used during regular tour of duty.

1. Range qualification shall be accomplished on a recognized law enforcement or other approved range under the supervision of a certified firearms instructor. The minimum passing score shall be 210 points out of a possible 300.

2. Each qualifier shall both wear and use the duty gear that is assigned for daily use. This is to specifically include the holster and reloading devices or aides (e.g. speed loaders).

3. The "course of fire" shall be the same as the GSA/Federal Protective Service (FPS) qualification course, Federal Law Enforcement Training Center Practical Pistol Course described in Figure A13-1, FAA Contract Guard Firearms Qualification Course of Fire.

C.6.7 Guard Certification

Guard certification shall be in writing and must specifically identify by name each guard who:

1. Has successfully completed firearms qualification within the preceding 12 months, list the score attained, the model and serial number of the qualifying weapon, and the date of qualification.

2. Has fully and successfully complied with **all** training requirements in the Facility Guard Manual.

The Contractors shall **not** issue a firearm to their employees until the Contractor has certified in writing to the CO that the individual has successfully completed the firearms qualification and training requirements as required.

C.6.8 Prohibited Actions

Guard personnel employed by the FAA are governed by the policies and procedures as established.

Personnel duly authorized to possess or carry firearms in the performance of their duties, law enforcement, or security activities shall use only such force as is necessary to overcome any opposing force or threat by rendering the person(s) incapable of continuing the activity which prompted the use of such force or weapon.

Deadly force is authorized only when the guard has cause to believe that another person poses an imminent threat of death or serious bodily injury to the guard or others.

A firearm shall only be drawn when it is intended to be used in the protection of life.

Firing at a fleeing person is not justified.

Firing from a moving vehicle or at a fleeing motor vehicle is prohibited.

Firing warning shots is prohibited.

C.6.9 Required Actions

Contractor weapons and ammunition shall be surrendered to the COTR/FSC/SSE upon request for examination of serviceability.

C.6.10 Failure to Comply with Certification Requirements

Contractor employees *that are required to be armed and* who fail annual certification requirements or do not comply with certification requirements shall be immediately removed from official FAA duty and **not be authorized** to carry a firearm until they again successfully meet all certification requirements. The Contractor shall provide certification documentation to that effect and it is accepted by the COTR. ***07/08/02***

C.7 Training

C.7.1 General Training

The Contractor shall certify in writing to the CO/COTR that all guards assigned duties at FAA facilities have successfully met all state and local security officer training requirements prior to assignment to a position under this contract. In addition, guards shall have successfully completed facility and other training specified by this contract and any other training deemed necessary by the COTR, and FAA Order 1600.69A, FAA Facility Security Management Program. If there is no state or local mandated training, all guards shall be initially trained, at a minimum, in the following categories:

1. Care of Firearms. Guard personnel will comply with all firearms certification and proficiency training requirements in accordance with Appendix 13 of FAA Order 1600.69A, FAA Facility Security Management Program *(armed guards only)*. ***07/08/02***

2. Use of Firearms. Firearms will be used only in extreme emergencies requiring the protection of life and then only in accordance with Appendix 13 of FAA Order 1600.69A, FAA Facility Security Management Program *(armed guards only)*. ***07/08/02***

3. Jurisdiction and Authority. Training sessions shall include descriptions of the guard responsibilities and authority with respect to apprehension, search, seizure, and use of deadly force.

4. First Aid. Demonstrate proficiency in first aid and cardio-pulmonary resuscitation (CPR).

5. Emergency Responsibilities. Demonstrate proficiency in the use of emergency equipment such as fire extinguishers and water hoses.

6. Operational Instructions. Demonstrate knowledge of the facility's layout, particularly stairways, fire doors, pipelines, sprinkler systems, sprinkler control valves and fire hoses, fire extinguishers and fire alarm systems, general, special, and temporary orders, facility security plan (FSP), and the guard manual.

7. Security and Contingency Situations. Recognize and appropriately react to emergency situations involving work place violence, bomb threats, sabotage, terrorism, hostage situations, and other criminal activity.

8. Safety. Demonstrate general knowledge of the safety requirements for the facility with special emphasis on any volatile materials stored within the confines of the facility.

9. Facility Access Control Procedures. Demonstrate knowledge of facility guidelines and procedures for personnel and vehicle access control.

10. Communications. Demonstrate the proper use of primary, alternative, and emergency communications equipment.

11. Reports. Demonstrate adequate report writing skills associated with guard operations.

C.7.2 Training Plan

Within fifteen (15) calendar days after contract award, the Contractor shall submit a proposed training plan in accordance with *FAA Order 1600.69A, Facility Security Management Program,* and Appendix 13.

1. Name and location of training facility (ies).

2. If the training facility is not an institute accredited to provide such training, the names, location and qualifications of instructors shall be approved prior to any instructions by the SSE.

3. Dates/Times training courses are to be presented.

The Government reserves the right to reject the training plan if it determines that training facilities are inadequate and/or instructors are not qualified to provide such training. If the training plan is rejected, the Contractor shall submit a new training plan within 10 calendar days. Failure to submit an acceptable training plan may be grounds for termination for default of this contract. Revisions to the approved training plan shall be submitted to the Contracting Officer for review/approval within five calendar days of such revision. In the event of personnel turnover, new Contractor employees must complete training under the Contractor's then current training plan. The Government reserves the right to audit all or part of Contractor provided training courses.

C.7.3 Specific Requirements

The Contractor shall be fully responsible for the initial and recurrent training and orientation of all assigned guard personnel. The Project Manager shall maintain a training folder on each employee and shall certify each employee's proficiency in each guard position in addition to certifying on all recurrent training. All new guard personnel shall receive 40 hours on-the-job training in the functions required by this SOW. No employee shall be permitted to assume any guard position without a qualified escort until having demonstrated his proficiency in each position to the Project Manager. The Project Manager shall certify to the COR in writing all new guard personnel qualified to assume each position. Each guard employee shall receive at least eight hours recurrent training per month. Training subjects for each month shall be determined by the Project Manager with the concurrence of the COR. Annual training shall be in accordance with FAA Order 1600.69A, FAA Facility Security Management Program.

Training shall be conducted so as not to interfere with security guard duties and activities as identified in this SOW. The Project Manager shall advise the COR of all training schedules in writing and the COR and/or COTR may attend and observe any training session.

C.7.4 Recurrent Training

Guard personnel shall receive a minimum of eight hours of refresher training annually. A summary of training requirements is included in accordance with FAA Order 1600.69A, Facility Security Management Program, Appendix 13.

C.8 Guard Operations

C.8.1 Guard Orders

Instructions shall be specific to the facility receiving the FAA contract guard services and be in the form of general, special, and/or temporary orders. These orders shall be clear, concise, and fully describe the duties and actions that the guard is to carry out under specified conditions at all individual posts. The COTR will be responsible for ensuring that such orders are developed, maintained, and are current.

1. General Orders. Instructions which concern the guard as a whole and are applicable at all posts and patrols. They will cover such items as performance of contract guard duties and responsibilities in compliance with *FAA Order 1600.69A*, Appendix 13, paragraphs 24 and 25.

2. Special Orders. Instructions which prescribe the responsibilities of a particular post or patrol. Each post or patrol will have special orders issued concerning the location, duties, and hours staffed.

3. Temporary Orders. Instructions which are issued for a short period covering a special or temporary situation.

C.8.2 Contractor Responsibility for the Guard Manual

The Contractor shall be required to develop and issue a current and comprehensive Contractor Guard Manual and Supervisory Guard Manual to each contract guard assigned to duty under this contract. The manual is intended to be a Contractor-employee manual and will contain the basic guidance issued by the Contractor to its employees concerning matters of dress, discipline, patrolling, first aid, emergency responsibilities, apprehension of suspects and arrest powers, courtesy, communications and chain of command. The Contractor Guard Manual and Supervisory Guard Manual shall be coordinated with the COTR and the SSE before issuance.

C.8.3 Contractor Guard Manual

The Contractor shall develop and issue a comprehensive Contractor Guard Manual to each guard assigned to duty under this contract. The manual is intended to be a Contractor-employee manual and will contain the basic guidance issued by the Contractor to its employees. Within twenty-one (21) calendar days after contract award, the Contractor shall provide copies of the Contractor Guard Manual as set forth by "List of Required Records and Reports" clause, in Section F to the FAA for review and approval. Within fifteen (15) calendar days from the date of receipt of FAA approval, the Contractor shall furnish one copy to the CO, COTR, the on-site supervisor, all posts and all guards. The Contractor Guard Manual shall be approved by the FAA before issuance and is subject to annual review by the COTR and SSE and updated as required. Any updating

The guard manual shall include, as a minimum, the following topics:

-General company policy, rules and regulations
-Chain of command
-Concepts of facility protection
-Legal aspects of installation protection
-Apprehension of suspects and arrest powers
-Patrol techniques
-Access and traffic control
-Detection of methods of sabotage
-Fire prevention and protection
-Communication
-Report writing
-Handling of safety hazards and bomb threats
-Care and handling of firearms
-First aid
-Wearing of the prescribed uniform
-Standards of conduct and discipline
-Courtesy
-Medical examinations of guards and certification of acceptability
-Physical conditioning
-Data on security of classified information
-Employee's vacation pay if required by the Service Contract Act Wage Determination
-Emergency responsibilities
-Firearms qualification and certification
-Facility telephone notification list
-Facility Occupancy Emergency Plan
-Facility Contingency Plan

A detailed review of the guard manual shall be provided as part of each employee's initial training, and each time the guard manual is modified. No guard shall be assigned to duty unless he/she is thoroughly knowledgeable of and understands the guard manual. The guard manual may be modified to reflect required changes in the Government's guard services policies and procedures.

C.8.4 Incident Reporting

Incident reporting is required in order to identify and assess the loss and damage to FAA property and facilities. It provides essential data that describes the type of incidents associated with a facility and is a key element in the development of the FAA Facility Security Management Program.

The objective of the incident reporting process is to provide a timely and accurate flow of data concerning the nature and frequency of adverse events which occur at FAA facilities. Below is a list of examples of reportable incidents. This list is not all encompassing and is intended to be used as a guide.

Example of Reportable Incidents

Arson	Kidnapping	Stalking
Assault	Larceny	Theft
Bomb Threats	Loss of U.S. Gov. Property	Terrorism
Burglary	Misuse of U.S. Government Property	Vandalism
Car Jacking	Murder	Violence in the Workplace
Civil Disturbance	Rape	Weapons Incidents
Drive-by Shootings	Robbery	
Drug Use	Sabotage	

The written incident report submitted by the supervisor shall contain, as a minimum, the following information:

1. Name and duty assignment of the individual having custody of the firearm.
2. Time of the firearm discharge (date/day/hour).
3. Reason for firing the weapon.
4. Activity in which the individual was engaged when the weapon was fired.
5. Injury, fatalities, or property damage resulting from the discharge.
6. Names of any witnesses having knowledge of the incident

C.9 Work Requirements

C.9.1 Entry Control

The Contractor shall deter unauthorized person(s), property, or vehicles from entering into the area(s) defined in the Facility Guard Manual. All posts shall be controlled during the specified times. During the time periods posts are not staffed, the posts shall be considered part of the perimeter and controlled by the roving patrol.

Authorized personnel or vehicles shall be allowed entry after they have been properly screened. The Contractor shall minimize traffic congestion during peak periods of personnel arrivals/departures in compliance with the Facility Guard Manual.

1. The Contractor shall comply with the Facility Guard Manual regarding issuance of temporary passes and temporary badges to Government employees, authorized visitors, Contractors, vendors, and others. The Contractor shall courteously and promptly process visitors, issue appropriate identification badges to authorized visitors, and record required information. Contractor employees shall provide clear directions to visitors upon request. Vehicle passes shall either be denied or issued after proper screening and validation.

2. Certain private property (e.g., audio and video recording devices, cameras, etc.) is prohibited to the facility.

3. Similarly, the Contractor shall maintain a list of lost items, accept found items, and secure them until they can be transferred to the proper authorities or the FSC for disposition. The Contractor shall be fully responsible for items in his/her possession.

4. In the case of an emergency/incident, all gates shall be closed to inbound traffic and locked, and an "all secure" report made in accordance with the specific procedures contained in the Facility Guard Manual within one (1) minute of notification of the Contractor's base station or shift supervisor.

C.9.2 Exit Control

The Contractor shall comply with the Facility Guard Manual regarding detention of persons or property, and shall insure that any person(s) attempting to take Government property off the installation has a valid property pass, as identified in the Facility Guard Manual.

In the case of an emergency/incident all gates shall be closed to outbound traffic and locked, and an "all secure" report made in accordance with the specific procedures contained in the Facility Guard Manual within one (1) minute of notification to the Contractor's base station or shift supervisor.

C.9.3 Roving Patrol

The Contractor shall provide personnel for roving patrols as specified in the Facility Guard Manual. All roving patrol guards shall be equipped with communications equipment as specified in the Radio Communications and Radio/Telephonic Communications sections of this SOW, and be capable of making contact with the Contractor's base station and/or shift supervisor within one (1) minute at all times.

The roving patrol function may include both foot and motorized patrols. Roving patrols shall be continuously on the alert for the occurrence of fires, explosions, collapses, and other catastrophes by close and detailed observation of buildings, machinery, vehicles, equipment, other resources, and personnel. Unsafe or potentially unsafe conditions, procedures, or activities shall be identified and promptly corrected, if possible. The Contractor shall restrict admission to the unsafe area to minimize the risk and notify the COTR so that repair or corrective action can be accomplished as soon as possible. In the event of a catastrophe, the Contractor shall immediately summon appropriate response forces and then notify government personnel prescribed by the Facility Guard Manual; assist in minimizing the effects thereof; and assist in restoring the area to a safe condition as soon as possible.

The Contract Guards are required to use a watch clock system or some type of electronic guard tour system which is to be provided by the FAA to serve as a supervisory control and check on the performance of guards.

C.9.4 Perimeter

A check shall be made of the entire facility perimeter to detect unauthorized entry (attempted or actual). Routes and times shall be varied to avoid establishing a set pattern. The guard at a minimum shall check twice (2) per shift.

C.9.5 Building/Equipment Checks

Security checks shall be made twice (2) per shift of all buildings and pieces of equipment identified in the Facility Guard Manual. While such checks are primarily to detect unsecured facilities, the guard shall also immediately report to the appropriate authorities (as specified in the Facility Guard Manual) any fire, flooding, or other condition that could result in damage to buildings/equipment or injuries to personnel.

C.9.6 Execute Colors

The Contractor may be required to raise and lower the United States Flag (and other flags as authorized) at the locations and times indicated in the Facility Guard Manual. No deviations are permitted unless authorized. Verbal authorizations shall be recorded in an incident report.

C.9.7 Traffic, Parking, and Pedestrian Control

The Contractor shall direct traffic, control lights, and issue parking citations as described in the Facility Guard Manual. Tactful and courteous warnings or citations shall be made using the appropriate FAA form to individuals who violate facility-parking regulations. Abandoned vehicles shall be reported promptly in accordance with the Facility Guard Manual.

C.9.8 Deviation from Prescribed Schedules

In the case of emergency conditions requiring immediate attention, the COTR/ FSC may direct the Contractor Guard Supervisor to temporarily divert guards from their normal roving patrol duties to respond to the emergency conditions, at no additional cost to the FAA. Such employees shall return to their normally assigned duties when released from the emergency situation by the designated FAA official.

Except for the emergency conditions described in the Facility Guard Manual, the Contractor shall not divert roving patrol guard from their prescribed schedules without the prior approval of the COTR or FSC. In instances where verbal deviation approval is given by the COTR or FSC, all pertinent facts concerning the deviation shall be recorded in an incident report and forwarded to the COTR/SSE/FSC within three hours from completion of the incident.

Diversions resulting from emergency conditions described in the Facility Guard Manual shall be reported to the COTR/SSE/FSC in an incident report within three hours from the completion of the diversion.

C.9.9 Escort Services

The Contractor will provide escort services for all MMAC Official Business from the Visitor Center and/or Processing Center for visitors not having the appropriate security clearance, for the movement of valuables, explosives, classified material, hazardous material, fuel deliveries, and other items as required at the facility.

One security guard shall normally be provided to escort not more than seven (7) visitors. The guard shall escort vehicle(s) as directed to their designated destination to be signed for and "handed off" to the person expecting the visitor. ***07/08/02***

C.9.10 Complaints/Threats

The Contractor shall record complaints from any person concerning security, safety, or law enforcement within the Government's jurisdiction. Such complaints shall be promptly reported to the COTR/FSC for resolution and disposition. The Contractor shall endeavor to deter crimes against persons without waiting for a specific complaint, while immediately notifying the appropriate authorities. Response to bomb threats shall be in accordance with the Facility Guard Manual.

C.9.11 Traffic Accidents

The Contractor shall immediately notify the police of accidents, and shall assist, as required, in redirecting traffic, placing warning flares, and other safety protective actions identified in the Facility Guard Manual.

C.9.12 Gate/Building Openings

The Contractor shall open and close gate(s) and building(s) within the time parameters as specified in the Facility Guard Manual. The Contractor shall maintain a record of all nonscheduled gate/building openings and/or closings.

C.9.13 Key/Combination Control

The Contractor shall receive, secure, issue, and account for all keys/access cards or combinations issued for access to buildings, offices, equipment, gates, etc. for the purposes of this contract. Prior to starting work, the Contractor shall sign a receipt for all keys/combinations issued by the Government. The Contractor shall maintain records which show how many keys are in existence, in whose possession, and who has knowledge of and/or access to combinations. These records shall be made available to the COTR, FSC, SSE or any other Government Investigative Authority upon request. Keys shall not be duplicated.

C.9.14 Loss of Keys

Loss of either key(s) or access card(s) shall be reported to the COR within one hour of discovery of the loss.

C.9.15 Use of Keys

Keys/access cards issued by the Government shall be used only by authorized Contractor employees. The Contractor shall prohibit the opening of secured areas to persons other than employees engaged in the performance of assigned work.

C.10 Quality Control

The Contractor is solely responsible for the quality of services provided. The Contractor is also liable for Contractor employee negligence, and any fraud, waste or abuse. The Contractor's Quality and Internal Control System shall ensure that security guard services are completed in accordance with acceptable principles of internal control, with applicable Government regulations and instructions, and meet specified acceptable levels of quality. The operation of the Quality and Internal Control Program must be described in a written plan. One copy of the Contractor's final Quality and Internal Control Plan shall be submitted to the COR within 15 days prior to the phase-in period. An updated copy must be provided to the COR as changes occur.

At a minimum, the Contractor's Quality and Internal Control Plan shall include:

- An internal quality control and inspection system for required security guard services specified in the SOW.
- The specific person(s), job title(s) and organizational position(s) of the individuals who will conduct the inspections.
- A method to identify deficiencies in services that may occur.
- Procedures to correct any deficiencies in services that may occur.
- A file of information regarding inspection and other quality and internal control actions that document the purpose of the inspection, the results of the inspection, and any corrective action taken as the result of the inspection. Upon request, this file shall be made available to the COR during the period of performance. The plan must be maintained and revised as necessary throughout the term of the contract. In the event of any changes to the Quality and Internal Control Plan, a revised copy of the plan must be provided to the COR within five working days prior to the effective date of the change.

C.10.1 Quality Assurance

The Government will monitor the Contractor's performance using, at a minimum, the quality assurance inspection procedures specified in the Performance Requirements Summary, Technical Exhibit One. The Government reserves the right to review services to be provided under the contract to determine conformance with performance and technical requirements.

C.10.2 Performance Evaluation Meetings

The Contractor's Project Manager shall meet with the CO and COR weekly during the first 3 months of contract operations. Meetings shall be held thereafter as determined necessary by the COR. Mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared and signed by the CO, COR, and Contractor, or their designated representative, as appropriate. The Project Manager shall meet as necessary with Government personnel designated by the CO to discuss immediate issues and/or problems.

MANDATORY ORDER AND DIRECTIVES
TECHNICAL EXHIBIT ONE

1. AC Order 1600.18F; Parking and Traffic at the Mike Monroney Aeronautical Center

2. AC Order 1600.21F; Mike Monroney Aeronautical Center Physical Security Handbook

3. FAA Order 1600.25D; FAA Identification Media, Official Credentials, Passports, and Vehicle Identification Media

4. FAA Order 1600.69A; FAA Facility Security Management Program (Portions Furnished as determined necessary by the COR)

5. AC Order 1900.12B; Aeronautical Center Emergency Operations Plan

6. AC Order 3940.1C; Procedures for Handling Injury, Illness, or Fire at the Mike Monroney Aeronautical Center

7. FAA Order 5200.7; Training for Drivers in an Airport Operations Area

8. FAA Order 1600.1D, Personnel Security Program

9. FAA Order 1600.2D, Safeguarding Controls and Procedures for Classified National Security Information and Sensitive Unclassified Information

10. FAA Order 1280.1A, Protecting Privacy of Information About Individuals

GOVERNMENT FURNISHED MATERIALS AND PROPERTY
TECHNICAL EXHIBIT TWO

OFFICE SUPPLIES:

Materials for Computer Identification Media

Hand Cleaner

Finger-Print Pads

Finger-Print Card Holders

Laminator Pouches for Identification Cards

Strap Clips for Identification Cards

Blank Access Key Cards

Best Cores

Best Keys Cut and Blank

Video Cassettes

Simplex Paper Ribbon

Computer Paper *

Printer Ribbon *

Typewriter Ribbon *

3.5 Inch Diskettes *

* For government furnished computers and equipment

FORMS AND BADGES:

AC Form 1600.1 Parking/Traffic Citation

AC Form 1600.5 Report of Missing/Damaged/Stolen Property

AC Form 1600.16 Vehicle Registration

AC Form 1600.25 Dispatcher Radio log

AC Form 1600.26 Security Irregularity Record

AC Form 1600.27 Security Container/Safe Report

AC Form 1600.32 Security Activity report

AC Form 1600.33 Lock Control Record

AC Form 1600.36 Key Control Record

AC From 1600.44, FAA/MMAC Visitor Parking Permit

SF Form 700 Security Container Information

SF Form 702 Security Container Check Sheet

FAA Form 1600.8 DOT\FAA Visitor Register

FAA Form 1600.50 Visitor Badge

DOT F 1660.2 Property Removal Form

DOT F 1681 (10-94) Identification Card/Credential Application

Decals for Vehicle Registration

(Blue) Employees

(Green) Contractor

GOVERNMENT FURNISHED PROPERTY
DCT INC

IT	NSN	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1		AIR TANK #AMP-300/1 AND #AMP-300/2	2	$63.00	$126.00
2		ANVIL 27 LB	1	$130.00	$130.00
3		BATTERY CHARGER 5 UNIT GE MDL (FOR MPD'S)	1	$340.00	$340.00
4		BELT CLIP	4	$9.00	$36.00
5		BML16151/505 RAPID CHARGER	4	$44.00	$176.00
6		BOMB BLANKET	1	$100.00	$100.00
7		BOOK CASE SECTIONS METAL	7	$50.00	$350.00
8		BOOKCASE 4 DRAWER	2	$50.00	$100.00
9		CABINET STORAGE 2 DOOR 36" WIDE x 18" DEEP	1	$175.00	$175.00
10		CABINET WOOD 4 DOORS 22"x60" WOODGRAIN COLOR	1	$75.00	$75.00
11		CAMERA MODEL SS124E MFG POLAROID SN E920045	1	$590.00	$590.00
12		COMBINATING LOCK KIT MDL CD431 MFG BEST	1	$196.55	$196.55
13	PIN: G28650	COMPUTER GATEWAY P5-75 SN: 3592427	1	$1,428.00	$1,428.00
14	PIN: F61898	COMPUTER 520 AT&T SN: 1529433984	1	$2,073.00	$2,073.00
15	PIN: N55473	COMPUTER XRU-166 MICRON SN: 0069990009	1	$1,706.95	$1,706.95
	025-00-WRO-0317	COMPUTER WORKSTATION SN:1552387550	1	$1,646.00	$1,646.00
17		CORE CAPPING PRESS HEAVY DUTY MFG BEST MDL CD517	1	$508.55	$508.55
18		DATACARD BADGING SYSTEM: TRIPOD MFG: SLIK MDL: U8000 SN: N/A, DATACARD MFG. DATACARD MDL. FC100 SN: 104684, FLASH POWER SUPPLY MFG. VIVITAR MDL. SB-4 SN: N/A, FLASH MFG. VIVITAR MDL. 283 SN: N/A, FLASH COVER MFG. LUMIQUEST MDL. PROMAX 80-20 SN: N/A, CPU MFG. DATACARD MDL. NONE SN: Z00209331, MONITOR MFG. MAG MDL. DX1495 SN: MI38H1125257, PRINTER MFG. DATACARD MDL. IMAGECARD III SN: 21526, DIGITAL SIGNATURE PAD MFG. PENWARE/DATACARD MDL. PW100 KEYBOARD MFG. AT&T SN: C169099G41, MOUSE MFG. MICROSOFT MDL. PS/2 SN: 1125786	1	$21,045.00	$21,045.00
19		DESK 30"X60"	1	$165.00	$165.00
20		DESK 30"X60"	1	$309.00	$309.00
21		DESK 36"X60"	1	$140.00	$140.00
22		DESK WITH "L" UNIT 64 1/2"X20"	1	$200.00	$200.00
23	7110	FILE CABINETS 10 DRAWERS SN: 1-51481, 1-51482, 1-51483	3	$50.00	$150.00
24		FILING CABINET 10 DRAWER	3	$325.00	$975.00
25		FILING CABINET 2 DRAWER	1	$77.00	$77.00
26	7110-00-286-3798	FILING CABINET 5 DRAWERS HIGH 1 DRAWER WIDE LETTER SIZE	4	$139.90	$559.60
27		FILING CABINET EIGHT DRAWER	1	$225.00	$225.00
28		FLAMABLE STORAGE CABINET (2 DOOR) 36"X35"X22" SN 04330 (IN HG-10)	1	$451.89	$451.89
29		KEYBOARD SN: 00921993	1	$29.00	$29.00
	PIN: F01295	KEYBOARD SN: J9615001351	1	$102.00	$102.00
31		KEYBOARD SN: G272739	1	$69.00	$69.00
32		KEYBOARD SN: J964303582	1	$102.00	$102.00

GOVERNMENT FURNISHED PROPERTY
DCT INC

IT	NSN	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
33		KEYBOARD SN: 70372824	1	$102.00	$102.00
34		LAMINATOR SSI 10 MFG STICK/STRIP SN 4228	1	$286.00	$286.00
35		LEATHER CASE W/SWIVEL BELT LOOP	4	$35.00	$140.00
36		LOCKER PISTOL STORAGE MODULES (4 WEAPONS PER MODULE)	8	$245.00	$1,960.00
37		M-677V MICROCASSETTE-RECORDER/W/ADAPTER SN: 446015-6	1	$65.00	$65.00
38		MONITOR MDL. 0235 MFG. NCR SN: 1725182537AK	1	$350.00	$350.00
39		MONITOR SN: 1725664572	1	$350.00	$350.00
40		MONITOR SN: FB7426483	1	$350.00	$350.00
41		MONITOR SN: YA009833017468	1	$350.00	$350.00
42		MONITOR SN: 1726613610	1	$350.00	$350.00
43		MOUSE MICROSOFT 2.0A SN: 2411859	1	$75.00	$75.00
44	7025-00-ACO-6588	MOUSE SN: 0673579	1	$102.00	$102.00
45		MOUSE SN: 52021130000	1	$102.00	$102.00
		MOUSE SN: 0553082	1	$102.00	$102.00
		MOUSE SN: 0407460	1	$75.00	$75.00
		PAPER SHREDDER FELLOWES MDL 320 SN: 1170.113.00279!	1	$876.00	$876.00
47		PORTABLE RADIO UNIT ERICSSON KPC-300/400 SN: 465667,465672,465673, 465680, 465599, 465677, 465618	7	$532.00	$3,724.00
48		PORTABLE RADIO UNIT GE SN: 9661403	1	$625.00	$625.00
49		PORTABLE RADIO UNIT MOTOROLA GP300 SN: 174FYQ2624	1	$727.00	$727.00
50		POWER MEGAPHONE W/PISTOL GRIP	4	$98.35	$393.40
51		POWER PACK W/CORDS #AMP-300/2	1	$89.00	$89.00
52	PIN: F00688	PRINTER 33440A HP SN: 480629	1	$2,152.00	$2,152.00
53	PIN: F01232	PRINTER 4029 IBM SN: 11-R0236	1	$1,362.00	$1,362.00
54	PIN: N55496	PRINTER LASER JET 2100 HP SN: USGG005665	1	$672.00	$672.00
55		RACAL WORDNET 4 CHANNEL MAINFRAME DUAL DECK DAT DDS1 SN: RR143250101	1	$10,425.00	$10,425.00
56		RADIO HANDHELD GE MDL PS308S SN: 1521897 WITH CHARGERS MDL CH1SS1	1	$459.00	$459.00
57	5820-00-AC0-1960	RADIO PC PORTABLE MDL. PC308S GE SN: 1521899	1	$540.00	$540.00
58	5820-00-ACO-1350	RECEIVER RADIO PAGE BOY II MFG MOTOROLA 259ADY4200 (C-117)	1	$331.20	$331.20
59	7110-00-ACO-1077	SAFE 2 DRAWER WITH COMBINATION LOCK MFG. MOSLER SN 01543, 01550 & 01568	3	$500.00	$1,500.00
60	7110-00-551-5263	SAFE FIVE DR. WITH COMBINATION LOCK, MOSLER SN 01572	1	$335.84	$335.84
	7025-00-ACO-3778	SOFTWARE DOS 3.3 SN 6280060	1	$84.00	$84.00
[illegible]		SOFTWARE WORDPERFECT 4.1	1	$183.00	$183.00
63		SPARE BATTERY	4	$76.00	$304.00

GOVERNMENT FURNISHED PROPERTY
DCT INC

	NSN	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
64		TABLE FOR COMPUTER 30" WIDE 48" LONG	1	$125.00	$125.00
65		TABLE WORK WITH 1 DRAWER 72"x32" METAL	1	$80.00	$80.00
66		TYPEWRITER IBM WHEELWRITER III SN: 0806539 AND SN 11D0929	2	$335.00	$670.00
67		FILING CABINET 5 DRAWERS HIGH	2	$139.00	$278.00
68		SECURITY CONTAINER FIVE DRAWER #01581	1	$335.84	$335.84
69		PORTABLE RADIO MOTOROLA MDL. AAH25RDC9AA3AN SN: 672TAN603, 672TAP0783 672TAP0817, 672TAP0818	4	$665.00	$2,660.00
70		CORE/KEY MARKING PLATE DD-514	1	$155.60	$155.60
71		PORTABLE RADIO MOTOROLA AAH25RDC9AA3AN SN: 672TBJC699	1	$665.00	$665.00
72		PORTABLE RADIO MOTOROLA HT750 SN: 672JBJC694, 672TANX606, 672TBJC696	3	$665.00	$1,995.00
73		PORTABLE RADIO MOTOROLA H05RDD9AA4DN SN: 720AXQ0153, 720AXQ0177	2	$669.60	$1,339.20
74		PORTABLE RADIO ERICSSON GEKRD103 SN: 9022482, 9022764	2	$741.95	$1,483.90
75		PORTABLE RADIO ERICSSON PAP01 SN: 126642	1	$1,045.00	$1,045.00
					$10,832.54

PERFORMANCE REQUIREMENTS SUMMARY

TECHNICAL EXHIBIT THREE

SERVICE REQUIRED	STANDARDS	ACCEPTABLE QUALITY LEVEL (A.Q.L)	SURVEILLANCE METHOD	MAXIMUM % FOR EXCEEDING A.Q. L
1. Maintain ID Processing Office	Perform tasks as shown in section C.3 of the SOW	Element is critical; deviation may compromise security (two complaints before action is taken)	Customer complaints and COR Surveillance	1/10 of 1% of the monthly billing for each complaint in excess of two
2. Dispatch Office	Perform tasks as shown in section C.3 of the SOW	Element is critical; deviation may compromise security (two complaints before action is taken)	Customer complaints and COR Surveillance	1/10 of 1% of the monthly billing for each complaint in excess of two
3. Maintain Center Surveillance/Fixed Guard Post	Perform tasks as shown in section C.3 of the SOW	Element is critical; deviations may compromise security (two complaints before action is taken)	Customer complaints and COR Surveillance	1/10 of 1% of the monthly billing for each complaint in excess of two
4. Maintain Lock Schedules	Perform as listed on lock/unlock schedule in accordance with paragraph C.3.5 of the SOW	Element is critical; deviation may compromise security (two complaints before action is taken)	Customer complaints and COR Surveillance	1/10 of 1% of the monthly billing for each complaint in excess of two

MAN-HOURS RESOURCES
TECHNICAL EXHIBIT FOUR

Current Requirements		Staffing			
Project Manager (SOW C.2.6; C.2.7)	1	8-Hrs Per Day	275 Days =	2,200	HRS
Shift Manager (SOW C.2.9; C.3.4)	3	24-Hrs Per Day	365 Days =	8,760	HRS
Dispatcher (SOW C.2.11; C.3.6)	3	24-Hrs Per Day	365 Days =	8,760	HRS
Pass/ID Office (SOW C.2.10; C.3.7)	3	24-Hrs Per Day	251 Days =	6,024	HRS
FAALC (SOW C.2.12; C.2.13; C.3.3; C.3.4					
West Post	3	24-Hrs Per Day	365 Days =	8,760	HRS
North Post	2	13-Hrs Per Day	251 Days =	3,263	HRS
East Post	2	13-Hrs Per Day	251 Days =	3,263	HRS
Gate 20 Post	1	8-Hrs Per Day	251 Days =	2,008	HRS
TRW Post	3	24-Hrs Per Day	365 Days =	8,760	HRS
TSF North Guard Post	2	13-Hrs Per Day	251 Days =	3,263	HRS
TSF East Guard Post	2	13-Hrs Per Day	251 Days =	3,263	HRS
MMAC Post SOW 3.4					
North Post	6	48-Hrs Per Day	365 Days =	17,520	HRS
* North Post	2	16-Hrs Per Day	251 Days =	4,016	HRS
# South Post	6	48-Hrs Per Day	365 Days =	17,520	HRS
Patrol Unit - SOW 3.4	6	48-Hrs Per Day	365 Days =	17,520	HRS
Foot Patrol - SOW 3.4	1	8-Hrs Per Day	251 Days =	2,008	HRS
SOW C.3.4					
* Visitor Center	8	52-Hrs Per Day	251 Days =	13,052	HRS
* Screening FAC	10	65-Hrs Per Day	251 Days =	16,315	HRS
* VTD Gate	2	13-Hrs Per Day	251 Days =	3,263	HRS
* Data Processing Officer	1	8-Hrs Per Day	251 Days =	2,008	HRS
* Screening Personnel	1	8 Hrs Per Day	251 Days =	2,008	HRS
* Security Escort (armed)	1	8 Hrs Per Day	251 Days =	2,008	HRS
* Security Escort (unarmed)	4	8 Hrs Per Day	251 Days =	8,032	HRS
TOTAL OFFICERS	73		TOTAL	163,594	HRS
* Secretary II	1	8-HRS Per Day	251 Days =	2,008	HRS

C.3.4 South guard post is open Monday through Friday from 5:30 am to 6:30 pm
After 6:30 pm on weekdays, weekends and holidays, post officers continue as patrol officers

* Positions are full-time temporary - services for these positions may be discontinured with a two-week notice.

Current Requirements		Staffing			
Day Shift					
Project Manager	1	0800 t0 1630 M-F Subject to Call-outs For QC & Emergencies	275 Days =	2,200.00	HRS
Shift Manager	1	0700 to 1500 M-SUN	365 Days =	2,920.00	HRS
Dispatcher	1	0700 to 1500 M-SUN	365 Days =	2,920.00	HRS
Pass & ID Office	3	0700 to 1630 M-F	251 Days =	6,024.00	HRS
FAALC					
West Post	1	0700 to 1500 M-SUN	365 Days =	2,920.00	HRS
North Post	1	0530 to 1200 M-F	251 Days =	1,631.50	HRS
East Post	1	0530 to 1200 M-F	251Days =	1,631.50	HRS
Gate 20	1	0800 to 1600 M-F	251 Days =	2,008.00	HRS
TRW	1	0700 to 1500 M-SUN	365 Days =	2,920.00	HRS
TSF North Post	1	0530 to 1200 M-F	251 Days =	1,631.50	HRS
TSF East Post	1	0530 to 1200 M-F	251 Days =	1,631.50	HRS
Patrol Unit	2	0700 to 1500 M-SUN	365 Days =	5,840.00	HRS
Patrol Unit	1	0800 to 1600 M-F	251 Days =	2,008.00	HRS
MMAC Post					
North Station (1)	2	0700 to 1500 M-SUN	365 Days =	5,840.00	HRS
North Station	2	0600 to 1400 M-F	251 Days =	4,016.00	HRS
* South Station (2)	2	0700 to 1500 M-SUN	365 Days =	5,840.00	HRS
Visitor Center	4	0530 to 1330 M-F	251 Days =	8,032.00	HRS
Screening FAC	5	0530 to 1330 M-F	251 Days =	10,040.00	HRS
VTD Gate	1	0530 to 1330 M-F	251 Days =	2,008.00	HRS
Pass/ID Office	1	0800 to 1630 M-F	251 Days =	2,008.00	HRS
Screening Personnel	1	0700 to 1530 M-F	251 Days =	2,008.00	HRS
Escort (armed) (3)	1	0700 to 1500 M-F	251 Days =	2,008.00	HRS
Security Escort (unarmed)	2	0600 to 1400 M-F	251 Days =	4,016.00	HRS
Security Escort (unarmed)	2	0730 to 1530 M-F	251 Days =	4,016.00	HRS
Total Officers	39		TOTAL	86,118	HRS
Secretary II	1	0800 - 1630 M-F	251 Days =	2,008	HRS

* C.3.4 South guard post is open Monday through Friday from 5:30 am to 6:30 pm
After 6:30 pm on weekdays, weekends and holidays, post officers continue as patrol officers
(1) One guard from North Station becomes escort @ Visitor Center from 0900 - 1400
(2) One guard from South Station becomes escort @ Visitor Center from 0900 - 1500
(3) One Screening Personnel re-assigned to escort duty @ Visitor Center from 0700 - 1500

Current Requirements	Staffing				
Swing Shift:					
Shift Manager	1	1500 to 2300 M-SUN	365 Days = 2,920	2,920	HRS
Dispatcher	1	1500 to 2300 M-SUN	365 Days = 2,920	2,920	HRS
FAALC					
West Post	1	1500 to 2300 M-SUN	365 Days = 2,920	2,920	HRS
North	1	1200 to 1830 M-F	251 Days =1,631.5	1,631.50	HRS
East Post	1	1200 to 1830 M-F	251 Days =1,631.5	1,631.50	HRS
TRW	1	1500 to 2300 M-SUN	365 Days = 2,920	2,920	HRS
TSF North Post	1	1200 to 1830 M-F	251 Days =1,631.5	1,631.50	HRS
TSF East Post	1	1200 to 1830 M-F	251 Days =1,631.5	1,631.50	HRS
Patrol Unit	2	1500 to 2300 M-SUN	365 Days = 5,840	5,840	HRS
MMAC Post					
North Station	2	1500 to 2300 M-SUN	365 Days = 5,840	5,840	HRS
* South Station	2	1500 to 2300 M-SUN	365 Days = 5,840	5,840	HRS
Visitor Center	4	1330 to1830 M-F	251 Days = 5,020	5,020	HRS
Screening FAC	5	1330 to1830 M-F	251 Days = 6,275	6,275	HRS
VTD Gate	1	1330 to1830 M-F	251 Days = 1,255	1,255	HRS
Total Officers	24		TOTAL	48,276	HRS

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Current Requirements	Staffing				
Midnight Shift:					
Shift Manager	1	2300 to 0700 M-SUN	365 Days = 2,920	2,920	HRS
Dispatcher	1	2300 to 0700 M-SUN	365 Days = 2,920	2,920	HRS
FAALC					
West Post	1	2300 to 0700 M-SUN	365 Days = 2,920	2,920	HRS
TRW	1	2300 to 0700 M-SUN	365 Days = 2,920	2,920	HRS
MMAC Post					
North Station	2	2300 to 0700 M-SUN	365 Days = 5,840	5,840	HRS
# South Station	2	2300 to 0700 M-SUN	365 Days = 5,840	5,840	HRS
Patrol Unit	2	2300 to 0700 M-SUN	365 Days = 5,840	5,840	HRS
Total Officers	10		TOTAL	29,200	HRS

C.3.4 South guard post is open Monday through Friday from 5:30 am to 6:30 pm
After 6:30 pm on weekdays, weekends and holidays, post officers continue as patrol officers