



CONTRACT NUMBER GS-07F-0266K

**General Services Administration
Federal Supply Service
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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: GSAAdvantage.gov

**Professional Security/Facility Guard Management Services FSC Group 63, Part I, Class:
Special Item 246-54: Guard Services**

Contract # GS-07F-0266K

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

Contract Period: May 1, 2005 through April 30, 2015

[Knight Protective Service, Inc.](http://www.knightprotectiveservice.com)

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DUNS# 62-759-2843

Business Size: Large



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CUSTOMER INFORMATION

Knight Protective Service, Inc., a leading provider of contract security officers to the Federal government, strives to exceed client expectations through excellent customer service, quality assurance measures, and continuous employee training and support programs. Integrity and fairness are essential to the manner in which we conduct business.

KPS is one of the largest high quality providers of security officers to government agencies and commercial organizations. Approximately ninety percent of our contracts are with Federal government agencies. With revenues in excess of 50 million dollars and currently employing over 1,200 security officers, KPS serves multiple locations throughout the eastern, mid-western and southern U.S. The largest concentration of our forces is in the National Capital Region. (Washington, DC Metropolitan Area)

President and C.E.O. Macon Sims, Jr., a Vietnam veteran, founded KPS in 1988. The corporation has prospered for 19 years under his leadership. KPS management has proven expertise in initiating large security projects under tight deadlines and in multiple remote locations. Our approach to managing every project involves flexibility, versatility and responsiveness to the needs of each client's protected site. We provide highly qualified armed or unarmed guards, uniforms, and equipment in a timely, efficient and cost-effective manner. Officers can serve as court security officers, locksmiths, emergency medical technicians, and x-ray and magnetometer technicians, among other specialized occupations. Customer satisfaction is a high priority and we are in constant communication with our clients to assure that all is well. The 24-hour dispatch center at corporate headquarters assures clients around-the-clock access to management. When clients have any concerns, we address them immediately. Some of the duties we perform are:

- Package and Vehicle Inspection
- Access Control
- Key Control
- Parking Control
- Security and Safety Consultation
- Criminal Investigation
- Industrial Surveillance
- Courier Service
- Badging and Reception
- Corporate Assets

Superior Employee Qualifications: The majority of our officers hold security clearances processed by the Department of Defense and are qualified as security guards in accordance with requirements of the General Services Administration. All individuals are licensed and screened by one or more of the local security guard licensing authorities. Our medical examination standards, psychological testing, and alcohol and drug enforcement testing assure that all employees will be in fit physical and mental condition and drug free. Our Innovative Quality Control Measures include detailed procedures for inspections and monitoring security officer performance and have been tested over time, with resulting improvements in quality control.

Financial stability: Our ability to provide all materials necessary to start up a large project on short notice is due in large part to our financial capability and creditworthiness.

Ready Resources: The vendors we use to supply our uniforms, weapons, and equipment have worked with us for many years. We can assure efficient and timely delivery of all items required by our contracted projects.



1. Table of awarded special item number (s): **246-54 Guard Services**
2. SIN 246-54 = Guard I - **GSA lowest rate is \$19.49 per hour**
3. Labor Categories & Pricing (**beginning on page 3**)
4. Minimum and Maximum Order Limitation: **Minimum - \$500.00; Maximum - \$200,000.00**
5. Geographic Coverage (Delivery Area): **48 contiguous United States and the Washington, DC metropolitan area. Pricing herein is for the Washington, DC area and selected cities . Pricing on other locations will be provided based on the Statement of Work (SOW)**
6. Point(s) of Production: **Capitol Heights, Maryland, a suburb of the Washington, DC Metropolitan Area**
7. Discount from List Prices or Statement of Net Price: **None**
8. Quantity Discounts: **None**
9. Prompt payment terms: **.01% discount if paid in 20 days**
10. Notification whether Government purchase cards are accepted or not acceptable above the micro-purchase threshold: **Yes**
11. Foreign items: **None**
12. Time of delivery: **30 days from award or as specified on individual task order**
13. F.O.B. Points: **Not Applicable**
14. Ordering and Payment Address: **Knight Protective Service, Inc., 8507 Edgeworth Drive, Capitol Heights, MD 20743**
15. Ordering Procedures: For supplies and services, the ordering procedures, information on **Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule Homepage (<http://www.fss.gsa.gov/schedules>).**
16. Warranty Provisions: **Not Applicable**
17. Export Packing Charges: **Not Applicable**
18. Terms and Conditions of Government Purchase Card Acceptance: **None**
19. Terms and Conditions of Rental, Maintenance, and Repair: **Not Applicable**
20. Terms and Condition of Installation: **Not Applicable**
21. Terms and Condition of Repair Parts: **Not Applicable**
22. List of Service Distribution Points: **Not Applicable**
23. List of Participating Dealers: **Not Applicable**
24. Preventive Maintenance: **Not Applicable**
25. Environmental Attributes: **Not Applicable**
26. DUNS Number: **62-759-2843**
27. Central Contractor Registration (CCR) Database: **KPS is Registered**



LABOR CATEGORY JOB DESCRIPTIONS AND PRICING
246-54 Guard Services

Additional locations will be added as RFQ's/SOW's are presented. The same methodology for pricing will be utilized substituting local wage determinations.

Labor Category (Job Title):	General Clerk II
Responsibilities:	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.
Minimum Experience:	Must be a high school graduate and have the ability to operate state-of-the-art software in a Local Area Network (LAN) environment, including word processing, scheduling and calendar software, graphics, spreadsheets, records management and electronic mail. Individual must possess demonstrated interpersonal communications skills; have experience in managing inter- and intra-office incoming and outgoing correspondence. Person must possess three years of related experience, including one-year experience working as a Security Clerk I. In addition, the General Clerk II must be capable of coordinating the work of the Security Clerk I.
Education:	High school diploma or a GED equivalency certificate.



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Labor Category (Job Title):	Guard I
Responsibilities:	This guard 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. This guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.
Minimum Experience:	A high-school diploma and at least one year of specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard, such as work with a Federal, State, municipal, local or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life. Requires good communications skills and a valid driver's license.
Education:	High school diploma or a GED equivalency certificate

Labor Category (Job Title):	Guard II
Responsibilities:	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.
Minimum Experience:	At least one year of specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard, such as work with a Federal, State, municipal, local or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life. Requires good communications skills and a valid driver's license.
Education:	High school diploma or a GED equivalency certificate



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Labor Category (Job Title):	Badging/Identification Clerk
Responsibilities:	Receive and review identification badge, fingerprint, and photograph requests and assure that they are issued only to or taken from authorized personnel with appropriate clearances. Prepare and issue various types of permanent identification media with an automated badging software program. Maintain a database for identification badges, and periodically conduct database verifications relating to these efforts to assure that issuance is valid and current. Prepare and distribute data base reports, notices of required changes, and other documents, reports, and records, as directed or required. Use the automated fingerprinting system to prepare digital fingerprints of personnel in support of requests for background checks. Assist in developing policy and procedure relative to the issue and control of identification badges. Using automated databases, prepare and distribute monthly activity reports to client and company management. Performs other duties or functions as directed or required.
Minimum Experience:	Possess the ability to understand security badging technologies related to controlling access to sensitive facilities and buildings. Individual must have the ability to operate state-of-the-art software in a Local Area Network (LAN) environment, including word processing. Individual must possess demonstrated interpersonal communication skills.
Education:	High school diploma or a GED equivalency certificate

Labor Category (Job Title):	Security Clerk
Responsibilities:	Performs specialized support services relating to a broad range of administrative functions such as: budget and financial management, personnel management, training, procurement, contracts, property management, space management, and travel. Maintains, monitors, and performs preliminary analysis of budget and fiscal control records. Translates budget data into prescribed budget formats to be used for the purposes of budget formulation. Organizes and maintains departmental filing systems for quick location.
Minimum Experience:	Must demonstrate the ability to operate in state-of-the-art software in a Local Area Network (LAN) environment, including word processing, scheduling and calendar software, graphics, spreadsheets, records management and electronic mail. Individual must possess demonstrated interpersonal communications skills; have experience in managing inter- and intra-office incoming and outgoing correspondence. Person must possess one year of related experience.
Education:	High school diploma or a GED equivalency certificate



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Labor Category (Job Title):	Court Security Officer
Responsibilities:	Patrols courthouse to provide security, escorts defendants to and from courtroom, and stands guard during court proceedings, checks courtroom for security. Assignments include not only the monitoring of entrances to the court, but also attention to the special needs of the court system, particularly in the area of personal protection for the judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public. Duties require specialized training in methods and techniques of protecting security areas. This incumbent is required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.
Minimum Experience:	Must be able to obtain and maintain firearms certification.
Education:	At least an Associate's Degree from an accredited university or college in law enforcement, security management, business or related fields or three years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel. Advanced/specialized educational courses in areas related to law enforcement are required.

Labor Category (Job Title):	Emergency Medical Technician
Responsibilities:	Provides emergency medical treatment to sick or injured persons at site of emergency and while in transit to medical facility, working as a member of an emergency medical team, responds to instructions from emergency medical dispatcher, and drives specially equipped emergency vehicle to specified location; monitors communication equipment to maintain contact with dispatcher, determines nature and extent of illness or injury, or magnitude of catastrophe, and establishes procedures to be followed or need for additional assistance, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice, administers prescribed medical treatment at site of emergency or in vehicle in route to medical facility, performing such activities as applying splints, administering oxygen, maintaining an adequate airway, treating minor wounds or abrasions, or performing cardiopulmonary resuscitation (CPR). Job tasks requires that one - communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility, assists in removal of victims from vehicle and in their transfer to treatment center, assists center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency; maintains vehicles and medical communication equipment, and replenishes first-aid equipment and supplies.
Minimum Experience:	Three years previous law enforcement experience, military or National Guard (active duty or reserve) experience, or one year law enforcement experience and an Associate's Degree.
Education:	High school diploma or a GED equivalency certificate and an Associate's Degree.



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Labor Category (Job Title):	Locksmith
Responsibilities:	Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting
Minimum Experience:	Must possess at least five years of experience in physical security within the federal government, military, or state/local government.
Education:	High school diploma or a GED equivalency certificate

Labor Category (Job Title):	Security Officer Supervisor
Responsibilities:	Reviews, coordinates and interprets policy standards and directives, analyzing these directives to devise requirements and formulate strategies for the resolution of issues and concerns. Directly responsible for supervision and management of all security and emergency dispatch personnel. Perform duties as first responder for all medical emergencies. Prepares and/or oversees the preparation, update and modification of relative instructions and procedures. Analyzes resources and workload, making recommendations for modifications and/or changes to management. Continually reviews and evaluates his or her organization's performance and implements changes to improve operations and/or morale. Supervises and coordinates the activities of the various shifts. Responsible for determining the training needs of his/her subordinate(s) and for recommending appropriate. Responds to medical emergencies providing initial first aid and CPR required actions.
Minimum Experience:	Advanced/specialized educational courses in areas related to law enforcement are required. Must be able to obtain and maintain GSA Certification and/or State Firearms certification.
Education:	At least an Associate's Degree from an accredited university or college in law enforcement, security management, business or related fields or three (3) years of directly related experience in the application of security principles.



Labor Category (Job Title):	Electronic Security Technician
Responsibilities:	Shall be responsible, under the supervision of the Assistant PM, for providing recommendations and options to the Agency Technical Lead for developing and implementing a comprehensive agency-wide physical security program. Shall be responsible for reviewing and providing recommendations for improving the Agency's security access control systems, alarms, Closed Circuit Television (CCTV) cameras, and lighting. With government approval, shall make minor repairs/adjustments to alarms and card readers. Shall provide recommendations and options for improving the circulation control for Agency facilities (particularly sensitive areas) within the buildings, provide day-to-day oversight of the operation of physical security systems and equipment, operates the Headquarters Access Gold and MDI control systems, and maintain the databases. Review and provide recommendations and options for improving the exterior and interior security lighting, intrusion detection and assessment equipment, annunciation and display systems, and security communications.
Minimum Experience:	Must have a minimum of six (6) years experience in physical security, preferably in the Federal government, military, or state/local government. Two (2) of those six (6) years experience shall be managing electronic security systems. Must have demonstrated experience and capability in the operation of electronic security systems and equipment. Must be capable of conducting physical security surveys, and providing recommendations and options for improving the physical security of EPA facilities nationwide through a balance of electronic security systems, guard services, and other security measures.
Education:	Two (2) years of credits in Law Enforcement/Criminal Justice or two (2) years of technical training in electronics from an accredited institution above the high school level may be substituted for a maximum of two (2) years of the six (6) years experience.



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Labor Category (Job Title):	Assistant Project Manager
Responsibilities:	In the absence of the Project Manager, serves as the on-site lead. Provides administrative and technical management in the completion of contract requirements. Assists the Project Manager in scheduling, training, and monitoring the fulfillment of contract requirements to ensure quality services are delivered in a timely manner. Protects property from danger of sabotage, espionage and intrusion. Responds to alarms and/or telephone/radio calls by determining and taking appropriate action. As required, serves as member of response forces to include fire and maneuver. Coordinates shift changes to ensure all officers are present and uniformed.
Minimum Experience:	Must have a minimum of five to seven (5-7) years experience in management, organization and supervision of a security operation, preferably in the Federal government, military, or state/local government. Experience shall be in managing a team of specialists for both physical and information security programs. The APM must have experience in managing guard forces, and shall assist in preparation and presentation of guard force orientation and specialized training. Must have demonstrated technical writing and presentation capabilities and skills.
Education:	A Bachelor's Degree from an accredited university or college in law enforcement.

Labor Category (Job Title):	Project Manager
Responsibilities:	Manages, directs, and controls all project activities, including the security operations staff and technical support personnel
Minimum Experience:	Ten (10) years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel. Demonstrated ability to understand the application of a wide range of national, state and local laws and security requirements sufficient to develop and evaluate complex protection strategies for assets.
Education:	Bachelor's Degree from an accredited university or college in law enforcement, security management or related fields, or ten years of directly related experience in the application of security principles for the protection of critical national assets, including the protection of sensitive materials, weapons, facilities, and personnel. Advanced/specialized educational courses in areas related to law enforcement are required.



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Labor Category (Job Title):	Executive Protection Driver
Responsibilities:	The primary duty is to Chauffeur designated individuals. Coordinates maintenance and repair of vehicle and associated equipment. Must be mechanically proficient. EP drivers are unarmed.
Minimum Experience:	At least one year of specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard, such as work with a Federal, State, municipal, local or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life. Requires good communications skills and a valid driver's license.
Education:	High School diploma or GED equivalency certificate.

Labor Category	Emergency Guard Services
Description:	Provide qualified PSOs, management, supervision, equipment, supplies and any other cost for sustained emergency security force services. Deployments may be to large and small-scale events such as natural disasters, civil disturbances, or other unanticipated events on an as-needed basis. The requirements shall be ordered for anywhere in the geographic area covered under this contract with little, if any, advance notice. The hourly rate for emergency PSO services shall be inclusive of all costs (including, but not limited to, travel costs, per diem, lodging, mileage, and vehicles) directly related to or incidental to providing service at locations the Government will specify when ordered. There will be no "phase-in" period for these requirements.
Minimum Experience:	At least one year of specialized experience with the particular knowledge, skills and abilities to perform successfully the duties of a security guard, such as work with a Federal, State, municipal, local or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, trespass; or maintaining order and protecting life. Requires good communications skills and a valid driver's license.
Education:	High School diploma or GED equivalency certificate.