

Excelsior Defense, Inc.



GOVERNMENT PROTECTIVE SERVICES GROUP



GOVERNMENT/DOD



RESIDENTIAL



RETAIL



FINANCIAL



COMMERCIAL



AIRPORT



PORT / MARITIME



INDUSTRIAL

FOR A COMPLETE CATALOG PLEASE GO TO OUR WEB PAGE
AT WWW.EXCELSIORDEFENSE.COM

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EXECUTIVE SUMMARY

HISTORY

Established in 1994, Excelsior Defense has been proudly supplying government and private companies throughout the South Eastern United States with uniformed security officer services. Since our inception, we have worked hard to develop an excellent reputation in providing the maximum security possible at mutually agreed, competitive billing rates. Together with our, two wholly owned, sister companies (Meridian Quest Investigative Group) which conducts employee background investigations and (Defense Academics), a certified security officer school: we can provide a customized solution specific to your needs. Our Company, founded and managed by a former U.S. Marine Embassy Security Officer, has evolved into a modern and highly effective security company. At Excelsior Defense, our customers can expect a close personal relationship designed to ensure total satisfaction of our service. We designate key executive staff to implement a customer approved program and closely monitor its progress to ensure continued customer approval!





MANPOWER

With many qualified people to draw from, we believe in carefully selecting personnel best qualified for each assignment. Adhering to that philosophy, we place the finest officers at our customer properties and have developed enough manpower to interchange our people if needed. Our officers are dressed in police fashioned uniforms or blazers. Proper weather equipment, communications and personal protection is also assigned for their use. Our inspectors make frequent unscheduled stops at the service region of our customer property(s) to evaluate the level of performance and personal appearance of our security officers.

We are an Equal Opportunity Employer and have an Affirmative Action Plan, Drug Policy, and Background Check Policy in place. We do not discriminate against any applicant or employee for any reason other than his or her ability to perform their duties. We have security officers who have been Excelsior Defense employees for many years and a team of the finest officers for high profile accounts.

TRAINING

We view each applicant with the thought in mind of placement in one of our many security categories: banks, government agencies, public utilities, hotels, apartments, condominiums, retail stores, museums, office buildings, strip centers, malls and ports. Our training program and requirements are tailored for each category. Our training exceeds every state mandated training law concerning the security profession. Our personnel are given instructions on all facets of their duties. Their training begins with the basics in security and continues through the handling of emergencies and various other specializations. All of our employees undergo basic training; however, many jobs require additional training. When this is necessary, we provide it. We insist training with on going classroom and internet sessions.

Our field inspectors periodically test the security officers on their retention of customer written "Guard Orders". If the security officer cannot demonstrate retention of the information, the officer is scheduled for a training session. We continue the process until we are satisfied the security officer is capable of protecting our customers and has complete knowledge of their customer site relative to his or her job.

When particular duties do not apply to the job site at which the security officer is stationed, he or she is given general instruction. Any security officer, who cannot successfully complete training required for his or her job site is transferred or relieved.

SUPERVISION

We maintain a system of twenty-four hour supervision, seven days a week. The training of our new personnel is just one function of the supervisor's complex duties. Each of our supervisors, before being advanced to that position, must be thoroughly familiar with the intricacies of each account. This will enable him/her to respond in to assisting the security officers with any problem they may have. These Supervisors are on the road for most of their shift, and when they are not responding to calls for assistance, they are making unscheduled, routine checks of the security officers. During these routine, unscheduled checks, they meet with the Contract Representatives and Site Supervisors to determine what Excelsior Defense, Inc. can do to improve the security program. The other prime factor for being at the job site is to check the appearance and level of performance of the security officer on duty. In addition to our staff of supervisors, we have a client support staff of a Managing Director, Sales Managers Operation Managers, Payroll Personnel, Accounting and Accounts Payable Departments. Some department heads are provided with administrative and clerical assistance.

Thank you for allowing Excelsior Defense the opportunity to present our qualifications to serve your requirements. Our goal is to provide you with a comprehensive, professional and affordable security service customized to meet your needs. Please visit our web page for a detailed description of our services under GSA Catalog Our staff will be happy to expand upon any item.

Nothing would please us more than to have the opportunity of providing professional security services to you!



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-Line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.

The INTERNET addresses GSA *Advantage!* Is: GSAAdvantage.gov.

Schedule Title: 084-TOTAL SOLUTIONS FOR
LAW ENFORCEMENT,
SECURITY, FACILITY
MANAGEMENT SYSTEMS, FIRE,
RESCUE, SPECIAL PURPOSE
CLOTHING, MARINE CRAFT
AND EMERGENCY/DISASTER
RESPONSE

FSC Group: 63

FSC Class: S206 Guard Services

Contract Number: GS07F9665S

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

Contract Period: End Date August 30, 2011

Contractor: Excelsior Defense, Inc.
2232 Central Avenue
Saint Petersburg, FL. 33712
Phone: (727) 527-9600
Toll Free: 877-955-4636
Fax: (727) 520-1199

Web Site: WWW.EXCELSIORDEFENSE.COM

Email: KHALVERSON@EXCELSIORDEFENSE.COM

Contract Administrator: Kris Halverson

Business Size: Service Disabled Veteran Owned Small Business

CUSTOMER INFORMATION

1a. Special Item Number: 246-54: Guard Services

1b. Guard Services Pricing: Pricing based on the local Prevailing Wage/Health & Welfare of Florida. Contact our offices if out of state.

SIN	Category	TOTAL PRICE
246-54	Court Security Officer	\$29.15
246-54	Guard I	\$20.29
246-54	Guard II	\$33.15
246-54	Security Clerk	\$18.37
246-54	Supervisor	\$29.15
246-54	Assistant Project Manager	\$31.70
246-54	Project Manager	\$34.14

See definition of labor categories attached.

2. **Maximum Order:** \$1 MILLION DOLLARS
3. **Minimum Order:** \$2,500
4. **Geographic Coverage:** United States 48 contiguous.
5. **Points of Production:** Service will be provided by the nearest Excelsior Defense customer support center, whenever possible.
6. **Discount from List Prices:** Prices are net, discounts already apply.
7. **Quality Discounts:** None



- 8. Prompt Payment Terms:** Prompt Payment Discount of 0.05%
(net 20 days)
- 9a Government Purchase Cards:** Accepted up to the micro purchase
threshold of \$2,500.
- 10. Foreign Items:** None
- 11a. Time of Delivery:** 30 days from award or as negotiated.
- 11b. Expedited Delivery:** N/A
- 11c. Overnight and 2-day delivery:** N/A
- 11d. Urgent Requirements:** N/A
- 12. F.O.B. Points:** N/A
- 13a. Ordering Address:** Excelsior Defense, Inc.
2232 Central Avenue
Saint Petersburg, FL. 33712
Phone: (727) 527-9600
Toll Free: 877-955-4636
- 13b. Ordering Procedures:** FAR 8.405-3
- 14. Payment Address:** Excelsior Defense, Inc.
2232 Central Avenue
Saint Petersburg, FL. 33712
Phone: (727) 527-9600
Toll Free: 877-955-4636
- 15. Warranty Provision:** Standard commercial. Ref. Ordering
Procedures for Services
- 16. Export Packing Charges:** N/A
- 17. Terms and Conditions of Government Purchase Card
Acceptance:**
- Applicable and determined on a case-
by-case basis.



18. Terms and Conditions of Rental Maintenance, and Repair:

N/A

19. Terms and Conditions of Installation:

N/A

20. Terms and Conditions of Repair Parts:

N/A

20a. Terms and Conditions for any other Services:

N/A

21. List of Service and Distribution Points:

N/A

22. List of Participating Dealers:

N/A

23. Preventative Maintenance:

N/A

24. Environmental Attributes:

N/A

25. Data Universal Number System (DUNS) number:

04-942-5098

26. Notification regarding registration in Central Contractor Registration (CCR) database:

Excelsior Defense is Registered
(Cage#3CDM6)



LABOR CATEGORY DESCRIPTIONS

Project Manager

Responsibility and Authority: The Project Manager is the senior EDI executive assigned to a security project employing up to 100 security, supervisory and/or support personnel except when a direct report to a General Manager. Personnel may be assigned to a specific physical location or multiple locations within a city, county, state or region. This position is delegated authority to act on behalf of the corporation and is a direct report to the client. The Project Manager is delegated authority and autonomy necessary to fulfill all managerial, administrative, operational and contract responsibilities required for the management of a security project in the fulfillment of scope-of-work mandates, and in meeting EDI policy and procedures requirements. The Project Manager is a direct report to EDI corporate level executive management except when the position is a direct report to a General Manager who becomes the direct report to the client and corporate.

Minimum Educational, Experiential Requirements: Graduate of an accredited Junior or Community College with a degree in an associated discipline, and/or five (5) years private security experience with two (2) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or Federal law enforcement academy with five (5) years law enforcement or security experience with two (2) years in a management or supervisory position.

General Tasking: Provide management, leadership, planning, data and financial analysis, technical guidance and oversight; ensure positive client relationships, responsiveness, satisfaction, partnering, issue resolution and solutions input; ensure effective employee relations, supervisory performance evaluations, and conduct fair and impartial disciplinary actions; ensure operational effectiveness and efficiency, quality assurance, safety, training, employee development, records management, budget and fiscal control, innovation. Exercise sound judgment, critical thinking and analysis; testifies in



administrative hearings, civil and criminal proceedings; Specific job-descriptions are customized to meet the requirements of each project, exigent circumstances related thereto, and are subject to client approval.

Citizenship: United States of America

Assistant Project Manager

Utilization: The position of Assistant Project Manager is considered for utilization when a project is of sufficient size (number of security, supervisory, and/or support personnel,) and/or when management-work-load factors, geographic distribution factors, and/or complexity of scope-of-work justifies the position, and/or when delivering a specialized or highly technical scope-of-work.

Responsibility and Authority: The Assistant Project Manager is a direct report to the Project Manager and fills the Project Manager position in the absence of the Project Manager. The Assistant Project Manager is tasked various managerial, administrative, operational and contract responsibilities required for the efficient and cost-effective management of a security project in the fulfillment of scope-of-work mandates, and in meeting EDI policy and procedures requirements. Specific job-descriptions are developed to meet the requirements of each project, exigent circumstances related thereto, and subject to client approval.

Minimum Educational, Experiential Requirements: Graduate of an accredited Junior or Community College with a degree in a relevant discipline, and/or five (5) years private security experience with two (2) years in a management or supervisory position, and/or a graduate of an accredited local, county, state, military or Federal law enforcement academy with five (5) years law enforcement or security experience with two (2) years in a management or supervisory position.

General Tasking: Provide management, leadership, planning support, data and financial analysis support, technical guidance and oversight; contribute to positive client relationships, responsiveness,



satisfaction, partnering, issue resolution and solutions input; ensure effective employee relations, supervisory performance evaluations, and conduct fair and impartial disciplinary investigations and reviews; ensure operational effectiveness and efficiency, quality assurance, safety, training, employee development, records management, budget and fiscal control, innovation. Exercise sound judgment, critical thinking and analysis; testifies in administrative hearings, civil and criminal proceedings; specific job-descriptions are customized to meet the requirements of each project, exigent circumstances related thereto, and are subject to client approval.

Citizenship: United States of America

Supervisor

Responsibility and Authority: The Security Officer Supervisor is uniformed and may be armed or unarmed and functions with or without limited arrest authority; shift-supervisors supervise uniformed and non-uniformed Security Officers assigned to a specific shift at a facility or within a geographic area; shift-supervisors are responsible for and provide oversight of all aspects of security operations and administrative functions in their assigned area during their tour of duty.

Minimum Educational, Experiential Requirements: Graduate of an accredited high school or a Certificate of Completion of General Education. Must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy, and/or any combination of training, seminars, experience or education that provides the knowledge required to perform required tasking; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy if armed; three (3) years law enforcement experience and/or one (1) year of security or related supervisory experience; must have or be able to qualify for a secret clearance or an interim secret clearance as required; completion of state or local sanctioned basic security guard/officer and firearms training program if armed, meeting licensing requirements and issuance; successful completion of required background, medical examination, illegal drug screening, training, and all training required by the company. The candidate for this job-category must demonstrate leadership skills, communications skills, maturity, sound judgment, excellent character, work-ethic, job-completion skills and dependability.



General Tasking: leadership, oversight, inspection and support of security personnel and security operations; ensures compliance with task orders, client and EDI policies and procedures; ensure proper use, accountability, and care of Government furnished property; conducts routine self-assessments in compliance with requirements of the Quality Control/Assurance Plan; ensures compliance with applicable provisions of Safety, Health and Environmental Plans; uses delegated authority in disciplinary actions and makes disciplinary recommendations as appropriate; provide deterrence against unauthorized and/illegal activities, including potentially life-threatening activities, protection of information, programs, Government facilities and Government property; ensures the safety and security of client personnel, visitors and property; provides deterrence against the commission of wrongful and unsafe acts; aids in discovery and reporting of security violations; early notice of emergencies, preliminary evaluation, response to, reporting and assurance of appropriate contractor, civil/federal response; makes detention of miscreants when lawful and appropriate; schedules; counsels and disciplines personnel, inspects, spot-trains, up-dates to client/EDI Post Duties, conduct quality assurance compliance program, etc.; Shift Supervisors promote law and order; lead, teach and motivate security personnel; conduct access control functions related to employee, visitor, and guest ingress and egress in controlled environments; provide directions, and informational assistance to employees, visitors and guests. responds per client directives and instructions to emergency situations including, but not limited to: demonstrations; crowds that pose a threat; bomb threats; bombings; civil disturbances; security breaches; fires; explosions; electrical failures; loss of water pressure; chemical and gas leaks; natural disasters; biological, nuclear and chemical threats; medical emergencies; facility alarms (security, fire-alarm, duress, and intrusion detection systems) security violations; remains alert to security risks and exposures, and reports, records, security, medical or other incidents; conducts general observation for fire or other hazardous conditions; secures entrances and exits during periods of an emergency; controls, issues and records visitor passes; maintains duty logs, and records; prepares written reports detailing security related activity and incidents; communicate via two-way radio s and cellular phones; proficient in the use of hand-held firearms and such other lethal and non-lethal equipment as required for task fulfillment; testifies in administrative hearings, civil and criminal proceedings; Shift Supervisors conduct themselves in a courteous and professional manner when interacting with co-workers, civil/federal law

enforcement personnel, client employees, visitors and guests. This position intervenes when action to safeguard persons or property is appropriate.

Citizenship: United States of America

Court Security Officer

Responsibility and Authority: The Court Security Officer is uniformed and may be armed or unarmed and function with or without limited arrest authority depending on client requirements and authority to grant limited or full powers of arrest; CSO's provide deterrence against unauthorized and/illegal activities committed on Courthouse properties and generally promote a safe and secure environment for the Court; tasking involves protection of Judges, prosecutors, defense attorneys, court officials, support staff, defendants, plaintiffs (civil), witnesses and all other parties having business with the Court.

Minimum Educational, Experiential Requirements: Graduate of an accredited high school or a Certificate of Completion of General Education; must be at least 21 years of age, graduate of a certified civilian, or military law enforcement academy, and/or completion of state security officer licensing requirements and if armed, meet firearms qualifications as mandated by law and/or the client and/or EDI; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy if armed; three (3) years law enforcement or security experience; must have or be able to obtain client required clearance; state driver's license; completion of state or local sanctioned basic security guard/officer and firearms training program meeting licensing requirements and issuance; meet client and/or EDI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company. The CSO must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, and speak and write English fluently and communicate effectively using tact.

General Tasking: CSO's promote and maintain law and order through their presence and in controlling access to the Court by



employees, visitors, and guest during ingress and egress and in conducting perimeter security functions; make detections of miscreants when lawful and appropriate; provide directions, escorts, and informational assistance to employees, visitors and guests; work from a fixed post and/or conducts foot and/or mobile roving patrols of facilities, grounds, parking lots, garages, and out buildings, screens individuals, visually inspects packages and vehicles, etc; confiscates contraband, functions under specific instructions applicable to each post; monitors intrusion detection, personal security devices (duress alarms), CCTV, operates x-ray machines, magnetometers; hand-held metal detectors, operates traffic control gates and doors, pedestrian control devices and turnstiles; process law enforcement officer/agents weapons; responds per client directives and instructions to emergency situations including, but not limited to: demonstrations; crowds that pose a threat; bomb threats; bombings; civil disturbances; security breaches; fires; explosions; electrical failures; chemical and gas leaks; natural disasters; biological, nuclear and chemical threats; medical emergencies; security violations; remains alert to security risks and exposures, and reports, records, security, medical or other incidents; conducts general observation for hazardous conditions; enforces Banning Orders; secures entrances and exits during periods of an emergency; maintains duty logs, and records; prepares written reports detailing security related activity and incidents; communicates via two-way radio s and cellular phones; wears level 3 A ballistic protection vest; if armed proficient in the use of hand-held firearms and such other lethal and non-lethal equipment as required for task fulfillment; testifies in administrative hearings, civil and criminal proceedings; CSO's conduct themselves in a courteous and professional manner when interacting with co-workers, civil/federal law enforcement personnel, client employees, visitors and guests; safeguards Government property; this position intervenes when action to safeguard persons or property is appropriate.

Citizenship: United States of America or, where excepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

Security Clerk

Utilization: The position of Security Clerk is considered for utilization when a project is of sufficient size (number of security,

supervisory, and/or support personnel,) and/or when management-work-load factors, geographic distribution factors, and/or complexity of scope-of-work justifies the position, and/or when delivering a specialized or highly technical scope-of-work.

Responsibilities: performs administrative and clerical duties following directions, procedures and guidelines.

Minimum Educational, Experiential Requirements: graduate of an accredited High School or possess a General Education Development certificate and/or any combination of training, seminars, experience or education that provides the knowledge required to perform tasking requirements; must be skilled in the use of a computer, and word processing and spreadsheet applications software to include Microsoft Office, MSWord, Excel, and general office equipment; must clearly speak English and demonstrate excellent verbal and written communication and analytical skills; requires the ability to effectively deal with both internal and external customers.

General Tasking: answering telephone, taking and delivering messages, use of a computer and knowledge of job related applications software, typing, filing, mail receipt, sorting and delivery, database entry and maintenance, and providing general clerical support functions; perform in a courteous and professional manner when interacting with co-workers, public safety personnel, client employees, visitors and guests.

Citizenship: United States of America or, where excepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.

Guard I

General Duties and Responsibilities: Provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or



conducts roving patrols of facilities, grounds, parking lots, garages, and out buildings, etc. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and records visitor ingress and egress. Prepares written reports detailing security related activity and incidents and is direct report to first-line supervisor; testifies in administrative hearings, civil and criminal proceedings; this position intervenes only when minimal action to safeguard persons or property is appropriate. Unarmed Guard I job-descriptions are customized to meet the requirements of each assignment, exigent circumstances related thereto, and are subject to client approval.

Minimum Educational, Experiential Requirements: Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements; and meet one of the following experience/education requirements: three (3) years of security experience within past five years; or three (3) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate's Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by GSA Federal Protective Services rules or law; and completion of state or local sanctioned basic security guard/officer training program meeting licensing requirements and issuance; Must be 21 years of age or older; and must successfully complete GSA Federal Protective Services required screening and training, and all training required by the company; the candidate for this job-category must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, and dependability.

Citizenship: United States of America or, where excepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.



Guard II

General Duties and Responsibilities: Provides deterrence against the commission of wrongful acts committed against client employees, visitors, guests, their persons and property and property of the client; aids in discovery of security violations and early reporting of emergencies; provides directions, and informational assistance to employees, visitors and guests. Works from a fixed post and/or conducts roving patrols of facilities, grounds, parking lots, garages, and out buildings, etc. Remains alert to security risks and exposures and reports security, medical or other incidents requiring a public safety response and conducts general observation for fire or other hazardous conditions. Monitors intrusion detection, personal security devices, CCTV, fire and water pressure systems; screens employees, guests and visitors entering assigned area; controls, issues and records visitor passes; maintains duty logs, and records visitor ingress and egress. Prepares written reports detailing security related activity and incidents and is direct report to first-line supervisor; testifies in administrative hearings, civil and criminal proceedings; When appropriate provides assistance to Unarmed Guard I, II positions. This position intervenes when action to safeguard persons or property is appropriate.

Armed Guard job-descriptions are customized to meet the requirements of each assignment, exigent circumstances related thereto, and are subject to client approval.

Minimum Educational, Experiential Requirements: Graduate of an accredited high school or a Certificate of Completion of General Education Development requirements; and meet one of the following experience/education requirements: three (3) years of security experience within past five years; or three (3) years civilian or military work experience; or attendance at an institution of higher learning earning an Associate s Degree, or a minimum of sixty (60) semester hours of college coursework in any field of study; or a graduate of an accredited local, county, state, military or federal law enforcement academy; or any reasonable combination of the foregoing, except when exempted by GSA Federal Protective Services rules or law related to incumbent employees; must be computer literate; knowledge of laws, law enforcement procedures, and use of Deadly Force Policy; must meet legal mandates and training requirements for arrest authority when arrest authority is a requirement;



must have or be able to obtain client required clearance; possess a valid state driver's license; completion of state or local sanctioned security guard/officer and firearms training program meeting licensing requirements and issuance; possess a valid concealed carry permit (non-uniformed); meet client and/or EDI required background, medical and psychological examination, illegal drug screening, mandated physical fitness tests, and all training required by the company; must be 21 years of age or older; the candidate for this position must demonstrate maturity, sound judgment, excellent character, work-ethic, job-completion skills, dependability, speak and write English fluently and communicate effectively using tact.

Citizenship: United States of America or, where excepted and approved by the Contracting Officer Representative, legal resident aliens with proper INS-issued work permits.