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**INTEROFFICE MEMORANDUM**

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**TO:** RECORD  
**FROM:** BOB GILBERT  
**SUBJECT:** TEMPORARY GUARD COST MEETING WITH GSA 7/19/01  
**DATE:** 12/4/2001  
**CC:**

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Met with Alberta A. Morgan Program Analyst GAS DC Services Div ROB 3 Room 2670 and Joyce A Terry, Contact Specialist (Security Guard Contracts).

1. Temporary Contact Guard Services: Alberta informed me that the contract for temporary services will be billed at the rate of \$28.91 Plus 6% GSA rate Plus \$ 100.00, and added the numbers to the 2759 form. That form has to:
  - a. Go back to Deb for additional account and organizational numbers
  - b. Signed by Jim Barnard.
  - c. Returned to Alberta for processing.
  - d. Key date is Tuesday July 24, 2001
2. Primary Guard Contract Services:
  - a. Based on cost projection of 26,884 annual hours Alberta worked up the following cost estimate:

Rate \$27.27 Plus 6% Plus \$100

**Calculations**

1 ).  $733,126.68 * 6\% = 43,987.28$

2 ).  $733,126.68 + 43,987.28 = 777,114.28$

3 ).  $733,126.68 + \$100 = 777,214.28$

3. Met with Joyce Terry

I need to provide her with the level of service and she will produce the paperwork necessary for approval signatures. Next meeting scheduled for 7/24/01.

Target for completing of paper work is 7/25/01. Done

4. Meeting with Security Guard Contractor 2/26/01. Done