

Dane County Contract Cover Sheet

Res 119
significant

Dept./Division	Administration
Vendor Name	Williams Security and Protection Services
Vendor MUNIS #	29486
Brief Contract Title/Description	SECURITY GUARD COVERAGE FOR THE JOB CENTER AND OTHER COUNTY LOCATIONS AS REQUESTED
Contract Term	SEPTEMBER 1, 2019 - AUGUST 31, 2022
Total Contract Amount	\$180,000

Contract # <small>Admin will assign</small>	13742
Addendum	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Contract	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Other

Purchasing Authority	<input type="checkbox"/> \$10,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$10,000 – \$36,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input checked="" type="checkbox"/> Over \$36,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP # 119041
	<input type="checkbox"/> Bid Waiver – \$36,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$36,000 (N/A to Public Works)	
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Org Code	60000	Obj Code	30509	Amount	\$ 300,000
Req #	Org Code		Obj Code		Amount	\$
Year	Org Code		Obj Code		Amount	\$

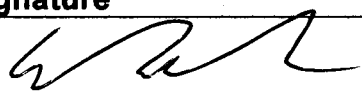
Resolution	A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.	
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.	
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.	Res # 119
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year 2019

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	6/24/19		
α	Controller		6/24/19	
MR	Purchasing	6/24/19	6/24/19	
OB	Corporation Counsel	6/25/19	6/25/19	References to JAM on pag 9 of contract should be removed, if it should be Williams, instead
α	Risk Management	6/25/19	6/26/19	
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	CHUCK HICKLIN	Name	DEWAYNE WILLIAMS
Phone #	608-266-4109	Phone #	224-212-0779
Email	HICKLIN@COUNTYOFDANE.COM	Email	WILLIAMS.SECURITY@wsapai.com
Address	210 MARTIN LUTHER KING JR BLVD. RM. 426 MADISON, WI 53703	Address	2504 WASHINGTON ST STE. 300D WAUKEGAN, IL 60085

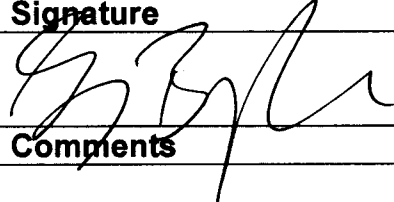
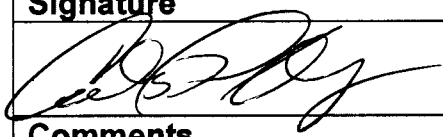
Certification: The attached contract is a:	
<input checked="" type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. The modifications have been reviewed by:
<input type="checkbox"/>	Non-standard contract.

Contract Cover Sheet Signature

Department Approval of Contract		
Dept. Head / Authorized Designee	Signature	Date
		6/24/19
	Printed Name	

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
		6/27/19
	Comments	
Corporation Counsel	Signature	Date
		6/25/19
	Comments	<i>Please see comments on pag 1 of contract cover sheet.</i>

2019 RES-119

**AWARD OF CONTRACT TO WILLIAMS SECURITY AND PROTECTION
FOR SECURITY GUARD SERVICES**

The County issued RFP #119041 for security guard services. The RFP included three locations: the Alliant Energy Center, the Henry Vilas Zoo, and the Job Center. After reviewing the responses, Williams Security and Protection is the recommended vendor for the Job Center.

The contract begins September 1, 2019 and has a term of three years, with the option of two annual renewals. The contract provides hourly rates for each year. The approximate cost for security at the Job Center is \$60,000 per year.

THEREFORE BE IT RESOLVED that Williams Security and Protection be awarded a three-year contract with two optional one-year renewals to provide security services at the Job Center and that the County Executive and County Clerk are authorized to execute the agreement.

DANE COUNTY CONTRACT # 13742



of Pages Including Schedules: 16
Expiration Date: August 31, 2022
Authority: Res. # , 19-20
Department: Administration
Maximum Cost: \$180,000
Registered Agent:
Registered Agent Address:

THIS AGREEMENT, made and entered into, by and between the County of Dane (hereafter referred to as "COUNTY") and Williams Security and Protection Services. (hereafter, "PROVIDER"),

WITNESSETH:

WHEREAS COUNTY, whose address is 210 Martin Luther King Jr. Blvd., Madison, WI 53703, desires to purchase services from PROVIDER for the purpose of providing Security Guard coverage for the Henry Vilas Zoo, the Alliant Energy Center, and other County locations as requested; and

WHEREAS PROVIDER, whose address is 2504 Washington St., Suite 300D/E, Waukegan, IL 60085, is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

I. TERM:

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties. PROVIDER shall complete its obligations under this Agreement not later than the EXPIRATION DATE. Upon failure of PROVIDER to complete its obligation set forth herein by the EXPIRATION DATE, COUNTY may invoke the penalties, if any, set forth in this document and its attachments.

II. SERVICES:

A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached Schedule A, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of Schedule A or any of them, it is agreed that the terms of Schedule A, to the extent of any conflict, are controlling.

B. PROVIDER shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of COUNTY.

- C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY nor shall they or any of them have or be deemed to have any direct contractual relationship with COUNTY.

III. ASSIGNMENT/TRANSFER:

PROVIDER shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY unless otherwise provided herein, provided that claims for money due or to become due PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall promptly provide notice of any such assignment or transfer to COUNTY.

IV. TERMINATION:

A. Failure of PROVIDER to fulfill any of its obligations under this Agreement in a timely manner, or violation by PROVIDER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by giving a thirty (30) day written notice to PROVIDER.

B. The following shall constitute grounds for immediate termination:

1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
2. failure by PROVIDER to carry applicable licenses or certifications as required by law.
3. failure of PROVIDER to comply with reporting requirements contained herein.
4. inability of PROVIDER to perform the work provided for herein.

C. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.

D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Agreement shall at the option of COUNTY become the property of COUNTY, and PROVIDER shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, PROVIDER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER, and COUNTY may withhold any payments to PROVIDER for the purpose of offset.

V. PAYMENT:

COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Agreement or its attachments, COUNTY shall never be required to pay more than the sum set forth on page 1 of this Agreement under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Agreement.

VI. REPORTS:

PROVIDER agrees to make such reports as are required in the attached Schedule C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of PROVIDER to comply with the time limits set forth in said Schedule C shall result in the penalties set forth herein.

VII. DELIVERY OF NOTICE:

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

VIII. INSURANCE:

A. PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.

B. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Environmental Impairment (Pollution) Liability

PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability

policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

X. NON-DISCRIMINATION:

During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve

component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

XI. CIVIL RIGHTS COMPLIANCE:

- A. If PROVIDER has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. PROVIDER further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy, the name of PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER'S plan shall govern PROVIDER's activities.

XII. COMPLIANCE WITH FAIR LABOR STANDARDS:

- A. Reporting of Adverse Findings. During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations,. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.
- B. Appeal Process. PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in Dane County Ordinances Sec. 25.08(20)(c) through (e).
- C. Notice Requirement. PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

XIII. MISCELLANEOUS:

- A. Registered Agent. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- B. Controlling Law and Venue. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.
- C. Limitation Of Agreement. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Agreement. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

 CEO

06/18/2019
Date Signed

Dewayne WILLIAMS CEO

06/18/2019
Date Signed

FOR COUNTY:

Joseph T. Parisi, Dane County Executive

Date Signed

Scott McDonell, Dane County Clerk

Date Signed

* [print name and title, below signature line of any person signing this document]

SCHEDULE A

Scope of Services

The PROVIDER shall provide the following services:

1. All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.
2. The PROVIDER shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times. The PROVIDER shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.
3. Facilities Managers must be able to reach a security supervisor at all times during which security services are provided. Provider base office must be available 24 hours 7 days a week.
4. PROVIDER shall complete personal background checks at least annually on all employees assigned to COUNTY Facilities and disclose the results of the personal background check to COUNTY management.
5. COUNTY shall have the right to request PROVIDER to remove employees from assignment from any COUNTY facility.
6. The COUNTY reserves the right to adjust the required hours under this contract. The hours may be increased or decreased or changed.
7. The work schedule and days of required coverage may be varied by the Facilities Managers by notifying the PROVIDER.
8. PROVIDER shall supply their security personnel with an appropriate two-way radio or cell phone to be used for routine reporting in with the PROVIDER.
9. PROVIDER shall furnish their security personnel with PROVIDER'S official uniform and all appropriate gear consistent with the industry practice.
10. Security personnel shall wear the official uniform and photo ID while on duty.
11. Security personnel performing services under this agreement shall be uniformed as required and shall be unarmed.
12. The COUNTY may request additional Security Guard services at any County location, including locations not listed within this contract. Pricing, terms and scope of services shall be negotiated at the time that the services are requested and a contract addendum shall be executed for the services.

LOCATIONS

Location:	Job Center 1819 Aberg Ave. Madison, WI 53704
Contact:	Liza Ingrilli, EAWS Administrative Manager
Telephone:	608-283-1338

General Instructions:

- a) The Provider shall provide the equivalent of one level 2 guard to this facility
- b) The Provider shall provide security guard coverage all year as follows:

6:30 a.m. - 6:00 p.m.	Monday - Thursday,
6:30 a.m. - 5:00 p.m.	Friday
Excludes all holidays:	January 1, the 3rd Monday of January, Memorial Day, July 4th, Labor Day, Thanksgiving, December 24th, December 25th, December 31st.

Special Instructions:

- a) Security guard must be sensitive to dealing with difficult clients in a manner that does not require the use of unnecessary force.
- b) Security personnel shall follow all safety and other specific instructions furnished by the management team.
- c) Management Team may request Provider to have security guards participate in Dane County staff trainings. Management Team may also request that Provider ensures that its security guards receive additional training to address needs discovered by Management Team. (Reimbursement for such trainings will be addressed in the contract between Dane County and Provider).
- d) Security guard should be trained in Automatic Electronic Defibrillation (AED) use and have current CPR certification.
- e) Management Team may review training records of guards assigned, and, if training is not adequate, they may request another guard.
- f) Follow Standard Operating Procedures provided on site for daily operations details.

Communication and Reporting:

All reporting is verbal unless otherwise noted

Chain of Command concerning non-emergency reporting:

- a) EAWS Administrative Manager, if unavailable - Economic Support Supervisor,
- or
- b) Associate Division Manager – written report only.

Chain of Command concerning emergency reporting:

- a) EAWS Administrative Manager, if unavailable - Economic Support Supervisor, or
- b) Associate Division Manager.

In the event of facility need:

- a) Facility Management , and
- b) EAWS Administrative Manager, if unavailable – Economic Support Supervisor.

Written Reporting:

- a) Maintain a log of all incidents, including injuries.
- b) All communications from security personnel to the Provider's base office shall be logged stating the time of day, date and nature of call and response. The log shall be available for inspection and copies furnished upon request of the Dane County Management Team.
- c) Security reports will be maintained by security agency for a period of no less than 10 years. This will include but is not limited to daily activity reports, incident, and police reports.
- d) Copies to outside sources are prohibited.

Security Personnel shall perform the following functions:

I. General Responsibilities

- a) Establish a uniformed security presence and maintain surveillance of all buildings and grounds.
- b) Security personnel shall always be courteous and professional.
- c) Security personnel on duty must be immediately reachable by cell phone at all times.
- d) Observe public's behavior; maintain an orderly and courteous business climate in partnership with Job Center staff.
- e) Be available to Job Center staff in all instances of security concerns.
- f) Call the police department for assistance, if necessary.
- g) Respond to cell phone calls from police department for back up information.
- h) Monitor main job center reception and waiting area, conference rooms, interior areas of the Job Center, parking lot and loading dock areas. **REMAIN VISIBLE**

- i) Occasionally patrol interview areas to monitor activity. Intervene in situations where a person becomes either verbally or physically abusive to staff or other clients.
- j) Check with individuals who do not have ID badges as to their business when unescorted or in a non-public area - in a polite non-threatening manner, i.e., "may I help you". Escort them and/or redirect them to location.
- k) Follow all safety and other instructions furnished by the EAWS Administrative Manager or Management Team members.
- l) Be available to clients and visitors for informational assistance when possible.
- m) Assist elderly and disabled clients and members of the public within the facility and in the parking lot if asked, or deemed appropriate.
- n) Assist/escort clients to and from interior restrooms during public restroom cleanings, as deemed appropriate.
- o) Stop clients or businesses from soliciting or engaging in any private enterprise in the Job Center.
- p) Keys and other equipment shall be kept in the security office as instructed by Management Team.
- q) Weather radio must be on at all times while on duty.
- r) Contact the proper law enforcement authorities should the situation so warrant.
- s) Enforce no smoking regulations.
- t) The Associate Division Manager or authorized representative may, from time to time, change or alter specific instructions or duties of security procedures by notifying the Contractor.

II. Facility Responsibilities

- a) Assist in turning lights on and off.
- b) Check and secure doors, open and lock doors as required.
- c) Keep fire lane clear of parking.
- d) Notify EAWS Administrative Manager if contractor is not addressing snow conditions.
- e) Check continually for safety and fire hazards in the building and on the grounds, and report such hazards to the EAWS Administrative Manager.
- f) Monitor handicapped, reserved and no parking areas for unauthorized parking.
- g) Report any environmental problems such as leaking roofs, power outages, and alarm problems to EAWS Administrative Manager as soon as possible.
- h) Observe the warning lights on heating and cooling equipment. In the event of a problem with equipment contact the Facility Manager.
- i) Contact Facility Manager in the event of vandalism, alarms, or any unusual occurrence.

III. Use of force

- a) Use of force (including pepper foam or batons) by Provider staff shall be warranted after all other reasonable attempts to calm or hold a person (until law enforcement arrives) fail. Dane County will call 911 every time Provider staff uses force unless Provider staff is in a situation where Dane County staff is not present at the time force is used in which Provider would then contact 911.
- b) Dane County will expect provider to intervene upon invitation from Job Center staff or when provider determines a particular situation warrants intervention.
- c) Intervention means de-escalating and if it becomes necessary, removing the person from the environment so they can either calm down or leave the property entirely.
- d) If someone will not leave in an orderly fashion, Dane County will expect provider to hold the person away from the environment until law enforcement can arrive and take over.
- e) Unauthorized people found on the premises shall be identified and asked to leave and if they fail to do so, the guard shall notify the police department for assistance, if necessary. The guard shall always be courteous.
- f) Before force, including pepper foam or batons, may be used for provider staff, all of the following must be answered in the affirmative
 1. Did the aggressor have the ability to harm Provider staff or others?
 2. Was Provider staff or others in imminent jeopardy of being harmed?
 3. Did the aggressor exhibit intent to harm Provider staff or others?
 4. Was the Provider staff precluded from other defense/control techniques so that the only option was use of force?

Dane County expects provider staff to use their training, common sense and professional judgment to attempt to prevent unreasonable individuals from escalating into becoming actively aggressive and actually doing harm to themselves or others.

Security personnel shall not:

- a) Smoke neither in buildings nor within 30 feet of the main entrances.
- b) Consume alcoholic beverages on the job or prior to reporting for duty.
- c) Alter thermostats.
- d) Tamper with office supplies or equipment.
- e) Make use of any telephone, fax machine, computer, or other office equipment without expressed prior permission.
- f) Use personal electronic devices while on duty.
- g) Gamble on Job Center premises.
- h) Use the site cell phone for personal purposes.
- i) Engage in unprofessional conduct or conversations with clients or staff.
- j) Security guard shall not bring any firearms or unauthorized weapons on the property, without express written consent of Dane County Human Services other than what is included in the contract

Location:	Neighborhood Intervention Program 1227 North Sherman Ave Madison, WI 53794
Contact:	CYF Division Administrative Manager
Telephone No:	608-242-6474

Neighborhood Intervention Program (NIP) shall utilize the guard assigned to the Job Center for two daily walk-throughs at their location from Monday through Friday.

The walk-throughs shall take place at 11:00 am and either 2:00 or 5:30 pm depending on the guards availability.

**SCHEDULE B
Pricing Structure and Payment**

PROVIDER shall be paid on the basis of work completed.

All work shall be billed at one rate, regardless of the number of overtime, holiday or other hours.

HOURLY RATES:

Job Order: 1819 Aberg Ave. (through's at NIP)	
First Contract Term: September 1, 2019 - August 31, 2020	\$16.50 / hour
Second Contract Term: September 1, 2020 - August 31, 2021	\$16.70 / hour
Third Contract Term: September 1, 2021 - August 31, 2022	\$16.90 / hour
Fourth Contract Term: September 1, 2022 - August 31, 2023	\$17.10 / hour
Fifth Contract Term: September 1, 2023 - August 31, 2024	\$17.30 / hour

PROVIDER shall submit monthly invoices by the 10th of the month following the month that services were rendered at each location. All invoices shall be sent to the address specified by the designated agency representative. In no instance shall the PROVIDER invoice the COUNTY for more than is authorized by the COUNTY on the issued purchase order. The COUNTY's normal payment terms are net 30 days.

PROVIDER shall send monthly invoices for each location to the following addresses:

**Dane County Job Center
1819 Aberg Ave.
Madison, WI 53704**

If PROVIDER is timely with respect to all of its obligations under this AGREEMENT, the COUNTY shall make payments due within 30 days of the dates of completion of PROVIDER's obligations or of billing, as appropriate. If PROVIDER fails to meet time limits, COUNTY'S payments will be delayed an additional 30 days.

SCHEDULE C

Reports

A written report is required at the end of each duty shift.

