

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

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 GSA *Advantage!*® is: GSAAdvantage.gov.

Schedule Title: **Schedule 84 - Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue**  
FSC Group: **084**

Contract number: **GS-07F-5548P**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract period: **July 15, 2009 through January 15, 2019**  
Contract is current through modification # **PO-0035 dated March 18, 2015**



Centerra Group, LLC  
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Contract Administrator: Mariah Knefely  
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<http://www.centerragroup.com>

Business Size = Other Than Small

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

**SIN 246 54 (incl STLOC & RC) - Protective Service Occupations**

[Click to view Labor Category Descriptions below \(1c\)](#)

[Click to view awarded Net GSA Prices by location starting on page 16](#)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price:

**SIN 246 54 (incl STLOC & RC) lowest rate is for Guard I \*\* at \$ 32.55 per hour in Alabama**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided:

**Cleared Security Officer**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **Any of A) 3 years security B) Associate's Degree and 1 year C) Three years military experience D) Successful completion of Police Officer Standard Training E) Any reasonable combination of the above**

Functional Responsibility: **Required to have and maintain a security clearance. Enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, this position is required to demonstrate proficiency with firearms and other special weapons, and to meet rigorous physical fitness standards.**

**Sergeant**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **Must have graduated from an accredited US civilian police, US military police and/or a Federal law enforcement academy. Applicants who have graduated from a Federal or State corrections academy, (exclusive of the District of Columbia, (DC), which included firearms training and qualification to carry firearms are also eligible. Must have at least 18 months of experience in qualifying LE position.**

**Functional Responsibility: Sergeants are responsible for ensuring operational compliance with company policies and the contract statement of work, and directly supervise the next level of labor categories. Primary duties include but are not limited to the following: directing subordinate action; conducting roll call, roll call inspections, post inspections and weapon inventories; ensuring reports and logs are written correctly and submitted on time; monitoring, reinforcing and correcting subordinate performance and behavior; responding to emergencies and providing command and control until relieved; investigating security incidents and completing all related reports.**

## **Supervisor**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: 2 years supervisory position**

**Functional Responsibility: Manage and direct a security shift operation in support of the security services operation. Provide direct supervision represented officers ensuring accomplishment of requirements in the Contract Statement of Work and compliance documents. Ensures compliance with orders, policies, and procedures, with emphasis on safe conduct of operations. Controls post assignments, absences, and overtime commitments in order to fulfill mission requirements. Inspects equipment and weapons assigned to shift personnel and to individuals for proper maintenance and operability. Coordinates personnel, equipment, and facility requirements, as required. All Supervisors are required to sign in on a DHS Form 139 upon visiting the building and to sign out on the same form upon leaving the building.**

## **Deputy Program Manager**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: Must have graduated from an accredited US civilian police, US military police and/or a Federal law enforcement academy. Applicants who have graduated from a Federal or State corrections academy, (exclusive of the District of Columbia, (DC), which included firearms training and qualification to carry firearms are also eligible. Must have at least 18 months of experience in qualifying LE position.**

**Functional Responsibility: The Deputy Program Manager position requires minimum experience as specified in the contract. Specialized experience includes: project development and implementation from inspection to deployment; expertise in the management and control of funds and resources using complex reporting mechanisms; and demonstrated capability in managing multi-task Contracts or subcontracts of various types and complexity. The DPM shall have either completed a 3-year course of study leading to a bachelor's degree with a major in any field of study, or have**

**substantial and credible law enforcement, military, or business management experience that demonstrates the individual's capacity to effectively manage a security guard contract of the size and scope described in the contract. The DPM shall operate firearms as required by the contract. The DPM shall be responsible for the overall operation of guard services, including management of Class II Guards through the Supervisors. The DPM shall have the overall responsibility for implementing, monitoring, and upgrading the Contractor's Quality Control Plan and shall be responsible for ensuring that the Contractor's work force complies at all times with the contract requirements. The DPM shall then provide orientation training to all Supervisors. The DPM shall certify this information by requiring signatures from each Supervisor and Class II guard verifying they have received orientation training. The DPM shall maintain an orientation training log/record to be provided to the COTR upon request. The DPM shall ensure that Supervisors administer and certify on-site post orientation for each assigned Class II Guard on each post.**

## **Program Manager**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: Must have graduated from an accredited US civilian police, US military police and/or a Federal law enforcement academy. Applicants who have graduated from a Federal or State corrections academy, (exclusive of the District of Columbia, (DC), which included firearms training and qualification to carry firearms are also eligible. Must have at least 18 months of experience in qualifying LE position.**

**Functional Responsibility: The Program Manager (PM) is responsible for contract-wide security and administrative management in compliance with company policies and the contract statement of work. The PM is the primary point of contact for the client for all technical matters and the union for all labor relations matters. The PM has supervisory oversight to the contract.**

## **Badging Clerk**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: N/A**

**Functional Responsibility: Accurately input identification requests for employees and contractors into the Personal Identify Verification (PIV) Identity Management System (IDMS) and the Automated Electronic Guard Information System (AEGIS) system. Program the appropriate access authorization into AEGIS for personnel to gain access to approved facilities, suites, and secure areas. Take photographs of all personnel who are authorized issuance of PIV/AEGIS access cards and/or credentials. Issue initial and replacement PIV/AEGIS access cards to authorized personnel and cancel (shred) access cards when necessary due to loss, damage,**

reassignment, and name change. Notify sponsors when access cards will expire. Prepare field office credentials and issue to the requesting component. Void all credentials and return voided credential to components when requested. Input data into system to document credentials issued, replaced, and voided. Maintain files on identification and access requests. Schedule and perform fingerprinting if required by the contract. Respond to questions and inquiries received through telephone calls and emails.

## **Security Processing Clerk**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **N/A**

Functional Responsibility: **Process background investigation requests for facility access. The duties include, but are not limited to reviewing and processing background investigation paperwork (including security questionnaire forms, credit report results, fingerprint results) for contract personnel requiring facility access to DOJ buildings; performing National Crime Information Center (NCIC) checks electronically; scheduling and performing fingerprinting, either manually or on a DOJ electronic Livescan terminal; creating and maintaining paper and electronic files on contract personnel; filing paper files in Personnel Security Records Center (PERCEN); responding to all inquiries (in-person, telephonic and electronic mail).**

## **Justice Protection Officer**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **Must have graduated from an accredited US civilian police, US military police and/or a Federal law enforcement academy. Applicants who have graduated from a Federal or State corrections academy, (exclusive of the District of Columbia, (DC), which included firearms training and qualification to carry firearms are also eligible. Must have at least 18 months of experience in qualifying LE position.**

Functional Responsibility: **Enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, this position is required to demonstrate proficiency with firearms and other special weapons, and to meet rigorous physical fitness standards. Plus the following requirements: 1) Ensure the safety and security of contract employees, contractors, visitors and property; 2) Detect and respond to emergencies, including medical assistance if required; 3) Secure entrances and exits during emergencies;**

4) Prevent any and all visitors processing weapons and/or explosives from entering the facility; 5) Control access of site employees and contractors; 6) monitor parking in accordance with traffic codes and Client imposed parking regulations; 7) prepare and maintain incident reports; 8) receive, secure, issue, account for and maintain records of all keys and combination locks issued to the Contractor for access to buildings.

## **Lieutenant**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **Must have graduated from an accredited US civilian police, US military police and/or a Federal law enforcement academy. Applicants who have graduated from a Federal or State corrections academy, (exclusive of the District of Columbia, (DC), which included firearms training and qualification to carry firearms are also eligible. Must have at least 18 months of experience in qualifying position.**

Functional Responsibility: **Shift Lieutenants are responsible for all shift operations to ensure contract and company requirements are met. They must attain full working knowledge of the Statement of Work (SOW), Post Orders, G4S/GS Policies and Procedures, the G4S/GS Security Officer Handbook, and the Collective Bargaining Agreement. Shift Lieutenants assist in the production, distribution, inspection and enforcement of policies and procedures at contract facilities as directed by the Project Manager. They directly supervise the next level labor category. Shift Lieutenants assume responsibility for program management operations in the absence of the Project Manager and Deputy Project Manager.**

## **Administrative Lieutenant**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **Must have graduated from an accredited US civilian police, US military police and/or a Federal law enforcement academy. Applicants who have graduated from a Federal or State corrections academy, (exclusive of the District of Columbia, (DC), which included firearms training and qualification to carry firearms are also eligible. Must have at least 18 months of experience in qualifying position.**

Functional Responsibility: **The Admin Lt is responsible for providing administrative and logistics support to enable management and shift supervisors to focus on operations and overall contract management. Primary duties include but are not limited to management of schedules, uniforms, equipment, vehicles, weapons, and inventory reporting assume responsibility for program management operations in the absence of the Project Manager and Deputy Project Manager.**

## **Administrative Assistant I**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **N/A**

Functional Responsibility: **In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.**

## **Project Manager**

Minimum Education: **Bachelor's**

Minimum Experience: **6 years**

Functional Responsibility: **The Project Manager controls and manages the overall administration of a contract for both Protection Services and Administrative Security Services. Responsibility for the coordination and completion of all contract administration and work requirements, special orders, and other duties as required by the government. Reports to the CO, COR and/or alternate(s). Has the authority to act on behalf of the contractor. Ensures that all reports and all other deliverables from contract employees are prepared and retained or submitted to the COR. Has responsibility for over-all program management and administration of this contract. Has the responsibility of being the contractor's chief representative at the work site.**

**Maintains and updates daily an electronic database containing training, post assignment, and qualifications for all contractor personnel assigned to this contract. The database shall be accessible to the COR upon request. Has responsibility to provide to the COR advanced written notification of leave scheduled for the administrative security staff. Must have a minimum of a 4-year college degree from an accredited college or university, and at least six years of or law enforcement experience indicating supervisory or managerial experience. In the alternative, the Project Manager may have an Associate's degree from an accredited college or university, and 10 years of security or law enforcement experience, of which 4 years were at a supervisory or managerial level. Must have training or experience in fiscal management/budget and personnel administration. Must possess good oral and written communication skills. Must be able to comprehend rules, detailed instructions, and training material. Must be able to maintain poise and self-control under stressful conditions requiring quick decisions. Must have demonstrated experience to effectively manage a security force of 50 or more officers.**

## **Captain**

Minimum Education: **Associates**

Minimum Experience: **3 years**

**Functional Responsibility: The Captain primarily provides oversight of the security force portion of the contract. However, the Captain will also provide coverage for the PM when the PM is on leave or unavailable. When the PM is on leave the Captain will assume all PM responsibilities, which include management of both Protection Services and Administrative Security Services. The Captain handles the daily security force operations which includes but is not limited to scheduling, roll call, post inspections, recommending and administering disciplinary action where necessary, preparation and/or review of incident reports prior to submission to the COR, preparing officer certifications, responding to emergencies, reviewing forms for accuracy, and directing and monitoring agency special events. The Captain will work the schedule set for the Program Manager and shall change his/her working hours as necessary to ensure that adequate supervision and inspection of all shifts is performed. The Captain shall meet all requirements for supervisors, including training and certification under the contract. The Captain must have at least an Associate's degree from an accredited college or university in a related discipline and 3 years of recent law enforcement experience or security experience, serving in a supervisory position on a security service contract of equivalent size and scope. The Captain must have training and experience in law enforcement operations as well as training and/or experience in payroll activities and personnel administration. The Captain must possess good oral and written communication skills. He must be able to comprehend rules, detailed instructions, and training material. It is required that the Captain be able to maintain poise and self-control under stressful conditions requiring quick decisions. The Captain must have demonstrated experience to effectively manage a security force of 50 or more officers.**

## **ID Media Administrator**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **2 Years**

**Functional Responsibility: The ID Media Administrator will serve as the oversight for providing identification (ID) media, and parking administration functions. The primary responsibilities of the Team Leader is to manage the day-to-day operations of the ID media program, building access and parking program according to standard operating procedures and other policies as directed by the PM. Oversight: The Team Leader is responsible for overseeing the all Administrative Assistants. The Team Leader provides direction to contractor personnel; consults with the Client regarding performance, scheduling, and personnel assignments; arranges appropriate training, and ensures the satisfaction of contract requirements in**

a timely manner. The Team Leader's duty assignments include, but are not limited to, the following: 1) **Identification Media Management:** The Team Leader is responsible for ensuring accurate and timely information input into the database. The integrity of the information in the database is crucial to building access operations and will be maintained at all times. 2) **Maintaining ID Records:** In support of the ID media management operations, the Team Leader will ensure hardcopy ID records and building access files are maintained. 3) **Integrated Video Imaging System:** The Team Leader is responsible for ensuring accurate and timely information input into the system for making a credential. **Issuing ID Media:** The Team Leader is responsible for ensuring ID media is issued, as prescribed by Client policies and procedures. All ID media will include current and accurate information about the persons to whom they are issued. Issuing ID media includes gathering employees' personal information from specifically designated sources, getting the information accurately recorded in the C-Cure database, and producing ID media badges, as applicable to each individual's position. The ID Media Administrator is responsible for keeping abreast of personnel changes (i.e., new hires, exiting employees, employee reassignments, and promotions) and other changes that affect building access to ensure that ID media records and badges are current and accurate at all times. 4) **Coordination and Schedules:** The Team Leader is required to organize and coordinate all ID Media assignments to ensure that scheduled deadlines are met 5) The Team Leader is responsible for the coordination and completion of all contract administration and work requirements, post orders, special orders, and other duties as required by the Program Manager. The Team Leader shall be directly responsible to the PM. The Team Leader shall ensure that all reports and all other deliverables from contract employees are prepared and retained or submitted to the PM as set out by the Client.

## **Parking Administrative Assistant**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **1 Year**

Functional Responsibility: **The primary responsibilities of the Parking Administrative Assistant is to manage the parking access database, issue parking citations and process Notice of Visits using Client provided program, according to standard operating procedures. Parking Administrative Assistant will input and review notices of visits in the visitor management system to ensure that all pertinent information about the visit has been provided. Missing information or clarification of information will be obtained from the individuals who submitted the notices. When parking is requested, space availability will be coordinated with the Parking Administrative Assistant. • Send Notice of Visits electronically to all the entrance posts in a timely and accurate manner, in accordance with the SOP provided by the COR. • update all access rosters into the system. • Maintains current and accurate access lists; and other lists as directed by the COR in**

**the Visitor Management System. Access lists will be revised as needed and provided. The PA Assistant will keep abreast of the most current names on the Access Denial List. • Responsible for routinely escorting some Senior Level staffs visitors. The ID/PA Assistants will also stay current on key locations and personnel throughout the building. • Issues parking permits and maintains accurate, complete and up-to-date parking files based on criteria prescribed by Client policies and procedures• responsible for conducting routine inspections of parking areas to ensure compliance with Client parking requirements and issuing parking citations to those who are not in compliance with Client parking policies. • Responsible for conducting, and/or coordinating with the COR, all parking permit application reviews • Coordinate parking for special Client events. Coordination may include posting parking signs in the Client garage and outside the Client Building(s), distributing special parking permits, or directing traffic in the parking garage. • Responsible for ensuring that all signs, permits, forms, and other parking media are kept in full supply. Ensure parking and traffic signs in the parking garage are properly posted and that the wording is current and accurate. • Responsible for preparing parking statistic reports for the COR, and for gathering and maintaining the data from which the reports are based. • Responsible for preparing correspondence in memorandum, notice, and/or electronic mail format, relating to such topics as the issuance of permits, parking guidance, violations of parking policies, and responses to customer comments and questions.**

## **ID Administrative Assistant**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: 1 Year**

**Functional Responsibility: The ID Media Assistant is responsible for issuing ID Media as prescribed by Client policies and procedures. The ID Media Assistant is responsible for processing out-going Notice of Visits as prescribed by the SOP. Assistant will accurately and timely input information into the database. The integrity of the information in the database is crucial to building access operations and will be maintained at all times. Data entry and system maintenance will be made strictly according to procedures provided by the Client or a designated member of the Client staff. • maintain hardcopy ID records and building access files, as required. Accurate and orderly file management is important to the maintenance of ID media and building access records. Record maintenance will be performed according to the SOP provided by the Client. • responsible for issuing Client ID media, as prescribed by Client policies and procedures. All ID media will include current and accurate information about the persons to whom they are issued. Issuing ID media includes gathering employees' personal information from specifically designated sources, getting the information accurately recorded in the appropriate database, and producing ID media badges, as applicable to each individual's position. The ID/Media Assistant will keep abreast of personnel changes (i.e., new hires, exiting employees, employee reassignments, and promotions) and other changes that affect**

**building access to ensure that ID media records and badges are current and accurate at all times. ID media will be processed and issued as prescribed by the pertinent SOP provided by the Client. • responsible for issuing Courier Cards and Retirement Credentials using the Client database. Courier Cards and Retirement Cards will be processed and issued as prescribed by the pertinent SOP provided by the Client.**

## **Administrative Assistant**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: 1 year**

**Functional Responsibility: The primary responsibility of the Administrative Assistant is to perform clerical duties in direct support of Client operations. Secondary duties will be to perform limited clerical duties to the Project Manager in direct support of this contract and in the Parking and Identification Badge Office in support of the Client The Administrative Assistant has no supervisory responsibility. The Administrative Assistant reports directly to the PM.**

## **Shifts Supervisor**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: 5 years**

**Functional Responsibility: The shift supervisor is responsible for ensuring all work is performed IAW the SOW and any conflicts that deviate from the SOW are immediately reported to the Client or alternate. Must have a minimum of 5 years of experience in management as technical knowledge. must have a minimum of five (5) years experience in the fields of physical security, force protection, and/or law enforcement. Combined experience in the fields identified is acceptable• Conduct roll call at the beginning of each shift and security briefings• Has the authority to act for the Captain at work in his absence. • Ensure that all authorized personnel handle firearms in a safe and prudent manner and that loading and unloading of ammunition and cleaning of firearms takes place in the authorized weapons/equipment room, designated exclusively for this purpose. • provide the supervision necessary to ensure that employees meet the following requirements• Perform their duties as specified by contract and the post orders• be properly uniformed, present a neat appearance, and be able to give clear directions and assistance. • Have all necessary certifications on their person while on duty. The certifications will not be displayed on the uniform while on duty. • keep accurate records on all firearms. Entries will go on a Firearms and Guard Equipment Control Register, provided by the COR. • Proficiency in the use and safe handling of a .9 mm semi-automatic -caliber service revolver or other issued firearms while performing in a security and/or law enforcement position • Metropolitan Police Department SOMB Armed SPO License. • Successfully complete and receive certification for the use of expandable batons. • Successfully complete supervisory training.**

## **Security Police Officer**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **3 years**

Functional Responsibility: **The primary role of the SPO is to act as the main contact for enforcement and reporting of security and safety issues. Various functional duties include: enforce a system of personnel ID & access procedures at buildings' entry control posts using of x-ray scanning machines/equipment, magnetometers, metal detection equipment, telescoping inspection mirrors to verify identity and/or inspect packages, handbags, briefcases, and vehicles; operate a visitor management system for visitor processing; provide security escort for visitors; make building patrols according to routes and schedules specified in the post orders using electronic scanners; respond to duress alarms and other emergency situations as required, completing detailed incident reports**

**SPO personnel also must direct traffic (vehicle and pedestrian) on customer's property, control parking, and issue citations; distribute and control keys where required; respond to (when required), and mitigate the cause of the security & fire alarms; observe building occupants and visitors for compliance with posted rules and regulations; detain criminal suspects until the arrival of local police; obtain and assist with medical assistance in the event of an injury or illness; fly flags as directed by customer.**

**Education/Experience: must have a high school diploma or equivalent and be a graduate of an accredited local, county, state, military or federal law enforcement academy or have completed a state or local sanctioned basic security guard/officer training program meeting SOMB licensing requirements.**

**Must have 3 years of security experience showing ability to interact with the public in a professional manner, comprehend rules; follow detailed orders, instructions, and training materials; maintain poise and self-control under stress; construct and write clear, concise, accurate and detailed reports; think critically under stress. Must have proficiency in the use and safe handling of a .9 mm semi-automatic -caliber service revolver or other issued firearms while performing in a security and/or law enforcement position. Must obtain and maintain a Metropolitan Police Department SOMB Armed SPO License. Must successfully complete and receive certification for the use of expandable batons.**

## **Alarm Monitor/ Dispatch Officer**

Minimum Education: **High School Diploma or Equivalent**

Minimum Experience: **1 year**

**Functional Responsibility: The function of the AMDO is to monitor the integrated electronic security system (access control, intrusion detection, and CCTV), fire alarm system, and elevator monitoring system, building utility systems, dispatch patrols and report discrepancies for corrective action, as needed. The AMDO will make notifications to key members of the Client staff, Metropolitan Police Department, the Fire Department and other personnel as identified or directed. The AMDO will generate a security blotter with all pertinent security related activities and at the end of each shift.**

## **Supervisor**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: 1 year**

**Functional Responsibility: Manage and direct a security shift operation in support of the security services operation. Provide direct supervision represented officers ensuring accomplishment of requirements in the Contract Statement of Work and compliance documents. Ensures compliance with orders, policies, and procedures, with emphasis on safe conduct of operations. Controls post assignments, absences, and overtime commitments in order to fulfill mission requirements. Inspects equipment and weapons assigned to shift personnel and to individuals for proper maintenance and operability. Coordinates personnel, equipment, and facility requirements, as required. All Supervisors are required to sign in on a DHS Form 139 upon visiting the building and to sign out on the same form upon leaving the building.**

## **Guard I**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: 1 year**

**Functional Responsibility: The Guard I carries out detailed instructions and procedures primarily oriented to insure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. Guard I intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.**

## **Guard II**

**Minimum Education: High School Diploma or Equivalent**

**Minimum Experience: 1 year**

**Functional Responsibility: The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether**

**to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, the Guard II is required to demonstrate proficiency with firearms and other special weapons, and to meet rigorous physical fitness standards.**

2. Maximum order: **\$ 200,000.00**
3. Minimum order: **\$ 100.00**
4. Geographic coverage (delivery area): **Per awarded service areas (see price list beginning on page 15 of this document.**
5. Point(s) of production (city, county, and State or foreign country): **Palm Beach Gardens, FL, USA**
6. Discount from list prices or statement of net price: **All pricing contained herein are NET GSA Prices.**
7. Quantity discounts: **None**
8. Prompt payment terms: **Net 30 Days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Government purchase cards are not accepted above the micro-purchase threshold.**
10. Foreign items (list items by country of origin): **None**
- 11a. Time of delivery: **30 Days ARO**
- 11b. Expedited Delivery: **Items available for expedited delivery are noted in this price list. Pricing is indicated as “Temporary Additional Service Rate (TAS)”. This rate is utilized for unplanned events.**
- 11c. Overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements: **Please contact the Contractor’s representative to effect a faster delivery:**

In accordance with Clause **I-FSS-140-B URGENT REQUIREMENTS (JAN 1994)**  
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies

shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point(s): N/A Services

13a. Ordering address(es): **7121 Fairway Drive Suite 301  
Palm Beach Gardens, FL 33418**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): Same as Contractor Address

15. Warranty provision: N/A

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Number System (DUNS) number: 073891921

26. Notification regarding registration in Central Contractor Registration (CCR) database: Contractor is registered in System for Award Management (SAM), formerly CCR.

## Albany, Buffalo, Washington DC, Rockville MD, & Falls Church VA

[Click to jump to Alabama, California & Massachusetts](#)

	Albany, Buffalo, and NYC		Washington DC Metro Area		Rockville, MD		Falls Church, VA	
Awarded Labor Category under SIN 246 54 (incl STLOC & RC SINS)	NET Hourly GSA Price	NET Hourly GSA Price TSA*	NET Hourly GSA Price	NET Hourly GSA Price TSA*	NET Hourly GSA Price	NET Hourly GSA Price TSA*	NET Hourly GSA Price	NET Hourly GSA Price TSA*
Cleared Security Officer	67.89	81.47	N/A	N/A	N/A	N/A	N/A	N/A
Badging Clerk	N/A	N/A	41.14	49.37	N/A	N/A	41.14	49.37
Security Processing Clerk	N/A	N/A	47.70	57.24	47.70	57.24	47.70	57.24
Justice Protection Security Officer	N/A	N/A	66.97	83.60	66.97	83.60	66.97	80.36
Sergeant	70.59	84.71	69.97	80.36	69.97	83.60	69.97	83.60
Lieutenant	N/A	N/A	71.48	85.78	71.48	85.78	71.48	85.78
Admin. Lieutenant	N/A	N/A	74.42	89.30	74.42	89.30	74.42	89.30
Deputy Program Manager	N/A	N/A	106.41	127.69	106.41	127.69	106.41	127.69
Program Manager	N/A	N/A	98.85	70.72	129.39	155.27	129.39	155.27
Admin. Assistant I	N/A	N/A	51.20	61.44	N/A	N/A	N/A	N/A
Project Manager	N/A	N/A	118.63	142.36	N/A	N/A	N/A	N/A
Captain	N/A	N/A	77.04	92.45	N/A	N/A	N/A	N/A
ID Administrator **	N/A	N/A	48.28	57.94	N/A	N/A	N/A	N/A

ID Administrator Assistant**	N/A	N/A	43.64	52.37	N/A	N/A	N/A	N/A
Parking Administrative Assistant**	N/A	N/A	43.64	52.37	N/A	N/A	N/A	N/A
Administrative Assistant**	N/A	N/A	43.64	52.37	51.20	61.44	51.20	61.44
Shift Supervisor	N/A	N/A	71.15	85.38	N/A	N/A	N/A	N/A
Alarm Monitor - Dispatch Officer	N/A	N/A	66.82	80.18	N/A	N/A	N/A	N/A
Special Police Officer (SPO)	N/A	N/A	64.30	77.16	N/A	N/A	N/A	N/A
Supervisor			64.56	77.47	N/A	N/A	N/A	N/A
Guard I **	N/A	N/A	36.99	51.16	N/A	N/A	N/A	N/A
Guard II **	N/A	N/A	44.39	61.39	N/A	N/A	N/A	N/A

**Alabama, California, & Massachusetts**

	<b>ALABAMA</b> (Counties of Baldwin, Choctaw, Clarke, Conecuh, Covington, Escambia, Mobile, Monroe, Washington)	<b>CALIFORNIA</b> (Counties of Los Angeles, Orange)	<b>MASSACHUSETTS</b> (BRISTOL COUNTY: Mansfield, Norton, Rayham; ESSEX COUNTY: Lynn, Lynnfield, Nahant, Saugus; MIDDLESEX COUNTY: Entire County; NORFOLK COUNTY: Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham; PLYMOUTH COUNTY: Carver, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Lakeville, Marshfield, Middleborough, Norwell, Pembroke, Plymouth, Plympton, Rockland, Scituate SUFFOLK COUNTY: Entire County; WORCESTER COUNTY: Berlin, Bolton, Harvard, Hopedale, Lancaster, Mendon, Milford, Southborough, Upton)					
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<b>Awarded Labor Category under SIN 246 54 (incl STLOC &amp; RC SINS)</b>	<b>NET Hourly GSA Price</b>	<b>NET Hourly GSA Price TSA*</b>	<b>NET Hourly GSA Price</b>	<b>NET Hourly GSA Price TSA*</b>	<b>NET Hourly GSA Price</b>	<b>NET Hourly GSA Price TSA*</b>		
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Alarm Monitor - Dispatch Officer	N/A	N/A	N/A	N/A	N/A	N/A		
Special Police Officer (SPO)	N/A	N/A	N/A	N/A	N/A	N/A		
Supervisor	57.35	68.82	65.85	79.02	65.85	79.02		
Guard I **	32.55	39.06	37.76	45.31	42.65	51.18		
Guard II **	36.39	43.67	56.95	68.34	48.24	57.89		

**\*\* Labor Categories applicable to the Service Contract Act**

<b>SCA Matrix</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Guard I **	Guard I - 27101	2005-2103
Guard II **	Guard II - 27102	2005-2103
Badging Clerk **	Receptionist - 01280	2005-2103
Security Processing Clerk **	Secretary I - 01311	2005-2103
Admin. Assistant I **	Secretary II - 01312	2005-2103
ID Media Administrator **	General Clerk III - 01113	2005-2103
ID Media Administrator Assistant **	General Clerk II - 01112	2005-2103
Parking Administrative Assistant	General Clerk II - 01112	2005-2103
Administrative Assistant **	General Clerk II - 01112	2005-2103

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). "