

**AGREEMENT FOR
SECURITY GUARD SERVICES**

THIS AGREEMENT, made this 12th day of July 2011, by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and Navarro Security Group, Inc., a Florida corporation, ("Contractor" or "Company"), whose address and phone number are 1341 Southwest 21 Terrace, Fort Lauderdale, FL 33312, 954-581-1516, fax 954-581-8687 for the term specified herein,

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

WITNESSETH:

I. DOCUMENTS

The following documents (collectively "Contract Documents") are hereby incorporated into and made part of this agreement.

- (1) Request for Proposals Number 715-10763, Security Guard Services, including any and all addenda, prepared by the City of Fort Lauderdale, ("RFP" or "Exhibit A").
- (2) The Contractor's response to the RFP, dated May 23, 2011, ("Exhibit B").

All Contract Documents may also be collectively referred to as the "Documents." In the event of any conflict between or among the Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. First, specific direction from the City Manager (or designee)
- B. Second, this Agreement dated July 12, 2011, and any attachments.
- C. Third, Exhibit A
- D. Fourth, Exhibit B

II. SCOPE

The Contractor shall perform the Work under the general direction of the City as set forth in Contract Documents.

Unless otherwise specified herein, the Contractor shall perform all Work identified in this Agreement. The parties agree that the scope of services is a description of Contractor's obligations and responsibilities, and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by Contractor impractical, illogical, or unconscionable.

Contractor acknowledges and agrees that the City's Contract Administrator has no authority to make changes that would increase, decrease, or otherwise modify the Scope of Services to be provided under this Agreement.

By signing this Agreement, the Contractor represents that it thoroughly reviewed the documents incorporated into this Agreement by reference and that it accepts the description of the Work and the conditions under which the Work is to be performed.

III. TERM OF AGREEMENT

The initial contract period shall commence on October 17, 2011 and shall end on October 16, 2012. In the event the term of this Agreement extends beyond the end of any fiscal year of City, to wit, September 30, the continuation of this Agreement beyond the end of such fiscal year shall be subject to both the appropriation and the availability of funds.

IV. COMPENSATION

The Contractor agrees to provide the services and/or materials as specified in Contractor's proposal to the City at the cost specified in said proposal and addenda, if any, the proposal and any addenda thereto being attached as Exhibit B. It is acknowledged and agreed by Contractor that this amount is the maximum payable and constitutes a limitation upon City's obligation to compensate Contractor for Contractor's services related to this Agreement. This maximum amount, however, does not constitute a limitation of any sort upon Contractor's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services. Except as otherwise provided in the solicitation, no amount shall be paid to Contractor to reimburse Contractor's expenses.

V. METHOD OF BILLING AND PAYMENT

Contractor may submit invoices for compensation no more often than monthly, but only after the services for which the invoices are submitted have been completed. An original invoice plus one copy are due within fifteen (15) days of the end of the month except the final invoice which must be received no later than sixty (60) days after this Agreement expires. Invoices shall designate the nature of the services performed and/or the goods provided.

City shall pay Contractor within forty-five (45) days of receipt of Contractor's proper invoice, as provided in the Florida Local Government Prompt Payment Act.

To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the form and pursuant to instructions prescribed by the City's Contract Administrator. Payment may be withheld for failure of Contractor to comply with a term, condition, or requirement of this Agreement.

Notwithstanding any provision of this Agreement to the contrary, City may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work that has not been remedied or resolved in a manner satisfactory to the City's Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by City.

VI. GENERAL CONDITIONS

A. Indemnification

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sublicensee of the Contractor. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the City Manager, any sums due Contractor under this Agreement may be retained by City until all of City's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by City.

B. Intellectual Property

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, royalties, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any infringement or allegation of infringement of any patent, copyright, or other intellectual property right in connection with the Contractor's or the City's use of any copyrighted, patented or un-patented invention, process, article, material, or device that is manufactured, provided, or used pursuant to this Agreement. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

C. Termination for Cause

The aggrieved party may terminate this Agreement for cause if the party in breach has not corrected the breach within ten (10) days after written notice from the aggrieved party identifying the breach. The City Manager may also terminate this Agreement upon such notice as the City Manager deems appropriate under the circumstances in the event the City Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the City erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

This Agreement may be terminated for cause for reasons including, but not limited to, Contractor's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to perform the Work to the City's satisfaction; or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement.

D. Termination for Convenience

The City reserves the right, in its best interest as determined by the City, to cancel this contract for convenience by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. In the event this Agreement is terminated for convenience, Contractor shall be paid for any services performed to the City's satisfaction pursuant to the Agreement through the termination date specified in the written notice of termination. Contractor acknowledges and agrees that he/she/it has received good, valuable and sufficient consideration from City, the receipt and adequacy of which are hereby acknowledged by Contractor, for City's right to terminate this Agreement for convenience.

E. Cancellation for Unappropriated Funds

The City reserves the right, in its best interest as determined by the City, to cancel this contract for unappropriated funds or unavailability of funds by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise provided by law.

F. Insurance

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The commercial general liability insurance policy shall name the City of Fort Lauderdale, a Florida municipality, as an "additional insured." This MUST be written in the description section of the insurance certificate, even if there is a check-off box on the insurance certificate. Any costs for adding the City as "additional insured" shall be at the Contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any required insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Chapter 440, Florida Statutes
Employers' Liability - \$500,000

Any firm performing work for or on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions can only be made, by the City's Risk Manager, if they are in accordance with Florida Statutes.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage must include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability
- e. Independent Contractors

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Division
100 N. Andrews Avenue, Room 619
Ft. Lauderdale, FL 33301

G. Environmental, Health and Safety

Contractor shall place the highest priority on health and safety and shall maintain a safe working environment during performance of the Work. Contractor shall comply, and shall secure compliance by its employees, agents, and subcontractors, with all applicable environmental, health, safety and security laws and regulations, and performance conditions in this Agreement. Compliance with such requirements shall represent the minimum standard required of Contractor. Contractor shall be responsible for examining all requirements and determine whether additional or more stringent environmental, health, safety and security provisions are required for the Work. Contractor agrees to utilize protective devices as required by applicable laws, regulations, and any industry or Contractor's health and safety plans and regulations, and to pay the costs and expenses thereof, and warrants that all such persons shall be fit and qualified to carry out the Work.

H. Standard of Care

Contractor represents that he/she/it is qualified to perform the Work, that Contractor and his/her/its subcontractors possess current, valid state and/or local licenses to perform the Work, and that their services shall be performed in a manner consistent with that level of care and skill ordinarily exercised by other qualified contractors under similar circumstances.

I. Rights in Documents and Work

Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City; and Contractor disclaims any copyright in such materials. In the event of and upon termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by Contractor, whether finished or unfinished, shall become the property of City and shall be delivered by Contractor to the City's Contract Administrator within seven (7) days of termination of this Agreement by either party. Any compensation due to Contractor shall be withheld until Contractor delivers all documents to the City as provided herein.

J. Audit Right and Retention of Records

City shall have the right to audit the books, records, and accounts of Contractor and Contractor's subcontractors that are related to this Agreement. Contractor shall keep, and Contractor shall cause Contractor's subcontractors to keep, such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement. All books, records, and accounts of Contractor and Contractor's subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Contractor or Contractor's subcontractor, as applicable, shall make same available at no cost to City in written form.

Contractor and Contractor's subcontractors shall preserve and make available, at reasonable times for examination and audit by City in Broward County, Florida, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida public records law, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida public records law is determined by City to be applicable to Contractor and Contractor's subcontractors' records, Contractor and Contractor's subcontractors shall comply with all requirements thereof; however, Contractor and Contractor's subcontractors shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for City's disallowance and recovery of any payment upon such entry.

Contractor shall, by written contract, require Contractor's subcontractors to agree to the requirements and obligations of this Section.

The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract.

K. Public Entity Crime Act

Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and 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 City, may not submit a bid on a contract with City for the construction or repair of a public building or public work, may not submit bids on leases of real property to City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with City, and may not transact any business with City in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid by City pursuant to this Agreement, and may result in debarment from City's competitive procurement activities.

L. Independent Contractor

Contractor is an independent contractor under this Agreement. Services provided by Contractor pursuant to this Agreement shall be subject to the supervision of the Contractor. In providing such services, neither Contractor nor Contractor's agents shall act as officers, employees, or agents of City. No partnership, joint venture, or other joint relationship is created hereby. City does not extend to Contractor or Contractor's agents any authority of any kind to bind City in any respect whatsoever.

M. Inspection and Non-Waiver

Contractor shall permit the representatives of CITY to inspect and observe the Work at all times.

The failure of the City to insist upon strict performance of any other terms of this Agreement or to exercise any rights conferred by this Agreement shall not be construed by Contractor as a waiver of the City's right to assert or rely on any such terms or rights on any future occasion or as a waiver of any other terms or rights.

N. Assignment and Performance

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other party. In addition, Contractor shall not subcontract any portion of the work required by this Agreement, except as provided in the Schedule of Subcontractor Participation. City may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by Contractor of this Agreement or any right or interest herein without City's written consent.

Contractor represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

Contractor shall perform Contractor's duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of Contractor's performance and all interim and final product(s) provided to or on behalf of City shall be comparable to the best local and national standards.

In the event Contractor engages any subcontractor in the performance of this Agreement, Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Agreement. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend at Contractor's expense, counsel being subject to City's approval or disapproval, and indemnify and hold City and City's officers, employees, and agents harmless from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, by or in favor of any of Contractor's subcontractors for payment for work performed for City by any of such subcontractors, and from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, occasioned by or arising out of any act or omission by any of Contractor's subcontractors or by any of Contractor's subcontractors' officers, agents, or employees. Contractor's use of subcontractors in connection with this Agreement shall be subject to City's prior written approval, which approval City may revoke at any time.

O. Conflicts

Neither Contractor nor any of Contractor's employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Contractor's loyal and conscientious exercise of judgment and care related to Contractor's performance under this Agreement.

Contractor further agrees that none of Contractor's officers or employees shall, during the term of this Agreement, serve as an expert witness against City in any legal or administrative proceeding in which he, she, or Contractor is not a party, unless compelled by court process. Further, Contractor agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of City in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude Contractor or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event Contractor is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, Contractor agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as Contractor.

P. Schedule and Delays

Time is of the essence in this Agreement. By signing, Contractor affirms that it believes the schedule to be reasonable; provided, however, the parties acknowledge that the schedule might be modified as the City directs.

Q. Materiality and Waiver of Breach

City and Contractor agree that each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the parties in exchange for *quid pro quo*, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

City's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

R. Compliance With Laws

Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

S. Severance

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the provisions not having been found by a court of competent jurisdiction to be invalid or unenforceable shall continue to be effective.

T. Limitation of Liability

The City desires to enter into this Agreement only if in so doing the City can place a limit on the City's liability for any cause of action for money damages due to an alleged breach by the City of this Agreement, so that its liability for any such breach never exceeds the sum of \$1,000. Contractor hereby expresses its willingness to enter into this Agreement with Contractor's recovery from the City for any damage action for breach of contract or for any action or claim arising from this Agreement to be limited to a maximum amount of \$1,000 less the amount of all funds actually paid by the City to Contractor pursuant to this Agreement.

Accordingly, and notwithstanding any other term or condition of this Agreement, Contractor hereby agrees that the City shall not be liable to Contractor for damages in an amount in excess of \$1,000 which amount shall be reduced by the amount actually paid by the City to Contractor pursuant to this Agreement, for any action for breach of contract or for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended to be a waiver of the limitation placed upon City's liability as set forth in Article 768.28, Florida Statutes.

U. Jurisdiction, Venue, Waiver, Waiver of Jury Trial

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of this Agreement, and for any other legal proceeding, shall be in the Seventeenth Judicial Circuit in and for Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida, Fort Lauderdale Division.

In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada of a judgment entered by a court in the United States of America.

V. Amendments

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the Mayor-Commissioner and/or City Manager, as determined by City Charter and Ordinances, and Contractor or others delegated authority to or otherwise authorized to execute same on their behalf.

W. Prior Agreements

This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

X. Payable Interest

Except as required and provided for by the Florida Local Government Prompt Payment Act, City shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Contractor waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

Y. Representation of Authority

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

AA. Uncontrollable Circumstances ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

BB. Scrutinized Companies

This Section applies to any contract for goods or services of \$1 million or more:

The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as provided in section 287.135, Florida Statutes (2011), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2011), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

IN WITNESS WHEREOF, the City and the Contractor execute this Contract as follows:

CITY OF FORT LAUDERDALE

By: [Signature] FOR C.F.
City Manager

Approved as to form:

[Signature]
Senior Assistant City Attorney

ATTEST

By: [Signature]
Print Name: LOUIS SORRENTINO
Title: Chief Operating Officer

CONTRACTOR

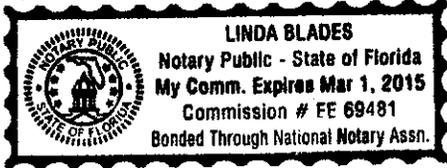
By: [Signature]
Print Name: JOSEPH H. DIBBS
Vice President

(CORPORATE SEAL)

STATE OF Florida :
COUNTY OF Broward :

The foregoing instrument was acknowledged before me this 25th day of June, 2011, by Joseph Dibbs as vice president for Navarro Security Group, Inc., a Florida corporation

(SEAL)



[Signature]
Notary Public, State of Florida
(Signature of Notary Public)

Linda Blades
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known X OR Produced Identification _____
Type of Identification Produced _____

CONTRACT
COPY

Solicitation 715-10763
Security Guard Services



CITY OF FORT LAUDERDALE

City of Fort Lauderdale

Bid 715-10763 Security Guard Services

Bid Number	715-10763
Bid Title	Security Guard Services
Bid Start Date	Apr 27, 2011 11:52:03 AM EDT
Bid End Date	May 24, 2011 2:00:00 PM EDT
Question & Answer End Date	May 6, 2011 5:00:00 PM EDT
Bid Contact	Richard Ewell Procurement Specialist II Procurement Services

Description

The City of Fort Lauderdale, Florida is seeking proposals from qualified proposers to provide security guard services for the City's Business Enterprises Department (Marina Division), in accordance with the terms, conditions, and specifications contained in this Request for Proposals.

For a copy of the RFP, go to www.bidsync.com.



RFP#715-10763**TITLE: Security Guard Services****PART I – INTRODUCTION/INFORMATION****01. PURPOSE**

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, to provide security guard services for the City's Business Enterprises Department (Marina Division), in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

02. INFORMATION OR CLARIFICATION

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com . Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VI – Requirements of the Proposal. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation.

03. TRANSACTION FEES

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

04. SITE VISIT

It will be the sole responsibility of the proposer to inspect the City's facilities and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required.

Vendors wishing to inspect facilities where services are to be rendered must make an appointment by contacting Mr. Andrew Cuba or Mr. Jonathan Luscomb at (954) 828-5423.

05. ELIGIBILITY

To be eligible for award of a contract in response to this solicitation the Contractor must demonstrate that they have successfully completed services, as specified in the Technical Specifications / Scope of Services section of this solicitation, are normally and routinely engaged in performing such services and are properly and legally licensed to perform such work. In addition, the Contractor must have no conflict of interest with regard to any other work performed by the Contractor for the City of Fort Lauderdale and must be able to verify that they have provided billed service for a minimum average of 800 hours per month for the last two (2) years, be properly licensed in the State of Florida and hold correct licenses in Broward County and the City of Fort Lauderdale, as required.

06. PRICING

All pricing should be identified in PART VII - PROPOSAL PAGES – COST PROPOSAL. No additional costs may be accepted, other than the costs specifically requested on the Proposal pages.

07. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

08. AWARD

The City reserves the right to award to that bidder who will best serve the interests of the City. Award will be made to the highest ranked responsive and responsible proposer, for that product/service that will best serve the needs of the City of Fort Lauderdale.

The City also reserves the right to waive minor variations in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all bids and to award or not award a contract based on this bid solicitation.

09. COST VALIDITY

Prices provided in this Request for Proposal (RFP) are valid for 120 days from time of RFP opening. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

PART II - RFP SCHEDULE

Release RFP	4/27/11
Last Date for Receipt of Questions of a Material Nature	5/6/11
Addendum Release (If required)	5/10/11
PROPOSAL DUE (Prior to 2:00 PM EST)	5/24/11

PART III - SPECIAL CONDITIONS

01. GENERAL CONDITIONS

RFP General Conditions Form G-107 Rev. 11/10 (GC) are included and made a part of this RFP.

02. NEWS RELEASES/PUBLICITY

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

03. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

04. CONTRACTORS' COSTS

The City shall not be liable for any costs incurred by Contractor in responding to this RFP.

05. RULES AND PROPOSALS

The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal Contractor.

06. CONTRACT PERIOD

The initial contract term shall commence upon date of award by the City or 7/17/11, whichever is later, and shall expire one year from that date. The City reserves the right to extend the contract for three additional one-year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

07. COST ADJUSTMENTS

Prices quoted shall be firm for the initial contract term. No cost increases shall be accepted in this initial contract term. Please consider this when providing your pricing

for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: Costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

08. SERVICE TEST PERIOD

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

09. CONTRACT COORDINATOR

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.

- Coordinate and approve all work under the contract.

- Resolve any disputes.

- Assure consistency and quality of Contractor's performance.

- Schedule and conduct Contractor performance evaluations and document findings.

- Review and approve for payment all invoices for work performed or items delivered.

10. CONTRACTOR PERFORMANCE REVIEWS AND RATINGS

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

11. INVOICES/PAYMENT

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the hourly costs and all related costs and shall specify the status of the particular task or project as of the date of the invoice as regards the accepted schedule for that task or project. The City will endeavor to make payment on a correct invoice within thirty (30) days after receipt of an invoice acceptable to the City. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City. This negotiated payment shall be based on the overall task or project breakdown, relative to the projected number of hours for each task element, and the percentage of work completed.

12. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Contractor agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Contractor.

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

The City may require additional items or services of a similar nature, but not



specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

13. DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

14. SUBSTITUTION OF PERSONNEL

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the initial contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

15. INSURANCE

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Department.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better



insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Florida Statute 440
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage must include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability
- e. Independent Contractors

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Department
100 N. Andrews Avenue, Room 619
Ft. Lauderdale, FL 33301



16. SUBCONTRACTORS

If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

Contractor shall ensure that all Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

17. INSURANCE – SUBCONTRACTORS

Contractor shall require all of its subcontractors to provide the aforementioned coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

18. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the



City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

19. PUBLIC ENTITY CRIMES

NOTE: Contractor, by submitting a proposal attests they have not been placed on the convicted vendor list.

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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, 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, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

20. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

21. CANADIAN COMPANIES

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

22. LOBBYING ACTIVITIES

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf>.

23. BID TABULATIONS/INTENT TO AWARD

(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at



http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

24. WARRANTIES OF USAGE

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.



PART IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

01. GENERAL INFORMATION / INTENT

It is the intent of this section to establish several levels of Security Officer experience, training and abilities and to define the City's current needs for security officer services at our marine facilities. While the City currently plans to use Security Officer Level C on a roving basis for the New River Marginal Docking Facility and additional services for the Las Olas Municipal Marina and Anchorage, we reserve the right to change the level of the officers, hours of coverage, established routes, and all other criteria or polices included in the RFP attachments, etc. The City wants to have a multi year contract with a qualified Contractor that has the flexibility to adjust to the City's then current needs.

While this RFP is intended to result in a contract for a specific purpose for our marine facilities, it is also intended to result in a contract which will be available for other City departments or City uses as they may occur including specifically the Fort Lauderdale Aquatics Complex, Fort Lauderdale Executive Airport, etc.

02. SECURITY OFFICER EXPERIENCE AND QUALIFICATIONS

LEVEL A - BASE LEVEL

Experience, Training and Communication.

Each Security Officer will have a complete background check made by the Contractor and the results of such checks shall be made available to the City upon request.

- a. Shall be U.S. citizens or have a valid resident alien status.
- b. Be a graduate of a certified United States federal, state, county or local law enforcement agency training program, a military police training program, or trained as a correctional officer.
- c. Be fully literate in the english language (i.e., be able to read, write, speak understand and be understood.) Oral command of the english language must be sufficient to permit full communication, particularly in times of stress.
- d. Have a valid drivers license.
- e. One years experience in a responsible security position.
- f. High school diploma or equivalent.
- g. Successfully completed contractor training in the following: technique and patrol, first aid including CPR, public relations, safety, proper use of telephones and radio, proper use of written report forms, sight hours on



site training by supervisor of the contractor verified and documented by the City.

- h. Shall not be considered for this contract if they currently or in the past been involved in: (a) any felony or sex conviction, (b) military conduct resulting in dishonorable or undesirable discharge, (c) any pattern of irresponsible behavior, including but not limited to unreasonable driving, or a problem employment record.

Physical Capabilities: Security Officers must successfully pass a medical examination, conducted at the Contractors expense, prior to duty assignment. The minimum requirements are as follows:

- a. Freedom from any communicable disease.
- b. Binocular vision, which is correctable to 20/20 vision.
- c. Ability to distinguish shades of colors.
- d. Ability to hear ordinary conversation at a distance of 20 feet, without the use of artificial hearing devices.
- e. Freedom from drug use, except prescribed medication as evidenced by urinalysis test.
- f. Freedom from disease or condition that results in indistinct speech.
- g. Free from any physical or emotional disorder, or any hindrance, which may inhibit or preclude meeting the professional standards required by the contract.
- h. Blood pressure and other vital signs must be within normal limits.

LEVEL B - MID LEVEL

Meet all the requirements of Level A and have a minimum of two (2) years satisfactory experience as a full time military or civilian law enforcement officer. Service as a part time police officer, reserve officer, or part time security officer does not meet this criteria.

LEVEL C - HIGH LEVEL

Meet all the requirements of Level B and have the training qualifications and licenses to provide armed security officer services. This includes State of Florida Officer's "G" license and complete background check including felony screening in both the State of Florida and a national check by the FBI. The City will review all background materials on a person proposed for this level.

03. INITIAL SCOPE OF SERVICES

The City has four (4) marine facilities area of operations requiring security and patrol services. They are:

Cooley's Landing Marina
450 Southwest 4th Avenue

New River Marginal Docks
2 South New River Drive

Las Olas Anchorage, and
Las Olas Marina
240 Las Olas Circle

The initial scope of services will be to provide: Two (2) Level C roving (via vehicle and foot patrol) armed Security Officers based at the Cooley's Landing Marina for (2) shifts. One Officer shall patrol from 10:00 to 18:00 and the second shall patrol from 20:00 to 4:00. The Second shall complete the "Night Patrol of Unregistered Vessels" (Attachment A). Each Officer shall cover the Cooley's Landing Marina, the New River Marginal Docks, the Las Olas Marina and Anchorage marine facilities.

The office and facilities for the Cooley's Landing Marina are located at 450 Southwest 4th Avenue. The marina is located within a public park. It contains approximately 30 slips and two boat ramps located on both sides of the Marshall Bridge as well as an office and a comfort facility. The New River Marginal and Floating Docks are located on the north side of the river from the Cooley's Landing Marina to SE 5th Ave. and on the south side of the river from SW 7th Ave to SW 4th Ave and from SW 1st Ave to the Federal Highway Tunnel. There are approximately 100 slips located on both sides of the New River. The office as well as the headquarters for all Marine Facilities operations is located at 2 South New River Drive. The office for the Las Olas Marina and the Las Olas Anchorage is located at 240 Las Olas Circle. The Las Olas Marina contains approximately 60 slips located on both sides of the Las Olas Bridge along the east bank of the Intracoastal Waterway as well as an office and a comfort facility. The office also serves currently as headquarters for the Fort Lauderdale Police Department's Beach Substation. The Las Olas Anchorage contains 10 buoy moorings and is located in the Las Olas Bight, south of the Las Olas Bridge on the west bank of the Intracoastal Waterway.

04. SERVICES AND EQUIPMENT PROVIDED BY CITY

The City shall make available to the headquarters of the Contractor one complete faxed copy of its slip inventory for all marine facilities included under this contract as of the close of business for each day of service provided, and an original copy will be left at the office for each area of operation that services are provided. The City shall also make available a supply of forms for incident reporting or any other special reporting that the City requires in a specific format that it prescribes.

At the New River Marginal Docks and Las Olas Marina and Anchorage, the City shall make available daily City Police Radio to expedite emergency calls for Police response. The Security Officer is required to pick the radio at shift commencement and return the radio at shift completion daily. No exception to this requirement may be made.

05. SERVICES AND EQUIPMENT PROVIDED BY CONTRACTOR

Contractor to provide the officer, the security vehicle, uniform for the officer, communications equipment for the officer, supervision of the officer and twenty four (24) hour per day, seven days per week communications access for the City and officer.

Except where provided by the City for roving services, the Security Officer must have communications equipment that will allow him to contact his office, the Supervisor of Marine Facilities or designee and the Fort Lauderdale Police Department. The Security Officer will carry a flashlight with batteries.

Except where the City requires or has requested a Level C Armed Security Officer, no other officer providing services shall carry arms, even if properly trained and licensed. Arms shall include, but are not limited to; weapons, mace/pepper spray and nightstick.

The Security Officer will be neatly groomed, in the approved uniform and properly equipped.

The security vehicle shall be clean and properly maintained.

Both the Security Officers uniform and vehicle shall be clearly identified with the security firms name and be identified with the City's logo or other identification to notify the public that the Security Officer is providing the service for the City. The Officer shall wear a name tag and the vehicle shall have the telephone number of the security firm prominently displayed.

The Security Officer will report to the designated initial location on time and will remain on duty until the end of the shift or until properly relieved. No officer will work more than a twelve (12) hour shift in a twenty four (24) hour period.

The Security Officer will maintain a good personal and uniform appearance, be courteous to residents and visitors at the facilities and to City personnel. The Security Officer will not conduct any personal activity that would detract from a professional image.

The Security Officer will patrol the facilities both in the vehicle and on foot to inspect all parts of the facilities for the purpose of detecting and preventing individuals or groups from committing acts that are illegal or injurious to others or to the property. All Marine Facilities must be monitored. The Security Officer will inspect each slip at each of the Marine Facility Sites in order to reconcile "Dock Check List", Attachment A, provided at the close of business for that day to actual occupancy noting the reconciliation on the "Night Patrols Summary of Unrecorded Vessels", Attachment B.

The Security Officer shall complete an "Incident Report" in accord with Attachment C (Marine Facilities Security Incident Report) to be provided to the Manager of Marine Facilities or Supervisor of Marine Facilities or their designee at the completion of the shift for any contact initiated by the Security Officer against unauthorized parties or involving customers who may be reporting violations or suspicious activities or who's conduct on City property may voluntarily or involuntarily warrant response from the Security Officer. The Incident Report shall also be completed even when reported activity involves response by Fort Lauderdale Police to further document the circumstances and confirm that a Police Report is in the process of being made. The Security Officer will contact the appropriate party when such events occur or have occurred depending upon the level of security. The Fort Lauderdale Police Department and the Officers Supervisor must be immediately contacted in emergency

situations or when assistance is needed. It is **not** expected that the Security Officer will enter into a direct confrontation with persons at the facilities.

The Security Officer will maintain a file of Security Activity Report (Attachment D), recording all instances that may be of interest to Supervisors or City personnel. The Security officer will report activities, observations safety hazards, malfunctioning equipment and other such matters in accord with the specifications provided in Attachment D. Personnel from the Marine Facilities Section will be available to respond to such reports 24 hours per day, seven days per week as determined by Marine Facilities Management.

Each slip at Cooley's Landing Marina shall be inspected no less than two times during the shift and no less than two times for the New River and Las Olas Marina or more frequently depending on the location the minimum frequency of coverage required. Unregistered vessels shall be documented and reported on form Attachment (Summary of Unrecorded Vessels) provided and bar codes scanned in accord Attachment A and as provided with more detailed written instructions to the successful contractor prior to commencement of services.

A Security Firm Supervisor will visit the Security Officer at least once during each shift to insure that the Security Officer is following proscribed procedures. Such visits are to be entered in the log and the security bar code scanned for the category listed by the Supervisor for the facility inspected as required for each shift. The Security Firm Supervisor shall visit all of the facilities at least once each week to familiarize him or herself with their condition and any possible safety or security problems or potential problems. The supervisor, or other qualified personnel approved by the City shall take over for the Security Officer during any meal or other breaks when the Officer is not on his route and observing the site. Reports must be documented regarding Supervisory relief for breaks or for any other reason the Security Officer is not present on the site in accord with the established schedule.

06. MARINE FACILITIES SECURITY ZONES AND FREQUENCY OF SERVICE

The Marine Facilities Section currently defines the operational areas to receive security services under this contract in eight zones as listed in the chart below. To summarize: Zone 1 is the Cooley's Landing Marina, Zones 2 through 6 are within the New River Marginal Docking Facilities area of operation, and Zones 7 and 8 are the Las Olas Anchorage and Marina.

**CITY OF FORT LAUDERDALE
MARINE FACILITIES SECURITY PATROL ZONES**

ZONE	LOCATIONS	SLIPS
1	Cooley's Landing Marina 450 Southwest 4 Avenue	CL 1 - 31
2	Performing Arts Center/ Docks between	DOCK SITE

	Southwest 2 nd and Southwest 5 Avenues	Marine Maritime & Riverhouse Docks
3	Las Olas Riverfront Riverwalk, between Andrews Avenue and Flagler Avenue	NRN 45 - 52
4	Riverwalk/North New River Drive between Southeast 1 st and Southeast 5 th Avenues	NRN 53 - 84
5	Marshall Point Sailboat Bend/ South New River Drive between Southwest 4 th and Southwest 7 th Avenues	NRS 1 - 16
6	South New River between Southwest 1 st Ave and Federal Highway (US 1) Tunnel	NRS 1 - 44
7	Las Olas Anchorage/East Las Olas Boulevard and Idlewyld Drive	LOA 1 - 10
8	Las Olas Marina/Las Olas Circle adjacent to Intracoastal Waterway	LOM 1 - 60

The frequency of service provided at Zones 1 through 6 shall be conducted in a manner where, barring an incident requiring deviation or variation from the routine route, the Security Officer inspects the slips at each zone by visible observation from the vehicle or on foot at least one time and more preferably two times during the shift.

The frequency of services provided at Zone 7 and 8 shall be one time during the shift between the hours of 12 AM to 4 AM unless otherwise instructed in writing by the Supervisor of Marine Facilities. If required, the Contractor shall utilize the parking area available on the west end of the Las Olas Bridge to get out of the car and make a visible inspection of boats moored at the Las Olas Anchorage before proceeding to conduct rounds at the Las Olas Marina.

The Contractor shall consider the established zones and routes, and in completing its Technical Proposal, and shall provide in its narrative descriptions what assurances and controls it will have in place on assigned Security Officers to assure a dedicated and continuous work effort is employed at all facilities receiving services for the period of time to be covered, and provide its estimate of the number of times Zones 1 through 6 shall be inspected through the level of service currently required in accord with the initial scope of services.

07. POST OPERATING ORDERS

The City reserves the right to establish in writing with the successful Contractor more detailed or revised written policies and procedures for purposes of providing guidelines governing the Security Officer(s) and the Firms requirements in accord with the RFP. This specifically includes established policies for reporting observations,

reporting incidents, electronic tracking procedures, and slip occupancy status to the Manager of Marine Facilities and the Supervisor of Marine Facilities or their designee, the City Policy Department, or other emergency contact personnel. Such additional written policies and procedures are for the purposes of enhancing compliance with the technical specifications of the contract and not to alter them, and may be amended from time to time to adjust for changing circumstances for financial or budget related purposes and other needs that may arise.

PART V – PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

Understanding of the overall needs of the City for such services, as presented in **30%** the narrative proposal.

Experience, qualifications and past performance of the proposing firm. **30%**

References **10%**

Total estimated yearly cost to the City **30%**

TOTAL PERCENT AVAILABLE: 100%

An evaluation committee of qualified City Staff or other persons selected by the City will conduct evaluations of proposals. It may be a two-step process. In step one; the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. In step two, the committee may then conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, resulting from this process, to the City Manager for award of a contract.

The City may require visits to customer installations or demonstrations of product by Contractor's, as part of the evaluation process.

The City of Fort Lauderdale reserves the right, before awarding the contract, to require a Proposer to submit any evidence of its qualifications as the City may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The City of Fort Lauderdale reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its

opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of cost points to each responsive, responsible proposer. The lowest, responsive, responsible proposer receives the maximum allowable points. When using this formula, a proposer that submits a cost or fee which is two times greater than the cost/fee of the lowest responsive, responsible proposer, will result in receiving zero points for cost.

2^{nd} lowest cost minus lowest cost = X

X divided by lowest cost = Y

Y times the total number of cost points = Z

Total number of cost points minus Z = points assigned to 2^{nd} lowest vendor and so on.

PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference material included in the additional documents. The City prefers all responses to this RFP to be less than 50 pages and that the Contractor utilize recyclable materials as much as possible. Expensive or fancy binders are not preferred.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

THIS IS A PAPER RFP WITH CD. All proposals must be received by the City of Fort Lauderdale, in the Procurement Services Department, Room 619, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in PART II – RFP SCHEDULE. Submittal of response by fax or e-mail will NOT be acceptable.

PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL PLUS 7 COPIES OF THE PROPOSAL PAGES INCLUDING ANY ATTACHMENTS

THE ABOVE REQUIREMENT TOTALS 8 COPIES OF YOUR PROPOSAL. CONTRACTOR SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

A representative who is authorized to contractually bind the Contractor shall sign the Bid/Proposal Signature page. Omission of a signature on that page may result in rejection of your proposal.

PART VII - PROPOSAL PAGES – COST PROPOSAL

The City currently plans to use Security Officer Level C services. Due to budget constraints, change in services, etc. we reserve the right to change the level of the officers at any time. Quantities listed below represent a total estimate per location for a combination of levels acquired.

COOLEY'S LANDING NEW RIVER AND LAS OLAS MARINA (ROVING SECURITY COST PROPOSAL – 10:00 PM to 6:00 AM)

Roving Security Guard

Cost per hour to provide a roving Security Officer in accordance with the Scope of Services Section of this RFP.

- 1. Level A - Base Level \$ _____ per hour X 2,920 = _____ Total Cost Per Year
- 2. Level B - Mid Level \$ _____ per hour X 2,920 = _____ Total Cost Per Year
- 3. Level C – High Level \$ _____ per hour X 2,920 = _____ Total Cost Per Year

Vehicle Cost

Cost per hour to provide a vehicle for the roving Security Officer in accordance with the Scope of Services Section of this RFP.

- 4. Vehicle Cost \$ _____ per hour X 2,920 = _____ Total Cost Per Year
- 5. Total of line items 1, 2, 3 and 4 above, to be used in calculating total estimated yearly cost \$ _____

Stationary Security Guard Hours and Post assigned as needed

Cost per hour to provide a stationary Security Officer from time to time in accordance with the Scope of Services Section of the RFP.

- Level A - Base Level \$ _____ per hour
- Level B - Mid Level \$ _____ per hour

Proposer's note: The cost per hour shall be for the specified shift time for each location requiring coverage. Allowance for pricing is limited to a minimum of one (1) security officers for each daily shift. Coverage utilizing one (1) person for split shifts at more than one designed site during normal patrol service hours will not permitted under the terms of the contract without prior authorization. The City will not pay for any travel or down time for officers or vehicles that are not permitted under the terms of the contract.

Proposer must specify all holidays on the space provided below that security personnel will be COMPENSATED FOR AND HOW HOLIDAY PAY IS NORMALLY PAID (i.e. eight hours additional pay at the normal rate of pay, one and one-half times the normal rate of pay, etc).

<u>HOLIDAY</u>	<u>HOW PAID</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

PART VIII - PROPOSAL PAGES - TECHNICAL PROPOSAL

The following issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used, but they should reference each issue and be presented in the same order.

- Tab 1: Proposal Signature page
- Tab 2: Cost Proposal Page
- Tab 3: Non-Collusion Statement
- Tab 4: Letter of Interest, The letter of interest may contain any other information not in the proposal but should not exceed two (2) pages.
- Tab 5: Statement of Proposed Services. This section should contain a statement of understanding of the critical issues and opportunities associated with the project and how the Proposer is uniquely qualified to assist the City in this effort. Provide an outline detailing your approach and concept to the project, and provide a proposed Scope of Services to demonstrate an understanding of the project. State number of years experience the proposer has had in providing similar services. If services provided differs from the one presented in your proposal, please delineate such differences.
- Tab 6: Business Licenses. Evidence that your firm and/or persons performing the work are licensed to do business in the State of Florida.
- Tab 7: Evidence of Insurance. Certificate of Insurance showing coverage, forms, limits. Actual insurance certificates will be required from recommended contractor, prior to award.
- Tab 8: List those persons who will have a management position working with the City, if you are awarded the contract. List name, title or position, and project duties. A resume or summary of experience and qualifications must accompany your proposal.
- Tab 9: List clients for whom you have provided similar services in the last three years. Provide agency name, address, telephone number, contact person, email address and date service was provided. If services provided differs from the one presented in your proposal, please delineate such differences.
- Tab 10: Any additional attachments to your proposal.

ATTACHMENT - A

Dock Check List

Date View = 04/13/11 - 04/13/11

*=Livaboard A=Alternate Meter X=Meter Alert C= Commercial *T,Y,L,S = Space Status Date Out if before 04-13-2011
 Include Lessor/Temp gone if Lessee/Occupant

TENANT	SPACE	REGISTRATION	BOAT NAME	MAKE	BOAT LENGTH	SPACE LENGTH
VACANT	CL01 CRAB					25
VACANT	CL02 CRAB					48
VACANT	CL03					48
VACANT	CL04 WATER					48
VACANT	CL05					48
VACANT	CL06					48
8027 G	KOSTELAC, J	STORAGE	LOMAR	SAIL els	39.0	48
3105 G	MUGNO, J	MONTHLY	THE OFFICE	POWER	32.0	48
VACANT	CL09					48
VACANT	CL10					48
VACANT	CL11					48
VACANT	CL12					48
VACANT	CL13					48
587 T	PPEDST E,	XXXXXXXX	XXXXXXXXXX	XXXXX	0.0	48 * Y
VACANT	CL14E PPEDST					48
11135 G	JOHNSON, D	TRANSIENT	HEATHER	POWER	43.0	48 04/13/11
VACANT	CL16					48
11110 G	NAKARADO, G	1118978	GENESEE DAWN	GREAT HA	37.0	48 04/13/11
VACANT	CL18					48
140 G	NEMEYER, S	MONTHLY	RAINBOW	SAIL	44.0	48
6587 G	CAIRNS,	MONTHLY	SCHATZY	POWER	48.0	49
6698 G	SPRUANCE, D	MONTHLY	MISS TEAK	POWER	46.0	48
2718 G	CLOY,	MONTHLY	OFFSHORE FLYE	POWER	46.0	48
VACANT	CL23					48
9322 G	BANYARD, R	TRANSIENT	QUO VADIS	POWER	32.0	48 04/13/11
VACANT	CL25					48
VACANT	CL26					48
3672 T	CITY,	XXXXXXXX	UNUSABLE	XXXXX	0.0	48 * Y
VACANT	CL27					48
VACANT	CL28					48
VACANT	CL29					48
VACANT	CL30					48
VACANT	CL31					48
VACANT	CL31E PPEDST					48
VACANT	LA01					50
1126 G	KEMP, G	21036520	ADRENALIN	SAIL CAT	42.0	50
11136 G	NIKLISSON, B	ANCHORAGE	SEAQUEST	SAIL	36.0	50 04/13/11
11104 G	BONHAM, R	TRANSIENT	ALTA	SAIL	36.0	50 04/13/11
10326 G	ROBINSON, J	TRANSIENT	HERA	SAIL	31.0	50 04/13/11
VACANT	LA06					50
VACANT	LA07					50
8736 G	MURSELL, W	ANCHORAGE	SOUTHERN VECT	SAIL	38.0	60
VACANT	LA09					60
5001 G	EASLEY, J		LAST ECHO		30.0	60
VACANT	LABA1					45
VACANT	LABA2					40
VACANT	LABA3					40
VACANT	LABA4					48
VACANT	LABA5					48
72 TC	FABER, J		JUNGLE QUEEN		0.0	30 *
72.01 SC	FABER, J		JUNGLE QUEEN		0.0	45
10804 G	DERY, P	3-MONTH	HERITAGE III	POWER	124.0	90
VACANT	LMA02					90
10431 G	MIDWEST BO,	6 MONTHS	EQUINOX II	POWER	77.0	90
664 G	FALVEY, F	6-MONTHS	TRYSTING PLAC	POWER	80.0	90
10017 G	BRADBARY, D	6-MONTH	THE EMPRESS	POWER	50.0	90
10591 G	PAGANI, D	6-MONTH	FIVE OF A KIN	POWER	40.0	70
11098 G	REYNOLDS, J	MONTHLY	NEW FRONTIER	POWER	62.0	70
VACANT	LMA08					70
VACANT	LMA09					70

ATTACHMENT - B

**CITY OF FORT LAUDERDALE
MARINE FACILITIES INVENTORY REPORT**

**NIGHT PATROLS SUMMARY OF UNRECORDED VESSELS
REPORT DATE: _____**

FACILITY LOCATION: () NEW RIVER; () COOLEY'S LANDING; () LAS OLAS MARINA/ANCHORAGE

SECTION I GUARDS SIGNATURE: _____ TO BE COMPLETED FOR EACH FACILITY BY SECURITY GUARD ON DUTY				SECTION II DOCK MASTER'S ACTION FOR REPORT DAY		
SLIP NUMBER	VESSEL NAME/ VESSEL MAKE	VESSEL IDENTIFICATION NUMBER/TYPE	ESTIMATED FOOTAGE	TIME FIRST OBSERVED	(ACT #1) PAYMENT MADE (ACT #2) BOAT DEPARTED (ACT #3) BOAT REGISTERED (ACT #4) SLIP VACANT (ACT #5) OWNER UNAVAILABLE (ACT #6) OTHER/COMMENT	DM's & DM's INITIALS/ DATE (M/D)
					() Owner noticed () Boat placarded () Verify records () Slip vacant	Action # ___ (Comments above, if any)
					() Owner noticed () Boat placarded () Verify records () Slip vacant	Action # ___ (Comments above, if any)
					() Owner noticed () Boat placarded () Verify records () Slip vacant	Action # ___ (Comments above, if any)
					() Owner noticed () Boat placarded () Verify records () Slip vacant	Action # ___ (Comments above, if any)
					() Owner noticed () Boat placarded () Verify records () Slip vacant	Action # ___ (Comments above, if any)

DATE _____ REVIEWED BY: CLERK OR DOCKMASTER _____ DATE _____ REVIEWED BY: SUPERVISOR _____

ATTACHMENT - C

**CITY OF FORT LAUDERDALE
MARINE FACILITIES - INCIDENT REPORT**

FACILITY _____
Case # _____

DAY/DATE:	TIME:	FACILITY/SLIP LOCATION:	INCIDENT TYPE:
Police Notified YES/NO	Officer Name:		Case OR Number (P.D.):
Name of Complainant:		Time Arrived:	Time Departed:
How Reported: (radio, phone, in- person, normal patrol, etc.)		Department Contacted:	Reviewed By:
NARRATIVE:			

Security Officer (PRINT) _____	Signature _____
Security Supervisor (PRINT) _____	Signature _____

Incident Types:

- | | | |
|--------------------------|--------------------------|-------------------------|
| Vessel Disturbance | Other Incident | Assault and Battery |
| Dock Rule Violation | Vessel Listing | Vagrancy |
| Vessel Sinking | Vessel Vandalism | Facility Vandalism |
| Property Vandalism | Fire on Vessel | Miscellaneous Violation |
| Facility Burglary | Vessel Alarm Activated | Trespassing |
| Building Alarm Activated | Vessel Unsecure | Vessel Burglary |
| Slip Repair: Lighting | Slip Repair: Landscaping | |
| Slip Repair: Electric | Slip Repair: Water | |
| Slip Repair: Pumpout | Other Repair: _____ | |

DO NOT WRITE BELOW THIS LINE

Department Contact Information:

JH 04 27 07 Subject to change

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.

- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 BIDDING DEFINITIONS** The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
 INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
 REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
 BID – a price and terms quote received in response to an ITB.
 PROPOSAL – a proposal received in response to an RFP.
 BIDDER – Person or firm submitting a Bid.
 PROPOSER – Person or firm submitting a Proposal.
 RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
 RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
 FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
 SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
 CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
 CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
 CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
 The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.
- 2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given, or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that

the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.

- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Department immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order or cashiers check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., the Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.
- 3.19 BID PROTEST PROCEDURE: ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES DEPARTMENT (DIRECTOR), BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm**
- THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: <http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>**

PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an **ADDITIONAL INSURED for General Liability Insurance**, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of

the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.

- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.
- If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.
- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME

RELATIONSHIPS

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.bidsync.com, unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: _____
(signature) (date)

Name (printed) _____ Title: _____

Company: (Legal Registration) _____

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).

Address: _____

City _____ State: _____ Zip _____

Telephone No. _____ FAX No. _____ Email: _____

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): _____

Payment Terms (section 1.03): _____ Total Bid Discount (section 1.04): _____

Does your firm qualify for MBE or WBE status (section 1.08): MBE _____ WBE _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>
---------------------	--------------------

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. **HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.** If this section does not apply to your bid, simply mark N/A in the section below.

Variances: _____



Question and Answers for Bid #715-10763 - Security Guard Services**OVERALL BID QUESTIONS****Question 1**

Please clarify the number of hours per week of services. It is stated 2 shifts 8 hours each, but not how many days the service is needed. If five days per week it would be 80hpw and 7 days per week it would be 112hpw. Also, the bid quote page totals all lines when you are only bidding for "C" and a vehicle. Please clarify. **(Submitted: Apr 27, 2011 2:36:21 PM EDT)**

Answer

- 2 - 8 hour shifts per day 7 days per week.

We may use class A and B officers as needed and need a price for that. IE: Parking lot security during Winterfest, maybe stationary guard at Coleys Landing if frequency of incidents occur. **(Answered: Apr 27, 2011 2:45:30 PM EDT)**

Question 2

Who is the current provider and how long have they held the current contract? **(Submitted: Apr 27, 2011 2:36:58 PM EDT)**

Answer

- Navarro: 4 years **(Answered: Apr 27, 2011 2:48:29 PM EDT)**

Question 3

What is the bill rate for armed services currently? **(Submitted: Apr 27, 2011 2:37:18 PM EDT)**

Answer

- \$16.02 for class C officer, \$15.12 class B and \$14.40 Class C **(Answered: Apr 27, 2011 3:04:34 PM EDT)**

Question 4

Is there a prevailing wage or wage determination to be utilized for this contract? **(Submitted: Apr 27, 2011 2:37:58 PM EDT)**

Answer

- No, however please read the requirements for each level of security officer and required credentials. **(Answered: Apr 27, 2011 3:14:25 PM EDT)**

Question 5

Name of person and department
phone number to contact for
walk-thru. **(Submitted: Apr 28, 2011 10:25:28 AM EDT)**

Answer

- See Part I, Section 04 of the bid specifications. **(Answered: Apr 28, 2011 10:27:32 AM EDT)**

Question 6

Which are the licenses to require for this job? **(Submitted: Apr 28, 2011 1:59:38 PM EDT)**

Answer

- For Level C officer, a State of Florida Officers' "G" License. No license required for level A or B, but there are certifications that are required that are noted in Part IV, Section 02 of the RFP specifications. **(Answered: Apr 28, 2011 2:23:25 PM EDT)**

Question 7

Which are the business licenses to require for this job? **(Submitted: Apr 28, 2011 2:30:21 PM EDT)**



Answer

- See Part I, Section 05 of the RFP specifications. **(Answered: Apr 28, 2011 2:42:55 PM EDT)**

Question 8

How many Vehicles are needed? **(Submitted: May 3, 2011 12:27:55 PM EDT)**

Answer

- 1 vehicle on a shift. Don't have to be the the same, but need to have the same markings. **(Answered: May 3, 2011 2:49:12 PM EDT)**

Question 9

Can Security guards have security guard training (only) as long as they meet the state of Florida laws? Or do they have to have police and/or military training? **(Submitted: May 3, 2011 12:30:31 PM EDT)**

Answer

- See Part IV, Section 02 of the bid specifications for requirements. **(Answered: May 3, 2011 2:50:23 PM EDT)**

Question 10

Is the current level of service requirements for Security Officer Levels A, B, and C the same as it was in the previous RFP ,4 years ago? **(Submitted: May 4, 2011 12:11:05 PM EDT)**

Answer

- yes they are the same **(Answered: May 4, 2011 1:21:27 PM EDT)**

Question 11

Is the current RFP requiring a higher level of training and more specific level of training (law enforcement training from certified law enforcement academies) for level A (Base), B (Mid Level), C (High Level) than on the previous RFP four years ago? **(Submitted: May 4, 2011 12:12:15 PM EDT)**

Answer

- the qualifications are the same **(Answered: May 4, 2011 2:28:49 PM EDT)**

Question 12

Sec IV does not indicate if a Certified Security Guard Officer Licensed under Chapter 493, FS as a class D security officer will meet the requirement of a "Level A" Security officer if sub-section b is not met(b.- Be a graduate of a certified United States federal,state,county or local law enforcement agency training program, or be trained as a correctional officer). Will a State of Florida certified and licensed class "D" security officer be acceptable to meet the requirement of this RFP as a "Level A- Base Level" without being a graduate of the stated law enforcement academies under Section IV subsection b? **(Submitted: May 4, 2011 12:12:51 PM EDT)**

Answer

- Level C Must have all of the requirements as outlined in Section IV of Level A Officer and a Level B officer **(Answered: May 4, 2011 1:26:33 PM EDT)**

Question 13

Question 12 seeks clarification in reference to meeting the objective of a Level A security guard without the stated specified training. Is the answer for question 12 , yes or no? **(Submitted: May 4, 2011 4:51:14 PM EDT)**

Answer

- No **(Answered: May 5, 2011 9:27:09 AM EDT)**

Question 14

Is the City willing to sell fuel to the vendor? **(Submitted: May 5, 2011 7:24:29 AM EDT)**

Answer

- No **(Answered: May 5, 2011 9:27:09 AM EDT)**



Question 15

- What are the pay rates (wages) for each of the current security positions?
- Will some of the current incumbent officers be able to stay on?
- Are there any fines for non-compliance?
- How many vehicles do we as the vendor have to supply?
- Can you please supply us with a complete breakdown of the required equipment needed to perform this contract? (For Example: Number of radios, golf carts, restraints, proxy units etc.)
- Is there a performance bond required for this contract?
- Is there a bid bond required for this project?
- Is there a living wage ordinance in place?
- Are health benefits required for security officers in this bid?
- How many holidays are observed by Broward County?
- Are Holidays billable?
- Can you provide us with a copy of the weekly schedule or an exact breakdown of current shift/positions?
- Can you clarify the exact amount of security hours to be performed weekly? **(Submitted: May 5, 2011 11:52:32 AM EDT)**

Answer

- What are the pay rates (wages) for each of the current security positions? \$16.02
- Will some of the current incumbent officers be able to stay on? Don't know
- Are there any fines for non-compliance? no termination of contract
- How many vehicles do we as the vendor have to supply? that is up to you, but at least one
- Can you please supply us with a complete breakdown of the required equipment needed to perform this contract? (For Example: Number of radios, golf carts, restraints, proxy units etc.) Section 4 and 5 on page 16 and 17
- Is there a performance bond required for this contract? no
- Is there a bid bond required for this project? no
- Is there a living wage ordinance in place? no
- Are health benefits required for security officers in this bid? no
- How many holidays are observed by Broward County? This is a city contract and these facilities are open 365 days
- Are Holidays billable? You decide that page 24
- Can you provide us with a copy of the weekly schedule or an exact breakdown of current shift/positions? Page 16 10:00a to 6:00P and 8:00p to 4:00a
- Can you clarify the exact amount of security hours to be performed weekly? 112 **(Answered: May 5, 2011 3:09:52 PM EDT)**

Question 16

Question 3 asked for the bill rate for the current service and the response was \$16.02 per hour. Question 15 asked for the wage rate paid to the officers for the current service and the response was also \$16.02. What is the wage rate and what is the bill rate? **(Submitted: May 6, 2011 3:01:06 PM EDT)**

Answer

- We are billed \$16.02, but we do not know what the current service provider is paying the officers. **(Answered: May 6, 2011 3:24:26 PM EDT)**

Question 17

What is the city charged for patrol vehicle costs for the current service? **(Submitted: May 6, 2011 3:04:26 PM EDT)**

Answer

- We are not charged at this time. (Answered: May 6, 2011 3:24:26 PM EDT)



EXHIBIT B

**CITY OF FORT LAUDERDALE
MARINE FACILITIES**

**REQUEST FOR
SECURITY SERVICES**

CONTRACT
COPY

**RFP # 715-10763
TITLE: Security Guard Services**

May 24, 2011

2:00 p.m.



**NAVARRO SECURITY GROUP, INC.
1341 S.W. 21st TERRACE
FORT LAUDERDALE, FL 33312**

Telephone # 954 - 581 - 1516

*Submitted by: Sheriff Nick Navarro, Ret., President/CEO
Prepared by: Louis Sorrentino, Director*

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Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 30 days

Payment Terms (section 1.03): net 30

Total Bid Discount (section 1.04): n/a

Does your firm qualify for MBE or WBE status (section 1.08)?

MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.

Date Issued

N/A

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS. If this section does not apply to your bid, simply mark N/A in the section below.

Variances:

TAB #2 COST PROPOSAL PAGE

COST PROPOSAL

The City currently plans to use Security Officer Level C services. Due to budget constraints, change in services, etc. we reserve the right to change the level of the officers at any time. Quantities listed below represent a total estimate per location for a combination of levels acquired.

COOLEY'S LANDING, NEW RIVER, AND LAS OLAS MARINA (ROVING SECURITY COST PROPOSAL - 10:00 PM to 6:00 AM)

Roving Security Guard

Cost per hour to provide a roving Security Officer in accordance with the Scope of Services Section of this RFP.

1. Level A - Base Level \$ 14.40 per hour X 2,920 = \$42,048.08 Total Cost Per Year
2. Level B - Mid Level \$ 15.12 per hour X 2,920 = \$44,150.40 Total Cost Per Year
3. Level C - High Level \$ 16.02 per hour X 2,920 = \$46,788.40 Total Cost Per Year

Vehicle Cost

Cost per hour to provide a vehicle for the roving Security Officer in accordance with the Scope of Services Section of this RFP.

4. Vehicle Cost \$ 1.78 per hour X 2,920 = \$5,197.60 Total Cost Per Year
5. Total of line items 1, 2, 3 and 4 above, to be used in calculating total estimated yearly cost \$ 138,184.48

Stationary Security Guard Hours and Post assigned as needed

Cost per hour to provide a stationary Security Officer from time to time in accordance with the Scope of Services Section of the RFP.

Level A - Base Level \$ 14.40 per hour

Level B - Mid Level \$ 15.12 per hour

Proposer's note: The cost per hour shall be for the specified shift time for each location requiring coverage. Allowance for pricing is limited to a minimum of one (1) security officers for each daily shift. Coverage utilizing one (1) person for split shifts at more than one designed site during normal patrol service hours will not be permitted under the terms of the contract without prior authorization. The City will not pay for any travel or down time for officers or vehicles that are not permitted under the terms of the contract.

Proposer must specify all holidays on the space provided below that security personnel will be COMPENSATED FOR AND HOW HOLIDAY PAY IS NORMALLY PAID (i.e. eight hours additional pay at the normal rate of pay, one and one-half times the normal rate of pay, etc).

HOLIDAY

HOW PAID

1.	<u>New Year's Day</u>	<u>Time & One Half</u>
2.	<u>Memorial Day</u>	<u>Time & One Half</u>
3.	<u>Independence Day</u>	<u>Time & One Half</u>
4.	<u>Labor Day</u>	<u>Time & One Half</u>
5.	<u>Thanksgiving Day</u>	<u>Time & One Half</u>
6.	<u>Christmas Day</u>	<u>Time & One Half</u>
7.	_____	_____
8.	_____	_____

TAB #3 NON-COLLUSION STATEMENT

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME

RELATIONSHIPS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

TAB #4 LETTER OF INTEREST



NAVARRO SECURITY GROUP, INC.
1341 S.W. 21st Terrace
Fort Lauderdale, Florida 33312
954-581-1516 ph / 954-581-8687 fax

Navarro Security Group, Inc. would like to thank **The City of Ft. Lauderdale and the Procurement Services Department** for the opportunity to respond to this **Request for Proposal for Security Services, RFP # 715-10763.**

Navarro Security Group, Inc. has been providing security services for the City of Ft. Lauderdale's Marine Facilities since 1996, and is very much interested and looks forward to continuing to provide these services. Navarro Security Group, Inc. also provided security services to the Ft. Lauderdale Executive Airport.

Today, the importance of security for government agencies, departments, and facilities cannot be overestimated. The same holds true for business and industry in the private sector, as well as, in the varied communities where we all live. **Navarro Security Group, Inc.** has had extensive experience in recommending and providing security solutions and superior security technology for all of these types of venues.

As a well established and successful security company incorporated in the State of Florida with its headquarters located in Fort Lauderdale, **Navarro** is in the best position to continue to offer the flexibility of service tailored to meet and exceed the present and future needs of the City of Ft. Lauderdale and the City's Marine Facilities without compromising the level and quality of such services.

With our philosophy: "going beyond settling for the adequate and pursuing excellence", we know that this is the only way to meet the ever-increasing demands for security of public and private business and industry. We are setting standards today that our competitors will try to emulate tomorrow.

We have a proactive approach with all our accounts. Working together with our clients on an on-going consultative basis, we look for ways to continually improve our service. In this way, we are able to establish a true "Partnership" with each client. We are confident that the people who know us best, our clients and our employees, will support our claim of consistently demonstrating our commitment to quality.

At **Navarro**, our goal is "to be the best." This is a goal we do not take lightly. It is our commitment to the industry and to our clients.

Louis Sorrentino, Director of Special Services, Navarro Security Group, Inc. is authorized to make this presentation on behalf of **Navarro Security Group, Inc.** in responding to this **RFP**. His contact information is as follows:

Louis Sorrentino
Navarro Security Group, Inc.
1341 SW 21st Terrace
Ft. Lauderdale, FL 33312

Telephone # 954 – 581 - 1516
Fax # 954-581-8687
sorrentino@navarrosecurity.com

Respectfully submitted,

Nick Navarro

Sheriff Nick Navarro, Ret.
President/CEO

ADDITIONAL OFFICE LOCATIONS:

Dade County Office:

Navarro Security Group, Inc.
2655 Le Jeune Road, Suite 500
Coral Gables, FL 33134

Palm Beach County Office:

Navarro Security Group, Inc.
301 Clematis Street, Suite 300
West Palm Beach, Florida 33401

- ◆ Navarro Security Group, Inc. is a privately owned corporation established in the State of Florida in December of 1992.
- ◆ Navarro Security Group, Inc. has been in business for over 17 years providing uniformed, armed and unarmed security officers in the Tri-County area of South Florida.
- ◆ Navarro Security Group, Inc. is licensed and registered to do business in the State of Florida and in Broward, Miami-Dade & Palm Beach counties.
- ◆ The FEIN for Navarro Security Group, Inc. is 65-0470496.

TAB #5 STATEMENT OF PROPOSED SERVICES

General Information / Intent

Navarro Security Group, Inc. has been providing security services for the City of Ft. Lauderdale's Marine Facilities since 1996, and is very much interested in and looks forward to continuing to provide these services. Navarro Security Group, Inc. also provided security services to the Ft. Lauderdale Executive Airport from 1996 thru 2009.

As a well established and successful security company incorporated in the State of Florida with its headquarters located in Fort Lauderdale, Navarro Security Group, Inc. is in the best position to continue to offer the flexibility of service tailored to meet and exceed the present and future needs of the City of Ft. Lauderdale and the City's Marine Facilities without compromising the level and quality of such services.

Navarro's fifteen (15) year relationship at the City of Ft. Lauderdale Marine Facilities has provided the opportunity for developing a working relationship with the Dockmaster and staff which has resulted in a most efficient way to resolve issues that have arisen during the normal course of our security staff's patrol activities. At Navarro, we feel we have a good understanding of the City's needs for security services at its marine facilities since most of the same security staff has been employed by Navarro and assigned to these facilities since the original conception of the contract. Longevity here is the key to quality of service and sustaining security.

Navarro Security Group, Inc. is uniquely qualified to assist the City of Ft. Lauderdale in this project due to the company's extensive experience at facilities such as the City of Ft. Lauderdale Marine Facilities themselves, as well as, the Ft. Lauderdale Executive Airport, the City of Boca Raton Main Water Plant, and the Miami-Dade Metro Rail, just to name a few.

It is the objective of Navarro Security Group, Inc. to deter crime and assist the public with the use of Navarro's highly visible marked patrol vehicle and foot patrol by security officers around the marine facilities, parking lots, and nearby roadways. Navarro Security Group, Inc. security officers will also observe and report any and all unusual incidents. With the use of communication equipment and the Dispatch/Communication Center, the City's Law Enforcement and the City's Law Enforcement Communications System, and Marine Management, the security of the City's Marine Facilities will be better coordinated and greatly enhanced.

**CITY OF FORT LAUDERDALE
MARINE FACILITIES SECURITY PATROL ZONES**

ZONES	LOCATIONS	SLIPS
<u>COOLEY'S Landing Marina</u>		
1	Cooley's Landing Marina 450 S.W. 4 th Ave.	CL 1 – 31
<u>New River Marginal Docking Facilities</u>		
		<u>DOCK SITE</u>
2	Performing Arts Center/ Docks between S.W. 2 nd & S.W. 5 th Avenues	Marine Maritime & Riverhouse Docks
3	Las Olas Riverfront Riverwalk, between Andrews Ave. & Flagler Ave.	NRN 45 – 52
4	Riverwalk/North New River Drive between S.E. 1 st & S. E. 5 th Ave.'s	NRN 53 - 84
5	Marshall Point Sailboat Bend/ South New River Drive between S.W.4 th & S.W. 7 th Ave.'s	NRS 1 - 16
6	South New River between S.W.1 st Ave. & Federal Highway (US 1) Tunnel	NRS 1 – 44
<u>Las Olas Anchorage and Marina</u>		
7	Las Olas Anchorage/E. Las Olas Blvd. & Idlewyld Drive	LOA 1 - 10
8	Las Olas Marina/Las Olas Circle adjacent to Intracoastal Waterway	LOM 1 - 60

PROPOSED SCOPE OF SERVICES:

- I Two (2) "Level C" armed, roving (via vehicle and foot patrol) Security Officers will be based at the Cooley's Landing Marina for (2) shifts. One Officer shall patrol from 1000 hours to 1800 hours and the Second shall patrol from 2000 hours to 0400 hours. The Second shall complete the "Night Patrol of Unregistered Vessels" report. Each Officer shall cover the Cooley's Landing Marina, the New River Marginal Docks, the Las Olas Marina and Anchorage Marine Facilities.
- II The office and comfort facilities for the Cooley's Landing Marina are located at: 450 Southwest 4th Avenue. The Cooley's Landing Marina is located within a public park and contains approximately 30 slips and two boat ramps, located on both sides of the Marshall Bridge, as well as, an office and a comfort facility.
- III The New River Marginal and Floating Docks are located: on the north side of the river from the Cooley's Landing Marina to SE 5th Ave.; on the south side of the river from SW 7th Ave to SW 4th Ave.; and from SW 1st Ave. to the Federal Highway Tunnel. There are approximately 100 slips located on both sides of the New River. The office, as well as, the headquarters for all Marine Facilities Operations is located at:
2 South New River Drive.
- IV The office and comfort facilities for the Las Olas Marina and the Las Olas Anchorage are located at:
240 Las Olas Circle.
The Las Olas Marina contains approximately 60 slips located: on both sides of the Las Olas Bridge along the east bank of the Intracoastal Waterway.
The office also currently serves as headquarters for the Fort Lauderdale Police Department's Beach Substation.
The Las Olas Anchorage contains 10 buoy moorings and is located: in the Las Olas Bight, south of the Las Olas Bridge on the west bank of the Intracoastal Waterway.
- The Security Officer will patrol the facilities both **in the vehicle and on foot** to inspect all parts of the facilities for the purpose of detecting and preventing individuals or groups from committing acts that are illegal or injurious to others or to the property.
 - **All Marine Facilities will be monitored.**
 - The Security Officer will inspect each slip at each of the Marine Facility Sites in order to reconcile the "Dock Check List" at the close of business for that day to actual occupancy noting the reconciliation on the "Night Patrols Summary of Unrecorded Vessels" form .

- The Security Officer shall complete an “Incident Report” in accord with the “Marine Facilities Security Incident Report” form to be provided to the Manager of Marine Facilities or Supervisor of Marine Facilities or their designee at the completion of the shift for any contact initiated by the Security Officer against unauthorized parties or involving customers who may be reporting violations or suspicious activities or who’s conduct on City property may voluntarily or involuntarily warrant response from the Security Officer.
- The “Incident Report” shall also be completed even when reported activity involves response by Fort Lauderdale Police to further document the circumstances and confirm that a Police Report is in the process of being made.
- The Security Officer will contact the appropriate party when such events occur or have occurred depending upon the level of security. The Fort Lauderdale Police Department and the Officers’ Supervisor must be immediately contacted in emergency situations or when assistance is needed.
- It is not expected that the Security Officer will enter into a direct confrontation with persons at the facilities.
- The Security Officer will maintain a file of “Security Activity Reports” recording all instances that may be of interest to Supervisors or City personnel. The Security Officer will report activities, observations safety hazards, malfunctioning equipment and other such matters in accord with the specifications provided in the “Security Activity Reports” form. Personnel from the Marine Facilities Section will be available to respond to such reports 24 hours per day, seven days per week as determined by Marine Facilities Management.
- Each slip at Cooley’s Landing Marina shall be inspected no less than two (2) times during the shift and no less than two (2) times for the New River and Las Olas Marina, or more frequently, depending on the location where the minimum frequency of coverage is required.
- Unregistered vessels shall be documented and reported on form “Summary of Unrecorded Vessels” provided and bar codes scanned in accord with the “Dock Check List” and as provided. **Navarro Security Group, Inc.** understands that more detailed written instructions will be provided prior to commencement of services.
- A **Navarro Security Group, Inc.** Captain or Road Supervisor will visit the Security Officer at least once during each shift to insure that the Security Officer is following proper procedures. Such visits are to be entered in the log and the security bar code scanned for the category listed by the Supervisor for the facility inspected as required for each shift.
- In addition, the **Navarro Security Group, Inc.** Captain or Road Supervisor shall visit all of the facilities at least once each week in order to familiarize him or herself with their condition and any possible safety or security problems or potential problems. The **Navarro** Captain or Road Supervisor or other qualified personnel approved by the City shall take over for the Security Officer during any meal or other breaks when the Security Officer is not on his route and observing the site. Reports must be documented regarding Supervisory relief for breaks or for any other reason the Security Officer is not present on the site in accord with the established schedule.
- The **Navarro** Security Officers assigned to this Post will be expected to make proper reports and notifications. If the situation warrants immediate attention, the client contact will be notified and then his/her supervisor.
- In the case of clear and imminent bodily harm, the City of Fort Lauderdale Police Department will be notified via the radio for assistance.

- The **Navarro Security Officers** will be expected to complete **all** appropriate narrative report forms. The **"Daily Activity Reports"** cover a twenty-four hour period and must contain any unusual incidents that were entered into the **Post Log Book**. Incident Reports **must** be completed to cover any unusual situation or occurrence that affects safety or security.
- The frequency of service provided at Zones 1 through 6 shall be conducted in a manner where, barring an incident requiring deviation or variation from the routine route, the Security Officer inspects the slips at each zone by visible observation from the vehicle or on foot at least one (1) time or more, preferably two (2) times during the shift.
- The frequency of services provided at Zone 7 and 8 shall be one (1) time during the shift between the hours of 2400 hours to 0400 hours, unless otherwise instructed in writing, by the Supervisor of Marine Facilities. If required, the **Navarro Security Group, Inc.** Security Officers shall utilize the parking area available on the west end of the Las Olas Bridge to get out of the car and make a visible inspection of boats moored at the Las Olas Anchorage before proceeding to conduct rounds at the Las Olas Marina.
- Patrol route should not become repetitious to the point of forming a pattern, but should be formulated to maximize patrol effectiveness. Security Officer should alternate their patrol routes periodically during their shift.

SERVICES AND EQUIPMENT TO BE PROVIDED BY THE CITY

- Navarro Security Group, Inc. will receive one complete faxed copy of the slip inventory for all marine facilities included under this contract as of the close of business for each day of service provided
- An original copy will be left at the office for each area of operation that services are provided.
- The City Of Ft. Lauderdale Marine facilities Division shall make available a supply of forms for incident reporting or any other special reporting that the City requires in a specific format that it prescribes.
- At the New River Marginal Docks and Las Olas Marina and Anchorage, the City shall make available daily City Police Radio to expedite emergency calls for Police response.
- The Security Officer will pick up the radio at shift commencement and return the radio at shift completion daily. **No exception to this requirement may be made.**

SERVICES AND EQUIPMENT TO BE PROVIDED BY NAVARRO SECURITY GROUP, INC.

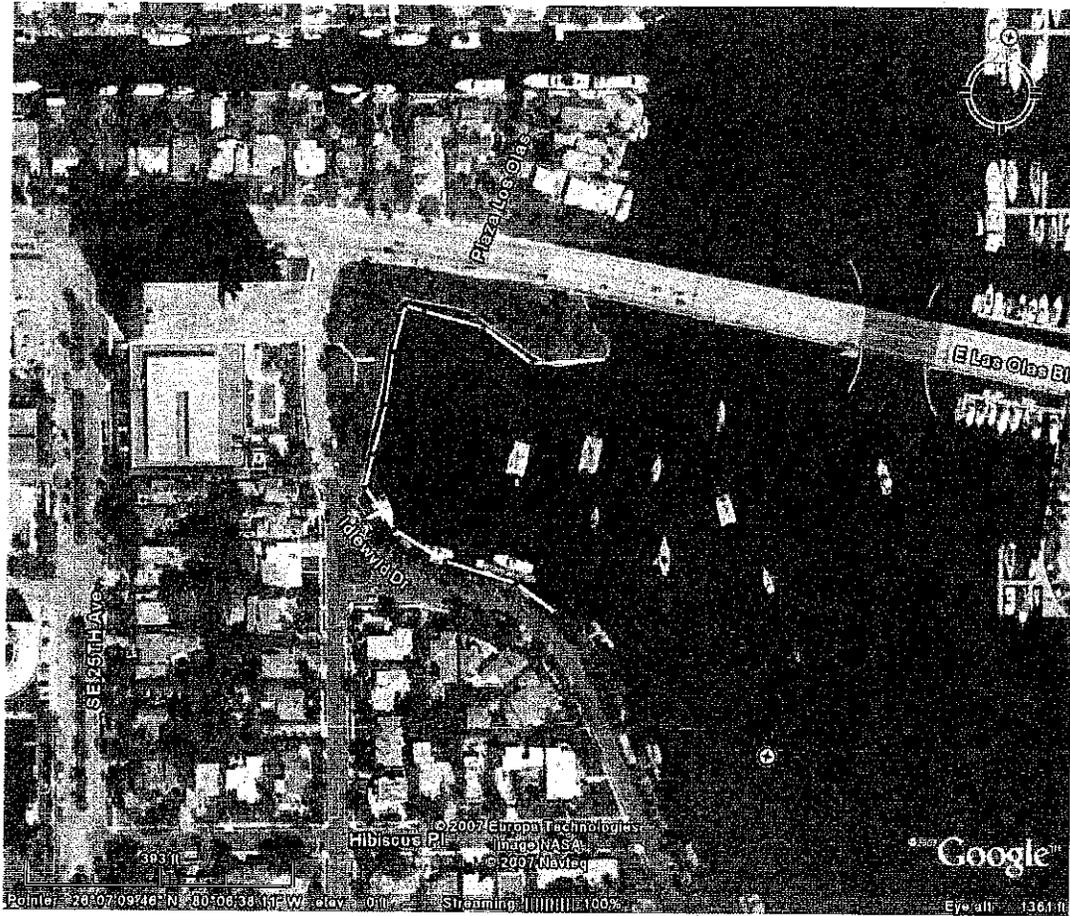
- **Navarro** will continue to provide the security officers, the security vehicle, uniforms for the officers, communications equipment for the officer, supervision of the officer and twenty four (24) hour per day, seven days per week communications access for the City and officer.
- Except where provided by the City for roving services, the **Navarro Security Officer** shall have issued communications equipment that will allow him to

contact the **Navarro Dispatch/Communications Center**, the Supervisor of Marine Facilities or designee, and the Fort Lauderdale Police Department.

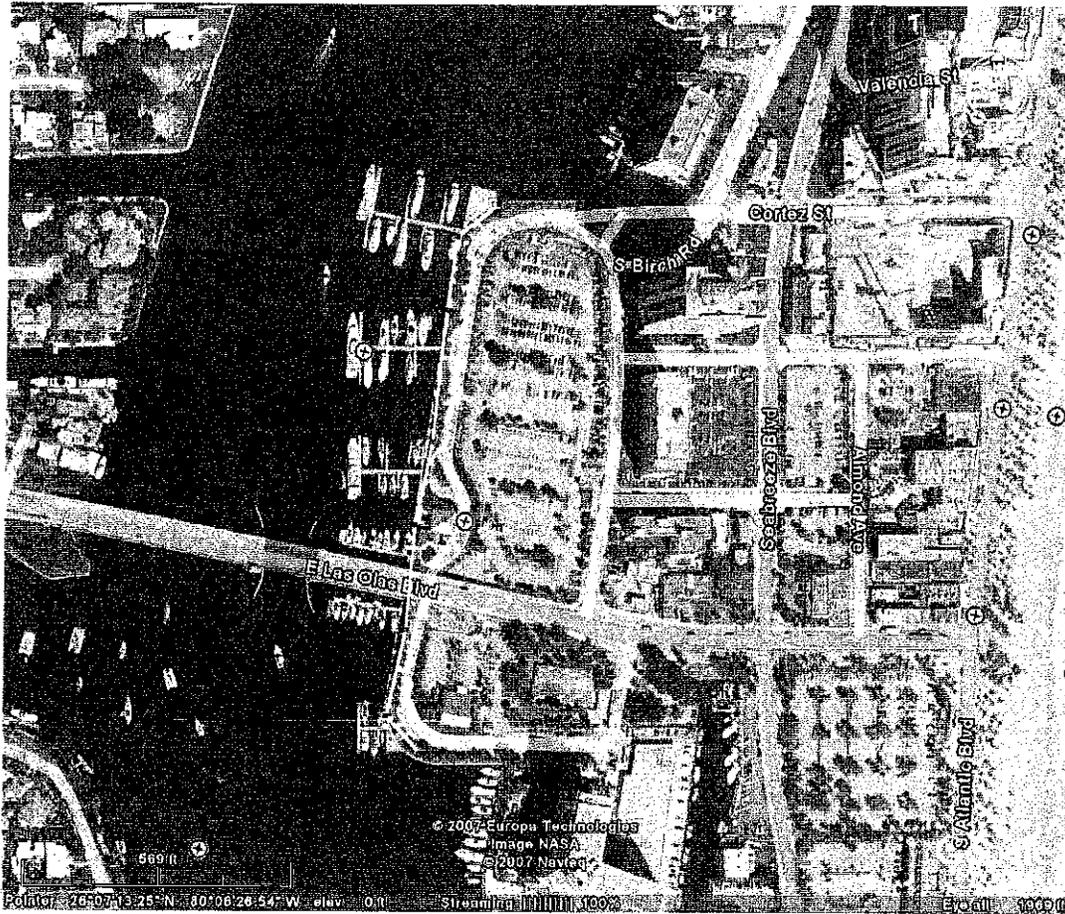
- The Security Officer will carry a **Navarro** issued flashlight with batteries.
- Except where the City requires or has requested a Level C Armed Security Officer, no other officer providing services shall carry arms, even if properly trained and licensed. Arms shall include, but are not limited to: weapons, mace/pepper spray, and nightstick.
- Navarro Security Group, Inc. will carry only **Navarro** issued equipment.

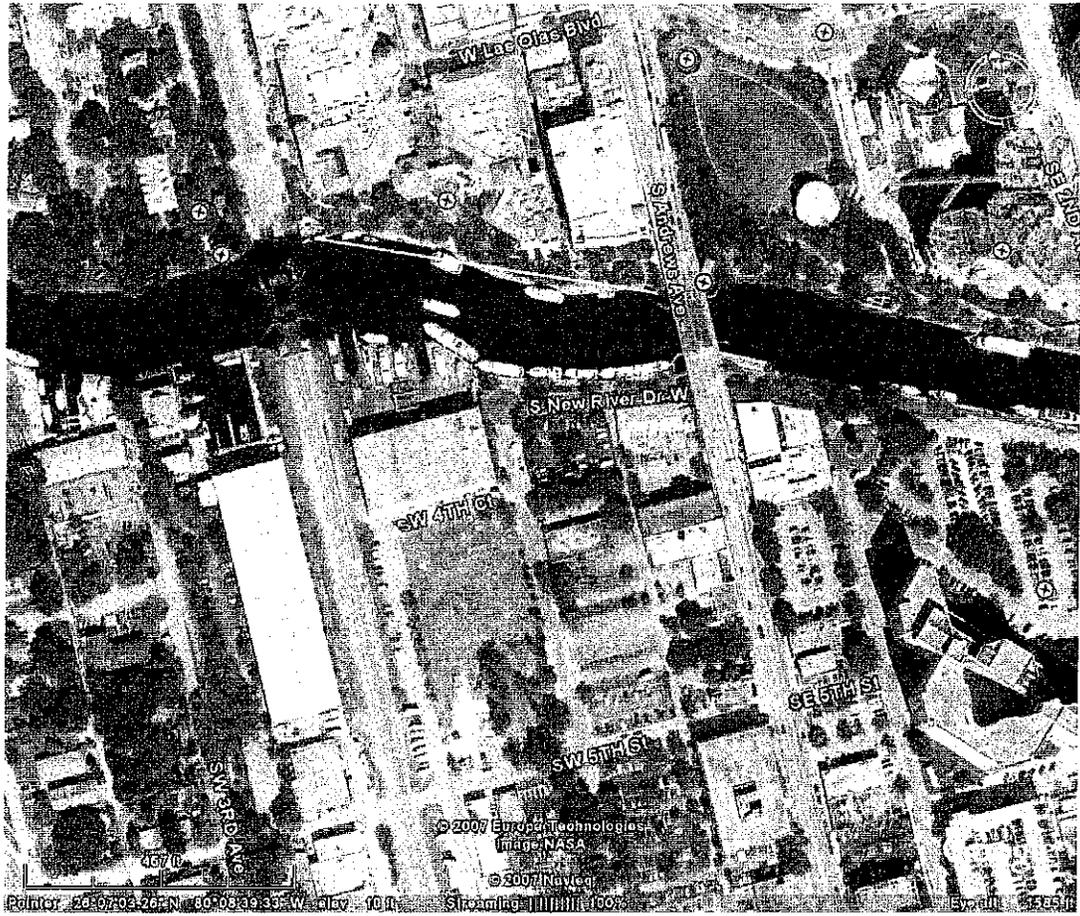
THE FOLLOWING ARE SATELLITE IMAGES OF ALL EIGHT MARINE FACILITIES SECURITY PATROL SITES, PATROL ZONES 1 THRU 8

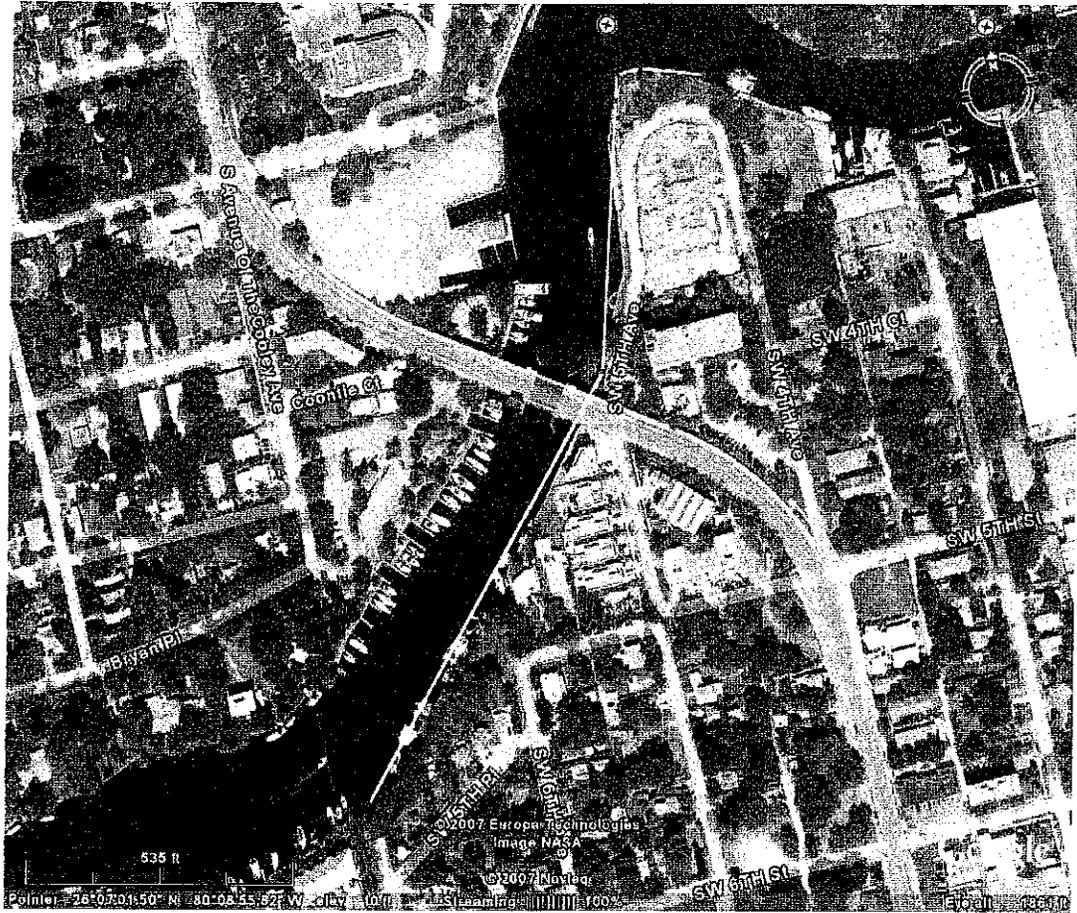


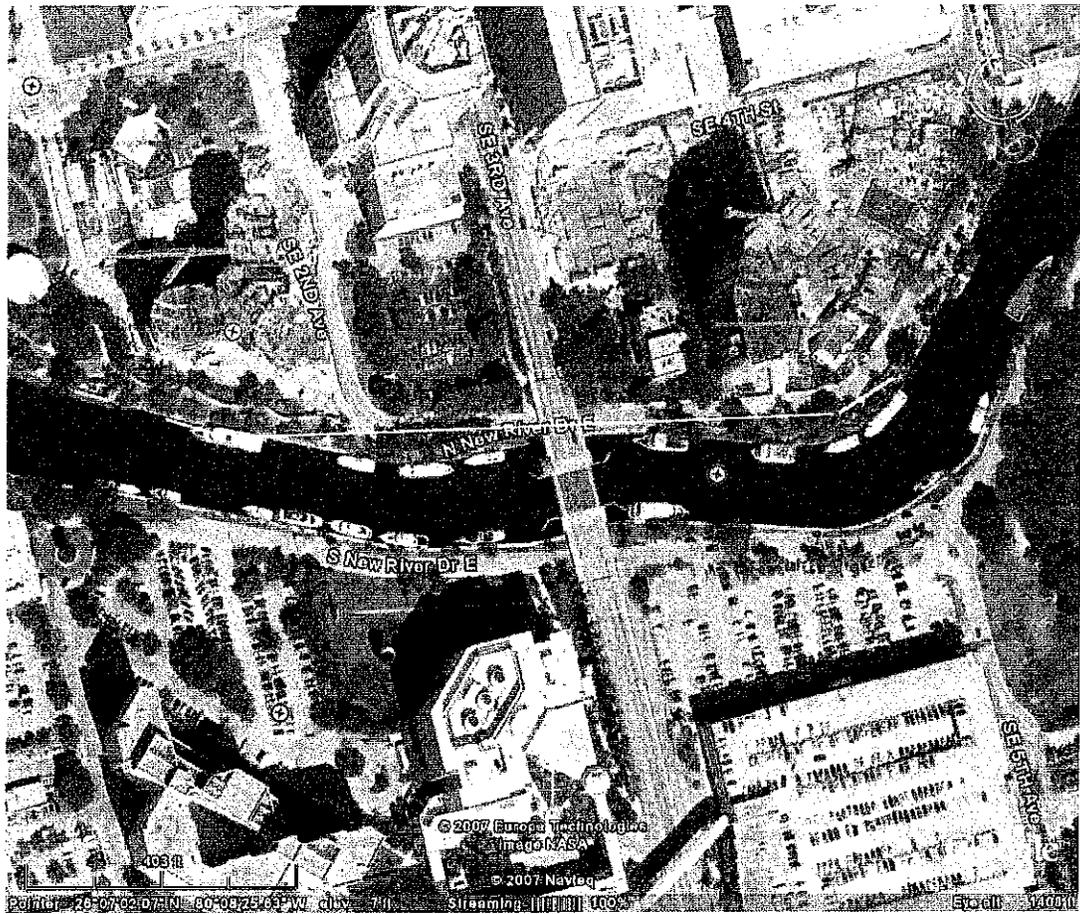












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**CITY of FORT LAUDERDALE
MARINE FACILITIES DEPARTMENT
POST ORDERS**

(The following representative sample post orders were taken from the Post Orders currently in use by the Navarro Security Group, Inc. security personnel.)

TYPE OF POST

This is an armed, uniformed, Security Officer Post

HOURS OF OPERATION

7 Days per Week - 1000 hours – 2100 hours

GENERAL INFORMATION

These Post Orders are intended to provide a guideline for the Officers assigned to this Post. They are not an all inclusive list of the duties and responsibilities.

- I** Understanding of the City's needs for security services at the City's marine facilities and the overall approach to those needs.

Navarro Security Officer with use of marked patrol vehicle will patrol in and around the marine facilities, parking lots, and roadways in an effort to deter crime, assist the public and observe and report all unusual incidents. With the use of communication equipment at the interaction between the Navarro Security Officer, Law Enforcement Law Enforcement's communications systems, and Marine Management the security will be better enhanced and coordinated.

Navarro Security Officers assigned to this Post will be expected to make proper reports and notifications. If the situation warrants immediate attention, notify the client contact and then his/her supervisor; in the case of clear and imminent bodily harm, notify City of Fort Lauderdale, via the radio for assistance. Navarro Security Officer will be expected to complete the appropriate narrative report form, such as: Daily Activity Reports. The Daily Activity covers a twenty-four hour period and must contain any unusual incidents that were entered the Log Book. Incident Reports must be completed to cover any unusual situation or occurrence that affects safety or security

- II** Patrol route or routes and instructions to the Security Officers to maximize security at these facilities.

Note: That a patrol route should not become repetitious to the point of forming a pattern, but should be formulated to maximize patrol effectiveness. Security Officer should alternate their patrol routes periodically during their shift.

INITIAL SCOPE OF SERVICES

The Security Officer will patrol the facilities both in the vehicle and on foot to inspect all parts of the facilities for the purpose of detecting and preventing individuals or groups from committing acts that are illegal or injurious to others or to the property. All Marine The Security Officer shall complete an "Incident Report" in accord with (Marine Facilities Security Incident Report) to be provided to the Manager of Marine Facilities or Supervisor of Marine Facilities or their designee at the completion of the shift for any contact initiated by the Security Officer against unauthorized parties or involving customers who may be reporting violations or suspicious activities or who's conduct on City property may voluntarily or involuntarily warrant response from the Security Officer. The Incident Report shall also be completed even when reported activity involves response by Fort Lauderdale Police to further document the circumstances and confirm that a Police Report is in the process of being made.

The Security Officer will contact the appropriate party when such events occur or have occurred depending upon the level of security. The Fort Lauderdale Police Department and the Officers Supervisor must be immediately contacted in emergency situations or when assistance is thought to be needed. It is not expected that the Security Officer will enter into a direct confrontation with persons at the facilities.

The Security officer will report safety hazards, malfunctioning equipment and other such matters in accord with the specifications provided. Personnel from the Marine Facilities Section will be available to respond to such reports 24 hours per day, seven days per week as determined by Marine Facilities Management.

The Security Officer will maintain a daily log book or electronic file of incident reports, recording all instances that may be of interest to Supervisors or City personnel.

The Security Officer will inspect and scan the touch tag at each slip at the facilities in order to compare and document the status of the occupancy of the slip against the "Slip Inventory Report" provided at the close of business for that day. Each slip at Cooley's Landing Marina shall be inspected no less than two times during the shift and no less than two times for the New River and Las Olas Marina or more frequently depending on the location the minimum frequency of coverage required. Unregistered vessels shall be documented and reported on form (Summary of Unrecorded Vessels) provided and bar codes scanned in accord Attachment A and as provided with more detailed written instructions to the successful contractor prior to commencement of services.

Navarro's Road Supervisor will visit the Security Officer at least once during each shift to insure that the Security Officer is following proscribed procedures. Such visits are to be entered in the log and the security bar code scanned for the category listed by the Supervisor for the facility inspected as required for each shift. Navarro's Road Supervisor shall visit all of the facilities at least once each week to familiarize himself or herself with their condition and any possible safety or security problems or potential problems. The supervisor, or other qualified personnel approved by the City shall take over for the Security Officer during any meal or other breaks when the Officer is not on his route and observing the site. Reports will document Supervisory relief for breaks or for any other reason the Security Officer is not present on the site in accord with the established schedule.

CROSS CERTIFICATION-NAVARRO ROAD SUPERVISORY PERSONNEL:

Navarro has three Road Supervisors available per shift in the City of Fort Lauderdale area. All Navarro Road Supervisors will be Cross Certified to handle all security duties at the City of Fort Lauderdale. These Road Captains will be available as needed to fill an open post, replace security staff and assist supervisory staff assigned to the all facilities with additional daily site inspections.

Personnel currently working on a part time basis would be transferred to a full time basis. Navarro is constantly recruiting and training suitably qualified candidates and has the capacity to accelerate that process in the event of a substantial increase in demand. It is anticipated that these measures would enable Navarro to meet increased demands without compromising the quality of those services.

Vehicular patrol will begin from Navarro Security Headquarters located at 1341 S.W. 21st Terrace, Fort Lauderdale, Florida. The Security Officer will proceed North on 21st Terrace; turn West onto Southwest 13th Street (Frontage Rd); turn North onto Southwest 25th Avenue; turn East onto Southwest 12th Street; bear right (East) onto Davie Blvd, bear right (East) onto southwest 12th Street; turn North onto Southwest 4th Avenue. The officer will begin his patrol at this time, making a complete pass toward rear of the lot to docking area.

Officer will then exit Cooley's Landing from second entrance turning right, traveling north to Southwest Fourth Street; turn left, go west to Charley Ave/Southwest Eighth Avenue, turn right going north to West Las Olas. At West Las Olas, turn right going east to Southwest Seventh Avenue, turn right again and proceed over Southwest Seventh Avenue Bridge to Southwest Sixth Street; turn left going east to railroad tracks. Officer will proceed over railroad tracks to Southwest First Avenue, then turn left going north to docking area.

Officer will complete patrol passing underneath Andrews Avenue Bridge to docking area near back side of courthouse traveling on South New River Drive. Office will continue eastbound toward Southeast Third Avenue Bridge passing underneath bridge past Southeast Fifth, until reaching the dead end. At this time, the Office will make a U-turn and continue patrol in the opposite direction going back west along South New River Drive, turning left at Southeast Fifth Avenue. Officer will proceed on Fifth Avenue to Southeast Sixth Street going south and turning right onto Southeast Third Avenue going north.

Officer will continue north on Third Avenue, crossing over Bridge to East Las Olas Boulevard and turning left into New River Center/Sun Sentinel building patrolling the rear of the building where the dock is located. Officer will continue patrolling, completing a circle, ending up at East Las Olas where he will turn left onto East Las Olas, traveling westbound past Andrews Avenue to Southwest First Avenue.

Officer will proceed north to Southwest Second Street then, to Southwest Avenue, then turn left at New River Post Office. Officer will proceed toward dock area completing patrol and ending up on Southwest Second Street, going west on Seventh Avenue, turning left at West Las Olas to begin final patrol.

III CHAIN OF COMMAND

DEFINITION: The unbroken line of authority from the District Manager, Security Division down through a single subordinate at each level of command to the level of execution. All orders of execution shall move downward and upward throughout the chain of command with mutual consideration by all Security Officer concerned. This chain of command shall be preserved in order to maintain principles of good administration.

The Security Division is comprised of a strictly enforced Chain of Command. The Chain of command consists of the following personnel:

- A. **President/CEO:** Sheriff Nick Navarro, Ret.
- B. **Vice President:** Sharron Navarro
- C. **District Manager:** Louis Sorrentino
- D. **Road Supervisors:** Marshall Harris
Khery Stewart
- E. **Captain:** Steve Altero
- F. **Security Officers:** Rigobert Clerge
Walter Dice
David Bozdag

IV ROAD SUPERVISORS

DEFINITION: The Road Supervisor has the authority to administer responsibilities or commands on a temporary basis to any subordinate Officer of the Security Division. Duties are as follows:

- A. The Road/Shift Supervisor is responsible for the supervision of his assigned shift consisting of one or more Security Officers
- B. Ensures all Security Personnel under his command, perform efficiently and are following the rules, regulations, and policies set forth by the SOP Manual and the direction of his Superior Officers.
- C. Makes monthly efficiency reports on all Security Personnel assigned to the Marine Facilities.
- D. Checks on a daily basis, all incident reports, alarm incident reports, patrol reports, and basis operating procedures. Rejects any reports that fail to meet the standards of the Security Division back to the individual(s). Any reports that have been rejected must comply with the set standards before being accepted.

- E. Immediately, reports in writing, to Management, any and all cases of insubordination, neglect of duty, or any other infractions of the rules and regulations of the Security Division.
- F. Reports all matters of an unusual nature or concern to Management as soon as possible.
- G. At the beginning of the shift, checks to ensure the Security Patrol Vehicle is in acceptable condition and signs for that acceptance.
- H. At the beginning of the shift, checks to ensure all of the Emergency Equipment is in good working condition, and immediately reports any maintenance or defects found.
- I. The Road/Shift Supervisor is charged with the duty of instructing and training of new Security Personnel the proper performance of this duties, report writing, patrol procedures, uniform, and appearance.
- J. Ensures to Management that all security Personnel are, at all times, consistent with all up-to-date training methods, rules, regulations, and policies at any given time.
- K. Consults with the off-going Supervisor as to any conditions or areas of concern which may extend into his tour of duty.
- L. Consults with on-coming Supervisor as to any conditions or areas of concern which may extend into his tour of duty.
- M. Checks to make sure that proper and correct entries were made in the daily journal log book concerning Officers reporting to duty and that all complaints, disturbances, or unusual activity that may have occurred were properly reported and logged before signing off duty.
- N. All Supervisors must set an example for other in courteous behavior, conduct, uniform, and personal appearance.

V GENERAL DUTIES OF ALL SECURITY OFFICERS

PURPOSE: In order to carry out the duties that imposed on the Security Division, it is necessary to understand the rules and regulations which will assist in the carrying out of these duties in a uniform and orderly manner with the least amount of confusion possible. Changing conditions will naturally result inn changing of policies over the years, so additions, deletions, and alterations are not only inevitable but desirable.

- A. All Security Personnel will report to their respective post, on time, and in clean and neatly pressed issued uniform, shined shoes, clean shaven, and neatly trimmed hair.

- B. The paramount concern of Navarro Security Group, Inc. is the safety, security, and protection of all person and property.
- C. All Security Personnel must immediately respond to all calls for assistance and request for additional assistance from the proper authorities or agencies as requested.
- D. All employees shall maintain a telephone number where they may be reached.
- E. All employees shall complete all necessary reports and log entries before the expiration of their shift.
- F. All employees shall record all matters of interest and concern while on duty in the log book and a written report shall be made containing all the facts.
- G. All employees shall remain alert at all times and avoid any unnecessary conversations; observe everything that takes place within the sight or sound of their post.
- H. All employees shall become familiar with all Marine Facility tenants, guests, and employees, as well as, the buildings and property.
- I. All employees shall become familiar with all emergency access locations and equipment.
- J. Remain vigilant of signs of malicious mischief, crimes of violence, damage to property, loiters and/or suspicious persons or acts. If encountered, written report will be made and the District Manager notified.
- K. Always be ready to serve guests in a courteous manner, remembering that we are a service organization.
- L. Any behavior, other than platonic, while on duty, or any conduct which could be considered indecent or immoral will result in disciplinary action.
- M. All Security Personnel shall follow the schedule as posted without any variations. In the cases of any schedule adjustments, the Scheduler must be notified.
- N. All Security Personnel shall immediately report any and all cases of insubordination, neglect of duty, or any other infractions of the rules and regulations to the Supervisor.
- O. All Security Personnel shall be responsible for their Security Patrol Vehicle during their shift. An inspection report shall be completed at

he beginning of each shift and any damage found will require a written report explaining the circumstances.

VI

DAILY OPERATION

A. WORK SCHEDULE

1. Hours of Duty: Officers of the Security Division shall have, as Scheduled regular hours assigned to them.
2. Tour of Duty: The tour of duty is the scheduled shift
3. Security Personnel shall report 15 minutes early for their shift in order to have a smooth change-over from one tour to the next.
4. Days Off: Security Personnel are entitled to approved days off as scheduled by the District Manager. If a Security Officer is requesting a day off other than the day(s) assigned to him, he must request the day(s) off in writing to his Supervisor, at least seven (7) days in advance.
5. Tardiness: Failure of Security Officer to report to duty on time will not be tolerated. Repeated failure will result in suspension from duty, and continued offenders will be terminated.
6. Lunch Period: All Security Personnel that will be working on eight (8) hour shift or more will be entitled to a 30-minute lunch period. Any Office taking such a period shall be available immediately in case of an incident.

B. UNIFORM and APPEARANCE

1. Security Personnel shall report to duty in a clean, neatly pressed issued uniform.
2. Security Personnel shall be clean shaven and hair neatly trimmed at all times.
3. Security Personnel will be considered unfit for duty if they are in violation of any regulations and will be sent home without pay. A second offense will result in a two-day suspension. A third offense will result in termination.
4. During the Fall and Winter Seasons, only issued Security Department jacket will be worn. Security Personnel will be allowed to wear an additional sweater under their jackets, if they desire.
5. All security Personnel will wear all issued collar brass or badges and will be considered out of uniform without them.

C. SECURITY OFFICER

DEFINITION: The Security Officer's duties, procedures, and responsibilities will include, but not be limited to the following:

Monitor Two-Way Radio: The Security Officer will keep the dispatcher/supervisor apprised of any extraordinary conditions or situation which may arise in the Marine properties. Proper Radio procedure is to be followed at all times. While on duty, Security Personnel shall monitor this two-way radio for any emergency condition.

D. PATROL DUTIES

DEFINITION: The Patrol will be the Security Officer assigned to the Post of patrolling the grounds while looking for violations of the Navarro Security Group Rules and Regulations. A tour of patrol will be performed by each assigned Officer.

The duties, procedures, and responsibilities will include, but not be limited to the following:

1. Security Patrol assigned patrol duty will patrol all the road and grounds at least three times during the shift and more if time allows. This will be called a "tour" of duty.
2. While on patrol, the Officer shall be attentive at all times and on the Look-out for any "out-of-the-ordinary" situations or events, and to try to be conscious of any unusual circumstances.
3. The Patrol will make a visual check of all the boat slips and all buildings on the property.
4. The Patrol will make a pass through the following Zones:

ZONE 1	*Cooley's Landing 450 S.W. 4 th Avenue
ZONE 2	Performing Arts Center/Chart House Dock Between S.W. 2 nd Ave. & S.W. 5 th Ave.
ZONE 3	*Riverwalk Between Andrews Ave. & Flagler Ave.
ZONE 4	Riverwalk/North New River Drive Between S.E. 1 st Ave. & S.E. 5 th Avenue

ZONE 5	Sailboat Bend/South New River Drive Between S.W. 4 th Ave. & S.W. 7 th Ave.
ZONE 6	South New River Between S.W. 1 st Ave.& Federal Hwy (US 1) Tunnel
ZONE 7	*Las Olas Anchorage East Las Olas Blvd. & Idlewyld Drive
ZONE 8	Las Olas Docks/ Las Olas Circle Adjacent to Intracoastal Waterway

***NOTE: These specific zones require routine surveillance on land and minimum of 2-3 times per shift or as determined.**

5. The Patrol will inspect, on foot, the Marine Slips, all perimeter gates and the City Building to property every hour.
6. The Patrol will be ready at all times to respond to all calls from the Navarro Security Group Dispatch.
7. The Patrol will make a radio check giving his location each and every time he exits the Patrol Vehicle.
8. The Patrol will make a foot patrol; at least twice a shift, check all Marine Facilities and Slips.
9. The Patrol will notify Dispatch immediately if any discrepancies are found during his patrol.
10. The Patrol will record his activity onto his Patrol Activity form.
11. The Patrol should be on the lookout for any fire and safety hazards during his patrol. If any are noticed, they must be reported to the City of Fort Lauderdale Police Department.
12. During Patrols after dark until dawn, the Patrol must put more emphasis on the facilities and the boats.
13. The Patrol must be ready for any calls requesting assistance from any tenants or other individuals on the property.
14. A Light Report will made nightly pointing out all street lights, accent (landscape) lights, bridge lights, and entrance on the property, that are not working properly. The Light Reports are to be given daily to the main office.

E. TRESPASSING

DEFINITION: Any time a person enters the property illegally, they are trespassing.

The Patrol will confront or try to flag down any trespasser, (if any Officer ever feel threatened, they should stand back and notify the police) inform him that he is trespassing, and escort the individual off the property. If the trespasser enters the grounds and is detected by the Patrol, the Patrol will inform Security on the Two-way Radio of the situation and report on his location. The Patrol will then approach the individual.

Security Personnel will always fill out an incident report if this situation occurs. Security Personnel will always report any trespassing incidents to the Fort Lauderdale Police Department.

F. PROCEDURE WHEN A CRIME HAS BEEN DETECTED

1. It will not be the duty of the Security Division to investigate criminal offenses. This responsibility belongs to the City of Fort Lauderdale Police Department. Security Personnel should not over extend themselves. They need to know their limitation and use good common sense.
2. The Security Officer's responsibilities will mainly be to detect the crime by personal observation or by a complaint from someone.
3. The next step is to protect the crime scene. Remove all individuals from the area of the crime and allow no one to disturb the crime scene. Notify the City of Fort Lauderdale Police Department via the Dispatch Center. Make sure the police officer taking the report has all the necessary information that he needs from the Security Officer, such as names, addresses, etc.; having too much information can never be wrong.
4. The City of Fort Lauderdale Police Department will give the Security Officer instructions and upon the arrival of their Police Officers, the Security Officer is relieved of responsibilities unless the Police Officer requests the Security Officer's further assistance.
5. All reports should be clear and accurate.
6. Contact the Security Division District Manager and inform him of the situation.
7. Example of handling a crime scene for investigation:
Upon receiving a complaint via the telephone or in person,

get the following information:

- a. **Who** - Complainants name, address, telephone number.
- b. **What** - What type of complaint is it.
- c. **Where** - Get the address or location of where the offense took place. Always be precise with the location given.
- d. **When** - Time and date of the incident.
- e. **Why** - May be determined at the scene.
- f. **How** - How did this happen.

NOTE: When you answer the five "W's" you have a good beginning of an incident report.

G. RADIO COMMUNICATIONS

DEFINITION: Radio communications are established for the purpose of maintaining, operating, transmitting and receiving radio communications.

1. A radio transmitting and receiving unit shall be maintained at the main Navarro Security Group Office for the purpose of prompt transmission between the Patrol and the Dispatch Center.
2. The Security Division's radio communications are comprised of two radio channels. Channel A is the primary working channel of the Security Division for all communications. Channel B is the channel used for any information that would take up too much airtime.
3. The following rules are to be followed by all persons using the radio System. Remember, these rules are made and enforced by the Federal Communications Commission (FCC) and the Director. Failure to follow these rules could result in the offender being fined up to \$10,000 and/or loss of the radio station's license by the FCC.:
 - a. Use of the proper radio terminology is important and never use profanity.
 - b. Always use short and precise messages. Do not tie up the radio with personal conversations or chatter. This is not a CB radio. Only 10 code and signals list approved by the Director may be used in radio transmissions.
 - c. Security must keep a record of all communications in the log book.

Techniques: When speaking into the radio, hold it about three inches from the mouth. You should speak across the mic as effective as possible. When you speak into the mic immediately after keying, you will cut off the first word of your transmission.

H. REPORT WRITING

DEFINITION: In security work, a good and thorough report is one of the most important aspects of the job. Aside from the possibility of being read and seen by dozens of individuals, it also is vital to anyone who may have to rely on it later.

1. Each and every report will contain all the basic necessary facts: WHO, WHAT, WHERE, WHEN and HOW.
2. Exact time, locations, dates, names of Officers and narrative will be included in every report.
3. On reports where a crime has been committed, descriptions will be included. This will include descriptions of suspects, suspect vehicles and/or description of property taken.
4. On suspicious persons, suspicious vehicles, or trespassing calls, a Complete description is to be taken from the person who witnessed the incident. Without a description, the report is virtually useless.
5. The report must be legible. Good grammar will and must be followed with correct spelling.
6. Each Officer will follow this policy. Every report will be checked for all of the above information by the supervisor.

If the Supervisor approves the report, he will initial it. If he does not approve the reports, he will return it to the Security Officer for correction. The supervisor will not do the report for the Officer. If it is approved, it will be passed on to the District Manager.

I. PATROL CAR REGULATIONS

1. When not in use, the patrol car shall be kept in the parking space provided, with keys removed and the doors and windows secured. At no time should vehicles be parked in the entrance/exit lanes next to the Security gate.
2. At the start of each and every shift, the Supervisor shall check vehicles before the Patrol Officers go on patrol. Vehicles should be checked for dents, scratches, missing items, or any other forms of damage. It is advisable for the oncoming Office not to start the vehicles and drive them. This is time consuming, but remember: the on coming shift is responsible for these vehicles. If the Shift Supervisor does not fully check them out and the oncoming shift does and finds problem, the oncoming shift is responsible, even if that shift did not use either of vehicles.

3. It is not unusual for situations to develop where damage is done to a security vehicle and personnel develop "amnesia" as to how it happened.
4. No unauthorized persons shall be in patrol vehicles at any time unless it is an emergency.
5. If a mechanical problem develops, enter it into the log and pass the information onto the Supervisor.
6. If the car is involved in an accident, notify the police so a report can be made and then, notify the District Manger immediately.
7. Patrol vehicles shall be kept in a clean manner and condition. Each shift will ensure that the interior is free of litter etc.
8. Those Officers assigned to maintain the vehicles and have them washed will submit brief report to their Supervisor as to what was done to the vehicles.
9. The Patrol car will be filled with gas by a designated Officer on a daily basis.
10. The Patrol vehicles will not be taken out of the area by anyone unless that Officer has permission from the Supervisor.

J. EMERGENCY PROCEDURE

1. Navarro Central Dispatch: The majority of emergency response situations will arise from signals received. There is, however, the possibility of an emergency situation that does not originate from the alarm monitoring company. Security is responsible for contacting the City of Fort Lauderdale Police Department b telephone (911) and providing as much information as possible.

The Dispatcher must always remember that his role in emergency response situations is to : ACT AS THE COMMUNICATIONS LINK AND INFORMATION RELAY BETWEEN THE OUTSIDE AUTHORITIES ANDTHE PATROL OFFICER WHO IS INVESTIGATING THE PROBLEM.

He is also fully responsible for maintaining an accurate and detailed written description of the incident and notifying the District Manager immediately of the problem.

2. Navarro Dispatch Alarm Procedure: The Dispatcher will receive alarm signals in many different ways and must dispatch the correct information in each case.

- a. When an alarm signal comes to the Dispatch Center, the following procedures will be followed:
 - (1) Take down all pertinent information and dispatch to the Marine {Patrol Unit 71.
 - (2) Dispatch will request a response from Marine 71 in the following manner:
 - i. "Stand-by to copy an alarm": (using the 10-code System, for example: All Units, 10-23, 10-65, Signal 49)
 - (3) Marine Patrol Unit will advise over the radio: "In route, Arrival, and Cleared."
3. Marine Patrol Officer: The Patrol Officer's first and main duty when responding to an emergency call is to:
 - a. Render emergency medical aid (if needed), call for a paramedic unit.
 - b. Protect the crime scene.
 - c. Begin your report. Do not forget the five "W's": WHO WHAT, WHERE, WHEN, and HOW.
 - d. Obtain witnesses' names and addresses (if applicable).
 - e. Make sure Dispatch contacts the Police Department immediately as well as the District Manager.

VII.

ALARM RESPONSE PROCEDURES/EMERGENCY PROCEDURES:

- STEP 1 Alarm intrusion signal is sent to a local, central station. The central station will notify the City of Fort Lauderdale Police Department the alarm condition and request that they dispatch a Police Officer to the Marine Facility. The central station will then call the Navarro Dispatch and advise that they have dispatched the police.
- STEP 2 Dispatch all available units to numerical address and slip Number, and advise Patrol Units of type of alarm...perimeter, etc. No Officer will respond alone to an alarm or unknown situation.
- STEP 3 Immediately refer to "Information File" for call-out procedure.

STEP 4 At this point, if the alarm is determined to be false, an alarm incident report must be completed in detail by Security. If the alarm is determined to be an actual intrusion, continue with the following procedure:

NOTE: IF THE ALARM HAS BEEN DETERMINED TO BE A "FALSE ALARM", IMMEDIATELY CONTACT THE MONITORING ALARM COMPANY AND INFORM THEM OF THIS INFORMATION. ADVISE THEM TO NOTIFY THE RESPONDING POLICE OR OTHER EMERGENCY DEPARTMENT.

- a. The Patrol may begin a perimeter check of the Facility, investigating all doors and windows for breakage or forced entry while awaiting the arrival of the City of Fort Lauderdale Police.
- b. Expect a phone call from the central station that an alarm condition Exists.
- c. When the police arrive, Patrol will inform the Officers of the situation, then lead them to the alarm location if required. Always offer them your assistance.
- d. Upon receipt of the telephone call from the monitoring company that they have received an alarm signal, swift deliberate action is required by the Dispatcher on duty, keeping in mind the Police Department has already been dispatched prior to your receiving notification of an alarm. All Officers are immediately dispatched to the alarm location. The keys should be obtained from the Road Supervisor, who will respond and deactivate the alarm.

Security Officer Experience and Qualifications

Security excellence can only result from excellent security. Therefore, the quality of any security company is first illustrated by its policies on personnel selection. Because security work is somewhat independent and requires considerable public contact, each potential **Navarro Security Group, Inc.** employee is closely evaluated through our innovative application process. In addition, since this type of work often requires the application of independent judgment and the interpretation of established policies and procedures, we diligently strive to employ only the highest caliber men and women who are best suited to the position and post assignment. Only those individuals who can perform their work within the general guidelines and pass our stringent reviews for compliance are hired in order to achieve the desired results for both company and client.

Navarro Security Group, Inc. requirements include a high school diploma (or equivalent), minimum three (3) months local residency, home telephone, reliable transportation, good communication skills and proper physical fitness to post assignment. In addition to the State regulations that are required for individual guard licensing, we conduct our own thorough background investigation on each potential employee. All references are checked to the legal extent of the law and particular attention is given to criminal history, worker's compensation claims, drugs or alcohol abuse, poor employment records, and dishonesty.

ABSOLUTELY NO ONE WITH ANY TYPE OF A CRIMINAL RECORD WILL BE CONSIDERED FOR EMPLOYMENT – NO EXCEPTIONS!

Our process is positive and designed to weed out those applicants who are undesirable for us and our clients. The additional time we invest initially pays dividends that result in a lower-than-industry turnover rate and customer satisfaction.

In addition to our standard requirements, our security officers must also meet one of the following qualifications:

- Former Police Officer, Federal Agency Officer or graduation from a Certified Police Academy.
- Former Military with emphasis on serving in the Military Police or the Elite Forces.
- Graduate of an Accredited Institution in Special Industrial Security Training.
- Criminal Justice Degree or other similar qualifications.
- Minimum five (5) years experience in Private Security with the psychological profile and supervisory experience to qualify for advancement.

ALL EMPLOYEES ASSIGNED TO THIS CONTRACT WILL MEET THE FOLLOWING CRITERIA:

1. Ability to establish and maintain effective working relationships with the general public and other employees.
2. Ability to maintain clerical records and prepare written reports as may be required.
3. Ability to work effectively and efficiently without direct supervision.

4. Ability to detect and report unsafe conditions.
5. Ability to be polite, courteous and cooperative at all times, especially during times of stress.

INITIAL EMPLOYMENT ASSESSMENT:

All candidates for employment are initially screened in person to assess their ability to meet the minimum requirements of the position. All candidates for employment must meet the following minimum requirements:

- Must have availability of transportation
- Must have telephone access.
- Must be a minimum of 21 years of age
- High School Diploma or GED equivalent
- Proof of US citizenship or legal 1-9 documents in compliance with Federal Guidelines
- **NO CRIMINAL RECORD**
- Must be physically able to perform all duties as required by contract and defined by job descriptions post regulations within the guidelines of ADA.
- Must have the ability to read, write, speak, understand, and be understood in the English language to the extent of giving and understanding written orders and verbal instructions, even in times of stress. Must be capable of composing reports which convey complete and accurate information.
- Personal Cleanliness is a mandatory
- Drug Testing
- Driver License Check (DMV)
- Firearm Qualification/Re-qualification (G licensed personnel)
- Psychological Test (G) License personnel
- Criminal Back Ground Checks (State of Florida)

For this specific contract, Navarro Security Group, Inc. will require all candidates to submit to a medical evaluation to meet the following requirements:

- a. Freedom from any communicable disease.
- b. Binocular vision, which is correctable to 20/20 vision.
- c. Ability to distinguish shades of colors.
- d. Ability to hear ordinary conversation at a distance of 20 feet, without the use of artificial hearing devices.
- e. Freedom from drug use, except prescribed medication as evidenced by urinalysis test.
- f. Freedom from disease or condition that results in indistinct speech.
- g. Free from any physical or emotional disorder, or any hindrance, which may inhibit or preclude meeting the professional standards required by the contract.
- h. Blood pressure and other vital signs must be within normal limits.

SPECIFIC SPECIFICATIONS PER CLASS AS FOLLOWS:

There are three categories of security officers, based on qualifications and presence: Regular Officer, Upgraded Officer, and Premier Officer. The requirements and qualifications of the security officers are carefully matched to the customer's wants and needs.

CATEGORY OF GUARDS:

Level I /Level A

This is the **base level classification** of security officer. This position requires:

- U.S. Citizen or Valid Resident Alien Status;
- High School Diploma or equivalent;
- Fluency (written and oral) in the English Language;
- 21 years of age;
- Valid drivers license;
- Extensive background investigation;
- One or more years in position as security officer;
- 40 hours of classroom training;
- 40 hours on the job training;
- Must pass drug screening and medical examination.

Level II /Level B

This is the **intermediate classification** of security officer. Requirements are (in addition to those for Level I) one or more of the following:

- One year military experience, or
- One year as a security supervisor.

This classification may be used in sensitive and high visibility areas.

Level III /Level C

This is the **highest classification** of security officer. Requirements (in addition to those for Level II) are:

- Graduate of a certified federal, state, county or local law enforcement training program;
- Military police training or equivalent with appropriate certificate or diploma.
- Minimum of three (3) full years experience in certified law enforcement in a military or civilian setting.

This classification will work as a supervisor or in high visibility areas and other specialized site locations requiring this type of background.

Supervisors and Premier Security Officers

Supervisors and Premier Security Officers are all drawn from Navarro's Level III/ Level C category of security officers. Navarro's "Premier Protection Division" allows for the three categories of security officer:

Level III /Level C or Premier Officer is the highest classification of security officer and requires that the security officers meet all of the following qualifications:

- Must be a graduate of a certified federal, state, county or local law enforcement program or military police training or equivalent with appropriate certificate or diploma.
- Must have a minimum of three (3) full years experience in certified law enforcement in a military or civilian setting.

About one half of the **Navarro** security officer force is comprised of Premier Officers. It should be noted that this level of officer has already undergone stringent background checks and medical examinations.

HIRING GUIDE FOR UNIFORMED SECURITY PERSONNEL

The following **Hiring Guide for Uniformed Security Personnel** describes the key elements involved in the process of hiring new uniformed security employees. The Hiring Guide establishes the employment procedures for **Navarro Security Group Inc.**, which serves a threefold purpose:

- 1) Assuring full compliance with all applicable regulations;
- 2) Meeting/exceeding all NAVARRO SECURITY GROUP INC. company policies regarding hiring practices, affirmative action, and ethics; and
- 3) Establishing the most cost effective decision path for applicant acceptance/rejection choices.

The entire procedure of ensuring our clients are consistently furnished with qualified trained officers has been summarized into Eleven Steps. It should be understood that at any time the process may stop if an applicant fails to pass a step. Failure to pass a step will normally mean the applicant will not be considered for employment or may need to be returned to a lower step.

UNIFORMED SECURITY OFFICER HIRING GUIDE

STEP #1 - PRE-EMPLOYMENT APPLICATION

Any applicant will be allowed to complete a Pre-Employment Application. The application consists of a three-part fold, serving as pre-employment survey and background investigation consent. Applications will be properly secured for a period no less than one year from date of application.

STEP #2 - PERSONAL INTERVIEW

Prior to the interview, the Personnel Director will review the application in order to determine if the applicant meets all other minimum employment standards. During the interview, the District Manager will use the NAVARRO SECURITY GROUP INC., Security Officer Applicant Evaluation Form in evaluation rating scale. The District Manager will establish suitability and qualifications including eligibility, availability, work habits, abilities, and skills. An unsatisfactory rating will justify termination of the interview.

STEP #3 - TELEPHONE REFERENCES

An applicant meeting an acceptable rating will be allowed to move on to the next step: the telephone references. During the interview, the District Manager will attempt to verify employment with previous employers for the immediate prior three-year period. If verification of employment is confirmed without negative results, the applicant should be administered the NAVARRO SECURITY GROUP INC., written test.

STEP #4 - CONDITIONAL OFFER OF EMPLOYMENT

At this point, a conditional offer of employment is given to the applicant, which is subject to the following additional conditions:

- No Criminal Record (including felony or sex conviction)
- Military conduct check
- **Acceptable confirmation on written references**
- **Completion of forms to prove proper work permits or citizenship**
- **Completion of High School Degree or recognized equivalency**
- **Successful completion of 3-year employment verification**
- **Successful completion of drug testing**
- **Successful completion of physical, including vision and hearing**
- **Successful completion of orientation class**

STEP #5 - WRITTEN REFERENCE CHECK

Each applicant will be required to provide verifiable work references for at least three years. The references will be mailed or faxed immediately. The District Manager will have the conditional employee sign authorizing each previous employer or reference to release his/her employment information. The District Manager will obtain the conditional employee's date of birth for the purpose of conducting a thorough criminal background check.

STEP #6 - CRIMINAL / CREDIT / DMV / CHECK

The completed Background Investigation Consent Form is used to conduct a thorough background investigation to include state-wide criminal history check, along with credit and DMV checks. **All individuals selected will be free of criminal convictions due to felonies, high-misdemeanors, or crimes of moral turpitudes. All records will be placed with the employee files and available for review by client.**

STEP #7 - ORIENTATION CLASS

The orientation class is a non-paid training session conducted at the NAVARRO SECURITY GROUP INC., corporate headquarters in Ft. Lauderdale and includes a course involving both instructor and video material on the following topics:

- The importance of the Security Officer
- Legal Issues
- Human & Public Relations
- Customer Service
- Communications
- Patrol
- Report Writing
- Fire Prevention and Control
- Emergency Situation
- Safety

STEP #8 - DOCUMENTATION REVIEW

After successful completion of the orientation test, the conditional employee will complete all remaining employment documents, including, but not limited to::

- Employment Statement,
- Fingerprint Cards,
- Federal Withholding (Form W4),
- Supplemental Application Form,

All documents will be initially checked by the Personnel Director.

STEP #9 - FINAL HIRING APPROVALS

Upon completion of such review, the entire personnel folder will reviewed and approved by:

- The Personnel Director
- The District Manager
- The President/CEO

STEP #10 - INTERVIEW AND ASSIGNMENT

Each newly hired Security Officer will have an interview with the District Manager. This interview determines the specific client assignment and includes instruction regarding expectations and goals for that specific assignment. It will also include exact schedules and travel instructions.

STEP #11 - SITE SPECIFIC TRAINING

This step may be conducted at the NAVARRO SECURITY GROUP INC., Corporate Headquarters in Fort Lauderdale and on the site. The training will be conducted by the District Manager and site supervisory personnel, if necessary. All aspects of the site's general instructions and post will be covered in this training step to ensure that the Security Officer completely understands the assignment. The Security Officer will initial the post instructions indicating he/she has read and understood them.

**NAVARRO SECURITY GROUP, INC. -
TRAINING FOR SECURITY PERSONNEL**

Navarro Security Group, Inc.

Navarro will provide training to all field personnel in order that the client may be assured said personnel are capable of assuming the responsibilities for their assignments. The cost for such a training program is accommodated within the overall hourly billing rate, i.e. the time spent by staff in such a program, though required, is not billable. All security personnel must successfully complete and pass the course prior to assumption of duty under this contract.

A. Evaluation of Training

The District Manager/Project Manager will evaluate the quality and completeness of training provided to all security personnel. Evaluations will include, but not be limited to:

- reviews of techniques and methods of instruction,
- quality of instructors,
- motivation,

- adequacy of classroom and adjunct training materials,
- test content, and
- individual guards' retentiveness.

B. Instructors

All formal training to be administered will be by persons who have been expressly approved on an individual basis by Navarro Security Group, Inc. All classroom instructors will be appropriately certified in one or both of the following ways: By an accredited institution of learning, governmental educational certification body, or by documentation that the individual has sufficient experience with the subject matter to instruct students in an authoritative, practical, and current manner. All site training shall be provided by a **Navarro** supervisor or an experienced guard meeting the client's approval or the approval of its representative.

C. Course of Instruction

A copy of the proposed course of instruction shall be provided for review and approval by **Navarro** to the client within ten (10) working days after the award of the contract. Client representatives are invited to training classes without notice, to monitor this course.

D. Certification of Training

All training, with the exception of follow-up orientation and subsequent training of replacement guards, shall be completed prior to being assigned to the post. A written certification of each employee's training, including supervisors, will be available to the client at all times.

E. Training for Security Personnel

1. Basic Instructional Training

Each contract security guard is to receive a minimum of (8) eight hours classroom instruction, in the subject areas listed. **Navarro** may exercise full discretion over the format or course outline for instruction, as long as all subject matter identified is adequately addressed in training. As part of the proposed course of instruction to be submitted to the client for review, **Navarro** shall identify the total hours of training to be provided, as well as an approximate distribution of time among specified areas.

a. Orientation to Site

b. Role and Functions of Security Personnel

- Protection of persons and property
- Role of security personnel (to respond and handle situations; not merely observe and report)
- Public relations
- Human/Interpersonal relations

c. Legal Aspects of Facility Protection

- Public versus private property
- Arrest powers

- Detainment policy and procedures
- Use of force
- Search and seizure
- Protection of crime scene
- d. Proper Use and Care of Uniforms and equipment**
 - Contract requirements (including inclement weather)
 - Company policy regarding cost of uniforms
 - Standards of uniform appearance
 - Responsibility for condition of equipment
 - Proper use of equipment
- e. Use of Communications Equipment**
 - Telephone
 - Two-way radio
 - Routine and emergency procedures
- f. Operation and Safety of Vehicles (as required)**
- g. Use and Care of Security Equipment**
- h. Protection of Facility**
 - Philosophy: protection through prevention
 - Rules and regulations impacting post
 - Post orders and other contractual responsibilities
 - General and specific orders foot patrol methods
 - Vehicular patrol methods
 - Access control, including people and packages
 - Circulation and crowd control
 - Interviewing techniques Safety inspection and awareness
- i. Enforcement**
 - Misdemeanors and felonies
 - Crimes in progress
 - Observation/description
 - Preservation of evidence
 - Building search techniques
 - Handling special or problem individuals (i.e. juveniles, handicapped persons, or unruly persons)
 - Parking and traffic control
- j. Report Writing**
 - Written report methods and requirements
 - Requirements for legibility and literacy
- k. Basic First Aid**
- l. Other training**
 - Customer Service
 - Special Situations

- Escort services
- Loiterers
- Vandalism
- Threats to personnel safety
- Burglary, robbery, or theft
- Espionage
- Sabotage
- Drugs/Alcohol
- Emergency Services
- Emergency or disaster response procedures
- Fire control systems and equipment
- Fire prevention
- Fire fighting methods and procedures
- Responding to facility alarms
- Law enforcement/private security relationship
- Riot or crowd control

m. Written Examination

- Classroom instruction
- Report writing
- Each guard may be tested for reading comprehensive and ability to write a clear and comprehensive report.
- Reporting procedures for emergencies or other non-routine incidents

2. Report Writing

This portion of the employee evaluation is designed to assess the individual's ability to succinctly summarize pertinent information related to an incident and to prepare the proper reports meeting contractual requirement for legibility and **English** fluency. The employee evaluation will at a minimum require the employee to select the appropriate report(s), select pertinent facts from a written narrative, oral presentation, or film depicting an event, and to complete the report in an adequate manner.

3. Site Orientation Training

Navarro Security Group, Inc. will provide a minimum of eight (8) hours of on-site training for Security Guards for each shift to be worked in order to familiarize each guard with the post and all post assignments. Additional hours may be required at specific posts, and shall be detailed in the appropriate Post Orders. Said training shall be conducted by a Navarro Security Group, Inc. supervisor or experienced guard/officer who is fully qualified at that post. The trainee is not to be in active duty status and may not be placed on duty at that site until said training has been completed.

This training is to be conducted at each job site to which the guard/officer is assigned. The measure of success for the training shall not be the time invested (i.e. the 24 hours) but rather the effectiveness with which the trained employee is able to perform post duties.

The **Site Orientation Training** will consist of the following:

- general and specific orders for the project
- policy and specific procedures for responding to emergency alarms, bomb threats, and/or incendiary devices in the facility procedures for access control and operation of the security system within the project and facility
- procedures for operation of fire alarms, fire control system, and fire fighting equipment

4. Refresher Training (RT)

Periodic training of each employee is required to be conducted by Navarro supervisors in order to insure continued understanding of and familiarity with existing or new facility conditions. Refresher Training is to be conducted at a minimum of one time within the first 14 days of an employee's post assignment, and additionally at the discretion of Navarro Security Group, Inc. Such training shall be conducted at the expense of Navarro and may include, should circumstances dictate (i.e. repeated violations by a guard), not only **Site Orientation Training** but also any or all portions of **Basic Instructional Training**.

5. Training for Contract Security Supervisors

In consonance with all other contract stipulations requiring that a **Navarro** Supervisor be fully qualified and capable of manning a post, it is expected that said supervisors shall have met or will meet all **Basic Instructional Training** requirements prior to assuming any duties under this contract.

It is likewise expected that supervisors will be provided sufficient on-site post instruction to be able to provide **Site Orientation Training** (SOT) to security personnel assigned to posts within the supervisor's span of control or shift of duty.

In addition to the above base requirements for training, **Navarro** will provide to all supervisors a minimum of eight (8) hours total of classroom instruction in the development of management and supervisory skills, as outlined below:

- Supervisory responsibilities
- Training skill development
- Leadership development
- Authority and control
- Effective communications
- Handling complaints and grievances
- Management skills for supervisory personnel
- Time management
- Motivation
- Ethics

In the event that a supervisor arrives at a post and finds it unmanned, he/she immediately assumes responsibility for that post and then attempts to find a security officer to fill the post. In the event that the supervisor is on the road and receives a call that a post is open, his first actions are to go directly to the post. Once there, he/she will then attempt to fill the post. There are no exceptions. All **Navarro** supervisory and management personnel can be contacted at any time of day or night through telephone, cell phone, or two-way radio, twenty-four hours, per day.

After a prospective applicant is hired, all personnel are issued the **Navarro Security Group, Inc. Employee Handbook** which details the policies and procedures required by the company. All employees are required to be familiar with, and abide by, these policies and procedures.

Post Orders

Security Officers are issued Post Orders. These will be General Orders, Special Orders (specific orders outlining the duties required at a specific post), and Informational Orders (additional information required to carry out duties at Special Events). These orders are issued to the officers and reviewed by their supervisors, in order to ensure that each officer is familiar with his/her post and the duties required.

Check In and Call Off Requirements

Officers have strict check in and call off requirements. Security Officers are required to make hourly Radio or Telephone check-ins with the **Navarro** Central Dispatch Station. The Central Station Dispatchers and Supervisors are available 24 hours a day seven days a week. Road Supervisors make regular checks at all posts and are available to assist in emergency situations and to cover posts where necessary.

Security Officers are required to complete and sign the Log Book at each post for every shift. They are also required to write Daily Activity Reports and Incidence Reports. These reports are reviewed by Supervisors and Management personnel.

Duty Relief

No security officer will leave his/her post until properly relieved of duty. When properly relieved of duty, pass on or communicate any and all important orders that your relief officer should be aware of pertaining to that particular post. No security officer will leave his/her post, for any reason, if the relief person is not fit to secure the post.

In the event this should occur, the security officer will immediately contact the **Navarro DISPATCH/COMMUNICATION CENTER** and remain ON post until properly relieved.

No security officer is allowed on any post if they are not working that shift at that post

Reports & Report Writing

Before a prospective applicant is chosen, he/she must be able to demonstrate their ability to succinctly summarize pertinent information related to an incident and to prepare the proper reports meeting contractual requirement for legibility and English fluency. The employee evaluation will at a minimum require the employee to select the appropriate report(s), select pertinent facts from a written narrative, oral presentation, or film depicting an event, and to complete the report in an adequate manner. One entire section

of the Employee Handbook is dedicated to the importance of proper report writing as indicated below.

Each and every report will contain all the basic necessary facts:

- WHO,
- WHAT,
- WHERE,
- WHEN, and
- HOW.

REPORTING PROCEDURES

- Report Procedure
- Log Book
- Daily Activity Report
- Incident Report
- Security Officer Regulations

In addition, the following is a list of some of the computer functions and reports included in our daily operations plan:

- Security Activity Reports - Absences, lateness, and employee demerits are tracked by individual and client location.
- Master Schedule - All scheduled and unscheduled openings are displayed, printed, and analyzed, enabling Scheduling Personnel and the District Managers to efficiently fill vacancies where they occur.
- Client Master List - Contains a full description of each site including travel directions, pay rates, post instructions, training requirements, and other facts pertinent to the operation.
- Availability List - This printout shows what officers are available to fill vacancies, and whether or not they are permitted to work at a site. If they are untrained for or otherwise restricted from a client location, the computer will not allow the District Manager to assign them to a particular assignment of post.
- Employee Master List - This program prevents a person who has not yet been registered, screened, or properly processed from being assigned to work. It also is an aid in maintaining accurate payroll and benefit records.
- Call In Report - All officers on duty must call in when they report for work and during their shift. This information is verified by the computer.
- Call off Report - All officers must call in immediately when they become aware that a problem has arisen and they will not be able to report to work or will be late.

ADDITIONAL TRAINING

In addition to the general training required for Security Officer Certification, **Navarro Security Group, Inc.** utilizes the services of the Corporate Security Academy and Infusion Inc. for additional training in CPR, First Aid, emergency service procedures,

traffic control, interviewing techniques, report writing, and any specialized training required to fulfill specific individual contracts.

Corporate Security Academy

Corporate Security Academy was established in July of 1995 as a full service educational facility. Currently they offer a variety of security related courses to individuals and businesses in the tri-county area. They offer both on and off site training courses, as well as seminars addressing the needs of the Security Industry.

Corporate Security Academy provides a "Quality Education" to those individuals seeking a career in the Security Industry. They aim to provide the "Best Education" available to both entry level and seasoned security professionals.

Corporate Security Academy is a full service Security Academy offering the following state required courses of study.

1. **40 hour Class / D-Unarmed Security Officer Training Course.**
2. **16 hour Class / D-Unarmed Re-Certification Training Course.**
3. **28 hour Class / G-Armed Training Course.**
4. **4 hour Class / G-Armed "Yearly" Re-Certification Course.**

Their licensed instructors are prior federal, state, or county law enforcement officers who bring with them over 30 years experience in education. Their Instructors are licensed Private Investigators and/or prior law enforcement officers. They also provide investigative, body guard, courier, and numerous other confidential services.

Mr. Desmond B. Larmer has been a member of the American Society of Law Enforcement Trainers (ASLET) and the American Society for Industrial Security (ASIS) since 1996. In addition, has served as Treasurer, Secretary and Vice Chairman of ASIS, Chapter #104, Ft. Lauderdale.

Additional courses are offered for certification in the following subjects: Basic Bicycle Patrol, Advanced Bicycle Patrol, Interpersonal and Public Relations Skills. Courses in services of a confidential nature such as Private Investigation, Armed Body Guard, Armed Courier, or Armed Escort are also available.

Infusion, Inc.

Navarro also utilizes the services of Infusion, Inc. for specialized training programs. Specialized training in medically related certification is given in conjunction with Infusion Inc. Infusion Inc. is a state approved continuing education company (Florida Provider #2809) providing a plethora of medical related continuing education programs. Infusion Inc. has been in business since 1992, providing both classroom, as well as, on-site classes at various south Florida and Caribbean locations. Located in Pompano Beach, Florida, Infusion Inc. provides many services to medical community to include: mobile phlebotomy and infusion related services. OSHA Compliance and Risk Management services are also offered.

Infusion Inc. is a licensed American Heart Association Community Training Center providing all of the Basic Adult and Pediatric Life Support (CPR) classes including the CPR Instructor course and the Advanced Cardiac Life Support course. Other courses

include EKG classes, several levels of IV Certification, Domestic Violence, and Blood borne Pathogen training (OSHA).

OSHA COMPLIANCE

This program meets the federally mandated requirements for the person who works with blood or other potentially infectious materials. This program exceeds the requirements for O.S.H.A. compliance under the Department of Labor. The Blood Borne Pathogen Law (29 CFR 1910.1030) and the Chemical Hazard Law (29 CFR 1910.1200) are included.

- Guidance for correction of violations
- Infection Control evaluation
- Bio-hazardous Waste Management Evaluation
- OSHA required forms and documents
- OSHA Blood Borne Pathogen Training
- OSHA Chemical Hazard Law Training

HEARTSAVER CPR

Heartsaver CPR Course is designed to teach CPR and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, particularly, those who are expected to respond to emergencies in the workplace. Participants include security guards, firefighters, police, and other lay responders. Although the course may be used to teach CPR to all lay rescuers, it is specifically designed for lay rescuers who are required to obtain a course completion card for credential documenting completion of a CPR course. All lay rescuers are trained in CPR and relief of foreign body airway obstruction (FBAO).

CONTRACT-SPECIFIC ADDITIONAL TRAINING

In addition to the training provided to the security officers, Navarro Security Group, Inc. will provide training, excluding firearms qualification, on all existing procedures, etc., relevant to this contract that may already be in place.

Navarro Security Group, Inc. - Drug Free Workplace Policy

DRUG FREE WORKPLACE POLICY

Navarro Security Group, Inc. is committed to safeguarding the health of its employees and in providing a safe work environment for everyone. Because of this, **Navarro** has implemented a Drug Free Workplace Policy.

It is a condition of employment to refrain from using illegal drugs or unauthorized controlled substances on and off the job. Employees are prohibited from using, possessing, distributing, dispensing, manufacturing, selling, or attempting to sell illegal drugs or any other unauthorized or mind-altering substances at any time while on or off **Navarro's** property whether on duty or not and whether or not on **Navarro's** business.

While we understand that employees under a physician's care are required to use prescription drugs, abuse of these prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

It is a standard of conduct of the Company that employees shall not use illegal drugs or abuse alcohol. In order to uphold this standard, we have established and will enforce the rules set forth herein.

Definitions:

1. The term "Legal Drug" includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.
2. The term "Illegal Drug" is any drug which:
 - a. is not legally obtainable
 - b. may be legally obtainable but has not been legally obtained
 - c. is being used in a manner or for a purpose other than as prescribed

In addition, the Drug Free Workplace Policy includes conducting random drug tests in the following circumstances:

A. Application For Employment:

Job applicants must submit to a drug test as part of the application process. Refusal to submit or a positive confirmed drug test may be used as a basis for refusal to hire the applicant. All applicants who have been offered conditional employment based on successfully passing a drug test will be tested for the presence of drugs as part of the application process.

Applicants will be asked to sign the Consent Agreement. If an applicant refuses to do so he or she will not be considered for employment and the employment application process will be terminated.

If an applicant's test is confirmed positive, the applicant will not be considered for employment and the employment application process will be terminated.

B. Reasonable Suspicion:

Employees may be required to submit to screening if there is a reasonable suspicion that they are using or have used drugs.

C. Follow-Up Testing:

Employees who have been determined to have used drugs or alcohol in violation of this policy will be required submit to unannounced follow-up drug testing.

D. Random Testing

E. Additional Testing:

Additional testing may also be conducted as required by applicable state or federal laws, rules, or regulations, or as deemed necessary by Navarro. This will include drug testing of employees causing or involved in an accident occurring on Navarro property or while working for Navarro, driving a company vehicle or operating company or client equipment. Employees who refuse to submit to drug testing or who test positive for drugs will be subject to disciplinary action up to and including discharge and forfeiture of all Workers' Compensation medical and indemnity benefits.

EMERGENCY PREPAREDNESS TRAINING

The Security Officer plays a major role in protecting a client from many forms of emergency situations. The information contained herein has been designed to assist the Navarro Security Group, Inc. security personnel in executing its responsibilities in an efficient and confident manner so that the potential for personal injury and property damage can be kept to a minimum.

Navarro Security Group, Inc. has implemented and trained officers in plans for emergency and unusual situations. Also, In the event of an emergency situation (e.g. an act of terrorism or a natural disaster such as a hurricane) **Navarro Security Group, Inc.** has established **Navarro's Emergency Response Plan** which would be implemented to facilitate an increase in demand for manpower.

DISPATCH/COMMUNICATION CENTER

The Navarro Security Group, Inc. **Dispatch/Communication Center** is located at: 1341 S.W. 21st Street, Fort Lauderdale, Florida 33312.

The **Dispatch/Communication Center** utilizes a digital Lucent PABX telephone system which handles automatic call distribution to dispatch stations and records the details of every inbound and outbound call. All telephone conversations are digitally recorded.

The **Dispatch/Communication Center** equipment is powered by 18,000 volt amp U.P.S. system with 12 hours of battery backup and a natural gas engine driven generator which can power the entire central station indefinitely.

The **Dispatch/Communication Center** dispatchers are trained on all aspects of the central station. They are on duty 24 hours a day, seven days a week. **Navarro** maintains this twenty-four hours, seven days per week, communications center for the purpose of ensuring that the "after hours" concerns of clients are handled by trained dispatchers. **All supervisory and management personnel can be contacted at any time through telephone or two-way radio, twenty-four hours, per day.**

Our **Dispatch/Communication Center** helps ensure the safety of security officers on duty through a schedule of pre-arranged radio check-in calls and a ready link to emergency assistance. Officers have strict check in and call off requirements. Security Officers are required to make hourly Radio or Telephone check-ins.

The **Dispatch/Communication Center** Dispatchers and Supervisors are available 24 hours a days, seven days a week. Road Supervisors make regular checks at all posts and are available to assist in emergency situations and to cover posts where necessary.

This **Dispatch/Communication Center** also helps prevent security officers "**No Shows**" as all officers are required to call into the communication center upon arrival for scheduled duty. Should a replacement security officer be needed, the dispatcher begins the process to fill the open position immediately.

Another vital function of the **Dispatch/Communication Center** is the required hourly call-in procedure. Each officer working alone (no other Security Officer assigned to the

shift) is required to call in hourly between the top of the hour and ten minutes after. Those officers failing to call will be immediately contacted by a dispatcher to ensure their safety. If the officer fails to respond, a Road Supervisor is dispatched to the post to investigate. This company policy/system was established to respond to patrolling security officers who may be in need of emergency assistance.

The **Dispatch/Communications Center** at NAVARRO SECURITY GROUP INC. is fully computerized for scheduling, screening, payroll, supervision, and human resource functions. This capability offers valuable operational controls in assuming on-going performance reliability.

The Project and/or District Manager are responsible for maintaining the **Master Schedule**, including all the posts. The Scheduler will be on call 24 hours per day. If a problem should arise that the road supervisor cannot handle, then the Scheduler will be contacted. The Scheduler will also be responsible for replacing those security officers that request certain days or time periods off. The Scheduler will be responsible for maintaining overtime control for the Security Division. In addition, when Navarro acquires new accounts, the Scheduler will be responsible for setting the schedule for the staff of these new accounts.

Should an emergency or unforeseen situation present itself, personnel currently working on a part time basis would be transferred to a full-time basis. Personnel currently servicing the contract would be available on a twelve (12) hour shift basis rather than an eight (8) hour basis, thus increasing available man power by 50%. In addition, Navarro's **"In Time"** Solution Scheduling Software Program, allows us to ascertain the availability of staff security members that could be called upon to respond to short notice emergency and/or call-outs. Road Supervisors are always available to facilitate emergency call-outs at short notice until relieved by replacement security personnel. Road Captains will be available as needed to fill an open post, replace security staff, and assist supervisory staff assigned to the all facilities with additional daily site inspections.

INTIME SOLUTIONS SOFTWARE
FOR
OFFICER SCHEDULING AND RECORD DOCUMENTATION

Navarro Security Group, Inc. uses **InTime Solutions Software for Officer Scheduling and Record Documentation**. *InTime* is designed to meet the unique and specific challenge of scheduling officers. *InTime* finds the best way to match officers to shifts-easily and efficiently. The heart of *InTime* is a powerful scheduling engine that analyzes and sorts personnel. *InTime* maintains and organizes specific information on each and every shift, employee and client. The computer processes the information to give you the best qualified candidates for every shift. *InTime* allows you to update and revise schedules in minutes. Plus, it tracks in real time hours scheduled and computes hours and overtime to employment standards

InTime tracks specific information on each and every employee and maintains a complete work history for every shift. Having this information means the best qualified people available are always assigned. Plus, employees get the best schedule possible given their needs and availability.

Scheduling Features:

- * Eliminates double bookings
- * Display up to 1 month on screen and up to 12 weeks at a time.
- * Extensive security access control
- * Find matches Officers to Shifts, using over 12 constraints including: no overtime, no exclusions, past experience and personal criteria
- * Provides a complete list of unassigned open shifts

Officer and Location Features:

- * Active/Inactive Officer
- * Officer Photo and Video clip display
- * Maintain up to several pages of data
- * History/Exclusion – automatically maintains first and last dates worked for all sites and shifts
- * Maintains Officers on/off times
- * Special and Priority file settings

Operations Management:

- * Event Schedule with Call In interface and alarms
- * Track expiry dates for contracts, certification, licenses with reminder alarms
- * Track officer issued supplies and equipment
- * Clients, contracts and departments
- * Rates Table with Bill/Pay matrix

Sample of the *InTime Solutions Software for Officer Scheduling*

The screenshot shows the 'InTime - Working' application window. At the top, there is a menu bar with 'File', 'Edit', 'Event', 'Display', 'Report', 'Window', and 'Help'. Below the menu bar, there are several input fields and buttons. On the left, a dropdown menu shows 'Spherion Corporation' with the address '2050 Spectrum Blvd Ft Lauderdale Fl 33309'. In the center, there are fields for 'Stat: 17', 'End: 17', 'Comment', 'Book: 0700-1500', and 'Post: 0700-1500'. On the right, there is a dropdown for '(4) Watson, C' and a 'Find' button. Below these fields is a toolbar with 'Open', 'Clear', 'Book', 'Edit...', 'Cancel', and 'Add' buttons. The main part of the window is a scheduling grid. The grid has columns for days: 'Aug 00', 'Thu 17', 'Fri 18', 'Sat 19', 'Sun 20', 'Mon 21', 'Tue 22', and 'Wed 23'. The rows represent different shifts: '7700-1500 Premier', '1600-1600 Site Supervisor', '500-2300 Premier', '700-2300 Standard Golf', '700-2300 Upgraded Patr', and '1300-0700 Premier'. Each cell in the grid contains a number representing hours, and some cells are shaded to indicate assigned shifts.

Aug 00	Hrs	Thu 17	Fri 18	Sat 19	Sun 20	Mon 21	Tue 22	Wed 23
7700-1500 Premier	8	8						
1600-1600 Site Supervisor	8			8	8			
500-2300 Premier	8							
700-2300 Standard Golf	6			6	6			
700-2300 Upgraded Patr	6			6	6			
1300-0700 Premier	8							

The **Project** and/or **District Manager** will be responsible for maintaining the **Master Schedule**, including all the posts. The Scheduler will be on call 24 hours per day. If a problem should arise that the road supervisor cannot handle, then the Scheduler will be contacted. The Scheduler will also be responsible for replacing those security officers that request certain days or time periods off. The Scheduler will be responsible for maintaining overtime control for the Security Division. In addition, when **Navarro** acquires new accounts, the Scheduler will be responsible for setting the schedule for the staff of these new accounts

BIOMETRICS CLOCK

In conjunction with the **Navarro *In Time*** Scheduling System, **Navarro** is currently using a Biometrics Clock. The Biometrics Clock utilizes a scan for the palm of the hand when the Security Officers come on duty as well as a special code that is given to each Security Officer. This Biometrics Clock System advises the account manager via e-mail at 10 minutes prior to shift start, whether the Security Officer is at his post or not. This system also monitors the Security Officer's in and out activity via computer.

SECURITY PERSONNEL SHALL REPORT TO DUTY IN CLEAN, NEATLY PRESSED ISSUED UNIFORM.

THE NAVARRO PRESCRIBED UNIFORM



All Navarro Security Officers will wear the tan shirt. Insignias will be issued to those who achieve rank above that of a security officer. The Navarro shoulder patch will be worn on each shoulder centered 3/4" from the shoulder seam. The breast badge will be worn over the left breast pocket.

UNIFORM ISSUE

- Uniform Tan Shirt
- Dark brown or black uniform trousers with tan stripe
- Black or dark brown socks.
- 1 ½" black belt with standard gold buckle.
- Solid black neck tie
- Foul weather clothing
- Other equipment issued with the uniform (as needed per client)
 - Equipment Belt
 - Flashlight
 - Communication Equipment
 - Traffic Control Safety Apparel & Equipment (as needed per client)

Only jackets issued by your **Navarro** supervisor are permitted to be worn over your uniform. When jackets are worn, the breast badge must be on the outer garment and visible to everyone.

The **Navarro** uniform, or any part thereof, may not be worn in a bar, cocktail lounge or any establishment where the main business is the sale of alcoholic beverage, unless on official company business.

The **Navarro** uniform, either complete or in part, will not be worn off duty except in travel to and from your assigned post.

All officers must wear their official I.D. and license cards. A \$500 fine can be imposed by the State of Florida Division of Licensing.

All uniforms must be clean, neat, and pressed at all times while on duty

ARMED GUARDS

Armed guards will be provided only as **specifically requested** by the using agency representative, and approved by the contract administrator. In addition to the uniform items listed above the following items will also be issued:

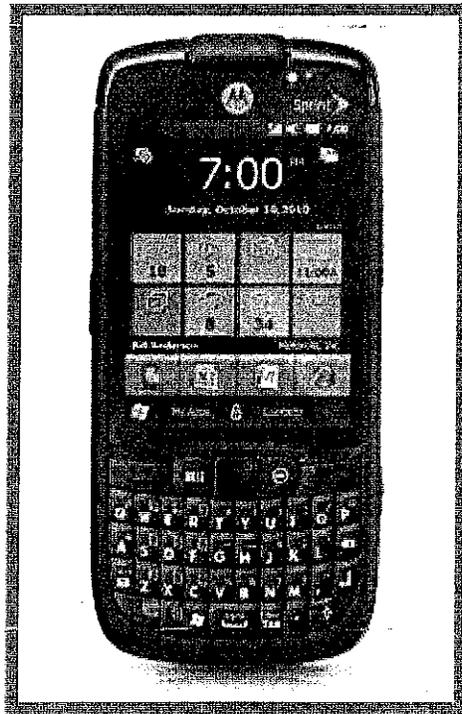
- ❖ Pistol Belt with Shoulder Strap.
- ❖ Pistol
- ❖ Ammunition

THE NAVARRO CLIENT INTERACTIVE COMMUNICATION EQUIPMENT & SOFTWARE

With this enhanced report writing software the City of Fort Lauderdale Marina Dock Check List Report, which is normally faxed, can now be emailed directly to Navarro's Security staff who will review, maintain, and act accordingly as shown in Attachment – A. Note that any and all updates can be sent via emailed along with any special Security Watch list information as they occur.

Additionally Attachments' B- FTL Marine Facilities Inventory Report, C- FTL Marine Facilities – Incident Report and D- Security Activity Report can be filled out and email directly back to the City of Fort Lauderdale Marine Facilities Staff after each shift ends or on a as needed bases.

System security software program can be customized and updated on an as is basis to fit within the Marine Facilities needs.



KEY FEATURES:

- 3G speeds
- Chat-style messaging
- Touchscreen

- GPS Navigation enabled
- Web browsing capable
- Email capable
- Camera
- Rugged
- Bluetooth® Wireless
- Memory card slot
- Voice activated dialing
- Connects to broadband router

HIGHLIGHTS:

- Barcode imager and data capture increases business productivity
- Secure access to your device with Biometric Finger Swipe Reader technology

The event monitoring function seamlessly brings together security-related matters including incident management, guard tours, and safety inspections, consequently increasing our security officer's value in the field. The business intelligence platform provides advanced security and safety incident reporting, operational Key Performance Indicators (KPIs), post compliance measurements and a myriad of other capabilities including:

- GPS Tracking and History - View security officer location real-time as well as complete history of tours.
- Geo Fence - Create a virtual fence around your property and monitor the patrols present.
- Incident Notification - You define the information you want security officers to collect, and that information is sent (real-time) to your pre-defined recipients.
- Guard Tour - Combines GPS tracking with RFID tag tour of your preferred locations, then you view tour history via a secure website.
- Check-In/Check-out and Random Verification - Confirms covered posts, device location and ensures that personnel are in possession and on location.
- Safety Inspections - Safety issues are transmitted immediately to your pre-determined security or safety representatives.
- Panic Button - Security officer can send instant email and/or text message to supervisor and G4S Communications Center.
- Communications - Security officer can communicate with you or your designated representatives via cell phone, push-to-talk, email or text message.
- Integrates with Your Systems - All reporting can be integrated with your current incident management system, reporting system, and command center.

FLASHLIGHT



UAW 2-D Cell Flashlight [UW-FL02]8A95/12-99

- High-grade aluminum (Requires 2-D Cells - Not included)
- Adjustable light projection
- Extra bulb in tail cap
- Light-weight knurled grip

VEHICLES

NAVARRO SECURITY GROUP, INC. SECURITY OFFICERS ASSIGNED TO PATROL VEHICLES WILL KEEP THEIR ASSIGNED VEHICLES CLEAN AND PROPERLY MAINTAINED.

NAVARRO SECURITY PATROL VEHICLES



**ALL SECURITY PATROL VEHICLES
HAVE HIGHLY
IDENTIFIABLE LETTERING**

Navarro's highly visible patrol vehicles, manned by professional officers, will guard and provide an extra level of protection. The presence of widely-recognized patrol vehicles, constantly in contact with each other, together with our computerized communications center, is a major factor in preventing criminal activity at your establishment.

NEW = CAR or SUV - WHITE IN COLOR



**ALL NEW SECURITY PATROL VEHICLES
WILL HAVE
HIGHLY IDENTIFIABLE LETTERING**

EQUIPMENT FOR SECURITY PATROL VEHICLES

- Decals Security Patrol™ 3M's Scotch-Lite reflective material.
- Equipped with yellow strobe light bar
- Spotlight
- Hard Shell Cap Topper (for pick-up trucks)
- Vinyl Wind Protectors (for golf carts)

Patrol Vehicles Will Also Be Equipped With:

- Fire Extinguisher, capable of extinguishing A, B and C type fires
- First Aid Kit
- Traffic Cones
- Nylon Rope (100') (Flotation Device)

- Flotation Vest
- Traffic Vest
- Vehicle Recovery Straps
- Street Broom
- Traffic Flash Light
- Traffic Safety Vest
- Traffic Control Flares
- Emergency Seat Belt Cutter
- Booster Pac Portable Engine Starter
- Rain Gear (Jacket & Pants, Shoe Rain Boots)
- File Manager organizer
- Trunk/Cargo Organizer Locker
- Window Punch
- Small toolbox containing pliers, screwdriver, wrench, etc.
- GPS tracking through Nextel Radio/Telephone

VEHICLE MAINTENANCE

Vehicle maintenance and general inspections are conducted every 3,000 miles.

At regular intervals the following maintenance is conducted:

- * Change oil and install new oil filters using only top quality products
- * Complete lubrication of chassis
- * Check and adjust fluid levels as needed, including transmission, power steering, brake, windshield washer and coolant
- * Check tires and adjust pressure and measure tread depth
- * Complete safety inspection of vehicle
- * All vehicles are fully detailed at regular intervals to include wash, vacuum, wax and deodorizing.

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CHARLES H. BRONSON
COMMISSIONER
DIVISION OF LICENSING

LICENSE NO. B 9200125

ISSUE DATE: 12/17/10

THE AGENCY OR SCHOOL NAMED BELOW IS
LICENSED AND REGULATED UNDER THE
PROVISIONS OF CHAPTER 493, FLORIDA STATUTES,
FOR THE PERIOD EXPIRING

NOVEMBER 03, 2013
SECURITY AGENCY

NAVARRO GROUP LTD. INC.
1341 SW 21 TERRACE
FORT LAUDERDALE, FL 33312

NAVARRO, NICK
PRESIDENT
FRANKELLY, STEVEN A.
SECRETARY-TREASURER



Charles H. Bronson

CHARLES H. BRONSON
COMMISSIONER

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CHARLES H. BRONSON
COMMISSIONER
DIVISION OF LICENSING

ISSUE DATE: 12/30/10

LICENSE NO. A 9200305

THE AGENCY OR SCHOOL NAMED BELOW IS
LICENSED AND REGULATED UNDER THE
PROVISIONS OF CHAPTER 493, FLORIDA STATUTES,
FOR THE PERIOD EXPIRING

NOVEMBER 02, 2013

PRIVATE INVESTIGATIVE AGENCY

NAVARRO GROUP LTD. INC.
1341 SW 21 TERRACE
FORT LAUDERDALE, FL 33312

NAVARRO, NICK
PRESIDENT
BERTUCCELLI, STEVEN A.
SECRETARY-TREASURER



Charles H. Bronson

CHARLES H. BRONSON
COMMISSIONER

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CHARLES H. BRONSON
COMMISSIONER
DIVISION OF LICENSING

ISSUE DATE: 08/18/09

LICENSE NO. B 2300085

THE AGENCY OR SCHOOL NAMED BELOW IS
LICENSED AND REGULATED UNDER THE
PROVISIONS OF CHAPTER 493, FLORIDA STATUTES,
FOR THE PERIOD EXPIRING ^{AUGUST 07, 2012}

SECURITY AGENCY

NAVARRO SPECIAL DETAILS
COMPANY INC.
1341 S.W. 21 TERRACE
FORT LAUDERDALE, FL 33312

NAVARRO, NICK
PRESIDENT
NAVARRO, SHARON S.
VICE PRESIDENT



CHARLES H. BRONSON
COMMISSIONER

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-831-4000
VALID OCTOBER 1, 2010 THROUGH SEPTEMBER 30, 2011

DBA: **Business Name:** NAVARRO GROUP LTD INC **Receipt #:** 319-1778
Business Type: ALL OTHERS (INVESTIGATIVE AGENCY)
Owner Name: NAVARRO GROUP LTD INC **Business Opened:** 05/11/1993
Business Location: 1341 SW 21 TERR **State/County/Cert/Reg:** A9200305
 FT LAUDERDALE **Exemption Code:** NONEXEMPT
Business Phone: 954-581-1516

Rooms Seats Employees Machines Professionals
 1

Number of Machines:		For Vending Business Only					Vending Type:	
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid		
30.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT WHEN VALIDATED This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:
 NAVARRO GROUP LTD INC **Receipt #** 01C-10-00000149
 1341 SW 21 TERRACE **Paid** 10/01/2010 30.00
 FORT LAUDERDALE, FL 33312 **Effective Date** 09/30/2010

2010 - 2011

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT



**CITY OF
FORT LAUDERDALE BUSINESS TAX YEAR 2010 - 2011**

**BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
(954)828-5195**

Office of America

Business ID: 992792 Business Name: NAVARRO SECURITY GROUP INC
 Business Address: 1341 SW 21 TER
 SECURITY GUARD Tax#: 672717 Fee: 1,312.50
 Tax Category: EACH LICENSED INDIVIDUALLY

NAVARRO SECURITY GROUP INC
 DBA NAVARRO SECURITY GROUP INC
 1341 SW 21 TER
 FORT LAUDERDALE, FL 33312

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE



CITY OF
FORT LAUDERDALE BUSINESS TAX YEAR 2010 - 2011

BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
(954)828-5195

City of America

Business ID: 992791 Business Name: NAVARRO NICK
Business Address: 1341 SW 21ST TER
DETECTIVE/PRIVATE INVESTIGATOR Tax#: 600486 Fee: 157.50
Tax Category:

NAVARRO NICK
NAVARRO GROUP LTD INC
1341 SW 21ST TER
FORT LAUDERDALE, FL 33312

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE
X
X



City of America

**CITY OF
FORT LAUDERDALE BUSINESS TAX YEAR 2010 - 2011**

**BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
(954)828-5195**

Business ID: 9041330 Business Name: NAVARRO SPECIAL DETAILS CO INC
Business Address: 1341 SW 21 TER
Tax Category: SECURITY GUARD SERVICES (OFFICE) Tax#: 714956 Fee: 157.50

NAVARRO SPECIAL DETAILS CO INC
NAVARRO SPECIAL DETAILS CO INC
1341 SW 21 TER
FORT LAUDERDALE, FL 33312

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE



City of America

CITY OF
FORT LAUDERDALE BUSINESS TAX YEAR 2010 - 2011
BUSINESS TAX DIVISION
700 NW 19 AVENUE, FORT LAUDERDALE, FLORIDA 33311
(954)228-5195

Business ID: 9041330 Business Name: NAVARRO SPECIAL DETAILS CO INC
Business Address: 1341 SW 21 TER
Tax Category: SECURITY GUARD EACH LICENSED INDIVIDUALLY Fee: 168.00
NAVARRO SPECIAL DETAILS CO INC
NAVARRO SPECIAL DETAILS CO INC
1341 SW 21 TER
FORT LAUDERDALE, FL 33312

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE
X

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CHARLES H. BRONSON
COMMISSIONER
DIVISION OF LICENSING

LICENSE NO. 559800027

ISSUE DATE: 04/23/09

THE AGENCY OR SCHOOL NAMED BELOW IS
LICENSED AND REGULATED UNDER THE
PROVISIONS OF CHAPTER 493, FLORIDA STATUTES,
FOR THE PERIOD EXPIRING MAY 19, 2012

SECURITY AGENCY BRANCH OFFICE

NAVARRO GROUP LTD. INC.
(MIAMI)
2655 LE JEUNE ROAD
SUITE SUITE 600
CORAL GABLES, FL 33134



Charles H. Bronson

CHARLES H. BRONSON
COMMISSIONER

CITY OF CORAL GABLES
BUILDING & ZONING DEPARTMENT
CERTIFICATE OF USE
P.O. BOX 141549
CORAL GABLES, FLORIDA 33114-1549

PAID

NAVARRO SECURITY GROUP, INC.
1341 SW 21 TER
STE
FORT LAUDERDALE, FL 33312

City of Coral Gables
Department telephone numbers

Automotive Department	460-5140	Parking Department	460-5540
Building and Zoning Department	460-5235	Parks and Recreation Department	460-5620
City Manager	460-5201	Planning Department	460-5211
Development Department	460-5311	Police Department (non Emergency)	460-1600
Finance Department	460-5276	Public Service	460-5135
Fire Department (non Emergency)	460-1600	Public Works Department	460-5000
Historical Resources Department	460-5093		

<<< RECEIPT FOR CERTIFICATE OF USE FEE >>>

Subject Property Address: 2655 LE JEUNE RD
STE STE 500

Folio #: 41170052030.500

Legal
Description:

Certificate #: CU-0000013377

Status: Renewed

Exp. Date: 04/13/2011

Amt. Paid: 50.00

Business Description: SERVICE
ESTABLISHMENT
(SECURITY GUARD)

NAVARRO SECURITY GROUP INC
2620 SW 42 AVE
33134 CORAL GABLES
FIRST CLASS
U.S. POSTAGE
PAID
MIAMI, FL
PERMIT NO. 231

THIS IS NOT A BILL - DO NOT PAY RENEWAL
391799-5 RECEIPT NO. 609089-1
BUSINESS NAME/LOCATION: NAVARRO SECURITY GROUP INC STATE: FL 33134
2620 SW 42 AVE 500
33134 CORAL GABLES
OWNER: NAVARRO SECURITY GROUP INC EMPLOYEES: 20
213 GUARD PATROL AGENCY

DO NOT FORWARD
NAVARRO SECURITY GROUP INC
NAVARRO GROUP LTD INC
1341 SW 21 TERR
FT LAUDERDALE FL 33312
12/13/2010
6007000000
000045.00
257
SEE OTHER SIDE

NAVARRO SECURITY GROUP INC
2620 SW 42 AVE
33134 CORAL GABLES
FIRST CLASS
U.S. POSTAGE
PAID
MIAMI, FL
PERMIT NO. 231

THIS IS NOT A BILL - DO NOT PAY RENEWAL
391799-5 RECEIPT NO. 609089-0
BUSINESS NAME/LOCATION: NAVARRO SECURITY GROUP INC STATE: FL 33134
2620 SW 42 AVE 500
33134 CORAL GABLES
OWNER: NAVARRO SECURITY GROUP INC EMPLOYEES: 20
213 PRIVATE INVESTIGATIVE AGENCY

DO NOT FORWARD
NAVARRO SECURITY GROUP INC
NAVARRO GROUP LTD INC
1341 SW 21 TERR
FT LAUDERDALE FL 33312
12/13/2010
6007000007
000045.00
258
SEE OTHER SIDE

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CHARLES H. BRONSON
COMMISSIONER
DIVISION OF LICENSING

ISSUE DATE: 04/23/09

LICENSE NO. BB9500028

THE AGENCY OR SCHOOL NAMED BELOW IS
LICENSED AND REGULATED UNDER THE
PROVISIONS OF CHAPTER 483, FLORIDA STATUTES,
FOR THE PERIOD EXPIRING MAY 19, 2012

SECURITY AGENCY BRANCH OFFICE

NAVARRO GROUP LTD. INC.
(WEST PALM BCH.)
301 CLEMATIS STREET
SUITE 300
WEST PALM BEACH, FL 33401



Charles H. Bronson

CHARLES H. BRONSON
COMMISSIONER

CITY OF WEST PALM BEACH
DEPARTMENT OF CONSTRUCTION SERVICES



Dear Business Owner,

This is your Local Business Tax Receipt / Certificate of Use for the 2010 to 2011 business year. I appreciate your participation in the continued growth of the City of West Palm Beach. If we can be of assistance, please do not hesitate to contact us by telephone or fax at the numbers shown below. Please read the instructions carefully regarding the posting of this Business Tax Receipt / Certificate of Use. Furthermore, please be advised that, pursuant to Section 22-39 of the City's Code of Ordinances, a Certificate of Use may be suspended or revoked upon certain violations of City, County or State law.

Sincerely,

Doug Wise, CBO
BUILDING OFFICIAL

FOR INFORMATION CALL (561) 805-6700 OR FAX (561) 805-6676 / HOURS 8:00 AM - 5:00 PM — MONDAY - FRIDAY

INSTRUCTIONS: PLEASE DETACH BELOW ▼ AND POST IN A CONSPICUOUS PLACE AT YOUR PLACE OF BUSINESS.



CITY OF WEST PALM BEACH
2010 to 2011 LOCAL BUSINESS TAX RECEIPT / CERTIFICATE OF USE

NOT TRANSFERABLE
CITY OF WEST PALM BEACH
P.O. BOX 3147, WEST PALM BEACH, FL 33402

7380045100
NAVARRO SECURITY GROUP INC
301 CLEMATIS ST # 3000

SECURITY OFFICE
VIRTUAL OFFICE USE ONLY

BUS. TAX ID.	CATEGORY	DESCRIPTION	FEE
11205	561012	SECURITY GUARDS & PATROL SERVICE OFFICE	86.81
CHANGES			
PENALTIES		0.00	
		TOTAL	86.81
		** PAID	86.81
		** BAL **	0.00

**EXPIRES
SEPTEMBER 30,
2011**

**THIS DOCUMENT NOT VALID
UNTIL FUNDS ARE COLLECTED**

TAB #7 EVIDENCE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/23/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

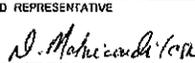
PRODUCER Pettineo Insurance Agency, Inc 2430 E. Commercial Blvd. Ft. Lauderdale, FL 33308		CONTACT NAME: PHONE (A/C No. Ext): 954-493-9424 FAX (A/C No.): 954-493-8968 E-MAIL ADDRESS:	
INSURED Navarro Security Group, Inc. 1341 SW 21st Terrace Fort Lauderdale, FL 33312 954-581-1516		INSURER(S) AFFORDING COVERAGE INSURER A: Scottsdale Insurance Company INSURER B: Mercury INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES: CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR (WV)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			BSC0018655	12/15/10	12/15/11	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY			03293420-9	3/19/11	3/19/12	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000
	<input checked="" type="checkbox"/> ANYAUTO						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB		<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB		<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED		RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUS: <input type="checkbox"/> OTHER LIMITS: <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Necessary to RH)		<input type="checkbox"/> Y/N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER CITY OF FORT LAUDERDALE FINANCE DEPT 100 NORTH ANDREWS AVE 6TH FLOOR FORT LAUDERDALE, FL 33301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD25 (2010/05)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/22/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Corporate Insurance Advisors 100 NE 3rd Avenue Suite 1000 Ft. Lauderdale FL 33301	CONTACT NAME: Angela Nervi-Saketkoo PHONE (A/C No. Ext): (954) 315-5000 FAX (A/C No.): (954) 315-5050 E-MAIL ADDRESS: ANervi@ciaf1.net PRODUCER CUSTOMER ID #: 00001679
INSURED Navarro Security Group, Inc., 1341 SW 21st Terrace Ft Lauderdale FL 33312	INSURER(S) AFFORDING COVERAGE INSURER A: Associated Industries Ins Co NAIC # 23140 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 11-12 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$		
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$		
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$		
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AWC1005213	5/1/2011	5/1/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER City of Fort Lauderdale Attn: Finance Dept 100 North Andrews Avenue 6th Floor Fort Lauderdale, FL 33301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Mark Schwartz/ANGFL <i>Mark R. Schwartz</i>
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TAB #8 THE MANAGEMENT TEAM

Management at **Navarro Security Group, Inc.** is the responsibility of Sheriff Nick Navarro, Ret., President and CEO, and Louis Sorrentino, Director. Their unique experiences both in law enforcement and the private sector security business bring an added value to this contract. In particular, as Sheriff, Mr. Navarro's direct involvement with security at the Fort Lauderdale International Airport, Port Everglades, and with the Tri Rail security provided by the Sheriff's Department during his tenure, gives him an added perspective not only on the problems and difficulties which might be encountered in a contract of this nature, but also the experience and knowledge to successfully resolve them.

NICK NAVARRO **President and CEO**



Sheriff Nick Navarro (retired) is an internationally recognized law enforcement professional whose entire life has been dedicated to the reduction of crime and the improvement of the quality of life for all.

His experience from 1984 to 1992 as Sheriff, of one of the nation's largest law enforcement agencies, the Broward County Sheriff's Office, prepared him for initiating and growing a successful multi-million dollar organization, Navarro Security Group, Inc. Under his tutelage, the Broward Sheriff's Office emerged as a truly professional law enforcement agency, recognized nationally by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and internationally by police and government agencies throughout the world.

Sheriff Navarro, Ret., was honored by the Blue Lightning Task Force by being chosen as its Steering Committee Chairman for seven years. Among other honors bestowed upon him are: being chosen as Chairman of the Florida Sheriffs Association's Anti-Crack Cocaine Task Force, serving as President of the International Narcotics Enforcement Officers Association (INEOA), being chosen Keynote speaker at the National Sheriffs Association Conference in Minneapolis, Minnesota in 1991, and being the proud recipient of hundreds of awards from various law enforcement, civic, and charitable organizations throughout the United States and various other countries.

Sheriff Navarro, Ret., is a member of the Association of Former Federal Narcotic Agents. He is also a member of the American College of Forensic Examiners International, Inc. Most recently, the American College of Forensic Examiners International designated Sheriff Navarro, Ret., Certified in Homeland Security, Class III. This designation as a CHS is limited to a select group of professionals who have demonstrated, by virtue of their experience, training, knowledge, skill, and education, a total commitment to homeland security.

SHARRON NAVARRO
Vice President



Sharron Navarro is Vice President Navarro Security Group, Inc. and is actively involved in the operations and management of the company. Prior to joining her husband at Navarro Security Group, Inc., for approximately 13 years, Mrs. Navarro owned and operated Navarro Realty, Inc., a Broward County real estate company until it was sold to another larger real estate company.

Mrs. Navarro is a member of the American Society for Industrial Security (ASIS) and is active in many community organizations including: the Florida Philharmonic Assn., the South Florida Symphony Assn., the American Cancer Association, HANDY, the Henderson Mental Health Assn., and the Broward County Humane Society. Mrs. Navarro is an active member of the Royal Dames of Cancer Research, Inc, an organization very dear to her heart, and has served on multiple occasions as the organization's President. She also serves on the Broward County Board of County Commissioners Cancer Center Advisory Committee. During her husband's tenure as Sheriff of Broward County, she founded the "Going Home Fund", which provided funding for runaway children to be returned to heir homes more expeditiously, and POLO (Partners of Law Officers), an organization to assist with the special needs of law enforcement officers. Mrs. Navarro served with distinction on the 17th Circuit Judicial Nominating Commission, the Foundation Health Corporation, a subsidiary of the Broward County Board of County Commissioners, and the City of Fort Lauderdale Cemetery Board.

LOUIS SORRENTINO
Director / District Manager



Louis Sorrentino has been with Navarro Security Group, Inc. since its inception in 1993. Mr. Sorrentino has served as the President of the Uniformed Security Division and as Director of Special Services for the company.

Mr. Sorrentino is responsible for responding on behalf of **Navarro** to numerous bid opportunities such as: Request for Letters of Interest (RFP's), Request for Letter of Intent (RLI's) and Intent to Negotiate (ITN's) etc. He has been responsible for securing the large contracts for the company. Most recently, he has worked with City, County, and State Government Agencies to provide security for crucially important public facilities such as: water treatment plants, municipal buildings, and public transportation facilities.

Mr. Sorrentino is directly involved in, and coordinates all legal issues including, but not limited to matters relating to law suits and collections, and is the company's liaison between attorneys. In addition, Mr. Sorrentino conducts internal affairs investigations revolving around administrative complaints, investigations of security officers and other staff, and various other internal affairs matters.

Mr. Sorrentino has spent his entire professional career in law enforcement. He was an officer in the Broward County Sheriff's Office from 1980 to 1992, where he was at the forefront of the BSO's formation of the Juvenile Liaison Unit in 1991, the purpose of which was to enhance and develop juvenile policies for the BSO. Mr. Sorrentino served as the Juvenile Liaison Division Coordinator for the Unit, and in such capacity, coordinated the activities between the Broward County State Attorney's Office, School Board, HRS Department and the BSO. Mr. Sorrentino also served as an officer with the City of Sunrise Police Department from 1973 to 1978, during which time he served as both a uniformed patrol officer and an investigator. In addition, he served with the City of Plantation Police Department from 1970 to 1973.

Throughout his career, Mr. Sorrentino has participated in numerous educational and training schools relating to the various different facets of law enforcement and has received many commendations and awards for his work.

LEONEL ECHEVARRIA

Metro-Rail Project Manager / District Manager

Leo Echevarria has been working at Navarro Security Group, Inc. for over two years. He is a resourceful, accomplished, and highly motivated individual with over five years extensive training in the security field, as well as, eleven years experience in sales and management.

Prior to working at **Navarro**, Leo Echevarria was a Security Officer Supervisor for the Wackenhut Corporation. His responsibilities included: 1) managing all aspects of security for the Broward County Courthouses - training, scheduling, supervision, and evaluation of over 50 employees for the Broward County Courthouses; 2) working closely with the Broward Sheriff's Office; 3) and preparing routine and standardized reports. In addition, he has extensive experience in X-ray screening machines and hand-held metal detectors.

Leo Echevarria was the recipient of a letter of commendation from the Broward Sheriff's Office dated February 8, 2007, where Lieutenant Barry De Rose commended him for his achievements, dependability, cooperation, responsibility, and for displaying "outstanding judgment in routine and non-routine situations". Within the same letter, Lieutenant De Rose also commended Captain Echevarria for his "high degree of integrity and professionalism".

Leo Echevarria was also the recipient of a letter of commendation from Michael J. Satz, State Attorney for the State of Florida dated December 21, 2006, whereby he was commended for his "availability to the State Attorney's Office" during a particular pre-trial preparation where Security Officer Supervisor Echevarria's "valuable testimony during the trial resulted in a conviction" when the original BSO arresting officer was no longer employed by the Broward Sheriff's Office.

In addition, Leo Echevarria was the recipient of a Certificate of Appreciation from the Wackenhut Corporation for his "professionalism and quick response at the Broward County Courthouse on September 19, 2005, which led to the arrest of an "individual who attempted to enter the facility with a loaded handgun."

Leo Echevarria was a Lance Corporal with the U.S. Marine Corps/Infantry and was the recipient of a letter of commendation from Gunnery Sergeant Jose F. Cruz dated May 6, 1988, whereby L/Cpl Echevarria was commended for his hardworking, motivation, alertness, and reliability. L/Cpl Echevarria was commended for his communications skills "at a level which exceeds the expectations of his rank and experience".

LINDA BLADES

Personnel Manager / Human Resources Director



Linda Blades is the Personnel Manager for Navarro Security Group, Inc.

Mrs. Blades is responsible for all aspects of hiring new personnel for Navarro Security Group, Inc. Those responsibilities include, but are not limited to: assisting in the recruiting process for new personnel, distributing and reviewing the applications of prospective new employees, conducting background checks, and reviewing the results of the drug testing and physicals.

Mrs. Blades is also responsible for all aspects of the company's payroll.

In addition, Mrs. Blades handles all other Human Resources related matters. These include but are not limited to: managing the company's health insurance, Workers Compensation issues, Medical Issues, and Insurance Claims.

Mrs. Blades has been with Navarro Security Group, Inc. since 2001. She began her career in Human Resource Management in March of 1990. She spent eight years with ADT as HR Manager prior to joining Navarro Security Group, Inc.

Mrs. Blades was born and raised in South Florida and attended Hollywood Hills High School. She went on to further her education at Nova Southeastern University where she graduated with a Bachelor's Degree in Human Resource Management. Mrs. Blades is married to Bennie Blades, former NFL Foot Ball Player, and is active in various community charitable activities.

CHAIN OF COMMAND:

The Chain of Command is defined as the unbroken line of authority from the President/CEO to the District Manager, and down through a single subordinate at each level of command to the level of execution. All orders of execution shall move downward and upward throughout the Chain of Command with mutual consideration by all Security Officers concerned. This Chain of Command shall be preserved in order to maintain principles of good administration.

The Navarro Security Group, Inc. Chain of Command consists of the following:

- A. President/CEO: Sheriff Nick Navarro, Ret.**
- B. Vice President: Sharron Navarro**
- C. Management: Louis Sorrentino**
- D. Road Supervisors: Marshall Harris
Khery Stewart**
- E. Post Captain: Steve Altero**
- F. Security Officers: Rigobert Clerge
Walter Dice
David Bozdag**

TAB #9 CLIENT REFERENCES

City of Fort Lauderdale Marine Division, 1996 – present

COOLEY'S LANDING, Marine Patrol

Contact Person: Jonathan Luscomb, Supervisor of Facilities

jluscomb@fortlauderdale.gov

450 S.W. 7th Ave.

Fort Lauderdale, Florida 33301

Phone Number: (954) 828-5343

Currently, Navarro Security Group, Inc. is conducting armed, uniformed security services both on foot and on motor vehicle patrol.

Navarro security officers work closely with the City of Ft. Lauderdale Police Department by utilizing the City's Police Department's communication system. Security Officers' duties are to secure and patrol the marine facilities designated locations throughout the City of Fort Lauderdale. During their normal operations, **Navarro** security officers will answer alarm calls and document boat slip inventory.

City of Fort Lauderdale, Executive Airport, 1996 – 2008

City of Fort Lauderdale Executive Airport

6000 N.W. 21st Avenue

Fort Lauderdale, Florida 33309

Contact Person: Mr. Alex Erskine

aerskine@fortlauderdale.gov

Phone Number: (954) 828-4967

Navarro maintained a Level III security contract with City of Fort Lauderdale which included the Fort Lauderdale Executive Airport. The annual contract price was approximately \$380,000.00 (three hundred eighty thousand) for approximately 216 hours. Navarro Security Group, Inc. supplied the client with motor vehicles, bicycles, and two-way radio communications equipment.

This contract required **Navarro** to work directly with the City of Ft. Lauderdale Police Department, as well as, the City of Ft. Lauderdale Fire Department.

The most relevant portion of the City contract was the work performed for the Fort Lauderdale Executive Airport. **Navarro's** contract with the City of Fort Lauderdale Executive Airport required us to provide security services designed with operational efficiency at the forefront. Our specialized services covered communicating with the FAA Control Tower personnel and AOA inspections, which included:

- runway and taxiway surveillance for debris,
- light inspections to ensure all lighting circuits were functioning properly to enhance safety for all aircraft moving on the surface,
- inspection of all Nav-Aids -
 1. obstruction lights located on stadiums and surrounding buildings,
 2. the rotating beacon to provide the highest degree of safety obtainable for all arriving and departing aircraft.

Navarro Security staff was skilled at working with all local and federal agencies conducting operations on the Executive Airport including the Fort Lauderdale Police Department, the City of Ft. Lauderdale Fire Department, FAA Control Tower personnel, and the U.S. Customs Services.

Navarro maintained a high visibility on the Airport grounds through constant vehicle patrol of all perimeter roadways and buildings within the patrol areas. Security staff on duty was to accommodate and assist the Airport Manager's office in all special requests and assignments that the Airport Manager or his designated representative deemed necessary with an unequivocal degree of professionalism. Post Orders varied as instructed by Airport Management for each of the three shifts to accommodate the needs of the Airport during a particular time period.

City of Boca Raton, 2001 - 2009

1) City of Boca Raton Municipal Services Complex

2500 NW 1st Avenue, Building A

Boca Raton, FL 33431

Contact Person: Capt. Dixon

cdixon@myboca.us

Phone Number 561-338-1243

Contact Person: Greg Kuller

gkuller@myboca.us

2) City of Boca Raton Water Plant

Phone Number 561-239-0383

Contact Person: Norman Wellings

nwellings@myboca.us

Phone Number 561-338-7322

3) City of Boca Raton Public Works Director

Contact Person: Michael Woika

Phone Number 561-3387388

4) City of Boca Raton Municipal Airport

Contact Person: Ken A. Day

Phone Number: 561-391-2202

This annual contract price was approximately \$439,172.20 (four hundred thirty nine thousand, one hundred seventy two) for approximately 515 hours or more per week for security services at the Boca Raton City Hall & Municipal Building, Utility Plant, and Municipal Airport.

Navarro supplied the City of Boca Raton with two unarmed guards for the main City Hall and one unarmed guard for the Municipal Building. **Navarro** supplied one armed guard, Level III, with patrol vehicle, for the Municipal Airport.

Town Of Golden Beach Police – 2004 – ON GOING

**Town of Golden Beach
One Golden Beach Dr.
Golden Beach, Florida 33160
Contact Person: Chief Jim Skinner
Phone Number 786-251-5059
jskinner@goldenbeachpd.org
UNIFORM SECURITY/GATE HOUSE**

Navarro security Group, Inc. is currently providing gate-house security for the Town of Golden Beach. In addition to the gate-house security responsibilities, the security officers serve as dispatchers for the Town of Golden Beach Police Department, as well as, serve as Community Services Aides. The hours for this contract are 168 hours per week with annual revenue of approximately \$140, 000.00.

City Of Hallandale Beach - 3 Locations - Safe District, 2005 – ON GOING

**City of Hallandale Beach
400 South Federal Highway
Hallandale Beach, Florida 33009
Contact Person: Major Kenneth Cowley
Phone Number 954-457-1434
UNIFORM SECURITY/PATROL SERVICES**

**Neighborhood Safe District
(1) THREE ISLANDS
Roving Patrol/Gate House Security
(2) ATLANTIC SHORES
Roving Patrol/Gate House Security
(3) LAYNE BLVD.
Roving Patrol/Gate House Security**

Navarro Security Group, Inc. is currently providing roving patrol services as well as gate house security for the three locations listed above, simultaneously. Navarro Security Group, Inc. officers work closely with the City of Hallandale Beach Police Department. The approximate annual revenue from this contract is approximately \$420,000.00 for 504 hours per week.

Miami-Dade County Transit – Metro-Rail Project, 2009-ON GOING

**Office of Safety and Security
Contact Person: Horace Graham
MDT Security Supervisor
111 N.W. 1st Street – 4th Floor
Miami, FL 33128
Phone Number: (305) 375-1421
Fax Number: (305) 375-3380
hgraham@miamidade.gov**

DESCRIPTION OF SERVICES PERFORMED

On November 1, 2009, Navarro Security Group, Inc. began security guard services for Miami-Dade County Transit servicing more than ten (10) Metro Rail Stations and parking lots throughout northern Dade County, during the hours of 4:30 am to 1:00 am, seven days a week, with an annual revenue of approximately \$3,276,000.00

The Metro-Rail Project called for armed security officers with a G license who met specific requirements: law-enforcement/military background and profile. These security officers received specialized training conducted at Miami-Dade Community College – North Campus and gun-range training and certification.

The Metro-Rail Project is relevant to this RFP because of the amount of people and the diversity of people the Navarro security officers deal with 7 days per week, almost 24 hours per day.

On the Metro Rail project, the Navarro security officers work closely with Miami-Dade Metro police and fire rescue and are constantly monitored by the central dispatch facility located at the Government building in Downtown Miami through cameras and two-way radio communications.

TAB #10 APPENDIX: ADDITIONAL INFORMATION

BROWARD COMMUNITY COLLEGE

We keep you thinking.

Procurement Services • Willis Holcombe Center • 954-201-7455

WILLIS HOLCOMBE CENTER
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

April 7, 2008

INSTITUTE FOR
ECONOMIC DEVELOPMENT
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

Nick Navarro
Navarro Security Group, Inc.
1341 SW 21st Terrace
Fort Lauderdale, FL 33312

Congratulations!

A. HUGH ADAMS
CENTRAL CAMPUS
3501 S.W. Davie Road
Davie, FL 33314

Navarro Security Group, Inc. has successfully met Broward Community College's criteria for certified businesses.

NORTH CAMPUS
1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

The college's Office of Supplier Diversity has received the required information to document your firm's status as a minority or woman owned business in accordance with procedures and provisions of Broward Community College.

JUDSON A. SAMUELS
SOUTH CAMPUS
1200 Hollywood/Pines Blvd.
Pembroke Pines, FL 33024

BCC accepts MBE/WBE certifications from public/government agencies, municipalities, school districts and non-profit organizations (i.e., Florida Regional Minority Business Council, Women Business Enterprise National Council affiliates, etc.).

PINES CENTER
16957 Sheridan St.
Pembroke Pines, FL 33331

BCC has validated your company's MBE/WBE certification for three years. You are encouraged to visit our online directory at www.broward.edu/ext/MWBE_Category.jsp to view your company's MBE/WBE certification information.

WESTON CENTER
4205 Bonaventure Blvd.
Weston, FL 33332

During the certification period you are required to notify the Office of Supplier Diversity of any changes in ownership, management, operational control, contact information, commodity/service listings and certification denials to your firm.

MIRAMAR CENTER
7451 Riviera Blvd.
Miramar, FL 33023

Thank you for your interest and participation in our Supplier Diversity Initiative, and the procurement opportunities at Broward Community College.

TIGERTAIL LAKE CENTER
580 Gulfstream Way
Dania Beach, FL 33004

Sincerely,

Shirley Gainey-Dollar
Director, Supplier Diversity

Office: 954-201-7307 Fax: 954-201-7330 Email: sgainey@broward.edu

www.broward.edu
AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Southern Florida Minority Supplier Development Council



THIS CERTIFIES THAT

Navarro Security Group, Inc.

Has met the requirements for certification as a bona fide Minority Business Enterprise as defined by the National Minority Supplier Development Council, Inc.® (NMSDC®) and as adopted by the Southern Florida Minority Supplier Development Council

**NAICS Code(s): 541690 ; 561612

**Description of their product/services as defined by the North American Industry Classification System (NAICS)

07/01/2010

FL00834

Issued Date

07/01/2011

Certificate Number

BL00834

Expiration Date

Beatrice Louissaint, President, SFMSDC

By using your assigned (through NMSDC only) password, NMSDC Corporate Members may view the original certificate by logging in at: <http://www.nmsdc.org>.



An affiliate of the National Minority Supplier Development Council, Inc.® (NMSDC®)



CITY OF FORT LAUDERDALE

JOHN L. LABANDERA
CAPTAIN
FORT LAUDERDALE POLICE DEPARTMENT
A CFA ACCREDITED AND CALEA RECOGNIZED AGENCY

RDAL POLICE DEPARTMENT

1300 WEST BROWARD BLVD.
FORT LAUDERDALE, FL 33312
jlabandera@fortlauderdale.gov

TEL. (954) 828-5635
PAGER (954) 878-7783
VM (954) 828-8600 x2501

TO: Navarro Security Officer Walter W. Dice

FROM: Captain John Labandera-Operations Patrol Division *JLab*

SUBJECT: Civilian Commendation

During the evening hours of October 6th, 2006 an incident occurred at the Cypress Creek Station directly in front of the Regal Cinemas Movie Theater. A young man drove his car recklessly onto the sidewalk in front of the entrance doors of the movie theater while several of the driver's friends sat in the car windows hanging outside of the car. The driver of the car moved forward nearly striking several pedestrians on the sidewalk. He then placed his car in reverse and drove backwards, forcing pedestrians to jump out of the way to avoid being struck by the car again.

I was working an off-duty detail at the Regal Cinemas in full police uniform and witnessed this dangerous incident and took quick action. After detaining the reckless driver and handcuffing him outside of the car, several male teenagers began yelling and screaming threats while shaking their fists in anger. Approximately 10 to 12 of them started walking forward across the parking lot to confront me and challenge the arrest of the reckless driver. Although requested, no police back up had arrived and I was unable to retreat to a position of safety.

Navarro Security Officer Walter W. Dice saw the incident unfold and quickly realized the danger I was facing without any immediate back-up present. Security Officer Dice quickly drove forward in his security vehicle with amber lights on and intercepted the group of angry teenagers preventing them from continuing forward to confront and possibly attack me. Security Officer Dice additionally got out of his car and gave several commands for the teens to step back and away from the arrest location in the parking lot. The teens, although still hostile, complied with his orders.

Police back-up arrived very shortly after and the incident was quelled with several marked police cars on site. The emergency assistance provided by Security Officer Dice cannot be over-emphasized. His attention to duty and courageous decision to intervene on behalf of a uniformed police officer has brought great credit for the Navarro Security Group and himself. These are also examples of Security Officer Dices' excellent professional character and committed servitude to people in need. His actions prevented a serious incident from becoming worse and also prevented serious injuries to a police officer in the City of Fort Lauderdale. Security Officer Dice is to be highly commended for superior performance under difficult circumstances and is congratulated for a job very well done!



CITY OF
FORT LAUDERDALE

Navarro Security Group
1341 SW 21 Ter.
Fort Lauderdale, FL 33312

To Nick Navarro,

These comments apply to Capt. Steve Altaro. Who works at Cooley's Landing Marina,
450 SW 7 Ave Fort Lauderdale, FL 33312.

Capt Steve Altaro's arrival time is punctual, uniform and appearance is immaculate. While patrolling he is alert and proactive either on foot or in the vehicle applying the tactfulness needed in making contact with individuals. I have worked at Cooley's for years and Capt Steve always receive outstanding compliments from the guest. The nightly written reports are concise, legible, detailed and also informing us of any safety issues that need to be addressed. Captain Steve takes pride in preventing, detecting and deterring any problems at Cooley's landing. Capt. Steve Altaro epitomizes professionalism in the name of Navarro Security. Thank you for his service.

Sincerely,

Joey Hoffman

MARINE FACILITIES
DEPARTMENT OF BUSINESS ENTERPRISES
2 So. NEW RIVER DRIVE E., FORT LAUDERDALE, FLORIDA 33301
TELEPHONE (954) 828-5423, FAX (954) 468-1599, 1-800-FTL-DOCK
www.fortlauderdale.gov

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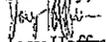
CITY OF
FORT LAUDERDALE

Navarro Security Group
1341 SW 21 Ter.
Fort Lauderdale, FL 33312

To Nick Navarro,

These comments apply to each of your security guards, Lt. Rigobert Clerge and Capt. Steve Altaro. Who work at Cooley's Landing Marina, 450 SW 7 Ave Fort Lauderdale, FL 33312.

The guard's arrival times are punctual, uniforms and appearance are immaculate. While patrolling they are alert and proactive either on foot or in the vehicle applying the tactfulness needed in making contact with individuals. I have worked at Cooley's for years and the guards always receive outstanding compliments from the guest. The nightly written reports are concise, legible, detailed and also informing us of any safety issues that need to be addressed. Steve and Rigobert take pride in preventing, detecting and deterring any problems at Cooley's landing. Lt Clerge and Capt Altaro epitomize professionalism in the name of Navarro Security. Thank you for their service.

Sincerely,

Joey Hoffman

MARINE FACILITIES
DEPARTMENT OF BUSINESS ENTERPRISES
2 SO. NEW RIVER DRIVE E., FORT LAUDERDALE, FLORIDA 33301
TELEPHONE (954) 828-5423, FAX (954) 468-1599, 1-800-FTL-DOCK
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Venice of America

CITY OF
FORT LAUDERDALE

April 3, 2003

Mr. Alex Erskine
Airport Operations Supervisor
Fort Lauderdale Executive Airport (FXE)
6000 N.W. 21st Avenue
Fort Lauderdale, Florida 33309

Dear Mr. Erskine:

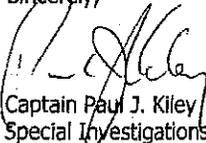
For an extended period of time, members of the Fort Lauderdale Police Department's Special Investigations Unit have been working criminal cases at the Fort Lauderdale Executive Airport.

For approximately the past four years, the detectives have been in contact with the Chief of Security, Craig Braemer. Craig has provided assistance to this agency as well as other law enforcement agencies over the past years that has been of great help to the investigations. Craig has proven himself to be reliable, and several of our detectives rely on his accurate information.

Craig always shows a great desire to assist law enforcement and it is certainly appreciated by this agency. His dedication and professionalism reflect very highly upon the Navarro Security Group and the entire operation at FXE.

We wish to thank the Navarro Security Group and Craig Braemer.

Sincerely,


Captain Paul J. Kiley
Special Investigations Division

PJK/JM/jlp

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RECEIVED

APR 04 2003

EXECUTIVE AIRPORT

POLICE DEPARTMENT/SPECIAL INVESTIGATIONS DIVISION
1300 WEST BROWARD BOULEVARD, FORT LAUDERDALE, FLORIDA 33312
TELEPHONE:(954) 828-5675, FAX (954) 828-5637

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