

ARMED SECURITY GUARD SPECIFICATIONS
TENNESSEE ARMY NATIONAL GUARD

1. Armed Security Guard Service at Tennessee Army National Guard (ARNG) Installations.

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1.0 General Guard Requirements:

1.1 Army National Guard Installations. The following Tennessee Army National Guard Installations request the Tennessee Military Department establish a contract with a Contractor meeting specifications and terms and conditions for armed security guard services:

- 1.1.1 Houston Barracks, 3041 Sidco Drive, Nashville, TN 37204.
POC: LTC Jeffrey L. Brown, 615-313-0942, jeffrey.l.brown62.mil@mail.mil.
- 1.1.2 Volunteer Training Site, 609 Fitzhugh Blvd, Smyrna, TN 37167.
POC: LTC Jeffrey L. Brown, 615-313-0942, jeffrey.l.brown62.mil@mail.mil.
- 1.1.3 Jackson Army Flight Facility*, 2254 Westover Road, Jackson, TN 38301.
POC: LTC Jeffrey L. Brown, 615-313-0942, jeffrey.l.brown62.mil@mail.mil.
- 1.1.4 Alcoa Army Air Facility*, 2111 Army Drive, Alcoa, TN 37777.
POC: LTC Jeffrey L. Brown, 615-313-0942, jeffrey.l.brown62.mil@mail.mil.
- 1.1.5 Military Department of Tennessee, Youth Challenge Academy, 3965 Stewarts Lane, Nashville, TN 37218-3304. POC: To be determined.

*Requirement for Site Managers, Shift Leaders and Security Guards is dependent on the mission and funding; refer to Section 1.4.1.

1.2. Contractor's On-Site Response Time-Contract Implementation. Upon award, the Contractor shall provide the names and contact information of its company management personnel, Site Managers and Shift Leaders, to the Director of Military Support (DOMS) for each site. The Contractor's designated personnel shall be required to respond on-site to the DOMS or his/her representative within forty-eight (48) hours from the date/time of the request. The forty-eight (48) hours applies to 7 days a week, 365 days a year.

1.3 Guard Posts and Number of Guards:

1.3.1 Houston Barracks, Nashville, TN - Main Gate:

- A) One (1) Site Manager, M-F, 8 Hours, excluding State/Federal holidays (248 days, Approx)
- B) One (1) Shift Leader per shift: Total: 3 Per Day (24/7 Coverage, 3 Shifts)
- C) Two (2) Guards per shift: Total: 6 Per Day (24/7 Coverage, 3 Shifts))

1.3.2 Volunteer Training Site, Smyrna, TN - Main Gate:

- A) One (1) Site Manager, M-F, 8 Hours, excluding State/Federal holidays (248 days, Approx)
- B) One (1) Shift Leader per shift: Total: 3 Per Day (24/7 Coverage, 3 Shifts)
- C) Two (2) Guards per shift: Total: 6 Per Day (24/7 Coverage, 3 Shifts))

1.3.3 Volunteer Training Site, Smyrna, TN - G Street Gate:

- A) Two (2) Guards

Hours: 6:00 AM to 6:00 PM (CST), M-F, excluding Federal holidays, and on normal drill weekends (estimated twelve (12) drill weekends consisting of Saturday and Sunday per year (272 days, approx).

1.3.4 Military Department of Tennessee, Youth Challenge Academy:

A) Two (2) Guards per shift: Total: 6 Per Day (24/7 Coverage, 3 Shifts)

1.4.1. The Alcoa Army Flight Facility and Jackson Army Flight Facility: The Alcoa Flight Facility and the Jackson Army Flight Facility do not require site managers, shift leaders or security guards at the present time; however the Military Department retains the right to request the Contractor to provide site managers, shift leaders and security guards at the price bid and meeting specification requirements.

1.4.2. The Youth Development Academy shall only require security guards that will report to the designated State representative. The Youth Development Academy is estimated to open on October 1, 2016.

1.5. Contractor Requirements: Listed below is a list of Contractor requirements in accordance with the solicitation Event's terms, conditions, and specifications:

A) Provide Tennessee licensed, certified, and trained uniformed armed Security Guards and Shift Leaders to include weapons and ammunition.

B) Provide two (2) Site Managers: one (1) for Houston Barracks in Nashville and one (1) for the Volunteer Training Site in Smyrna.

C) Evidence that each Site Manager has a Department of Defense (DOD) secret (or higher) level security clearance. For more information please go to the following website: www.clearancejobs.com.

D) Evidence of the Bidder's Company DOD (Department of Defense) Facility Clearance. For more information please go to the following website:

http://www.dss.mil/isp/fac_clear/per_sec_clear_proc_faqs.html

E) Evidence of the Bidder's Company Cage (Commercial and Government Entity) Code. For more information please go to the following website: <http://www.dlis.dla.mil>.

F) Contractor shall provide two (2) vehicles: one (1) for Houston Barracks in Nashville and one (1) for the Volunteer Training Site in Smyrna. (Refer to paragraph 2.3.4 for vehicle requirements)

G) Contractor shall provide to the DOMS the contact information for the site managers and shift-leaders, in writing and upon commencement of the contract.

H) Contractor shall provide a list of all personnel to the facility DOMS/State representative in writing and upon commencement of the contract.

I) The Contractor shall be required to submit to the DOMS within twenty-four (24) hours any management personnel (Site Manager and Shift Leaders) changes.

1.6. Director of Military Support (DOMS). All contract security personnel are located in the Director of Military Support (DOMS) functional area of each installation. Contract security personnel will assist and be

responsible to the DOMS or his/her military representative at each installation listed in paragraphs 1.1.1, 1.1.2, 1.1.3, and 1.1.4. The Youth Challenge Academy listed in paragraph 1.1.5 security guards shall report to the designated state representative.

2.0. Description of Services. The Contractor shall provide State of Tennessee licensed, certified and trained armed security guards for Installation Entry Control (IEC); Commercial Vehicle Inspection (CVI); installation security and law enforcement patrol; entry control and visual assessment of restricted areas; response to incidents involving breaches, potential threats to persons or installation facilities and property, and alarms involving restricted areas; control personnel access to buildings, facilities or areas; control access to restricted buildings, facilities, and areas and perform administrative duties, traffic control, and armory duties as directed by the DOMS or his/her military representative or the designated State representative.

Specification requirements as written are stated in general generic terms. The lack of and/or omission of detailed specifications does not minimize acceptable levels of service and only the best commercial practices are acceptable. These specifications must be met at each installation.

A) Daily Log. Each security guard shall make entries in a daily log sheet, the entries shall note the start and finish of shifts and breaks. The log shall set forth any information pertinent to the security of the site including, but not limited to, the following conditions encountered during the duty day:

1. Fire and Safety Hazards
2. Thefts or Attempted Thefts
3. Property Damage of any Kind
4. Accidents of any Kind
5. Leaking Gas, Water or Other Substance
6. Use of Force Situations
7. Use of Weapon Situations
8. Threat to Security or Safety of DOD Personnel
9. Record name, vehicle make, model, license plate, and description of any person or persons who are denied entry to the installation, asked to leave restricted area(s), and those asked to leave the installation for any reason deemed necessary by the security guard. Also, record clothing description, general demeanor and any items observed in plain sight in the vehicle.

B) Sign-In and Sign-Out. Security guards will be required to sign in/out on the State provided sign-in/sign-out sheets. The Contractor shall send copies of the sign-in/sign-out sheets daily to the DOMS or his/her representative. Each guard must personally sign in/out on the sign-in/sign-out sheet. The contractor's invoiced hours must match hours entered on the sign-in/sign-out sheets. Hourly rate(s) must match line item bid amount(s). Note: The requesting agency shall maintain original sign in/out sheets for a period of seven (7) years.

C) Lunch and Breaks. Post requirements do not allow personnel the flexibility to give up response capability while on lunch or scheduled breaks. Guards shall be allowed relief for their thirty (30) minute lunch and two (2) fifteen (15) minute scheduled breaks, however they shall be required to continue to be armed and on the clock and remain able to respond if needed. This is in accordance with the State of Tennessee, Department of Human Resources, Attendance and Leave Manual, and Fixed Post Assignment.

D) Orientation. Upon award of the contract, the DOMS or his representative will conduct an on-site orientation of all security guards and supervisory personnel assigned to each installation at a time to be determined by mutual agreement with the Contractor. The orientation shall be a maximum of four (4) hours. This orientation shall be required and shall be at no additional charge to the State.

E) Replacement and Additional Guards. The Contractor must be prepared to provide, on five (5) calendar days advance notice such replacement and additional number of contractor employees as ordered, qualified and equipped to the same standards as those employees normally providing security guard service at each requesting base. All new or replacement guards will be required to attend the four (4) hour orientation training at no additional cost to the State. The Contractor will coordinate the orientation date with the installation DOMS. After initial start and implementation of contract services, any new security personnel assigned to a shift shall be required to work a full shift with an experienced security guard prior to assuming shift authority and responsibilities. Such shift should be the same shift that the employee is expected to be assigned to. The cost of all training is be absorbed by the Contractor.

2.1. Armed Guard Requirements. The Contractor shall provide State of Tennessee certified/trained and licensed armed security guards from the first day of performance through completion of the contract in support of IEC, CVI, Installation Security & Law Enforcement Patrol response to incidents involving breaches potential threats to the persons or installation facilities and property, and alarms involving priority resources located in restricted areas; control personnel access to buildings, facilities or areas; control access to restricted buildings, facilities, and areas, perform administrative duties, traffic control functions, armory duties as directed by the DOMS or his/her military representative in accordance with this solicitation Event/Contract and any other mandatory Federal, State, Local, Department of Defense (DOD), and Army Regulations. In support of their duties, the Contractor must deter, detect and detain, by use of necessary force, trespassers or persons who illegally gain or attempt to gain access to the installation or are suspected of transporting explosive materials or weapons, but shall only detain until law enforcement authorities are available.

2.1.1. Installation Entry Control. The Contractor shall provide courteous, timely service continuously while maintaining control of all personnel and vehicles entering the installation in accordance with the local installation plans and policies provided upon award. When required, the Contractor will also control all personnel and vehicles departing the installation in accordance with local installation plans and policies. Entry control requirements may vary according to Force Protection Conditions (FPCON) as determined by the Adjutant General. As a minimum the Contractor will be required to provide the following services:

- A) Perform checks of individual identification.
- B) Perform inspections of commercial vehicles.
- C) Issue visitor passes at entry points.
- D) Direct traffic at gates.
- E) Perform emergency procedures for gate closure.

2.1.2. Commercial Vehicle Inspections. Prior to installation entry, all commercial vehicles shall be inspected to ensure no unauthorized vehicles, personnel, or materials enter the installation. Inspections will be conducted in a professional, safe, and courteous manner while maintaining control of all personnel and vehicles during inspection. Vehicle inspection requirements may vary according to FPCON as determined by the Adjutant General.

2.1.2.1. Conduct Inspections of Commercial Vehicles at the designated vehicle inspection point in accordance with DOD guidelines as directed by the Adjutant General and in compliance with state and local laws, rules, and regulations. Inspections include, but are not limited to, the interior of the vehicle cab, bed/box, trunk, trailer, under the hood, and underside of the vehicle.

2.1.2.2. Inspection of Equipment. Inspections include the use of various State furnished equipment such as mirrors, hand held explosive detectors, X-ray units and under vehicle surveillance systems as approved by the Adjutant General.

2.1.3. Security Patrol Duties. Contract guards shall patrol buildings, facilities and areas to prevent theft or damage to government property. Guards shall patrol installation perimeters to detect faulty fences or detection equipment and evidence of trespassing violations. Guards shall check locks, alarms, fences, gates, or detection equipment and evidence of locked or open and unlocked, depending on time of day and the conditions that apply. The guard shall notify supervisor and DOMS upon detection of trespassers. The Guards shall apprehend and detain the individuals, using force if necessary, when emergency conditions require detainment and law enforcement authorities are not available. The guards shall respond to violation and duress alarms. The guards shall assure that physical barriers and signs are in place and properly maintained. The guards shall participate in disaster and riot control situations, and perform first responder first aid. The guards shall report safety hazards and unsafe working conditions to their supervisor.

2.1.4. Other Patrol Duties. Guards shall patrol the installation on foot or in vehicles; respond to alarms, irregularities and unusual or suspicious circumstances; and investigate the incidents to include interviewing suspects or complainants, and obtaining statements. The guards shall assist in traffic management and contact law enforcement authorities when the situation requires such, including those situations related to speed, reckless and drunken driving. The guards shall operate electronic equipment as required for assigned duties.

2.1.5. Area Entry Controller Duties. The guards shall perform duties as area entry controller and visual assessment sentry. The guards shall serve as a restricted area controller and immediate visual assessment sentry providing surveillance for sensitive, restricted, and limited access areas. The guards shall verify credentials to ensure only authorized personnel, vehicles, and equipment are permitted in these areas; and that persons have a valid need to enter the area. The guards shall ensure visitors are informed of applicable security requirements. The guards shall operate, monitor, and assess sensor systems for the area. The guards shall assess the origin and cause of Intrusion Detection System (IDS) alarms in the area, make required notifications, request the dispatch of response forces as required or directed, implement compensatory measures if all or part of the IDS is inoperable, and complete documentation required in accordance with IDS operational and maintenance procedures.

2.1.6. Immediate Response Duties. The Contractor shall provide immediate response to incidents involving security breaches, potential threats to persons or installation facilities and property, and alarms involving priority alarms located in restricted areas. The guards shall respond to incidents individually or as a member of an alarm/ security response team. The guards shall provide other responding personnel with an assessment of the situation and background information as required. The guards shall establish surveillance over the area around, approaches to, and activity within the affected area. The guards shall assess or participate with team members in assessing and determining whether hostile or non-hostile action is involved. The guards shall detain and/or apprehend security violators and employ/implement search procedures when emergency measures are required and law enforcement authorities are not immediately available. The guards shall implement security reporting and alerting notification procedures. The guards shall inform their supervisor and central security control/law enforcement desk of any change or reduction in the capability of securing

safeguards/physical security aids such as lighting, signs, fencing, barriers, sensors, alarms and locks. The guards shall employ the Joint Force Headquarters (JFHQ) TN Use of Force and rules of engagement. The DOMS will provide the Contractor with the JFHQ's Use of Force Policy and Rules of Engagement.

2.1.7. Personnel Access Control Duties. The guards shall monitor the identification of persons entering the buildings, facilities or areas. The guards shall issue visitor passes or deny entrance to persons without the proper identification. The guards shall respond to inquiries of persons asking for directions or general information.

The guards shall maintain sign-in and sign-out lists if required. The guards shall refer individuals without proper identification to the appropriate military supervisor. The guards shall provide escort service as directed by the military supervisor for individuals who are not normally authorized but visit a restricted area.

2.1.8. Access Control to Restricted Area Duties. The guards shall control personnel access to restricted buildings, facilities and areas. The guards shall enforce specialized entrance controls for the buildings, facilities, or areas. The guards shall control entry by checking identification credentials, including controlled/restricted area badges. The guards shall deny entry to unauthorized personnel. The guards shall require unusual or suspicious packages to be inspected prior to being allowed into restricted areas. The guards shall check authorizations for individuals to see if they are authorized to remove government property from facilities. The guards may operate metal and explosives detecting machines or other electronic detection devices as deemed necessary for the performance of assigned duties if authorized by the Adjutant General.

2.1.9. Administrative Duties. The guards shall enter information into records and update logbooks and event logs. The guards shall prepare written reports of unusual occurrences, incidents, or conditions and any security violations found during patrols. The guards shall assist in the preparation of accident and incident reports and/or other related reports and forms as necessary.

2.1.10. Traffic Control Duties. The guards shall perform traffic control duties to include establishing cordons in areas around buildings or facilities affected by bomb threats or other emergencies. The guards shall direct responding fire and emergency vehicles. The guards shall direct traffic at designated control points.

2.1.11. Additional Duties. The guards shall also perform the following:

- A) The guards shall operate the communications console and equipment
- B) The guards shall implement the security reporting and alerting system when required.
- C) The guards shall prepare required reports and perform other administrative duties.
- D) The guards shall monitor systems for fire and security alarms and CCTV systems as required.

2.2. Qualified Armed Guard Requirements:

2.2.1. Training, Licensing & Certification Requirements. The Contractor shall meet all training, licensing and certification requirements as identified in supporting sub-paragraphs:

2.2.2. Pre-Performance Training & Job Knowledge. The Contractor shall provide all pre-performance training and is responsible for all associated expenses to include, but not limited to, state fees, license fees, and certification fees. A reasonable degree of proficiency and knowledge of the specific DOMS security guard requirements identified in paragraph 2.1 are required under this contract. The Contractor employees

shall meet security guard licensing requirements for the State of Tennessee. Application of Federal immunity from State regulation does not apply.

2.2.3. **State Guard Licensing Requirements:**

2.2.3.1. **State Licensing Requirements.** The Contractor shall ensure all security guards possess a current State of Tennessee Armed Guard certification, trained and licensed in accordance with local ordinances and Tennessee Code Annotated (TCA) §62-35-104, §62-35-107, and §62-35-125 to include Less Than Lethal Force Options. Federal immunity from State regulation does not apply.

Note: The guards shall possess a state issued TN Armed Security Guard license or a conditional license* in accordance with current state statutes. * The Contractor shall be required to have a minimum of seventy-five percent (75%) licensed armed guards and can have a maximum of twenty-five percent (25%) conditionally licensed armed guards.

2.2.3.2. **Licensing of Contractor.** The Contractor must possess State of Tennessee certificates and licenses to the extent such certificates and licenses are required to obtain security guard licenses or weapons permits for their employees at the time of bid submittal in accordance with TCA §62-35-101, et seq. Federal immunity from state regulation does not apply.

2.2.3.3. **Security Guard Employment Requirements.** All contract security guards used to perform the services of this solicitation Event/Contract must be employed by the contract security guard company shall be licensed by the State of Tennessee, and have in their possession their security guard license while in the performance of their duties.

2.2.4. **Arming Requirements of Contract Personnel.** The Contractor's armed security guards shall maintain their current Tennessee armed security guard license while assigned to a post during the contract period in accordance with the requirements listed at the following website:
<http://www.tn.gov/regboards/pps/asgoReq.shtml>

The Contractor shall provide the DOMS with a copy of the guard's license prior to the scheduled orientation and a copy of the renewed license within one (1) week of the renewal. Currently renewal of the license is required every two (2) years and requires the individual to complete four (4) hours of refresher training and re-qualify in the use of a firearm by achieving a minimum of seventy percent (70%) on any silhouette target course approved by the Commissioner of Commerce & Insurance prior to the renewal of their guard registration.

The Contractor may be required to remove from duty any individual for unsafe weapons handling or loss of ammunition.

2.2.5. **Secondary Use of Force (Less Than Lethal Force Options) Equipment Requirement.** Each security guard must carry the equivalent secondary use of force. Less Than Lethal Force options include, but are not limited to, an expandable baton with a required length of 26 inches and a black holder/holster, and oleoresin capicum (OC) spray with a black holder/holster. (see paragraph 2.3.3).

Training requirements for Secondary Use of Force (Less than Legal Force) shall be completed in accordance with the requirements listed at the following website: <http://www.tn.gov/regboards/pps/asgoReq.shtml>

The Contractor shall provide the DOMS with a copy of the guard's certification(s) for the above listed Less Than Legal Force Options prior to the scheduled orientation and within one (1) week prior to any new security guards assuming a post during the contract period. In the event that the DOMS requires additional Less Than Legal Force Options during the contract period, the Contractor shall provide the DOMS with the certification(s) within thirty (30) days of the request.

2.3. Contractor Furnished Items. The Contractor shall ensure all contract guards are properly equipped in accordance with the requirements of the solicitation Event/Contract. The equipment shall meet or exceed all minimum standards set by the National Institute of Justice (NIJ). The Contractor shall ensure that the contract security guards are trained and certified in the proper use of any equipment and material item necessary in the performance of duties under this solicitation Event/Contract. All guards must be fully equipped before posting. Unless specifically stated otherwise, each item of guard equipment, secondary use of force equipment, and associated items are to be provided at no additional cost to the Tennessee Military Department on a 1:1 basis (i.e. if there are five (5) guards at each installation, then the Contractor will provide five (5) duty belts, vests, etc., at each installation).

Note: The Contractor shall be responsible for procuring specified individual equipment and uniforms. The Contractor shall not request reimbursement from their guards for the individual equipment and uniforms required under this solicitation Event/Contract.

2.3.1. Uniform Requirements. The Contractor shall provide security guard uniforms properly fitted to the individual guard in accordance with the solicitation Event/Contract. Uniform and patch submission must be approved by DOMS or his/her designated military representative prior to purchase. The Contractor shall provide sufficient uniform clothing and footwear for use during local installation inclement weather conditions/extremes. All seasonal uniforms will be identical, except for items that identify rank or position. All security guards on duty will wear uniform seasonal clothing, shoes, and equipment unless specifically stated otherwise, each item of guard equipment, secondary use of force equipment, and associated items are to be provided at no additional cost to the Tennessee Military Department on a 1:1 basis. (i.e. if there are five (5) guards at each installation, then the Contractor will provide five (5) uniforms at each installation). Note: The Contractor shall provide a minimum of three (3) summer and three (3) winter uniforms to each guard.

2.3.1.1. Uniform Specifications. Uniforms shall consist of:

- A) Gray shirt BDU style breast pockets only and one (1) company officer patch on each sleeve.
- B) Gray BDU trousers.
- C) Black pants belt with black subdued color buckle.
- D) Black ball cap with silver/gray company logo.
- E) Gray cloth nametape with black letters worn over the right breast pocket.
- F) Silver company badge worn over the left breast pocket.
- G) Black boots military style combat boots.
- H) Inclement weather uniform (dependent on local installation requirements).
- I) Black bomber jacket with company officer patch on each sleeve.
- J) Black watch cap or balaclava.
- K) Black parka with company officer patch on each sleeve.
- L) Black cold weather coverall.
- M) Black Gortex waterproof parka and pants.
- N) Black Gloves.
- O) Black cold weather boots.

P) Black rain coat, headgear and footwear.

2.3.2. Badges. The Contractor shall provide contract personnel identification badges to wear while on duty. The badges must withstand inclement weather. The badges shall contain a personal photograph, full name of employee and contractor's company name. The badges shall be worn in a uniform manner on the outermost garment in full view above the waist.

2.3.3. Miscellaneous Equipment Listing. One each of the following items will be provided by the Contractor to each contract security guard prior to the guard reporting for the first day of training/duty. The material shall be law enforcement grade.

A) Duty Belt - Black nylon webbing belt, 2 1/4 inches wide that will bear the load of handgun, ammunition carrier with ammunition, OC spray with holster and handcuffs with case.

B) Ammunition Case - Black nylon webbing that will hold one (1) 15 round magazine of 9mm ammunition that fits the 2 1/4 inches duty belt listed above.

C) Handcuffs - Satin nickel or black finished. Inner perimeter range of 5 3/4 inches by 8 inches, double lock engaging pin, heat treated chain and two (2) keys.

D) Handcuff Case - Black nylon webbing capable of holding the type handcuffs listed above and shall fit the 2 1/4 inch duty belt.

E) Oleoresin Capsicum (OC) Spray Case - Black nylon webbing, will hold the listed OC spray container and shall fit the 2 1/4 inch duty belt.

F) Scabbard for Police Baton - Black, that will hold a 26" expandable police baton and shall fit the 2 1/4 inches duty belt.

G) Flashlight - Black, aluminum, that will hold three (3) D cell batteries and Krypton bulb.

H) D Cell Flashlight Ring - Black nylon webbing flashlight pouch which shall fit the listed flashlight. Also shall fit the 2 1/4 inches duty belt.

I) Reflective Vest - One (1) orange reflective vest with no writing such as security, police, sheriff, etc will be issued to each security guard, to be readily available for periods of reduced visibility/inclement weather, as directed by local installation policy.

J) Police Baton - Expandable police baton, black with steel shaft, closed length 9 1/2 inches and expands to 26 inches.

K) Oleoresin Capsicum OC Spray – 10% oleoresin capsicum pepper formula. OC unit shall measure 4.36" H x 1.5" D and shall fit the listed OC spray case.

2.3.4. Contractor Vehicle Requirements. The contractor shall provide one (1) four-door sedan or sport utility type vehicle at each of the two (2) installations for full contract performance to include shift relief/breaks and patrol duties at the Houston Barracks in Nashville, TN and Volunteer Training Site in Smyrna, TN. The vehicles must be sufficient to meet all safety requirements and passenger limitations. The latest vehicle

model year allowed is 2013 with a maximum of 35,000 miles. The vehicles will be in good working condition and in proper working order. The Contractor is responsible for washing the vehicle and cleaning the interior weekly. The Contractor will be responsible for all costs associated with cleaning the vehicle. Contractor provided vehicles must be clearly marked with their company logo as such prior to use. Only clearly marked contractor owned or leased vehicles, not "privately owned vehicles" (POVs) owned by individual employees, will be used to perform any required services. The vehicle is also required to have emergency lights, a public address system and siren. The Contractor will conduct routine maintenance and provide fuel for each assigned contract vehicle at the contractor's expense. The estimated mileage per year per vehicle is 20,000 miles.

2.3.5. Weapon Requirements. The Contractor shall provide suitable weapons and ammunition to meet the mission requirements. The Contractor shall provide each security guard and Shift Leader with his or her personally assigned standard 9mm Beretta, Model 92FS Semi-Automatic handgun. The weapons must be serviceable and in good working order. Note: Each individual shall be provided their own weapon: no sharing will be allowed.

2.3.5.1. Use of any privately owned personal weapon or ammunition is prohibited.

2.3.5.2. Contract security personnel shall not carry a concealed weapon on a Military Department installation even if they are licensed to do so off the installation.

2.3.5.3. The Contractor shall ensure that all contract security guards are qualified with their assigned weapon in accordance with TCA §62-35-101. The Contractor shall provide documentation regarding qualification to the DOMS. The Contractor shall provide ammunition required for qualification. Note: The Contractor will not be allowed to qualify their guards on state property.

2.3.5.4. Weapons Safe. The Contractor shall be required to provide one (1) lockable safe to store its weapons in at each of the locations listed in paragraph 1.1.

2.3.6. Ammunition Requirements. The Contractor shall provide each security guard with two (2) 15 round magazines of 9mm hollow point ammunition for each assigned 9mm handgun. The ammunition shall be factory load, 115 grain.

2.3.7. Weapons Maintenance. The Contractor shall ensure weapons are serviceable and properly cleaned. The Contractor shall provide written proof to the DOMS that all weapons have been inspected and gauged annually by a certified armorer in accordance with manufacturer's specifications.

2.4. Pass and Identification Items. The Contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and non-Tennessee Military Department owned vehicles as applicable.

2.4.1 State Issued Identification Badge. Each contract security guard is required to obtain a contractor identification badge from the DOMS and is responsible for the safeguarding of the badge. Badges that are lost must be reported immediately to the DOMS. The State issued badge shall be at no cost to the Contractor; however, in the event that a guard loses a State issued badge, the Contractor shall be invoiced for the price of the badge. The approximate price for a badge is \$25.00. Note: This is a separate badge from the one identified in paragraph 2.3.2.

Note: All State issued badges and vehicle pass tags will be turned into the DOMS upon contract completion.

2.5. Retrieving Identification Media. The Contractor shall retrieve and return to host unit all keys, identification media, including vehicle decals, badges, etc., from contract employees that depart for any reason before the contract expires and upon termination of the contract.

2.6. Listing of Employees. The Contractor shall maintain a current listing of employees, which must include the employee's full name, date of birth, and level of security clearance (if applicable). The list shall be validated and signed by a company management official and provided to the DOMS or his/her designated representative prior to the contract start date. Updated listings shall be provided when any employee's status or information changes.

2.7. Reporting Requirements. The Contractor shall report to the DOMS or his/her designated representative any information or circumstances of which they are aware that may pose a threat to the security or safety of DOD personnel, contractor personnel, resources, and classified and unclassified defense information.

2.8. Incident Reporting. The Contractor shall immediately report all incidents to the DOMS or his/her designated military representative all incidents including, but not limited to, weapons discharge, breach of security, accidents, procedural violations, injury to persons or property with the exception of the Military Department General Counsel. The Contractor and all employees shall not discuss or provide any information concerning any incident with any other private, civil or Tennessee Military Department Organizations without permission of the DOMS and the Contract Administrator.

2.9. Testifying Responsibilities. The Contractor is required to fully cooperate if called upon to testify or submit a statement in any related court or legal proceeding; however, any such requested or required testimony will be noticed to the Tennessee Military Department General Counsel. Contractor employees called upon to testify will do so in duty status. Costs associated with this task shall be paid by the State on the hourly contract basis as bid in this solicitation Event. Replacements must be provided for guards who testify in duty status to ensure all posts are fully manned at all times.

2.10. Physical Security Work Areas. Contract employees shall comply with installation operations plans/instructions for force protection condition procedures, random antiterrorism (RAMS), and local search/identification requirements. The Contractor shall safeguard all Tennessee Military Department property.

2.11. Duty/Work Areas. The Contractor shall adhere to local installation procedures for entry to areas where contractor personnel will work.

2.12. Key Control. The Contractor shall establish and implement key control procedures to ensure keys issued to the Contractor by the DOMS are properly safeguarded and not used by unauthorized personnel. The Contractor shall not duplicate keys issued by the Tennessee Military Department. Lost keys shall be reported immediately to the DOMS. The total cost of lost keys, re-keying or lock replacement shall be reimbursed to the Tennessee Military Department as a claim against the contractor. Contractor employees shall not use keys to open work areas for personnel other than contract employees engaged in performance of duties, unless authorized by the DOMS or his/her designated representative. The approximate price for changing core and rekeying is \$66.00 per lock, depending on how many locks were compromised, the total re-keying cost will not exceed \$500.00 for each time a key is lost.

2.13. Contractor Personnel Background Checks. The Contractor shall be responsible for obtaining the following employment background checks listed in paragraph 2.13.1 and 2.13.2 and they will be conducted and completed for all contractor personnel performing services under this contract at no additional cost to the State. The Contractor shall be required to provide the background checks to the DOMS prior to orientation for all of the Contractors employees who will be performing duties on the contract. The Contractor shall provide the background checks to the DOMS prior to any new personnel that will be performing services on the contract prior to the person being approved to perform duties on the contract. Further, all contractor personnel are subject to periodic background checks throughout the duration of the contract, at the discretion of the DOMS and at no additional cost to the State.

2.13.1. Wants and Warrants Investigations. The Contractor shall perform and provide a pre-employment wants and warrants investigation on each individual to the extent required for State Armed Guards licensed in the State of Tennessee at no cost to the State. Investigations shall include, at a minimum, employment history, verification checks of conviction records, ongoing criminal charges, credit check, driving record, and proof of possession of a valid driver's license. The Contractor is responsible for pre-employment background investigation costs. The Contractor shall provide all investigation results to the respective DOMS or his/her designated representative.

2.13.2. NAC and NCIC Requirements. The Contractor shall ensure compliance with the United States Office of Personnel Management, Federal Investigative Services (OPM-FIS) regarding Special Agreement Checks (SAC's) and Reimbursable Suitability/Security Investigation (RSI) products for the NCIC and NAC requirements. A NAC stands for National Agency Check and a NCIC is the National Crime Information Center (FBI). The contractor shall comply with all State of Tennessee laws, rules, and regulations regarding background checks of individual guard applicants. These are basic background checks required to ensure the applicant/ guard has no derogatory background information in the United States. For more information please go to the following website: <http://www.opm.gov>.

2.14. General Information:

2.14.1. Place of Performance/Hours of Operations (Shifts). The Contractor shall support the DOMS at each designated installation. The shift start/stop times will be determined by the DOMS or his/her designated military representative, in conjunction with the solicitation Event/Contract requirements. It is recommended that contract security personnel not exceed forty (40) hours per week to include related Post-Associated Time (PAT). PAT is defined as time required for weapons/equipment issue and turn-in, pre-shift briefings (Guardmount) and transit time to post. PAT is estimated to be thirty (30) minutes prior to each shift. Contract guards will stand Guardmount pre-shift briefings along with the DOMS personnel. The time for PAT will be invoiced based on the sign-in and sign-out sheet. Contract personnel shall be required to be at their assigned posts, with all equipment, at the time their shift is to start.

2.14.1.1. Weekly Written Schedule. A weekly written schedule must be provided to the DOMS or his/her designated representative at least three (3) calendar days before the beginning of each workweek. Any changes must be coordinated in writing with the DOMS operations officer/superintendent on a daily basis.

2.14.1.2. Duty Time: Normally contract security personnel shall not perform any duty in excess of twelve (12) hours to include PAT and must have at least eight (8) hours rest between shifts. The consumption/intake of alcoholic beverages or other substances that would impair/alter judgment or performance is prohibited eight (8) hours prior to a scheduled shift.

2.14.1.3. Right to Increase/Decrease Personnel Per Hour or Hours. At any time during the performance of this contract, the Tennessee Military Department reserves the right to increase or decrease Security Guard personnel based upon the availability of SCA (Security Cooperative Agreement) fund. Additionally, the Tennessee Military Department reserves the right to add or remove additional guards and service as circumstances warrant and at the "cost per hour" as bid.

2.14.2. Privacy Act. Work on this Contract may require that personnel have access to privacy information. Contract personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552A and applicable rules and regulations and where applicable and shall also adhere to the Tennessee Public Records Act, Tennessee Code Annotated §§ 10-7-501 et seq. Contractor will consult with the Tennessee Military General Counsel.

2.14.3. Minimum Guard Requirements. Contractor guards shall meet all pre-employment requirements prior to assuming government posting duties. The security guard shall have obtained his/her armed security guard license in accordance with the requirements of the State of Tennessee, Department of Commerce & Insurance. For more information, please go to the following website: <http://www.tn.gov/regboards/pps/asgoReqs.shtml> In addition, the Contractor shall ensure that the armed security guard meets the following qualifications:

- A) Have at least one (1) year experience as a military or civilian security officer, or a certified police officer.
- B) Read, write and understand English. Speak clear and distinct English, such that they can be readily understood over a telephone.
- C) Security guards assigned to work this contract agreement shall possess good communication skills, be literate in English to the extent of reading and understanding printed regulations, written orders, training instructions and materials and be able to complete accurate reports as required.
- D) Guards shall possess binocular vision correctable to 30/30 (Snellen), and be free of color blindness and be able to hear ordinary conversation at fifteen (15) feet with or without benefit of a hearing aid.
- E) The Contractor is responsible for ensuring that its contract employees are drug free and remain drug free for the duration of the contract period. The State reserves the right to request proof of any guard being drug free at any time during the contract period.
- F) Possess good judgment, alertness, tact, and an even temperament.
- G) Possess the capacity to acquire good working knowledge of guard requirements and training; be proficient in the reading and comprehensive understanding of regulations, detailed written orders, and training materials; be able to compose reports which convey factual information; and be trainable to operate telephone and radio communications equipment.
- H) Be a high school graduate or possess a graduate equivalency degree (GED).
- I) Possess a valid driver's license.
- J) Possess a state-issued TN Armed Security Guard license or a conditional license* in accordance with current State statutes. *The Contractor shall be required to have a minimum of seventy-five

percent (75%) licensed guards and can have up to twenty-five percent (25%) conditionally licensed guards.

K) No recorded evidence of any personality disorders.

2.14.4. Security Guard's Standards of Appearance.

A) Contractor employees' appearance will be neat, fit, well groomed, and present a professional military image. Employees may not have any intentional body alteration/ modification that result in a visible, physical effect that detracts from a professional military image. Employees may not have visible tattoos that are obscene, gang affiliated, advocate sexual, racial, ethnic, or religious discrimination or are of an unprofessional nature. Employees may not have any visible brands.

B) Employees are prohibited from attaching, affixing, or displaying (Body Piercing) objects, articles, jewelry or ornamentation to or through the ear, nose, tongue, or any exposed body part. Exception: Women may wear one matching pair of earrings: one small conservative earring per earlobe that fit tightly without extending below the earlobe.

C) The Contractor shall coordinate with the local DOMS leadership to determine what presents a professional military image.

D) Contract guards will wear uniform work clothing with Contractor insignia clearly displayed on the outer uniform garment, above the waist. Unauthorized insignia or accoutrements will not be worn with or on uniform work clothing. Uniform work clothing will be clean and in well-pressed condition at all times. Footwear will be polished at all times.

E) All guards assigned by the Contractor shall be presented to the DOMS or his/her military representative prior to being assigned any post. The Contractor shall coordinate with the DOMS for a mutually agreed upon date and time for the presentation. The purpose of such presentation is to allow an opportunity to concur with the assignment of any person that the Contractor may present. When arriving for such presentation, the security officer candidate shall be in uniform identical to the regular shift assignment. The DOMS or his/ her military representative specifically reserves the right to approve or disapprove any person being assigned to a post, prior to assignment to any post.

2.14.5. Security Guard Mental Demands. The Contractor shall ensure that contract security personnel are mentally alert at all times and able of taking prompt efficient action to mitigate emergency situations such as fire, attempted theft, espionage, sabotage and other acts detrimental to safeguarding Tennessee Military Department personnel and property.

2.14.6. Security Guard Physical Demands/Requirements. Contract employees are expected to perform the following functions in the performance of their assigned duties: frequent and prolonged walking, standing, sitting, stooping, climbing, crawling, jumping, occasional running or sprinting, and subduing and detaining violent or potentially violent individuals. The Contractor employees shall perform all duties without regard to any physical limitations that would preclude full performance of duty. Physical stamina and strength in all of its forms (endurance, temperature/climate, stress, etc) is a basic requirement of this position. Individuals not meeting the physical requirements of their assigned position will be removed upon the DOMS request.

2.14.7. Medical/Psychological Examinations. The Contractor shall ensure that all security personnel are free from any conditions that would interfere with the full performance of duties.

2.15. Special Provisions:

2.15.1. Temporary Removal of Guard Personnel. The DOMS or his/her representative may request the Contractor to temporarily remove any security guard posing an imminent threat to the safety of personnel or Tennessee Military Department resources immediately. The temporary removal will last until the incident prompting removal has been resolved to the satisfaction of the Tennessee Military Department. Once the incident has been resolved, the individual will either be allowed to return to work on the contract or permanently removed from performance on the contract in accordance with paragraph 2.15.2 below as the Tennessee Military Department deems appropriate. Temporary removal of guard personnel does not relieve the Contractor of any performance requirements or create an entitlement to an equitable adjustment. Note: The removed contract security guard must be replaced with a fully trained, qualified and licensed replacement guard within four (4) hours of removal.

2.15.2. Permanent Removal of Guard Personnel. The Tennessee Military Department reserves the right to request the Contractor to permanently exclude any individual from performance under this contract whose performance does not meet the standards or fails to pass a background check under solicitation Event/Contract paragraph 2.13. Such failure includes, but is not limited to, unsatisfactory performance, falsifying reports or statements; mishandling weapons; loss, destruction, or irresponsible use of government equipment; failing a drug screening, or other criteria identified in this solicitation Event/Contract. When so instructed, the Contractor shall immediately remove such individual in accordance with the DOMS instructions. Permanent removal of guard(s) does not relieve the contractor of any performance requirements or create an entitlement to an equitable adjustment. The Contractor shall not, without the DOMS or his/her military representative approval, reinstate on this contract any guard who has been permanently removed.

2.15.3. Site Manager Requirements. Site Managers must meet all requirements for contract guards; have at least 5-years experience directly related to military security and/or law enforcement operations. Site Managers shall have experience supervising large diverse groups of people. Site Manager shall act as the local point of contact for the Contractor at the assigned installation and must have prior administrative and supervisory experience in managing a complex security or law enforcement operation.

2.15.3.1. The Contractor shall coordinate with DOMS or his/her military representative as to the appropriate attire for the site managers.

2.15.3.2. Site Managers will not be assigned a shift leader position or stand post as a security guard, but may assume temporary relief responsibilities of the shift leader position in temporary emergency situations (such as sudden illness of the shift leader with no replacement available). Note: While site manager is performing duties as the shift leader, the Contractor will invoice for hours worked at the shift leader bid price.

2.15.3.3. Site Manager duties shall include, but not be limited to, the following:

- A) Responsible for ensuring that the security services are provided in accordance with the contract.
- B) Relate to state and military employees in a positive and courteous manner when questions are asked and cooperate with the DOMS or his/her representative to resolve issues and obtain instructions and answers to questions as necessary.

C) Review State provided log sheets and sign-in/sign-out sheets. Coordinate with shift leaders on any special assignments/duties. Provide copies of log sheets and sign-in/sign-out sheets to the DOMS or his/her representative on a daily basis, Monday through Friday. Weekend and State holiday logs will be provided on the next business day.

D) Attend informal meetings with the DOMS or his/her representative to discuss and exchange information relating to the facilities. The Site Manager will coordinate meeting dates and times with the DOMS or his/her representative.

E) The Site Manager shall have a contractor provided cell phone at all times and respond to any calls within (30) thirty minutes maximum.

2.15.4. Shift Leader Requirements. The Shift Leader must meet all requirements for contract guards, plus have three (3) years experience directly related to military security and/or law enforcement operations.

2.15.4.1. The Contractor shall designate a Shift Leader for contract security personnel for each duty shift in which personnel are performing, except for the Jackson Army Flight Facility and Alcoa Army Flight Facility unless Site Managers are requested for those sites. The Shift Leader shall work closely with the DOMS or his/her military representative and shall respond immediately to any operational need.

2.15.4.2. The Shift Leader shall ensure that all employees are dressed and equipped according to the specifications, are briefed on daily passed on information, are posted and relieved appropriately, are well-versed in their duties, and are fit for duty.

2.15.4.3. Shift Leaders will wear the same uniform that is required for the contract security guards.

2.15.4.4. Shift Leader duties shall include, but not be limited to, the following:

A) Responsible for ensuring that the post is properly secure and maintained in accordance with the contract for the specified period of time.

B) Upon arrival for duty, read all shift logs from the proceeding shift or shifts, and record any incident requiring investigation/scrutiny. This should be done as soon as possible after arrival.

C) Provide copies of State provided log sheets and sign-in/sign-out sheets to the Site Manager or other military representative as directed.

D) Monitor guards to ensure that only State business is being conducted while they are on duty. Guards are not to conduct personal business or vendor business that does not relate to the State contract. The State will not pay for any costs that may be the result of the contractor personnel conducting other than State business.

E) Fill any vacant posts either with substitute personnel approved by the DOMS or his/her representative or by the Shift Leader.

1. When the Shift Leader fills a security guard's post it shall not to exceed two (2) hours per shift unless approved the DOMS or his/her representative. The Contractor shall invoice at the guard hourly rate.

2. The Contactor may allow personnel designated as Shift Leaders to work as guards during times not assigned as Shift Leaders. The Contractor shall invoice at the guard hourly rate.

F) The Shift Leaders shall have a contractor provided cell phone at all times and respond to any calls within one (1) hour maximum while off duty and immediately while on duty.

2.15.5. Guard Personnel Records. A copy of all records for each contract security guard, Shift Leader, and Site Manager working at the installation shall be provided to the DOMS upon request. These records shall be available for inspection by the Tennessee Military Department to ensure compliance with the solicitation Event/Contract. The Contractor shall provide a copy of each record to the Training Section of the DOMS squadron. Records include but are not limited to, State training completion, State license, weapons and training certifications for each employee, documented proof of completed local background investigation and other training documents.

3.0. **Military and Contractor Requirements:**

3.1. Land Mobile Radios (LMR) - State Provided. The LMR equipment will be provided by the DOMS.

3.2. Office Space - State Provided. The Tennessee Military Department will provide the Site Manager, office space and furnishings with a telephone. Telephone access shall be for the local area only.

3.3. Computer - Contractor Provided. The Contractor is responsible for providing a computer and all peripheral computer equipment and supplies for each site. If the installation provides LAN access, the Contractor shall be required to comply with installation computer security requirements when accessing the Tennessee Military Department's LAN.

3.4. Duty Equipment Storage - State Provided. The Tennessee Military Department local units will furnish storage space for duty equipment and Contractors' weapons safe.

3.5. Parking Space for Contractor's Vehicles - State Provided. The Tennessee Military Department local units will provide parking space for Contractor's security vehicle(s).

Unit of Measure: HR - Price Per Hour

Tennessee Military Department Point of Contact:

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