

JENKINS SECURITY CONSULTANTS, INC.

“WE TAKE SECURITY SERIOUSLY”



**GSA Federal Supply Schedule
Contract No. GS-07F-0451M**

Special Item No. (SIN): **246 54 Guard Services**
Services: **Guard Services**
DUNS Number: **926769431**
NAICS Code: **561612**

United States Small Business Administration (SBA) Program
Our Primary SIC Code is 7381 Guard Service.
Our Secondary Code is 7374 Computer Services.

COMPANY CONTACTS

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CORPORATE STRUCTURE

Jenkins Security Consultants, Inc.
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Web site: www.jenkinssecurityconsultants.com

Branch Locations in DC, Maryland, Virginia, and Florida

CAPABILITIES

Founded in 1994 and headquartered in Washington, DC, Jenkins Security Consultants, Inc. (JSC) is a Veteran-Owned, Minority-Owned, Disadvantaged Business certified by the U.S. Small Business Administration. JSC is a Security Company and prides itself in providing dependable, quality services that are cost efficient. Security is our only business, and has been since our inception. Our Executive Staff is made up of retired police officers – to include a former Assistant Chief of Police for the Washington, DC Metropolitan Police Department – retired military officers and longtime commercial security professionals. JSC provides complete security services to industrial, commercial, and professional organizations and agencies throughout the nation, as well as to the Federal Government, our most valued client.

Jenkins Security Consultants, Inc. is licensed in the District of Columbia, the Commonwealth of Virginia, and the States of Alabama, Florida, Maryland, Georgia, Texas, and West Virginia. JSC is on the GSA Schedule, registered in CCR and ORCA, and holds Top Secret Facility Clearance.



PRICE LIST 2010

Area	Security Clerk	Guard I	Guard II	Supervisor	Assistant Project Manager	Project Manager	Court Security Officer	Detention Officer	Alarm Monitor	Correction Officer	Executive Protection Agent
DC, MD, VA WD#:2005-2103 Rev. 05/26/2009	35.85	23.90	35.85	37.94	39.37	42.07	38.69	37.24	34.99	37.24	42.93
West Virginia WD#: 2005-3017 Rev. 05/26/2009	32.02	23.55	32.02	34.04	35.74	38.45	38.81	37.36	31.36	30.59	43.03
Florida WD#:2005-2111 Rev. 07/24/2009	32.49	20.39	32.49	34.66	36.19	38.90	43.96	38.18	34.98	38.18	40.83
Alabama WD#:2005-2137 Rev. 08/31/2009	29.01	23.58	29.01	31.27	32.80	35.51	27.89	30.13	26.23	30.13	29.81
Georgia WD#:2005-2133 Rev. 10/15/2009	30.19	23.70	30.19	32.42	33.96	36.66	30.98	28.08	27.45	27.19	32.69
Texas WD#:2005-2515 Rev. 07/22/2009	32.20	21.89	32.20	34.21	35.91	38.62	33.29	31.72	29.10	31.71	39.52

As a full-service security provider with state-of-the-art resources, JSC has the ability to customize a protection plan to our client’s individual needs, desires, and budget limitations. Moreover, we have the immediate response capabilities to increase those levels of protection, as well as the flexibility to scale down our services as conditions warrant. This adaptability to today’s ever-changing security environment provides our clients with a real time, 24-hour, on call “partner” in their quest for world-class protection of personnel, property, and assets.

Security Clerk: Compiles and maintains records of firm’s securities transactions: Reviews statements of transactions such as purchases and sale of securities, compares sites with records to verify accuracy and enters details in journals. Computes amounts, such as cash balances, dividends, gain or loss, and other investment data to verify accuracy of records, uses adding machine, and reconciles discrepancies. Distributes investment income to various accounts, according to budgeted percentages, to compile investment journals. Computes amounts to determine cash position of various accounts and prepares voucher to transfer funds needed to meet payments due.

Guard I: Patrols assigned territory to protect persons or property: Tours buildings and property of clients, examining doors, windows, and gates to assure they are secured. Inspects premises for such irregularities as signs of intrusion and interruption of utility service. Inspects burglar alarm and fire extinguisher sprinkler systems to ascertain they are set to operate. Stands guards during counting of daily cash receipts. Answers alarms and investigates disturbances. Apprehends unauthorized persons. Writes reports of irregularities. May call headquarters at regular intervals, using telephone or portable radio transmitter. May check workers’ package and vehicles entering and leaving premises.

Guard II: Patrols assigned territory to protect persons or property: Tours buildings and property of clients, examining doors, windows, and gates to assure they are secured. Inspects premises for such irregularities as signs of intrusion and interruption of utility service. Inspects burglar alarm and fire extinguisher sprinkler systems to ascertain they are set to operate. Stands guard during counting of daily cash receipts. Answers alarms and investigates disturbances. Apprehends unauthorized persons. Writes reports of irregularities. May call headquarters at regular intervals, using telephone or portable radio transmitter. May be armed with pistol and be uniformed. May check workers’ package and vehicles entering and leaving premises. May or may not be armed.



Supervisor: Supervises and coordinates the activities of the guards, acts as relief, insures that reports and equipment is accounted for. Patrols assigned territory to protect persons or property: Tours buildings and property of clients, examining doors, windows, and gates to assure they are secured. Inspects premises for such irregularities as signs of intrusion and interruption of utility service. Inspects burglar alarm and fire extinguisher sprinkler systems to ascertain they are set to operate. Stands guard during counting of daily cash receipts. Answers alarms and investigates disturbances. Apprehends unauthorized persons. Writes reports of irregularities. May call headquarters at regular intervals, using telephone or portable radio transmitter. May check workers' package and vehicles entering and leaving premises.

Assistant Project Manager: Performs the duties of the Project Manager when he/she is on day off or leave or not available. Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal or plan to determine time framer, funding, limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment of assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities and scope of authority. Directs and coordinates activates of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activate with activities of government regulatory or other governmental agencies.

Project Manager: Plans, directs, and coordinates activities of designated project to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters: Reviews project proposal or plan to determine time framer, funding, limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project. Establishes work plan and staffing for each phase of project, and arranges for recruitment of assignment of project personnel. Confers with project staff to outline work plan and to assign duties, responsibilities and scope of authority. Directs and coordinates activates of project personnel to ensure project progresses on schedule and within prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. May coordinate project activate with activities of government regulatory or other governmental agencies.

Court Security Officer: Maintains order in courtroom during trail and guards jury from outside contact: Checks courtroom for security and cleanliness. Assures availability of sundry supplies for use of judge. Enforces courtroom rules of and retains unauthorized firearms from person entering courtroom. Stops people from entering courtroom while judge charges jury. Provides jury escort to restaurant and other areas outside of courtroom to prevent jury contact with public. Guards lodging of sequestered jury. Reports need for police or medical assistance to sheriff's office. May advise attorneys of dress required of witness. May announce entrance of judge.

Detention Officer: Guard persons detained at police station houses and detention rooms pending hearings, court or transfer to penal institutions and is responsible for inmates care while incarcerated. Searches prisoners for weapons, contraband, drugs, and other harmful articles. Care for and administer to prisoners who are sick or injured. Accompanies prisoners to court and remain with them until case has been disposed of. May observe inmates in cell to assure prisoners well being and adhere to rules and regulations.

Alarm Monitor: Operates municipal fire alarm system, radio transmitter and receiver, and telephone switchboard: Receives incoming fire calls by telephone or through alarm system. Questions caller, observes alarm register that codes location of fire, and scans map of city to determine whether fire is located within area served by city fire department. Determines types and number of units to respond to emergency. Notifies fire station, using radio and starts alarm system that automatically contacts all fire stations and indicates location of fire. Relays messages from scene of fire, such as request for additional help and medical assistance. Records date, time, type of call and destination of messages received or transmitted. Maintains activity, code, and locator files. Tests various communications systems and reports malfunctions to maintenance units. May operate telegraph to relay code as back up if transmitter fails.

Corrections Officer: Guards inmates in penal institution in accordance with established policies, regulations, and procedures. Observes conduct and behavior of inmates to prevent disturbances, and escapes. Inspects locks, window bars, grills, doors, and directs inmates during work assignments. Patrols assigned areas for evidence of forbidden activities, infraction of rules, and



unsatisfactory attitude or adjustment of prisoner. Reports observations to superior. Employs weapons or inmates to and from visiting room, medical office, and religious services. May guard entrance of jail to screen visitors. May prepare written report concerning institution as correction Officer, City or County Jail; Correction or other point, traveling by automobile or public transportation and be designated Guard, Deputy.

Executive Protection Agent: Escorts individuals to protect them from bodily injury, kidnapping, or invasion of privacy. May perform other duties, such as receiving and transcribing dictation or driving motor vehicle to transport individuals to disguise purpose of employment.

KEY PERSONNEL

The Founder and President: Robert A. Jenkins

A distinguished retired member of the Metropolitan Police Department (MPD), Robert A. Jenkins joined the MPD in May of 1970 and upon completion of instruction at the Training Academy, was assigned to Traffic Division as an Accident Investigator. Mr. Jenkins was promoted to a Supervisor in Youth Services and responsible for oversight of the arrest and detention of youth offenders. In 1986, Mr. Jenkins wrote the Police Cadet Training Program for the Metropolitan Police Department and was the program Manager for approximately four years. In 1991, he was reassigned to the Fifth District in charge of Community Relations which included: handling community meeting, crime related school problems, developing anti-drug programs, developing community centers and out-reach programs. He retired from the Police Department after 22 years of service.

Government Contract Manager/ Director of Personnel: Romaine A. Jenkins

Romaine A. Jenkins is an honors graduate (Dean's List) of Howard University where she received a Bachelor of Arts in Sociology. In June 1965, Mrs. Jenkins joined the District of Columbia's Metropolitan Police Department and was assigned as an investigator with the Woman's Bureau. Her duties included protecting the First Lady and other visiting foreign dignitaries. She was later promoted to the rank of Sergeant in 1968. For ten (10) years, starting from 1972, she was assigned to the Patrol Division as a supervisor. In 1984, she was assigned as a supervisor in charge of the Career Criminal Unit in the United States Attorney's Office. This unit investigated major crime figures that were chronic offenders. Mrs. Jenkins retired from the department in 1994, after 30 years of service.

Director of Operation: Carl V. Profater

Carl V. Profater Jr. retired from the District of Columbia's Metropolitan Police Department, holding the rank of Assistant Chief of Police. At the Police Department, he was responsible for the day-to-day operation of personnel administration and operations for more than four thousands (4,000) employees. He reported directly to the Chief of Police and served as acting Chief in his absence. Mr. Profater served as president and CEO of PPC&H Security. He currently serves on the Board of Directors of A&D Security. His academic background includes Federal City College, University of the District of Columbia, American University, the FBI National Academy and the Office of Personnel Management Executive Training Center. He is a member of the FBI National Academy Associates, the DC Police Retired Association; a former member of the Board of Directors for Big Brothers and Sisters of America, DC Family – Child Services, Shaw Food Committee and the Metropolitan Police Department Boys and Girls Club.

Controller: Veary Kin

Veary C. Kin has over a decade of experience in the Accounting field and over four (4) years of experience in the security business. She is certified in QuickBooks and possesses expert knowledge of the Microsoft Office Suite. Her skills include the capability to manage teams and the ability to solve problems with a focus on customer satisfaction. Ms. Kin currently manages all Finance and Accounting functions for Jenkins Security Consultants, Inc.

Government Contract Supervisor/ Director of Training: Melvin Foster

Melvin Foster is a graduate from the University of the District of Columbia with a B.A. in Physical Therapy/Physical Science. Mr. Foster has more than twenty (20) years of combined security experience in various physical security areas. Mr. Foster worked with F&M Distributors as a Detective/Loss Prevention Specialist, where he monitored customer and employee activities via surveillance camera as well as plain clothes floor detail. Mr. Foster was the Lead Physical Security Specialist at TRW Incorporated. He also served as Project Manager for Wackenhut Security and C and D Security. At Cotton & Krahlmg,



he worked as a Private Detective. He is certified as an Instructor in Firearms, First Aid, CPR, Use of Force, Chemical use for self defense, and GSA Manual requirements.

Quality Control Manager: Kevin Williams

Kevin Williams is a graduate of Prince George's Community College with an Associate's Degree in Computer Information Systems. Mr. Williams has been in the security business for more than four years. He is a qualified Armed Special Police Officer with various training and certifications. These qualifications include: weapons training; American Red Cross certification in first aid, infant and child CPR, and adult CPR/AED; OCA training; and MEB certification GSA certification. He holds strong leadership and management qualities, and has served as acting Lieutenant for more than 10 officers. As Director of Quality Control, he ensures that policies and procedures are consistent with contract requirements by performing random inspections and audits.

Facility Security Officer: Jacqueline Quirindongo

Ms. Quirindongo's career in the security field spans over twenty (20) years. In that period, she had worked with various government agencies such as the Department of Justice, the Immigration Naturalization Services, and the National Archives & Records. She has extensive experience with background checks, performing NCI checks for nearly a decade and working several years as a private investigator. She has a security officer license in DC, MD, and VA and a DOD secret clearance. She has been certified for a FSO Essentials of Industrial Security Management and as an A+ technician.

Human Resource Clerk: Melvin DeWitt Jr.

Melvin DeWitt Jr. is a graduate of the Norfolk State University with a Bachelor of Science in Business Management. In addition, he possesses a secret clearance. His experience in Human Resource includes a position with the Central Intelligence Agency and participation in Human Resource Management Training. Mr. DeWitt held a supervisory position at the United Parcel Service and participated in Diversity Management Training. He is experienced with Microsoft Office Suite.

CORPORATE RESOURCES

Financial Resources: JSC is financially capable of supporting our clients. In addition, JSC has strong financial resources in place to manage its more than ten (10) million dollar annual revenues. The integrity of finances is based on reliable fiscal management and appropriate utilization of our resources. Because of our frugal management style, JSC is able to design, plan, implement, and maintain highly successful and efficient guard services. JSC is experienced in funding and managing numerous contracts simultaneously and have passed and exceeded various audits.

Executive Staff: JSC's experienced executive, operations, business development and fiscal manager gives JSC the edge in being able to meet our clients' high standards. Because of our executive staff's experience, we are able to perform most any task and respond to and repair any problem. There is an open line of communications among all levels of management and information flows from the lowest level of clerical employee through our Owner and to our Clients. The JSC Executive Staffs' mission is to "take care" of our Clients.

Company Experience: JSC has extensive experience performing security guard services associated with protecting Government property, employees, visitors and contractors. JSC has pledged to protect our clients' property and lives.

Superior Guards: All guards shall complete the JSC twenty-four (24) hour mandatory training curriculum that is designed to teach employee the legal aspects of their duties and responsibilities. Firearms training is an additional forty (40) hours. The training plan is designed to provide guards with the necessary skills to react to any emergency situation. Training includes on-site orientation, emergency response, and safety.

In addition, background checks are performed on all potential JSC personnel. Employees who misrepresent their qualifications are a threat to security. The following sources of documentation are verified: Letter or email printed verifications of employment, original copies of degrees or diplomas, three (3) reference letters, Criminal History Report (people with domestic violence charges are automatically dismissed), credit history and driving records.

PAST PERFORMANCE



Bureau of Alcohol, Tobacco, Firearms and Explosives National Headquarters: JSC provides an armed security force for Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF) National Headquarter. Upon award, we worked to fulfill all requirements set by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

JSC provided-personnel include fully-trained and qualified managers, supervisors, administrative personnel, Quality Control Monitors, Security Guards. All employees require a government security (FBI) investigation, must meet Department of Homeland Security (DHS) eligibility requirements, and pass an ATF Full Field Background Investigation for access to the site. The guards are armed with .38 caliber revolvers.

On this site, the security force's responsibilities on this site include, but are not limited to: Identifying security weaknesses and vulnerabilities and recommend corrective action; Policing the premises to protect property, materials, and equipment; Directing vehicle and pedestrian traffic on Government property; Taking initial investigation reports and protecting crime scenes; Providing personal escort for designated personnel, visitors, etc.; Receiving and processing complaints; Monitoring CCTV systems; Checking and screening vehicles and persons entering; Controlling and monitoring parking and vehicle entrances/exits; and protecting critical ATF resources.

ATF National Laboratory and Mail Center: The General Services Administration (GSA) awarded JSC a contract to provide security service for the ATF National Laboratory and ATF Mail Center during the month of December of 2003. The contract Security Officers were required to have GSA certification and ATF Secret Clearance. We provided a personal escort for designated personnel, visitors, etc. when directed by the COTR to meet particular threats to the personal safety of these individuals or as a courtesy. Our guards assist in directing traffic on Government property (vehicle and pedestrian), controlling parking, monitoring parking and controlling vehicle entrances/exits. JSC observes building occupants and visitors for compliance with posted and published rules, regulations and policies. In addition, JSC guards receive and process complaints, take initial investigations reports and protect crime scenes. We maintain a lost and found and make every effort to identify the owner and return lost property to its rightful owner in a timely manner.

ATF Canine Training Facility: JSC was awarded a contract in 2002 to provide security guards service for the Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") and the United States Border Patrol at the Canine Training Facility in Front Royal, Virginia. Requested security force performed duty twenty-four (24) hours a day, seven (7) days a week. Posts comprised of a combination of fixed and roving posts, to include a vehicle patrol post.

JSC trained all guards in all requested areas prior to assignment. Furthermore, guards were required to be certified in the use of 9mm firearms and Shotgun. Duties include, but are not limited to: Security of government employees and property; Establish and maintain an ongoing training program; Individual and vehicular access control and searches; Visitor processing; External security checks; Perimeter roving guards; Camera/alarm monitoring; and Vehicular patrols.

GSA Central & West Heating Plant: This contract requires GSA-certified, armed guards to work rotating shifts, weekdays, weekends and holidays to provide 24 hours of coverage to protect assets and staff at the facilities. Guards' responsibilities include monitoring alarm and CCTV system, detaining and arresting persons committing illegal acts, reporting potential safety, security and equipment problems to the appropriate staff, operating communication equipments, and controlling access.

U.S. Army Corps of Engineers: JSC provides Armed Security Service for the United States Army Corps of Engineers at the Humphrey's Engineering Center. Provided on-site employees maintains a SECRET clearance. Preceding assignment, guards completes basic training, to include job conduct, functions, guard orders, authority, public relation, traffic control, report writing, discipline, antiterrorism/force protection training, and breaking-in training. Guards are equipped with 9mm semi-automatic side arms. Prior to duty, all guards are trained in and qualified with required firearm. The force continuously ensured compliance with all current state and local firearm suitability, licensing, and permit requirement

Duties includes, but not limited to: Deter and report unauthorized entry; Deter and report the damage, removal, or misuse of Government property; Prevent the occurrence of fires, explosives, collapses, and other catastrophes; Safeguard personnel; Deter and report regulation violations and enforce parking regulations; Receive, secure, issue, and account for all keys issued to JSC; Provide escorts for visitors or materials when required; Monitor intrusion alarm system.



National Building Museum: JSC was awarded a contract to provide security guard services at the National Building Museum located at 5TH and F Streets NE. Security Guards are fully certified FPS officers. Guards are equipped with 9mm semi-automatic firearms and are required to maintain First Aid/CPR/AED certification. The force provides protection for the agency employees, the general public visiting the facility, and designated personal and U.S. Government property within the facility. Duties include, but are not limited to: Monitor areas for suspicious activities; Inspect large bags, packages; Document the number of visitor; Securing and controlling building keys; Conduct a radio, and/or telephone check with the Security Command Center (SCC); Monitor and control egress of employees; Protect occupying personnel against fire, theft, vandalism, injury, destruction and molestation; Patrol the Parking Lot for unauthorized and illegal vehicles; Monitoring safety equipment, security and utility systems; Preventing unauthorized access; Responding to civil disturbances and emergencies.

The National Building Museum is open to the general public. Due to high visibility, the Security Force is required to maintain a comfortable and inviting atmosphere for tourists to the site. The security force must perform duties in a manner reflecting the professionalism of the agency.