On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is: https://www.gsaadvantage.gov.


SIN: 561612 Protective Service Occupations

Business Size: Large Minority and Woman Owned

Contract Number: GS-07F-0657X

Valid through Contract Consolidation Modification Number PS-A812 effective 3/13/2020

Contract Period of Performance: August 01, 2011 through July 31, 2021

Pricelist current as of April 1, 2020

ADC LTD NM
2100 Air Park Road SE, Suite 120
Albuquerque, NM  87106
Toll Free: (800) 750-3181; Local: (505) 265-5800
Fax: (505) 503-7720
https://adcltdnm.com

Contract Administrator: Rita Muñiz
Type of Contractor: Woman and Minority Owned
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Introduction:

ADC LTD NM (ADCL) is a Woman and Minority Owned business that was founded in 1983 and established in Albuquerque, New Mexico in 1985 by the Chief Executive Officer (CEO), Arthur D. Cordova, Jr. ADCL provides a variety of services to federal, state, and local agencies, Native American tribes, and private sector firms. We have over 500 direct employees and 1,700 contract investigators throughout the United States who are devoted to providing exceptional services to include personnel security (background investigations), physical security (security guards; security escorts; access control specialists), construction, and facility maintenance.

ADCL’s experience and ability to perform are demonstrated by successful completion of hundreds of cases for Background Investigations (BIs), encompassing several contracts. ADCL is a strong company with adequate financial resources and support of regional financial institutions to ensure stability and continued services to our valued customers. ADCL’s growth has resulted from full commitment to quality service, performance, and integrity.

ADCL is committed to continuously improving the methods and tools we use to accomplish our work. Our Information Technology (IT) Department designed a state-of-the-art software package called “Roadrunner”, which is utilized to enhance efficiency of Reports of Investigation (ROIs), case turnaround, assignment, reporting, and tracking. This software allows investigators to receive electronic notifications of case assignments, securely download and store case materials, create ROIs online, and submit supporting documentation. ADCL’s in-house case managers can review the ROIs, indicate where additional information is needed, and ultimately approve submissions to the requesting client. Both investigators and administrative staff use a fully-secured website while maintaining SSL encryption and ECA security certificates backed by our “hardened” server. Our IT system has received a full Authorization to Operate (ATO) from the Department of Homeland Security. Benefits to our clients include improved communication and expedited case assignment, completion, and submission.
Mission Statement:
ADC LTD NM will be the trusted source of Personnel Security, Clearance Investigations, Security Guards, Access Control Specialists, and all aspects of Construction and Facilities Maintenance for the U.S. Government, State and Local Governments, and private industry. We will maintain the highest standards and level of integrity—always promoting the security of our great nation, first and foremost.

Services:

<table>
<thead>
<tr>
<th>PERSONNEL SECURITY SERVICES</th>
<th>PHYSICAL SECURITY SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADCL has over 2,000 Associate Investigators located strategically throughout the U.S.</td>
<td>- Armed &amp; Unarmed Guards</td>
</tr>
<tr>
<td>- Background Investigations (BIs)</td>
<td>- Security Escorts</td>
</tr>
<tr>
<td>- Processing &amp; Reports of Investigation (ROIs)</td>
<td>- Access Control Specialists</td>
</tr>
<tr>
<td>- Special Task Investigations</td>
<td></td>
</tr>
<tr>
<td>- Pre- &amp; Post-Adjudication Investigations</td>
<td></td>
</tr>
<tr>
<td>- Criminal &amp; Credit History Checks</td>
<td></td>
</tr>
<tr>
<td>- Pre-Employment Screening</td>
<td></td>
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<tr>
<td>- Periodic Reinvestigations</td>
<td></td>
</tr>
<tr>
<td>- Other Investigative Work</td>
<td></td>
</tr>
<tr>
<td>- Residential Verification</td>
<td></td>
</tr>
<tr>
<td>- Police Reports</td>
<td></td>
</tr>
<tr>
<td>- Motor Vehicle Reports</td>
<td></td>
</tr>
<tr>
<td>- Education Verification</td>
<td></td>
</tr>
</tbody>
</table>
Systems and Operations:
ADCL performs work under the following NAICS Codes:

<table>
<thead>
<tr>
<th>NAICS</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Administrative Management and General Management Consulting Services</td>
</tr>
<tr>
<td>541618</td>
<td>Other Management Consulting Services</td>
</tr>
<tr>
<td>561611</td>
<td>Investigation Services</td>
</tr>
<tr>
<td>561612</td>
<td>Security Guards and Patrol Services</td>
</tr>
<tr>
<td>561621</td>
<td>Security Systems Services (Except Locksmiths)</td>
</tr>
<tr>
<td>561720</td>
<td>Janitorial Services</td>
</tr>
</tbody>
</table>
Clients:

ADCL has supported many government and commercial contracts by providing a wide variety of clerical, technical, administrative, and security-related services to valued clients:

- Bernalillo County Metropolitan Court (BCMC), New Mexico
- City of Albuquerque
- Defense Intelligence Agency (DIA)
- Department of Energy (DOE)
- Department of Justice
- Department of the Interior (DOI) National Business Center (NBC)
- Federal Aviation Administration (FAA)
- General Services Administration (GSA)
- National Labor Relations Board (NLRB)
- National Security Agency (NSA)
- New Mexico Workers’ Compensation Administration (WCA)
- New Mexico Division of Vocational Rehab
- Sandia National Laboratories in Albuquerque, NM (Sandia/New Mexico); Livermore, California (Sandia/California); and Shoreview, Minnesota (Sandia/Minnesota)
- Social Security Administration (SSA)
- United States Department of Veterans Affairs
- Department of Homeland Security Customs and Border Protection (CBP)
- Department of Homeland Security Immigration and Customs Enforcement (ICE)
- United States Department of Commerce (DOC)
- Denton County Court
- Lovelace Respiratory Research Institute (LRRI)
Key Personnel:

- **Arthur D. Cordova Jr., Founder and CEO:** Maintains ultimate responsibility for contract performance and background investigations.

- **Brenda Cordova-Busick, President:** Maintains responsibility for day-to-day operations, including personnel background investigations and all reports.

- **Jerome Cordova, Executive Vice President and Physical Security Director:** Oversees ADCL’s Federal Physical Security Division; acquires contract supplies and equipment; prepares budgets.

- **Judy Cordova-Romero, Vice President and HR Director:** Manages Human Resources operations; develops and manages budgets; supports contracts; develops and implements quality control programs.

- **Phillip M. Cordova, Vice President in charge of Commercial Security:** Oversees ADCL’s Commercial Physical Security Division and all facility management.

- **Beverly Romero, Controller:** Oversees all accounting functions, including payroll, invoicing and financial reporting.

- **Rita Muñiz, Contract Manager and Facility Security Officer:** Maintains contract management and compliance. Responsible for managing facility security.

- **Gilbert Martinez, Physical Security Supervisor:** Coordinates security functions and oversees armed and unarmed security personnel.
Honors and Awards:

- ADC LTD NM was number 13 on the 2019 list of top New Mexico Private Companies list by revenue. We were also one of five finalists for New Mexico Company of the Year.

- In the September 2, 2016 edition of Albuquerque Business First, Vol. 23, No. 28, ADC LTD NM was Ranked Second Largest Women-Owned Businesses in the State of New Mexico for the second year in a row.

- In Spring 2016, ADC LTD NM was recognized by the City of Albuquerque’s Office of Diversity and Human Rights as one of the few local companies that qualified for and received the City’s Pay Equity Preference Certification. This certification proves that the salaries paid by ADC LTD NM display equity in gender in all levels of employment.

- Due to the outstanding efforts of our security guard staff and contract management, FAA’s Albuquerque Air Route Traffic Control Center (ARTCC) was the first FAA facility in the nation to be locked down on 9/11. FAA has rated us the best security contractor in the nation.

- In September of 2008, our founder and CEO, Arthur D. Cordova, was awarded the SBA Award for 8(a) Graduate of the Year, ADA Regional.

- In January of 2008, ADCL was evaluated by DOE and awarded a perfect 5 score for outstanding contractual performance.

- In 2005, our then president, Arthur D. Cordova, was named Businessman of the Year for the State of New Mexico by the Business Advisory Council in recognition of his contribution to New Mexico’s business climate, most notably in the area of BIs.

- Our outstanding contribution and service in meeting Federal procurement needs, primarily our superior work on our DOE/Office of Inspector General (OIG) audit contract, earned ADCL the SBA’s 1986 Administrator’s Award for Excellence.

- ADCL’s ROIs are considered the Gold Standard in the industry by the NSA and DIA.
Corporate Commitment:

“ADC LTD NM will never do anything that might compromise the security of our country. We are TRUE BLUE Americans through and through. ADCL is 100% American-owned and we intend to continue our business well into the future; we have a succession plan in effect for this purpose. We are solvent and not financially dependent on any large banks with foreign ownership or connections. We cannot and will not be bought or influenced, as many of our competitors have been.”

“The United States Government deserves a background investigations provider that is patriotic, loyal, with strong morals and ethics, independent, well managed, and willing to put all its resources on the line to ensure the security of our nation. That’s ADC LTD NM!”
Customer Information:

1. Special Item Numbers (SINs) Awarded

<table>
<thead>
<tr>
<th>SINs</th>
<th>Item Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN 561612</td>
<td>Protective Service Occupations</td>
</tr>
</tbody>
</table>

1.b. Lowest Priced Model Number and Price for Each SIN: Not applicable, Services only.

1.c. Hourly Rates

- See “GSA Price List” on page 17 for pricing information.
- See “Labor Categories Offered” beginning on page 11 for a description of corresponding commercial job titles, experience, functional responsibility, and education for the types of employees or subcontractors who will perform services.

2. Order Limits

2.a. Minimum Order Limit – $100

2.b. Maximum Order Limit - $250,000

3. Cooperative Purchasing

ADC LTD NM does participate in Cooperative Purchasing.

4. Geographic Coverage (Delivery Area)

Nationwide including all States and Territories.

5. Production Point - Not applicable, Services.

6. Discount from List Prices or Statement of Net Price - All prices herein are net government prices (discounts already deducted).

7. Quantity Discounts:

   Negotiable

8. Prompt Payment Terms - Net 30**.

Notes:

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

**Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9.a. Government Purchase Cards at or below Micro-Purchase Threshold
ADCL will accept government purchase cards at or below the micro-purchase threshold.

9.b. Government purchase cards are not accepted above the micro-purchase threshold.
ADCL will not accept government purchase cards above the micro-purchase threshold.

10. Foreign Items - Not applicable, Services.

11.
11.a. Time of Delivery - Not applicable, Services.
11.b. Expedited Delivery - Not applicable, Services.
11.c. Overnight and 2-Day Delivery - Not applicable, Services.
11.d. Urgent Requirements - Customers are encouraged to contact ADCL for the purpose of requesting accelerated delivery.

12. F.O.B. Point - Not applicable, Services.

13.
13.a. Ordering Address(es)

For mailed orders:

ADC LTD NM
2100 Air Park Road SE, Suite 120
Albuquerque, NM 87103
Bernalillo County
Toll Free: (800) 750-3181
Local: (505) 265-5800
Fax: (505) 503-7720

For facsimile orders:

Attn: Rita Muñiz
ADC LTD NM
Fax: (505) 503-7720

To Verify Transmission: (800) 750-3181, Ext. 2716

For orders through email: adcbusiness@adcltdnm.com

For technical and/or ordering assistance: (800) 750-3181, Ext. 2716, Rita Muñiz
13.b. Ordering Procedures

The ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA Schedule homepage (https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules).

14. Payment Address

2100 Air Park Road SE, Suite 120
Albuquerque, NM 87106
Bernalillo County
Toll Free: (800) 750-3181
Local: (505) 265-5800
Fax: (505) 503-7720

15. Warranty Provision - N/A Services.

16. Export Packing Charges - Not applicable.

17. Data Universal Number System (DUNS) Number - 146389994


Services Offered:

SIN 561612: Protective Service Occupations

Including Security Guards, Alarm Monitors, Baggage Inspectors, Corrections Officers, Court Security Officers, Detection Dog Handlers, Detention Officers, Firefighters, Police Officers, and Categories to support Operation On-site of Security Functions, and other support and related categories.

ADCL has a large staff of armed and unarmed security guards nationwide who are servicing security contracts, such as the FAA’s Eastern Region Facilities, the Bernalillo County Metropolitan Court (which is New Mexico’s largest and busiest courthouse), the City of Albuquerque, Dwight D. Eisenhower Library and Museum located in Abilene, KS, and various agencies of State of New Mexico statewide. Depending upon the contract, our security personnel undergo background checks from agencies such as DoD, Department of Transportation, FAA, DOE/NNSA, and the Department of Homeland Security (DHS) before assignment. Our armed security guards undergo firearms training and weapons certification as well as various other training.
Labor Categories Offered:

APPLICATION OF LABOR CATEGORY QUALIFICATION REQUIREMENTS

Specific periods of work experience can sometimes substitute for an educational degree. If a number of years’ experience is to be provided as a substitute for an educational degree in a labor category, a minimum of five (5) years of specialized experience is required. Additional degrees may be considered as a substitute for two or fewer years of required work experience. Registration as a Certified Protection Professional is considered equivalent to a Bachelor’s degree. The following table lists the labor categories ADC LTD NM offers under this contract.

PROJECT MANAGER

Principal point of contact authorized to interface with the Government Contracting Officer (CO) or the Contracting Officer’s Representative (COR). Responsible for formulating and enforcing work standards; assigning schedules; reviewing work discrepancies; supervising personnel; assisting in all project management task performances; preparing, reviewing, and submitting required reports and communicating policies; purpose and goals of the organization to subordinates.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
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</thead>
<tbody>
<tr>
<td>561612</td>
<td>Project Manager</td>
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<tr>
<td>561612</td>
<td>Asst. Project Manager</td>
</tr>
<tr>
<td>561612</td>
<td>Guard Supervisor</td>
</tr>
<tr>
<td>561612</td>
<td>SGT Lead Officer</td>
</tr>
<tr>
<td>561612</td>
<td>Unarmed Guard</td>
</tr>
<tr>
<td>561612</td>
<td>Unarmed Guard II</td>
</tr>
<tr>
<td>561612</td>
<td>Armed Security Officer</td>
</tr>
<tr>
<td>561612</td>
<td>Security Escort</td>
</tr>
<tr>
<td>561612</td>
<td>Access and Visitor Control</td>
</tr>
</tbody>
</table>

Requires a minimum of ten (10) years of security or law enforcement-related experience, of which at least five (5) years must be specialized or supervisory in nature. Specialized supervisory experience includes: project development, management and control of costs and resources, demonstrated capability in managing and supervising one or more subordinate units consisting of a squad or multiple squads of security or law enforcement personnel. General experience includes increasing responsibilities within the security/law enforcement discipline.

Requires a Bachelor’s degree or equivalent experience and must be certified with firearms and in CPR. Must pass drug testing and be able to effectively interface with other Security Officers, Sheriffs and federal law enforcement personnel, and civilians from all walks of life. The Project Manager is required to be available 24/7 and when needed in an emergency, must be able to fill in on any shift.
ASSISTANT PROJECT MANAGER

This position serves as an assistant to the Project Manager and to the Contractor, and is the point of contact and the Contractor’s authorized interface with the CO and the COTR in the absence of the Project Manager. Responsible for formulating and enforcing work standards; assigning schedules; reviewing work discrepancies; supervising contractor personnel; assisting in all project management task performance; preparing, reviewing, and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. The Assistant PM is responsible for the overall contract performance in the absence of the Project Manager.

Requires a minimum of five (5) years of security or law enforcement-related experience, of which at least two (2) years were specialized or supervisory in nature. Specialized or supervisory experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-tasks and supervising one or more subordinate units consisting of a squad or multiple squads of security or law enforcement personnel. General experience includes increasing responsibilities with the security/law enforcement discipline and good people skills. Position requires a Bachelor’s degree or equivalent experience. Must be drug-free, available 24/7, and be proficient with firearms. The Assistant PM must be knowledgeable of all client sites and the staff assigned to each site.

GUARD SUPERVISOR (Site Supervisor)

Guard Supervisor must review, interpret, and coordinate the application of policy, standards, and directives, formulate strategies for issue resolution, and supervise security personnel. Must also participate in preparation of duty schedule(s); provide on-the-job specialized training of assigned guards; ensure provision of effective and complete security coverage; provide immediate direct response to client concerns and needs, interface with management and clients 24/7, and be able to support the mission 24/7. A Guard Supervisor must also keep the ADC LTD NM Project Manager aware of all daily activities and must make unannounced visits to sites.

The Guard Supervisor must be a citizen of the United States. Must possess an Associate of Arts degree in Law Enforcement or Security Management, or in a related field, or have three (3) years’ experience in the application of security principles and personnel leadership. Required to possess professional licensing/certification and experience in firearms, CPR, management, and able to pass drug testing. Must possess a valid Driver’s License and be able to communicate effectively using the English language.

SHIFT SUPERVISOR (Sergeant, Lieutenant, etc.)

Schedules and leads work of assigned security officers in maintaining security and safety of people and property in assigned area. Assists in training security officers in performance of duties.
LEAD OFFICER

Leads other officers, but also perform regular security duties as a main function. Coordinates or monitors work activities of others. Trains new security officers or other personnel and provides on-going direction. Patrols assigned area on foot, checking for fires, vandalism, suspicious activity or persons, safety/fire hazards and reports circumstances to campus police unit for correction or follow-up actions. Investigates and/or reports hazards, unusual or suspicious circumstances to campus police unit for correction or follow-up actions; maintains contact with campus police. Checks doors and windows of building to ensure they are tightly closed and locked; notes in written log any unlocked doors/windows; submits information to supervisor. Observes activity and traffic in assigned area to enforce university rules/regulations; alerts visitors of infractions; removes unwanted or disruptive visitors from university property. Assists any persons in building or grounds needing direction or campus information. Detains trespassers or law violators on-site until arrival of law enforcement officer. Escorts people/property to desired destination when moneys, documents or safety of property or persons is a concern. Responds to alarms and dispatched calls; decides what actions to take based on situation, facts known and position limitations. Decides when an incident requires written report, decides which report form to use and submits to supervisor; may prepare other written reports as directed by supervisor. Unlocks buildings/doors after checking for identification and compliance with situations and decision making; skill in dealing courteously with the public; skill in leading the work of university policies. Incumbent must have knowledge of basic security and fire inspection procedures; skill in observing others; ability to effectively communicate. Qualifications include: Three years of experience in police or security field; OR, This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

UNARMED GUARD

Guard I Enforces company and client directives and policies to ensure that emergencies are appropriately handled and security violations are deterred or, when detected, are reported as soon as possible to the appropriate authority and to ADC LTD NM management.

Enforces regulations and procedures designed to prevent breaches of security. Duties may also include: access/egress control; magnetometer screening; security escort; vehicle and visitor screening/badging; first responder emergency services; communicating with and providing assistance to the public; preparing reports and duty logs; and rendering assistance as necessary.

Must be aware of all exits, emergency phone numbers, and exit routes, and assist in clearing and directing traffic for emergency vehicles.

These duties require training the guards in accordance with applicable state or local licensure requirements. Qualified officers must be United States citizens, possess a high school diploma or GED certificate and have either: 1) one year of continuous work experience that demonstrates reliability, dependability, and good judgment or 2) a minimum of one year continuous security, law enforcement, or military police experience within the previous two years.
will complete a background investigation, including criminal and employment checks as well as drug screening, before hiring any candidate. The guard must have good interpersonal skills and present a neat and professional appearance. Additionally, he/she must demonstrate knowledge of the legal authority and limitations of a security officer in using force when needed. Guards are also required to demonstrate continuing physical fitness and be able to pass random drug testing.

**GUARD II**

Enforces company and client regulations designed to prevent breaches of security. Exercises judgment in determining level of intervention, including use of force. Officers will be required to perform a variety of security-related duties, depending on the type of posts to which they are assigned, including access/egress control; check perimeter fences; roving patrols; traffic control; shredding classified documents; security and fire systems operation and monitoring. Officers will be required to perform other such functions as may be necessary in the event of situations or occurrences such as civil disturbances, attempts to commit espionage, sabotage, or other criminal acts adversely affecting the security and/or safety of the Government, its employees, property, and the general public lawfully in buildings or on the grounds under the control of the Government. Guard II will carry non-lethal weapons (i.e. baton, pepper spray) and can detain intruders.

Qualified officers must be United States citizens, possess a high school diploma or GED certificate, and have a minimum of three years of continuous security, law enforcement, or military police experience within the previous two years. Must successfully complete a background investigation, including criminal and employment checks, and drug screening. Must have good interpersonal skills and present a neat and professional appearance. Additionally, must demonstrate knowledge of the legal authority and limitations of a security officer. Required to demonstrate continuing physical fitness, per contract requirements.

**ARMED SECURITY OFFICER**

This position requires extensive specialized training in physical security methods and techniques, proficiency with firearms and other non-lethal weapons. Will be trained in first aid/CPR/AED in accordance with applicable client, state, and local licensure requirements. Completion of a certified security training program or local, state, or federal law enforcement training academy is mandatory, as is passing the testing of firing weapons. An Armed Security Guard III must also keep an inventory of ammunition, maintain a clean and safe weapon, and be knowledgeable of all emergency exits, fire extinguishers, emergency phone numbers, and the locations of local hospitals.

Qualified officers must be United States citizens, possess a high school diploma or GED certificate, and have a minimum of three years of continuous security, law enforcement, or military police experience within the previous two years, one of which must have been as an armed officer. Must successfully complete a background investigation, including criminal and employment checks, and drug screening. Must have good interpersonal skills and present a neat and professional appearance. Additionally, must demonstrate knowledge of the legal authority
and limitations of a security officer. Officers are required to demonstrate continuing physical fitness, per contract requirements.

**COURT SECURITY OFFICER**

Court Security Officers will patrol courthouse facilities to provide security, escorts defendants to and from courtroom, stands guard during court proceedings, checks courtroom for security. Assignments include monitoring of entrances to the court and attention to the special needs of the court system, particularly in the area of protection for the judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public.

Qualified officers must be United States citizens, possess a high school diploma or GED certificate, and have a minimum of three years of continuous security, law enforcement, or military police experience within the previous two years, one of which should have been in a courtroom setting. Must successfully complete a background investigation, including criminal and employment checks, and drug screening. Must have good interpersonal skills and present a neat and professional appearance. Additionally, must demonstrate knowledge of the legal authority and limitations of a security officer. Officers are required to demonstrate continuing physical fitness, per contract requirements.

**SECURITY ESCORT**

Security Escorts are equivalent to Security Guards except for certain details about how they perform their jobs, which are described below. Escorts are required to follow the person they are escorting and never to lose sight of their assignees. Safety is a top priority, particularly for construction and maintenance workers, and the escorts were required to maintain lookout for manholes, edges of roofs, electrical or water lines, warehouses and machine shops. They are required to stand or sit for long periods, must read and write English in order to attend required trainings and safety meetings, must have good eyesight, and must be able to handle a walkie-talkie. Escorts are required to prevent their charges from seeing, copying, stealing, reading, or overhearing anything that might be considered confidential or restricted, or which they do not have a “need to know,” and they must report any infraction immediately to ADCL management and the client representative. All must submit to random drug testing and are required to stop any job should security or safety be compromised.

**SECURITY ESCORT PATROL**

Similar to Security Escort but in addition to escort duties also patrols site to assure no unauthorized individuals are on client site.

**SECURITY ESCORT SCHEDULER**

Schedules duties of Security Escorts and Escort Patrols. Responsible to assuring coverage of all shifts and backfilling in the event of scheduled and unscheduled absences.
VISITOR CONTROL

Performs access control at building entrances and vehicle gates to ensure that employees and visitors display proper passes or identification before entering the facility. Security officers are often called upon to respond to minor emergencies (lost persons, lockouts, dead vehicle batteries, etc.) and to assist in serious emergencies by guiding emergency responders to the scene of the incident, helping to redirect foot traffic to safe locations, and by documenting what happened on an incident report.

ACCESS CONTROL MONITOR

Similar to Visitor Control but also responsible for continually observing visual monitors (CCTV) and may be required to screen all incoming visitors and their possessions using X-ray monitors and magnetometer wands to assure no unauthorized items enter facility.
GSA Price List:

As of October 1, 2019, all schedule holders were required to provide a single nationwide rate. The rates shown below are based on the Wage Determination number 15-5489 Revision 13 dated 07/16/2019. This document is for California Counties of San Francisco San Mateo. Depending on location, ADC LTD NM can offer discounts from the below pricing. Final pricing is subject to negotiation.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Services</th>
<th>GSA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>561612</td>
<td>Project Manager</td>
<td>$119.28</td>
</tr>
<tr>
<td>561612</td>
<td>Assistant Project Manager</td>
<td>$107.98</td>
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<tr>
<td>561612</td>
<td>Site Supervisor</td>
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<tr>
<td>561612</td>
<td>Shift Supervisor</td>
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<tr>
<td>561612</td>
<td>Lead Officer</td>
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<td>561612</td>
<td>Unarmed Guard</td>
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<td>561612</td>
<td>Unarmed Guard II</td>
<td>$72.19</td>
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<tr>
<td>561612</td>
<td>Armed Guard III</td>
<td>$82.15</td>
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