

**AGREEMENT**

25-0530-B

Security Guard Services

This Agreement (the "agreement" or "contract") is entered into on the date last executed below ("Effective Date"), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 ("COUNTY") and SecurTec of Florida LLC whose primary address is 222 Lakeview Ave suite 800, West Palm Beach, FL 33401 (hereinafter "CONTRACTOR") (jointly, the "Parties").

***NOW THEREFORE, the Parties agree as follows:***

**A. Documents Comprising Agreement**

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
  - a. This Agreement
  - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
  - c. Solicitation Section 4, titled Special Conditions attached as Exhibit C.
  - d. Solicitation Section 5, titled Insurance Requirements attached as Exhibit D.
  - e. Contractor's response to Solicitation Section 6, titled Scope of Work / Specifications attached as Exhibit E.
  - f. Contractor's response to Solicitation Section 9, titled Pricing Proposal attached as Exhibit F.
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

**B. Term**

1. The term of this Agreement shall commence on March 1, 2026, and shall remain in full force and effect for 60 Months (the "Contract Term").

**C. Expenditures Cap**

1. Payment and pricing terms for the initial and renewal terms are subject to the Pricing Proposals in Exhibit F. County expenditures under the Agreement will not exceed \$7,600,027.50 for the Contract Term without a written amendment to this Agreement.

**Cl. Entire Agreement**

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor: SecurTec of Florida LLC dba SecurTec

Signature:



Print Name and Title: John C. Xanthos, Managing Partner and CFO

Date: December 2, 2025

For County:

Signature:

Print Name and Title:

Date:

## Exhibit C - Special Conditions

### 4.1. INTENT

It is the intent of Pinellas County to establish an Agreement for 25-0530-B Security Guard Services to be ordered, as and when required.

### 4.2. NON-NEGOTIABLE TERMS

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County has deemed the following contract terms in the County's Standard Terms & Conditions <https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) (*if the Agreement includes software, online, or digital content services*)

Any terms required by law

### 4.3. PRICING/PERIOD OF CONTRACT

Duration of the Agreement will be for a period of 60 Months, with a one-time price adjustment available at 36 Months after the date of award, in an amount not to exceed the average of the Consumer Price Index (CPI) or 5%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior.

It is the Contractor's responsibility to request the pricing adjustment under this provision. For the adjustment to commence, the Contractor's request for adjustment must be submitted between 90-120 days prior to Agreement anniversary date, utilizing the available index at the time of request. The Contractor's adjustment request will not be in excess of the relevant pricing index change. If no adjustment request is received from the Contractor, the County will assume the Contractor has agreed to continue without a pricing adjustment. Any adjustment request received outside of the 90-120-day period above will not be considered.

#### 4.4. TERM EXTENSION(S) OF CONTRACT

No Term Extensions

#### 4.5. ORDERS

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

#### 4.6. ASBESTOS MATERIALS

The Contractor must perform all Work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58.

Additionally, the Contractor must be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances. The County is responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful Contractor. The County will furnish a copy of the asbestos survey to the successful Contractor. The Contractor must keep this copy on site at all times during the actual demolition.

#### 4.7. SERVICES

***The terms below are applicable if the Solicitation includes the provision of SERVICES:***

- A. **ADD/DELETE LOCATIONS SERVICES** - The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the Contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

#### 4.8. QUANTITIES

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

#### 4.9. PERFORMANCE SECURITY

N/A

4.10. HOLIDAYS: County designated Holidays shall be staffed according to the agreed upon weekend schedule.

The following are County designated holidays:

New Year's Day, January 1

Martin Luther King Day, Third Monday in January

Presidents Day Monday February 17

Memorial Day, Last Monday in May

Juneteenth June 19th

Independence Day, July 4

Labor Day, First Monday in September

Veterans Day, November 11

Thanksgiving Day, Fourth Thursday in November

Friday after Thanksgiving

Christmas Day, December 25

If Christmas or New Year's Day shall fall on Tuesday or Thursday, the preceding Monday or following Friday shall also be recognized as a holiday. If any recognized holiday shall fall on a Saturday, the preceding Friday shall be observed as a holiday, and if any recognized holiday shall fall on a Sunday, the following Monday shall be observed as a holiday.

4.11. PERMITS, FEES AND COSTS IMPOSED BY PINELLAS COUNTY TO BE OBTAINED BY AND/OR BORNE BY CONTRACTOR:

The Contractor is responsible for (1) determining and paying any fees that may be necessary to perform this contract and (2) determining and acquiring any and all permits and licenses required by any Federal, State or local government entity, agency or board that may be necessary to perform this contract. The Contractor shall maintain any and all permits and licenses required to complete this contract.

## Exhibit D Insurance Requirements

### 1. Insurance Requirements

#### 1.1. INSURANCE (General)

##### 1. INSURANCE

The Vendor shall obtain and maintain, and require any sub-contractors to obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth. For projects with a Completed operations exposure, Vendor shall maintain coverage and provide evidence of insurance for two (2) years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of A- VIII or better.

Vendor shall provide certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **The Certificate holder section shall indicate Pinellas County, a Political Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County, a Political Subdivision of the State of Florida shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**

#### 1.2. INSURANCE (Requirements)

A. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. The County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the contract period.

If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the work, you will be notified by CTrax, the authorized Vendor of Pinellas County. Upon notification, renewal certificate(s) of Insurance and endorsement(s) should be furnished to Pinellas County Risk Management at [InsuranceCerts@pinellas.gov](mailto:InsuranceCerts@pinellas.gov) and to CTrax c/o MDi Data at [PinellasSupport@jdidata.com](mailto:PinellasSupport@jdidata.com) by the Vendor or their agent prior to the expiration date.

- 1) The Vendor shall also notify the County within seventy-two (72) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer. Notice shall be given by email to Pinellas County Risk Management at [InsuranceCerts@pinellas.gov](mailto:InsuranceCerts@pinellas.gov). Nothing contained herein shall absolve Vendor of this requirement to provide notice.
- 2) Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement.

B. If subcontracting is allowed under this Agreement, the Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below. All subcontracts between the Vendor and its subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall:

- 1) Require each subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the subcontractor.
- 2) Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract.
- 3) Provide that County will be an additional indemnified party of the subcontract;
- 4) provide that the County will be an additional insured on all insurance policies required to be provided by the subcontractor except workers compensation and professional liability.
- 5) Provide a waiver of subrogation in favor of the County.
- 6) Assign all warranties directly to the County.
- 7) Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the subcontractor will be bound by this Exhibit B and identify to the subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.

C. Each insurance policy and/or certificate shall include the following terms and/or conditions:

- 1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.
- 2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
- 3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- 4) All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

### 1.3. WORKERS' COMPENSATION INSURANCE

A. **Workers' Compensation Insurance** Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

## Limits

Employers' Liability Limits	Florida Statutory
Per Employee	\$ 500,000
Per Employee Disease Policy Limit	\$ 500,000
Disease	\$ 500,000

If Vendor/Contractor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

**Commercial General Liability Insurance** including, but not limited to, Independent Vendor,

#### 1.4. Contractual GENERAL LIABILITY INSURANCE

**A. Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.**

## Limits

Combined Single Limit Per Occurrence	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000

#### 1.5. BUSINESS AUTOMOBILE OR TRUCKER'S/GARAGE LIABILITY INSURANCE

A. **Business Automobile or Trucker's/Garage Liability Insurance** covering owned, hired, and non-owned vehicles. If the Consultant does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Consultant can show that this coverage exists under the Commercial General Liability policy.

Limit

Combined Single Limit Per Accident	\$1,000,000
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**1.6. EXCESS OR UMBRELLA LIABILITY INSURANCE**

A. **Excess or Umbrella Liability Insurance** excess of the primary coverage required, in paragraphs (1), (2), and (3) above.

Limits

Each Occurrence	\$ 2,000,000
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General Aggregate	\$ 2,000,000
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**1.7. CYBER RISK LIABILITY (NETWORK SECURITY/PRIVACY LIABILITY) INSURANCE**

To include cloud computing and mobile devices, for protection of private or confidential information whether electronic or non-electronic, network security and privacy; privacy against liability for system attacks, digital asset loss, denial or loss of service, introduction, implantation or spread of malicious software code, security breach, unauthorized access and use; including regulatory action expenses; and notification and credit monitoring expenses with at least minimum limits as follows:

A. Limits

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

B. For acceptance of Cyber Risk Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Cyber Risk Liability and other coverage combined.

**1.8. PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) INSURANCE**

Minimum limits as follows. If "claims made" coverage is provided, "tail coverage" extending three (3) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", Proposer may submit annually to the County, for a three (3) year period, a current certificate of insurance providing "claims made" insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

A. Limits

1. Each Occurrence or Claim \$ 1,000,000
2. General Aggregate \$ 1,000,000

B. For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

1.9. CRIME/FIDELITY/FINANCIAL INSTITUTION INSURANCE

A. **Crime/Fidelity/Financial Institution Insurance** coverage shall include Clients' Property endorsement similar or equivalent to ISO form CR 04 01, with at least minimum limits as follows:

Limits

Each Occurrence or Claim	\$ 100,000
General Aggregate	\$ 100,000

1.10. PROPERTY INSURANCE

Vendor will be responsible for all damage to its own property, equipment and/or materials.

## 2. Scope of Work / Specifications

### 2.1. OBJECTIVE/JUSTIFICATION

To secure a contract for security guard services providing protection to County facilities, employees and the public from harm; deter, observe, detect and report incidents in order to protect property and persons from theft, damage, and unlawful activity.

### 2.2. REQUIREMENTS

#### **SPECIAL REQUIREMENTS**

##### 1. AGREEMENT

The awarded contractor will be required to execute an agreement, (see Section 10, Sample Agreement). No exceptions to the agreement will be allowed.

##### 2. SECURITY AND BACKGROUND CHECKS

All Contractor employees are required to submit to a background check. The background check process shall be completed at least ten (10) days prior to the start of the contract. The Contractor shall be responsible for all costs associated with the background checks. A valid driver license and Social Security card are required for completing the background check and obtaining security clearance. Orientation for the Security Clearance workflow process will be provided to the awardee.

**Step One** – The Contractor shall obtain a Level One Criminal History Records Check through the Florida Department of Law Enforcement (FDLE) for each assigned employee.

**Step Two** – The Contractor shall submit the FDLE Records Check along with a copy of the driver license, Social Security card and completed Sheriff's Office Security Clearance Application, for each employee, to the Facility Operations support team.

The Pinellas County Sheriff's Office shall have and exercise full and complete control over granting, denying, withholding, withdrawing, or terminating security clearances for contractor employees. **If a submitted employee is denied for any reason, there is no opportunity to re-apply.**

#### **Additional Requirements for areas with confidential law enforcement documents and data:**

The Contractor shall submit for fingerprinting all personnel working in any area deemed confidential.

The Contractor will schedule through the Facility Operations Support team a time for the employees to be fingerprinted by the Sheriff's Office.

All personnel that have successfully completed fingerprinting are required to complete an online Security and Awareness training.

**Additional Requirements exists for the Young-Rainey STAR Center facilities.** If applicable, the Contractor will submit to the Raytheon representative the following:

- Original birth certificate
- Original passport (proof that subject is a naturalized citizen of the United States of America)

No copies will be accepted. The Contractor will schedule through the Facility Manager at the STAR Center a time for his employees to present their documents to the Raytheon representative.

- a. Hold an active Florida Class "D" Security Officer license for the past two (2) years
- b. Have two (2) years of security guard experience or two (2) years of military or civilian police experience.
- c. Obtain security clearance through the Pinellas County Sheriff's Office as specified in Section C.2.
- d. Be in good physical condition; be able to lift repetitively up to twenty (20) pounds for long periods of time while standing and be able to walk a large multiple story complex for extended periods of time to conduct security rounds within the interior and exterior of the complex.
- e. Possess good communication skills.
- f. Present a professional appearance in clean, neat uniform attire and personal hygiene.
- g. Be professional in conduct; cooperative, respectful, and understanding of diverse populations.
- h. Be able to remain alert throughout the duration of a shift, as well as be able to handle emergency situations such as fire alarms.
- i. Be able to perform all basic tasks and duties as outlined in this contract, as well as, have the ability to acquire knowledge of assigned locations, post duties, rules, regulations, and procedures of the security functions required by the Agency, as set forth in the Operating Manual.
- j. Be able to take orders, follow directions, and write legible reports acceptable to the Facility Manager or Contract Administrator.

## 2. SCHEDULING LIMITATIONS

- a. Guards shall not be assigned more than one (1) watch period in a twenty-four (24) hour period and shall not be assigned more than six (6) watches in a seven (7) day period. Vendor must have sufficient reserve guards to accommodate coverage needed for assigned guard absence (scheduled and unscheduled) while still maintaining scheduling limitations. This shall include any other watch sites or assignments at other locations by the awarded Vendor.

## 3. EQUIPMENT

- a. The Vendor security guards shall have a complete set of uniforms (pants, shirt, and hat), provided by the Vendor at no additional charge to the Agency. Examples of acceptable uniform specifications include the following:
  - i. White short/long sleeve shirts with affixed Company name and logo
  - ii. Blue/black dress pants
  - iii. Baseball cap with Security embroidered above the brim
  - iv. Cold weather coat with Company emblem and security emblem affixed on the front
  - v. Black shoes and socks
- b. The Vendor shall provide each shift with a cellular phone, charger and two batteries, at no additional charge to the Agency. Cellular phone is to be operational at all times so that when called, it is answered by the guard on duty. If the cell phone breaks or becomes non-functional it will be repaired or replaced within twenty-four (24) hours. The Vendor shall provide a list of all assigned cell phone numbers with guard names to the appropriate Agency. This list shall be kept up to date at all times and changes shall be provided to the Agency immediately.
- c. Agency owned telephone/telephone numbers shall not be used by guards for personal calls. The Agency designated telephone/telephone number may only be used for business purposes.
- d. The Vendor is not required to provide vehicles for patrol purposes.
- e. Vendor owned road ready carts may be requested. Vendor shall provide carts and provide all maintenance and services required. Vendor shall provide adequate insurance per Agency's Risk Management insurance requirements. The cost for these services shall be included in the hourly rate.

**The Contractor is responsible to pay for this added clearance requirement.** The Raytheon representative shall have and exercise full and complete control over granting, denying, withholding, withdrawing, or terminating security clearances for contractor employees for the Raytheon locations only.

**Step Three** - The Facility Operations Support team will communicate the results of the Sheriff's Office review to the Contractor.

- a) A list of all assigned personnel, showing the employee's full name, address, telephone number, date and place of birth, and driver license or State ID number and their assigned work location shall be submitted to the Facility Operations support team. This list is to be kept current by the Contractor and promptly submitted to the Facility Operations Support team at the beginning of each month. This referenced document is called the Employee Assignment Sheet (EAS). The EAS template will be provided to awardee.
- b) The Contractor shall provide an updated FDLE Level One Criminal History Records Check for all personnel on an annual basis. The annual updates are to be sent to the Facility Operations support team for review by the Sheriff Office. Background check updates shall remain on file at the Contractor's location for three (3) years from the date of the last invoice.
- c) All Contractor employees are required to wear identification (ID) badges, to be furnished by Pinellas County for the various facility sections. The Contractor shall make the employees available for photographs on a schedule to be worked out with the Facility Manager. Access to sites not managed by the Real Estate Management Department needs to be coordinated with the County site representative for the specific department. The badges shall be made by the County before an individual may begin work and only after a favorable security clearance has been received. Contractor employees shall sign each badge at the time of receipt.
- d) The Contractor will notify the respective Facility Manager when an employee badge is lost. It shall be the responsibility of the contractor to pay for replacement badges at the rate of \$10.00 per badge. No employee shall be allowed to work without a current badge. Any contract employee who does not have proper identification shall be cause for the County to require removal of that employee from the property. The Contractor shall see that all badges are returned to the Facility Manager when employees are dismissed or terminated.

### **SCOPE**

Satisfactorily provide protection through licensed unarmed security guards to Agency's assigned location(s) against loss or damage from preventable cause, including but not limited to fire, structure, or equipment failure, theft, vandalism, trespass, or other violation of the law.

Services are to be provided exclusively for the purpose of building, grounds, property, persons, and equipment security. The Vendor shall provide all hiring, training, management, supervision, labor, as well as plan, schedule, coordinate, and assure effective performance of all Security Guards Services described herein.

**See Attachment A for all locations and shift hours.**

### **REQUIREMENTS**

#### I. GUARD QUALIFICATIONS

- a. Possess a high school diploma or GED certificate
- b. Possess a valid Florida driver's license.

- c. Hold an active Florida Class "D" Security Officer license for the past two (2) years.
- d. Have two (2) years of security guard experience or two (2) years of military or civilian police experience.
- e. Obtain security clearance through the Pinellas County Sheriff's Office as specified in Section C.2.
- f. Be in good physical condition; be able to lift repetitively up to twenty (20) pounds for long periods of time while standing and be able to walk a large multiple story complex for extended periods of time to conduct security rounds within the interior and exterior of the complex.
- g. Possess good communication skills.
- h. Present a professional appearance in clean, neat uniform attire and personal hygiene.
- i. Be professional in conduct; cooperative, respectful, and understanding of diverse populations.
- j. Be able to remain alert throughout the duration of a shift, as well as be able to handle emergency situations such as fire alarms.
- k. Be able to perform all basic tasks and duties as outlined in this contract, as well as, have the ability to acquire knowledge of assigned locations, post duties, rules, regulations, and procedures of the security functions required by the Agency, as set forth in the Operating Manual.
- l. Be able to take orders, follow directions, and write legible reports acceptable to the Facility Manager or Contract Administrator.

## 2. SCHEDULING LIMITATIONS

- a. Guards shall not be assigned more than one (1) watch period in a twenty-four (24) hour period and shall not be assigned more than six (6) watches in a seven (7) day period. Vendor must have sufficient reserve guards to accommodate coverage needed for assigned guard absence (scheduled and unscheduled) while still maintaining scheduling limitations. This shall include any other watch sites or assignments at other locations by the awarded Vendor.

## 3. EQUIPMENT

- a. The Vendor security guards shall have a complete set of uniforms (pants, shirt, and hat), provided by the Vendor at no additional charge to the Agency. Examples of acceptable uniform specifications include the following:

- i. White short/long sleeve shirts with affixed Company name and logo
- ii. Blue/black dress pants
- iii. Baseball cap with Security embroidered above the brim
- iv. Cold weather coat with Company emblem and security emblem affixed on the front
- v. Black shoes and socks

- b. The Vendor shall provide each shift with a cellular phone, charger and two batteries, at no additional charge to the Agency. Cellular phone is to be operational at all times so that when called, it is answered by the guard on duty. If the cell phone breaks or becomes non-functional it will be repaired or replaced within twenty-four (24) hours. The Vendor shall provide a list of all assigned cell phone numbers with guard names to the appropriate Agency. This list shall be kept up to date at all times and changes shall be provided to the Agency immediately.
- c. Agency owned telephone/telephone numbers shall not be used by guards for personal calls. The Agency designated telephone/telephone number may only be used for business purposes.
- d. The Vendor is not required to provide vehicles for patrol purposes.
- e. Vendor owned road ready carts may be requested. Vendor shall provide carts and provide all maintenance and services required. Vendor shall provide adequate insurance per Agency's Risk Management insurance requirements. The cost for these services shall be included in the hourly rate.

## 4. TRAINING

Each Agency will provide orientation training, initial and ongoing on the job training criteria for each location to the Vendor. The following schedule, which has been development from experience utilizing both in-house and contractual security services shows the time necessary for initial orientation training to a guard of average intelligence and initiative:

- A. Orientation Training Hours Required per Guard: 22.5 to 40 hours
- B. These hours are to be recorded on the Vendor's payroll as training hours.
- C. Each new guard will shadow an existing guard for that location for at least 22.5 hours.
- D. All training hours must be completed within 30 days from the start of training.
- E. The Vendor shall provide documentation to the Agency showing that each guard has completed the required amount of training. This documentation will include proof of:
  - 1. Training hours
  - 2. Passing of a written exam
- F. The Vendor shall write and administer a written exam to each trainee at the completion of training. This test will demonstrate the trainees understanding of the duties of the post orders being assigned. These exams will be site specific and approved by the site Facility Manager. There must be a minimum of three (3) alternate tests per site. The Vendor will provide sample copies of the test with the bid submission.

5. SCHEDULE AND TIMEKEEPING

- a. Guards must be at their post in ample time to receive information for the previous shift.
- b. Guards shall not be assigned to more than one (1) watch period in a twenty-four (24) hour time period and shall not be assigned more than six (6) watches in a seven (7) day period. This shall include any other watch sites or assignments at other locations by the Vendor.
- c. Guards presented for training and duty must be cleared by the Pinellas County Sheriff's Office prior to any training, shadowing, or duty assignment (See Section E, paragraph C for Security Clearance detail).
- d. The Vendor shall report attendance at all posts to the appropriate site Facility Manager each day.
- e. The Vendor shall provide a copy of a guard's resume and State of Florida D license to the Facility Manager seventy-two (72) hours prior to a guard being assigned to a post.
- f. The Vendor will ensure that no guard is assigned to any post unless the guard has been:
  - 1. Fully trained for that post
  - 2. Has passed written test
  - 3. Approved in writing by the Facility Manager for the building or area
  - 4. Badged in accordance with the Agency guidelines, including any background and security clearances required.
- g. All guards at all locations shall remain on their assigned posts unless performing authorized duties as listed in the individual site post orders. Guards shall not leave until replaced by a subsequent shift guard.
- h. In case of emergency requiring a guard to leave while on duty, a trained backup guard will be on post before the primary guard leaves.
  - 1. Each Facility Manager shall be provided a list of at least three (3) trained back-up personnel, in addition to permanently assigned guards for each location displaying phone numbers, and a copy of each guard's driver license and State of Florida "D" license.
  - 2. This list must be kept current at all times.
  - 3. The trained back-up personnel must not be permanently assigned to any other location under this contract.
- i. Each guard will be required to use specific approved method of time keeping for hours worked. This includes time clocks, card access reports, or written time sheets.
  - 1. Additional tools for time keeping/shift tracking may be requested by individual site or section Facility Managers. Any costs associated with implanting additional time keeping tools (equipment, installation, etc.) shall be passed on to the Agency with no additional costs or markup.

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- J. Time sheets shall be reviewed on a weekly basis for punctuality and accuracy by a Supervisor of the Vendor.
- K. Original time sheets shall be made available on a monthly basis or within twenty-four (24) hours of being requested by the Agency representative.
- L. The time sheet information shall be compared to the monthly billing invoice and payment shall be made based on provided documents
- M. The Agency shall not pay additional costs incurred due to security personnel signing in early or signing out late, unless requested by the Agency.

## 6. UNARMED GUARD DUTIES

It is hereby noted that the duties and responsibilities of Security Guards on Agency property include but are not limited to the following. Policy and procedure changes and additions made by the Facility Operations Manager will be appropriately conveyed by the Facility Manager or Contract Administrator and will be followed by all Security Guards.

- a. Patrol indoor and outdoor assigned area including building perimeter, parking lots, and garages monitoring and detecting any suspicious activity following scheduled tours.
- b. Read and comprehend the entire contract, post orders and special orders as provided to each location for the Vendor. All instructions found in the information Activity clipboard/book, kept at the security guard station, are to be known and followed by guards on duty.
- c. Permit building entrance to authorized persons (Agency employees showing ID, contract personnel approved through the Facility Manager or Contract Administrator) recording entrance on approved forms (sign in sheet, Security Officer Activity Sheet). This will include person, time of entrance and exit, and building and area visited. In buildings with card access, the guards will be called when an employee enters and leave the building.
- d. Ensure that all entryway and exits are operational after normal business hours.
- e. Open and secure all doors for pest control vendor when the service occurs. Guard is required to escort technician when service is rendered at all locations. Observe and cooperate with contractual custodial services and other vendors, providing access where necessary (Commissioner's offices, County Administrator's offices, etc.), as specified by the Facility Manager.
- f. Answer telephones at the guard stations and provide routine information to the public upon request.
- g. Secure all exposed equipment such as vehicles, exterior generators, chillers, and police the area when courts or meetings run late. Prepare the area for the next business day.
- h. Operate security screening and security camera equipment. Use the security camera system to watch employees leaving the premises and walking to their vehicle after business hours.
- i. Turn off lights when rooms are not in use.
- j. Learn the operation and the security personnel's responsibilities in the event of a fire alarm.
- k. Be able to identify and operate proper electrical breakers and switches for night and weekend operation.
- l. Check fire extinguishers once per month for charge, inspection date, and proper stationing. Guards will initial and date each unit at time of check. Proper tags will be provided by Facility Management. Report any expired, discharge, or otherwise non-functional extinguishers and/or cabinets on daily log reports.
- m. Ensure that all designated Agency vehicles are locked. Any unsecure vehicles are to be included in the daily guard report.
- n. Monitor losses occurring through theft or causality, if safe to do so, without personal danger, and without apprehending the wrong doer.
- o. Provide written reports to the Facility Manager detailing any incident or hazard reports including burnt out lights, improperly working doors and locks, building leaks, any apparent functional abnormality of mechanical, electrical or plumbing systems, or suspected or observed theft or vandalism.

- p. Raise and lower American and State flags as needed under the directive of the Governor or County Administrator.
- q. Notify the responsible authority including local police when an incident required immediate attention outside of the guard's contractual actions or jurisdiction. Notify the appropriate contact/stand-by person as per the post orders and the Agency provided contact list. Provide location of needed service, a person's name, telephone contact number at the site needing service, and what service is requested.
- r. Assist Agency personnel during special events to arrange furniture and/or equipment to accommodate scheduled functions, direct traffic, and facilitate crowd control when necessary.
- s. Perform any other related work as required and assigned within the scope of work. The following are prohibited:
  - a. Possession of a weapon(s) by unarmed officers. This includes carrying of personal weapons with a concealed carry permit.
  - b. Leaving assigned location unguarded.
  - c. Radio, television, or online media entertainment, or recreational reading while on duty.
  - d. Alcoholic beverages or illegal substances brought on or consumed upon Agency property.
  - e. Smoking in any building, or any area other than designated smoking areas.
  - f. Personal visitors during duty hours.
  - g. Using equipment except to fulfill duties, without explicit permission from the Facility Manager or Contract Administrator. This refers to, but is not limited to: computers, stoves, refrigerators, ovens, typewriters, calculators, copiers, fans, heaters, tools, materials, photographic or video equipment, and telephones.
  - h. Opening drawer or using desk, cabinets, or furniture other than those assigned for security duties.
  - i. Sleeping or napping.
  - j. Using personal cell phone for personal calls or use during work shift.
  - k. Using earphones or headphones.

## 7. SUPERVISION

- a. Vendor shall assign one (1) Contract Manager to oversee all locations contained in this contract.
- b. The Contract Manager shall have decision-making authority for the Vendor. Specifically, the Contract Manager shall have the authority and responsibility to terminate, schedule, discipline, secure back up guards when necessary, fill in at guard posts temporarily if necessary (two (2) hours maximum), effect response to duly presented security requests from Agency personnel, and perform all supervisory functions associate with proper control of a guard force in the fired. Hiring, scheduling, directing, controlling, and discharging of all guards shall be the sole function, responsibility, and expense of the Vendor.
- c. The Contract Manager must meet with each Agency and or Department Representative at a minimum of once each month as directed by the local Facility Manager or Contract Administrator.
- d. The Contract Manager is not to be the same individual as the Crew Supervisor.
- e. The Contract Manager shall provide current contact information to the Contract Administrator to allow for timely communication between parties.

## 8. SPECIAL ASSIGNMENTS

1. Adding and Deleting locations/space: All Agencies reserve the right to add or delete service locations to the contract at any time via written authorization from the Facility Manager and an approved Purchase Order update.

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The Contract Administrator will provide the Vendor written notice no less than five (5) full working days in advance of the areas to be added or deleted. Additional security services will be provided at the same hourly charge provided in the Bid Summary. Vendor shall have a new guard assigned and reporting to any new location within five (5) working days of Purchase Order receipt, unless the assignments is deemed an emergency.

2. **Temporary Assignments:** Agency may request temporary guard assignment as and when required. The Agency shall provide the Vendor with a minimum notice of temporary assignment need within two (2) working days before assignment is needed. The Agency shall provide the Vendor with the estimated length of assignment at the time of request; however, the length of assignment may be extended at the Agency discretion. The Agency will give a minimum of two (2) working days' notice before the end of any temporary assignment. Temporary assignments shall be billed at the same standard hourly rate as submitted in the Bid Summary.

3. **Emergency Response:** To account for emergency requests, the Vendor shall have a minimum of five (5) guards on reserve at all times. The Vendor shall utilize reserve guards (that have been fully trained and background cleared) to cover the required location within 24 hours.

If there is an emergency and the Agency is unable to provide the vendor with five (5) working days in advance for additional services, the Vendor is then entitled to a ten percent (10%) premium increase in the hourly rate charged herein for that particular location for the next five (5) working days following the start of the additional service. Thereafter, remaining service will be returned to the standard hourly charge quoted in the Bid Summary.

#### 9. CONTRACT DEDUCTIONS

1. Key and Badge charges

- a. There will be a charge of seven dollars (\$7.00) for each broken or lost key.
- b. There will be a charge of ten dollars (\$10.00) for each broken or lost ID badge or access card.

#### 10. SECURITY CLEARANCES AND DOCUMENTATION

1. All persons working under this contract shall complete the required background checks and clearances as outlined by each Agency.

2. The Vendor shall provide identification as required. No contracted employee will be allowed to work in Agency buildings or facilities until clearance is received and ID badge is made. Badges are to be worn at all times when contract employees are working in buildings. The Vendor shall see that all badges are returned to the Facility Manager when employees are dismissed or terminated. The Vendor will immediately notify the Facility Manager when a badge is lost. It will be the responsibility of the Vendor to pay for replacement if badges at the rate of ten dollars (10.00) per badge. No employees will be allowed to work without a current badge.

3. An itemized list of personnel assigned to each location, showing the employee's full name, address, telephone number, date and place of birth, and driver's license number, shall be submitted to the Facility Manager. This list is to be kept current by the Vendor and promptly updated as necessary.

4. The Vendor shall ensure that all required reports and paperwork are filled out in accordance to instructions of the Facility Manager and submitted on time. The Vendor is responsible to write and update each location's post orders. These post orders will become official when approved and counter signed by the Facility Manager.

#### 11. UTILITIES REQUIREMENTS

All specifications in the bid documents are applicable for the Keller Water Treatment Facility (Keller) location. Areas below are in addition to or an exception to the above requirements:

1. All guards assigned to Keller must pass a Level 2 background check, including fingerprinting.
2. Vendor shall provide and install a reporting system to allow for guard check at various locations during patrol.

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System requirements and check points shall be coordinated with the designated Utilities Facility Manager.

3. Roving Patrol-Assigned guards will perform patrol around the entire Keller plant facility, including surrounding areas as directed. Rounds to be performed at two locations within the plant complex, approximately  $\frac{1}{4}$  of a mile apart.
4. Vendor shall provide guard transportation in the form of a road ready golf cart, including fully operational lights. Vendor shall be responsible for all maintenance, upkeep, safety precautions, training, insurance, and all other operational activities in relation to the provided cart. The cost for these services shall be included in the hourly rate. Secure storage area for the cart will be provided by the County.

\*\*Attached is a list of locations and schedule of the times need for the security service

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**Exhibit F – Pricing Proposal**

**SecurTec of Florida LLC**

<b>Line Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Cost</b>	<b>Total</b>
1	Unarmed Security	59,085	HR	\$19.50	\$1,152,157.50
2	Crew Supervisor	18,720	HR	\$19.65	\$367,848.00
				Annual Sub-Total	\$1,520,005.50
<b>X 5 Years Contract Total of \$7,600,027.50</b>					

## Exhibit G Example Locations

LINE	LOCATION	DESCRIPTION	WEEKDAY (M - F) HOURS	WEEKEND (SAT & SUN) & HOLIDAY HOURS	REQUIRED PERSONNEL	DAILY HOURS	WEEKLY HOURS	
<b>PINELLAS COUNTY</b>								
1	Clearwater Complex 315 Court St Clearwater, FL 33756	8 Multi-story Buildings 5 Single Story Buildings 10 Parking Lots Extensive Grounds	12:00 AM - 8:00 AM 8:00 AM - 4:00 PM 4:00 PM - 12:00 AM	12:00 AM - 12:00 PM 12:00 PM - 12:00 AM 7:30 AM - 7:30 PM	2 1 2 1 1 8	16 8 16 12 12 76	80 40 80 24 24 272	
	Larry Markunas 727-464-3916 <a href="mailto:lmarkuna@pinellascounty.org">lmarkuna@pinellascounty.org</a>			<b>TOTAL</b>				
	South County Service Cent	1 Single Story Building	5:00 PM - 9:30 PM			1	4.5	22.5
	1800 66th St N St. Petersburg, FL	1 Parking Lot Limited Grounds						
	Mitch Gryboski 727-582-7745 <a href="mailto:mgryboski@pinellascounty.org">mgryboski@pinellascounty.org</a>			<b>TOTAL</b>		1	4.5	22.5
	St. Petersburg Complex 501 1st Ave N 647 1st Ave N 545 1st Ave N St. Petersburg, FL	3 Multistory Buildings 5 Parking Lots Secured Parking	12:00 AM - 8:00 AM 8:00 AM - 4:00 PM 4:00 PM - 12:00 AM 6:00 AM - 2:00 PM 2:00 PM - 10:00 PM 10:00 PM - 6:00 AM	12:00 AM - 8:00 AM 8:00 AM - 4:00 PM 4:00 PM - 12:00 AM 6:00 AM - 2:00 PM 2:00 PM - 10:00 PM 10:00 PM - 6:00 AM	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 12	8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 96	40 40 40 40 40 40 40 40 40 40 40 40 40 40 40 336	
3	Mitch Gryboski 727-582-7745 <a href="mailto:mgryboski@pinellascounty.org">mgryboski@pinellascounty.org</a>			<b>TOTAL</b>				
	<b>UTILITIES</b>							
	4 Keller Water Treatment Pla	Gate Duty	6:00 AM - 6:00 PM			1	12	60
	3655 Keller Circle Tarpon Springs, FL	Evening Roving Patrol Extensive Grounds	6:00:00 PM - 6:00 AM			1	12	60
	Royce Rarick			6:00 AM - 6:00 PM 6:00:00 PM - 6:00 AM		1 1	12 12	24 24
<b>Total</b>						4	48	168