



*United States Department of Agriculture
Agricultural Research Service*

STATEMENT OF WORK

Armed Security Guard Services

**United States National Poultry Research Center (USNPRC)
950 College Station Road
Athens, Georgia 30605**

January 18, 2023

1. BACKGROUND	3
2. GENERAL SCOPE OF WORK.....	3
2.1. SITE VISIT	3
3. WORK REQUIREMENTS.....	4
3.1. SPECIFIC REQUIREMENTS	4
4. SECURITY FORCE DUTIES	5
5. DAMAGE TO PROPERTY.....	6
6. PERIOD OF PERFORMANCE	6
6.1. WORK HOURS	6

1. Background

The Southeast Area Location, hereinafter referred to as the Center, is part of the United States Department of Agriculture (USDA), Agricultural Research Service (ARS). The United States National Poultry Research Center (USNPRC) is comprised of two adjacent facilities in Athens, GA.

Richard B. Russell Research Center (RRC)
950 College Station Road
Athens, GA 30605

Southeast Poultry Research Laboratory (SEPRL)
934 College Station Road
Athens, GA 30605

The missions of the facilities are as follows:

Russell Research Center – The mission at RRC is twofold: ensuring and improving the safety of food and feed, and ensuring and improving the quality and economic value of food and crops. The facility also houses the USDA Food Safety and Inspection Service (FSIS) Eastern Regional Laboratory, as well as other FSIS groups and functions. The core hours of operation are weekdays 7:00 am to 6:00 pm. The building is open 24/7 for research work. Regulatory work is 7 days a week and on holidays.

Southeast Poultry Research Laboratory – The mission at SEPRL is to conduct research on emerging, exotic, and endemic infectious poultry diseases. The laboratory is specially designed and operated to contain highly infectious diseases of poultry where they may be studied safely, posing no threat to the poultry industry or people. Observance of proper personnel procedures, usage of personal protective safety equipment and correct design and operation of facilities all contribute to the biosecurity and biosafety of the laboratory. The hours of operation are 7:00 am to 5:00 pm.

Both RRC and SEPRL house high-containment, biosafety level 3 facilities.

2. General Scope of Work

The contractor shall provide all professional services necessary to provide trained armed security guard services at United States National Poultry Research Center (USNPRC) in Athens, Georgia.

2.1. Site Visit

Contractors are strongly encouraged to visit the site and be escorted by a government representative to confirm locations, dimensions, and conditions of the project before a quote is submitted. The site visit shall be for the purpose of observing conditions relevant to this project. No consideration will be given to claims based on lack of knowledge of existing conditions.

3. Work Requirements

The contractor shall provide all qualified personnel, equipment, uniforms, training and personal protective equipment necessary to provide 24-hour security guard services at USNPRC in accordance with this statement of work. There will be one armed security guard required 24 hours every day and one additional armed security guard (2 guards total) on regular business days (excluding holidays and weekends) for the Center that will be onsite from 6:00 am – 2:00 pm ET.

3.1. Specific Requirements

3.1.1. The work shall be performed per the following guidelines:

- 1) Contractor shall comply with USNPRC policies pertaining to conduct, health and safety, security, training and other site regulations issued by the Center Director.
- 2) The contractor's employees must wear distinguishing uniforms with appropriate patches to identify the employee as a security guard. Contractor's employees will also be required to wear a government issued photo ID card.
- 3) Contractor's personnel must be in good health and without physical limitations that would interfere with performing security guard duties.
- 4) Contractor must provide security officers with a properly maintained, 9 mm semi-automatic handgun. The handgun model and specification must be of a type appropriate for law enforcement. Security personnel must carry the same model firearm, personal weapons must not be used.
- 5) Contractor shall provide official bonding required for authorization to authorize the arming of their employees. Contractor must remain registered/licensed as a security company by the Georgia Board of Private Detective and Security Agencies.
- 6) Contractor must provide documentation of quarterly firearms training and a digitized copy of GA license/certification for Security Force personnel.
- 7) Contractor must provide daily a means for tracking security officers making roving patrols around campus to ensure patrols are being conducted as specified.
- 8) No member of the Security Force is permitted to make statements to any news media concerning events and occurrences at USNPRC. All inquiries of this nature shall be referred to the Center Director.
- 9) No member of the Security Force will leave their post until properly relieved except in the event of fire, explosion or similar disaster where their life is in immediate danger. "Properly Relieved" is defined as "relieved by the oncoming Security Officer or relieved at the direction of the supervisor."

3.1.2. Specialized training:

- 1) Security Force will be required to attend annual biosafety/biosecurity training given by USNPRC safety staff. This training may occur more than once a year, dependent on the situation.
- 2) Security Force supervisor should make safety staff aware of new hires, so that an initial onboarding training may be conducted.
- 3) Security Force must adhere to any USNPRC Standard Operating Procedures (SOPs) related to fire response, forced door response, emergency response or other pertinent protocols.

Note: USNPRC policies and SOPs will be provided solely to the awardee

3.1.3. Contractor must provide supporting documentation to ensure the Contractor has at least 5 years experience in providing armed security service and oversight to a Biosafety Level 3, high containment facility.

3.1.4. The Contractor must provide replacement personnel support within 1 hour of notification of an issue.

4. Security Force Duties

The following is a summary of general duties performed by the security force. The Government retains the right to modify procedures at any time.

- 1) Protect persons and property.
- 2) Perform rounds every 2 hours from 6:00 pm to 8:00 am on regular work days, and every 2 hours all day on weekends and holidays. The rounds will include observation of the perimeter of the facility. The current rounds requirement is detailed in Attachment 1. The security rounds requirement may be changed at any time by the direction of the COR due to changes in the facility buildings, perimeter or security needs.
- 3) Adhere to all procedures associated with the Southeast Poultry Research Laboratory Door Alarm and Fire Response protocols.
- 4) Report violations of written or verbal orders.
- 5) Remain on property until properly relieved or by direction of a supervisor.
- 6) Pass all information relative to the assignment to the relieving Security Officer.
- 7) Keep supervisor advised of changes to conditions affecting the assignment.
- 8) Enforce procedures with regard to access to the facility. Fill out visitor logs and turn in to COR weekly.

- 9) Know the name and addresses of the location before assignment of duty and be familiar with the commonly sought after locations for the facility:
 - a. Shipping and receiving locations
 - b. Shop maintenance locations
 - c. Visitor entrances for both the Richard Russell Research Center and Southeast Poultry Research Laboratory
- 10) Report threatening or potentially threatening circumstances to the COR.
- 11) Question suspicious persons and take appropriate action.
- 12) Report any observed hazardous or potentially hazardous conditions to the COR.
- 13) Respond to intrusions and other suspicious activity.
- 14) Provide immediate access and direction to emergency responders at the facility.
- 15) Inspect delivery vehicles prior to access to the facility.
- 16) Enforce visitor procedures to ensure access is authorized and direct to the correct facility.
- 17) Obtain assistance as needed from EMS or Athens Clarke County Police.

5. Damage to Property

The Contractor shall report any observed damage to property (government property or private property) to the COR.

6. Period of Performance

This service contract is for 12-months plus four (4) option periods of armed security guard services at USNPRC, Athens GA.

6.1. Work Hours

This requirement is for 24/7 armed security guard services.

- Contractor will provide one armed security guard at USNPRC 24 hours a day, 7 days a week for all days including holidays and weekends.
- Contractor will provide an additional armed security guard (2 total) 6:00 am – 2:00 pm on regular business days Monday thru Friday, excluding federal holidays.

Russell

QR CODE SCANNER LOCATIONS

(The list below is not showing the order in which to do your scans. For security purposes it is always best to vary your route and the times you do your rounds.)

1. Front of **SEPRL Main Entry Doors**: The Scanner Box is on the right of the doors attached to the wall. The QR Code Sticker is on the right side of the Scanner Box.
2. **SEPRL Laundry Room Doors**: Continue on the driveway around to the basement level of the building. The Scanner Box is located to the right of the Laundry Room doors. The QR Code sticker is on right side of Scanner Box.
3. **RRC Main Building Front**: As you walk from the Visitor Parking lot toward the front of the building, you will see a side door leading to the lobby area. To the right of the door is the Scanner Box. The QR Code Sticker is on left side of the Scanner Box.
4. **Basement Dock**: Walk up metal ramp on the left side of dock area. The Scanner Box is on wall to the right of the double doors. The QR Code Sticker is above the scanner box.
5. **Sub-Basement Dock**: Walk up steps on the left side of dock area. The Scanner Box is on the wall to the right of the double doors. The QR Sticker Code is on the left side of the Scanner Box.
6. **FSE Service Building**: On double door entering the building (doors that lead to Bobby Maxwell's office), you will see the QR Sticker Code attached to the door.
7. **Chicken House (Bldg. 15)**: On the top of the hill behind the Service Building. Drive to the left of the building around to the back door. The QR Sticker Code is located above the rear door handle.
8. **Greenhouses (Building #8)**: The QR Sticker Code is on the metal plate to the right of the door with the building number on it.

