



NATIONAL
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HARBOR

**CONTRACTED SECURITY SERVICES
REQUEST FOR QUALIFICATION
QUESTIONNAIRE**

National Harbor Project

January 25, 2010

Introduction

It is highly recommended that you thoroughly read the entire Pre-Qualification Questionnaire once before completing.

A. Purpose

Peterson Management L.C. is developing a Request for Proposal (RFP) documents to solicit security officer services from qualified companies on behalf of the National Harbor Owners Association. This Pre-Qualification Questionnaire is intended to solicit responses to subjects that are considered important to Peterson Management L.C. Your response to this request will be evaluated to determine the qualifications of your firm. Successful firms shall be invited to provide a Proposal to provide security officer services in concert with the forthcoming RFP. While costs are a primary consideration, all prospective contractors should be aware of and understand Peterson Management L.C.'s commitment to excellence and value for the patrons and employees of the National Harbor.

B. Overview of Opportunity

Peterson Management L.C. is soliciting proposals for on-site, professional, un-armed, contracted security officer services for both daily operations and event security at the National Harbor project in Prince Georges County, Maryland. **Participants must be a Prince Georges County Local Minority Business Enterprise (LMBE)** as defined by the TPC Local and Minority Business Utilization and Local Resident Participation Agreement. LMBE Participants must be certified through or by any of the following: the Maryland Department of Transportation, Washington Metropolitan Area Transit Authority, the Maryland/District of Columbia Minority Supplier Development Council (or other organization with similar certification authority) or any federal agency. **Participants should have a minimum of 20 full time employees and 2 million in annual revenue** . Service must start no later than April 19, 2010.

C. Specification of Services

The services to be provided are unarmed security officer services at National Harbor. These services include standing/roving security posts, supervising other security personnel, operating a security control center, and carrying out other basic security tasks as required by management.

The awarded security officer services contractor will be responsible for the following:

- Maintain discipline, excellent appearance, professional demeanor, integrity, and attention to duty among all security personnel.
- Require security personnel to enforce National Harbor and selected contractor security policies, procedures, and orders.
- Enforcing and updating site-specific instructions and post orders.
- Furnish trained and qualified unarmed security personnel in sufficient number to provide service as requested by Peterson Management L.C. This service will be continuous, regardless of weather, disaster, or threatened or actual organized

labor action. The services provided will include, but not be limited to, the following:

- Administering site security procedures.
- Site surveillance (by either foot or vehicles).
- Identifying and reporting security and safety violations.
- Maintaining files for security-related documentation.
- Assisting Peterson Management L.C. personnel in emergency situations.
- Ensure that prompt action is taken to prevent or minimize losses, accidents, fires, property damages, safety hazards, and security incidents.
- Investigate unusual occurrences in and about the premises.
- Follow written instructions that outline specific activities and conduct of officers. These instructions will clarify and identify Peterson Management L.C. agents that have authority to direct contracted security employees.
- Maintain site-specific instructions and post orders at the security post.

Detailed specifications on officer hiring, training, equipping, and other miscellaneous standards will be provided in the formal Request for Proposal document submitted to pre-qualified contractors.

D. Format

In order for a supplier's pre-qualification information to be considered, responses must be submitted in the attached questionnaire document. The document has been designed to allow respondents to enter the requested information directly into the Microsoft Word document. Responses received after the deadline may not be considered.

The information requested is the minimum information Peterson Management L.C. believes necessary to pre-qualify potential security service contractors. If there is additional information you feel would further inform the decision making process, you are encouraged to submit it. Please submit this information in a separate file with a clear index of contents, and a concise note explaining why you believe each piece of additional information is important.

E. Incurred Costs

Peterson Management L.C. will not pay any costs potential supplier may incur in the preparation of the pre-qualification response. All costs associated with the preparation of this response shall be borne solely by the potential supplier.

I. Response Guidelines

A. Critical Dates

All bidders should be aware of the following critical dates:

- Pre-Qualification Response is due:
Monday February 8, 2010 at 10:00 AM EST
- Pre-bid Conference and Site Familiarization:
Thursday February 11, 2010 1:00 PM – 4:00 PM EST
- Last date for questions

- **Friday February 19, 2010**
- Proposals Due Date and Time:
Friday March 12, 2010 4:00 PM EST
- Oral Presentations (If requested)
Wednesday March 17, 2010
- Notification of award of contract:
Monday March 22, 2010
- Contract on-site training Start Date:
Monday April, 19, 2010

B. Questions and Clarifications

During this process, any questions or comments regarding the Pre-Qualification questionnaire must be sent via e-mail to bdunston@petersoncos.com. Questions may not be submitted via telephone. All questions must include:

- Bidder's name and address.
- Reference to the specific section of the questionnaire in question.
- Contact name, telephone number, e-mail address, and fax number.

Substantive questions from participants and the corresponding response will be shared with all bidders via email and/or fax.

Please be aware that contact with any other personnel within Peterson Management L.C. or an organization with which Peterson Management L.C. is associated regarding this Pre-Qualification may disqualify your company from further consideration.

C. Right to Select

Peterson Management L.C. reserves the right, at its sole discretion, to select those suppliers it judges qualified, based on criteria developed solely by Peterson Management L.C., for competitive bidding and to terminate negotiations without incurring any liability. Peterson Management L.C. also reserves the right to reject any or all submissions without explanation.

D. Selection Process

Once submissions to the questionnaire have been received, all responses will be evaluated using selection criteria determined by Peterson Management L.C. Potential suppliers may be contacted for interviews or presentations. Note that participating in this Pre-Qualification process in no way obligates Peterson Management L.C. to pursue a business relationship with the respondent.

E. Response Time Frame

Assuming that normal conditions prevail, we will be able to contact each respondent regarding the status of review for your company's submittal. While we welcome procedural questions about this process, please refrain from making inquiries about

the evaluation of your proposal. All respondents will be notified in writing within 10 business days of the decision.

F. Confidentiality and Ownership

This document is both confidential and proprietary to the author and Peterson Management L.C. Peterson Management L.C. reserves the right to recall the document in its entirety or in part. Recipients shall not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of Peterson Management L.C. which may be withheld for any reason, at either party's sole discretion. Consent shall be granted only if provided in writing by both parties. Notwithstanding the foregoing, respondents may make this document available to those employees who have a need to know regarding its content in order to participate in the preparation of a response, and who are bound by contract to keep it confidential.

Respondents shall not include or reference Peterson Management L.C., National Harbor, this Pre-Qualification document, or anything about their participation in the process in any publicity without prior written consent from Peterson Management L.C., which may be withheld for any reason at Peterson Management L.C.'s sole discretion.

Once the Pre-Qualification process is complete, please delete all materials from your e-mail and hard drive.

Peterson Management L.C. shall have the right to retain all copies of all submittals.

Submittal of your Pre-Qualification Questionnaire is acceptance all of the foregoing terms and conditions without exception.



PRE-QUALIFICATION QUESTIONNAIRE

Security Officer Services

Name of Agency: _____ Phone: (Local) _____
Local Address: _____ Phone: (Toll Free) _____
_____ Emergency: _____
City, State, Zip Code: _____ Fax: _____
Headquarters Address: _____
(if different) _____

Sales Contact: _____
(Name) (Phone Number) (Email)

Management Contact: _____
(Name) (Phone Number) (Email)

I. GENERAL INFORMATION

Organization Type (circle) Incorporated, Private, Partnership, Sole Proprietor, MBE, WBE

Name of Owner: _____

Federal I.D. #: _____

Dun & Bradstreet (DUNS) No: _____

Officers:	Name: _____	Name: _____
	Title: _____	Title: _____
	Name: _____	Name: _____
	Title: _____	Title: _____
	Name: _____	Name: _____
	Title: _____	Title: _____

Years in Business: _____

Distance from your operations office to Oxon Hill Md: _____ Miles

Dollar volume of guard services in last three years:

2009 \$ _____ 2008 \$ _____ 2007 \$ _____

Local Operation Asset Value: _____

It is the client's intention to fully understand the organization with which it chooses to form an alliance. The questions below are designed to give additional insight into your organization.

Please answer each question as concisely as possible.

1. Briefly describe the nature of all of your business operations (i.e., major lines of business, major clients served, etc.).
2. Provide a description of all parent companies, operating units, subsidiaries, and affiliated companies.
3. How many years in business under current ownership? Total years in business?
4. Describe your company's ownership structure.
5. Please provide a current organizational chart.
6. How many people do you currently employ in the District of Columbia metropolitan area, to include the surrounding communities in Virginia and Maryland?
 - a. How many are Security Guards?
 - b. How many are Account Managers?
 - c. How many are Administrative/Management personnel?
 - d. Others?
7. What percentage of your guard force is unionized? (if none, skip to question 8)
 - a. When was your most recent labor contract negotiated, and how long was its contract duration?
 - b. Have you had any labor strikes in the past 10 years? If so, when and where were they, and what were their durations?
8. How many guard service hours do you provide for your largest account in the District of Columbia metropolitan area, to include the surrounding communities in Virginia and Maryland? How many guards are permanently assigned to staff that account?

9. How large is your back up pool of guards?
10. Please detail your overall annual turnover percentage for contract security guards by level, and describe any trends you are seeing in turnover rates.
11. Indicate whether your company (i.e., management, key employees, and large stockholders) would enter into any conflicts of interest by conducting business with the Peterson Management L.C. or The National Harbor ?
12. Have you lost any significant accounts (over 1000 guard hours per week) within the past 2 years? If so, why?
13. List any significant accounts (over 1000 guard hours per week) acquired within the last year; briefly describe how the transitions were handled.
14. Briefly describe the factors that most qualify you as a strategic provider of security services to the National Harbor.
15. Please provide any company literature, brochures, articles, pictures, etc. that would be appropriate for assessment of your company.
16. Please provide a copy of your company's last audited financial statements or annual report, along with a D&B financial statement.