GENERAL SERVICES ADMINISTRATION

84 - TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE

GS-07F-5896R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

June 2005- Jun 19, 2010

SECURITY WALLS LLC

Address: 104 W SUMMIT HILL DR

KNOXVILLE, TN 37902-1025

Phone: (865)546-2597

E-Mail: jwalls@securitywalls.net

Web Address: http://www.securitywalls.net

Small Business, SBA Certified Small Disadvantaged Business, Women Owned Business, SBA Certified 8(a) Firm

(ii) CUSTOMER INFORMATION:

1a. **246 54 Guard Services**

1b. **Security Officer I - $26.03 (SW Site) - $24.45 (Government Site)**
Screener II - $26.03 (SW Site) - $24.45 (Government Site)

1c.. **Hourly Rates:**

Security Walls - GS-07F-5896R		Base Year Rates	
Cat #	Labor Category	Contractor Site	Gov Site
1	Sr. Program Manager	$120.14	$112.87
2	Program Manager	$112.53	$105.73
3	Assoc. Program Manager	$108.94	$102.36
4	Sr. Project Manager	$119.37	$112.15

5	Project Manager	$115.44	$108.46
6	Assoc. Project Manager	$104.36	$98.05
7	Personnel Security Coordinator	$76.60	$71.97
8	Logistics Specialist	$66.77	$62.74
9	Facility Commander	$44.59	$41.90
10	Physical Security Manager	$38.73	$36.38
11	Security Officer III	$38.73	$36.38
12	Security Officer II	$32.77	$30.79
13	Security Officer I	$26.03	$24.45
14	Screener II	$26.03	$24.45
15	Screener I	$32.77	$30.79
16	Security Training Manager	$61.96	$58.22
17	Security Trainer	$47.98	$45.08
18	Training Assistant	$57.04	$53.59
19	Sr. Office Administrator	$79.50	$74.70
20	Office Administrator	$76.65	$72.02
21	Administrative Manager	$56.38	$52.97
22	Admin. Specialist IV	$50.97	$47.89
23	Admin. Specialist III	$45.79	$43.02
24	Admin. Specialist II	$38.95	$36.60
25	Admin. Specialist I	$37.25	$34.99
26	Personnel Security Clerk	$37.84	$35.56

Description of Security Walls GSA Labor Categories

Commercial Job Title: Sr. Program Manager

Minimum/General

Experience: 15 years general experience, including 8 years in a specialty relating to the program being managed and 3 years experience scheduling and supervising project personnel.

Functional Responsibility: Responsible for overall contract performance, program personnel and the delivery of all reports and contract deliverables. Provides guidance on both technical and non-technical matters. Develops and implements short and long- range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded. Serves as the contractor's single authorized interface with Government representatives and customer agency representatives.

Minimum Education: MS/MA in a field of study relevant to the work being performed or BS/BA plus 20 years work experience.

Commercial Job Title: Program Manager

Minimum/General

Experience: 12 years general experience, including 6 years in a specialty relating to the program being managed and 1 year experience scheduling and supervising project personnel.

Functional Responsibility: Supports Sr. Program Manager in matters relating to overall contract performance, program personnel, reports, and contract deliverables. Provides guidance on both technical and non-technical matters. Develops and implements short and long- range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded.

Minimum Education: BS/BA in a field of study relevant to the work being performed.

Commercial Job Title: Assoc. Program Manager

Minimum/General

Experience: 8 years general experience, including 2 years in a specialty relating to the program being managed.

Functional Responsibility: Supports Program Manager. Develops and implements short and long-range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded.

Minimum Education: BS/BA in a field of study relevant to the work being performed.

`Commercial Job Title: Sr. Project Manager

Minimum/General

Experience: 12 years of experience in managing projects involving analysis, development and/or support activities. Must have 6 years experience in the management and control of funds and resource and a demonstrated capability of good oral and written communication skills.

Functional Responsibility: Under the guidance of a Program Manager or other senior management personnel, the Sr. Project Manager plans, organizes, directs, and controls all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary, and assists the Program Manager as assigned.

Minimum Education: BS/BA in a field of study relevant to the work being performed.

Commercial Job Title: Project Manager

Minimum/General

Experience: 8 years of experience in managing projects involving analysis, development and/or support activities. Must have 2 years experience in the management and control of funds and resource and a demonstrated capability of good oral and written communication skills.

Functional Responsibility: Under the guidance of the Sr. Project Manager: plans, organizes, directs, and supports all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 10 years experience.

Commercial Job Title: Associate Project Manager

Minimum/General

Experience: 6 years of experience in managing projects involving analysis, development, and/or support activities. Must have a demonstrated capability of good oral and written communication skills.

Functional Responsibility: Supports program objectives by assisting the Project Manager. Ensures conformance with task order schedules and costs; and monitors employee performance and productivity.

Minimum Education: BS/BA in a field of study relevant to the work being performed or an AA plus 6 years experience.

Commercial Job Title: Personnel Security Coordinator

Minimum/General

Experience: 5 years of experience reflecting a demonstrated knowledge of personnel security policies and procedures and reflects a personality and temperament to promote positive interactions with the public.

Functional Responsibility: Supervises the preparation and processing of the appropriate documentation and correspondence for original personnel security investigations and clearances. Reviews completed forms to ensure accuracy in accordance with applicable policy and directives. Maintains personnel security files and suspense logs for all phases of the personnel security process, coordinates fingerprinting and submission of unclassified material. Oversees data entry into the personnel security records. Supervises and evaluates Personnel Security Coordinators and Assistants.

Minimum Education: BS/BA or a High School Diploma/GED with at least 10 years of experience in personnel security including 5 years of supervisory responsibilities.

Commercial Job Title: Logistics Specialist

Minimum/General

Experience: 2 years experience with office management procedures. This individual must possess basic computer skills, be detail oriented, and able to work independently.

Functional Responsibility: Assists in administering the operational coordination of security uniforms, hats, gloves, microphones, boots, shoes, weapons, ammunition, batons, and other security –related furnishing for customer sites. Develops and distributes security education materials. Coordinates inventory management, shipping and receiving, storage and handling, and customer/vendor interface.

Minimum Education: AA or a High School Diploma/GED with at least 4 years of work experience.

Commercial Job Title: Facility Commander

Minimum/General

Experience: 5 years of experience in physical security systems, including 3 years in supervisory positions. Must possess a working knowledge of industrial physical security, information

security, and experience in administering a physical security inspection or audit program in accordance with federal standards. Possess operational understanding of resource and financial management.

Functional Responsibility: Responsible for managing the physical security self-assessment and resource management programs. Plans and conducts installation vulnerability assessment and physical security survey, to include scheduling and conducting physical security audits (inspections). Maintains a Physical Security Action, coordinates and maintains an up-to-date Threat Assessment. Maintains constant dialogue with security force concerning their observations and reports. Conducts Counter-Terrorism Travel briefings to agency employees as required.

Minimum Education: BS/BA in a field of study relevant to the work being performed.

Commercial Job Title: Physical Security Manager

Minimum/General

Experience: 10 years of experience in the field of physical security, with four years of experience in a supervisory role in a security or police organization. Able to organize, write policies, set priorities, and analyze complex issues. Must possess the ability to communicate diplomatically and effectively with customers and action officers. Proficient in the use of personal computers.

Functional Responsibility: Advises senior managers in physical security project planning, development, implementation, and monitoring. Oversees and reviews the application of physical security standards to functional control designs and security programs and makes recommendations as necessary. Coordinates and cooperates with other agencies, private firms, and individuals on physical security policy and standards. Reviews and authorizes requests for funding of physical security improvements.

Minimum Education: BS/BA in a field of study relevant to the work being performed, graduate degree preferred.

Commercial Job Title: Security Officer III

Minimum/General

Experience: 5 years of security experience in a supervisory capacity. Individual must possess a working knowledge of industrial safety, OSHA regulations, and hazardous materials. Able to organize shift schedules, interpret written policies,

set priorities, and analyze complex issues. May be required to meet agency and state firearm qualifications for revolvers and other types of weapons.

Functional Responsibility: Serves as the supervisor for Security Officers. Prepares work schedules for Security Officers and Screeners. Supervises the performance of assigned personnel, reviews shift logs and reports, and provides written and oral instructions to security personnel. Reviews preliminary investigations, conducted on shift and/or similar tasks as assigned. Inspects equipment assigned to security personnel to include their physical appearance and uniform. Coordinates preventive maintenance and repairs for security vehicles and equipment. Prepares and presents oral presentations as needed. Monitors and supervises respective employee performance.

Minimum Education: AA in a related field or a High School Diploma/GED with 7 years of experience, including 5 years in a supervisory capacity.

Commercial Job Title: Security Officer II

Minimum/General

Experience: 3 years of experience in an industrial security specialty to include such areas as Security Dispatcher/Coordinator, Access Control, Badge and Pass Operations, or other personnel security areas. Must present a positive and courteous image, superior communications skills, and the ability to communicate diplomatically and effectively.

Functional Responsibility: Is responsible for administrative and coordination activities in support of the security services being provided. Responsibilities may include, but are not limited to coordinating with customer personnel to ensure the timely identification, processing, and deployment of cleared guards, surveillance technicians, and other security personnel; all routine aspects of the Badges and Pass process to ensure compliance with agency security; and access control policies and procedures. This individual may also be responsible for supervising and evaluating security staff.

Minimum Education: AA or High School Diploma/GED with at least 5 years of experience in personnel security including 2 years in a supervisory role.

Commercial Job Title: Security Officer I

Minimum/General

Experience: 2 years of experience in public security. Meets agency and state firearm qualifications for semi-automatic pistols and other types of weapons as

required. Passes an annual physical fitness test and eye/ear exam. Presents a positive and courteous image. Reflects a personality and temperament to promote positive interactions with the public.

Functional Responsibility: Responds to intrusion alarms, fires, traffic control, domestic disturbances, crowd control, and other calls for service. Assists fire department, ambulance and civilian police during emergency situations as directed. Conducts investigations of breaches of security and violations of procedures or policies and completes Incident Reports on all activities as required. Maintains pedestrian/vehicle access control, conducts escorts as directed, and conducts routine patrols and spot checks. Reports to proper authorities as deemed necessary. Issues temporary vehicle permits, and conducts visual inspections of decals, badges, and identification cards.

Minimum Education: High School Diploma/GED.

Commercial Job Title: Screener II

Minimum/General

Experience: U.S. citizenship and a good command of the English language.

Functional Responsibility: Responsible for identifying dangerous or deadly objects in baggage, cargo, and on passengers. Prevents those objects from being transported onto the aircraft. Will use diverse, cutting edge electronic detection and imaging equipment. Will perform this security mission in a courteous and professional manner. May have supervisory responsibilities at the team or shift level as assigned.

Minimum Education: High School Diploma/GED or at least 3 years of work experience in security work, work as a safety screener, or work as an x-ray technician.

Commercial Job Title: Screener I

Minimum/General

Experience: U.S. citizenship and a good command of the English language.

Functional Responsibility: Responsible for identifying dangerous or deadly objects in baggage, cargo, and on passengers. Prevents those objects from being transported onto the aircraft. Will use diverse, cutting edge electronic detection and imaging equipment. Will perform this security mission in a courteous and professional manner.

Minimum Education: High School Diploma/GED or at least 1 year of work experience in security work, work as a safety screener, or work as an x-ray technician.

Commercial Job Title: Security Training Manager

Minimum/General

Experience: 5 years of experience demonstrating a thorough knowledge of the theory and practice of vocational instruction and briefing presentation techniques and ability to write complex briefing scripts on a wide-range of technical and physical security subjects. Demonstrated ability to function with only minimal guidance and supervision.

Functional Responsibility: Responsible for the development and coordination of security training and briefings for contract and agency personnel in the areas of information technology, technical security, physical security and/or secure telecommunications systems installation, maintenance, and repair. Assists customer in determining training and scheduling requirements. Develops and implements a comprehensive training program using classroom instruction, demonstration, and hands-on training techniques to insure that personnel have the competency to install, use, and maintain the security equipment and systems. Develops and presents briefings on all aspects of the agency security program to Government and contract personnel.

Minimum Education: BS/BA in a field of study relevant to the work being performed.

Commercial Job Title: Security Trainer

Minimum/General

Experience: 2 years of experience conducting training. Demonstrated ability to communicate orally and in writing. Working knowledge of subject area requirements as defined in a contract or task request. Demonstrated ability to communicate orally and in writing.

Functional Responsibility: Conducts training classes in accordance with established curricula and training materials, and prepares training documentation. Conducts firearm instruction and certifications for security personnel and agency staff.

Minimum Education: AA in a field of study relevant to the work being performed.

Commercial Job Title: Training Assistant

Minimum/General

Experience: 2 years of training experience. Requires excellent organizational, written, and verbal communication skills to interact with individuals at various levels in the organization. Must have knowledge of word processing systems.

Functional Responsibility: Supports senior staff in the development, coordination, and conduct of security training and briefings. Assists with formal and informal Needs Assessments to determine training requirements. Maintains database, schedules, and coordinates security training classes and educational programs in connection with employee development and on-the-job training. Monitors training quality; assists in the development of training modules and instructional materials; and assists in the development and presentation of briefings on all aspects of the agency's technical and physical security programs.

Minimum Education: High School Diploma/GED.

Commercial Job Title: Sr. Office Administrator

Minimum/General

Experience: 5 years of experience in administrative management including 2 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

Functional Responsibility: Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. Supervises and assigns work schedules to clerical and administrative staff. Oversees the purchase of supplies, authorize payments, and other general business responsibilities necessary to maintain to day-today operations.

Minimum Education: BS/BA or an AA with 10 years experience.

Commercial Job Title: Office Administrator

Minimum/General

Experience: *5* years of experience in administrative management including 1 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

Functional Responsibility: Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. May supervise and assign work schedules to clerical and administrative staff. Oversees the preparation and distribution of reports, maintains calendars, reviews and analyzes procurement requirements, and drafts correspondence.

Minimum Education: AA in a related field or a High School Diploma/GED with 8 years of directly related experience.

Commercial Job Title: Administrative Manager

Minimum/General

Experience: 3 years of experience in administrative management including 1 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

Functional Responsibility: Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Manages a small group or team in support of overall program goals. Must have proven oral and written communication skills.

Minimum Education: AA in a related field or a High School Diploma/GED with 5 years of directly related experience.

Commercial Job Title: Administrative Specialist IV

Minimum/General

Experience: 6 years of general clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.

Functional Responsibility: Performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.

Minimum Education: High School Diploma/GED.

Commercial Job Title: Administrative Specialist III

Minimum/General

Experience: 4 years of general clerical experience. Requires solid organizational, interpersonal, and communication skills. Familiar with spreadsheet and database software.

Functional Responsibility: Performs clerical and administrative tasks supporting work projects including but not limited to: processing requests/orders; verifying large quantities of records; maintaining computer-based records using database or spreadsheet applications; preparing reports and appropriate support documentation; and serving as back up to other clerical staff. Works under general supervision.

Minimum Education: High School Diploma/GED.

Commercial Job Title: Administrative Specialist II

Minimum/General

Experience: 2 years of secretarial, clerical, or general office experience. Well-developed written and verbal communication skills, organizational skills, and the ability to operate standard office equipment and software. Flexibility in accepting changes in working environment.

Functional Responsibility: Responsible for general secretarial and administrative functions as assigned. Assists in routine clerical and administrative functions.

Responsible for the accurate and timely input of information for monitoring program status and effectiveness. Works under direct supervision.

Minimum Education: High School Diploma/GED.

Commercial Job Title: Administrative Specialist I

Minimum/General

Experience: Written and verbal communication skills, organizational skills, and the ability to take instruction and carry out orders as assigned.

Functional Responsibility: General secretarial and administrative functions as assigned. Assists in maintaining filing, telephone communications, and other routine clerical and administrative functions. Works under direct supervision.

Minimum Education: High School Diploma/GED.

Commercial Job Title: Personnel Security Clerk

Minimum/General

Experience: 2 years of experience in coding or entering personnel information for ADP systems. Capable of developing/maintaining automated human resources database. Must be tactful and articulate, and exhibit considerable skill and diplomacy in communications.

Functional Responsibility: Completes documentation of all interviews and investigations conducted. Updates security files for changes and verifies employee clearances for special meetings, projects, etc. Assists persons requesting information on personnel security procedures. Provides investigation status reports and maintains the personnel security roster. Processes background or suitability investigations.

Minimum Education: AA Degree or High School Diploma/GED plus a minimum of 3 years of experience in a personnel department.

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2. Maximum order. **$500,000.00**

3. Minimum order. **$100.00**

4. Geographic coverage (delivery area). **Continental United States, including Hawaii, Alaska and Puerto Rico**

5. Point(s) of production (city, county, and State or foreign country). **Knoxville, TN**

6. Discount from list prices or statement of net price. **6%**

7. Quantity discounts. **NONE**

8. Prompt payment terms. **NONE**

9a. **Government purchase cards are accepted at or below the micro-purchase threshold.**

9b. **Government purchase cards are accepted above the micro-purchase threshold. We will accept over $2,500**

10. Foreign items (list items by country of origin). **NONE**

11a. Time of delivery. (Contractor insert number of days.) **60 Days (After Receipt of Order) or as specified on the Task Order**

11b. Expedited Delivery. **30 Days (After Receipt of Order) – Contact Security Walls**

11c. Overnight and 2-day delivery. **Available – Please Contact Security Walls**

11d. Urgent Requirements. **Available – Please Contact Security Walls - When the FSS contract delivery period does not meet the bonafide 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 working days after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptance to the ordering agency, any orders placed pursuant to the agreed upon accelerated delivery timeframe shall be delivered within accordance with all other terms and conditions of the contract.**

12. F.O.B. point(s). **Destination, Continental US, (CONUS)**

13a. Ordering address(es). **Security Walls, LLC - 104 W Summit Hill Dr., Knoxville, TN 37902-1025**

13b. Ordering procedures: **As found in the Federal Acquisition Regulation (FAR) 8.405-3.**

14. Payment address(es). **Security Walls, LLC - 104 W Summit Hill Dr., Knoxville, TN 37902-1025**

15. Warranty provision. - **Security Walls Standard Commercial Warranty**

16. Export packing charges, if applicable. **Not Applicable**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level**). Government Credit Cards are Accepted**

18. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

19. Terms and conditions of installation (if applicable). **Not Applicable**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

20a. Terms and conditions for any other services (if applicable). **Contact Security Walls**

21. List of service and distribution points (if applicable). **Not Applicable**

22. List of participating dealers (if applicable). **Not Applicable**

23. Preventive maintenance (if applicable). **Not Applicable**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

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/.**

25. Data Universal Number System (DUNS) number. **DUNS No. 13-571-8554**

26. Notification regarding registration in Central Contractor Registration (CCR) database. – **Security Walls is registered in CCR**