

ADAMS COUNTY, COLORADO
PURCHASE OF SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this 26th day of November, 2012, by and between the Adams County Board of County Commissioners, located at 4430 South Adams Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and CD Security 306 Delaware Drive, Colorado Springs, CO, 80909; hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

SECTION I - SERVICES OF THE CONTRACTOR

The Contractor will provide all of the necessary labor, materials, tools and equipment to provide Security Service for Adams County in accordance with the RFP and Contractor's Proposal attached hereto as Exhibit "A" and "B"

SECTION II - COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- A. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- B. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- C. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- D. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for

employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

- E. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- F. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- G. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- H. If Contractor violates this Section II of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

SECTION III - RESPONSIBILITIES OF THE COUNTY

The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

Describe other responsibilities, if any, to be performed by County.

SECTION IV - TERM

The term of this Agreement shall be from January 1, 2013, through December 31, 2013. Upon written mutual consent of the Parties this Agreement may be extended for up to two (2) additional one-year terms.

SECTION V - PAYMENT AND FEE SCHEDULE

The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services for the following amounts:

Guard Type	Hourly Rate
Unarmed Guard, Business Hours	\$14.35
Unarmed Guard, After Business Hours	\$14.35
Armed Guard, Business Hours	\$15.02
Armed Guard, After Business Hours	\$15.02
Supervisory, Business Hours	\$16.02
Supervisory, After Business Hours	\$16.02

A. Invoices

Invoices will be submitted to the County by the Contractor on a per order basis for services performed under this Agreement. Payment of the invoices by the County will be made within twenty-five (25) days of the receipt thereof.

B. Fund Availability

The County has appropriated sufficient funds for this Agreement for the current fiscal year. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

SECTION VI - INDEPENDENT CONTRACTOR

In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant or subcontractor of the Contractor shall be deemed to be an employee, agent or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for**

the payment of federal and state income tax on any moneys earned pursuant to this Agreement.

SECTION VII - NONDISCRIMINATION

The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.

SECTION VIII - INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

SECTION IX – INSURANCE

The Contractor agrees to maintain insurance of the following types and amounts:

Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

Bodily Injury/Property Damage	\$1,000,000 (each accident)
Personal Injury Protection	Per Colorado Statutes

Workers' Compensation Insurance: Per Colorado Statutes

The Contractor's commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:

1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverages or policies required under this Agreement.

SECTION X - TERMINATION

A. For Cause

If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

B. For Convenience

The County may terminate the Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If the Agreement is terminated

by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under the Agreement, less payments previously made to the Contractor under the Agreement.

SECTION XI - MUTUAL UNDERSTANDINGS

A. Jurisdiction and Venue

The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with the 17th Judicial District, Colorado.

B. Compliance with Laws

During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) when exposed to or provided with any data or records under this Subcontract that are considered to be "Protected Health Information."

C. Record Retention

The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.

D. Assignability

Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.

E. Waiver

Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.

F. Force Majeure

Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

G. Notice

Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a facsimile was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Adams County Finance and Information Technology Department
4430 South Adams Parkway
Brighton, Colorado 80601
Phone: (720) 523-6050
Fax: (720) 523-6058

and

Adams County Attorney's Office
4430 South Adams Parkway
Brighton, Colorado 80601
Phone: (720) 523-6116
Fax: (720) 523-6114

For the Contractor:

CD Security
306 Delaware Drive
Colorado Springs, CO 80909
Attn: Troy Thames
Phone: (719) 597-0750

H. Integration of Understanding

This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

I. Severability

If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

J. Authorization

Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

SECTION XII - CHANGE ORDERS OR EXTENSIONS

- A. The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including but not limited to additional instructions, additional work, and the omission of work previously ordered. Such changes, including any increases or decreases in the amount of the Contractor's compensation, must be mutually agreed upon in writing by the County and the Contractor. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.
- B. The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO

[Signature]
Chair

11-26-12
Date

ATTEST:
KAREN LONG
CLERK AND RECORDER

[Signature]
Deputy Clerk



APPROVED AS TO FORM:

[Signature]
Adams County Attorney's Office

CONTRACTOR-CD Security

[Signature]
Signature

11/16/2012
Date

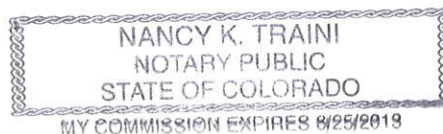
TROY L. THAMES EXEC. V.P.
Print Name/ Title

Signed and sworn to before me on this 16th day of November, 2012 by

Troy L. Thames, Executive Vice President

[Signature]
Notary Public

My commission expires on: 6/25/2013



CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et.seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et.seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

C+D SECURITY
Company Name

11/16/2012
Date

TROY L. THOMAS
Name (Print or Type)

[Signature]
Signature

Executive Vice President
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering

EXHIBIT "A"

The Adams County Board of Commissioners by and through its Purchasing Manager is accepting proposals for Security Services for various buildings located in Adams County.

- 1.1 All RFP, Bid, Addendum or other documents related to this RFP will be posted on the Rocky Mountain Bid System at:
http://www.govbids.com/scripts/co1/public/home1.asp?utm_medium=referral&utm_source=ADA84CO&utm_campaign=web_site unless otherwise noted by the Purchasing Office.
- 1.2 Vendors must register with this service to receive these documents.
 - 1.1. This service is offered free or with an annual fee for automatic notification services.
2. Written questions may be submitted through August 30, 2012. All questions are to be submitted to Ms. Jennifer Tierney, Purchasing Agent by E-mail at jtierney@adcogov.org.
3. There will be a mandatory pre-bid conference at 10:00 AM at the Adams County Justice Center located at 1100 Judicial Center Dr. Brighton, CO 80601. The room number is to be determined and will be sent out in the form of an addendum prior to the pre-bid.
4. An addendum to answer all questions will be issued no later than September 6, 2012.
5. **Proposals**
 - 5.1. Sealed proposals for consideration will be received at the office of the Purchasing Manager, Adams County Administration Building, 4430 S. Adams Parkway, Brighton, Colorado, 80601, up to **2:00 P.M.** September 13, 2012, at this time the names of the companies submitting proposals will be read out loud. The proposal opening time shall be according to our clock. Proposals may be mailed or delivered in person, but must be in a sealed envelope. No proposals will be accepted after the time and date established above, except by written addenda.
 - 5.2. The proposal must be submitted on a CD in PDF Format **as one document**. Brochures or other supportive documents may be included with the proposal narrative.
 - 5.3. The two proposal signature pages "**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**" Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08 and the "**PROPOSAL FORM**" acknowledging the receipt of addendum(s) must be signed and included as hard copy with the CD. These are the last two pages of the RFP.
 - 5.4. Proposals may not be withdrawn after date and hour set for closing. Failure to enter contract or honor the purchase order will be cause for removal of supplier's name from the Vendor's List for a period of twelve months from the date of this opening.
 - 5.5. In submitting the proposal, the vendor agrees that acceptance of any or all proposals by the Purchasing Manager within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Department.

- 5.6. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 5.7. The County assumes no responsibility for failure of any telephone equipment, either within its facilities or from outside causes.
- 5.8. The County assumes no responsibility for quotations being either opened early or improperly routed if the envelope is not clearly marked on the outside: **Security Services 2012.155.**
- 5.9. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close Adams County Offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Commissioners to close the Adams County Offices.
- 5.10. Proposals must be furnished in the format described by Adams County. Failure to proposal in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 5.11. No award will be made to any person, firm or corporation that is in arrears upon any obligation to the County.
- 5.12. If submitting a joint venture proposal or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the proposal.
- 5.13. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including but not limited to any proposal which does not meet bonding requirements, or proposals which do not furnish the quality, or offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or proposals from offerors who lack experience or financial responsibility, or proposals which are not made to form. The County reserves the right not to award proposals to the lowest and most responsive and responsible offeror, and may require new proposals.
- 5.14. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.
- 5.15. Issuance of this invitation does not commit Adams County to award any contract or to procure or contract for any equipment, materials or services.
- 5.16. A formal contract will be required, a sample contract has been attached as "Exhibit A", the Proposer agrees and understands a Notice of Award does not constitute a contract or otherwise create a property interest of any nature until an Agreement is signed by the awardee and the Board of County Commissioners.

6. Adams County is an Equal Opportunity Employer.

7. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

7.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

7.1.1. Each Occurrence \$1,000,000

7.1.2. General Aggregate \$2,000,000

7.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

7.2.1. Bodily Injury/Property Damage \$1,000,000 (each accident)

7.2.2. Personal Injury Protection Per Colorado Statutes

7.3. Workers' Compensation Insurance: Per Colorado Statutes

7.4. The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:

7.4.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

7.4.2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.

7.4.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

7.5. All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

7.6. Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

7.7. At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

7.8. The Contractor shall not commence work under this contract until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.

- 7.9. All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.
- 7.10. Underwriters shall have no right of recovery or subrogation against Adams County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.
- 7.11. The clause entitled "Other Insurance Provisions" contained in any policy including Adams County as an additional insured shall not apply to Adams County.
- 7.12. The insurance companies issuing the policy or policies shall have no response against Adams County for payment of any premiums due or for any assessments under any form of any policy.
- 7.13. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 7.14. If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the Contractor shall promptly obtain a new policy, submit the same to the Purchasing Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Contractor to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of the County, may be immediately declared suspended, discontinued or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
8. Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
9. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:
 - 9.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
 - 9.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

- 9.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 9.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 9.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 9.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 9.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 9.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

End General Information

10. SCOPE OF SERVICES

9.1 General Overview

Adams County is accepting proposals for armed and unarmed security services for several Adams county locations. Guards shall maintain a professional look and demeanor while “on-duty.”

9.2 Facility Locations

Justice Center

1100 Judicial Center Drive
Brighton, CO 80601

Aurora Service Center

Gateway Plaza
3508 Peoria, Suite C
Aurora, CO 80010

Human Services Building
7190 Colorado Boulevard
Commerce City, CO 80022

Adams County Children & Family Center
7401 No. Broadway
Denver, CO 80221

Adams County Regional Park
9755 Henderson Road
Brighton, CO 80601

LOCATION SPECIFICS

9.3 HUMAN SERVICES BUILDING

- 9.3.1. The unarmed security guard position for the Adams County Human Services Building requires one guard Monday through Friday from 6:45 a.m. to 5:45 p.m.
- 9.3.2. The security guard shall check all floors before 7:00 AM to ensure the security of the building. All outside doors are to be locked at 5:30 PM.
- 9.3.3 All Adams County authorized staff are identified through their Picture Identification Access Card.
- 9.3.4. The security guard shall check the parking lot at least 3 times per shift for any unusual or suspicious activity.
- 9.3.5. Guards shall not interrupt any meetings, or conferences held in the building unless it is an emergency.
- 9.3.6. The security guard shall call the police regarding any person exhibiting illegal or inappropriate behavior and attempt to get the name(s) of the individual(s) or motor vehicle license plate number. The security guard will provide written reports of any incidents to the Director of Adams County Human Services Department (ACHSD).
- 9.3.7. The security guard may be asked to standby should an employee have a volatile situation.
- 9.3.8. The guard will notify ACHSD administrative staff whenever the post is left unattended.
- 9.3.9 The security guard will take a half-hour for lunch and is entitled to a fifteen-minute break every four hours. Lunch breaks and fifteen-minute breaks are paid and billable. Guards are to contact the appropriate designated County staff to cover for lunch and breaks. Contractor is responsible for compliance with all federal and state wage and labor laws.

- 9.3.10 During any crisis/emergency situation, a building maintenance employee shall provide coverage if available, or a person may be assigned by ACHSD Administration. ACHSD administrative staff shall act as a backup in locating maintenance or security through their pagers.
- 9.3.11 The guard shall respond to after hour employees requesting safety escorts to their cars.
- 9.3.12 For emergencies such as fire, tornado, bomb threats, or other situation, the security guard shall refer to the Security Policy and Procedures in the Adams County Human Services Department (ACHSD) Administrative Policy and Procedures Manual.
- 9.3.13 Normal building hours are Monday through Friday, 7:00 a.m. to 5:30 p.m. The building contact person will be Michelle King. Howard Hampton of Facility Operations will also be a designated contact person.

9.4 CHILDREN & FAMILY SERVICES BUILDING

- 9.4.1 The unarmed security guard position for the Adams County Children & Family Service Center requires one guard Monday through Saturday, as scheduled below:
- Monday – 7:30a.m. – 8:30p.m.
Tuesday, Wednesday and Thursday – 7:30 a.m. – 9:00 p.m.
Friday – 7:30 a.m. – 5:30 p.m.
Saturday – 8:00 a.m. to 7:00 p.m.
- The Children and Family Services Building is open for business on several (currently five) of the County-observed holidays and guard services are required on those days. Guards shall be available for additional shifts as occasionally required, including holidays, or for later departures each evening if situations warrant.
- 9.4.2 The security guard shall check all floors at 7:30 AM of the morning shift to ensure the security of the building.
- 9.4.3 All Adams County authorized staff are identified through their Picture Identification Access Card.
- 9.4.5 Before ending the shift each day, the guard shall check all floors to ensure the security of the building.
- 9.4.6 The security guard shall check the parking lot at least 3 times per shift for any unusual or suspicious activity.
- 9.4.7 Unless it is an emergency, guards shall not interrupt any meeting, conference, or office.
- 9.4.8 The security guard shall call the police regarding any person exhibiting illegal or inappropriate behavior and attempt to get the name(s) of the

individual(s) or motor vehicle license plate number. The security guard shall provide written reports of any incidents to the Director of ACHSD

9.4.9 The security guard may be asked to standby should an employee have a volatile situation.

9.4.10 The guard shall notify the switchboard operators and a 1st floor receptionist whenever the post is left unattended.

9.4.11 The security guard will take a half-hour for lunch and is entitled to a fifteen-minute break every four hours. Post must be covered at all times.

Contractor is responsible for compliance with all federal and state wage and labor laws.

9.4.12 During any crisis/emergency situation, a building maintenance employee shall provide coverage if available, or a person from the reception desk or another ACHSD staff member will be assigned. The switchboard operator will act as a backup in locating maintenance or security through their pagers.

9.4.13 The guard shall respond to after hour employees requesting safety escorts to their cars.

9.4.14 The security guard shall require each client to provide picture identification and to sign in on the Security Log Sheet. Visitors will be given a visitor's badge, one per family. The security guard shall ensure that the visitor goes directly to the reception desk. After normal business hours, the guard shall contact the staff person to announce visitor(s). The staff person will be required to escort visitors from the first floor lobby area. Individuals or groups will be required to wait in the lobby area until they can be escorted to the reception or meeting/counseling area. A staff member must also escort clients out of the building at the end of their meeting. The security guard may deny access to the building to anyone if they exhibit inappropriate behavior, if the visitor cannot be identified, or if they are unable to identify the nature of their business.

9.4.15 For emergencies such as fire, tornado, bomb threats, or other situation, to security guard will refer to the Security Policy and Procedures in the Adams County Human Services Department (ACHSD) Administrative Policy and Procedures Manual.

9.4.16 Normal building hours are Monday through Friday, 8:00 am to 5:00 p.m. The building contact person will be Judy Carlock.

9.5 AURORA SERVICE CENTER

9.5.1 The unarmed security guard position for the Adams County Aurora Service Center requires one guard Monday through Friday from 6:45 a.m.-5:45 p.m.

- 9.5.2. The security guard will check all offices before 7:00 a.m. to ensure the security of the building and again before leaving at 5:45 p.m.
- 9.5.3. All Adams County authorized staff can be identified through their Picture Identification Access Card.
- 9.5.4. Guards shall not interrupt any meetings, or conferences held in the building unless it is an emergency.
- 9.5.5. The security guard shall call the police regarding any person exhibiting illegal or inappropriate behavior and attempt to get the name(s) of the individual(s) or motor vehicle license plate number. The security guard will provide written reports of any incidents to the Director ACHSD.
- 9.5.6 The security guard may be asked to standby should an employee have a volatile situation.
- 9.5.7 The security guard will take a half-hour for lunch and is entitled to a fifteen-minute break every four hours. Post must be covered at all times. Contractor is responsible for compliance with all federal and state wage and labor laws.
- 9.5.8. During any crisis/emergency situation, a building maintenance employee will provide coverage if available, or a person may be assigned by ACHSD administration to assist with security coverage.
- 9.5.9 The guard shall respond to after hour employees requesting safety escorts to their cars.
- 9.5.10 The security guard may deny access to the building to anyone if they exhibit inappropriate behavior, if the visitor cannot be identified, or if they are unable to identify the nature of their business. The security guard shall determine if there is adequate reason for any search of brief cases, backpacks, boxes, etc.
- 9.5.11 For emergencies such as fire, tornado, bomb threats, or other situation, the security guard will refer to the Security Policy and Procedures in the Adams County Human Services Department (ACHSD) Administrative Policy and Procedures Manual.
- 9.5.12. Normal business hours are Monday through Friday 7:00 a.m. to 5:30 p.m. The building contact person will be Cindy Urenda.
- 9.5.13 All Adams County authorized staff can be identified through their Picture Identification Access Card.
- 9.5.14 Guards shall not interrupt any meetings, or conferences held in the building unless it is an emergency.
- 9.5.15 The security guard shall call the police regarding any person exhibiting illegal or inappropriate behavior and attempt to get the name(s) of the individual(s) or motor vehicle

license plate number. The security guard will provide written reports of any incidents to the Director ACHSD.

- 9.5.16 The security guard shall be asked to standby should an employee have a volatile situation.
- 9.5.17 The security guard will take a half-hour for lunch and is entitled to a fifteen-minute break every four hours. Post must be covered at all times. Contractor is responsible for compliance with all federal and state wage and labor laws.
- 9.5.18. During any crisis/emergency situation, a building maintenance employee will provide coverage if available, or a person may be assigned by ACHSD administration to assist with security coverage.
- 9.5.19 The guard shall respond to after hour employees requesting safety escorts to their cars.
- 9.5.20 The security guard may deny access to the building to anyone if they exhibit inappropriate behavior, if the visitor cannot be identified, or if they are unable to identify the nature of their business. The security guard shall determine if there is adequate reason for any search of brief cases, backpacks, boxes, etc.
- 9.5.21 For emergencies such as fire, tornado, bomb threats, or other situation, the security guard will refer to the Security Policy and Procedures in the Adams County Human Services Department (ACHSD) Administrative Policy and Procedures Manual.
- 9.5.22 Normal business hours are Monday through Friday 7:00 a.m. to 5:30 p.m. The building contact person will be Cindy Urenda.

9.6 Adams County Justice Center

- 9.6.1 The security guard position for the Adams County Justice Center requires four (4) armed persons and two (2) unarmed positions Monday through Friday from 7:00 AM to 7:00 PM. One (1) unarmed person is required Monday through Friday from 7:00 PM to 7:00 AM. On weekends and holidays, one (1) unarmed person is required from 7:00 AM to 7:00 PM and from 7:00 PM to 7:00 AM; 12 hour shifts.

On occasion there will be a need to have additional guards work outside of normal business hours, including weekends. This is due to special events that occur at the courthouse and require security screening operations. Special events include but are not limited to Grand Jury proceedings, night court, and Mock Jury Trial competitions. Prior notice will be provided for these events for scheduling purposes. Currently guards work either a 10 hour or 12 hour shift to meet the requirement and coverage.

- 9.6.2 The weekend guard and nighttime guard shall be unarmed.

- 9.6.3 Security guards shall be uniformed and shall be stationed at the entrances of the building. Persons entering shall be monitored for weapons; all packages, briefcases, etc., shall be x-rayed. Observed or found weapons and other restricted items to the Justice Center shall be confiscated and turned over to Sheriff Personnel with the owner.
- 9.6.4 All security personnel shall be required to direct citizens to various building locations.
- 9.6.5 Each guard must possess good interpersonal and customer service skills. It is desirable that one of the six guards assigned to the Monday through Friday day and evening shifts be BI-lingual in Spanish.

9.7 Required Training

- 9.7.1 Each armed guard shall be required to provide to the Adams County Sheriff's Office Courthouse Supervisor a quarterly report indicating their firearm qualification and training updates according to their employer's standards. Each armed guard's weapon caliber must be no less than .38 caliber or no greater than .45 caliber.
- 9.7.2 Each guard shall be trained by the firm in proper arrest control and hand cuffing techniques.

9.8 Other Requirements

- 9.8.1 One of the six (6) guards shall be permanently assigned to the Adams County Justice Center in a supervisory position for the term of the Agreement.
- 9.8.2 Each guard shall be trained to operate and interpret the magnetometer and x-ray readings; One guard shall be responsible for scanning in packages delivered to the dock. Adams County will provide all X-ray systems; training shall be provided by the contractor.
- 9.8.3 Vacancies due to illness or otherwise must be filled within two hours of the scheduled shift.
- 9.8.4 The Adams County Sheriff's Office Courthouse Supervisor is the liaison between the Sheriff's Office and the Service provider. All changes and or requests shall be submitted to the liaison for departmental approval.
- 9.8.5 The Sheriff's Office shall provide operating post orders for the guard position.
- 9.8.6 Guards shall adhere to the approved daily operational procedures of the Court Administrator and the Adams County Sheriff's Office Courthouse Supervisor.
- 9.8.7 From time to time, changes to the post orders may need to be made for greater operating efficiency. The Sheriff's Office shall have the responsibility to make the changes and adjustments to the scope of work needed.
- 9.8.8 Emergency procedures for the Justice Center shall be those of the Court Administrator and the Adams County Sheriff's Office Courthouse Supervisor and shall be adhered to by all security guard positions.

- 9.8.9 Confidentiality and professionalism by the guards shall be strictly maintained at all times.
- 9.8.10 The minimum age of the guards shall be 21 years of age.
- 9.8.11 Sergeant(s) have to authority have the authority to remove the security clearance from security guards *without* cause

9.9 **Record Keeping**

On a daily basis the private guard supervisor shall provide to the Sheriff's Office Courthouse Supervisor a daily count of persons entering the building. In addition, the private guard supervisor shall provide to the Sheriff's Office Courthouse supervisor, a weekly schedule indicating the total worked man-hours of each assigned guard. Other reports may be required as necessary.

9.10 **Adams County Regional Park and Fairgrounds**

- 9.10.1 Provision of Special Event Security Services for the Adams County Regional Park Campus located at 9755 Henderson Road, Brighton, CO 80601, facilities listed below are a part of the campus.
 - 9.10.1.1 Al Lesser Building
 - 9.10.1.2 Grandstand Arena
 - 9.10.1.3 Exhibit Hall
 - 9.10.1.4 Indoor Arena
 - 9.10.1.5 Livestock Barns
 - 9.10.1.6 Old Red Cross Building
 - 9.10.1.7 Waymire Dome
- 9.10.2 Unarmed security guard position(s) for the Adams County Regional Park Facilities requires security guards for a variety of events at variable times and dates (typically on nights and weekends). The number of security guards will be based on a pre-determined ratio of roughly one (2) security guards for the first 100 people in attendance for events at which liquor is served and one (1) security guard for every 100 people in attendance thereafter. For non-alcoholic functions at the facility, Regional Park staff will determine the need for security and the appropriate ratio of security based on attendance numbers and the type of event. These ratios may be reassessed by Adams County after six months to assure that proper coverage is provided. Adams County will provide the security company with a schedule and the number of security guards needed within 14 calendar days preceding the event.
- 9.10.3 Total hours of scheduled security for 2011 were approximately 830. Evening events can go from 3PM to 12:00am when the venue closes. The hours vary from the four (4) hours to nine (9) hours. Typically security has been required ½ at the start of the event and then the other ½ comes in 2 hours later, giving the client 2 hours for the dinner. Day time events vary from 5 to 8 hours. The Regional Park hosts some events that last all day and into the evening where security has been required for the entire 13-14 hours; In such cases security is typically split into two shifts.

- 9.10.4 The security guard shall check all parts of the assigned building(s) a minimum of ½ hour prior to the event starting time in order to ensure the security of the building.
- 9.10.5 All Adams County authorized staff is identified either through their Picture Identification Key Card and/or Parks Dept. uniforms (logoed shirts).
- 9.10.6 The security guard shall check the parking lot at least 3 times per shift for any unusual or suspicious activity.
- 9.10.7 Guards shall not interrupt any meetings, or conferences held in the building unless it is an emergency.
- 9.10.8 The security guard shall call the Adams County Sheriff regarding any person exhibiting illegal or inappropriate behavior and attempt to get the name(s) of the individual(s) or motor vehicle license plate number. The security guard will provide written reports of any incidents to Parks and Community Resources Director and the Regional Park Manager or specified designee(s).
- 9.10.9 The security guard may be asked to standby should an employee or client have a volatile situation.
- 9.10.10 On-duty security guard(s) shall be responsible to immediately notify the night and weekend supervisor or specified designee whenever a post is left unattended.
- 9.10.11 The security guard will take a half-hour for lunch and is entitled to a fifteen- minute break every four hours. Lunch breaks and fifteen-minute breaks are paid and billable. Guards are to contact the appropriate designated County staff to assure coverage for lunch, dinner and other breaks. Contractor is responsible for compliance with all federal and state wage and labor laws.
- 9.10.12 During any crisis/emergency situation, a building maintenance employee shall provide coverage if available, or a person may be assigned by Adams County parks maintenance and/or administrative staff and shall act as a backup in locating maintenance or security through their pagers or cellular phones.
- 9.10.12 For emergencies such as fire, tornado, bomb threats, or other situation, the security guard shall refer to the Security Policy and Procedures in the Adams County Regional Park Administrative Policy and Procedures Manual.
- 9.10.13 Normal Regional Park Facility hours are Monday through Sunday, 7:30 am to midnight. The facility contact person will be Roxie Elliott and Melanie Snodell of Regional Park Reservations. The Parks Administration office hours are from 8:00 AM to 4:30 PM daily.
- 9.10.14 All security personnel shall be required to direct citizens to various building locations and functions at the Regional Park.
- 9.10.15 Each guard must possess good interpersonal and customer service skills. It is desirable that one of the assigned to the evening and weekend shifts be Bi-lingual in Spanish.

- 9.10.16 The security guard(s) may deny access to any building or event to anyone if they exhibit inappropriate behavior or if they are unable to identify the nature of their business.
- 9.10.17 The security guard(s) shall monitor the number of guests at specified events and shall provide to the night and weekend supervisor an estimated number of guests in attendance at specific events and buildings.
- 9.10.18 The security guard may be asked to escort the liquor concessionaire and/or other specified guests to their car(s) after the conclusion of events.

10 SPECIAL TERMS AND CONDITIONS

10.1 The County observes the following Holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving (court is open)
Christmas Day

- 10.6 Normal business hours are those as specified in the scope of work. Any Special requirements will be negotiated with the Contractor on a case-by-case basis.

11. Other Proposal Submittals, Contractor Shall Provide In PDF Format

11.1 Company Overview and Qualifications

- 11.1.1 Describe the qualifications of your company. Include at a minimum, the following information. Include other information as you see fit:
 - 11.6.1.1 Company background, including total number of years in business. Bidders shall have been actively engaged in security services for a minimum of five (5) years.
 - 11.6.1.2 Provide a telephone number, a fax number, or an e-mail address to enable Adams County to contact you.
 - 11.6.1.3 List all contracts for the past three years and include the owners name, address and telephone number and length of time each job has been using your security services.
 - 11.6.1.4 All uniforms shall be supplied by the contractor. Please specify and supply a photo the type of uniform to be worn by the security guards.
 - 11.6.1.5 Bidders shall submit with their proposal a copy of the standard screening process used for potential employees.

11.6.1.6 Describe your company's training program for both armed and unarmed guards

12 **Award Criteria-** Proposals will be Scored on the Following Criteria:

1. Price
2. References
3. Corporate Stability (length of time in business)
4. Project personnel – selection and screening process
5. Process for training employees



ADAMS COUNTY
COLORADO

ADAMS COUNTY, COLORADO
PROPOSAL FORM
SECURITY SERVICES 2012

VENDOR'S STATEMENT

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following bid is hereby submitted.

Unarmed Guard, Normal Business Hours

_____ Hourly Pay Rate, Written Amount	\$ _____ Hourly Pay Rate
_____ Hourly Bill Rate, Written Amount	\$ _____ Hourly Bill Rate

Armed Guard, Normal Business Hours

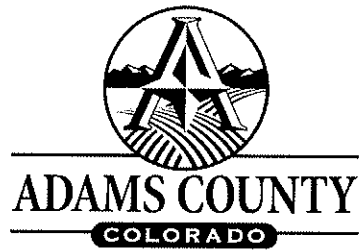
_____ Hourly Pay Rate, Written Amount	\$ _____ Hourly Pay Rate
_____ Hourly Bill Rate, Written Amount	\$ _____ Hourly Bill Rate

Unarmed Guard, After Business Hours

_____ Hourly Pay Rate, Written Amount	\$ _____ Hourly Pay Rate
_____ Hourly Bill Rate, Written Amount	\$ _____ Hourly Bill Rate

Armed Guard, After Business Hours

_____ Hourly Pay Rate, Written Amount	\$ _____ Hourly Pay Rate
_____ Hourly Bill Rate, Written Amount	\$ _____ Hourly Bill Rate



**ADAMS COUNTY, COLORADO
PROPOSAL FORM
SECURITY SERVICES 2012**

Supervisory Guard position

Hourly Pay Rate, Written Amount

\$ _____
Hourly Pay Rate

Hourly Bill Rate, Written Amount

\$ _____
Hourly Bill Rate

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et.seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Company Name

Date

Name (Print or Type)

Signature

Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



PROPOSAL FORM

VENDOR'S STATEMENT

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # _____ Addenda # _____

If None, Please write NONE.

_____	_____
Company Name	Date
_____	_____
Address	Signature
_____	_____
City, State, Zip Code	Printed Name
_____	_____
County	Title
_____	_____
Telephone	Fax
_____	_____
E-mail Address	_____

ORIGINAL



Technical & Pricing Proposal

Security Guard Services, Armed and Unarmed for:

Various Facilities in Adams County

RFP-2012.155



C&D Enterprises, Inc
306 N. Delaware Drive
Colorado Springs, CO 80909

Troy Thames
Executive Vice President

Acknowledge Addendum(s): 1 (ONE), 2 (TWO)



SECURITY

TECHNICAL AND PRICING PROPOSAL

**QUOTATION COVER SHEET
RFP-2012.155**

**Armed and Unarmed Security Guard Services
for**

Adams County

**Quotation Effectiveness Period: At least 90 days from date of
Proposal Submission or December 18th, 2012**

***Mailing Address:* C&D SECURITY
306 DELAWARE DRIVE
COLORADO SPRINGS, CO. 80909**

DUNS #075769547

TIN #84-0626080

NAICS File #561612

Office Phone (719) 597-0750

Office Facsimile (719) 597-0759

Cell Phone (719) 332-1967

troy.thames@canddsecurity.com

**TROY L. THAMES
EXECUTIVE VICE PRESIDENT**

**Proposal Due Date: September 13th, 2012
2:00 p.m. local time (MT)**

ACKNOWLEDGE ADDENDUM(S): 1 (ONE), 2 (TWO)



September 11, 2012

Purchasing Manager
Adams County Administration Building
4430 S. Adams Parkway
Brighton, CO 80601

ATTN: Ms. Jennifer Tierney
RFP: 2012.155

Re: Security Services for various facilities in Adams County
Solicitation Number RFP: 2012.155

Dear Ms. Tierney:

Thank you very much for allowing *C&D Security* the opportunity to submit to you our proposal for the above referenced solicitation. As the incumbent for Adams County and with over 52 years of Security Excellence we are still a *local firm you can trust*. Our enclosed proposal points out the unique qualifications *C&D Security* possesses and also a bit of company background – substantiating for you that *C&D Security* is the right *local* choice for Adams County.

In over fifty-two (52) years of continuous business, C&D has supported organizations with Unarmed Guard, Armed Guard, Security Escort, Access Control, Visual Crime Deterrence/Loss Prevention, and other security related posts. Historically, our services support includes contracts with Cities and Counties such as Adams County, The City & County of Denver and Arapahoe Counties, Weld County's Sheriff's Department, and the City of Colorado Springs, Colorado – and federal agencies such as the Federal Protective Service (FPS) of Homeland Security, General Services Administration (GSA), Department of Defense (DOD), Internal Revenue Service (IRS), Environmental Protection Agency (EPA), and the Transportation Security Agency (TSA). Additionally, C&D's repertoire includes work at the Colorado School for the Deaf and Blind, the Myron Stratton Home, WalMart (in Southern Colorado) and courthouses through-out the Northeastern United States: such as thirteen (13) Courthouses within State of Connecticut, four (4) Courthouses within the State of Massachusetts, two (2) Courthouses within the State of Rhode Island, and nine (9) Courthouses within the State of Pennsylvania. Likewise, C&D has provided Security Services for venues such as the old "Mile High" stadium located in Denver, Colorado and the Skysox Stadium located in Colorado Springs, Colorado. As you can see, *C&D Security* is a *well-rounded local company*. C&D has a well-deserved reputation for providing superior service with a very involved management team dedicated to supporting the needs of the customer and fulfilling our promise of *Quality, Pride, and Integrity* in our services.



Even though *C&D Security* is a veteran of city, state and federal contracts, we never lose sight that there is always room for improvement. Every effort to progress and exceed this 'room for improvement' goal is met by meeting with our clients on a regular basis: whether it is weekly, monthly, daily – whatever works best for each individual customer. We strive to be the best security company our clientele will ever have and to remember that our customers are not just a number on an invoice; they are people who deserve and receive individualized attention.

We agree with all terms and conditions governing the procurement in the Solicitation, and agree to furnish all items and services requested and upon which we have submitted prices. C&D Security would welcome the opportunity to present our qualifications in much more detail than possible within the limited parameters allowed by the written solicitation.

Should you have any questions with regards to our proposal or the pricing, please do not hesitate to contact me toll free at 1-800-294-3804; or via email at troy.thames@canddsecurity.com. *C&D Security* sincerely hopes to retain your business and looks forward to hearing from you soon.

Sincerely,

Troy L. Thames
Executive Vice President



ADAMS COUNTY, COLORADO
PROPOSAL FORM
SECURITY SERVICES 2012

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

C&D Enterprises, Inc., dba C&D Security
Company Name

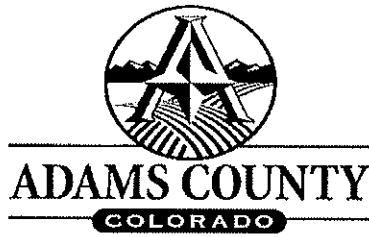
September 11, 2012
Date

Troy L. Thames
Name (Print or Type)


Signature

Executive Vice President
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



PROPOSAL FORM

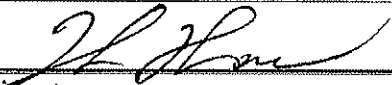
VENDOR'S STATEMENT

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # ONE _____ Addenda # TWO _____

If None, Please write NONE.

C&D Enterprises, inc., dba C&D Security	September 11, 2012
Company Name	Date
306 N. Delaware Drive	
Address	Signature
Colorado Springs, CO, 80909	Troy L. Thames
City, State, Zip Code	Printed Name
El Paso	Executive Vice President
County	Title
719-597-0750	719-597-0759
Telephone	Fax
troy.thames@canddsecurity.com	
E-mail Address	



ADAMS COUNTY, COLORADO
PROPOSAL FORM
SECURITY SERVICES 2012

VENDOR'S STATEMENT

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following bid is hereby submitted.

Unarmed Guard, Normal Business Hours

<u>Ten dollars and no cents</u>	<u>\$10.00</u>
Hourly Pay Rate, Written Amount	Hourly Pay Rate
<u>Fourteen dollars and thirty five cents</u>	<u>\$14.35</u>
Hourly Bill Rate, Written Amount	Hourly Bill Rate

Armed Guard, Normal Business Hours

<u>Eleven dollars and no cents</u>	<u>\$11.00</u>
Hourly Pay Rate, Written Amount	Hourly Pay Rate
<u>Fifteen dollars and two cents</u>	<u>\$15.02</u>
Hourly Bill Rate, Written Amount	Hourly Bill Rate

Unarmed Guard, After Business Hours

<u>Ten dollars and no cents</u>	<u>\$10.00</u>
Hourly Pay Rate, Written Amount	Hourly Pay Rate
<u>Fourteen dollars and thirty five cents</u>	<u>\$14.35</u>
Hourly Bill Rate, Written Amount	Hourly Bill Rate

Armed Guard, After Business Hours

<u>Eleven dollars and no cents</u>	<u>\$11.00</u>
Hourly Pay Rate, Written Amount	Hourly Pay Rate
<u>Fifteen dollars and two cents</u>	<u>\$15.02</u>
Hourly Bill Rate, Written Amount	Hourly Bill Rate



ADAMS COUNTY, COLORADO
PROPOSAL FORM
SECURITY SERVICES 2012

Supervisory Guard position, Armed

Twelve dollars and no cents
Hourly Pay Rate, Written Amount

\$12.00
Hourly Pay Rate

Sixteen dollars and two cents
Hourly Bill Rate, Written Amount

\$16.02
Hourly Bill Rate



Company Background

C&D Security was originally founded in Colorado Springs, Colorado in 1959, and the parent company, C&D Enterprises, Inc., was incorporated in the State of Colorado on November 1, 1971. Over the past fifty two years, as the requirements and demands in contract security markets have diversified and modernized, so has C&D Security. With the rapid development of technology throughout 1970's in the U.S., C&D Security had the foresight to focus in on the technological side



of security, allowing for upward growth and development. Additionally, the Federal facility cage code was obtained in 1978, allowing C&D Security to field officers with SECRET DOD Security Clearances. We soon became Southern Colorado's largest and most experienced security contractor in the demanding and difficult arena of classified DOD and Prime Contractor security work. In 1997, nineteen years later, this role expanded when we became cleared to operate and supply officers at the **TOP SECRET** levels.

Given the limited market of the Colorado Springs area, in the early 1990's top management of C&D Security decided to expand beyond a local operation, and C&D researched business opportunities beyond Colorado Springs. Preserving our ongoing insistence upon "**Quality, Pride, and Integrity,**" C&D Security is currently realizing a controlled growth into national operations as we maintain our special expertise in high technology and government environments.

C&D Security maintains its own 6,100 square foot building located at 306 Delaware Drive, in Colorado Springs, Colorado. Housing our corporate offices, from this location we support administration and operations throughout the country. We have branch offices in Aurora, CO; Philadelphia, PA; and Springfield, MA; as well as Major Site offices located in Fresno, CA; White Sands Missile Range, NM; and Hartford, CT – in total, we have extended our business to 9 states and employ approximately 665 Security Officers.



C&D Security is a rapidly growing company with vast experience in starting up new operations throughout the country. We extend to you an invitation to visit our facilities in person and to meet the people who make us successful. Please visit our web site at www.CandDsecurity.com for more information on C&D Security, to gather more details on the company or to research specific areas which may be of concern.



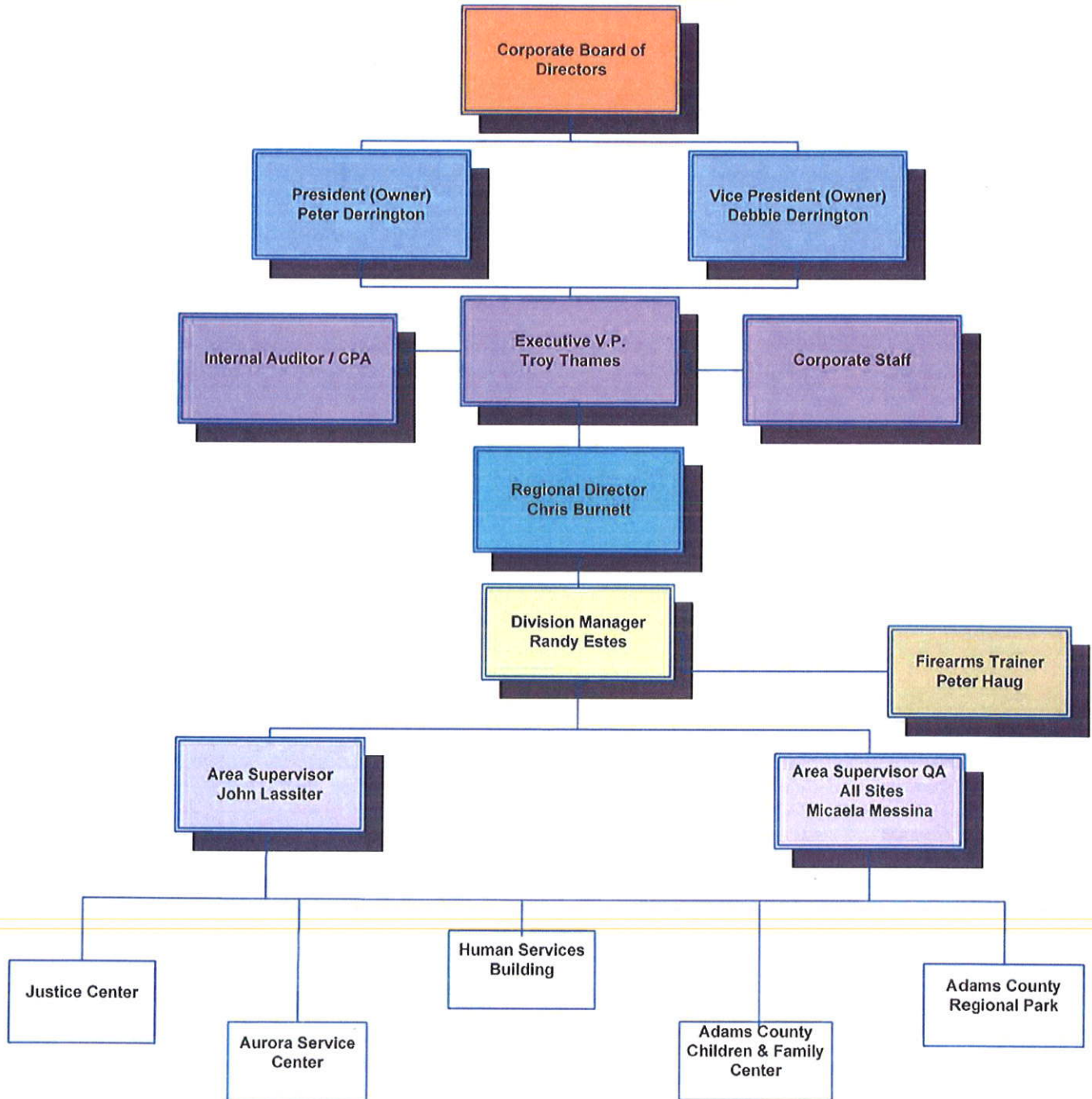
Home and Branch Office Support

C&D Security provides the following support to all client facilities upon contract award:

- + **Immediate management response to problems, inquiries, and requests for assistance from the local On-site Supervisor. Additionally, immediate response from Home Office Corporate Executives should the need arise.**
- + Hire the Site Managers and initial security officers as required. Provide all personnel with the essential training and support for initial operations plus subsequent hiring and training of security officers' if/when the need arises.
- + Provide all personnel with specialized training.
- + Conduct all training with qualified company instructors, or coordinate with qualified local instructors. Locations for training will be properly certified and approved by the Client Representative.
- + Provide all uniforms, vehicles, and required equipment as designated by the Client.
- + Coordinate and provide necessary certificates and proof of coverage for General Liability, Workers' Compensation, and Automobile Insurance as designated.
- + Obtain and provide proof of appropriate licenses and permits; including municipal, county, state, and federal.
- + Record and pay all required taxes, fees, license fees, etc. to the proper governmental agencies. Examples include business licenses, FICA, FUTA, SUTA, etc.
- + Provide and pay the security officers/employees all the wages and benefits bid.
- + Provide accurate monthly invoices with the proper and essential back-up documentation and records to support each invoice.
- + Provide consulting and advice as needed to the Client Representative.
- + Provide management inspections and assistance as needed from Home Office in Colorado Springs.
 - o Even though we are the incumbent, initially, there may be a great deal of management presence to ensure proper transition. Later, both announced and unannounced visits/inspections will be conducted periodically, but not to exceed weekly. This will be supplemented with required reports from the site supervisor and telephone calls to monitor and administer the account on a day to day basis.

C&D Security

Organization Chart





CITY AND COUNTY OF DENVER

DIRECTOR OF EXCISE AND LICENSE
201 W. COLFAX AVE DEPT #206.
DENVER, COLORADO 80202
TELEPHONE: (720) 865-2740

BUSINESS - PROFESSIONAL LICENSE

POST IN CONSPICUOUS PLACE

BUSINESS FILE NO.: 56364
APPLICATION DATE: 12/24/2002
C & D ENTERPRISES, INC.
C & D BONDED SECURITY
306 DELAWARE DR
COLO SPRINGS CO80909

STATE LIC NO.:

OP: JMC

ISSUE DATE
03/09/2012

EXPIRES
12/31/2012

<u>LICENSE</u>	<u>LICFEE</u>	<u>APPFEE</u>	<u>DATE PAID</u>	<u>FUND/ORG</u>	<u>REVENUE</u>
MERCHANT GUARD COMPANY - 1 TO 25 GUARDS	\$100.00	\$0.00	03/09/2012	01010-4001100	355000

IT IS THE LICENSEE'S RESPONSIBILITY TO RENEW PRIOR
TO THE EXPIRATION DATE, IN ORDER TO AVOID PENALTY OR
REAPPLICATION FEES AND ADDITIONAL INSPECTIONS. THIS LICENSE
COVERS ONLY THOSE ACTIVITIES LISTED. COMPLIANCE WITH ARTICLE
IV OF CHAPTER 28 D.R.M.C. IS A CONDITION OF THIS PERMIT.

DIRECTOR OF EXCISE AND LICENSE
CHIEF FINANCIAL OFFICER

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE

I, Scott Gessler, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

C & D ENTERPRISES, INC.

is a **Corporation** formed or registered on 11/01/1971 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 19871235373.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 09/07/2012 that have been posted, and by documents delivered to this office electronically through 09/11/2012 @ 08:56:05.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Denver, Colorado on 09/11/2012 @ 08:56:05 pursuant to and in accordance with applicable law. This certificate is assigned Confirmation Number 8336455.



Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Certificate Confirmation Page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click Business Center and select "Frequently Asked Questions."



Insurance

On the following page is a sample insurance certificate that details C&D Security's current standard insurance coverage in General Liability Coverage, Automobile Coverage, and Workers' Compensation and Employers' Liability Coverage. As you can see, the coverage is current in all policies. General Liability is \$1 Million per occurrence, with an aggregate of \$5 Million. We also exceed the industry norm in Workers Compensation by carrying \$1 Million per category instead of the usual statutory minimums. And finally you can see we also carry \$1 Million for the Automobile coverage.

Upon contract award each client is issued a certificate specifically for their account that lists them as the certificate holder and as additional insured. We can obtain higher limits through umbrella policies, or specialized stipulations, such as Waivers of Subrogation. However these almost always entail additional premium costs, and may require an adjustment in our quoted rates. If more specialized coverage is desired, or more specific information required concerning this normal coverage, please do not hesitate to contact us.

Although it does not appear necessary in this particular instance, we also can obtain bonding coverage including surety, fidelity, performance, and other bonds normal for the security industry. Please do not hesitate to inquire if this is a need for your security coverage.





CERTIFICATE OF LIABILITY INSURANCE

OP ID: GJ

DATE (MM/DD/YYYY)

06/30/11

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 The Mechanic Group, Inc. One Blue Hill Plaza, Suite 630 P.O. Box 1646 Pearl River, NY 10985 Matt Disparte		845-735-0700 845-735-8383	CONTACT NAME: Gladys Jara PHONE (INC. No. Excl): 847-253-8130 FAX (INC. No.): 847-523-8135 E-MAIL: gjara@mechanicgroup.com ADDRESS: PRODUCER CUSTOMER ID #: C&DSE-1
INSURED C&D Enterprises Inc. Mr. Troy Thames 306 Delaware Drive Colorado Springs, CO 80909-6615	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Gemini Insurance Company		10833
	INSURER B: Hartford Insurance Group		
	INSURER C: Liberty Mutual Insurance Group		
	INSURER D:		
	INSURER E:		

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. LHM	TYPE OF INSURANCE	ADDL. SUBR. INSR. SYND.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY		LSG0000696-03	07/01/12	07/01/13	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 checked="" type="checkbox"/> OCCUR					MED EXP (Any one person)	\$ 10,000
	<input checked="" type="checkbox"/> ERRORS & OMISSION					PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 5,000,000
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMPROP AGG	\$ 5,000,000
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY		ASJ-Z11-260411-011	07/01/12	07/01/13	COMBINED SINGLE LIMIT (Ea. accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident)	\$
<input type="checkbox"/> HIRED AUTOS			\$		\$		
<input type="checkbox"/> NON OWNED AUTOS			\$		\$		
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input type="checkbox"/> RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	16WEQY5000	07/01/12	07/01/13	WC STATUTORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?					E.L. EACH ACCIDENT	\$ 1,000,000
	(Mandatory in NH)					E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)							
This is for informational purposes only. Upon award of contract, a personal certificate can be processed in your firm's name.							

CERTIFICATE HOLDER	CANCELLATION
C&DENT C & D ENTERPRISES INC. DBA/ C & D SECURITY 306 DELAWARE DRIVE COLORADO SPRINGS, CO 80909	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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Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) C & D Enterprises, Inc	
Business name/disregarded entity name, if different from above C & D Security	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 306 N Delaware Drive	Requestor's name and address (optional)
City, state, and ZIP code Colorado Springs, CO 80909	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	

Employer identification number								
8	4	-	0	6	2	6	0	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person 

Date **1/17/12**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



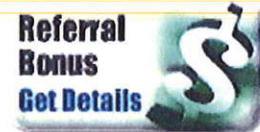
Retention Policy / Strategy

In an industry that has a turnover of personnel of between 200% and 300%, C&D Security has maintained between 70% and 80% employment rate of our Security Officers.

The primary factor in attracting and retaining quality Security Officers is the compensation and benefits offered. Close behind this, however, is how the officer perceives his/her employer treatment of them and whether their presence and work is valued. Factored into both of these is the care taken in screening candidates initially, and to start with good candidates. Quality officers and a fairly high retention rate are obviously a need and a goal. C&D Security is experienced in obtaining these goals for our clients by:

Incentive Programs:

- C&D Security believes in recognizing performance and dependability through a formal Officer of the Month program that awards \$25 gift certificates to nice restaurants, along with appropriate framed certificates and a presentation ceremony where our site clients participate. C&D's experience indicates that while money is appreciated, an equal amount in gift certificates lets them take a spouse or friend out to dinner, and that person is also made aware that the officer has excelled and been recognized at work. This helps increase pride in their job, and a sense of belonging to a company and client that care about them.
- C&D Security regularly awards Certificates of Commendation or Certificates of Appreciation if a Security Officers distinguishes themselves or goes beyond what is normally expected and our client brings this fact to C&D's attention. The certificates are signed by both C&D Executive Management and the Client Management so the officer knows both the employer and client appreciate his/her efforts.
- C&D Security pays Referral Bonuses to employees who refer a potential employee who is hired by C&D and stays an employee for at least 90 Days.
- C&D Security believes in encouraging our employees to constantly improve themselves through continuing education and Tuition Reimbursement. If an employee expresses interest in taking courses in a Security related field, C&D offers to reimburse the employee, up to \$600.00 per semester, if they have maintained a "B" Grade Point Average.



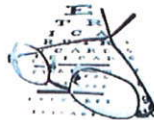


Retention Policy / Strategy, continued

- C&D will award each and every officer a bonus of \$50 per quarter for perfect attendance (which means to not even be late). Again appropriate ceremony and recognition, plus the extra potential for \$200 per year increases job satisfaction, dependability and higher retention.



- Subject to Union negotiations and CBA guidelines, C&D Security personnel and family members have the option to participate in a Major Medical Health Insurance policy (United Health Care) as well as vision and dental coverage via payroll withholding.



- C&D Security personnel have the option to participate in a 401K Plan provided through The Standard Insurance Company via payroll withholding.
- C&D Security makes available to its personnel "Auction Access, V.I.P. Club." Through our purchased membership, any individual working for C&D Security may access auctions all over the country. They simply contact our representative, give them C&D's V.I.P. Membership number, inform the agent of their requested vehicle of choice, (color, make, model, year, price points, mileage etc.) and our agent will do the rest! In a nutshell, C&D's representative becomes our employees' personal "vehicle" shopper – with incredible savings, no hassle, no haggle and delivery anywhere within the Continental United States.



- C&D Security has an ongoing concern with quality performance and is taking positive steps to ensure a formal Quality Assurance program is organized, agreed upon, and in place for each client. By mutually setting acceptable performance standards with the client, C&D Security managers and supervisors can tailor the Quality Assurance program to each site. Rigorous administration enables acceptable job performance and ultimately, client satisfaction.
- Part of C&D's vision of retention is not only ensuring we recognize the quality officers, but also making sure standards are maintained by all officers. Any "problem" employees need to understand what is expected of them in delivering quality services, and supervisors and management take appropriate actions to correct deficient behavior or build the legal groundwork where those not performing up to standards can eventually be removed if improvements are not seen.



Turnover Narrative

According to a variety of sources, the Security Industry is typically victim to a turnover ratio even larger than that of the fast food industry.

In a January 11, 2011 article from *TimeKeeping Systems, Incorporated*, they (TimeKeeping Systems, Inc) have not been able to gather any definitive data on security guard turnover, other than the range of turnover varies from 60% to 300% and "Even a 60% annual turnover is a remarkable figure." The article goes on to state "A vice president at a large national guard company once told us that the annual turnover rate for their officers was 225% per year." A 2010 *Stand for Security, SEIU* article states: "The private security services industry in the U.S. estimates that annual employee turnover in our industry still exceeds 100 percent for many security companies and can be as high as 300 to 400 percent for low-road firms. These turnover rates rival those of the fast food industry..." Found in the *Security Magazine, September 1, 2004*: "Given the extremely high rate of reported security officer turnover, estimated at 100 to 400 percent..." From *The Morning Call, dated March 9, 2008*: "While private security is one of the fastest growing occupations in the country, the union says it also has turnover rates comparable to the fast food industry..." And from the *Labor Research Association, September 17, 2001*: "The average pay for private security guards is just \$8.95 per hour with few, if any, benefits, and the annual turnover rate in some markets is as high as 400%."

C&D Security, as documented on the following page, has achieved a turnover ratio which far undercuts what is mentioned above. The corporation of C&D Enterprises, Inc., dba C&D Security had a retention rate of 70.56% for 2011 which equates to a turnover ratio of 29.43%. When combined with our sister corporation and that of corporate staff, the combined retention rate for our employees in 2011 is 72.55%, with a turnover ratio of 27.44% - still WAY above average in this high turnover market!

C&D's philosophy has been one of addressing the "why" of security officer turnover. Once C&D Security's Management Team discovered the reasons behind a security officer's resigning, the Management Team developed what has now become our retention policy and strategy. It is our company's belief that the development of our retention policy and the retention ratio achieved is directly attributed to our retention strategy and to the incentive programs we employ.

STIMULATING WORK





C&D Turnover

C&D Enterprises, Inc., dba C&D Security			
#W-2s	2010	2011	
	727	831	
Avg # Employees	576	642	
Turnover	151	189	
Retention	73.7847	70.5607	
Turnover %	26.22%	29.4393%	

LONGEVITY WITHIN C&D Enterprises/Management/Corporate		
Percent of Employees:	0.20%	35 years +
	0.20%	30 years +
	0.60%	25 years +
	3.10%	20 years +
	7.90%	15 years +
	23.60%	10 years +
	54.70%	5 years +
	73.50%	3 years +
	97.50%	2 years +

Sister Corp C&D Management			
#W-2s	2010	2011	
	299	301	
Avg # Employees	236	247	
Turnover	63	54	
Retention	73.3051	78.1377	
Turnover %	26.69%	21.86%	

COMBINATION C&D Enterprises/Management/Corp			
#W-2s	2010	2011	
	1040	1147	
Avg Employees	823	900	
Turnover	217	247	
Retention	73.63	72.56	
Turnover %	26.37%	27.44%	

Corp Employees - Derrington Enterprises			
#W-2s	2010	2011	
	14	15	
Avg # Employees	11	11	
Turnover	3	4	
Retention	72.7273	63.6364	
Turnover %	27.27%	36.36%	

Employee Separation Information	
Of those individuals we lost as employees:	
11% moved, transferred or had their contract end	
31% quit without notice	
23% resigned without reason	
35% were from job abandonment or termed with cause (insubordination, sleeping on duty, etc.)	



Security Guard Uniforms

Our uniforms are designed to provide a sharp, professional appearance, while remaining versatile to our clients' needs. The photos below illustrate the range of uniform styles utilized by C&D Security and available for our clientele. All security officers' uniforms will be provided by C&D Security at no cost. Our normal style uniforms include black trousers, white, blue, or gray shirts (depending on the site and the position), optional ties, and baseball style caps. Also issued as needed are lined windbreakers, parkas (reefer) style heavy coats, winter hats, rain gear, weapons, leather, and appropriate accessories. Additionally, we maintain items such as coveralls, blazers, hard hats, etc. for specific situations. Each security officer is licensed through the appropriate agencies and is required by law to have this license on his/her person while on duty, as part of their uniform.

It is C&D Security's Company policy that our employees' appearance, attitude, courtesy, and job knowledge continue to create a positive image in all whom they have contact. Our employee's are instructed to not smoke, read unauthorized material, eat, nor groom while in public view and on duty. We do not allow personal phone calls except during an emergency.

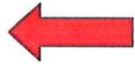


Currently in use with Adams County
though with Gray shirts





Currently in use at
Adams County



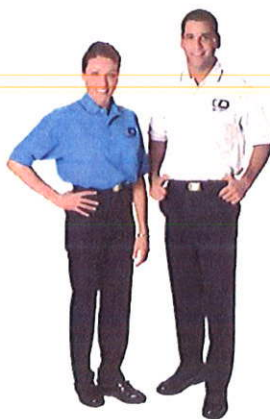
Sleeve
Alternatives
(Available in All
Colors)



Blazer Alternative



Tactical Pants and Polo Alternatives



Polo Alternative



Parka Alternative



Staffing Schedule Considerations

When scheduling security officers for any of our clients, we endeavor to follow a set of guidelines as much as possible. These considerations include:

- Using eight-hour shifts wherever and whenever feasible.
- Scheduling shift change times so as not to coincide with the clients' own shift change times. Security should be established and functioning at these key periods – not trying to conduct an organized shift change while monitoring a client's employee shift change while traffic is high.
- Scheduling full-time security officers with forty (40) hour weekly shifts, with two consecutive days off.
- Striving to keep a security officer's shift with the same start and finish times. This gives at least sixteen (16) hours off between each shift, with no eight hour "double backs" (i.e., get off at 4 p.m. and return to work at midnight). If it is necessary to change shift start times, we place at least twenty-four (24) hours between shifts (i.e. an officer gets off duty at midnight, and returns to duty the following midnight after twenty-four (24) hours off from performing his/her duties).
- Cross training security officers on different posts in order to give depth in case of sickness, accidents, emergencies, etc. This allows for more flexibility in scheduling and assists to keep shift times consistent.
- Attempting to maintain continuity for the security officers with regards to his/her shifts – to keep those most familiar with the client employees and workday duties on the same "dayshift" or "1st shift" work week. In addition, C&D Security places after hours security officers (2nd and 3rd shifts) on duty through the weekends with weekdays (two consecutive) off, in order to place those more experienced personnel on duty on the relatively slack weekend hours when little client presence is available.
- Ensuring the client's needs are met in terms of security officers available for special needs through the use of hiring, training, and scheduling back-up part-time security officers with regular hours. This allows for immediate extra coverage capability with minimal need for overtime scheduling.
- Anticipating special needs as much as possible and ensuring enough security officers are available, trained, and scheduled.



Screening Processes –

Over the years, C&D Security has developed a well rounded screening process. The pages following the brief outline below will delineate each process in more detail.

- Determine if there is a position.
- Advertise and recruit via: Local Chambers and Organizations, Online Job Listings, Newspaper Ads, State Job Services, Colleges, Business Schools, Retirement Centers, AARP listings, Military Job Placement Programs, Local Workforce Centers, and Client Bulletin Boards.
- Applicant applies via C&D Security's online application. The online application is thorough in its screening questions (i.e.: have you been convicted of a felony?, do you have a shift preference?, employment preference, are you able to work Nights?, Holidays?, Weekends?, do you have reliable transportation?, have you had any specialized weapons training?, etc.)
- Application is reviewed for compatibility to the open position.
- If Applicant is compatible with the position, a Personal Interview is performed by the hiring Supervisor.
- The next step is a check with Automatic Data Processing (ADP). ADP performs Identity Validations, Criminal Court Records, Credit Reports, Government Registries, Worker's Compensation Records, Reference Verifications, Substance Abuse Testing and Driving Records verifications.
- After ADP verifications, the applicant is then tested for drugs (via ADP).
- After successfully passing the drug testing, the next step is eVerify.
- After the eVerify check, the applicant is then sent on to training, where the applicant is again evaluated (i.e.: is the security officer on time to class?, is the officer disruptive?, does the officer show leadership skills?, etc.)
- Once the applicant has passed the applicable training courses, the Security Officer is then sent to the post where he/she will receive on-the-job-training (OJT).
- After successful completion of OJT, the officer will be placed at the job site.



Basic Personnel Qualifications

The following list represents minimum qualifications C&D Security looks for in a new security officer. Additionally, the following standards represent the minimum for potential staff personnel and supervisors. For supervisors, in addition to the basic qualifications, we look for experience in security related work (law enforcement, military service, or prior security) and experience as a supervisor. In addition, a supervisor must possess good "people skills." Finally, we consider the individual's personality and our subjective assessment of how the potential supervisor may fare at a particular site. Of course we then add any additional qualifications a particular client may impose, such as particular computer skills. For a staff position, each candidate must possess all of the listed qualifications, plus specialized skills applicable to the open position.

All successful candidates for a security officer position:

- + Must be at least 21 years old.
- + Must possess a valid driver's license.
- + Must possess proof of U.S. citizenship or legal residency (I-9 requirements)
- + **Must be able to read, speak, and write in English fluently.**
- + [If applicable to the State or Municipality to which the employee will be hired] Must have or pass prior to starting work, a Security Guard license.
- + Must possess reliable transportation to ensure punctual arrival at the client location at all required times.
- + Must possess a telephone at their residence where they may be reached.
- + Must have a high school diploma or G.E.D.
- + Must have a clean criminal record, i.e., no felonies or misdemeanors.
- + Must not be required to register in any state as a sex offender
- + Must have no outstanding warrants.
- + Must not have been declared by any court of competent jurisdiction, incompetent by reason of mental defect or disease without having been restored.
- + Must be available to work any shift if full-time (flexible if part-time).
- + Must have a stable work history, i.e. no unexplained gaps in previous employment or many jobs within a short duration of time.
- + Must be able to produce personal, educational and/or work related references.
- + Should present a clean and professional appearance in uniform.
- + Should possess a good credit history.
- + Will be required to pass a urinalysis test.
- + Must not be suffering from habitual drunkenness or from narcotics addiction or dependence.



Screening Processes

C&D Security understands that Quality Control begins with the employees. A quality employee speaks well for the employee, for C&D Security, but most importantly for our clientele. Since C&D is the incumbent, finding such exemplary individuals will not be an issue. However, as a note, the usual methodology for C&D Security is to retain as many qualified Security Officer's as possible from the current force – however, when this is not an option, we take the greatest care in selecting and evaluating each and every employee that we hire. From time to time we lose an employee due to moving, family issues, health etc. When that occurs, C&D will implement the protocol in the following pages. All of our advertising and recruiting efforts conform to the Department of Labor guidelines, are in accordance with the EEOC, and are consistent with our Affirmative Action Plan filed with the Department of Labor.

In order to provide quality service, a company must first begin with quality personnel. Therefore, C&D Security screens applicants using a selection profile in order to find those best suited for security work. Some of the major areas considered in this profile include maturity, dependability, job longevity, physical ability, and education. Our personnel department investigates these profile areas via a comprehensive application and an initial screening interview. If the potential Security Officer passes the initial screening, a thorough background investigation is conducted encompassing prior employment, criminal history, educational background, personal and other references, and a financial credit check. In addition to using local police records checks and NCIC checks in conjunction with licensing, C&D utilizes the services of a company called ADP (Automatic Data Processing, Inc.) – additional information on this service follows later within this proposal. C&D Security recognizes the importance of finding the appropriate person to work as a Security Officer and the need to match the right employee to the right assignment location.

The following items are a brief summary of recruiting methods used by C&D Security:

- On Line job listings – Recently we have had significant success in recruiting through on-line job web sites such as Indeed.com, Jobs.com, Monster.Com and similar sites. In many areas including Denver, these sites have become our first place to list opportunities due to the significant responses they encourage. These postings are keyed to specific markets such as Denver, Colorado Springs, and Arapahoe and are proving very effective – with quick responses and resumes when we need them. We maintain a pool of viable applicants that we can turn to when needed.
- Newspaper Ads – We regularly advertise in the employment sections of the local newspapers. This includes special newspapers that concentrate on employment opportunities.



- State Job Service – We regularly maintain job listings both on the availability boards and on the electronic job listings for the Job Service offices in counties near the sites needing new security officers.
- Colleges and Business Schools – We maintain job listings and posters on most of the area colleges and business schools in the major metropolitan areas where we have active accounts working. The postings are physically in their “jobfinder” or placement departments and electronically on their Internet listings. Schools specializing in helping their students get GSA Security certified are of particular interest.
- Retirement Centers and AARP listings – We maintain job availability postings in various retirement centers and retiree job placement programs.
- Military Job Placement Programs – We maintain job availability postings and recruiting efforts at the area’s military bases. Additionally, we are one of the few security companies that regularly brief about our opportunities at retirement and out-processing briefings for those leaving the military. This includes physical bulletin board postings and electronic postings.
- Client Bulletin Boards – Whenever possible, we advertise and work with various clients who are undergoing downsizing efforts and working with employees to find other employment opportunities. Some allow us space on company bulletin boards for recruiting part-time employees.
- Local WorkForce Centers and State Job Service – In addition, we advertise at and work with local workforce centers and the States in order to channel a more diversified workforce into our labor pool.
- Local Chambers and Organizations – C&D will contact local Chambers and organizations, (to include The Hispanic Chamber of Commerce and the NAACP) in order to reach applicants that might not otherwise be contacted.
- Grocery Stores – We often maintain job posters and postings at grocery stores in areas requesting recruiting needs. Since these bulletin boards are updated frequently and our competitors often tear our postings down, we tend to focus on stores in areas where we have immediate needs for a limited time.



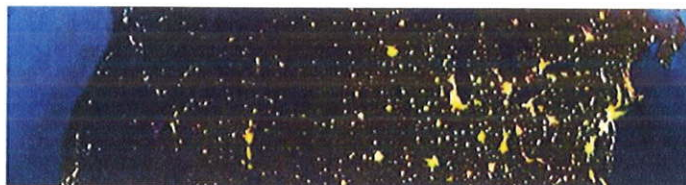


- Employee Referrals – For over ten years, we have been paying referral bonuses to an employee who refers anyone to us who is qualified and whom we hire. The bonus is paid if the new employee is still with us after 30 days with an additional bonus if the employee is still employed after 90 days. This has been particularly successful and popular with our employees!

Our efforts are not restricted to those outlined above; we will hire a good employee anywhere we can find him or her. Some efforts are seasonal. For example, college recruiting works better at the end of a semester as students are looking for work after graduation or part-time work for the next semester. The goal remains to find good people who will deliver quality service.

C&D Security is an equal opportunity employer and maintains a functioning Affirmative Action Program. We remain committed to non-discrimination in employment with regards to race, gender, age, and national origin.





Background Checks

C&D Security utilizes the services of ADP (Automatic Data Processing, Inc.) to perform fast and timely background checks on potential employees, nationwide. Offering 'World Class Service,' ADP leverages over 60 years experience providing solutions and value to companies of all types and sizes. With Marketing Statements such as "ADP is committed to PRODUCT LEADERSHIP" and "Committed to WORLD CLASS SERVICE" coupled with a Value Statement mentioning: Service Excellence, Each Person Counts, Results Driven, Inspiring Innovation; and most important: Integrity is everything – is it any wonder why C&D decided to partner with ADP?

- **Identity Validations**
 - verifies candidates Social Security number for authenticity
 - Confirm candidates current address, locate former addresses and automatically builds the order for initiating criminal background check.
- **Criminal Court records**
 - County Criminal Court Records view details of candidates criminal past with felony records from all U.S. counties
 - State Criminal Court Records expand the search to include felony and misdemeanor information at the state level (where available)
 - Federal Records which check for immigration fraud or weapons and drug crimes
- **Credit records** – via Experian, Equifax and TransUnion
- **Government Registries**
 - Sex Offender Registry
 - Department of Health and Human Services Check
 - Government Sanctions Registry
- **Workers' Compensation Records** – checks for previous workers comp claims to include: instantaneous Claim dates; Injury types; Claim amounts; Denied claims; Fraudulent claims
- **Reference Verifications**
 - Insight on how candidates may perform on the job with factual verification gained from standard industry-focused or position-specific questions
 - Education verifications – confirms candidates have the education they need for the job and reported on the application
 - Credential/license verifications – evaluate the professional integrity of every candidate
 - Personal reference verification – gains feel for the personality and ethics of every candidate
- **Substance Abuse Testing**
 - Available five, seven and/or nine-panel screens – including urinalysis, breath alcohol testing and oral fluid testing
 - Comprehensive quality assurance process in place as well as adulteration testing. Medical review experts ensure fast turnaround of results and full compliance with federal and state testing regulations
 - Web based reports in as little as 24 hrs
- **Driving Records**
 - *fast access to driving records in all 50 states as well as Canada and Puerto Rico*
 - Any required state forms for legally procuring driving records
 - Driver Protection Privacy Act – compliant driving record searches



U.S. Citizenship & Immigration Services Verification Program

C&D Security certifies and states as follows:

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. Since the roll-out of E-Verify, C&D Security has utilized the United States Citizenship and Immigration Services E-Verify program, found on the Department of Homeland Security website.



Cleared Facility Services

Additionally, C&D Security was granted its Facility Clearance on November 9, 1978 and it was upgraded to TOP SECRET in 1997. C&D Security employs close to one hundred (100) men and women who have been granted personal security clearances. The corporation has two CAGE codes depending on where our client's cleared facilities are located. The CAGE codes are 7B340 and 1HGX9.



C&D Security continues to maintain membership in the National Classification Management Society (NCMS) and has since 1990, which helps C&D to stay current on the latest information concerning the cleared arena. In addition to keeping current with Defense Industry concerns, we also strive to know procedures as laid out in the National Industrial Security Program Operating Manual (NISPOM). This allows us to inform our clients in areas that affect them.

In the continued effort of C&D Security's commitment to the Department of Defense (DoD) and our user agencies, our senior management personnel have undergone specialized training by the Department of Defense through the DoD Security Training Institute. All of these people are available as resources for our clients.



Background Screening – Drug Testing

For initial pre-employment, contract required, post-accident, high suspicion, high risk, and random drug screens, C&D Security turns to ADP (Automatic Data Processing, Inc) as the central collection site for C&D's risk control plan. Once samples are given, testing is then performed by Advanced Toxicology Network (ATN) – an independent, state-of-the-art laboratory that has undergone rigorous federal certification. Results are then forwarded to a central database within ADP, where the results are encrypted and controlled. Program Managers are granted access in order to print off results and put into appropriate personnel files.

C&D Security's normal drug testing consists of the following sensitivity levels. C&D is also experienced in testing to Department of Transportation levels of sensitivity and will of course utilize those standards if the project/client requires it.

Urine Specimens are tested for the following:

<u>DRUGS</u>	<u>SENSITIVITIES</u>
AMPHETAMINE	1000 NG/ML
OPIATE METABOLITES	2000 NG/ML
BENZODIAZEPAM	300 NG/ML
BARBITURATE	300 NG/ML
METHADONE	300 NG/ML
METHAQUALONE	300 NG/ML
PROPOXYPHENE	300 NG/ML
COCAINE	300 NG/ML
PHENCYCLIDINE	25 NG/ML
MARIJUANA	20 NG/ML (OPTION #1)
	50 NG/ML (OPTION #2)
	100 NG/ML (OPTION #3, USUAL LEVEL)



In the event a positive testing is confirmed, the employee has the right to have the original sample re-tested, upon written request within sixty (60) days of receipt of a final test result from the Medical Review Officer. The employee may designate re-testing, by the original laboratory or another laboratory certified by the Department of Health and Human Services. The company will require an employee to pay the cost of such re-analysis in advance, subject to reimbursement, if the re-test is negative.



C&D Security Job Description

JOB TITLE: Unarmed Security Officer

JOB DESCRIPTION: The employee provides unarmed security officer support to client organizations and performs other duties as required by individual job sites and assignments. Appearance should always be smart and well groomed. This is a crucial 'non-verbal' communication to the public that you are someone who is well trained, professional and knows what they are doing. It says that you take your job seriously and may even mean the difference between someone trying to mess with you or not. 90% of all communication is non verbal in nature.

Due to the wide variety of environments supported, some or all of the following functions and skills may be performed at each site, depending upon the requirements of each, the time of day, day of the week, and/or weather conditions. The employee must be able to perform the following:

FUNCTIONS AND SKILLS REQUIRED: Maintain a deterrent by remaining visible and presenting a neat and professional appearance in a properly worn uniform and associated equipment. This must be done for an entire assigned shift, normally eight (8) hours in duration each, but may be as much as twelve (12) hours for any given shift. Maintain confidentiality of client proprietary information and/or government classified information. Monitor alarms, closed circuit television monitors, and areas/entrances to facilities through direct visual observation and audio monitoring. Read written instructions, warning labels, signs, and other communications in the English language.

Public relations skills will include maintaining courteous, professional relationships with client employees, customers, guests, visitors, and the public, presenting a positive image of the company, the client's organization, and their representatives. Answering the telephone and/or operating PBX systems. Control ingress and egress to buildings and property.

Dependent upon the state and/or the contract, the officer will be required to maintain their Security Guard license. The license may require additional schooling or courses or may include written testing on specific subject matter. Employees may stand, walk, or sit for extended periods of time at assigned workstations, and briefly run or hurry in emergency situations. The walking may consist of building and grounds inspections that may consist of covering as much as two (2) miles every two (2) hours, and may entail negotiating uneven ground and poorly lit areas such as construction areas. The employee may also climb stairs and/or ladders. Lifting/carrying assorted packages and/or equipment (such as flashlights, radios, guns, ammunition, watchman's clocks, keys, etc.) that weigh up to fifteen (15) pounds total weight for extended periods; and up to fifty (50) pounds for brief periods (such as accepting delivery of packages or moving road barricades). They may also lift covers, stoop, kneel, and crouch while checking equipment and areas, filing documents, operating panels/computers, including



discerning between colored (especially red/green) lights and displays. Perform other duties that could be classified as "light" work.

Employees may also be involved in pursuit on foot, requiring jumping, climbing, and/or crawling accompanied with physical contact to overpower violators as necessary. They may also be required to operate typewriters and/or computers in performance of administrative duties, and maintain hand-written logs and reports. Operate and/or monitor equipment controls connected with security/safety equipment and functions. Escort and assist client employees and visitors in restricted or hazardous areas. Operate safety equipment when needed, such as fire extinguishers. Drive Company owned light vehicles when required. Monitor, lock, and unlock doors, elevators, gates, etc. as needed. All outdoor activities may take place in any weather conditions.





C&D Security Job Description

All employees hired by C&D Security must pass an examination by a physician hired by the company. The doctor is provided with the following job description, along with the GSA Medical Requirements form that outlines physical needs of the job, and the physician screens during the physical accordingly.

JOB TITLE: Armed Security Officer

JOB DESCRIPTION: The employee provides armed security officer support to client organizations and performs other duties as required by individual job sites and assignments. Due to the wide variety of environments supported, some or all of the following functions and skills may be performed at each site, depending upon the requirements of each, the time of day, day of the week, and/or weather conditions.

Appearance should always be smart and well groomed. This is a crucial 'non-verbal' communication to the public that you are someone who is well trained, professional and knows what they are doing. It says that you take your job seriously and may even mean the difference between someone trying to mess with you or not. 90% of all communication is non verbal in nature.

FUNCTIONS AND SKILLS REQUIRED: Maintain a deterrent by remaining visible and presenting a neat and professional appearance in a properly worn uniform and associated equipment. This must be done for an entire assigned shift, normally eight (8) hours in duration each, but may be as much as twelve (12) hours for any given shift. Maintain confidentiality of client proprietary information and/or government classified information. Monitor alarms, closed circuit television monitors, and areas/entrances to facilities through direct visual observation and audio monitoring. Read written instructions, warning labels, signs, and other communications in the English language.

Public relations skills will include maintaining courteous, professional relationships with client employees, customers, guests, visitors, and the public, presenting a positive image of the company, the client's organization, and their representatives. Answering the telephone and/or operating PBX systems. Control ingress and egress to buildings and property.

Employees may stand, walk, or sit for extended periods of time at assigned workstations, and briefly run or hurry in emergency situations. The walking may consist of building and grounds inspections that may consist of covering as much as two (2) miles every two (2) hours, and may entail negotiating uneven ground and poorly lit areas such as construction areas. The employee may also climb stairs and/or ladders. Lifting/carrying assorted packages and/or equipment (such as flashlights, radios, guns, ammunition, watchman's clocks, keys, etc.) that weigh up to fifteen (15) pounds total weight for extended periods; and up to fifty (50) pounds for brief periods (such as accepting delivery of packages or moving road barricades). They may also lift covers, stoop,



kneel, and crouch while checking equipment and areas, filing documents, operating panels/computers, including discerning between colored (especially red/green) lights and displays. Perform other duties that could be classified as "light" work.

Since he/she is armed, the employee must possess sufficient hand-eye coordination and training to safely handle, operate, shoot, maintain, and qualify with an assigned weapon plus assorted associated equipment such as handcuffs, nightsticks, and/or pepper spray. Dependent upon the state and/or the contract, the officer will be required to maintain their Security Guard license. The license may require passing and re-qualifying on their weapon, additional schooling or courses, or may include written testing on specific subject matter. They may also be required protect themselves and others, while withstanding sudden emotional stress and physical exertion in apprehension of suspects and violators. This may involve pursuit on foot, requiring jumping, climbing, and/or crawling accompanied with physical contact to overpower violators as necessary. They may also be required to operate typewriters and/or computers in performance of administrative duties, and maintain hand-written logs and reports. Operate and/or monitor equipment controls connected with security/safety equipment and functions. Escort and assist client employees and visitors in restricted or hazardous areas. Operate safety equipment when needed, such as fire extinguishers. Drive Company owned light vehicles when required. Monitor, lock, and unlock doors, elevators, gates, etc. as needed. All outdoor activities may take place in any weather conditions.





C&D Security Job Description

JOB TITLE: Security Supervisor

JOB DESCRIPTION: The security supervisor is a supervisory level employee who is placed in charge of security officers representing the company with client organizations in a security or safety capacity. The officer may be in charge of employees assigned to a particular location, function, or shift. The Security Supervisor provides general security officer support to client organizations and performs other duties as required by individual job sites and assignments. Due to the wide variety of environments supported, some or all of the following functions and skills may be performed by security officers at each site, depending upon the requirements of each, the time of day, day of the week, and/or weather conditions. The supervisor must meet all the same requirements and be able to perform the same duties as the officers under his/her supervision.

At all times, appearance should be clean and well groomed. A pleasant demeanor, positive attitude, and commitment to quality customer service are imperative.

EXPERIENCE/QUALIFICATIONS REQUIRED: A security supervisor should have administrative and supervisory experience in security, safety, or law enforcement administration and operations in either military, police, or civilian security environments. A minimum of two years such experience, or college level education in security administration, police science, or similar disciplines, or a combination of both is preferred, and required in most instances. Other qualifications such as completion of security supervisory courses, police academies, or similar disciplines will be considered.

FUNCTIONS AND SKILLS REQUIRED: Maintain a security deterrent and supervisory example by remaining visible and presenting a neat and professional appearance in a properly worn uniform and associated equipment. In addition shall be responsible for the conduct, performance, appearance, training, and scheduling of all individuals under their direct supervision. Shall also implement existing regulations and otherwise carry out routine procedures and operations of their security officer unit. All deviations, irregularities, or violations of security procedures shall be reported to the proper authority. This must be done for an entire assigned shift, normally eight (8) hours in duration each, but no more than twelve (12) hours for any given shift. Maintain confidentiality of client proprietary information and/or government classified information. Monitor alarms, closed circuit television monitors, and areas/entrances to facilities through direct visual observation and audio monitoring. Read written instructions, warning labels, signs, and other communications in the English language.

Public relations skills will include maintaining courteous, professional relationships with client employees, customers, guests, visitors, and the public, presenting a positive image of the



company, the client's organization, and their representatives. Answering the telephone and/or operating PBX systems. Control ingress and egress to buildings and property.

Employees may stand, walk, or sit for extended periods of time at assigned workstations, and briefly run or hurry in emergency situations. The walking may consist of building and grounds inspections that may consist of covering as much as two (2) miles every two (2) hours, and may entail negotiating uneven ground and poorly lit areas such as construction areas. The employee may also climb stairs and/or ladders. Lifting/carrying assorted packages and/or equipment (such as flashlights, radios, guns, ammunition, watchman's clocks, keys, etc.) that weigh up to fifteen (15) pounds total weight for extended periods; and up to fifty (50) pounds for brief periods (such as accepting delivery of packages or moving road barricades). They may also lift covers, stoop, kneel, and crouch while checking equipment and areas, filing documents, operating panels/computers, including discerning between colored (especially red/green) lights and displays. Perform other duties that could be classified as "light" work.

If armed, they must possess sufficient hand-eye coordination and training to safely handle, operate, shoot, maintain, and qualify with an assigned weapon (revolver), plus assorted associated equipment such as handcuffs, nightsticks, and/or pepper spray. They may also be required to operate typewriters and/or computers in performance of administrative duties, and maintain hand-written logs and reports. Operate and/or monitor equipment controls connected with security/safety equipment and functions. Escort and assist client employees and visitors in restricted or hazardous areas. Operate safety equipment when needed, such as fire extinguishers. Drive company owned light vehicles when required. Monitor, lock, and unlock doors, elevators, gates, etc. as needed. All outdoor activities may take place in any weather conditions.





C&D Security Job Description

JOB TITLE: Regional or Branch Manager

SUMMARY OF RESPONSIBILITIES: Working under the daily direction of and coordination with the representative(s) designated by the various clients, effectively manages the Contract Guard Force to provide facility, grounds, and personnel protection and crime deterrence, including the continual use of the security systems on site. Ensures the Contract Security Officers remain alert, knowledgeable, and react to suspicious or dangerous activity with a high level of urgency, and providing Client Management with thorough, accurate information. Remains available to respond to site problems twenty-four hours a day, seven days a week.

MAJOR FUNCTIONS:

1. Liaison with government Security/Facilities Management
2. Supervision of the Contract Security Force
3. Access Control/CCTV & Security Systems
4. Inspections/Quality Control
5. Hiring of Security Officers
6. Training of Security Officers
7. Records and Administration (local)

POSITION RESPONSIBILITIES:

1. Liaison: Act as primary liaison for the specific contract sites. This includes the following communication responsibilities:
 - (a) Between Client Management and C&D Management.
 - (b) Between Client Management and the Security Officer Force assigned to client facilities
 - (c) Between the Security Officers and C&D Security's Corporate Office. Maintaining effective communications in these areas will help pass on day-to-day instructions, as well as long term plans and objectives for both the Client and C&D. It will also help keep the C&D employees on site supported properly and avoid putting the client into a co-employer relationship with C&D employees.
2. Supervision: Direct Supervisor of all supervisors and officers assigned to the Client's operations.
 - (a) Primary Manager responsible in the selection of officers to be assigned to Client security operations. Hiring/Firing authority rests with the Branch/Regional Manager while daily supervision, counseling, and suspension authority can be delegated to subordinate supervisors reporting to the Branch/Regional Manager.
 - (b) Coordinates issue and maintenance of uniforms and supplies for assigned officers.



Regional or Branch Manager Job Description Continued

- (c) Counsels all officers on their duty performance and other related matters. This will include a quarterly assessment and evaluation of all assigned supervisors and officers. The Branch/Regional Manager will do the supervisors, while the officers may be delegated to subordinate supervisors at the Branch/Regional Manager's discretion.
- (d) Has the authority and responsibility to discipline any assigned officer for proven infractions of existing rules related to duties, conduct, or attitude. Has the ability and expectation of seeking guidance and help when needed from corporate management whenever deemed necessary, especially when dealing with specific issues concerning EEO, ADA, FMLA, and other regulatory matters that may impact upon decision making.
- (e) Handles the scheduling of all Client posts and shifts. This includes
 - ✓ Using regularly assigned officers full time and part time officers as well as flex (floater) officers and temporary officers.
 - ✓ Emergency after hours call-offs will be coordinated with and supported by the subordinate Shift Supervisors when necessary, under the direction and discretion of the Branch/Regional Manager.
 - ✓ Coordinates special event security coverage.
 - ✓ Coordinates all vacation, emergency, and special shift vacancy call-offs.
 - ✓ Conduct all scheduling operations with a constant eye to the following goals:
 - ✓ Keep manning levels to where overtime is anticipated and managed to meet corporate goals (see goals attachment)
 - ✓ All full time officers receive a consistent schedule consisting of Eight-hour shifts with a goal of at least two consecutive days off each week.
 - ✓ No officer works any shift in excess of 12 consecutive hours in a twenty-four hour period.
 - ✓ Keep scheduling consistent with client needs while trying to minimize payroll problems and turnover.
- (f) Initiates and Maintains records of all activities related to security such as :
 - ✓ Payroll records for officers (Maintained by Corporate office)
 - ✓ Billing records for the client (Maintained by both Corporate and Client)
 - ✓ Officers' Daily Activity Reports (Shift Logs and 139's)
 - ✓ Incident Reports
 - ✓ Accident Reports
 - ✓ Other records deemed necessary by the Client



Regional or Branch Manager Job Description Continued

- (g) The Branch/Regional Manager also needs to keep up to date and current on events with events in and surrounding the facilities in order to adjust security operations as deemed necessary, such as:
 - ✓ Civic Matters
 - ✓ Public Health Concerns
 - ✓ VIPs in the Area
 - ✓ Criminal Activity
 - ✓ Weather Conditions
 - ✓ Road and Parking Lot repairs
 - ✓ Vendors/subcontractors working in or around the facilities

3. CCTV /Access Control/Other Security Systems

- (a) Instructs security officers and others designated by the client on a need to know basis the effective and proper operations and care of the systems.
- (b) Coordinates and monitors any necessary maintenance and repairs on behalf of the client, as directed by the client.
- (c) Works with/for the client to establish camera and alarm coverage that supports the Security and Safety needs of the facility.
- (d) Monitors the system as necessary and on a daily basis to develop and control proper surveillance operations.
- (e) Is on call by officers and the client to screen findings of officers and to evaluate response needs and recommendations to the client
- (f) Reviews all tapes on incidents to evaluate the problem and suggest actions and/or changes to the client, as requested by the client.

4. Quality Control/Inspections.

- (a) Act as C&D's key person or Site Representative in the Quality Control Plan.
- (b) Attend weekly, monthly, and quarterly meetings as needed.
- (c) Maintain an Inspection Plan utilizing supervisors and self to make sure each person and post is inspected on a regular and ongoing basis.
- (d) Coordinate and implement exercises as needed and directed by the client to monitor quality of training and performance.
- (e) Serve as one of C&D's representatives on the Quarterly Performance Review team, interacting with the IRS and to act as the key person in the self – assessment each quarter.



Regional or Branch Manager Job Description Continued

5. Training:

- (a) Responsible for making sure all assigned officers receive the necessary training to include:
 - ✓ Basic Security Officer training
 - ✓ Special training (such as CPR/1st Aid, weapons)
 - ✓ Site Specific On-The-Job Training
 - ✓ Special event training
 - ✓ GSA/government designated training
- (b) All training will emphasize key areas such as (but not limited to):
 - ✓ Appearance
 - ✓ Conduct/Attitude appropriate to the site
 - ✓ Public Relations (both telephone and direct contact)
 - ✓ Report Writing
 - ✓ Methods of Surveillance
 - ✓ Equipment Operation and Maintenance
 - ✓ Other areas that may be designated by the Corporate office or client

6. Records and Administration

- (a) Maintain contact and compliance with all applicable local, state, and Federal government and licensing agencies to make sure C&D stays within all areas of compliance.
- (b) Initiate a field file for each employee, making sure the Corporate Headquarters maintains what is necessary for the permanent file.
- (c) Take steps to insure records, licenses, badges, etc. stay current and renewed by each officer.
- (d) Maintain accurate inventories of equipment and uniforms, both un-issued and issued.
- (e) Maintain other records, such as vehicle maintenance, weapons inventory, etc. that may be necessary.



PROGRAM MANAGER PROCESSES AND PROCEDURES

Professionalism: The Security Officer's are the first impression visitors receive at this facility. Security Officer's are expected to be professional, alert, and courteous at all times.

Demeanor: Professional demeanor will be maintained at all times.

Conduct: Security Officer's will perform their duties in a professional manner. C&D Standards of Conduct, along with guidelines listed herein, are requirements in support of a positive image, which reflects good manners, tact, and personal behavior of Security Officers and supervisors in dealing with the public.

The following Processes and Procedures are intended to serve as a guide. They are not in order and duties include, but are not limited to the following:

1. Perform a daily roll call to include ensuring the assigned PSO's are on time, inspection of their uniforms and equipment, credential check (I.D., permits, & certifications) & any new information regarding their daily duties.
2. Ensure that the Security Officers on duty are armed as required by contract specifications.
3. Disperse equipment (keys, radios, & hand wands) to assigned PSO's/Security Officer's.
4. Administrative duties, to include the completion of a daily log with hourly entries, case reports when the incident warrants them, scheduling details, and documenting pass-on information for the next assigned supervisor. Daily inspection of administrative work: i.e.: copying, filing
5. Inspect post order books to insure all forms are being filled out properly and all books are updated with Client Bulletins or any other information received from office.
6. Ensure that all Security Officers are correctly signing in and out on the 139, 139R or client sign in sheet.
7. Collect all 139's/Client Sign-In Sheets from all posts.
8. Review all 139's/Client Sign-In Sheets for accuracy. For Government contracts, put your initials on top in the center of 139 and fax to office; for other clientele, follow client Standard Operating Procedures.
9. Fax all 139's/Client Sign-In Sheets to office on Mondays, Wednesdays and Fridays. If the pay period ends on any other day than the ones mentioned above, than payroll will be faxed to the office the next day. i.e.: Pay period ends on 15th which is a Wednesday than payroll should be faxed on Thursday.
10. Verify daily work schedules for payroll input.
11. Review the schedule that is faxed to your site for accuracy and send back to office all signed duty assignments.
12. For FPS Contracts: Review all 3155's before faxing to FPS.
13. Post any new Post/Site Orders.



14. Conduct periodic post inspections to proactively ensure that post requirements are being met by the assigned Security Officer(s).
15. Conduct interior and exterior tours of the building, to include monitoring the lobby functions ensuring that x-ray procedures and I.D. checks are performed according to policy and procedure.
16. Oversee post fulfillment.
17. Post Inspections: ensuring PSO's are on their posts, completing their daily logs, and following the post orders associated with that assignment.
18. Manage ATR on a daily basis, separate duties.
19. Authenticate e-Verify data.
20. Train, supervise and mentor new hires.
21. At 90-days, complete evaluations on new employee performance.
22. Perform quarterly evaluations on all PSO's/Security Officer's at the site.
23. Facilitate communications between PSO's/Security Officer's and upper management to include Client alert bulletins & any changes in policy and procedure.
24. Directly communicate with Client via phone or the radio for situations that warrant their notification.
25. Maintain order of project, schedules, and bidding schedules.
26. Track certification schedules (i.e.: CPR, Weapons, First Aid, etc.) and update accordingly.
27. Oversee weapon management.
28. Respond to all emergencies.
29. Respond with the roving PSO/Security Officer to any alarm situations.
30. Respond to any requests for assistance from the PSO's/Security Officer's for issues such as suspicious persons, packages, vehicles. Note: Instruct PSO's/Security Officer's to notify the Program Manager of any illegally parked vehicles. PM will notify the proper authorities.
31. Check the CCTV monitors; ensure all cameras are operating correctly. All malfunctions are reported to appropriate client personnel.
32. For FPS Contracts: When applicable, assist ICE in escorting prisoners delivered by the DOC. This process includes entry into and through the building, and securing them into the detainee elevator.
33. Follow the guidelines regarding disciplining PSO's when the situation warrants this procedure. (See Disciplinary Matrix) Submit disciplinary reports to Admin Officer for review prior to issuing to subject officer.
34. Daily reports.
35. Periodically check the equipment inventory to be sure that everything is properly issued. Confirm that all items are accounted for and in good working condition.
36. Ensure that C&D incident reports are reviewed and promptly submitted to office, even when 3155's are not required.
37. Ensure that the building is secured at the close of each day.



QUALITY * PRIDE * INTEGRITY

C&D Security Monthly Personnel and Post Inspection

Facility:		Post/Location:		Date:		
Inspector:		Time Began:		Time Ended:		
				Type: <input type="checkbox"/> Routine <input type="checkbox"/> Follow Up		
Officer's Name (Last, First, MI): _____						
(Attach additional sheets for multiple officer posts.)						
		Excellent	Good	Fair	Poor	
		Un satisfactory				
General Appearance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Uniform		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Duty Gear		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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QUALITY * PRIDE * INTEGRITY

C&D Security
Monthly Personnel and Post Inspection

Narrative/Comments (continued): _____

#	C&D	Description of Offense	Event/Consequence		
			1st	2nd	3rd
1.1		Failure to provide documentation of work limitations imposed by physician or due to prescription or over the counter medications or other substances other than alcohol.	Written Warning	3-Day Suspension	Termination
1.2		Possession of unauthorized alcoholic beverage on work premises or being under the influence of alcohol or unauthorized controlled substance.	Termination		
1.3		Failure to report for drug or alcohol testing.	Termination		
1.4		Refused to submit to random drug or alcohol test.	Termination		
1.5		Consumption of alcoholic beverage in any amount on work premises, either on-duty or off-duty, except at approved off-duty functions, i.e. company party or picnic.	Termination		
1.6		Illegal use, possession, sale or distribution of any controlled substance or aiding and abetting thereof, either on-duty or off-duty.	Termination		
2. Arguments, Threats, Fights and Non-Sexual Harassment					
2.1		Initiating and/or participating in disruptive, insulting, argumentative or harassing behavior	Written Warning	3-Day Suspension	Termination
2.2		Threats of the use of physical force or violence against any person or property in a situation related or unrelated to job duties.	Termination		
2.3		Physical assault, attack or violence on any person or property in a situation related or unrelated to job duties.	Termination		
3. Attendance					
3.1		Excessive Tardiness > (3) three separate instances in a (2) two month period; Excused or Unexcused	Written Warning	3-Day Suspension	Termination
3.2		Abused Sick Leave, i.e., calling off sick (failure to provide written doctor's excuse) in lieu of previously denied leave request	Written Warning	3-Day Suspension	Termination
3.3		Chronically or habitual absenteeism, defined as being absent from scheduled work (3) three separate instances within a (3) month period, excluding: holiday; pre-approved vacation or pre-approved personal leave; sick leave more than three days supported by a doctor's order or other supporting documentation; pre-approved absences for military service, jury duty or leave covered under the Family Medical Leave Act (FMLA).	Written Warning	3-Day Suspension	Termination
3.4		Calling off work without leave time available; no documentation to substantiate need for time off.	Written Warning	3-Day Suspension	Termination
3.5		Excessive Call Offs to schedule. More than (3) three separate instances within a (2) two month period.	3-Day Suspension	Termination	
3.6		Calling off work; contacting supervision less than (4) four hours before start of scheduled shift; no verified excuse.	Written Warning	3-Day Suspension	Termination
3.7		Failure to complete daily scheduled work assignment.	Written Warning	3-Day Suspension	Termination
3.8		Failure to report to work (scheduled work, scheduled training, scheduled range qualifications, or adjusted scheduled work); no contact from employee during entire scheduled shift, training, no verified excuse.	3-Day Suspension	Termination	
3.9		Failure to report to work; no contact from employee for (3) three days or more and no verified excuse.	Termination		
4. Falsification, Fraudulent Acts					
4.1		Accepting unauthorized gratuity.	3-Day Suspension	Termination	
4.2		Recording another employee's time, allowing or asking others to record your time (other than your supervisor(s)).	Termination		
4.3		Preparing or submitting falsified work records, reports or documents.	Termination		
4.4		Making fraudulent benefit claims, including but not limited to worker's compensation, insurance, and any other benefits.	Termination		
4.5		Intentionally omitting or entering false or misleading information on employment forms, including but not limited to applications, benefit, and medical forms.	Termination		
5. Weapons Related Violations					
5.1		Failure to report non-employee individuals on company or work site property who are in possession of unauthorized weapons or firearms.	Termination		
5.2		Unauthorized and/or unsafe handling and/or discharge of weapon; not resulting in harm to self or others.	Termination		
5.3		Failure to maintain control of weapon and/or abide by weapons handling safety procedures.	3-Day Suspension		
5.4		Having knowledge of a fellow employee on or off duty on work site carrying on their person an unauthorized weapon and failing to report that information.	Termination		
5.5		Unsafe handling and/or Unauthorized discharge of weapon, causing harm to self, others, or property.	Termination		
6. Safety Violations / Accidents					
6.1		Failure to report an unsafe condition.	Written Warning	3-Day Suspension	Termination
6.2		Engaging in horseplay while on duty.	Written Warning	3-Day Suspension	Termination
6.3		Involved in an At-Fault accident with company/client owned vehicle <\$500 in damages.	3-Day Suspension	Termination	
6.3(a)		Involved in an At-Fault accident with company/client owned vehicle >\$500 in damages.	Termination		
6.4		Violating a safety rule, not resulting in the endangerment or harm to self or others on property.	Written Warning	3-Day Suspension	Termination
6.5		Disregarding direction or instruction in the use of safety equipment or apparel	Written Warning	3-Day Suspension	Termination
6.6		Failure to report a minor accident or injury to self, others, or property.	3-Day Suspension	Termination	
6.7		Violation of a safety rule, resulting in the endangerment or harm to self, others, or property.	Termination		

C&D Security
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6.8	Use of excessive or abusive force in the performance of duty.	Termination	
6.9	Bringing unauthorized weapons, explosive, or other hazardous material onto the work site.	Termination	
7. Security Violations / Failure to Comply			
7.1	Failure to comply with post orders or company/client policies and procedures not separately addressed herein.	1st	3rd
7.2	Intentional or intentional dereliction of duty.	Written Warning	3-Day Suspension
7.3	Having unauthorized electronic device while on post: i.e., PDA, personal cell phone, texting device, iPad, iPod, Kindle, pager, or other communication device.	Written Warning	3-Day Suspension
7.4	Abandoning post.	3-Day Suspension	Termination
7.5	Failure to comply with post orders or company/client policies and procedures not separately addressed herein; resulting in a security breach, whether or not actual harm occurred.	Termination	
7.6	Neglect of post.		
7.7	Sleeping while on duty.	Written Warning	3-Day Suspension
8. Sexual and other Unlawful Forms of Harassment			
8.1	Engaging in sexual or other prohibited harassment language, gesture or in written form.	1st	3rd
8.2	Possession and/or display of sexually explicit or provocative material (i.e., Photographs, Magazines, videos, DVDs) while on duty.	3-Day Suspension	Termination
8.3	Engaging in consensual or non-consensual intimate, personal, or casual physical contact while on post (i.e., kissing, hugging, caressing, rubbing)	3-Day Suspension	Termination
8.4	Committing sexual, immoral, indecent, or obscene act on company or client premises.	Termination	
9. Property Offenses			
9.1	Removal, alteration, defacement, or mutilation of any approved material posted on official company or client bulletin boards.	1st	3rd
9.2	Intentionally tampering with company or client property causing damage to property <\$500 in damages.	1-Day Suspension	3-Day Suspension
9.2(a)	Intentionally tampering with company or client property causing damage to property >\$500 in damages.	3-Day Suspension	Termination
9.3	Accident causing damage/loss to company/client property.	Termination	
9.4	Using company/client vehicles/equipment without proper authorization or for other than their intended purpose(s).	Written Warning	3-Day Suspension
9.5	Unauthorized removal, release or other disclosure of company or client proprietary, confidential, or sensitive information to any other party.	Termination	Termination
9.6	Misuse or misappropriation of official company/client identification, including but not limited to badges, passes, and auto decals.	Termination	
9.7	Participating, assisting or facilitating the theft or intentional destruction of company/client property, including, but not limited to, cooperating with, covering for, and lying to protect another employee.	Termination	
9.8	Theft or intentional destruction of company/client property.	Termination	
10. Work Habits			
10.1	Conducting personal business while on-duty.	1st	3rd
10.2	Insubordination; refusing or ignoring supervisor's directions or instruction; insulting, sarcastic, or showing contempt or disrespect for authority or others.	Written Warning	3-Day Suspension
11. Personal Standards			
11.1	Inattention or neglect to personal care, hygiene or appearance resulting in offensive or repulsive presence, odor or appearance	Written Warning	3-Day Suspension

NOTE: This list of sanctions is not all-inclusive, but it is to serve as a guideline for supervisors and managers in the discipline to be imposed upon and as notice to employees of the consequences for various infractions. These sanctions can and will be pyramidal based on circumstances, and at the discretion of management. This policy may be revised and change at any time.



Security Officer, Training Factors, Overview

Whether C&D Security hires a Security Officer for a government contract or for a commercial account, New Hire Training is scheduled and occurs as soon as possible after a security officer is hired. Training may take from one week to one month dependent upon scheduling needs, challenges and required certification.

On a regular recurring and ongoing basis, C&D Security monitors the status of all Security Officer training. As expiration dates are noted and anticipated, the mandatory training is then scheduled and performed within 30 days of certification expiration – this way Security Officers remain certified and contracts remain fully staffed – whether they be commercial or government contracts.

Though Adams County does not require a security officer license, C&D Security officers working the Adams County contract will be licensed through, and in accordance with, the City and County of Denver – this way C&D ensures that only candidates with clean backgrounds (NCIC) and physically capable of performing the needed tasks are considered. In addition to licensing to the County of Denver standards, C&D will as well train the officers on First Aid (every three (3) years) and CPR/AED (every two (2) years). After hiring an officer, the first item that C&D determines, is the current status of the officer and what training is still required in order for the officer to be placed at their job site. After this step has been determined, C&D will implement one of the following steps with any necessary additions or deletions:

Note: The hours are approximate and may be adjusted to fit contractual specifications if not already done so.

Newly Hired Security Officers, Commercial Accounts, Unarmed:

The newly hired unarmed security officer, scheduled to work on a commercial account, is enrolled in a 12-part basic training program (course names are described elsewhere within this proposal). The program is taught by employed instructors holding State teaching certificates and consists of a series of videotaped programs accompanied by PSTN (Professional Security Training Network) coursework. This includes instructor guides, student handouts, and test materials. The materials in each of the modules have been designed to assist our instructors in incorporating site-specific information into accompanying classroom lectures. After completing the course, the officer is then tested on and must pass the material with at least a 70% score. In addition to the general training provided, each security officer assigned to a particular client location will also undergo on-the-job orientation specific to that property, prior to working a regular shift. If duties are changed significantly or if a deficiency in performance occurs, C&D Security will ensure update and/or refresher training is conducted with all officers or those designated by the client. Though not a requirement for Adams County, C&D will train and qualify the employees on First Aid (every three years), CPR, and AED training (every two years) – along with any other item the contract may specify, which may include handcuff usage and less than lethal training with the baton and OC spray.



Security Officer, Training Factors, continued

Newly Hired Security Officers, Commercial Accounts, Armed:

The newly hired armed officer, scheduled to work on a commercial account, will undergo the same training as above for unarmed officers, with the addition of attending and passing weapons training and weapons qualifications. Weapons training and qualifications are taught by licensed instructors employed by C&D Security. Though specifics vary with individual contracts, C&D's weapons training will follow NRA and Federal Guidelines, consisting of 40 hours of training: 8 hours of classroom training studying firearms safety, legal issues, Use Of Force, Shoot/Don't Shoot scenarios, etc., 8 hours on intermediate weapons, including expandable baton and OC spray, and the remaining 24 hours will then be spent at the range, which includes live fire and a minimum of 200 rounds for initial qualifications: during these firings, the officer must qualify to contract standards. Should an employee finish and qualify on his/her training in less than the 40 hours of proposed training, C&D will request the newly qualified officer be placed on post, but only once the officer has qualified and passed his/her courses and additionally has gone through the necessary on-the-job training.

Newly Hired Security Officers, Government Accounts, Unarmed:

New Hire Training for Unarmed Security Officers scheduled to work on government accounts are trained using the FPS (Federal Protective Services) SGIM (Security Guard Information Manual) Training manual. The SGIM is taught by company employed instructors who hold State teaching certificates along with any required government certificates. Once the officers have gone through the instructor-led course, they are then tested on their knowledge of the manual, and must pass with at least 70% score. After passing the SGIM, the new hire must qualify on First Aid, CPR, AED, handcuff usage and less than lethal training with the baton and/or OC spray if required – some sites prohibit one or both.

In addition to the general training provided via the SGIM, each security officer assigned to a particular client location will undergo on-the-job orientation specific to that property prior to working a regular shift. If duties are changed significantly or if a deficiency in performance occurs, C&D Security will ensure update and/or refresher training is conducted with all officers or those designated by the client. Site specific training and orientation is more in-depth and includes Legal Authority – search and seizure and preservation of evidence; Professional Communications – telephone courtesy, Physical Security – Patrol, key control, alarm systems, accident prevention and facility access; Interpersonal Relations – human relations, drug and alcohol abuse and abnormal behavior; and Specialized topics to include – violence in the workplace, bomb threats, driver safety, accident prevention, traffic and crowd control.



Security Officer, Training Factors, continued

Newly Hired Security Officers, Government Accounts, Armed:

The newly hired armed officer, scheduled to work on a government account, will undergo the same training and testing as above for newly hired unarmed security officer for government accounts. Once the Officer has passed the SGIM test with a 70% score, the Armed Security Officer will, dependent upon contract specifications, undergo 40 hours of training on his/her particular weapon: breakout of instruction is: 8 hours of classroom training on firearms safety, legal issues, Use Of Force, Shoot/Don't Shoot scenarios, etc.; another 8 hours will be spent on intermediate weapons including the expandable baton and OC spray; and the remaining 24 hours at the range [which includes live fire at a shooting range, a minimum of 500 rounds for initial qualifying]. The guard must qualify with specifications given by the contract. Should an employee finish and qualify on his/her training in less than the 40 hours of proposed training, C&D will request the newly qualified officer be placed on post, but only once the officer has qualified and passed his/her courses and additionally has gone through the necessary on-the-job training.

A majority of C&D Security Officers must re-qualify on weapons semi-annually; therefore, where C&D contracts have a majority of armed officers, C&D schedules at least one range per month, every month. For those contracts with only a few armed officers, firing ranges are scheduled as the need arises. Keeping abreast of officer certification expirations becomes paramount to ensuring that all officers remain compliant.

Retraining of Security Officers working on Government contracts: Annual Expandable Baton, Annual OC Training, First Aid every three (3) years, CPR and AED are every two (2) years, however, as mentioned above, training is performed prior to certification expiration. Though some certifications specify every three years, some government contracts require an every year re-certification.

Additional future training:

For Armed and Unarmed guards – C&D Security is working on a plan for a defensive driving course to include all Security Officers required to drive as part of their duties.

We don't want this to happen:





Training

Second in importance only to the proper selection of potential security personnel is training. A comprehensive and applicable training curriculum will greatly increase a security officer's performance in pursuit of his/her assigned duties. Additionally, a good training environment will establish in the officer's mind his/her responsibilities, proper attitudes, motivation, expectations, and a feeling of association with a professional industry.

In addition to the general training provided, C&D Security will provide a minimum of forty (40) hours of training to all officers, prior to that officer assuming post duties. This training will be at the expense of the C&D Security and is not billable to Adams County.

Furthermore, C&D Security has put into place a viable training program to ensure that every officer is kept current in all aspects of their duties as a Security Officer. C&D trainers are licensed within the state, trained to NRA specifications, and most trainers usually hold teaching certificates in a variety of venues (i.e. American Red Cross, Monadnock Defensive Tactics System (MDTS), PATH (Handcuffing) and OCAT (Pepper Spray)).

The Branch Manager will be responsible for conducting and/or scheduling the ongoing training. In addition to this continual training there will be group quarterly training provided by C&D Security for all Security Officers assigned to Adams County. This group training will be conducted during non-office hours (such as on a Saturday). Site Supervisory personnel will receive an additional four (4) hours of training each quarter. This documented training is made available for review by Adams County. In addition, Adams County personnel are invited to attend and monitor each scheduled training session.

– Additional Information

PSTN (Professional Security Training Network) – An additional option offered by C&D Security is continuing education by means of the Professional Security Training Network. C&D Security is pleased to offer PSTN to our employees as a method to continue their education in a non-traditional manner. C&D Security pays for and utilizes this online opportunity for employee continuing education via eLearning. This service is available on demand, 24/7. PSTN has one of the largest security officer training libraries [of online courses] in the industry, and arms security guards with the training and skill needed to ensure safety and protect assets. PSTN is an award winning training enterprise whose courses have won honors from The Telly's Awards, The Communicator Awards, and the Aegis Awards and additionally is the winner of the "Most Inspirational Security Guard Training Site!" PSTN's online security officer training courses include real-world demonstrations and actual situations for security guards to react to, increasing engagement, retention and results. Professional security organizations can upload training courses to their internal learning management system or take advantage of hosted delivery through PSTN's CiNow integrated online learning solution. This online training incorporates an interactive online-based curriculum, an extensive course library, interactive quizzes, skills training, interactive videos, accredited courses, flexible course structures, and compliance and



certification. No matter where the Protective Security Officer is within his/her career, PSTN has an available course of action from which to further his/her career.

Training is an ongoing process at C&D Security. Listed below are supplemental training topics available to security officers via the PSTN training library. The special training tapes (with accompanying tests to measure comprehension) allow the officers to have site specific training that will assist to tailor their services to meet each client's unique and specific needs. The classes marked with an "*" and printed in red currently appear appropriate for this additional training for Adams County. Others are also available and will be considered for their appropriateness to Adams County needs and inclusion for personnel training.

Basic Security Officer Training Courses

- **Communications ***
- **Report Writing ***
- **Emergency Situations ***
- **Physical Security and Crime Prevention ***
- **Asset Protection and Security ***
- **Patrols and Fixed Posts ***
- **Fire Protection and Life Safety ***
- **Ethics, Deportment and Professional Conduct ***
- **Civil Law and Civil Liability ***
- **Criminal Law and Criminal Liability ***
- **Human and Public Relations ***
- **Investigations ***

Security Patrol Courses

- Building Searches
 - Basic Security Tool Kit
 - **Parking Lot Security ***
 - Officer, I Can't Find My Child
 - Basic Radio Broadcasting
 - Radio and Telephone Communications
 - Radio and Telephone Procedures and Protocol
 - Radio Operations
- #### ***Security Patrol Officer II Learning Plan***
- Attention to Detail: An Equipment Check for the Security Officer

- Handling Emergency Situations
- **Evacuation: The Role of the Security Officer ***
- Dispatch Operations
- Crime and Incident Scene Investigations, Part 1
- Effective Interviewing
- **Defusing Conflict and Crisis ***
- **Mentally Ill Persons: Strategic Verbal Strategies ***
- **Being Assertive Without Being Rude ***
- **Command Presence ***
- **Communicating With Angry People: The 7-6-5 Method ***
- **Dealing with Aggression ***
- **Dealing with the Elderly ***
- **Dealing with the Intoxicated Individual ***
- Engaging the Customer
- **Handling an Irrate Individual and Access Control to Executive Offices ***
- **Professional Communication ***
- **Tactical Communications ***
- **Handling Customer Complaints ***
- Verbal Judo Part 1: The Art of Communication; 2: The Art of Mediation
- Loss Prevention
- Non-aggressive Defense: The S.T.A.R. System
- Make It Safe: Your Workplace, Your Job
- Effective Enforcement Techniques
- **Event Security: A Professional Perspective ***



- First Response to Felony Crimes
- High-Rise Building Security
- **Observation Skills ***
- **Courage: Your Competitive Edge ***
- Damaged Goods: A Security Officer's Guide to Vandalism
- **Developing and Improving Observational Skills ***
- Fixed Posts: The Professional Approach
- Security in a Lobby or Reception Area *
- Tactical Responses to Practical Situations: Just Another Day on the Job
- What You Should Know About Patrolling
- Search and Escort
- Dealing with Trespassers
- Developing Your Visual Expertise
- Stalking, Domestic Violence and the Workplace
- Traffic Safety and Control
- Communication Mistakes to Avoid
- **Unspoken Dialogue, Part 1: Body Signs ***
- **Unspoken Dialogue, Part 2: Interactive Dialogue ***
- Fire Prevention and Safety, Parts 1 and 2
- Fitness for Duty
- **Access Control: The Security Officer's Role**
- Attention to Detail
- Suburban Gangs, Part 1, Part 2; Gang Trends
- Handcuffing Techniques
- Infant Abduction: Prevention Through a Multidimensional Approach
- **Bomb Threats: Reality vs. Perception, Part 1 & Reality vs. Perception, Part 2 ****
- Infant Abduction: Security Equipment and Systems (Geared toward Hospitals)
- Safe Driving for Security Officers
- Defensive Techniques
- **Event Security ***
- Edged Weapon Defense
- Knife Defense: Sudden Attack
- First on Scene: Medical Emergency Action
- Weapon Retention Tactics
- Officer Survival: Tactics and Techniques
- **Staying Safe Through Tactical Thinking ***
- Principles for the Use of Force
- OC Spray: What Every Security Officer Should Know
- Fire Safety Basics
- First Aid Essentials
- First on Scene: CPR, Choking, and AED
- Stand and Deliver: A Security Officer's Guide to Testimony
- Crime and Incident Scene Investigations, Part 2
- Defensive Driving for Security Officers
- Hazmat Awareness for Security
- Telephone Techniques
- **Courthouse Security: Access Control ***
- **Security Officer Safety ***
- Good Report Writing *
- Traffic Control and Direction Concepts/Procedures *
- Shift Shape: Fit for Duty, Part 1
- Shift Shape: Fit for Duty, Part 2
- **Diversity Awareness and Sexual Harassment ***
- Detection Procedures: Dogs and Metal Detectors
- **Defending and Responding to the Threat of Bombing ***
- Bloodborne Pathogens: What You Need to Know
- Safe Driving Strategies
- Infant Abduction (Geared toward Hospitals)



Supervisor, Mandatory and Continuous-in-Service Training

Recognizing the value of training, C&D Security has subscribed to the Professional Security Television Network (PSTN) Basic Security Officer Training Series. The Supervisor/Manager Training Modules are taken on-line at the Supervisors discretion. The Security Supervisor Learning Plans offer additional courses to expand the supervisors management capabilities. The courses are designed specifically for supervisors and managers in order to clarify and reinforce the lessons presented in the basic series.

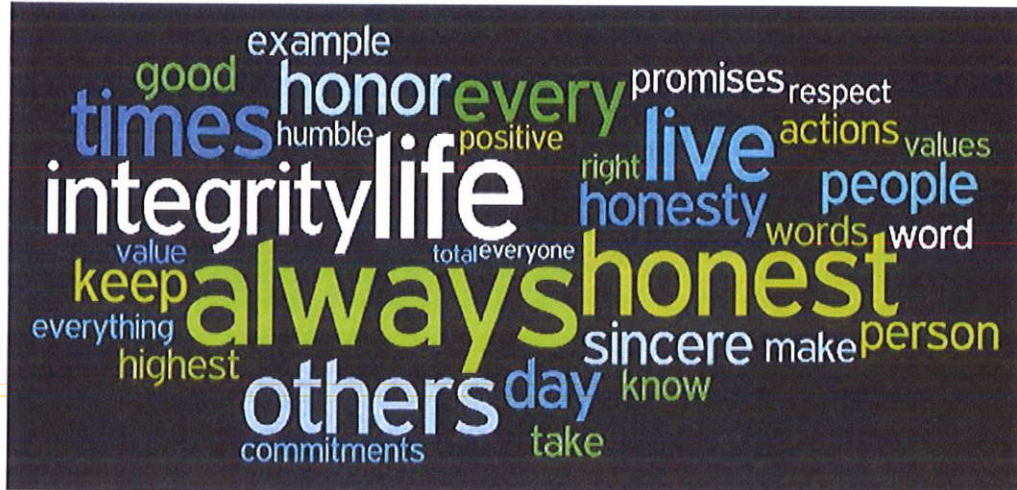
The major objectives of the Supervisory Program are:

- Supervisor Excellence: The Series – Leadership Principles I - This course examines: The Role of Private Security, Leadership and the Security Mission, Leadership and Supervisory Skills.
- Supervisor Excellence: The Series – Leadership Principles II – This course examines: The Key Principles of Leadership, The Ethics of Professional Leadership, The Management of Conflict.
- Supervisor Excellence: The Series – Supervisor Communication This course examines: The Communication Process, Methods of Communication, Types of Communication Systems, Barriers to Effective Communications.
- Supervisor Excellence: The Series – Employee Performance Evaluations This course examines: Performing a job Analysis, Writing Job Descriptions, The Standards of Performance, The Methods of Evaluating Employees, Counseling Employees after the Evaluation.
- Supervisor Excellence: The Series – Handling Multiple Priorities This course examines: Prioritizing Activities, Effective Planning, Time-Robbers, Time Management Tools.
- Supervisor Excellence: The Series – Behavior and Motivation This course examines: Understanding People's Motives, Preventing Job Dissatisfaction, Motivating Superior Performance.
- Supervisor Excellence: The Series – Counseling & Sexual Harassment This course examines: Four Areas of Employee Counseling, Purpose of Performance Counseling, Guidelines for Counseling, Forms of Sexual Harassment, Dealing - with Specific Cases of Harassment.
- Supervisor Excellence: The Series – Professional Standards This course examines: Symptoms of Substance Abuse, Documentation Guidelines, The Leader's Role in Substance Abuse, Written Substance Abuse Policy, Drug Awareness Training, Employee Assistance Programs, Discipline & Termination.
- Supervisor Excellence: The Series - Discrimination and Affirmative Action This course examines: The Changing Face of the Work Force, Understanding the Civil Rights Legislation, Implementing Affirmative Action Plans.



Supervisor, Mandatory and Continuous-in-Service Training, continued

- Supervisor Excellence: The Series – Career Development Opportunities – This course examines Career Opportunities, Being Proactive and Choosing Your Course, Beginning with the End in Mind, Developing the Attitude of "Win-Win", Understanding Attributes Others Bring to the job, Learning to Learn All the Time.
- Supervisor Excellence: The Series – Security's Role in Reducing Business Risk - What goes into a risk analysis? What is a risk? What is a liability? Do you know the difference between an internal threat and an external threat? This program describes the security manager's role in the risk management process. David Anthony Nichter, ARM, CPP, CDTI, CCPI, of the Institute for Strategic Executive Development, is the instructor.
- Supervisor Excellence: The Series – Emergency Preparedness and Crisis Management – Supervisor will learn the Six Steps for Emergency Preparedness; Types of Emergencies; Responses to Emergencies; and General Security Responsibilities.
- Supervisor Excellence: The Series – Customer Service as a Security Function – Supervisor will learn the 4 Corner Paradigm; How to manage the Security Experience; Unique characteristics of the security service; Four Characteristics of the Client/Customer





References

Listed below, please find a listing of contracts worked by C&D Security over the past three years. We hope that you will contact our clients and evaluate our service. ***C&D Security has never had a contract terminated or cancelled due to poor performance. We have always finished the full term of our contracts.***

Adams County
Human Services Building
7190 Colorado Boulevard
Commerce City, CO 80022
November 1, 2009 through present, Unarmed Security Officers

Ms. Virginia Griego or Mr.
Howard Hampton
(303) 287-8831

Adams County Children & Family Center
7401 N. Broadway
Denver, CO 80221
November 1, 2009 through present, Unarmed Security Officers

Ms. Judy Mesa
(303) 412-8121

Aurora Service Center
Gateway Plaza
3508 Peoria, Suite C
Aurora, CO 80010
November 1, 2009 through present, Unarmed Security Officers

Ms. Cindy Urenda
(303) 363-9300

Justice Center
1100 Judicial Center Drive
Brighton, CO 80901
November 1, 2009 through present, Armed & Unarmed
Security Officers

Cdr David Tuttle
(970) 356-4015

IRS Service Center – Utah
11601 Roosevelt Road 1160 West 1200 South
Ogden, Utah 84201
June 1, 2005 – Feb 28, 2011 Armed Protective Security
Officers (went small business set-aside)

Ms. Christine Matschkowsky
(510) 637-2142

*Mission and Installation Contracting Command
Bldg 143 Crozier Street
White Sands Missile Range, NM 88002-5201
1998 through present, Armed Security Officers

Ms. Carolina Childress
(505) 678-2697



*Dept of Homeland Security/ICE/FPS

Greater Philadelphia

701 Market Street, Ste 4200

Philadelphia PA 19106

2007 through present (recent re-compete win), Armed Protective Security Officers

Mr. Gerald (Jerry) Buday
(215) 521-2141

FPS – New England States

Massachusetts, Rhode Island, *Connecticut

701 Market Street, Suite 4200

Philadelphia, PA 19106

2008 through present, Armed Protective Security Officers

Mr. Jason Climer, Lead COTR
(617) 565-5783

IRS Service Center – Philadelphia, PA

11601 Roosevelt Road

Philadelphia, PA 19154

December 2000 through September 2010, Armed Protective Security Officers (contract went small business set-aside)

Mr. Keith Trawick, COTR
(215) 516-7085

*Northrop Grumman Systems & Inf Tech Grp

730 Irwin Ave.

Schriever AFB, CO 80912, Unarmed Security Officers

2001 through present

Mr. John Walker
(719) 721-8460

*The Boeing Company/ULA, (formerly McDonnell Douglas)

Space & Communications Group

One McDonnell Douglas Street

Pueblo, CO 81001, Unarmed Security Officers

Mr. Ron Martinez
(719) 585-3115

Aeroflex – Colorado Springs

4350 Centennial Boulevard

Colorado Springs, CO 80907

July 2002 through present, Unarmed Security Officers

Ms. Sue Crane-Jennings
719-597-8151

Denver History Center

1200 Broadway

Denver, CO 80203

September 29, 2006 through July 31, 2012, Unarmed Security Officers

Mr. Michael Carrara
(303) 866-4540

Department of Commerce, Boulder

325 Broadway

Boulder, CO 80305

April 1, 2005 through March 31, 2011, Armed Protective Security Officers (contract went small business set-aside)

Ms. Tiffany Atchison
(303) 497-5534



IRS Service Center, Philadelphia

11601 Roosevelt Road

Philadelphia, PA 19154

December 1, 2000 through September 30, 2010, Armed
Protective Security Officers (contract went small business set-
aside)

Mr. Keith Trawick

(215) 516-7085

NOAA/Crystal City (Virginia)

US Department of Homeland Security

701 Market Street, Suite 4200

Philadelphia, PA 19106

2009 through February 2012, Armed Protective Security
Officers (contract went small business set-aside)

Ms. Susan J. Little

(215) 521-2258

Peak Vista Community Health Centers

340 Printers Parkway

Colorado Springs, CO 80910

2008 through present, Unarmed Security Officers

Mr. Clint Peterson

(719) 344-6478

WalMart Global (various WalMart facilities in Southern CO)

1105 SE 5th Street

Bentonville, AR 72716

March 19, 2004 through present, Unarmed Security Officers

Mr. Don Walker

(479) 277-0289

Western Forge Corporation

A Division of Emerson

4607 Forge Road

Colorado Springs, CO 80907

June 2005 through present, Unarmed Security Officers

Mr. Tim R. Robbins

(719) 598-5070 ext 2339

Bechtel National

45825 Highway 96E

Pueblo, CO 81007

2007 through present, Unarmed Security Officers

Mr. Donald Parker

(719) 549-5233

School for the Deaf and Blind

33 North Institute Street

Colorado Springs, CO 80903

Unarmed Security Officer

Mr. Kevin Brown

(719) 578-2128

Myron Stratton Home

2525 Colorado 115

Colorado Springs, CO 80906

2008 through present, Unarmed Security Officers

Ms. Lisa Tessarowicz

(719) 785-6802



Cripple Creek and Victor Gold Mine
100 N. 3rd Street, PO Box 191
Victor, CO 80860
2011 through present, Unarmed Security Officers

Mr. Derek Lalanne
(719) 689-4024

Pikes Peak Center for the Performing Art
190 South Cascade Avenue
Colorado Springs, CO 80903
Through present, Unarmed Security Officers

Mr. Sam Gappmayer
(719) 477-4375

Sky Sox Stadium
4385 Tutt Boulevard
Colorado Springs, CO 80922
Through 2011, Unarmed Security Officers

Mr. Matthew Pirbbernow
(719) 597-1449

* Secret or Top Secret Clearance(s)



Experience and Past (Current) Performance

Client: Adams County

POC Name: Virginia Griego or Howard Hampton
Human Service Building
7190 Colorado Boulevard
Commerce City, CO 80022
UnArmed Security Guard(s)



Main Phone: 303.287.8831

POC Name: Judy Mesa
Adams County Children & Family Center
7401 N. Broadway
Denver, CO 80221
UnArmed Security Guard(s)

Main Phone: 303.412.8121

POC Name: Cindy Urenda
Aurora Service Center
Gateway Plaza
3508 Peoria, Suite C
Aurora, CO 80010
UnArmed Security Guard(s)

Main Phone: 303.363.9300

POC Name: Cdr David Tuttle
Justice Center
1100 Judicial Center Drive
Brighton, CO 80901
Armed and UnArmed Security Guards

Main Phone: 970.356.4015

Hours: Productive: 41,938+ hours per year Supervisory: 2000+ hours per year

Contract Name: Armed and UnArmed Security Guards for Adams County

Contract Type: Firm Fixed

Contract Term: November 1, 2009 with option to extend 2 additional years

Contract Price: \$619,784/year

General Scope of Duties includes but is not limited to: at shift start and shift end, the security guard shall check all floors to ensure the security of the building; shall request of staff, identification through their Picture Identification Key Card; shall check the parking lot at least 3 times per shift for any unusual or suspicious activity; shall provide written reports of any incidents to the Director ACSSD; shall respond to after hour employees requesting safety escorts to their cars; shall require each client to provide picture identification and to sign in on the Security Log Sheet. All security personnel shall be required to direct citizens to various building locations. Each guard must possess good interpersonal and customer service skills. *At the Justice Center:* Security Guards shall be stationed at the entrances of the building. Persons entering shall be monitored for weapons; all packages, briefcases, etc., shall be x-rayed. Observed or found weapons and other restricted items to the Justice Center shall be confiscated and turned over to Sheriff Personnel with the owner. It is desirable that one of the six guards assigned to the Monday through Friday day and evening shifts be Bi-lingual in Spanish.



Current Courthouse Security Screening Services

Cdr David Tuttle
Adams County Courthouse, Justice Center
Armed and UnArmed Security Guards
1100 Judicial Center Drive
Brighton, CO 80901
Main Phone: (970) 356-4015

Brief Scope: To ensure the security of the building; shall request of staff, identification through their Picture Identification Key Card; shall check the parking lot at least 3 times per shift for any unusual or suspicious activity; shall provide written reports of any incidents to the Director ACSSD; shall respond to after hour employees requesting safety escorts to their cars; shall require each client to provide picture identification and to sign in on the Security Log Sheet. All security personnel shall be required to direct citizens to various building locations. **Each guard must possess good interpersonal and customer service skills.** *At the Justice Center:* Security Guards shall be stationed at the entrances of the building. Persons entering shall be monitored for weapons; all packages, briefcases, etc., shall be x-rayed. Observed or found weapons and other restricted items to the Justice Center shall be confiscated and turned over to Sheriff Personnel with the owner. Eight (8) Court Security Officers on the contract.

Ms. Nancy Meghri, Contracting Officer
Dept of Homeland Security/ICE, Federal Protective Service, Region 1
FPS, Connecticut Statewide
Armed Protective Security Officers
701 Market Street, Suite 4200
Philadelphia, PA 19106
Phone: (215) 521-2268

In the State of Connecticut, C&D Security is currently manning thirteen (13) Courthouses and nine (9) Level 4 and Level 5 Buildings housing the DEA, FBI, GSA, SSA and IRS.

Brief Scope: Security Officer requirements encompass government and contractor training, weapons training, X-ray magnometer training, first aid and CPR/AED training. The contract encompasses 47 POS posts in 24 buildings scattered over seventeen cities through-out Connecticut. The requirements included crowd control and monitoring, media screening and security. Eighty-six (86) armed security officers.



Ms. Nancy Meghri, Contracting Officer
Dept of Homeland Security/ICE, Federal Protective Service, Region 1
FPS, Western Massachusetts & Rhode Island Statewide
Armed Protective Security Officers
701 Market Street, Suite 4200
Philadelphia, PA 19106
Phone: (215) 521-7654

In the State of Massachusetts, C&D Security is currently manning four (4) Courthouses and seventeen (17) Level 4 and Level 5 Buildings which house the IRS, GSA, and SSA facilities.

In the State of Rhode Island, C&D Security is currently manning two (2) Courthouses and five (5) Level 4 and Level 5 Federal Buildings which house the IRS and SSA facilities.

Brief Scope: This contract encompasses forty-eight (48) posts spread over twenty-nine (29) federal buildings located in twenty six (26) cities/townships in New England – across both Massachusetts and Rhode Island. Approximately eighty five (85) armed security officers perform duties including, but not limited to, foot patrols of the buildings, monitoring cameras and access control. Security Officer duties include but are not limited to crowd control and monitoring, media screening and security, and additional Line Scan machines and stations.

Mr. Jerry Buday, Contracting Officer
Dept of Homeland Security/ICE, Federal Protective Service, Region 3
FPS, Greater Philadelphia Area
Armed Protective Security Officers
701 Market Street, Suite 4200
Philadelphia, PA 19106
Phone: (215) 521-2271

In the State of Pennsylvania, Greater Philadelphia Area, C&D Security is currently manning nine (9) Courthouses and twenty-one (21) Level 4 and Level 5 Federal Buildings which house the IRS, SSA, GSA, FEMA, Treasury, NARA, US Customs, DOJ, VA and EPA facilities.

Brief Scope: (109) posts spread over thirty-five (35) federal buildings located in twelve (12) separate cities/townships in the greater Philadelphia metro area and spread out geographically over five (5) counties in Pennsylvania. There are two hundred one (201) armed security officers and seven (7) unarmed security officers on this contract. Requirements of the contract include crowd control and monitoring, media screening and security, X-Ray machines, magnometers, and door stations. C&D Security officers perform duties including but not limited to, foot patrols of the buildings (interior and exterior), monitoring cameras, and access control.



Historical Note: During 1997 and into 1998 C&D Security was responsible for all the Federal Buildings in downtown Denver (GSA contract: 1996-2003) This included the Federal Courthouse on Stout Street that hosted both the Oklahoma Bombing trials of Tim McVea and Terry Nichols. It had extraordinary pressures with additional manning for heightened security, and handling the Press Corps with a special room for the press. This is mentioned to show we know the importance of courthouse security and have been exposed to extreme publicity and pressures that go with some trials. We had a normal manning of 77 officers in the downtown Denver Federal Buildings, and had to add an additional 20 officers, all armed, especially for the Oklahoma Bombing Trials with only a two week notice. In between the two Oklahoma Bombing Trials we also provided security for several Federal facilities for President Clinton's hosting of the "Summit of Eight" Economic conference, making necessary coordination not only with the normal FPS, Denver PD, Marshall's Service, FBI, ATF, and numerous other law enforcement agencies, but also the Secret Service and the Department of State. We had over a dozen of our officers and supervisors singled out for special recognition of their dedicated services, and the company was authorized to issue a special "flash" patch denoting those who served during the Oklahoma Bombing Trials and The Summit of Eight Conference by the Federal Protective Service and the City/County of Denver on our officers' uniforms.





Experience and Past Performance – Entertainment Venues

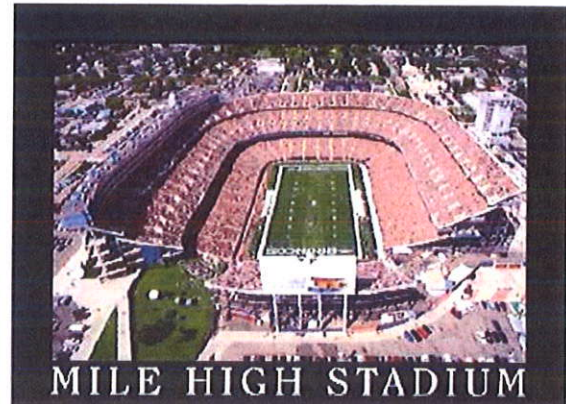
C&D Security has been in the business of providing security services since 1959. In our over 52 years of continuous service we have provided armed, unarmed, security escort, security valet and other security related services for a variety of locations. In the brief narrative to follow, please find a sampling of the entertainment venues C&D has secured:



Security Service Field (Sky Sox Stadium)
Colorado Springs, Colorado

Located in Denver, Colorado, C&D Security provided Unarmed Security to the old Mile High Stadium. Though not responsible for the over-all security of the 76,123 seats, C&D secured the business offices and other secured areas of the stadium from 1996 until April of 2002 – when Mile High was torn down. C&D's presence assisted in keeping the facilities safe for owners, clientele, players, and fans alike.

For three years, C&D Security provided Unarmed Security Guards for the AAA-level affiliate of the Colorado Rockies Major League Baseball team. This stadium comfortably seats 8,500 for baseball, but the capacity can be expanded to 10,000 for other events. Along with baseball games, Security Service Field sometimes plays home to local concerts. C&D Security guards served as crowd and access control, patrolled the facilities and park and performed as a visual deterrent to crime and mischief.



Pikes Peak Center for the Performing Art, located in Colorado Springs, Colorado, is a regional entertainment and cultural center located in downtown Colorado Springs. Seating is approximately 2,000 seats. C&D Security provided Unarmed Security Officers whose duties included crowd and access control, patrolling the facilities (interior and exterior), assisting clientele with seating, and additionally served as a visual deterrent to crime and mischief.



Experience and (Current) Past Performance

Client: Dept of Homeland Security/ICE, Federal Protective Service, Region 3
FPS, Greater Philadelphia Area
701 Market Street, Suite 4200
Philadelphia, PA 19106

POC Name: Mr. Jerry Buday, Contracting Officer
Voice (215)521-2271; **Fax:** (215) 521-2298; **E-mail:** gerald.buday@dhs.gov

POC Name: Mr. Shawn Brown, Lead COTR
Voice: (215) 521-2141 **Fax:** (215) 521-2168 **E-mail:** shawn.brown@dhs.gov

Hours: Productive: 406,795+ hours per year Supervisory: 51,862 per year

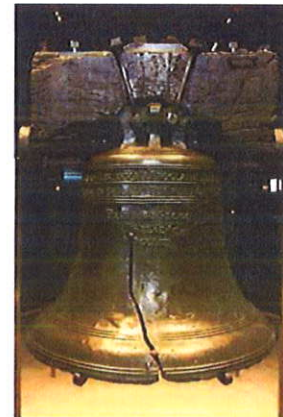
Contract Type: Firm Fixed

Contract/Order Number: HSCGEI-07-A-00006

Contract Term: 2007-2012; 2012-2017

Contract Price: \$17.1 million/year average

C&D Security was awarded this FPS contract in January of 2007, and successfully won a re-compete in 2012. This contract encompasses one hundred nine (111) posts spread over thirty-five (35) federal buildings located in fifteen separate cities/townships in the greater Philadelphia metro area spread out geographically over five (5) counties in Pennsylvania (Bucks, Chester, Delaware, Montgomery and Philadelphia Counties).



Our security officers provide high profile coverage in the heart of downtown Philadelphia and surrounding towns. Especially relevant is we were also awarded two other FPS contracts in FPS Region 1 at the same time, and C&D simultaneously transitioned and successfully began those contracts in New England, which encompassed an additional 88 posts spread over an additional 46 buildings, in 34 more cities scattered over the states of Connecticut, Massachusetts, and Rhode Island. This total of over 300 security officers in four states were hired, trained, uniformed, equipped, and

placed on post on time simultaneously and with minimal disruption.

The requirements of the contract include crowd control and monitoring, media screening and security, X-Ray machines, magnometers, and door stations. These officers perform duties,



Experience and (current) Past Performance, continued

including but not limited to, foot patrols of the buildings (interior and exterior), monitoring cameras, and access control. After flooding in April, 2007, and to assist FEMA, C&D Security additionally added a great deal of TAS (temporary additional services) support in these five counties.

Historic Buildings of note for which C&D provides security officers: An historic, 1930's art-deco style post office building was renovated into the new IRS Building campus on 30th Street, located in the City of Philadelphia, Philadelphia County. The Customs House located on Chestnut Street in Philadelphia, Philadelphia County.

C&D's managerial team is well versed in customer service and our hands-on approach and quick response to requests is part of the "why" C&D was successful in our re-compete. An example of our hands-on approach was the coordination required among the various agencies including the FPS, GSA, Treasury, Customs, Marshall's Service, Social Security, and IRS as tenant agencies as well as the various police departments within the 35 cities and townships. We added dedicated supervisory vehicles and additional Quality Assurance inspectors where neither existed before, greatly improving performance, appearance, and customer satisfaction.

This contract had Local # 444 of the International Union of Security, Police, and Fire Professionals (SPFPA) as the authorized bargaining agent, and C&D has successfully negotiated a new CBA without problem. The new Union is the UGSOA #219, which took over as of April 1, 2011. C&D is experienced in dealing with various unions, including the SPFPA.





Experience and (Current) Past Performance

Project Title: North Range Physical Security Services

Contracting Activity: Army Contracting Agency (ACA)

Client: U.S. Army – White Sands Missile Range
Mission and Installation Contracting Command
Bldg 143 Crozier Street
WSMR, NM 88002-5201

POC Name: Carolina Childress, COR

Contact Info: Voice: (505) 678-2697 Fax: (505) 678-7885 Email: carolina.childress@us.army.mil

Security Level: Levels III, IV, and V (multiple buildings and training areas spread over 3,000 square miles)

Hours: approx. 50,000 hours, variable to National Security needs, Supervisor: 12,920 + per year

Contract Number: DAAD07-98-C-0131, now DATM05-02-C-0057

Contract Type: Fixed + Variable Requirements

Contract Term: 1998-2002, Re-bid and retained by C&D Security in 2002,
New Term is Base of Three years, plus 12 option years.

Contract Price: \$1.2 million per year

This contract was awarded and started with only five days advanced notice in 1998. It covers the security responsibilities for the Northern portion of the White Sands Missile Range, which covers over 3,000 square miles of central New Mexico. Responsibilities include the Stallion Range Center gate and security/police facilities near Socorro, NM, plus the majority of special and temporary requirements caused by ongoing tests and military operations. Officers at this location must possess a classified DoD SECRET clearance in addition to specialized training requirements totaling over 120 hours annually. Posts have a variety of duties with roving patrols, stationary manning at the gate, and two positions (over 110 miles apart) with requirements for a clerk responsible for issuing security badges, verifying Visit Authorization Requests (clearances), and issuing vehicle registration stickers and access passes.





Experience and Past (Current) Performance, continued

The greatest challenge to servicing this contract is that nearly all requirements are temporary in nature, requiring versatility in scheduling and billing between twenty (20) and thirty (30) armed (Guard II) security officers for approximately 50,000 hours per year. Requirements such as these are seldom seen in a contract with this volume of man-hours on a regular basis. Security officers at this location are armed with 9mm semi-automatic weapons and 12 Gauge shotguns as opposed to the .38 caliber revolvers that the original bid specifications listed as a part of the equipment requirements. This change took place while manning the contract in 2002, as C&D purchased thirty (30) 9 MM Berettas, and 15 12-Gauge Mossberg shotguns and trained all guards on their use. C&D also purchased and implemented the use of 30 radios with encryption and trunking capabilities. C&D has also initiated administering physical fitness tests to insure officer capabilities to meet more demanding roles being required by the government since 9/11. C&D is also responsible for equipping and maintaining twenty-five (25) pick-up trucks, 8 of which are 4 X 4's for rough and off road patrols.

Due to the very large geographic area of responsibility, C&D also works closely with the Military Police and DoD Police from the Southern Portion of White Sands, especially coordinating missile tests and classified projects, as well as maintaining communications and Mutual Support Agreements with the Sheriffs' departments of four (4) counties that include parts of the White Sands Missile Range's area of operations. C&D officers are also charged with monitoring hunter activities and coordinating with local State and Federal Game Wardens due to the wildlife found in the closed area, and frequency of hunting permits allowed, plus encroachment and poaching activities. This diversity and scope of duties are seldom matched in other contracts.

