ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
SUITE 500
2100 CLARENDON BOULEVARD
ARLINGTON, VIRGINIA 22201
NOTICE OF AWARD OF CONTRACT

TO:
CSS SECURITY, INC.
8555 16TH STREET, #805
SILVER SPRING, MD 20910

DATE ISSUED: APRIL 14, 2011
CURRENT REFERENCE NO: 188-11

CONTRACT TITLE: SECURITY GUARD SERVICES
PRIOR REFERENCE NO: 124-10

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED
UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective MAY 1, 2011 and expires on APRIL 30, 2012.

This is the SECOND year award notice of a possible FOUR year contract.

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 124-10 and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:

1) CONTRACT PRICING
2) PRICE WILL REMAIN THE SAME FOR CONTRACT SECOND TERM
3) PRICE ADJUSTMENT FOR ENSUING YEAR IS BASED ON CPI-U FOR THE MONTH OF APRIL

ATTACHMENTS:

SPECIFICATION EXCERPT AND BID FORM

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

<table>
<thead>
<tr>
<th>VENDOR CONTACT: JAMES RODD</th>
<th>VENDOR TEL. NO.: 301-608-8264</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR PAYMENT TERMS: NET 30</td>
<td>VENDOR FAX. NO.: 301-565-3534</td>
</tr>
<tr>
<td>EMAIL: <a href="mailto:jrodd@cessecurity.com">jrodd@cessecurity.com</a></td>
<td></td>
</tr>
<tr>
<td>TAX IDENTIFICATION NUMBER (EIN/SSN): 52-1084405</td>
<td></td>
</tr>
<tr>
<td>COUNTY CONTACT: DONNA DEELY</td>
<td>COUNTY TEL. NO.: 703-228-1659</td>
</tr>
</tbody>
</table>

CONTRACT AUTHORIZATION DISTRIBUTION

LYETTE GONZALEZ 4/4/11 FOLDER: 1
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 124-10LW

BID FORM

SUBMIT TWO SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100
CLARENDON BLVD., ARLINGTON, VIRGINIA 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL
LONGHAND SIGNATURE; THE OTHER MAY BE A PHOTOCOPY OF THE SIGNED ORIGINAL).

BIDS WILL BE OPENED AT 3:00 P.M., MARCH 25, 2010

FOR PROVIDING OF SECURITY GUARD SERVICES FOR THE OFFICES OF THE DEPARTMENT OF HUMAN SERVICES
PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION:

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents,
WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, is the hard copy of the
documents available from the Office of the Purchasing Agent.

An electronic copy of the solicitation documents provided at the
county's website (http://www.arlingtonva.us/purchasing) is subject to
an important disclaimer which must be acknowledged online before the
documents can be downloaded.

Each bidder is responsible for determining the accuracy and
completeness of ALL solicitation documents they receive, including
documents obtained from the County by either of the methods described
above, and documents obtained from all other sources.

SECURITY SERVICES FOR THE EDISON COMPLEX:

$1480.83 PER MONTH X 12 = $17769.96 PER YEAR

TOTAL BID AMOUNT: $17769.96 PER YEAR

HOURLY RATE FOR ADDITIONAL SERVICES NOT COVERED IN THE SPECIFICATION: $17.77

PROVIDE AT LEAST THREE REFERENCES FOR SIMILAR WORK:

<table>
<thead>
<tr>
<th>NAME OF REFERENCE/ORGANIZATION</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Alexandria</td>
<td>Evan Dade</td>
<td>703 838-4770</td>
</tr>
<tr>
<td>Strathmore Music Center</td>
<td>Mark Grabowski</td>
<td>310 581-5151</td>
</tr>
<tr>
<td>Sequoia Plaza</td>
<td>Neil Borquin</td>
<td>703 920-3074</td>
</tr>
</tbody>
</table>

27
224-10LW
CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (under Virginia Code Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 of the Virginia Governmental Frauds Act (Va. Code §18.2-498.1 et seq.).

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE ____________________________

PRINT NAME AND TITLE Larry E. Shoemaker - General Manager

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): Larry E. Shoemaker TEL. NO. 301 608-8264 ext. 227

E-MAIL ADDRESS: lshoemaker@cessecurity.com

| SUBMITTED BY: (LEGAL NAME OF FIRM)CES Security, Inc. |
| ADDRESS: 8555 16th Street |
| CITY/STATE/ZIP: Silver Spring, MD. 20910 |
| TELEPHONE NO: 301 608-8264 | FACSIMILE NO: 301 565-3534 |
| TAX ID NUMBER (EIN/SSN): 52108445 | VA. CONTRACTOR LICENSE #: 11-1094 |

THIS FIRM IS A:  
- CORPORATION,  
- GENERAL PARTNERSHIP,  
- LIMITED PARTNERSHIP,  
- UNINCORPORATED ASSOCIATION,  
- LIMITED LIABILITY COMPANY,  
- SOLE PROPRIETORSHIP  

IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA? Yes

BUSINESS STATUS: MINORITY/OWNED: SMALL: NEITHER: X
SPECIFICATION EXCERPT

INTRODUCTION
The Arlington County Department of Human Services (DHS) intends to purchase security guard services for its offices, the Edison Complex (1800 North Edison Street, 1800 North Edison Street Laboratory, 1810 North Edison Street, 1725 North George Mason Drive (also known as Drewry Center), 1801 North George Mason Drive (also known as George Mason Center). This contract shall be for a two-year period, with two (2) one-year extension options upon mutual agreement of the parties.

Arlington County reserves the right to delete from the final award any of the above identified bid items.

GENERAL SCOPE OF WORK
The Contractor shall provide services needed to assist visitors to the proper destination and to protect property at the offices and common areas associated with the conduct of business and delivery of services by the Department of Human Services. Areas that are included are elevators, elevator lobbies, stairways and stairwells, restrooms, meeting rooms, hallways, offices (as indicated), and at parking lot with associated County vehicles at Edison Complex.

Security services for the Edison Complex will be Monday through Friday - 6:00 p.m. to 10:00 p.m.

An hourly rate for services also is required in the event the County needs to modify hours of coverage.

The Contractor shall perform general security services that include, but are not limited to:

- Assisting visitors in getting to the proper destinations;
- Assuring that only authorized persons are in the building and that persons authorized to be in the building are in the approved areas;
- Escorting staff/visitors to their vehicles in the evening (upon request);
- Assuring that doors, windows, and rooms are secured according to procedures;
- Assuring that electronic access devices are engaged, or disengaged, and responded to in accordance with calls from monitoring services;
- Assuring that elevators, floors, and other areas are secured from public access according to agreed upon procedures;
- Providing intervention, appropriate to the situation, to prevent violence or to prevent the escalation of a violent or confrontational situation;
- Assuring that the Arlington County vehicle fleet is secure;
- Assuring that illicit activity is prevented, stopped or reported to the appropriate law enforcement authorities if in progress;
- Close monitoring and documenting of activity in the buildings, garage, and parking lot;
- Assuring that doors are locked at designated times;
SUPERVISION
The Contractor's Contract Manager, identified as the "Representative", shall be available to confer with the County's Project Officer on all issues related to this contract. The General Services Bureau Chief, Planning and Administration Division, Department of Human Services (DHS), is the County's Project Officer. The Contractor shall provide the Project Officer the information about how to contact the Representative. The Contractor shall notify the Project Officer in writing, and provide the contact information when a change in the Representative occurs.

The Contractor, at all times, shall enforce strict discipline and good order among its employees performing work under this contract, and shall not assign any person not proficient in the job duties to be performed. This document includes a list of expected standards of conduct (Attachment 2 below). The County reserves the right to change or modify the standards and procedures listed to adapt to changing operational conditions at the sites covered under this contract.

The County may require removal of any of the Contractor's personnel who, in the opinion of the County, are unable to perform the job duties or whose behavior is inconsistent with County standards for public service.

The Contractor shall equip their employees with security uniforms appropriate for professional office wear (e.g., jacket, slacks/skirt, shirt and tie). Each guard's name and the company name shall be visible on the front of the outer garment. Contractor's employees shall wear the uniform at all times when performing duties under this contract.

HOLIDAYS
The following are County Holidays and do not require guard services. The Project Officer will confirm the exact dates each year.

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Memorial Day
July 4th
Labor Day
Veterans Day
Friday after Thanksgiving
Thanksgiving Day
Christmas Day

PROPERTY LOSS/DAMAGE AND CLIENT CONFIDENTIALITY
The Contractor shall be responsible for the loss of, or damage to, any County or personal property of DHS staff or clients/visitors, if proven beyond a reasonable doubt that the Contractor's employee(s) is responsible for such loss or damage. The Contractor shall ensure that under no circumstances shall the confidentiality of any DHS client be compromised in any manner and that all applicable Federal, State, County and DHS laws, regulations, protocols, and procedures regarding client confidentiality be followed. The Project Officer will provide information about confidentiality requirements to the Contractor along with any other information about security associated with property that the Contractor may need to know in order to perform the job duties successfully.
ACCESS, KEYS AND PROXIMITY CARD

If the Contractor or any of its employees loses or damages the card, the Contractor shall be liable for the cost of replacing and reissuing the card. Should the proximity card issued to the Contractor be lost or damaged, the Contractor shall immediately notify the Project Officer.

The Project Officer shall provide a security code and keys to the Contractor for use at the Edison Complex. The Contractor shall notify the Project Officer immediately if the keys or security code are lost.

The Contractor is responsible for maintaining the proximity card, security code, and keys in a secure place and is not to provide them to any unauthorized person.

INFORMATION AND ORIENTATION

The Project Officer will make available to the Contractor facilities information required for the Contractor to perform the services. The Project Officer also will provide information necessary on an ongoing basis for service delivery (e.g., specific holiday dates, activities scheduled in the facility, persons expected for evening meetings or appointments, changes due to inclement weather or other reasons, mechanical or electrical systems failures in a building).

The Project Officer will be available to the Contractor for consultation, and will provide orientation and training to the Contractor on departmental procedures required for performing the work under this contract. The Contractor will be required to comply with building security systems, protocol for notification for after-hours building emergencies, and reporting procedures; the Project Officer will discuss this with the Contractor upon contract award.

The Contractor’s security personnel at the Edison Complex shall have access to the 2nd floor lunchroom at the Drewry Center for meals.

RECORD KEEPING AND COMMUNICATIONS

The Contractor shall prepare a daily log report form, approved by the Project Officer, on which the Contractor’s security personnel record observations and events occurring during duty hours. A notebook containing the logs shall be placed in a location designated by the Project Officer and shall be accessible to the Project Officer or designee at any time.

The Contractor’s security personnel or Representative shall notify the Project Officer and designee via voicemail of any security violation or problem that occurred during a tour of duty, unless the problem requires the immediate attention of the Project Officer or designee, in which case the call back list is used. The guard or Representative shall leave the voice mail message as soon as practicable after the incident, but no later than the morning following the end of the shift in which the violation or problem occurred.

The Representative shall respond promptly to inquiries from the Project Officer or designee regarding incidents. The Representative shall be available to the Project Officer for consultation on issues and problems encountered and ways to address these issues and problems.

The Contractor shall ensure that each guard on duty is able to receive calls from the Contractor, Project Officer, or security system monitor by means other than telephones belonging to the County. The Contractor shall ensure
the device(s) is in the guard's possession and in good working order at all
times, while the guard is on duty.

EDISON COMPLEX REQUIREMENTS
The Contractor shall perform the following services at the Edison Complex
(1800 North Edison Street, 1800 North Edison Street Laboratory, 1725 North
George Mason Drive [also known as the Drewry Center], and 1801 North George
Mason Drive [also known as George Mason Center]).

A. The base of operations shall be 1725 North George Mason Center (the
Drewry Center). Guards shall sign in on the building log and report to
work at the front reception desk of the Drewry Center. The hours of
the contract are specified below; however, the County reserves the
right to alter the hours. The contract shall provide for an hourly
rate as noted above. The guard shall be available inside the Drewry
Center for the duration of the business hours shown, except when
performing duties requiring presence at the other Edison Complex
facilities as described below.

  Monday to Friday  6:00 p.m. to 10:00 p.m.

B. The guard shall maintain overall security and order. The guard shall
conduct random and periodic rounds on the first and second floors of
the Drewry Center and respond to requests from staff for assistance in
emergency situations and call appropriate authorities.

C. The guard shall greet and assist visitors/clients with directions
within the Drewry Center, and shall give visitors/clients directions to
other buildings in the Edison Complex.

D. At the end of the Drewry Center's business hours, the guard shall
perform a security check by inspecting each room or area in the
building and ensuring that:

  a. each room or area, including restrooms, stairwells, and elevator
     is empty of staff and/or clients;
  b. all windows are closed and locked;
  c. all lights are turned off;
  d. all office/room doors are locked;
  e. all fire doors in the corridor and the door to room 117 remain
     unlocked.

E. At the end of the Center's business day and after the time which staff
are required to vacate the building, the guard shall sign out on the
building log, arm the security intrusion alarm system, and secure all
exterior doors. Any staff remaining in the building shall be told to
vacate the building at the time indicated below:

  Monday through Friday  9:45 p.m.

F. The guard shall perform the following duties in the remainder of the
Edison Complex Monday through Friday:

  a. Inspect each building in the Edison Complex for opened windows.
     If a window is open, enter the building and close and lock any
     and all open window.

  b. Ensure that the electronic intrusion alarm system is engaged
     unless there is an authorized County staff member present in the
     building whose name is on the building log and who has indicated
     to the guard his/her responsibility for engaging the alarm upon
his/her departure.
c. Check all perimeter doors to ensure that they are locked; lock any unsecured door.

G. The guards shall respond to telephone calls from the County's building security system contractor regarding reported alarms in any of the buildings in the Edison Complex. The guard shall investigate, correct the problem if possible, and report the outcome to the security system contractor, or request assistance from the Arlington County Police or Fire Departments. A report of the incident shall be submitted to the Project Officer.

H. The guard shall accompany staff or clients to their vehicles in the building parking lot upon their request.

I. The guard shall maintain written logs documenting actions, observations, and incidents. These include sign-in and sign-out by each guard on the premises, the results of each security round completed during a shift, actions taken to perform specified duties, and descriptions of incidents and responses. The guard is to complete the log prior to the end of each duty shift and place them in the notebook that is available for inspection by the Project Officer.

J. If a building malfunction occurs at the Edison Complex, the guard should call in order, the names on the call out list. The person on the call list can instruct the guard of further action needed. If the building malfunction requires immediate attention, the guard is to call the police non-emergency number (703-558-2222), identify himself/herself, ask the operator to page the "on-duty OSS Building Engineer," describe the problem, and give the operator the number for the Engineer to call to reach the guard. The guard is to remain at the phone until the Building Engineer returns the call. Additional details will be provided at the time of building orientation.

K. No defensive or offensive devices are allowed.

LICENSE, TRAINING, CERTIFICATION AND CODE OF ETHICS

The Contractor shall comply with the applicable provisions of the Code of Virginia, Article 2.0, Title 9-182 (Compulsory training standards for private security services business personnel) and Article 2.1, Title 9.183 (Private Security Services Businesses) as administered by the Virginia Department of Criminal Justice Services. Before the award, the successful bidder shall provide to the Project Officer a copy of its current private security services business license, and the license and certification of training for each guard assigned to this contract.

The Contractor shall complete a criminal background check for each guard assigned to this contract prior to placing them at the Edison Complex. The background check shall cover the states of Virginia, Maryland and the District of Columbia. The Project Officer reserves the right to refuse guards based on the results of the check.

Guards shall have received training in basic security as outlined in Attachment 1. The Contractor shall forward a list of the training curriculum to the Project Officer for review with the Bid Form. Courses listed on the attached list or equivalents are the minimum acceptable under terms of this contract. Training shall be completed prior to the start of this contract. A list of guards and records of training shall be provided to the Project Officer.
DESIRABLE CERTIFICATION
The Contractor should meet the certification requirements as outlined in the Commonwealth of Virginia, Criminal Justice Services Board proposed regulation 6 VAC 20-170-360 and abide by the Code of Ethics of the Virginia Private Security Services Advisory Board.