

AGREEMENT

THIS AGREEMENT, by and between LEON COUNTY, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and BARKLEY SECURITY AGENCY, INC., hereinafter referred to as the "Contractor."

WHEREAS, the County has determined that it would be in the best interest of the citizens of Leon County, Florida, that the County be able to utilize the services of private persons when such services cannot be reasonably provided by the County; and

WHEREAS, the County has determined that it would be better to contract for these services than to hire the necessary personnel to satisfy the needs of the County; and

WHEREAS, in order to secure the lowest cost for these services, the County has sought and received competitive bids from contractor for such services.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide to the County services related to Security Guard Services in accordance with: 1) Security Guard Services, Continuing Supply, Bid# BC-05-14-15-32 which is attached hereto and incorporated herein as Exhibit A, to the extent that it is not inconsistent with this Agreement; and 2) the Contractor's bid submission, which is attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement or with Exhibit A.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME

The Agreement resulting from this solicitation is anticipated to be for a period of two (2) years, commencing on October 1, 2015 and shall continue until September 30, 2017. After the initial two (2) year period, at the sole option of the County, this Agreement may be extended for no more than three additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

5. PAYMENTS TO THE GENERAL CONTRACTOR

The County shall make such payments within forty-five (45) days of submission and approval of invoice for services. The form of payment for this Contract may be through a County-issued purchase order and a

check upon receipt and approval of invoices, or through a government credit card. Leon County has implemented a purchasing card program, using the Visa platform. Contractors may receive payment from County personnel by the purchasing card in the same manner as other Visa purchases. Visa acceptance is mandatory under this solicitation.

6. PROMPT PAYMENT INFORMATION REQUIREMENTS

A. The County Project Manager is:

Name: Shelly Cason
Street Address: 1907 S. Monroe Street
City, State, Zip Code: Tallahassee, FL 32301
Telephone: 850-606-5000
E-mail: casons@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

C. Proper form for a payment request for this contract is:

A numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.

7. STATUS

The contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

8. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease

each employee. Waiver of Subrogation in lieu of Additional Insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.

d. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

9. PERMITS

The Contractor shall pay for all necessary permits as required by law not specifically identified by Leon County.

10. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the contractor shall be in default as of the date such license is lost.

11. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

12. FIDELITYBOND:

A Fidelity Bond in the amount of \$100,000 shall be supplied by the successful Contractor prior to contract execution. Coverage to be provided shall include: Employee Theft – Per Loss Coverage; Employee Theft– Per Employee Coverage; Forgery or Alteration; Inside the Premises – Theft of Money and Securities; Inside the Premises – Robbery or Safe Burglary of Other Property; Outside the Premises; Computer Fraud; Funds Transfer Fraud; and Money Orders and Counterfeit Paper Currency

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

13. INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney-s fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

14. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.

- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

15. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

16. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

17. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by Leon County.

18. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

19. EMPLOYMENT ELIGIBILITY VERIFICATION

- a. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen, which contains proof of enrollment in the E-Verify Program

(this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).

- b. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- c. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- d. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- e. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

20. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

21. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the contract sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of the contract time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

22. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or

required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

23. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

24. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

25. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

ORDER OF PRECEDENCE

1. Agreement
2. Solicitation Document
3. Vendor Response

ATTACHMENTS

- Exhibit A - Solicitation Document
- Exhibit B - Vendor Response
- Exhibit C - Tabulation Sheet

The remainder of this page intentionally left blank.

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long
County Administrator

Date: _____

ATTEST:
Bob Inzer, Clerk of the Circuit Court & Comptroller
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esquire
County Attorney

BARKLEY SECURITY AGENCY, INC.

By: _____
President or designee

Printed Name

Title: _____

Date: _____

Bid Title: Security Guard Services, Continuing Services
Bid No: BC-05-14-15-32
Opening Date: Thursday, May 14, 2015
Location: 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308

I. INSTRUCTION TO BIDDERS

To Insure Acceptance of Your Bid, Please Follow These Instructions:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

Bid No. _____
Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened.
3. Bid must contain an original, manual signature of an authorized representative of the company.
4. The bid opening shall be public on the date and time specified on the bid. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder.
5. Bidders are expected to examine the specifications, delivery schedule, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern.
6. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.

PURPOSE:

Leon County is seeking the services of a qualified contractor for the provision of professional security guard services at the Leon County Courthouse, Public Safety Complex and other locations that may later be designated by the County. Award shall be based upon the criteria stated in this invitation to bid.

Rates provided shall be current and be effective during the first twelve (12) months of the Agreement. At the discretion of the County, price adjustments may be negotiated annually after the initial period.

Requests for increases must be submitted in writing by the vendor at least 60 days prior to anniversary date of the project award. Any price adjustment shall not exceed changes in the services category defined in the Consumer Price Index, Table 1, for the twelve (12) month period prior to the requested increase.

At the discretion of the County, price increases/de-creases may be negotiated under either of the following conditions:

1. Price increase/decrease in the Consumer Price Index.
2. Adjustment to the federal minimum wage.

Services under this contract must be provided by the contractor. Sub-letting of services is not allowed.

SCHEDULE OF EVENTS

Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the Leon County determines is in the best interests of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled.** The website addresses follow:

Addenda: <http://www.leoncountyfl.gov/procurementconnect/>

Public Meetings: <http://www.leoncountyfl.gov/procurementconnect/>

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
April 20, 2015	Release of the ITB
Not later than: May 5, 2015 at 5:00 p.m.	QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the ITB must be received by Leon County.
Not later than: May 14, 2015 at 2:00 p.m.	BID SUBMISSION DUE DATE/OPENING OF TECHNICAL RESPONSE: Date and time by which Bid Submissions must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.

BID INFORMATION AND CLARIFICATION:

Questions pertaining to bid procedures or regarding the specifications should be addressed to Shelly Kelley and Don Tobin, phone(850) 606-1600; fax (850) 606-1601; E-mail kelleys@leoncountyfl.gov and tobind@leoncountyfl.gov. **Bidders are requested to send such requests to both representatives of the Purchasing Division.** Email inquiries are preferred.

Each Bidder shall examine the solicitation documents carefully; and, no later than seven days prior to the date for receipt of bids, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those who have been registered as receiving a bid package) receive the documents. It is the responsibility of the bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

REGISTRATION:

Bidders obtain solicitation documents from sources other than the Leon County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. Bidders should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register through the Purchasing Division may cause your submittal to be rejected as non-responsive.

PREPARATION AND SUBMISSION OF BID:

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Bidder. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

REJECTION OF BIDS:

The County reserves the right to reject any and/or all bids when such rejection is in the best interest of the County.

RECEIPT AND OPENING OF BIDS:

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived and no bids received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the bids will be made public and posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/procurementconnect/>. A bidder may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a bidder provided, stamped self-addressed envelope for their record.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

WITHDRAWAL OF BIDS:

Bids may be withdrawn by written or telegraphic request received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

AWARD OF BIDS/BID PROTEST:

The bid will be awarded to the lowest responsive, responsible bidder, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing and Minority, Women and Small Business Enterprise Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

PLANHOLDERS

As a convenience to bidders, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <http://www.leoncountyfl.gov/procurementconnect/> by simply clicking the planholder link at the bottom of the list of documents for each respective solicitation. A listing of the registered bidders with their telephone and fax numbers is designed to assist bidders in preparation of their responses.

OCCUPATIONAL LICENSES AND REGISTRATIONS:

The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. The bidder shall submit with the bid a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

- A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements
 1. There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation.
 2. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women- owned business enterprises in a competitive environment. This program shall:
 - a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.

- b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBE-s and WBEs.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
3. Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services when opportunities are available. For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBE-s, please contact Shanea Wilks, MWSBE Director, at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail wilkssh@leoncountyfl.gov.
- B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

1. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
 - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.

The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.

2. Preference in bidding for construction services in projects estimated to exceed \$250,000. Except where otherwise prohibited by federal or state law or other funding source restrictions, in the purchasing of, or letting of contracts for procurement of construction services for improvements to real property or existing structures that are estimated to exceed \$250,000 in value, the County may give preference to local businesses in the following manner:

- a) Under a competitive bid solicitation, when the lowest responsive and responsible bid is submitted by an individual or firm that is not a local business, then the local business that submitted the lowest responsive and responsible bid shall be offered the opportunity to perform the work at the lowest bid amount, if that local business's bid was not greater than 110% of the lowest responsive and responsible bid amount.
 - b) All contractual awards issued in accordance with the provisions of this subsection (paragraph 2) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the County's satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.
3. Local business definition. For purposes of this section, "local business" shall mean a business which:
- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 - b) Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
 - c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
3. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

INSURANCE:

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your bid response. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
 - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a

general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

- b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
- c. Workers' Compensation and Employers Liability: Workers' Compensation insurance covering all employees and meeting statutory requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

- 1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
- 2. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- 3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
- 4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

AGREEMENT:

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

PUBLIC ENTITY CRIMES STATEMENT:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

PURCHASES BY OTHER PUBLIC AGENCIES:

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or services independently.

MANUFACTURERS' NAME AND APPROVED EQUIVALENTS:

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder

should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

IDENTICAL TIE BIDS:

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. Bidder must complete and submit as part of the bid response the attached "IDENTICAL TIE BID" form. Failure to submit a completed form may result in the bid being determined as non-responsive.

ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

II. CONTRACT PROVISIONS

FIDELITYBOND:

A Fidelity Bond in the amount of \$100,000 shall be supplied by the successful Contractor prior to contract execution. Coverage to be provided shall include: Employee Theft – Per Loss Coverage; Employee Theft– Per Employee Coverage; Forgery or Alteration; Inside the Premises – Theft of Money and Securities; Inside the Premises – Robbery or Safe Burglary of Other Property; Outside the Premises; Computer Fraud; Funds Transfer Fraud; and Money Orders and Counterfeit Paper Currency

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

TIME:

The Agreement resulting from this solicitation is anticipated to be for a period of two (2) years, commencing on July 1, 2015 and shall continue until June 30, 2017. After the initial two (2) year period, at the sole option of the County, this Agreement may be extended for no more than three additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

EMPLOYMENT ELIGIBILITY VERIFICATION

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

PAYMENTS

The County shall make such payments within forty-five (45) days of submission and approval of invoice for services. The form of payment for this Contract may be through a County-issued purchase order and a check upon receipt and approval of invoices, or through a government credit card. Leon County has implemented a purchasing card program, using the Visa platform. Contractors may receive payment from County personnel by the purchasing card in the same manner as other Visa purchases. Visa acceptance is mandatory under this solicitation.

STATUS

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 & 2 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by Leon County. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving Leon County.

TERMINATION

The County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto

thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if thin the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

This Agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under section 215.471 (5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

WARRANTIES:

Bidder will warrant title to all goods sold as provided for in Section 672, Florida Statutes.

WORK

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

PERMITS

The Contractor shall pay for and obtain all necessary permits as required by law.

CONFLICTING TERMS AND CONDITIONS

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

ASSIGNMENT

This contract shall not be assigned or sublet as a whole or in part without the written consent of the County, nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney-s fees. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

PENALTIES:

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
2. Failure to update the information on file including address, product, service or business descriptions.

3. Failure to perform according to contract provisions.
4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
5. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
6. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
7. Other reasons deemed appropriate by the Board of County Commissioners.

AWARD CRITERIA

The bid will be awarded as soon as possible based on the following evaluation criteria:

A. Cost - 50%

The respondent submitting the low bid will receive the maximum points for the cost element. The other respondent's scores will be based on a percentage of the dollar amount higher than the lowest cost. The formula used to determine points awarded is:

$$\frac{\text{Low Bid}}{\text{Bid Amount}} \times 50 = \text{Point Score for Cost}$$

B. References - 25%

1. All bidders shall provide on Company letterhead, the number of years in the Security business, current number of employees and general capabilities of the Company.
2. Must provide proof that the Company has actively been engaged in the Security business over the past three (3) years.
3. All bidders must provide at least five (5) references. At least two (2) references must be a current customer. Each reference shall contain the following:
 - a. Name and address of company.
 - b. Site(s) of work under contract.
 - c. Person to contact (contract manager), telephone and fax numbers.
 - d. Contract term (starting and ending dates).
 - e. Summary of type(s) of security provided under the contract.

Any references provided that do not lead to a person that can make a reference (wrong phone numbers, wrong person, unable to speak), shall be scored a zero for that reference.

4. All bidders must list any and all contracts that have been terminated or lost due to unsatisfactory performance within last five (5) years. These contracts shall be reported in the same format as a reference with contact Person information as outlined above.

C. Staff and Management Plan - 25%

1. All bidders shall provide for review, a proposed staffing and management plan, consisting of not less than comprehensive organizational information, as further supplemented by any detailed operating instructions, procedures, etc., that are intended to be specific to this project.
2. Bidder must provide an experienced contract manager capable of resolving problems.

Please provide the resume of the contract manager to be assigned this contract.

3. All site managers engaged in directing the work to be accomplished under this contract shall possess at least two (2) years experience in directing and managing qualified personnel in a similar project.
4. The bidder must provide an emergency contact person and phone number. The person must respond within 15 minutes when called.

BID CHECKLIST:

Please submit the items on the following list and any other items required by any section of this invitation for bids. The checklist is provided as a courtesy **and may not be inclusive of all items required** within this invitation for bids.

- _____ Completed Bid Response Sheet with Manual Signature
- _____ Affidavit Immigration Laws
- _____ Identical Tie Bid Statement
- _____ Insurance Certification Form
- _____ Certification/Debarment Form
- _____ Applicable Licenses/Registrations
- _____ References
- _____ Proof of years of service
- _____ Staff Management Plan

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Mary Ann Lindley
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY _____
(Firm Name)

BY _____
(Authorized Representative)

(Printed or Typed Name)

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE _____

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials

Addendum #2 dated _____ Initials

BASE BID, HOURLY RATE PER PERSON:

LEON COUNTY COURTHOUSE:	Armed Guard	_____
	Unarmed Guard	_____
PUBLIC SAFETY CENTER:	Armed Guard	_____
	Unarmed Guard	_____
GENERAL SERVICES:	Armed Guard	_____
	Unarmed Guard	_____

ATTACHMENT I
SCOPE OF SERVICES

The purpose of this bid is to secure a private security guard contractor for the provision of professional security guard services at the Leon County Courthouse, Public Safety Complex and any other locations that may be later designated by the County. Award shall be based upon the criteria stated in this invitation to bid. The contract shall cover an initial period of two (2) years and may, at the discretion of the County, be extended for three (3) additional one (1) year periods.

Services to be provided are as follows:

A. **Guards** - The Contractor shall provide properly trained and fully outfitted security guards to respond satisfactorily to the needs of the County as specified herein. Specific requirements shall include, but may not be limited to the following:

1. **Certification** - All guard personnel shall be currently certified security guard officers according to State of Florida requirements. In addition, the contractor's personnel shall also comply with U.S. Marshall's Service (USMS) requirements for Court Security Officers (CSO). An abbreviated text of the USMS requirements is provided as Attachment II, and is incorporated by reference.

Certification as a law enforcement or correctional officer, pursuant to Chapter 943, Florida Statutes, shall supercede the need to also possess licensure as a private security officer or company as required in Chapter 493, Florida Statutes.

Furthermore, all Certifications and qualifications of security guards used in response to this contract shall be made available to the County, upon demand, and shall be provided in the categories as follows:

- a. At the Courthouse at least one armed and one unarmed guard is required;
 - b. Additional armed/unarmed guards may be required as specified herein.
 - c. At the Public Safety Complex at least two armed guards is required seven (7) days per week 24 hours.
2. **Uniforms** - All security guards shall wear County approved uniforms upon arrival at the premises and shall remain in full uniform at all times during the specified work schedule.
3. **Presence on Job** - A security guard shall remain on the assigned premises at all times during the specified work schedule. During a shift the buildings shall not be left unattended for any reason, except as may be further defined in subparagraph "B.9." below.
4. **Entry/Exit Procedures** - All security guards arriving at or departing from the Leon County Courthouse building for the beginning or end of a work shift shall follow the check-in and check-out procedures defined as follows:
- a. All guard check-in and check-out shall come through the office of the Facilities Management parking attendant. Arrival shall be at least 5 (five) minutes prior to the specified work shift. Departure shall not be prior to the specified end of the work shift.
 - b. The guard shall be required to sign for the receipt of any keys or special instructions received from the Facilities Management staff. Prior to departure from the premises at the end of a shift the guard shall return all keys along with all reports covering the work shift having just ended.

- c. A roster of all current security guard employees shall be maintained by the Division of Facilities Management as noticed by the security guard company. Any person or persons who reports for work and identifies themselves as someone other than contained upon this official security guard list shall be denied access to the building and reported to the proper authorities.

5. **Communication Equipment** - The security guard contractor shall provide a reliable method of communicating from a remote location with each security guard on duty. Communication shall be maintained at all times. Acceptable methods shall include, but are not limited to the following:

- a. Cellular phone
- b. Beeper/Pager
- c. Portable radio

In any event, a security guard who is on duty shall be capable of responding to any calls received within a time period not in excess of 5 (five) minutes. All costs for this service shall be borne by the contractor, except for a County-issued phone which shall be made available for use at the guard station (and may be used for local calls only).

Establish and maintain radio and/or cellular phone contact with Dispatch at the Public Safety Complex.

6. **Conduct** - All security guards shall refrain from conduct that is illegal and/or unethical. At all times while on duty guards are also expected to exercise good and sound judgement when dealing with the public and employees working in the facilities. Any guards discovered to be engaging in illegal and/or unethical conduct or exercising poor judgement, in any way, while on the job shall be asked to leave the premises at once.

B. **Duties** - All security guards employed under this contract shall be expected to maintain the premises entrusted to them in a secure and responsible fashion at all times. Specific duties shall include, but are not limited to, the following:

1. **Flags** - Raising and lowering of building flags.
2. **Doors** - Lock/Secure all exterior doors and entrances to the building at the beginning of each shift and usher the Board members and any Administrative staff to their vehicles following Board meetings or any other after-hours activities.
3. **Traffic Flow** - Monitor and control all traffic entering and exiting the building after hours. A log of all persons entering and exiting the building during these time periods shall be maintained by the guard at the designated guard station except during the regularly scheduled meetings of the Board Of County Commissioners or other public activities as communicated to the Contractor. After hours, guards are not to allow anyone to enter Courthouse unless they produce a Courthouse I.D. badge, or they have a written notice from Facilities Management, with the name of person and their purpose for being in the Courthouse. Report any person(s) to Facilities Management found in the Courthouse that have not come through security.

4. **Custodial Service** - Monitor the entry and exit of custodial personnel.

5. **Impropriety/Misbehavior** - Report all suspicious and/or illegal behavior in accordance with the law, good security practices and sound judgement. After the occurrence of any incident, the security guard shall submit a written report at the end of the shift or within (2) hours after reporting for the next day's work shift. Any building occupants not conforming to appropriate standards of behavior shall be asked to leave and escorted from the building by the security guard. Security and safety incidents shall be handled immediately. All incidents shall be handled jointly by the security guard and any designated staff or the appropriate law enforcement agency.

6. **Exterior Inspections** - Check the building perimeter and verify that all exterior doors remain secure every hour after the building is closed. Irregular routes and times shall be used to conduct these inspections. The maximum time away from the guard post shall be 5 minutes. If a page is received while make inspections, guards must return to station IMMEDIATELY.
7. **Interior Inspections** - Check to see that all levels of the building and parking garage are secure every hour after the building is closed. The maximum time away from the guard post shall be 10 minutes.
8. **Data Center** - Check and record the ambient room temperature in the MIS data center every hour after the building is closed. Follow the instructions provided on the sign-in sheet should the room temperature be too high.
9. **Fire Alarm/Emergency Response** - The security guard shall be briefed in building evacuation and alarm response procedures and shall provide this function while on duty. The guard shall notify the proper authorities during cases of extreme emergency and shall rely upon professional judgment prior to leaving the premises or entrusting it to others.
10. **Malfunction/Observances** - Note and record all casual observances relating to the building, equipment, or utility malfunctions. Based upon the degree of severity of malfunction involved, the security guard may contact the Facilities Management 24-hour "On-Call" man at 545-4222.
11. **After Hours Responsibility** - Security guard shall remain after hours when minor child is left on the premises after normal operating hours. The Guard must be available for such after hours duty at any time such incident may occur and must remain with the minor child until the parent(s) or guardian(s) arrive.
12. **Other** - Other specific duties may be added to or deleted from the Scope of Work as follows:
 - a. Duties may be added by written communique to the Contractor in the form of revised post orders (these shall be observed as permanent instructions); or
 - b. Duties may be added by verbal instruction to the Contractor or security guard on duty upon his/her daily report to work (these shall be viewed as temporary instructions).
13. Additional Public Safety Complex Scope of Work that was not included in above duties:
 - a. Ensure that prompt, appropriate and trained action is taken to prevent or minimize losses, accidents, fires, property damages, safety hazards and security incidents.
 - b. Operate security monitoring system devices maintained by the Public Safety Complex.
 - c. Monitor alarms, surveillance, screens, and recording devices as appropriately assigned, which includes cameras, gates, maintaining security awareness, and carrying out basic security tasks as required.
 - d. Report hazardous conditions and physical security problems
 - e. Enforcement of designated Barkley Security and Leon County Facilities Management regulations, policies and procedures.
- C. **Schedule** - The Contractor shall provide 52-week per year representation in each of the described locations in accordance with the following weekly work schedules:

1. **Courthouse (armed services):**
Monday through Friday 4:45 p.m. - 1:00 a.m. (8.25 hours)
 2. **Courthouse (unarmed services):**
Monday through Friday 4:45 p.m. - 1:00 a.m. (8.25 hours)
 3. **Unforeseen Circumstances:** County buildings may need to be closed periodically and coverage maintained during such instances as natural disaster, warnings, or other emergencies. The contractor shall be noticed of these instances when the need becomes available.
 4. **Public Safety Complex (armed services):**
Sunday through Saturday 7 days a week, 24 hours a day
- D. **General Requirements:**
1. The Contractor shall be responsible for providing all necessary labor, uniforms, weapons and ammunition, insurance, training, communicative devices, support services and any other items needed to provide guard services according to the various provisions of this contract.
 2. Quarterly reports shall be issued by the Contractor to the Division of Facilities Management detailing a professional observation of current security practices. Any recommended changes may or may not be implemented at the discretion of the Director of Facilities Management.
 3. The Scope of Services defined in this bid may change as the need arises. The County reserves the right to adjust the Scope of Services to include, but shall not be limited to, the following:
 - a. The number of hours that security guard services are required.
 - b. The procedures by which the security guard is governed in his/her daily activities.
 - c. The buildings, sites, etc., to which guard services may be extended.
 - d. The number of security guards required
 - e. The need for the security guard to be armed; and
 - f. Any other conditions or requirements which may need to be
 4. The County shall only be responsible for payment of the unit costs indicated within this contract, for actual hours worked, and shall not be considered responsible for employee overtime, benefits, etc. The County shall likewise not be considered responsible for the transportation, safety, or well-being of guard service employees.
- E. **Unit Cost for Services**
- Costs for the services requested in this invitation to bid shall be based upon the **hourly rate per person** for the level of services at the sites as shown below:
1. **Basic Guard Services - Leon County Courthouse:**
 - a. Armed Guard
 - b. Unarmed Guard
 2. **Additional Guard Services:**
 - a. Armed Guard
 - b. Unarmed guard
 3. **Basic Guard Services – Public Safety Complex**
 - a. Armed Guards (2)

ATTACHMENT II
ABBREVIATED U.S. MARSHALL'S SERVICE (USMS) REQUIREMENTS FOR COURT SECURITY OFFICERS (CSO)

In order to be considered as a CSO, an individual must meet certain minimum qualifications as referenced at http://www.usmarshals.gov/judicial/court_security_officer.htm.

1. Candidates must be U.S. citizens at least 21 years of age, and be able to fluently speak, read and write the English language.
2. CSO applicants must also be a graduate of a certified Federal, state, county or local law enforcement training program and have had at least 3 years job experience in law enforcement.
3. CSOs must successfully pass a background investigation and physical examination requirements.
4. Once employed, a CSO must also successfully complete an approved firearms course with a U.S. Government issued weapon.
5. CSOs are required to pass an annual medical examination and weapons qualification to remain employed on the contract.
6. They must also successfully pass a 5 year reinvestigation of their background.

BID RESPONSE SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley
Purchasing Director

Mary Ann Lindley
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

Barkley Security Agency, Inc.

(Firm Name)

BY

Lomar C. Barkley
(Authorized Representative)

Lomar C. Barkley

(Printed or Typed Name)

ADDRESS

18229 Bluestar Hwy

Quincy, FL 32351

EMAIL ADDRESS

Lbark1948@aol.com

TELEPHONE

850-627-2151

FAX

850-627-2133

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated 5-05-15 Initials LB

Addendum #2 dated _____ Initials _____

BASE BID. HOURLY RATE PER PERSON:

LEON COUNTY COURTHOUSE:	Armed Guard	<u>\$12.50</u>
	Unarmed Guard	<u>\$11.30</u>
PUBLIC SAFETY CENTER:	Armed Guard	<u>\$12.50</u>
	Unarmed Guard	<u>\$11.30</u>
GENERAL SERVICES:	Armed Guard	<u>\$12.27</u>
	Unarmed Guard	<u>\$11.20</u>

1

Bid Forms

2

Executive Summary

3

Work History & Performance

4

References

5

Management Plan
Resumes
Organizational Chart

6

Staffing Plan
Operating Plan

7

Hiring Procedures

Training Program

Uniform Policy

Licenses

RECEIVED

2014 MAY 14 AM 9:00

PURCHASING DIVISION
LEON COUNTY

Tab 1

Cover Letter
Bid Forms



BARKLEY SECURITY AGENCY, INC.

Robert E. Barkley, Sr.
Owner

May 13, 2015

Board of County Commissioners
Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, FL 32308

To Whom It May Concern:

Our company was organized in August 1988, and at present we have over 200 employees. Our corporate office is located at 18229 Memorial Blue star Highway, Quincy, Florida; and a Branch Office located at 101 Union Street, Jacksonville, Fl.

Barkley Security is a leading security supplier in the Northwest region, and certified by the State of Florida as a (MBE) Minority Business Enterprise, DBE, Small Business Enterprise, and was certified has a 8(a) firm. Because of our stability we have the capital, equipment, and expertise needed for any size project.

Choosing the right security provider today means you can expect continuous performance year after year. Financial strength is an often overlooked indicator of a provider's long-term presence. It provides you greater confidence regarding the provider's ability to:

- ❖ **Make payroll 100% of the time, on-time**
- ❖ **Maintain an office and branch office seven (7) days per week**
- ❖ **Survive during the normal turbulence of doing business**

Barkley Security Agency, Inc. would like to be considered for your security needs. We believe that the security program outlined in our proposal will show our knowledge of the project and willingness to provide the services.

Please allow me to quickly outline some of the principles Barkley Security will supply:

1. ***A complete understanding*** of what is wanted by you from a security application standpoint. We will conduct an extensive site survey stating corrective recommendations and develop a complete set of security instructions for each post. These instructions would be used as a guide for our training program, and will insure that our officers carry out their functions according to your needs.

Quincy Office:
P.O. Box 1726
Quincy, FL 32353
(850) 627-2151
Fax: (850) 627-2133

Shipping Address:
18229 Memorial Bluestar Hwy
Quincy, FL 32351

Jacksonville Office:
101 E. Union St., Suite 101
Jacksonville, FL 32202
(904) 475-1860
Fax: (904) 475-1861

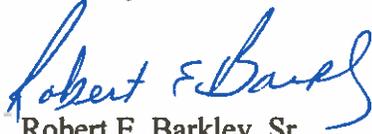
2. ***Careful selection*** of the security officers assigned to your facility. We have personnel that recruit and interview prospective security officers. We conduct pre-Employment background checks by sending confidential questionnaires to all employers and character references listed on the application.

All persons employed by Barkley Security are submitted to FDLE for a total employee background check and must have a valid State Security License D or G and Valid Driver's license.

3. ***Provide consistent, multi-level supervision*** of the officers assigned to your facility. This is a genuine effort to work with the officers to improve performance. Barkley Security supervisors will be on duty 24 hours per day, 7 days per week. They assist in training new officers, provides emergency relief, and monitor overall officers performance.
4. ***Most importantly we maintain a close working relationship with our clients.*** When we provide you security, you will see a corporate manager at least monthly and more often if desired. He/She will be constantly checking for any changes or problems that might arise. Through frequent contact, we control problems when they are small and easy to correct.

One of the major reasons for our success is our good reputation, enhanced by the references provided by our clientele. I encourage you to call on any of our clients to check on our performance. There is no better way for you to evaluate our ability to serve you than to contact our customers.

Sincerely,



Robert E. Barkley, Sr.
President

Bid Title: Security Guard Services, Continuing Services
Bid No: BC-05-14-15-32
Opening Date: Thursday, May 14, 2015

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Barkley Security Agency, Fl

Signature: [Handwritten Signature] Title: Vice President

STATE OF Florida
COUNTY OF Gadsden

Sworn to and subscribed before me this 13 day of May, 2015

Personally known ✓

[Handwritten Signature]
NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of Florida

(Type of identification)

My commission expires: 8/22/17
[Handwritten Signature]

Printed, typed, or stamped commissioned name of notary



The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Bid Title: Security Guard Services, Continuing Services
Bid No: BC-05-14-15-32
Opening Date: Thursday, May 14, 2015

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the following:

(Check one and sign in the space provided.)

This firm complies fully with the above requirements.

This firm does not have a drug free work place program at this time.

Lorna Barclay
Bidder's Signature

Vice President
Title

May 13, 2015
Date

Bid Title: Security Guard Services, Continuing Services
Bid No: BC-06-14-16-32
Opening Date: Thursday, May 14, 2016

INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Liability: Indicate Best Rating: A+ IS
Indicate Best Financial Classification: _____

Business Auto: Indicate Best Rating: A+ IS
Indicate Best Financial Classification: _____

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating: A+ IS
Indicate Best Financial Classification: _____

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Bid Title: Security Guard Services, Continuing Services
Bid No: BC-05-14-15-32
Opening Date: Thursday, May 14, 2015

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Lomas C Barkley
Signature

Vice President
Title

Barkley Security Agency, Inc.
Contractor/Firm

18229 Bluestar Hwy Quincy, FL 32351
Address

Bid Title: Security Guard Services, Continuing Services
Bid No: BC-05-14-15-32
Opening Date: Thursday, May 14, 2015

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: Barkley Security Agency, Inc.	
Current Local Address: 18229 Bluestar Hwy Quincy, FL 32351	Phone: 850-627-2151 Fax: 850-627-2133
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address: P.O. Box 1726 Quincy, FL 32351	Phone: 850-627-2151 Fax: 850-627-2133

Lomar Barkley
Signature of Authorized Representative

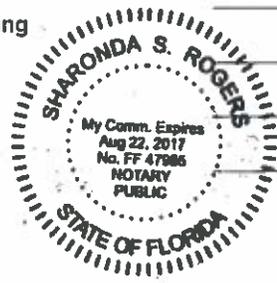
5-13-15
Date

STATE OF Florida
COUNTY OF Gadsden

The foregoing instrument was acknowledged before me this 13 day of May, 2015
By Lomar C. Barkley of Barkley Security Agency
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)
a Florida Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
or has produced _____ as identification

Return Completed form with supporting documents to:

Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308



Sharonda S. Rogers
Signature of Notary
Sharonda S. Rogers
Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

May 5, 2015

RE: Bid Title: Security Guard Services, Continuing Supply
Bid No: BC-05-14-15-32
Opening Date: May 14, 2015 at 2:00 PM

ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

The following questions and answers are provided for reference to assist in the preparation of your bid response:

- Q. Pursue to the Insurance Section, # 6, "contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be the subject to all of the requirements stated herein." This means our company can subcontract this bid opportunity? Please confirm.
- A. *No. Unfortunately this part of the solicitation is simple boiler plate language and was inadvertently left in. It is specifically stated under the PURPOSE: Services under this contract must be provided by the contractor. Sub-letting of service is not allowed.*
- Q. Who is the current security company/incumbent and when did they start?
- A. *Barkley Security Agency. Current contract was awarded on 10/1/2010.*
- Q. What is the current BILL RATE Leon County is paying for security services?
- A. *Armed is \$12.37, Unarmed is \$11.20*
- Q. Is there any specific reason(s) this job is out for bid?

Security Guard Services, Continuing Services
May 6, 2015
Page 2

A. *End of contract term. This type of service is typically bid every 5 years.*

Q. Is there a specific Price Sheet issued by the county?

A. *There is a price sheet contained in the solicitation document following the bid response page.*

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,



Don Tobin, CPPB
Purchasing and Contract Administrator

DT

Tab 2

Executive Summary
Scope, Approach & Methodology
Core Competencies
Differentiators



EXECUTIVE SUMMARY

Founded in 1988, The Barkley Security Agency, Inc. has been a leader in preventive security measures. The Founder and President, is a veteran police officer with more than 30 years as a professional rising through the ranks to the position of Chief of Police. Barkley Security Agency has a management support staff which consists of contract managers, alternate contract managers, area managers, site supervisors, sales compliance officer, financial officer, clerical staff and over 200 **armed and unarmed security officers**. Our corporate headquarters is located at 18229 Memorial Blue Star Highway, Quincy, Florida. We have a branch office located at 101 East Union Street, Jacksonville, Florida. This office allows us the flexibility to address any security needs in the surrounding areas.

Barkley Security was the first security company selected to provide State Wide Contract Security services for the Department of Management Services and successfully received through the Governor's Office and DMS the "Minority Business Entrepreneur of the Year Award" for outstanding performance in contractual services for the State of Florida.

Barkley Security Agency, Inc. provides **armed and unarmed** coordinated prevention and deterrence security services to County, State, private and Federal agencies. We are certified as a State MBE, DBE, and formally an 8(a) firm. Our company has been a corporation in the State of Florida since 1992. In the years since our inception, the Barkley Security Agency has grown steadily; the company has over 150 professionally qualified security personnel with over 45 percent having graduated from a law enforcement or military academy.

Our main goal is professionalism. That is to constantly seek the best for our security clients and offer the best working environment for our employees.

A contact person is on call at the Barkley Security Agency Headquarter, and Branch Office 24 hour per day. Our 24-hour a day contact number is 800-550-4251, fax# (850) 627-2133 and (e-mail address Lbark1948@aol.com) Our branch office, a 1000 square foot office located in the Enterprise Center at 101 East Union Street, Jacksonville, Florida, toll free number is 888-781-4810.

CORPORATE AND BRANCH OFFICE LOCATIONS

Corporate Office

Barkley Security Agency Headquarters
18229 Memorial Blue Star Highway,
Quincy, Florida.

24-hour a day contact number: 800-550-4251 or 850-627-2151

Fax# (850) 627-2133

E-mail address Lbark1948@aol.com)

Branch office

Enterprise Center, 101 East Union Street,
JACKSONVILLE, FLORIDA

Toll free number is 888-781-4810;

Fax# (904) 475-1861

E-mail address Barkley02@aol.com

Barkley Security Agency Owners

Robert E. Barkley, Sr.

President/Manager

P.O. Box 1726

18229 Memorial Blue Star Hwy

Quincy, Florida

850-251-3623 (cell)

850-627-2151 (office)

850-627-2133 (fax)

Rbarkley46@aol.com

Barkleysecurityagency.com (web page)

Lomar C. Barkley

Vice President

Post Office Box 1726

18229 Memorial Blue Star Highway

Quincy, Florida 32351

850-627-2151 (office)

850-251-3625 (cell)

850-627-2136 (Fax)

Lbark1948@aol.com

Barkleysecurityagency.com (web page)

About the President/CEO

Our President and CEO Robert E. Barkley, SR., a Quincy native founded the company in 1988. Mr. Barkley is a veteran law enforcement officer with more than thirty years of experience. He is the former Chief of the Quincy Department of Public Safety and Director of Crime Prevention and Education Division of the Gadsden County Sheriff Department. Mr. Barkley is recognized throughout the southeastern United States as a crime prevention specialist, being named the national Youth Crime Watch Officer of the Year for the State. The Governor of Florida, the Florida Cabinet, and U.S. Attorney General also recognized his crime prevention efforts. Under his leadership, the firm has provided Administrative, Investigative, Patrol, and Prevention Security Services to a wide array of commercial and government entities. Barkley Security Agency has over 200 hundred full-time and part-time employees assigned from our headquarters and branch offices. These employees are broken down into the following categories:

Executive Staff

- **Contract Manager**
- **Assistant Contract Manager**
- **Sales/Compliance**
- **Area Supervisors**
- **Dispatcher**
- **Clerical**
- **Supervisors**
- **Security Officers**
- **Lead Officers**
- **Site Supervisors**

Organizational Structure

Like all other large companies with hundreds of employees, Barkley Security Agency has an organizational structure. What makes our organizational structure unique is that we never forget that our clients are the apexes of our organizational pyramid.

First we have our President who is responsible for the direct command of the Vice President/ Contract Manager, Assistant Contract Manager, Area supervisors and guard staff.

The Contract Manager is in charge of the division that ensures that all service requirements are met. He/She coordinate and supervise the activities of the Area Supervisor, Site Supervisors, and Security Officers to better serve you.

Client Profile

The Barkley Security Agency believes that the most important objective for providing quality security support services is to understand exactly what are the requirements and expectations. We are then able to design the best preventive and deterrent measures to fit those requirements and expectations.

Effective & Creative Management

It is an often-quoted maxim at Barkley Security Agency that the fundamental key to our business success is our effective and creative management. Through policies and procedures, staff managers must have the ability to lead and formulate a company environment where each employee's internal motivation can flourish. Management understands that in order to provide total quality service to all clients, we must provide total quality support to our employees. As a service organization, our personnel are well trained, supervised, and specifically selected for each client. A challenge to all of us, and one that is met successfully each day.

Barkley Security Agency Has a Solid Reputation

Our company enjoys an excellent reputation throughout the Western, Northern, Central and Southern Regions. Barkley Security Agency services some of Florida's most prestigious firms (see Client Information). We would be very proud to continue our service with you.

The Barkley Security Agency Philosophy

Barkley Security Agency philosophy is simple, Professionalism in every area. This philosophy is in every aspect of the company. The company's size, our experiences management and a commitment to total customer satisfaction give Barkley Security Agency an excellent position in the market.

Barkley Security Agency the Industry Leader

Barkley Security Agency is recognized as an industry leader, evidenced by the following:



- 2003 Minority Business Entrepreneur of the Year for "Outstanding Performance In Contractual Services, Presented by the State of Florida (DMS)
- Recognized by the Tallahassee Leon County Board of Commissioners, Leon County Courthouse, for outstanding job during the RE-COUNT of the Presidential Election in Florida
- Recognized by the Tallahassee Leon County Board of Commissioners for outstanding services provided to them during September 11th
- Recognized by Florida A&M University for our outstanding service and immediate attention to the bombing incidents on campus, October 1999
- 1998 Awarded 8(a) Certification
- 1996 Small Business of the Year Award presented by Florida A&M University
- Youth Crime Watch Officer of the Year, for the State of Florida

You are the client-Barkley Security Agency is the server. Your goals are our goals. With Barkley Security Agency, you are not just purchasing service from a run-of-the-mill guard service. You

are contracting with a professional organization, with recognized achievements and documented statistics. We can prove that our service is one of the best.

Barkley Security clients list Include some of the most recognized agencies federal, state and private. These clients have enjoyed an exceptionally high level of professionalism and effectiveness. The kind of attention to safety and detail that has made Barkley Security the most premier and trusted source of security services in the industry today.

Mission Statement

It is our mission to provide professional, high quality security protection 24 hours per day, and to ensure competent, trained security guards and security personnel with excellent moral character. We treat all clients and all individuals with respect and dignity no matter with the situation or circumstance, whenever and wherever you need us. Barkley Security is a full service protection organization that specializes in providing trained armed and unarmed security guards, security patrol, alarm response, and special events.



SCOPE, APPROACH AND METHODOLOGY

Scope of Work:

The Barkley Security Agency will provide appropriately equipped and well-trained certified and/or licensed Security guards per the specifications and conditions of your property. Barkley Security shall ensure that security guards properly carry out the primary duty of safeguarding the property, staff and general public. Barkley Security will provide all labor, supervision, material and equipment necessary to perform and complete the services in all aspects in accordance with your requirements. We hereby warrant that all services shall be performed in accordance with the specifications and negotiated terms. In addition, Barkley Security shall comply with your property regulations, policies, and procedures including those relating to hazardous materials and other environmental health and safety issues and all applicable local, state and federal regulations and laws.

The responsibilities of Barkley Security Officers will include, but not be limited to:

- An internal inspection and patrol of your Property, along with familiarity of the activity of the location
- Protection of all property
- Report hazardous conditions and physical security problems
- Enforcement of designated Barkley Security regulations, policies, and procedures
- Provide public safety and security enforcement services to your property

Barkley Security Agency will provide the following:

1. The services to be provided are seven (7) days per week
2. These services will include, but not limited to: monitoring the specified area as outlined in your SOW, maintaining security awareness; and carrying out basic security tasks as required by your company.
3. All security officers working under this contract shall report to work in consistent uniforms provided by Barkley Security. **These uniforms will clearly identify the employee as a Security Officer and shall include a picture ID badge.**
4. All security officers will
 - Maintain discipline, professional appearance, and integrity
 - Be required to enforce your company and BSA rules and regulations, policies and procedures
 - Ensure that prompt, appropriate and trained action is taken to prevent or minimize losses, accidents, fires, property damages, safety hazards, and security incidents

- Operate security monitoring system devices maintained by your property
- Monitor alarms, surveillance, screens, and recording devices as appropriately assigned
- Establish and maintain radio and /or cellular phone contact
- Investigate unusual occurrences in and about the premises, and maintain awareness of special activities taking place throughout the property and surrounding area
- Conduct random foot patrol
- Follow written instructions that outline specific activities
- Will respond to any calls received in the appropriate time expectations
- Will inspect exterior doors for proper lock down at facilities set time
- Will be available as required for special events and situations

Foot Patrols

Barkley Security will utilize the most effective mean to insure the safety of the clients, staff and general public. We utilize our officers to randomly conduct foot patrol. Barkley Security has found that foot patrol is a mix of police strategies that significantly enhances safety.

It is the policy of Barkley Security officers to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the policy and rules while insisting that your clients, staff and the public is treated in a courteous manner.

Background Check and Certification

All officers employed by Barkley Security will have a background check through FDLE.

Due to sensitivity of positions offered and the requirements for increased awareness of security, prior to any candidate being considered for employment as a Security Officer under this contract with the Barkley Security Agency, Inc., the company will perform the following verification checks:

- **BACKGROUND CHECK** – We are contracted with Federal Background Services who perform an instant search of criminal records from 50 states and the District of Columbia. The Federal Background Services return a report containing information, including felony and misdemeanor records, sex-offender registries, inmate records, and arrest information. Once we hire an individual, Federal Background automatically monitor our active employees to make sure they still meet our standards for employment screening.

All officers assigned at your property will be certified by the State of Florida and governed by chapter 493, Florida Statutes. These officers will possess the following:

- The ability to meet and deal tactfully with clients, staff and general public
- The ability to understand, explain, interpret, and apply rules, regulations, directives, and procedures

- Have poise, self confidence and the ability to make sound decisions and react quickly under stressful conditions
- Ability to prepare clear and concise reports
- Ability to learn and adapt to changing situations; and
- Ability to accept and respond to instructions and directions
- Be a citizen of United States of America
- Be at least 21 years of age or older
- Ability to withstand physical demands of the job and be capable of responding to emergency situations
- Be a high school graduate or have a GED equivalency
- Be able to speak, read and write the English language
- Clear the mandated background investigation

Sufficient Security Staff

Barkley Security Agency, Inc. has the staff to compete successfully for contracts of any complexity and scope.

The company prides itself on its ability to recruit officers and staff. It has established a very close working relationship with active and retiree law enforcement associations and agencies within the State of Florida and surrounding areas. The company maintains a website (www.barkleysecurityagency.com) for job postings and quarterly places advertisements within the local and statewide media, Workforce Plus, and attends jobs fairs on a regular basis. The company has found that this constant recruiting technique provides a continuing database of quality prospective managers and security officers. Our company provides the flexibility, quality of training, and ability to offer such a wide range of services. We have the personnel to complete any size job available. We have the backup for any officer who may be absent for any reason (personal, vacation, sick).



Core Competencies

Barkley Security Agency, Inc. provides armed and unarmed coordinated prevention and deterrence security services to County, State, private and Federal agencies. We are certified as a State MBE, DBE, and formally an 8(a) firm. Our company has been a corporation in the State of Florida since 1992.

- Barkley Security Agency has a Class B Agency License and has been in business in the State of Florida for 23 years. All security guards and guard supervisors possess a State of Florida Class D security license.
- Will provide service on a 24-hour notice or less
- Replacements will be provided within 2-hours from the time a request is made
- We will provide marked company vehicles when requested
- Our Area Supervisor or corporate officer is available upon request for all meetings
- All guards will be fully instructed on policies and procedures
- All guards will make sure activity and incident reports are completed in a timely manner
- Guards are trained in First Aid and CPR
- Guards are trained in the use of Automated External Defibrillator
- Guards are trained in the use of Security Wand and Metal Detector
- Guards are trained in the application of immobilization devices to illegally parked vehicles
- Guards are trained in the issuance of parking citations and parking enforcement



Differentiators

Barkley Security Agency specializes in developing individualized manpower and technology solutions for our clients while providing the right people, and budget-minded processes. Barkley Security has developed security and safety solutions for all areas of security, consistently delivering quality services and integrated solutions to all of our clients. Barkley Security aim is to:

- Promote the importance of public safety
- Support initiatives to strengthen public safety
- Promote the value of the service to stakeholders

We put effort in recruiting, screening and training to ensure that our security officers project the right image for your company.

Whether your location involves extensive customer interaction or significant security challenges, we have the right personnel for the job. All Barkley Security officers are carefully screened according to qualifications, and experience, and overall disposition for the job they would be performing.

Understanding that the success of any security program is founded in the quality and performance of the assigned personnel, Barkley Security Agency make sure that our customers are given the right officers to meet their individual security and customer-service requirements with the highest quality, and cost-effectiveness.

Barkley Security is a diversified company with more than 25 years of history, and we are proud of our distinct culture and strong values.

These values listed below, guide how we conduct our business and develop positive relationships with all our stakeholders, including customers, employees, and the communities in which we work.

Our values are:

- **Integrity** – we can always be trusted to do the right thing
- **Customer Focus** – we have close, open relationships with our customers that generate trust and we work in partnership for the mutual benefit of our organizations
- **Expertise** – we develop and demonstrate our expertise through our innovative and leading-edge approach to creating and delivering the right solution

- **Performance** – we challenge ourselves to improve performance continuously and to create long-term sustainability
- **Qualified Employees** – we always take care to employ the best people, develop their competence, provide opportunities and inspire them to develop our values

Tab 3

Work History and Performance Past and Present Client's List



WORK HISTORY AND PERFORMANCE

The Barkley Security Agency, Inc. is a dynamic security services support company, whose company headquarters is located in Quincy, Florida. The company has provided **armed and unarmed** security services to Federal, State, Commercial and private entities in the State of Florida for over 26 years. The contracts have included the management of highly skilled and professional personnel. These personnel have performed tasks as varied as preventive security, currency transport, investigative security, school resource officers, roving armed patrols, unarmed security and patrols, personnel security, property security, and sporting and entertainment event security.

The Barkley Security Agency, Inc. is proud of its successful track record in current and past contracts with the Government over the past twenty- six (26) years. Our successful performance on previous contracts is due to our management approach, planning and program management and staffing. To date, **we have not received an unsatisfactory rating for performance or not have an available option extended to us.** We have provided our clients quality diversified security support services and administered them satisfactorily. We have received considerable praise from these clients for the high quality of service we have been able to deliver. The basis is, in part lies with our Contract Management Team and its capacity in maintaining a stable work force and organizing a back-up work force that can be called upon in the event of an emergency.

The Barkley Security Agency approach to succeeding in all of its contracting endeavors is founded on three basic elements, proven expertise in fulfilling service contracts, application of proven automated cost and project control systems and the commitment of our company to the oversight of the daily operations of the contracts. In keeping with our management philosophy, our organizational structure emphasizes individual authority and minimizes the layers of management. The Barkley Security Agency operating and management philosophy simply stated is **Sustained Operational Capability and Readiness**. All personnel will be clearly aware of the chain of authority (i.e. who is responsible for what, and who is required to do what, when and how).

The Barkley Security Agency, Inc. is fully aware of its responsibility to the accomplishment mission, policies, procedures and requirements that we are required to provide. Our approach to the accomplishment of these tasks is based on efficiency, accountability, and quality control assurances. The successful operation of the contract will be the direct responsibility of the

Contract Manager **Lomar Barkley**. She will be responsible for the day to day operations, government interface, and resolution of problems areas, and compliance to all contract provisions and will have direct access to the resources and assets of Barkley Security Agency, Inc.



PAST AND PRESENT CLIENT'S LIST

We have over twenty-five years experience providing security to government, federal, local and private facilities.

Services to these agencies include:

- Access control
- Monitoring of automated systems for intrusion detection (CCTV, Fire alarm panel, etc)
- Both foot and mounted patrols
- Operation of x-ray and detection equipment
- Vehicle inspection

WESTERN REGION

- City of Tallahassee (City Hall)
- City of Tallahassee (Renaissance Building)
- Tallahassee Waste Water Utility
- City of Tallahassee Electric Utility (Sam O. Purdom Generating Station)
- City of Tallahassee Electric Utility (A.B. Hopkins Generating Station)
- Tallahassee Regional Airport
- I-10 Rest Area (Suwannee, Madison, Jefferson and Leon Counties)
- Big Bend Job and Education Council, Tallahassee, FL
- Leon County Courthouse, Tallahassee, FL
- Gadsden County Schools, Quincy, FL
- Supervalu Warehouse, Quincy, FL
- Quincy Mushroom Farm, Quincy, FL
- Big Bend Job and Education Council, Quincy, FL
- Sunland Facility, Marianna, FL
- VA Clinic & Headquarters (Federal Contract 8(a) certification), Pensacola, FL
- Department of Environmental Protection (Federal Contract 8(a) certification), Pensacola, FL
- Chappie James Building (DMS), Pensacola, FL
- Florida A&M University, Tallahassee, FL
- R.A. Gray Building, Tallahassee, FL
- Department of Education, Tallahassee, FL
- Department of Children and Families, Tallahassee, FL
- Agency for Health Care Administration, Tallahassee, FL

- Department of Transportation, Tallahassee, FL

NORTHERN REGION

- Campus Towers Senior Assistance Living Facility, Jacksonville, FL
- Morris Manor Senior Assistance Living Facility, Jacksonville, FL
- Alachua County Health Department
- Alachua County Public Schools
- Alachua County Public Schools
- National Marine Center, St. Augustine, FL
- Gainesville Regional Utility
 - Deerhaven
 - Kanapaha
 - Murphee
 - Operation Plant
 - Administration Building
 - Kelly Generation Station (as needed)
 - Alachua County Fairground (as needed)
- Gainesville Airport
- City Libraries, Jacksonville, FL
- Fleet Management, Jacksonville, FL
- Agency for Workforce Innovation, Jacksonville, FL
- Mental Health and Welfare, Jacksonville, FL
- R.A. Gray Building, Tallahassee, FL
- Daytona Beach Regional Service Center (DMS), Daytona, FL

CENTRAL REGION

- FAMU Law School, Orlando, FL
- Hargrett Building (DMS), Tampa, FL
- Trammell Building (DMS), Tampa, FL
- Agency for Workforce Innovation, Tampa, FL
- Hurston Building (DMS), Orlando, FL
- Fort Myers RSC (DMS), Fort Myers, FL
- McCarty Building (DMS), Winter Park, FL
- Grizzle Building (DMS), Largo, FL
- Sebring Building (DMS), Largo, FL
- Peterson Building (DMS), Lakeland, FL
- Benton Building (DMS), Fort Pierce, FL

SOUTHERN REGION

- Dimick Building (DMS)
- West Palm Beach, FL
- Gore Building (DMS), Ft. Lauderdale, FL

- Opa Locka Building (DMS), Opa Locka, FL
- Rohde Building, North & South Tower & Two Parking Garages (DMS), Miami, FL
- North Broward Sony Building (DMS), Ft. Lauderdale, FL
- US Coast Guard (Federal Contract), Miami, FL
- Department of Children and Families, Miami, FL

Tab 4

References Description of Services



Barkley Security Agency, Inc.

References

Name & Address:

City of Tallahassee
300 South Adam Street
Tallahassee, Fl

SITE: City Hall

Manager: Ms. Arlecia Harris
850-891-8588
Fax: 891-8277

Contract Term: August 2004 - Present

Description of security services:

Armed/Unarmed Security

Description of Services Performed: One unarmed guard is stationed at the front desk and x-ray machine and one armed guard is stationed to the right of the scanners at all times. One officer monitor 1st and 2nd floors every hour. Officers are responsible for giving out visitor badges and note on daily activity report. Keep communications open by radio and phones with Building services and Security 2. Security is responsible for contacting lead persons on 3rd and 4th floor departments of incoming visitors. Monitor panic pager, monitor the metal detector and x-ray machines. Check all persons entering the building for weapons and confiscate any knives or weapons and hold them until the visitor leaves. Monitor the rear entrance (Parking Gate and Door) and cameras in the Security Office.

Name and Address

Leon County Public Safety Complex
1907 South Monroe Street
Tallahassee, Fl

Site: Public Safety Complex

Manager: Shelly Cason
850-606-5012

Fax: 850-606-5001

Contract Term: May 2013 – Present

Description of security services: Officers ensure that prompt, appropriate and trained actions are taken to prevent or minimize losses, accidents, fires, property damages, safety hazards and

security incidents. Officers operate security monitoring system devices maintained by the Public Safety Complex (PSC). Officers monitor access control to the building, monitor automated systems for intrusion detection, monitor alarms, surveillance, screens, and recording devices as appropriately assigned which includes cameras, gates, maintaining security awareness, and carrying out basic security tasks as required. Officers receive all visitors to the building and make sure they are properly cleared or escorted by a department employee. The logistics, data and mechanical rooms are checked every hour, systematically. The roving officer patrols the property, inside and out every hour. All officers are responsible for keeping a daily activity report on each shift.

Name and Address: Leon County Courthouse

1907 South Monroe Street
Tallahassee, FL 32304

Site: Leon County Courthouse

Director: Mr. Tom Brantley

Cell: (850) 509-1772

Phone: (850) 606-5000

Fax: (850) 606-5001

Contract Term: July 1996 to present

Descriptions of services: We provide uninformed armed and unarmed officers to the courthouse 16 hours daily. Officers provide security services to personnel, citizens, court personnel and other employees of the county. Admit and release visitors and vendors leaving the courthouse. Issue facility badges, assist bailiffs in escorting prisoners when needed. Officers are required to make sure all doors are locked and secured, patrol the building, parking lots, and garages every hour. Officers are required to monitor building for any emergencies. Monitor loading docks and lock out elevators when not in use. Officers make sure no one enter the buildings that are not authorized to enter.

Name and Address: Gadsden County Schools

35 Martin Luther King Blvd.
Quincy, FL

Site: East Gadsden High school

West Gadsden High School

Havana Middle School

Shanks Middle School

Carter Parramore Academy

Hope Academy

Gadsden Central

Manager: Bruce James

Coordinator for Safety, Investigation & Property

Office: (850) 627-9651 ext. 1248

Fax: (850) 627-2760

Contract Term: August 1997- present

Description of Services performed: Services are for providing armed guards as resource officer personnel within each high and middle school within the district. These personnel are responsible for the security of students, teachers, staff, administrative personnel, and property of the county school district. They are responsible for reporting all incidents, safety hazards, security breaches, and as a deterrent to unauthorized personnel from entering or leaving campus. They also conduct roving patrols inside and around school campuses. All officers are required to keep a Daily activity log of all activity daily. A log is maintained of all sites with information on arrival and departure times.

Name and Address: Agency for Health Care Administration

2727 Mahan Drive

Tallahassee Fl

Site: Fort Knox (AHCA)

Contract Supervisor: Chuck Merck

850-921-4330

Fax: 850-488-0317

Contract Term: July 1998 to July 2012

Description of Services performed: The guard requirements are for three shifts of roving security personnel to cover an office complex, both inside and out during a twenty-four hour period. Officers are assigned to a desk to sign-in visitors and direct them to certain offices. They made sure employees had their I.D. and sign-in with their badges. The complex consists of three office buildings of approximately 350,000 square feet, over 42 exterior door entrances, and an adjacent parking lot situated on approximately 20 acres, the home to more than 1800 state employees. A duty log is maintained denoting schedule with sign in/out periods. Each duty log will cover a twenty-four hour period. Each succeeding officer will sign for keys, cell phone, pager, and annotate in the log time and date of receipt. Each security officer conduct foot patrols of the complex within each two-hour period. An access badge is issued to each officer to clock their rounds and activities.

Tab 5

**Management Staff
Management Plan
Resumes
Organizational Chart**

MANAGEMENT PLAN

Barkley Security Agency Management Staff

The following persons listed are those management personnel of Barkley Security Agency, Inc. who will be directly involved in the management of this project.

Robert E. Barkley, Sr. - Contract experience 26 years
President/Contract Manager
P.O. Box 1726
18229 Memorial Blue Star Hwy
Quincy, Florida
850-251-3623 (cell)
850-627-2151 (office)
850-627-2133 (fax)
Robertbarkley@tds.net
Barkleysecurityagency.com (web page)

Lomar C. Barkley
Vice President/Alternate Contract Manager - Contract experience 26 years
Post Office Box 1726
18229 Memorial Blue Star Highway
Quincy, Florida 32351
850-627-2151 (office)
850-251-3625 (cell)
850-627-2136 (Fax)
Lbark1948@aol.com
Barkleysecurityagency.com (web page)

Gregory Gathers – Contract experience 12 years
Captain/Operations Manager, Field Supervisor
Post Office Box 1726
18229 Blue Star Highway
Quincy, Florida 32351
850-627-2151 (office)
850-251-6311 (cell)
850-627-2136 (Fax)
BSAcapt@aol.com
Barkleysecurityagency.com (web page)



MANAGEMENT PLAN

Our management of this contract does not begin upon award it begins as soon as we receive the RFP. We assign our contract manager who determines his/her management team personnel and they then begin the plan for the subsequent contract management. The management team began its preliminary planning which includes decisions on staff personnel, parameters on locations and post orders. Once we identify personnel then we develop schedules. These schedules will be set up according to your needs.

All present contract personnel will be reviewed by our contract management team. They will review all personnel files for items that may signal an employee who may have had problems or present problems at a future date. The team will review absenteeism reports, reprimand reports, health and examination reports, weapons proficiency reports and other information reports found in each file.

Even though the Barkley Security Agency proposes to utilize as many of the old personnel staff as possible, termination do occur, therefore, the company will recruit new candidates as vigorously and aggressively as possible. Barkley Security is guided by the qualifications and standards specified by your company.

COVERAGE

Because of the large staff we have in this area there will be no interruption of coverage. Officers are trained to work at all sites. We cross train officers to be able to cover any location. By cross training officers it gives us the opportunity to utilize these officers in case of emergencies, vacation, sick leave and call-ins.

Barkley Security Agency, Inc. has the staff and professionalism to compete successfully for contracts of any complexity and scope. We have a good relationship with active and retiree law enforcement associations and agencies within the State of Florida and surrounding states. The company maintains a website for job postings and quarterly places advertisements within the local and statewide media and attends jobs fairs on a regular basis. The company has found that this constant recruiting technique provides a continuing database of quality prospective managers and security officers. Our company provides the flexibility, quality of training, and ability to offer such a wide range of services.

Supervisors Train, Counsel, Inspect, and Evaluate

It is when the officer reaches his assignment that supervision becomes such an important factor. Barkley Security Agency, Inc. supervisors train, counsel, inspect, evaluate, and when necessary, discipline officers on-site. They also act as a liaison between the officers and corporate personnel. Each supervisor is assigned to a specific sector, which is comprised of a group of client posts so he can come to know the officers well scheduled on these sites. In this way, they provide a support system for the Security Officer and Client.

Shift or Area Supervisor: A Pivotal Position

It is recognized that the area supervisor or shift supervisor is a pivotal position. We feel that the inspections of each shift and of each officer are in fact more opportunities to train. Inspection is the time for the supervisor to query each officer on specific duties being performed, and make adjustments if necessary. Supervisors also utilize more formal "Training Task Sheets" during inspections to test the officer's knowledge and execution of a specific duty.

Regarding the overall supervisory structure this project will be staffed with the following:

- Area Supervisor
- Site Supervisors
- Shift Supervisors
- Security Officers

Area Supervisors Duties:

- Direct supervision of site supervisors, shift supervisors and security officers at assigned sites
- Assist in internal training coordination and development
- Assist in Quality Control System Management
- Assist in recruitment of security officers
- Assist in the resolution of problems and complaints
- Assist in the resolution of deficiencies
- Weekly announced inspections of specific and general work areas
- Weekly unannounced inspections of specific and general work areas
- Assist with scheduling officers who may call-in (sick, emergencies, etc)

Site Supervisor Duties:

- Direct supervision of assigned sites, shift supervisor and security officers
- Notifying area supervisor of scheduled security officer weapons proficiency training
- Assist with scheduling if necessary
- Uniform inspections of security officers

- Replacement scheduling of security officers
- Assist in the resolution of complaints and deficiencies

Shift Supervisor Duties:

- Direct supervision of assigned security officers on shift
- Assist in scheduling all security officers, call-in, absentees, emergencies, etc
- Report to site supervisor of any scheduling problems
- Reporting to site supervisors of any complaints and deficiencies
- Reporting to site supervisors of any absentees or tardiness
- Reporting to site supervisors of any emergencies on shift
- Ensure all reports are complete and is in accordance with the contract

QUALITY CONTROL SYSTEM

Along with keeping our entire staff well informed, we at Barkley Security Agency, Inc. believe in following the designed chain of command to ensure our staff strictly adheres to all performance standards. Included in our administrative control is our Quality Control System.

The Quality Control System is the governing document for management implementation of the Quality Control Plan, the Security Plan, the Safety Plan and the Customer Complaint/Resolution Program. The system is designed to accomplish the following:

- Provide continuous high quality inspection and analysis services.
- Provide documented inspection results for the prompt identification of deficiencies
- Ensure timely response in resolving deficiencies
- Provide trend analysis to ensure that problems are under control
- Provide physical evidence of performance
- Provide evidence of security breaches and where tighter controls are needed
- Documentation for future reference
- Provide for conformity in safety, security and customer service matters

Quality, safety, security and customer satisfaction is stressed throughout the life of the contract and the entire spectrum of the corporation; it originates with each individual employee. It is our policy of checking productivity versus quality on all personnel and having private counseling with those persons who have problems in performing quality services in a safe and secured manner. Should persons have problems with procedures for safety and quality after two written warnings for nonperformance dismissal may be instituted. If problems are encountered for theft, dismissal may be instituted.

This program of preplanned quality, safety, security and customer satisfaction is the hallmark of our organization. Through this plan our supervisors will accomplish the following:

- Daily announced inspection of specific and general work
- Daily unannounced inspections of specific and general work
- Weekly announced inspection of specific and general work

Weekly unannounced inspection of specific and general work
Monthly announced inspection of specific and general work
Monthly unannounced inspection of specific and general work
Quarterly announced inspection of specific and general work
Quarterly unannounced inspection of specific and general work
Maintenance of discrepancy reports for correction within five days

Our Contract Managers will have the following qualifications:

- A minimum of ten years experience that directly relates to contract operations and management
- Supervisory experience in personnel and administrative management
- Ability to communicate (read, write and speak) in the English language, fluently, with all organizational levels on any matter pertaining to this contract.
- Be a citizen of the United States of America;
- Possess at least 15 years of law enforcement and/or Business managerial experience with a variety of contracts;

Assistant Contract Manager will have the following qualifications:

- A minimum of ten years experience that directly relates to contract operations and management
- Supervisory experience in personnel and administrative management
- Ability to communicate (read, write and speak) in the English language, fluently, with all organizational levels on any matter pertaining to this contract.
- Be a citizen of the United States of America;

The Qualification of our Area Manager/Supervisor is as follows:

- A minimum of five years experience that directly relates to contract operations and management
- Supervisory experience in personnel and administrative management
- Ability to communicate (read, write and speak) in the English language, fluently, with all organizational levels on any matter pertaining to this contract.
- Be a citizen of the United States of America; Possess at least 20 years of law enforcement or military experience; Clear the mandated background investigation

The Qualification of our Site Supervisor is as follows:

- Have at least 2 years of security experience
- Ability to communicate (read, write and speak) in the English language (fluently), with all organizational levels on any matter pertaining to this contract.
- Be a citizen of the United States of America
- Clear the background investigation

- Ability to withstand physical demand of the job and be capable of responding to emergency situation
- Be a high school graduate or have a GED

The Qualification of our Shift Supervisor is as follows:

- Have at least 2 years of security experience
- Ability to communicate (read, write and speak) in the English language (fluently), with all organizational levels on any matter pertaining to this contract.
- Be a citizen of the United States of America
- Clear the background investigation
- Ability to withstand physical demand of the job and be capable of responding to emergency situation
- Be a high school graduate or have a GED

Classification of the Security Force:

Class 1 Officer

> Basic classification of security officer, must be certified by the State of Florida with standard training Class D license

Class 2 Officer

> Intermediate classification of security officer. Must be certified by the State of Florida with standard security training Class D&G license, 1 year law enforcement and/or military experience, and (2) years of security experience and/or one (1) year of security supervisory experience.

Qualifications of Security Force:

- Be in good general health, without mental or physical defects or abnormalities, which will interfere with performance of arduous duties and the exercise of prudent judgment in difficult and trying circumstances
- Possess binocular vision correctable to 20/30;
- Be capable of hearing ordinary conversation at twenty (20) feet and whispered conversation at ten (10) feet with either ear without benefit of artificial hearing devices. Physical fitness shall be evidenced by a report of a medical examination conducted prior (no more than 6 months) to the individual's assignment to duty. Such evidence shall be furnished to the Project Officer prior to the placement of the individual on duty.
- Each employee the Contractor proposes to work on this contract must have a minimum of one (2) years of experience which clearly demonstrates the employee has been regularly employed in Federal, State or local government or private protection organization which involved protecting property against the hazards of fire, theft, damage, accident or trespass; maintaining law and order; protecting lives, or other duties of a similar nature. A minimum of two (2) years active duty in any branch of

the United States Armed Services will be accepted in place of the one (1) year work experience requirement. Employees must provide a DD-214 as part of their application of employment for those claiming the two (2) years active duty.

Each member of the security force shall meet the following additional minimum qualifications:

- Be at least twenty-one (21) years of age at the time of employment hereunder.
- Be literate in the English Language, to the extent of reading and understanding printed regulations, detailed written orders, training instructions and material, and be able to compose reports which convey complete information.
- Demonstrate adequate computer proficiency
- Possess the capacity to acquire a good working knowledge of all aspects of security force position requirements.
- Possess good judgment, courage, alertness, tact, self-reliance, even temperament, and have the ability to maintain good performance.
- The contractor in the use of firearms shall arm no individual with a lethal weapon prior to qualification

Robert E. Barkley, Sr.

P.O. Box 1726

Quincy, Florida 32353
(850) 856-9589 or (850) 627-2151

Advocate

The times in my life when I have been happiest and most productive are my advocacy times...having a cause, evaluating programs, creating solutions, building constituencies and collaborations, and coaching. By experience, by motivation, and by my ability to bring out the best in associates, I have prepared myself to serve in any professional leadership position.

Professional Profile

Mature, adaptable professional possessing integrity, loyalty, self-assurance and a sense of humor. Proven effectiveness in program evaluation and development, with superior skills in communications, writing and interpersonal relations. Practical experience in successful recruitment and interviewing, managing and coordinating administrative, programmatic, and operational activities. Other professional skills include the ability to perform complex research, analyze problems comprehensively, set goals, delegate and coordinate effectively, and make timely and practical decisions. A well-organized individual, who acts independently, communicates clearly both orally and in writing, listens effectively, and is motivated to succeed.

Experience

Owner/President

Barkley Security Agency, Inc., 1988-Present

25 years of administrative experience including contract management, public affairs, association management and contract administration.

Employment Background

<i>Gadsden County Sheriff's Office</i> <i>Captain/Grant Administrator</i>	<i>1998-Present</i>
<i>Quincy Police Department</i> <i>Chief of Police</i>	<i>1998</i>
<i>Quincy Police Department</i> <i>Captain/Assistant Chief of Police</i>	<i>1994-1998</i>
<i>Quincy Police Department</i> <i>Chief Investigator</i>	<i>1978-1994</i>
<i>Quincy Police Department</i> <i>Police Officer (Full-time)</i>	<i>1976-1998</i>
<i>Quincy Police Department</i> <i>Sergeant (1973), Lieutenant (1973-76)</i>	<i>1973-1976</i>

*Quincy Police Department
Auxiliary Police Officer*

1971-1976

Honors

Small Business Person of the Year Award

1996

Youth Crime Watch Officer of the State of Florida

1993

*Presented a Resolution by Governor Chiles and the Cabinet
for outstanding accomplishments in Crime Prevention and Education 1993*

Service Above Self Award, presented by the Rotary Club

1994

Outstanding Service by a Police Officer Award

Gadsden County Police Officer of the Year Award

1981

Nominated Gadsden County Police Officer of the Year

1980

*Presented the Entrepreneurial Excellence Award for the Business
Advisory Council for Florida*

Appointments

*Appointed by President Bush Administration for the Business Advisory Council for the State of
Florida Appointed Lay Person for the State of Florida for College Out Reach Program by Governor Chiles*

Memberships

- *Florida Intelligence Unit*
- *The International Chief of Police*
- *Gadsden Men of Action*
- *Big Bend Law Enforcement Association*
- *Member of Gadsden Drug Abuse Task Force*
- *The National D.A.R.E. Association*
- *Member of Juvenile Justice Council*
- *Health and Human Services Board*
- *Member of the Executive Board of Work-Force Plus*
- *Member of the Substance Abuse Advisory Committee for the
2nd Congressional District*

Resume

Lomar C. Barkley
Post Office Box 1726
Quincy, Florida 32353
850-856-9589
850-627-2151

CAREER SUMMARY

Broad background and practical experience in management, public affairs and personnel.

Ability to initiate, develop and execute creative programs to establish a communications link in an organization requiring varied and responsible job skills of its employees.

Effective personal communications style and expertise which fosters confidence among individuals with diverse interests and needs.

EDUCATION

Carter Parramore High School, (Quincy), graduated 1968
 Tallahassee Community College (course work)
 Hampton University

CAREER EXPERIENCE

Personnel Specialist – Gadsden County School Board 1969-1999

- Dealt with all issues of hiring and firing personnel
- Certification for all instructional personnel
- Evaluated transcripts and course descriptions to met state certification rules
- Offered positions to applicants instructional and non-instructional

Vice President, Barkley Security Agency, Inc. 1988-Present

- Manage the day-to-day operation
- Contract Management and Contract administration
- Administers the financial affairs of Barkley Security and is responsible for maintaining all records and all required reports in conformity with applicable state and federal laws
- Advises the president on development and implementation of financial operations including the formulation of cost analysis on all phases
- Assist with the evaluation of office personnel
- Interview prospective employees
- Assist with the preparing of all bids packets for bidding on contracts
- Counsel with disgruntle employees
- Help oversee all in-service given to employees
- Conflict Resolution, Customer Service

Honors

Entrepreneurial Business Woman of the Year of Gadsden County

Appointments

Appointed by Governor Jeb Bush to the Board of Early Learning Coalition of Gadsden, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla Counties - 2007

Memberships

- Member of the Executive Board of Chamber of Commerce
- Member of the Executive Board of Art Center of Quincy
- Member of Pilot Club of Quincy
- Member of the Executive Board of Early Learning Coalition
- Member of the Executive Board of Refuge House
- Member of Advisory Council for Carter Parramore Academy

Gregory E. Gathers

gegathers@hotmail.com
 P.O. Box 12663
 Tallahassee, Fl. 32317
 850-443-2879 / 850-847-1960

OBJECTIVE: To obtain a full-time position in a progressive, program oriented company that will enable me to utilize management and administrative skills for corporate development.

EDUCATION:

1996-1998 The Baptist College of Florida/ Graceville, Fl. B.Th
 1987-1991 Florida A & M University/ Tallahassee, FL B.S.-Public Administration

SKILLS:

Microsoft Word, Excel, Power Point, FileMaker Pro, Lotus Notes, official business document creation (i.e. executive summaries, agendas, minutes, etc.)

CERTIFICATIONS:

Certified Training Instructor by the State of Florida for (Class D)unarmed security. Training officer for Barkley Security Agency, Inc. Instructor for specialized training in non-lethal weapons, appropriate use of force, and security operational procedures.

WORK HISTORY:

Aug. 2003-Present	Barkley Security Agency	Quincy, Fl.
	Assistant Contract Compliance Manager Assist and consult clients in (government and private) in all security issues Conduct policy & procedures training sessions for all employees Supervise over 450 employees around the state of Florida Make monthly visits & inspections to all clients and contracted sites Monitor contract specifications for quality assurance and client satisfaction	
April 2001-Aug. 2003	American Security Enterprise	Tallahassee, Fl.
	<hr/> Security Supervisor Patrol site as required by post orders Complete daily log sheets Complete incident reports when needed Report incidents to management and office Make out weekly schedules Dispatch officers as needed by clients	

May 1999-March 2001

Prestige Cleaners, Inc.

Tallahassee, Fl.

District Manager

- Control shrink and sales to company standards and budget
- Overseeing nine stores along with main plant location
- Managing over fifty employees & sales associates
- Assisting owner & president with ensuring that company standards and policies are being followed
- Reviewing and conducting safety procedures & meetings
- Training store managers to control shrink and increase profitability

CIVIC Affiliations:

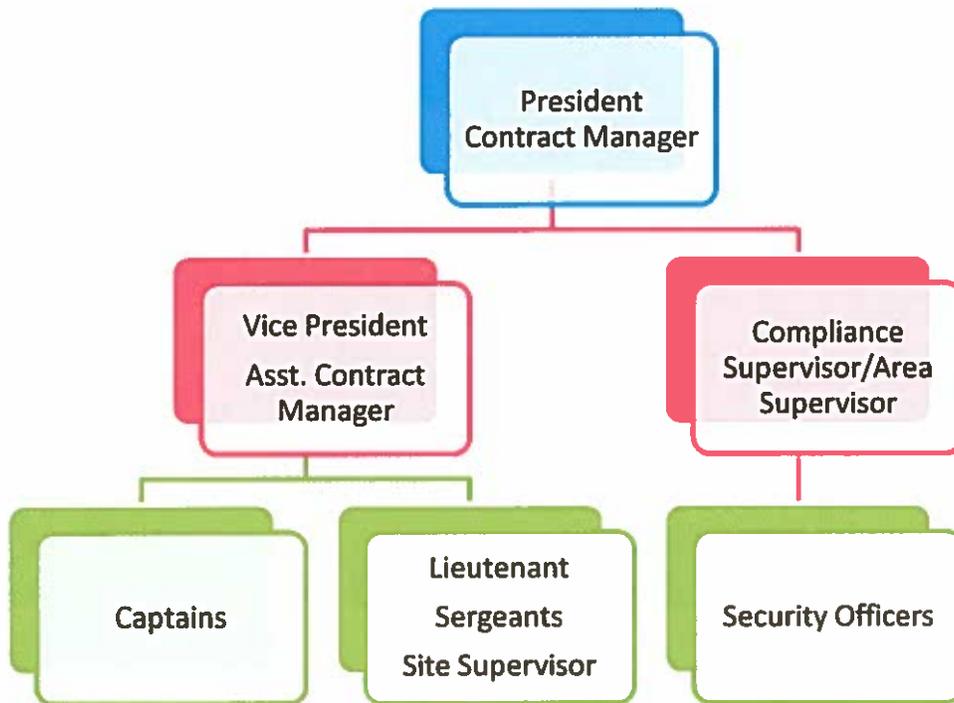
Alpha Phi Omega Fraternity, Inc.

J.R.E. Lee Sr., Lodge # 422 P.H.A./ F. & A.M.

Tallahassee Urban League

NAACP

ORGANIZATIONAL CHART



Tab 6

Staffing Plan
Operating Plan
Financial/Capability



STAFFING PLAN

STAFFING AND LOCATION:

Corporate Office Location: 18229 Bluestar Highway, Quincy, Fl 32351

Branch Office Location: 101 East Union Street, Jacksonville, Fl 32202

Barkley Security Agency, Inc. will provide highly skilled and fully qualified professional as specified in your RFP during the contracted period. These positions will include armed and unarmed security officers, on-site supervisor, area supervisors, contract manager, and training/compliance supervisor. These skilled and qualified professionals will provide security and safety procedures for the work place and employees and other components as deemed necessary by inter-agency agreements. As a contractor Barkley Security Agency, Inc. seeks the most skilled and qualified professional to perform these security services. Our management approach to this contracted effort provides maximum technical competency coupled with sound project and fiscal administrative procedures. We begin with a detailed assessment of the work to be performed and coordinate and combine it with the current workload effort. We then tailor a management plan to the service requested and specified by the Statement of Work, regulations, guidelines, and policies.

Barkley Security Agency, Inc., proposes to utilize our current personnel staff. However, if we see a need to terminate any of the current staff we will recruit new candidates as vigorously and aggressively as possible.

Barkley Security Agency, Inc. has the staff to compete successfully for contracts of any complexity and scope. The company prides itself on its ability to recruit officers and staff. The company maintains a website for job postings and quarterly places advertisements within the local and statewide media and attends jobs fairs on a regular basis. The company has found that this constant recruiting technique provides a continuing database of quality prospective managers and security officers. Our company provides the flexibility, quality of training, and ability to offer such a wide range of services.

Because of the staff we have throughout Leon and Gadsden Counties there will be no interruption of coverage. Officers are trained to work multiple sites, we cross train these officers to be able to cover many locations. By cross training officers, it gives us the opportunity to utilize these officers in case of emergencies, vacation, sick leave and call-ins. From this group we make sure they have the certification and training necessary for the job.

Scheduling/Work Plan

Barkley Security contract manager and site supervisor shall establish the hours of work, which shall be determined by the statement of work. Working schedules will be made in accordance with the statement of work and the additional needs of our clients.

All employees must report for duty at the scheduled time. It is recognized that from time to time unforeseen emergencies may occur which may make it impossible for an employee to promptly report for work. In such emergencies, an area supervisor or site supervisor will be notified to replace that employee.

If an employee is unable to work for any reason, he/she must notify the site supervisor or area supervisor prior to the scheduled reporting time.

OVERTIME STATUS/RECORDING TIME WORKED

All employees are eligible for overtime compensation for all hours worked over 40 within a work week. Compensation will be paid at a rate of time and a half. All guards will sign-in electronically via ONDemand TimeClock Plus. This electronic system will allow all officers to sign-in and out and will generate Sign-in Register for clients. This system also will calculate all payroll reports.



OPERATING PLAN

Barkley Security Agency Operating Plan makes certain high quality security services are delivered consistently to our client's site. Before the first day of service and continuing throughout the contract, our plan provides guidance to all operational aspects of your program.

Key components:

- Workable Post Orders
- Reporting
- Cross-Training

WORKABLE POST ORDERS

During the transition period, prior to service start, we will review and update your existing Post Orders for each position. This means all Security Officers will be given written instructions for each post and are regularly updated on the Post Orders;

- Responsibilities
- Policies
- Procedures
- Standards

REPORTING

All officers will be responsible for completing Daily Activity Report (DAR) daily. These reports will be submitted to the supervisor at the end of each shift.

Incident Report – unusual incidents will be recorded on the Incident Report Form. This report will be sent immediately to the supervisor to be checked for detail and accuracy.

SIGN-IN REGISTER

All guards will sign-in electronically via ONDemand TimeClock Plus. This electronic system will allow all officers to sign-in and out and will generate Sign-in Register for clients. This system also will calculate all payroll reports.

GUARD TOUR SYSTEM

At the start of a shift or before beginning a patrol, all officers will use the Guard Tour System to read his or her unique officer button. This ensures that all subsequent tour activity is associated with that officer. The officer is now ready to visit each of the location buttons in the route.

CROSS TRAINING

Barkley Security Agency officers are trained to work at all sites. We cross train officers to be able to cover any location. By cross training officers it gives us the opportunity to utilize these officers in case of emergencies, vacation, sick leave and call-ins.



SCOPE, APPROACH AND METHODOLOGY

Scope of Work:

The Barkley Security Agency will provide appropriately equipped and well-trained certified and/or licensed Security guards per the specifications and conditions of your property. Barkley Security shall ensure that security guards properly carry out the primary duty of safeguarding the property, staff and general public. Barkley Security will provide all labor, supervision, material and equipment necessary to perform and complete the services in all aspects in accordance with your requirements. We hereby warrant that all services shall be performed in accordance with the specifications and negotiated terms. In addition, Barkley Security shall comply with your property regulations, policies, and procedures including those relating to hazardous materials and other environmental health and safety issues and all applicable local, state and federal regulations and laws.

The responsibilities of Barkley Security Officers will include, but not be limited to:

- An internal inspection and patrol of your Property, along with familiarity of the activity of the location
- Protection of all property
- Report hazardous conditions and physical security problems
- Enforcement of designated Barkley Security regulations, policies, and procedures
- Provide public safety and security enforcement services to your property

Barkley Security Agency will provide the following:

5. The services to be provided are seven (7) days per week
6. These services will include, but not limited to: monitoring the specified area as outlined in your SOW, maintaining security awareness; and carrying out basic security tasks as required by your company.
7. All security officers working under this contract shall report to work in consistent uniforms provided by Barkley Security. **These uniforms will clearly identify the employee as a Security Officer and shall include a picture ID badge.**
8. All security officers will
 - Maintain discipline, professional appearance, and integrity
 - Be required to enforce your company and BSA rules and regulations, policies and procedures

- Ensure that prompt, appropriate and trained action is taken to prevent or minimize losses, accidents, fires, property damages, safety hazards, and security incidents
- Operate security monitoring system devices maintained by your property
- Monitor alarms, surveillance, screens, and recording devices as appropriately assigned
- Establish and maintain radio and /or cellular phone contact
- Investigate unusual occurrences in and about the premises, and maintain awareness of special activities taking place throughout the property and surrounding area
- Conduct random foot patrol
- Follow written instructions that outline specific activities
- Will respond to any calls received in the appropriate time expectations
- Will inspect exterior doors for proper lock down at facilities set time
- Will be available as required for special events and situations

Foot Patrols

Barkley Security will utilize the most effective mean to insure the safety of the clients, staff and general public. We utilize our officers to randomly conduct foot patrol. Barkley Security has found that foot patrol is a mix of police strategies that significantly enhances safety.

It is the policy of Barkley Security officers to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the policy and rules while insisting that your clients, staff and the public is treated in a courteous manner.

Background Check and Certification

All officers employed by Barkley Security will have a background check through FDLE.

Due to sensitivity of positions offered and the requirements for increased awareness of security, prior to any candidate being considered for employment as a Security Officer under this contract with the Barkley Security Agency, Inc., the company will perform the following verification checks:

- **BACKGROUND CHECK** – We are contracted with Federal Background Services who perform an instant search of criminal records from 50 states and the District of Columbia. The Federal Background Services return a report containing information, including felony and misdemeanor records, sex-offender registries, inmate records, and arrest information. Once we hire an individual, Federal Background automatically monitor our active employees to make sure they still meet our standards for employment screening.

All officers assigned at your property will be certified by the State of Florida and governed by chapter 493, Florida Statutes. These officers will possess the following:

- The ability to meet and deal tactfully with clients, staff and general public

- The ability to understand, explain, interpret, and apply rules, regulations, directives, and procedures
- Have poise, self confidence and the ability to make sound decisions and react quickly under stressful conditions
- Ability to prepare clear and concise reports
- Ability to learn and adapt to changing situations; and
- Ability to accept and respond to instructions and directions
- Be a citizen of United States of America
- Be at least 21 years of age or older
- Ability to withstand physical demands of the job and be capable of responding to emergency situations
- Be a high school graduate or have a GED equivalency
- Be able to speak, read and write the English language
- Clear the mandated background investigation

Sufficient Security Staff

Barkley Security Agency, Inc. has the staff to compete successfully for contracts of any complexity and scope.

The company prides itself on its ability to recruit officers and staff. It has established a very close working relationship with active and retiree law enforcement associations and agencies within the State of Florida and surrounding areas. The company maintains a website (www.barkleysecurityagency.com) for job postings and quarterly places advertisements within the local and statewide media, Workforce Plus, and attends jobs fairs on a regular basis. The company has found that this constant recruiting technique provides a continuing database of quality prospective managers and security officers. Our company provides the flexibility, quality of training, and ability to offer such a wide range of services. We have the personnel to complete any size job available. We have the backup for any officer who may be absent for any reason (personal, vacation, sick).



Core Competencies

Barkley Security Agency, Inc. provides armed and unarmed coordinated prevention and deterrence security services to County, State, private and Federal agencies. We are certified as a State MBE, DBE, and formally an 8(a) firm. Our company has been a corporation in the State of Florida since 1992.

- Barkley Security Agency has a Class B Agency License and has been in business in the State of Florida for 23 years. All security guards and guard supervisors possess a State of Florida Class D security license.
- Will provide service on a 24-hour notice or less
- Replacements will be provided within 2-hours from the time a request is made
- We will provide marked company vehicles when requested
- Our Area Supervisor or corporate officer is available upon request for all meetings
- All guards will be fully instructed on policies and procedures
- All guards will make sure activity and incident reports are completed in a timely manner
- Guards are trained in First Aid and CPR
- Guards are trained in the use of Automated External Defibrillator
- Guards are trained in the use of Security Wand and Metal Detector
- Guards are trained in the application of immobilization devices to illegally parked vehicles
- Guards are trained in the issuance of parking citations and parking enforcement



Differentiators

Barkley Security Agency specializes in developing individualized manpower and technology solutions for our clients while providing the right people, and budget-minded processes. Barkley Security has developed security and safety solutions for all areas of security, consistently delivering quality services and integrated solutions to all of our clients. Barkley Security aim is to:

- Promote the importance of public safety
- Support initiatives to strengthen public safety
- Promote the value of the service to stakeholders

We put effort in recruiting, screening and training to ensure that our security officers project the right image for your company.

Whether your location involves extensive customer interaction or significant security challenges, we have the right personnel for the job. All Barkley Security officers are carefully screened according to qualifications, and experience, and overall disposition for the job they would be performing.

Understanding that the success of any security program is founded in the quality and performance of the assigned personnel, Barkley Security Agency make sure that our customers are given the right officers to meet their individual security and customer-service requirements with the highest quality, and cost-effectiveness.

Barkley Security is a diversified company with more than 25 years of history, and we are proud of our distinct culture and strong values.

These values listed below, guide how we conduct our business and develop positive relationships with all our stakeholders, including customers, employees, and the communities in which we work.

Our values are:

- **Integrity** – we can always be trusted to do the right thing
- **Customer Focus** – we have close, open relationships with our customers that generate trust and we work in partnership for the mutual benefit of our organizations

- **Expertise** – we develop and demonstrate our expertise through our innovative and leading-edge approach to creating and delivering the right solution
- **Performance** – we challenge ourselves to improve performance continuously and to create long-term sustainability
- **Qualified Employees** – we always take care to employ the best people, develop their competence, provide opportunities and inspire them to develop our values



FINANCIAL/CAPABILITY

Throughout the Central, Southern, Northern, and Western Regions we have over 200 professionally qualified security personnel.

Barkley Security Agency is financially capable of handling any size job.

- ❖ **For over 25 years we have had a solid financial base.**
- ❖ **Our financial strength has allowed us to make payroll bi-weekly 100% of the time.**
- ❖ **We have survived during this recession and just the normal turbulence of doing business.**

All of our job sites are equipped with communication (Verizon Phones, Two-way radios) golf carts, weapons (as needed) and a fleet of vehicles (trucks and cars) that are marked with the Barkley 's Logo and armer lights.

Whenever a major event occurs we have a security force large enough to service any event. During Hurricane Ivan we were contracted to supply guards in several state buildings and hospitals throughout the State of Florida. We were also contracted by FEMA to supply security personnel in facilities in the Western and Northern Regions.

Barkley Security Agency, Inc. has the staff to compete successfully for contracts of any complexity and scope. We have established a very close working relationship with active and retired law enforcement personnel and agencies throughout the State of Florida and surrounding states. The company maintains a website for job postings and quarterly places advertisements within the local and statewide media and attends jobs fairs on a regular basis. The company has found that this constant recruiting technique provides a continuing database of quality prospective managers and security officers. Our company provides the flexibility, quality of training, and ability to offer such a wide range of services.

Barkley Security Agency, Inc. will provide highly skilled and fully qualified professional as specified in your SOW during the contracted period. We have officers who have been trained and have specialized skills in the following:

<u>Metal Detector Use of Security Wand and</u> <u>Use and monitoring of a CCTV camera system</u> <u>Trained in the application of immobilization devices to illegally parked vehicles</u> <u>Trained in the issuance of parking citations and parking enforcement</u>
--

These skilled and qualified professionals will provide security and safety procedures for the work place and employees and other components as deemed necessary by inter-agency agreements. As a contractor Barkley Security Agency, Inc. seeks only the most skilled and qualified professional to perform these security services. Our management approach to this contracted effort provides maximum technical competency coupled with sound project and fiscal administrative procedures. We begin with a thorough assessment of the work to be performed and coordinate and combine it with the current workload effort. We then tailor a management plan to the service requested and specified by the Statement of Work, regulations, guidelines, and policies.

The following is a list of managers, supervisors, guards and support staff that will be utilized with this project:

- President - Responsible for total operation of the Business
- Vice President/Contract Manager
- Assistant Contract Manager
- Area Manager
- Site Supervisors
- Lead Supervisors
- Guards
- Training Compliance Coordinator
- Administrative Assistant
- Administrative Support
- Legal Staff
- Certified Public Accountant

Clients Access to Management

Management and supervisory personnel are as close as the nearest telephone. When a client telephones Barkley Security Agency, seven days per week, twenty-four hours a day, you have the option of speaking directly to any member of our company's supervisory, management, or executive staff. We have management on duty, twenty-four hour a day, seven days a week. All supervisors are required to check their voice mail every four hours even during non- duty hours. As Barkley Security Agency turns to the future it is especially important that our commitment to

quality remains at the forefront of our operations. An honest, open communication between both client and company and employees and managers, is an essential part of this philosophy and is encouraged and practiced.

The Barkley Security Agency, Inc. approach to succeeding this endeavor is founded on three basic elements:

- Proven Expertise in fulfilling Service Contracts- Critical to providing quality services immediately and sustaining them through the contract.
- Management Systems-Application of proven automated cost and project control systems to deliver the best quality services at the most effective prices.
- Company Commitment- Vital to this project team, contract oversight in daily project implementation is critical and responsiveness to changing situations and emergencies. This commitment has been a distinguishing characteristic of the Barkley Security Agency, Inc.

Application of these factors to our mission approach is demonstrated throughout this profile and will continue in the Pre-Award survey. However, they are of particular importance in three areas.

- Project Phase-In – Because of our technical expertise and project management experience, we are able to provide a seamless transfer of successful phase-in experience in large operations. There will be no interruption in, or detracting from, ongoing operations during the phase-in period.
- Management Control – Through application and refinement on numerous contracts, The Barkley Security Agency, Inc. has developed policies and procedures that ensure prompt and efficient management. The essence of this approach is based on the simple philosophy that any individual given the responsibility to complete a task must also have the necessary authority. When this concept is combined with a rigorous program of quality control the result is responsive, pro-active on-site management.
- Quality Control – As a company whose main product is service, Barkley Security Agency, Inc. was applying the concepts of Total Quality Management long before that term gained its recent popularity. Since we could not re-engineer our product (i.e., our people) we have improved our processes instead. These processes include the selection and training of personnel; and the inspection, documentation, and constant improvement of our work performance procedures. The methodology, which we have developed to continue this improvement, is the basis of our Quality Control Plan.

Tab 7

Hiring Plan



HIRING PROCEDURES

Due to sensitivity of positions offered and the requirements for increased awareness of security, prior to any candidate being considered for employment as a Security Officer under this contract with the Barkley Security Agency, Inc., the company will perform the following verification checks:

- **BACKGROUND CHECK** – We are contracted with Federal Background Services who perform an instant search of criminal records from 50 states and the District of Columbia. The Federal Background Services return a report containing information, including felony and misdemeanor records, sex-offender registries, inmate records, and arrest information. Once we hire an individual, Federal Background automatically monitor our active employees to make sure they still meet our standards for employment screening.

In addition to meeting all of the qualifications and being a graduate of a qualified law enforcement academy or military training all armed officers must also pass a battery of psychological tests given by our HRD. These tests assess suitability for stress and demanding situations. Officers whose Law Enforcement finger print check or FBI check shows evidence of any conviction or possible involvement in offenses that will discredit or show questionable judgment of the potential officer's decision making will render them unsuitable for a position.

- **EMPLOYEE WORK EXPERIENCES** – The potential candidate will be required to complete our standard employee application which requests information on prior employment history and residence. Upon receipt of the completed application our Human Resources Department (HRD) will query each listed employee by writing for specific information concerning work habits, timelines, tardiness, reprimands, illness or health problems, promotions and other general supervisory experiences. There will also be a telephonic request to confirm information received from personnel departments by contacting supervisors, co-workers where possible, and all references. A final confirmation with potential candidate, where candidate is either offered position or denied due to wrongful or unconfirmed information presented.
- **EMPLOYEE REFERENCES** – A written request for information from listed reference, and upon receipt, a follow-up telephone call to confirm. If cannot confirm, candidate is confronted to correct or confirm. Rechecks will be completed on all information that Barkley Security Agency, Inc. deems necessary for confirmation.

PRE-EMPLOYMENT DRUG/ALCOHOL BACKGROUND CHECK (ALL EMPLOYEES)

All DOT and NON-DOT applicants for a position with Barkley Security Agency will be tested and a refusal to submit or a positive confirmed test result will be used as a basis to reject the applicant for employment.

We are contracted with First Lab Managing Drug and Alcohol Testing Program to randomly select officers to be tested quarterly. Once a notification is received by Barkley Security the officer is notified and sent to Patient First located on Appleyard Drive, Tallahassee, Fl., to be drug tested.

All covered employees may be randomly tested for five (5) specified drugs anytime while employed with Barkley Security Agency. The employee may be tested for the following five specified drugs; marijuana, cocaine, opiates, amphetamines and phencyclidine. Consumption of these products is prohibited at all times.

Tab 8

Training Program



TRAINING PROGRAM

Barkley Security Agency, Inc. Training Coordinator has the responsibility for the development and execution of the internal training program. They develop and implement the internal training program for all employees.

The internal training program will be conducted at a site commensurate with each security officer's post. These training sites will be selected with distance and time in mind. Each supervisor along with the trainers will coordinate the training presentations.

During each quarter the area supervisor will visit each site. During these site visits he will make sure personnel have been trained on new information received from clients. Since each area supervisor will visit all sites he/she will sometimes train and pass on information to the site supervisor and lead officers as memorandums for security officers. This information will also be forwarded in bulletins for individuals, as it becomes known. On all events constant monitoring will be the key. Each site supervisor, lead security officer, area supervisor, and contract compliance manager will constantly remain cognizant of ways to improve job performance.

During new employee orientation the following topics will be covered:

- Florida Status 493
- Legal Issues
- Basic Emergency First Aid
- Ethics and Conduct
- Fire Detection/Suppression
- Crime/Accident Scene Prevention
- Report Writing
- Nonviolent Crisis Intervention
- Introduction to Security
- Patrolling 1 and 2
- Ingress and Egress Procedures
- Laws of Arrest
- Uniform and Equipment
- Terrorist Patrol
- Post Orientation (parking operation, building operations, alarm operation, etc)

CPR and First Aid
Blood Borne Pathogens
Hazardous Materials
Safety
Customer/Complaint Resolution Procedures
Sexual Harassment
Computer proficiency
Policy and Procedures/Code of Conduct
Customers Service Procedures (courtesy, honesty, and good attitude)
Weapons Proficiency Requirements
Use of Force and Weapons
Terrorism Response Procedures
Control of Government and Company Property
Fitness and Health Standards
Post Orders
Contract Performance
Qualifications Requirements

As a specialist in the preventive/deterrence field the owner, Robert E. Barkley, who was selected as Crime Prevention Officer of the Year for the State of Florida in 1993, has promulgated the thinking that preplanning for crime can alter the outcome. We at the Company will follow this principal and will seek to prevent/deter harmful actions against all residents, clients, personnel and property by the following:

- Ensure that personnel follow post orders at all times in the sequence as outlines
- Plan for possible actions during training
- Assist and ask for assistance from personnel within confines of property being protected
- Advise personnel when actions are conducted using unsafe procedures
- Advise agency personnel of any suspicious activity regardless of how minute
- Seek new ways for solutions to old problems
- Act on deficiencies quickly and decisively

The Company will implement the following for crisis intervention procedures:

- Act quickly and decisively
- React to present situation
- Support all actions with resources and assets of company
- Conduct follow up actions as soon as possible
- Quickly inform personnel of required actions and decisions

In addition to onsite training in the post orders and public safety procedures, all of Barkley Security personnel who are computer proficient are taken through a detailed computer literacy workshop which is personally, conducted by office staff. Though the majority of the training is not required, it does consist of the following: internet access, Microsoft word, and windows. This is done in an effort to prepare our officers to face whatever challenges the day may bring about throughout the course of their shift. Municipal government can be very unpredictable at

times and we prefer that all of our officers be equipped to conform to these possibilities. Having a diversified, computer literate officer enhances our ability to respond. Computer proficiency with our officers is not just part of their initial training; rather it is an ongoing process that is facilitated by our corporate staff and the site supervisors. Officers are not only trained on what to do on government computers, but they are also trained on what not to do. This includes not accessing: restricted and classified city information; not visiting prohibited and inappropriate sites; and maintaining confidentiality of information that they are privileged to. This training program remains consistent with City of Tallahassee policies and procedures and is refreshed every quarter or ninety days.

Reporting Plan

Barkley Security Agency, Inc., in all of its contracts has developed the internal discipline, values and procedures to keep accurate, verifiable records available to the government for review and audit.

Monthly report will include the following

- Previous month's performance hours
- Personnel changes
- Deficiency reports and corrections
- Inspections (type of inspection, officer name, and where conducted)
- Safety Inspections
- Quality Inspections
- Accidents, Unusual Incidents
- Activity Log Reports
- Security Alarm Reports

OFFICER DAILY ACTIVITY REPORTS

All officers assigned to a post will be required to document a detail report of their rounds every hour on a daily activity report form (DAR). These reports will be available each day to management.

CHAIN OF COMMAND

Our chain of command is very simple. The number of management personnel will be kept to the number required to adequately perform the task at hand. To provide quick response for our organization, we employ project management at "ground level". The corporate staff will not dictate day-to-day operations from the corporate headquarters, but allows the branch office supervisory staff to make those decisions. Our staff will be in direct and continuous contact with the Police Department and must be able to react immediately to requests for additional or emergency services, correction of deficiencies and provision of required reports. Without the timeliness offered by this organizational structure, there would be serious limitations in the performance of the requirements of this contract.

PERSONNEL PROBLEMS

Barkley Security Agency, Inc. realizes that due to the number and nature of personnel problems that may occur, however it also allows that every individual has a right of protection under the law. Each Security Officer is a citizen and is entitled to protection per laws and statues of the state, city and county where they are employed. All personal problems will be handled in

accordance with rules, regulations, and laws consistent with the Contract and policies and procedures of the Barkley Security Agency and our client.

All Personnel will be given proper training on the use and protection of all weapons when. We understand that the uses of weapons are very sensitive and special attention will be outlined regarding use and punishment. Security Officers are not allowed to carry weapons other than in official capacity while on the job; any violations of this rule will be subjected to administrative action.

All personnel in violation of rules will be disciplined to include dismissal. The following infractions will be cause for immediate dismissal:

1. Misuse of weapon and badge outside of duty station in an official capacity without written authorization.
2. Theft.
3. Drinking of alcoholic beverages while on duty.
4. Use of any drugs while employed with the company
5. Not following the rules and regulation under the Contract

Suspensions will occur for the following infractions:

1. Misuse of equipment
2. Alleged sexual harassment or misconduct on duty. Suspension until the situation is investigated and cleared. Notification to affected employee in writing of action taken.
3. Any employee can be suspended twice for the same infraction before removal.
4. Wrong or misuse of duty uniform.

COMMUNICATION PLAN

Each member of the Contract Management Team will be issued Verizon cellular telephones. The Contract Management Team includes; Contract Manager, Assistant Contract Manager, Area Supervisor, Site Supervisor and Lead Security Officer. The cellular telephones will be utilized for official job related business only. The telephone numbers will only be given to personnel within the Chain of Command. Each Site Supervisor will have an alternate who will act during his absence.

The Area Supervisor serve as the liaison between Security Officer and contract personnel however, the telephone numbers of the Contract Manager, Corporate Management and other members of the Contract Management Team will be readily available to all Contract Personnel. These numbers will be given to each security employee attached to the identification card.

Tab 9

Uniform Policy



UNIFORM POLICY

Barkley Security Agency, Inc. routinely issues each Security Officer three (3) uniform wardrobes and equipment to each employee. Replacement uniforms are issued as needed. The wardrobe consists of the following:

- Hat – (3) inch-brim (black) or baseball cap (black)
- Shirt, short sleeve for summer and long sleeve for winter – (white)
- Personal I.D. card with barcode
- Trousers – (brown)
- Belt, garrison w/brass buckle – (black)
- Brown ties
- Light weight jacket with patches (black)
- Winter jacket bomber style with patches (black)
- Bright yellow rain gear emblazoned with the security cover and gloves
- Security Officer's Pocket Manual
- Whistle
- Flashlight with batteries
- Security Officer Insignias & shoulder patches
- Pocket notebook
- Cell phone/cell phone case
- Pager if necessary

Officers are required to wear black leather tie shoes and black socks to complete the professional look to the uniform.

Special Request Uniforms

Barkley Security Agency, Inc. may choose the Trooper style hats or have Security Officers wear a blazer suit style rather than the military type for special events. Normally, this includes a brown blazer, solid brown tie, white shirt, and brown pants.

Uniforms are inspected on Site

Post inspections by supervisors include a uniform inspection to insure that officers are in complete uniform and are neat in appearance. Personal hygiene, hair length, and style must be in

keeping with Barkley Security Agency, Inc. regulations. With the exception of watches and engagement rings, jewelry is forbidden. Any missing uniform articles are corrected immediately. Signs of uniform disrepair are reported to management and addressed prior to the next scheduled shift. It is recognized the condition of the officer's uniform is an important factor in the officer's effectiveness.

Tab 10

License Certification

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

**ADAM H. PUTNAM
COMMISSIONER**

DIVISION OF LICENSING

08/01/13
DATE ISSUED

08/04/16
DATE OF EXPIRATION

B 8800039
LICENSE NUMBER

BARKLEY SECURITY AGENCY, INC.

18229 MEMORIAL BLUESTAR HIGHWA
QUINCY, FL 32351

BARKLEY, ROBERT EARL, PRESIDENT
BARKLEY, LOMAR C., VICE PRESIDENT
BARKLEY, LOMAR C., SECRETARY-TREASURER

THE *SECURITY AGENCY* NAMED ABOVE IS LICENSED AND REGULATED UNDER THE PROVISIONS OF
CHAPTER 493, FLORIDA STATUTES.



**Fresh
Florida**

A handwritten signature in black ink, appearing to read 'Adam H. Putnam'.

**ADAM H. PUTNAM
COMMISSIONER**

EXHIBIT B

State of Florida

Minority, Women & Florida Veteran Business Certification

Barkley Security Agency, Inc

Is certified under the provisions of
287 and 295.187, Florida Statutes for a period from:

12/12/2013 to 12/12/2015



DEPARTMENT OF MANAGEMENT
SERVICES

Craig J. Nichols
Craig J. Nichols, Secretary
Florida Department of Management Services



**LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-05-14-15-32**

EXHIBIT C

Bid Title: Security Guard Services, Continuing Services

Opening Date: Thursday, May 14, 2015 at 2:00 PM

Item/Vendor	Giddens Security	Barkley Security	
Manual Signature	yes	yes	
Affidavit of Immigration	yes	yes	
EEO	yes		
Tie Bid	yes	yes	
Insurance	yes	yes	
Certificate Debarment	yes	yes	
Courthouse: Armed	13.68	12.50	
Unarmed	11.89	11.30	
PSC: Armed	13.68	12.50	
Unarmed	11.89	11.30	
General Ser: Armed	15.00	12.27	
Unarmed	15.00	11.20	
No Bid:			

Tabulated By: _____



Joanne Jennings

**LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-05-14-15-32**

EXHIBIT C

Bid Title: Security Guard Services, Continuing Services

Opening Date: Thursday, May 14, 2015 at 2:00 PM

Item/Vendor	Palmetto Security	All Pro Security	Credible Security
Manual Signature	yes	yes	yes
Affidavit of Immigration	yes	yes	yes
EEO	yes	yes	yes
Tie Bid	yes	yes	yes
Insurance	yes	yes	yes
Certificate Debarment	yes	yes	yes
Courthouse: Armed	17.45	13.32	12.17
Unarmed	15.07	12.27	10.99
PSC: Armed	15.86	13.32	12.17
Unarmed		12.27	10.99
General Ser: Armed	15.46	13.32	12.17
Unarmed	13.88	12.27	10.99
No Bid:			

Tabulated By: 

Joanne Jennings

**LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-05-14-15-32**

EXHIBIT C

Bid Title: Security Guard Services, Continuing Services

Opening Date: Thursday, May 14, 2015 at 2:00 PM

Item/Vendor	Dynamic Security	Excel Sior Defense	Dothan Security
Manual Signature	yes	yes	yes
Affidavit of Immigration	yes	yes	yes
EEO	yes	yes	yes
Tie Bid	yes	yes	yes
Insurance	yes	yes	yes
Certificate Debarment	yes	yes	yes
Courthouse: Armed	19.05	14.03	12.31
Unarmed	17.41	12.79	11.09
PSC: Armed	19.05	14.03	12.31
Unarmed	17.41	12.79	11.09
General Ser: Armed	19.05	14.03	12.31
Unarmed	17.41	12.79	11.09
No Bid:			

Tabulated By: 

Joanne Jennings