ORIGINAL

RESOLUTION

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH ADVANCED SECURITY SOLUTIONS INC IN AN AMOUNT NOT TO EXCEED $557,274.24 FOR SECURITY SERVICES AT VILLAGE PARKING STRUCTURES AND NOT TO EXCEED $30,000 FOR SECURITY SERVICES AT VILLAGE HALL FOR A ONE YEAR PERIOD WITH TWO (2), ONE (1) YEAR OPTION RENEWALS AND AUTHORIZING ITS EXECUTION

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois ("Village"), in the exercise of their home rule powers, that the Professional Services Agreement ("Agreement") with Advanced Security Solutions Inc in an amount not to exceed $557,274.24 for security services at Village parking structures and not to exceed $30,000 for security services at Village Hall is approved and the Village Manager is authorized to execute the Agreement in substantially the form attached.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 6th day of July, 2020, pursuant to a roll call vote as follows:

Voting	Aye	Nay	Abstain	Absent
President Abu-Taleb	✓			
Trustee Andrews	✓			
Trustee Boutet	✓			
Trustee Buchanan	✓			
Trustee Moroney	✓			
Trustee Taglia	✓			
Trustee Walker-Peddakotla	✓			

APPROVED this 6th day of July, 2020.

Anan Abu-Taleb, Village President

ATTEST

Vicki Scaman

Vicki Scaman, Village Clerk

Oak Park

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter referred to as "Agreement") is entered into this 28 day of July, 2020, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the "Village"), and Advanced Security Solutions Inc, an Illinois corporation authorized to conduct business in the State of Illinois (hereinafter referred to as the "Contractor").

RECITAL

WHEREAS, the Village intends to have the Contractor provide staffing and security services at the Village's parking garage structures and at Village Hall pursuant to the Village's Request for Proposals dated April 20, 2020, attached hereto and incorporated herein by reference and the Contractor's Proposal dated May 8, 2020, attached hereto and incorporated herein by reference (hereinafter referred to as the "Services").

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. RECITAL INCORPORATED.

The above recital is incorporated herein as though fully set forth.

2. SERVICES OF THE CONTRACTOR.

2.1. The Contractor shall provide its Services pursuant to this Agreement, the Village's Request for Proposals (hereinafter referred to as the "RFP") and the Contractor's Proposal (hereinafter referred to as the "Proposal). The Village shall approve the use of any subcontractors by the Contractor to perform any of the Services that are the subject of this Agreement.

2.2. The Contractor shall submit to the Village all reports, documents, data, and information set forth in the Project. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. The Contractor shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to the Contractor's failure to provide any required submittal in conformance with this Agreement.

2.3. In case of a conflict between provisions of the Contractor's Proposal and this

Agreement or the Village's Request for Proposals, this Agreement and/or the Village's Request for Proposals shall control to the extent of such conflict.

2.4. Village Authorized Representative. The Village's Development Customer Services or the Director's designee shall be deemed the Village's authorized representative, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. The Contractor is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing the Contractor with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.5. Contractor's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, the Contractor hereby designates Ljubisa Radic as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Contractor and with the effect of binding the Contractor. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Contractor as having been properly and legally given by the Contractor. The Contractor shall have the right to change its Authorized Representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.6 The Contractor shall be an independent Contractor to the Village. The Contractor shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Services. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against Contractor. The Contractor's services under this Agreement are being performed solely for the Village's benefit, and no other party or entity shall have any claim against the Contractor because of this Agreement or the performance or nonperformance of services hereunder

3. COMPENSATION FOR SERVICES.

3.1. The Village shall compensate the Contractor for the Services in an amount not to exceed $587,274.24 ("Contract Price"), which includes $557,274.24 for at Village parking structures and $30,000 for security services at Village Hall, on annual basis for the initial term of this Agreement. The Contractor shall be paid installments not more frequently than once each month ("Progress Payments"). Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Contractor. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., except as set forth herein.

3.2. The Village may, at any time, by written order, make changes within the general scope of this Agreement in the Services to be performed by the Contractor. If such changes cause an increase or decrease in the amount to be paid to Contractor or time required for performance of any Services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by the Contractor shall be furnished without the written authorization of the Village.

3.3. The Contractor shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Agreement. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which the Contractor is liable under this Agreement; (3) claims of subcontractors, suppliers, or other persons performing Contractor's Services; (4) delay in the progress or completion of the Services; (5) inability of the Contractor to complete the Services; (6) failure of the Contractor to properly complete or document any pay request; (7) any other failure of Contractor to perform any of its obligations under this Agreement; or (8) the cost to the Village, including reasonable attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in this Agreement. The Village must notify the Contractor of cause for withholding within fourteen (14) days of receiving invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until the Contractor shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due the Contractor under this Agreement to reimburse itself for any and all reasonable costs, expenses, losses, damages, liabilities, suits, judgments, awards, reasonable attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to the Contractor under this Agreement.

3.6. The Contractor's Services shall be considered complete on the date of final written acceptance by the Village as applicable during the term of this Agreement, which

acceptance shall not be unreasonably withheld or delayed. As soon as practicable after final acceptance, the Village shall pay to the Contractor the balance of any amount due and owing under this Agreement, after deducting therefrom all charges against the Contractor as provided for in this Agreement ("Final Payment"). The acceptance by Contractor of Final Payment with respect to the Services shall operate as a full and complete release of the Village of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to the Contractor for anything done, furnished for, arising out of, relating to, or in connection with the Services, except for such claims as the Contractor reserved in writing at the time of submitting its invoice for final payment.

4. TERM AND TERMINATION.

4.1. This Agreement shall take effect upon the Effective Date as defined herein and shall expire on the one year anniversary of the Effective Date at 11:59 a.m.

4.2. This Village shall have the right to renew this Agreement in writing on annual basis after the initial Agreement term for two (2) optional one (1) year terms. The Contractor may request an adjustment in its rates for a renewal term subject to the price increase being generally accepted in the industry. In this event, written notification stating the requested increase and supporting document justification must be provided to the Village for the renewal period forty-five (45) days prior the expiration of an applicable term of this Agreement. The annual adjustment shall be based upon 100% of the percentage of change of the latest published Index (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all items, 1982-84= 100). Notwithstanding anything contained herein to the contrary, the annual adjustment shall not be greater than the lesser of five percent (5%) or the above referenced CPI multiplied by the previous year's cost for services provided under this Agreement. If the Contractor fails to justify the requested increase, the Village reserves the right to reject the request and not renew this Agreement. If any price reductions are announced during any period this Agreement is in effect by the Contractor, the Village shall receive benefit of such price reduction. The Contractor shall provide the Village with notice of any such price reduction and it shall become effective thirty (30) days from the date the notice was served upon the Village.

4.3. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Village may terminate this Agreement, in whole or in part, for its convenience. No such termination may be effected unless the terminating party gives the other party not less than ten (10) calendar days' written notice pursuant to Section 18 below of its intent to terminate.

4.4 If this Agreement is terminated by either party, the Contractor shall be paid for Services performed to the effective date of termination, including reimbursable expenses. In

the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by the Contractor pursuant to this Agreement.

5. INDEMNIFICATION.

5.1. To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village and its officers, officials, agents, employees and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorney's fees and court costs (hereinafter referred to as "Claims") which may accrue against the Village or its officials, agents, employees and volunteers to the extent caused by the negligent performance of the work by the Contractor, its employees, or subcontractors, except for the negligence of the Village or its officers, officials, agents, employees and volunteers.

6. INSURANCE.

6.1. The Contractor shall, at the Contractor's expense, secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 6. The Contractor shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, which ever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy by the insurer unless fifteen (15) days prior written notice is given to the Village. This provision (or reasonable equivalent) shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date by the insurer, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Contractor shall require any of its subcontractors to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village, officers, officials, agents, employees and volunteers as set forth in this Agreement.

6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.

ii. Limits:

General Aggregate	$ 2,000,000.00
Each Occurrence	$ 1,000,000.00
Personal Injury	$ 1,000,000.00

iii. Cover all claims arising out of the Contractor's operations or

premises, anyone directly or indirectly employed by the Consultant.

(B) **Workers' Compensation:**

i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who work on the Project, and in case work is sublet, the Contractor shall require each subcontractor similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Agreement are not protected under workers' compensation insurance, the Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(C) **Comprehensive Automobile Liability:**

i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

ii. Limits:

Combined Single Limit	$1,000,000.00

(D) **Umbrella:**

i. Limits:

Each Occurrence/Aggregate	$5,000,000.00

(F) The Village and its officers, officials, agents, employees and volunteers shall be named as additional insureds on all insurance policies identified herein except workers' compensation and professional liability. The Contractor shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village and its officials, agents, employees and volunteers.

6.3. The Village and the Contractor agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

6.4. The Contractor understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village as herein provided. The Contractor waives and agrees to require its insurers to waive its rights of subrogation against the Village, its officers, officials, employees, agents and volunteers.

7. **SUCCESSORS AND ASSIGNS.**

7.1. The Village and the Contractor each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants off this Agreement. Except as above, neither the Village nor the Contractor shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and the Contractor.

8. **FORCE MAJEURE.**

8.1. Neither the Contractor nor the Village shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

9. **AMENDMENTS AND MODIFICATIONS.**

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Contractor.

10. **STANDARD OF CARE.**

10.1. The Contractor is responsible for the quality, technical accuracy, timely completion, and coordination of all Services furnished or required under this Agreement, and shall endeavor to perform such Services with the same skill and judgment which can be reasonably expected from similarly situated providers of such Services.

10.2. The Contractor shall be responsible for the accuracy of its Services under this Agreement and shall promptly make corrections resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of Contractor's Services shall not relieve Contractor of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies Contractor thereof within one year of completion of the Contractor's Services.

10.3. The Contractor shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by the Contractor of the Village's notice. Such confirmation may be in the form of a facsimile confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to the Contractor.

10.4. The Contractor shall review laws, regulations, codes and standards in effect as of the date of this Agreement that applicable to Contractor's Services and shall exercise professional care and judgment to comply with said requirements imposed by governmental authorities having jurisdiction over Contractor's Services, included, but not limited to the Village.

10.5. The Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. The Contractor shall also comply with all conditions of any federal, state, or local grant received by the Village or the Contractor with respect to this Agreement.

10.6 The Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Contractor's, or its subcontractors', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. DRAWINGS, DOCUMENTS AND BOOKS AND RECORDS.

11.1. Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by the Contractor in connection with any or all of the Services to be provided pursuant to this Agreement ("Documents") shall be and remain the property of the Village upon completion of the project and payment to the Contractor all amounts then due under this Agreement. Notwithstanding the foregoing, the Contractor shall maintain all rights to reuse standard details and other design features on other projects. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. The Contractor shall have the right to retain copies of the Documents for its files. The Contractor shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. The Contractor's Documents and records pursuant to this Agreement shall be maintained and made available during performance of Project Services under this Agreement and for three (3) years after completion of the Project. The Contractor shall give notice to the

Village of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to given notice to the Contractor not to dispose of or destroy said Documents and to require Contractor to deliver same to the Village, at the Village's expense. The Contractor and any subcontractors shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. All books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Contractor agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Contractor shall make the Documents available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. by providing any and all responsive documents to the Village.

11.3. The Contractor shall have the right to include among the Contractor's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by the Contractor pursuant to this Agreement (collectively "Work Products"). The Village shall provide professional credit to the Contractor in the Village's development, promotional and other materials which include the Contractor's Work Products.

11.4. The Contractor shall furnish all records related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (5 ILCS 140/1 et. seq.) ("FOIA") request within five (5) business days after the Village issues notice of such request to the Contractor. The Contractor shall not apply any costs or charge any fees to the Village regarding the procurement of records required pursuant to a FOIA request. The Contractor agrees to defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney's and witness fees, filing fees, and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from the Contractor's actual or alleged violation of the FOIA, or the Contractor's failure to furnish all documentation related to a request within five (5) days after the Village issues notice of a request. Furthermore, should the Contractor request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, the Contractor shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees, and any other expenses) to defend the denial of the

request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Contractor shall defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by the Contractor's request to utilize a lawful exemption to the Village.

12. SAVINGS CLAUSE.

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

13. NON-WAIVER OF RIGHTS.

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit the Contractor from providing engineering Services to any other public or private entity or person. In the event that the Contractor provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by Contractor, and the Village may select another civil engineer and/or land surveyor to provide such Services as the Village deems appropriate.

14. THE VILLAGE'S REMEDIES.

14.1. If it should appear at any time prior to final payment that the Contractor has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has attempted to assign this Agreement or the Contractor's rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen (15) business days after Contractor's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require the Contractor, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Contractor and the Services into compliance with this Agreement;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for Services properly performed prior to termination;

14.1.4. The Village may withhold any progress payment or final payment from the Contractor, whether or not previously approved, or may recover from Contractor, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

14.1.5. The Village may recover any damages suffered by the Village as a result of the Contractor's Event of Default.

15. NO COLLUSION.

15.1. The Contractor hereby represents and certifies that the Contractor is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. The Contractor hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Contractor has in procuring this Agreement, colluded with any other person, firm, or corporation, then the Contractor shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

16. ENTIRE AGREEMENT.

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements,

conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

17. GOVERNING LAW AND VENUE.

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2 Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

18. NOTICE.

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by email transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:	If to the Contractor:
Village Manager	Louie Radic, President
Village of Oak Park	Advanced Security Solutions
123 Madison Street	1645 Birchwood Ave.
Oak Park, Illinois 60302	Des Plaines, Illinois 60018
Email: villagemanager@oak-park.us	Email: louie@advancedguards.com

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by email transmission shall be effective as of date and time of email transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the even email notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

19. BINDING AUTHORITY.

19.1. The individuals executing this Agreement on behalf of the Contractor and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

20. HEADINGS AND TITLES.

20.1. The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

21. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.

21.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2 A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

22. EFFECTIVE DATE.

22.1. As used in this Agreement, the Effective Date of this Agreement shall be the last date of its execution by one of the parties as set forth below.

23. AUTHORIZATIONS.

23.1 The Contractor's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Contractor's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager warrants that she has been lawfully authorized to execute this Agreement. The Contractor and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

24. EQUAL OPPORTUNITY EMPLOYER.

24.1. The Contractor is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A and Chapter 13 ("Human Rights") of the Oak Park Village Code are incorporated herein as though fully set forth. The Contractor shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. The Contractor shall comply with all requirements of Chapter 13 ("Human Rights") of the Oak Park Village Code.

24.2. In the event of the Contractor's noncompliance with any provision of Chapter 13

("Human Rights") of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Contractor may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

24.3. In all solicitations or advertisements for employees placed by it on its behalf, the Contractor shall state that all applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

25. CERTIFIED PAYROLL.

25.1. Contractor shall be solely responsible to maintain accurate records reflecting its payroll for its employees who perform any of the Work for the Village pursuant to this Contract and shall submit certified payroll records to the Village's Director of Public Works at any time during the term of this Contract. Contractor shall provide said certified payroll records within seven (7) days upon the request of the Director of Public Works.

26. LIVING WAGE/MINIMUM WAGE.

26.1. The Contractor shall comply with the Village's living wage requirements as set forth in Section 2-6-20 ("Living Wage") of the Oak Park Village Code, as amended. The Contractor shall further comply with the Cook County Minimum Wage Ordinance, codified as Sections 42-7 through 42-19 of the Cook County Code, as amended, and the minimum wage requirements of the State of Illinois set forth in 820 ILCS 105/4, as amended. The Contractor shall pay its employees the greater of the Village's living wage, the minimum wage set forth in the Cook County Minimum Wage Ordinance or the minimum wage set forth in 820 ILCS 150/4 as applicable during the term of this Contract. The Contractor shall provide any and all certified payroll records pursuant to Section 25 of this Contract above in order to determine whether the Contractor is meeting said requirement.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

By: Cara Pavlicek
Its: Village Manager

Date: 7/7, 2020

ATTEST

By: Vicki Scaman
Its: Village Clerk

Date: 7/7, 2020

ADVANCED SECURITY SOLUTIONS INC

By: Louie Radic
Its: President

Date: 07/28, 2020

ATTEST

By: Joseph Jeremias
Its: Operations Manager

Date: 07/20/2020, 2020

REVIEWED AND APPROVED
AS TO FORM
JUL 06 2020
LAW DEPARTMENT

PROPOSAL NUMBER: 20-101 DCS - PARKING AND MOBILITY SERVICES

PROPOSAL FOR:

VILLAGE OF OAK PARK

SECURITY & SUPPORT STAFFING SERVICES – VILLAGE PARKING STRUCTURES AND SECURITY SERVICES AT VILLAGE HALL

PREPARED BY:

ADVANCED SECURITY SOLUTIONS INCORPORATED

MAY 08, 2020

Statement of Confidentiality & Non-Disclosure

This document contains proprietary and confidential information. All data submitted to The Village of Oak Park is provided in reliance upon its consent not to use or disclose any information contained herein except in the context of its business dealing with Advanced Security Solutions. The recipient of this document agrees to inform present and future employees of The Village of Oak Park who view or have access to its content of its confidential nature.

The recipient agrees to instruct each employee that they must not disclose any information concerning this document to others except to the extent that such matters are generally known to, and are available for use by, the public. The recipient also agrees not to duplicate or distribute or permit others to duplicate or distribute any materials contained herein without Advanced Security Solutions expressed written consent.

Advanced Security Solutions retains all title, ownership and intellectual property rights to the material and trademarks contained herein, including all supporting documentation, files, marketing materials, and multimedia.

BY ACCEPTANCE OF THIS DOCUMENT, THE RECIPIENT AGREES TO BE BOUND BY THE AFOREMENTIONED STATEMENT.

INTRODUCTION

Advanced Security Solutions Inc. would like to thank you for taking the time to review our Proposal. We take pride in providing you with the maximum standard of service in the security and protection industry. If you have any questions or concerns, please do not hesitate to communicate frequently with myself or any member of Advanced Security Solutions management staff. We look forward to the opportunity to work together to accomplish your security and protection goals.

HISTORY AND BACKGROUND

Advanced Security Solutions was incorporated on April 01, 2005 in the State of Illinois, conducting business for fifteen years. Since inception we have grown rapidly to cover such services as unarmed guard patrol, mobile patrol, high value cargo escort, training, event staffing and several other services. We currently employ 350 employees with over thirty patrol vehicles. We have more than two hundred years of management experience, with senior managers averaging more than 20 years each. Advanced Security Solutions provides services that accommodate multiple needs and can be customized for each individual client. Our corporate headquarters are located at 1645 Birchwood Ave, Des Plaines, IL 60018, in the northwestern suburbs of Chicago. Advanced Security Solutions offers services in the local Mideast region of Illinois and the Milwaukee, Wisconsin area.

All of the staff recognizes that our success depends on our customer service. We have invested in technology that allows us to provide prompt and accurate information to the client at a moment's notice, ranging from our patrol units that are equipped with on board computers, to the client data base used for documentation of all events. We have spared no expense in offering the fastest and most accurate information to our clients regarding their assets. Advanced Security Solutions furnishes highly trained officers who undergo drug testing, background and employment screening and a DMV records check. Our officers are also evaluated every three months regarding their performance. Their continued employment depends upon the results of their evaluation.

PRE – QUALIFICATION AND AGENCY EVALUATION

Company Name: ADVANCED SECURITY SOLUTIONS INCORPORATED

Address: 1645 BIRCHWOOD AVENUE

City: DES PLAINES **State:** ILLINOIS **Zip:** 60018

Telephone #: 847-299-0210 **Contact:** LOUIE RADIC

Email address: LOUIE@ADVANCEDGUARDS.COM

Note any and all names that the company has operated under since 2002.

ADVANCED SECURITY SOLUTIONS INCORPORATED

State of Illinois License #122.001137

Describe any licensing disciplinary action taken against the company since 2002.

NONE

What is the size and location of the local office?

30,000 SQ. FT. LOCATED AT

1645 BIRCHWOOD AVENUE

DES PLAINES, IL 60018

Operating for 15 years.

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1. PROFILE/RESUME OF OPERATIONS SUPERVISOR, SUPERVISORS AND SENIOR EXECUTIVES.

Louie Radic - Director

Louie Radic has been in the Private Security Industry for over 18 years. His training stretches from NRA Law Enforcement Training to CM certified. He is an Illinois and Wisconsin Private Security Contractor and Private Detective and the licensee for Advanced Security Solutions. Mr. Radic holds certifications in NRA LE, Taser, ILEETA, Monadnock, Verbal Judo, ASP, Armor Holding OC, Saber and PATH. With 16 years of Security Management experience Mr. Radic has managed hundreds of employees and supervisors. Mr. Radic is experienced in client relations, corporate management and business development.

Joseph Jeremias - Company Development

Joseph is a highly trained and qualified security expert with over twenty years of loss prevention, pre-deployment military instruction, correctional and incident command security. Joseph is responsible for guaranteeing all security specialists are providing the highest level of professional security, and to ensure our officers are aware of all policies and procedures. Joseph has certifications and training in many aspects including Firearms, Defensive Tactics, CQC, Executive Protection, Investigations and much more.

Jozef Eremias - Manager of Operations

Patrol Manager Jozef Eremias, has over 12 years of Operational Management experience. A licensed Private Detective Jozef came from a fast paced, VIP client operation. He has excellent skills for customer service and client satisfaction. In the last 10 years Jozef managed operations for two different fast paced companies and provided VIP clients with the highest satisfaction scores in the Industry.

Giovanni Medina - Manager of Training

With over a decade working in the security industry, Giovanni leads the training efforts for Advanced Security Solutions. Giovanni is an ASP Tactical weapon instructor, is the lead trainer for our Scenario Based Training Program and oversees all training, both in the classroom and in the field. Giovanni's responsibilities heading our training department range from instruction, to curriculum development and employee skill evaluation. He is also responsible for overseeing the day to day operations of our Armed Division, ensuring that our armed officers exceed all state standards as well as making sure our Armed Division is constantly retraining to stay up to date with the latest tactics and laws. Prior heading up our Training Department, Giovanni oversaw our Residential Enforcement Department which provided community policing and patrol services to low income housing complexes in the Chicagoland area. Giovanni studied public administration at Northern Illinois University in DeKalb, IL and Political Science at DePaul University in Chicago, IL.

Jordinay McNeal - Field Supervisor

Jordinay is the most recent addition to our Field Supervisory team. She joined the Advanced Security family in early 2020 bringing with her 7 years of security experience and three years of supervisory experience. Jordinay is also a certified police dispatcher and holds certifications in ASP tactical weapons, firearms (semi-auto,) SBT, and CPR. McNeal studied Criminal Justice at Triton College in River Grove, IL and Justice Studies with a minor in Criminology at Northeastern Illinois University in Chicago, IL.

Damien Hopkins - Field Supervisor

Damien has over 20 years of Security experience and over ten years of supervisory experience that he has attained supervising different types of security operations and personnel over his 2-decade career. Damien has worked in entertainment security, corporate security, hospital security, and as an armed response officer. He uses the knowledge he has attained in working in different sectors of our industry to mentor employees and advise the management team on day to day operations. Damien is certified in Firearms (semi-auto,) ASP tactical weapons, SBT, and Monadnock baton. Damien was born on the US Naval Base at Guantanamo Bay, Cuba and is the son of two sailors who he attributes instilling in him the importance of helping people, which is why he entered the security field.

Matthew Aparo - Field Supervisor

Matt has been working in the security industry since 2012 and has over 4 years of supervisory experience. He has a background in commercial and corporate security and has been an Armed officer with us since 2017. Matt also worked as a correctional officer for the Racine County Sheriff's officer prior to joining the Advanced Security Family. Prior to being promoted as a Field Supervisor, Matt was a member of our Check-up response team (CRT) a team who's responsibilities ranged from checking on garages and other sites to protect against vagrants and crime to responding to any kind of emergency that may arise in the field. He is certified in Firearms (semi-auto,) ASP tactical weapons, SBT, Taser, Crisis Investigation, and TacMed. Matt studied Criminal Justice at Carthage College in Kenosha, WI.

Rasko Krajisnik - Operations Manager / Senior Instructor

Rasko Krajisnik has been in the Private Security Industry for over 16 years. Rasko is a 2nd degree Black Belt in Shotokan Karate. He has also taught Karate for over 19 years to regular students and those with special needs. Rasko is the Senior Instructor for ATS and one of the main instructors with Certifications and Skills in Firearms, Close Quarter Combat, Defensive Tactics, Executive Protection, Hospitality Venue Protection, ASP Tactical Weapons, ILEETA Member, Scenario Based Training Instruction, Use Of Force, Combat Mentality, Threat/Risk Assessment and Management, Active Threat Management among many other things constantly being learned and development. Rasko believes that you cannot fix problems with the same thinking that was used to create them in this volatile and versatile world.

Robert Tomez - Mobile Supervisor

Mobile Supervisor Robert Tamez, a member of the R.E.D. team with over 13 years of supervisory experience. Robert holds certificates in ASP, Manadnock, Taser, Firearms, SBT, MDTS and PATH. Robert has experience in the hospitality, entertainment, corporate and residential fields and holds several awards in client satisfaction.

All Officers Registered and/or Licensed? _X_Yes ___No

3. A COPY OF THE COMPANY'S FINANCIAL PROSPECTUS AND A STATEMENT OF ANY LAWSUIT OR LABOR ACTION TO WHICH THE COMPANY IS CURRENTLY A PARTY.

Advanced Security Solutions is not a publicly traded company.

Advanced Security Solutions is not a party to any current labor action or lawsuit.

4. LIST 4 LOCAL REFERENCES:

STANDARD PARKING
CONTACT: MR. IVAN MATIC
SENIOR MANAGER
773-714-1290
IMAPTIC@SPPLUS.COM

LAZ PARKING
CONTACT: Mr Thaddeus Johnson
Project manager
Cell: (331) 333-0495
Email: TJohnson@lazparking.com

LAZ PARKING
CONTACT: Mr Bajram Metovic
Director of Operations
Cell: (773) 817-1447
Email: BMetovic@lazparking.com

LEGACY PARKING
CONTACT: Mr Jonathan Garcia
Senior Facilities Manager
Cell: (773) 844-2820
Email: JGarcia@legacyparking.com

5. A WRITTEN OVERVIEW OF THE COMPANY'S HISTORY. INCLUDE THE NUMBER OF YEARS THE COMPANY HAS BEEN IN BUSINESS, THE LOCATION OF THE CORPORATE HEADQUARTERS, AND THE TOTAL NUMBER OF PEOPLE EMPLOYED BY THE COMPANY. NOTE ANY AND ALL NAMES THAT THE COMPANY HAS OPERATED UNDER SINCE 1999.

Advanced Security Solutions was incorporated on April 01, 2005 in the State of Illinois, conducting business for fifteen years. Since inception we have grown rapidly to cover such services as unarmed patrol, mobile patrol, high value cargo escort, training, event staffing and several other services. We currently employ 350 employees with over thirty patrol vehicles. We have more than two hundred years of management experience, with senior managers averaging more than 20 years each. Advanced Security Solutions provides services that accommodate multiple needs and can be customized for each individual client. Our corporate headquarters are located at 1645 Birchwood Ave, Des Plaines, IL 60018, in the northwestern suburbs of Chicago. Advanced Security Solutions offers services in the local Mideast Region of Illinois and the Milwaukee, Wisconsin area.

Note: Advanced Security Solutions Inc. has not operated under any other name.

6. A DESCRIPTION OF ANY LICENSING DISCIPLINARY ACTION TAKEN AGAINST THE COMPANY SINCE 2002.

NONE

7. An overview of screening, evaluation, and hiring policies together with a copy of all documentation currently in use.

EMPLOYMENT SCREENING PROCESS

A. Once the applicant has submitted their resume it is reviewed by our Human Resource Department. If all of the basic requirements are fulfilled we will schedule a pre employment info class. Where the applicant will learn about how we operate and if they are a good fit for us and if we are a good fit for them. During this process applicants are monitored for their ability to follow directions and their willingness to participate. If both parties are in agreement then the applicant will fill out an employee application and a basic security questionnaire.

B. Once the physical application is filled out and signed we will interview the individual to check the accuracy of the resume as far as prior skill, knowledge and work history as well as the questionnaire. Why they left previous jobs. We conduct a character assessment by asking a series of questions.

C. Once the interview is concluded we conduct a background check, Permanent Employee Registration Card (PERC) check. We also check to make sure the fingerprints are still eligible to date.

D. If the employee needs to obtain a PERC card by filling out the PERC application and submitting their fingerprints.

E. When the background checks and PERC checks come back clear with no discrepancies and fingerprints are cleared call the references to check for prior work history, skill assessment and character witness statements.

F. Employees are then required to pass a drug/alcohol screening

G. Employees hired and working unarmed security are screened every six months plus random screening.

H. Employees hired and working armed security are screened every three months plus random drug testing.

SECURITY OFFICER BASIC REQUIREMENTS

- Must be 18 years of age or older
- High school diploma or GED equivalent
- Must have at least two verifiable employers
- Must be able to handle various weather conditions
- Ability to communicate effectively both orally and in writing in the English language for the purpose of public interaction and report writing
- Drug-free per pre-employment drug screen
- Authorized to work in the United States
- Proficiency in other languages is a plus
- Ability to work on a team
- Ability to maintain satisfactory attendance and punctuality standard
- Neat and professional appearance
- No criminal history
- Must be responsible and have a professional attitude
- Ability to provide quality customer service
- Ability to handle typical and crisis situations efficiently and effectively on duty
- Security, military, or law enforcement background is a plus
- Computer literacy is valued
- Lift 50 pounds

DESCRIBE THE BENEFITS PACKAGE FOR EMPLOYEES ASSIGNED TO THIS CONTRACT.

Benefits Program

Medical/Health Insurance Payroll Deduction

Employee Plan-$5,000.00 deductible through United Healthcare

- **Employee Cost $41.74 per week**
- **Employee & Spouse $133.57 per week**
- **Employee & Children $101.85**
- **Employee Family $210.38 per Week**

Dental

- **Monthly Premium $6.93 per Employee through United Healthcare**
- **Annual Max $1,500.00**

Vision

- **Monthly Premium $1.33 per employee**

8. A FULL DESCRIPTION OF INITIAL TRAINING AND ONGOING TRAINING, INCLUDING ALL SUBJECTS AND CATEGORIES.

SECURITY OFFICER TRAINING

Advanced Security Solutions conducts training that exceeds that of any of our competitor's programs. The knowledge of our management team is passed on to our new employees. In addition to the state mandated certification courses, Advanced Security Solutions personnel must attend:

- 20-hour State of Illinois Security Course
- 8-hour Security Defensive Tactics Training
- 4-hour Patrol Techniques & Criminal Law
- 4-hour Customer Service Seminar
- 16-hour On Site Training
- 4-hour Client Rules and Policies

Our methods for training have been proven in our work. We can take any individual with the desire and the commitment and produce a qualified security officer. Our structuring of training is not complicated and that is the key to success. We teach fundamentals that can be developed and cultivated. There are no shortcuts to any place worth going. We can assist the individual as

well as the company in structuring your training. All training receives certifications if the individuals pass the course.

To receive certification, candidates must pass written, performance, and situational assessments.

These assessments determine competency based on established professional attributes and standards of responsibility

PHASES

INDUCTION

Policies and Procedures/Conduct/Ethics-Fundamentals and company standards

Guidance-Providing employees with essential skills to join the company or begin a new role

Basic Orientation-Company values and culture. Job SOP (Standard Operating Procedures)

JOB TRAINING -ON SITE

Shadowing/Observation-Visual learning and performing job functions, essential job functions

Coaching/Mentoring-Improve on the employees existing skills or provide new. Discuss Performance

Assessment-Creating a starting point to gauge increase or decrease in performance

JOB TRAINING -OFF SITE

Lectures-Theory, Report Writing and Incident Documentation, Liability, etc.

Hands on Training-Baton, Handcuff, Firearms, Taser, OC, Scenario

Continuous Training-Through simulation of scenarios. Constant skill development

Only through scenario simulation and stimulation can mistakes be made and corrected. In the real world we hope that no ill-fated situation comes upon yourself as an individual or your organization. But in the event if something should happen our trained guards are prepared for the situation. Skills not used are perishable.

9. ANY SPECIAL TRAINING AND SPECIAL ACTIVITIES OF COMPANY PERTINENT TO PARKING FACILITIES AND PUBLIC FACILITIES.

Advanced Security Solutions offers a Garage Based Training (GBT) course for our parking and patrol officers. GBT is a course that involves our instructors gathering previous incidents and utilizing lessons learned to teach officers real life issues. This course allows officers to figure out solutions at a reality-based level. Scenarios include a vehicle driving through a gate, a patron lifting a gate, traffic accidents in a parking structure, a large vehicle hitting a sign or sprinkler, homeless in the stairwells, trespassers, break-ins, criminal damage to property and several other garage specific incidents. Our officers are challenged by the instructors and role players to

make quick decisions in resolving the issues. Teaching our officers how to verbally deescalate a situation and to take notes on all vehicles and visitors.

10. PROOF OF TRAINING AND UNDERSTANDING OF SECURITY SURVEILLANCE EQUIPMENT SYSTEMS.

Our security staff is trained in the basic use of CCTV cameras and basic computer use. Security surveillance equipment is not the same from jobsite to jobsite therefore we provide most of the training in the field on site. For site specific training our Supervisor will train employees who are assigned to work at the site in addition to new employees on the specific equipment.

11. AN OVERVIEW OF THE TRAINING PROGRAMS FOR SUPERVISORS, INCLUDING THE FREQUENCY OF SUCH PROGRAMS.

Since the security industry is so specialized by the needs of our clients, we promote supervisors and management positions within the company. We feel that supervisors and management employees have a better understanding of the tasks at hand and the needs of our clients when they have spent time working in the field and jobsites. We promote the best candidates for supervisor and management roles. All our supervisors are required to take several types of training; ASP Handcuffing, SBT Scenario Based Training, Verbal Judo, Customer Service, Report Writing and a few client specific classes. Some of the training is on the job training shadowing a current supervisor. We are always evaluating our staff looking for the next possible candidate for promotion.

12. FOUR COPIES OF ALL LICENSES, INSURANCE CERTIFICATES, AND OTHER PERTINENT INFORMATION.

SEE ADDITIONAL DOCUMENTATION ATTACHED

[THIS SPACE LEFT INTENTIONALLY BLANK]

13. A WRITTEN OVERVIEW OF THE VENDOR'S EXPERIENCE IN PROVIDING SECURITY AT HIGH-RISE PARKING STRUCTURES; THIS OVERVIEW SHOULD NAME SPECIFIC CLIENTS AND THE CITY AND STATE IN WHICH THEY ARE LOCATED.

STANDARD PARKING

Description: Four accounts located in Chicago, IL. These accounts are all multi-use encompassing public, business, and residential parking. We staff four different locations that range from a guard in a booth with hourly stairwell checks to a guard on foot patrolling the garage 24/7. We also have a location where we staff a plainclothes officer to catch crime and assess current security procedures.

LAZ PARKING

Description: Four accounts located in Chicago, IL. These accounts are a mix of multi-use encompassing public, business, and residential parking. We staff four different locations that range from a guard in a booth with hourly stairwell checks to a guard on foot patrolling the garage 24/7 we also provide a guard in the office to validate tickets, check the machines and check the business center. Some of the garages are from upscale residential areas where we are also responsible for their lobby and the entertainment area as well. We even have several parks that we must patrol.

IMPARK

Description: One account located in Chicago, IL. The account is a mix of multi-use encompassing public, business, and residential parking. We staff this location 24/7 and are responsible for employee escorts, stairwell checks, parking lot counts, traffic control at peak hours as well as patrols in the residential areas and the business center.

KASS MANAGEMENT

Description: Two accounts located in Chicago, IL. The account is a mix of multi-use encompassing public and residential parking. We staff this location overnight and are responsible for resident escorts, stairwell checks, vehicle count and pictures of reserved areas, as well as patrols in the residential areas.

LEGACY PARKING

Description: One account located in Chicago, IL. This account is multi-use encompassing public, business, and residential parking. This location we staff a guard 24/7 in the booth with hourly stairwell checks and foot patrol.

14. QUALIFICATIONS OF ALL STAFF TO BE EMPLOYED AT THIS LOCATION, INCLUDING EDUCATIONAL BACKGROUND AND DETAILS OF PAST EXPERIENCES AT SIMILAR LOCATIONS AND THE IDPR PERMANENT EMPLOYEE REGISTRATION CARD NUMBER FOR EACH STAFF MEMBER – NOTING THE TOTAL NUMBER OF ANY REGISTRATION DISCIPLINE AS WELL AS THE REASON, THAT HAS BEEN TAKEN AGAINST STAFF. INCLUDE ANY OTHER CREDENTIALS THAT SUGGEST SUPERIOR QUALITY OF EXPERIENCE AND JOB KNOWLEDGE. THIS REQUIREMENT INCLUDES SECURITY PERSONNEL, OPERATIONS SUPERVISORS AND MANAGEMENT, AND ANY INDIVIDUALS PERFORMING RANDOM INSPECTIONS.

Nicholas Wingo

Hire Date – 02/21/2020

PERC# 129.290182

FOID# 1710663162

EDUCATION:

DePaul University Chicago IL – 2011 – 2014

Hales Franciscan High School

Cisco Networking Academy Certification

Officer N. Wingo has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report...). Has a great presence and positive attitude.

Officer N. Wingo was disciplined one time on 04/11/2020 due to tardiness.

Francisco Valdes

Hire Date – 06/27/2018

PERC# 129.436677

EDUCATION:

High School Diploma

Officer F. Valdes has worked at multiple parking garage locations (Including upscale residential parking garages downtown Chicago). Skilled at observation and resolving issues that occurred (Homeless activity, property damage report...). Has a great presence and positive attitude. Officer F. Valdes has worked with Advanced Security Solutions for almost 2 years and has been a great asset.

Officer F. Valdes was disciplined one time on 07/01/2019 due to tardiness.

Gabrielle Sylvester

Hire Date – 01/07/2019

PERC# 129.432936

EDUCATION:

High School Diploma

Officer G. Sylvester has worked at multiple parking garage locations but works at 1 location for the last year. Skilled at observation and resolving issues that occurred (Homeless activity – particularly good, property damage report, great at report writing…). Has a great presence and positive attitude. This Officer has never been disciplined.

Terrence Smith

Hire Date – 12/26/2018

PERC# 129.432713

EDUCATION:

High School Diploma

Officer T. Smith has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity – particularly good, property damage report…). Has a great presence and positive attitude. This Officer works mainly at locations with high presence of homeless activity and has never been disciplined.

Kevin Rubalcava

Hire Date – 08/01/2016

Perc# 129.400775

EDUCATION:

High School Diploma

Officer K. Rubalcava has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing…). Has a great presence and positive attitude. This Officer works mainly at locations with high presence of homeless activity and has never been disciplined. Advanced Security Solutions is incredibly happy with this officer's performance throughout the time he has been with us and has never been disciplined.

Wilneshia Rainey

Hire Date – 07/31/2019

PERC# 129.415175

EDUCATION:

High School Diploma

Officer W. Rainey has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing). Has a great presence and positive attitude.

Officer W. Rainey was disciplined one time on 09/17/2019 due to not submitting reports within 45 minutes after the shift.

Anthony Maxwell

Hire Date – 07/24/2019

PERC# 129.439818

EDUCATION:

High School Diploma

Officer A. Maxwell has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report...). Has a great presence and incredibly positive attitude.

Joseph Maldonado

Hire Date – 09/06/2018

PERC# 129.428472

EDUCATION:

High School Diploma

U.S Army - Active

Officer J. Maldonado has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing...). Has a great presence and incredibly positive attitude. This Officer has worked at almost all our locations and always delivered great results. Officer J. Maldonado was never disciplined.

Ramon Lopez

Hire Date – 01/11/2019

PERC# 129.432446

EDUCATION:

High School Diploma

Officer R. Lopez has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing…). Has a great presence and positive attitude. This Officer has worked mainly at parking garages and being a great asset to Advanced Security Solutions. This Officer was never disciplined.

Rashaan Lewis

Hire Date – 05/25/2018

PERC# 129.443192

EDUCATION:

High School Diploma

Officer R. Lewis has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing…). Has a great presence and positive attitude. This Officer has worked mainly at parking garages and being a great asset to Advanced Security Solutions. This Officer was never disciplined.

George Cramer

Hire Date – 09/26/2018

PERC# 129.169964

EDUCATION:

High School Diploma

Officer G. Cramer has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report…). Has a great presence and positive attitude. This Officer has worked mainly at parking garages and being a great asset to Advanced Security Solutions. This Officer was never disciplined.

Fontaine Collins

Hire Date – 02/26/2020

PERC# 129446984

EDUCATION:

High School Diploma

Officer F. Collins has worked at one parking garage only but delivers great results. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing…). Has a great presence and positive attitude. This Officer was never disciplined.

Jason Blackmon

Hire Date – 06/14/2018

PERC# 129.160417

EDUCATION:

High School Diploma

Officer J. Blackmon has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing…). Has a great presence and positive attitude. This Officer was never disciplined.

Jasmine Golden

Hire Date – 06/12/2019

PERC# 129.438517

EDUCATION:

High School Diploma

Officer J. Golden has worked at one parking garage only but delivers great results. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing…). Has a great presence and positive attitude. This Officer was never disciplined.

Adrienne Goodman

Hire Date – 02/16/2016

PERC# 129.371987

EDUCATION:

High School Diploma

Officer A. Goodman has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing...). Has a great presence and positive attitude. Exceptional performance throughout the time she has been with us. This Officer was never disciplined.

Leneil Boyd

Hire Date – 04/26/2018

PERC# 129.311797

EDUCATION:

High School Diploma

Officer L. Boyd has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing...). Has a great presence and positive attitude. This Officer was never disciplined.

15. A COPY OF THE COMPANY'S PRE-EMPLOYMENT DRUG TESTING POLICY.

DRUG TESTING POLICY

PURPOSE

All candidates who have received a written offer of employment will be required to undergo testing for commonly abused controlled substances in accordance with this policy.

SUBSTANCES COVERED BY DRUG AND ALCOHOL TESTING

Candidates will be tested for their use of commonly abused controlled substances, including amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

TESTING METHODS AND PROCEDURE

All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

Advanced Security Solutions will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his or her own expense if he or she disagrees with the test result.

REFUSAL TO UNDERGO TESTING

Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

POSITIVE TEST

If a candidate tests positive on a screening test, the employment offer will be formally withdrawn, and the candidate will be provided The reason why he or she is no longer being considered for employment.

RIGHT TO EXPLAIN TEST RESULTS

All candidates have the right to speak to the testing laboratory and with Advanced Security Solutions, to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within Advanced Security Solutions or within the lab who need to know such information to make proper decisions regarding the test results or employment of the individual.

RIGHT TO REVIEW RECORDS

Advanced Security Solutions will provide a copy of test results only to candidates who test positive and request a copy.

CONFIDENTIALITY REQUIREMENTS

All records concerning test results will be kept in medical files that are maintained separately from Advanced Security Solutions personnel files.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug usage.

RETESTING

Candidates may request a retest of their positive test results within five working days after notification by Advanced Security Solutions of such positive test results. This retest is at the expense of the individual unless the original test result is called into question by the retest.

16. A COPY OF THE COMPANY'S POST EMPLOYEE AND RANDOM DRUG TESTING POLICY.

RANDOM DRUG TESTING POLICY

PURPOSE

This policy describes Advanced Security Solutions' policy and procedures for conducting random drug tests of employees.

RANDOM TESTING

Advanced Security Solutions will randomly test employees for compliance with its drug-free workplace policy. As used in this policy, "random testing" means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, Advanced Security Solutions has no discretion to waive the selection of an employee selected by this random selection method.

SCHEDULED PERIODIC TESTING

Advanced Security Solutions reserves the right to conduct periodic testing on a regularly scheduled basis for employees in designated departments, classifications or workgroups.

SUBSTANCES COVERED BY DRUG AND ALCOHOL TESTING

Employees will be tested for their use of commonly abused controlled substances, which include amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances.

Employees must advise testing lab employees of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

TESTING METHODS AND PROCEDURE

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted on a urine sample provided by the employee to the testing laboratory under procedures established

by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

Advanced Security Solutions will pay for the cost of the testing,

REFUSAL TO UNDERGO TESTING

Employees who refuse to submit to a test are subject to immediate discharge.

POSITIVE TEST

If a candidate tests positive, the employee will be invited into the office for an ESM. The employee will need to provide the reason why he or she may have tested positive and will be subject to disciplinary action, up to and including discharge. Discipline selected by Advanced Security Solutions will depend on a variety of factors, including the prior work record of the employee, the length of prior employment, the prior accident and attendance record of the employee, the circumstances that led to the testing, and the proposals by the employee to address the problem.

RIGHT TO EXPLAIN TEST RESULTS

All candidates have the right to speak to the testing laboratory and with Advanced Security Solutions, to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within Advanced Security Solutions or within the lab who need to know such information to make proper decisions regarding the test results or employment of the individual.

RIGHT TO REVIEW RECORDS

Employees have a right to obtain copies of all test results from the testing laboratory, or from Advanced Security Solutions. When an employee disagrees with the test results, the individual may request that the testing laboratory repeat the test. Such repeat testing will be at the expense of the individual, unless the repeat test overturns the original report of the lab, in which case Advanced Security Solutions will reimburse the employee for the costs incurred for the retest.

CONFIDENTIALITY REQUIREMENTS

All records concerning test results will be kept in medical files that are maintained separately from the personnel file of the employee.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug use.

RETESTING

Employees may request a retest of their positive test results within five working days after notification by Advanced Security Solutions of such positive test result. This retest is at the expense of the individual unless the original test result is called into question by the retest.

Where the employee or applicant believes that the positive test result was affected by taking lawful or prescribed substances, the individual may be suspended without pay pending receipt

of confirming information to substantiate the claims of the individual. Normally, the individual will be provided no more than five business days in which to provide this additional information.

Once Advanced Security Solutions has determined whether there is evidence to indicate that the test results are incorrect, Advanced Security Solutions will advise the individual of its decision.

17. A DESCRIPTION OF THE COMPANY'S PROCESS FOR CONDUCTING PRE-EMPLOYMENT BACKGROUND CHECKS AND WHAT STEPS ARE TAKEN TO DURING THE COURSE OF EMPLOYMENT TO MAINTAIN AND VERIFY EMPLOYEE BACKGROUND INFORMATION.

EMPLOYMENT SCREENING PROCESS

I. Once the applicant has submitted their resume it is reviewed by our Human Resource Department. If all of the basic requirements are fulfilled we will schedule a pre employment info class. Where the applicant will learn about how we operate and if they are a good fit for us and if we are a good fit for them. During this process applicants are monitored for their ability to follow directions and their willingness to participate. If both parties are in agreement then the applicant will fill out an employee application and a basic security questionnaire.

J. Once the physical application is filled out and signed we will interview the individual to check the accuracy of the resume as far as prior skill, knowledge and work history as well as the questionnaire. Why they left previous jobs. We conduct a character assessment by asking a series of questions.

K. Once the interview is concluded we conduct a background check, Permanent Employee Registration Card (PERC) check. We also check to make sure the fingerprints are still eligible to date.

L. If the employee needs to obtain a PERC card by filling out the PERC application and submitting their fingerprints.

M. When the background checks and PERC checks come back clear with no discrepancies and fingerprints are cleared call the references to check for prior work history, skill assessment and character witness statements.

N. Once the employee is hired his PERC card will be verified every six months

18. AN OVERVIEW AND DESCRIPTION OF THE PATROLLING POLICIES USED AT SIMILAR LOCATIONS.

Specific Patrolling Policies

Specific duties (Policies) describing the nature and scope of security agents' duties will be specified in the guard assignment schedule. Generally, they will include physical protection of

the grounds, equipment, and property of the Village; prevention of burglary, vandalism, pilferage, and robbery; enforcement of rules and regulations of Client; quelling of disorders; verification of identification; and logging of employees in and out of Owners buildings.

The security officer will act on their own initiative at the direction of authorized personnel of Client and on orders from Contractor. Their personal appearance, attitudes, and manner of performance, at all times, will reflect a favorable public image, both for Client and Contractor. Officers will be under constant scrutiny by the Contractor's security supervisor, duty officers, and staff. This supervision will include inspection, control checks, and continual re-evaluation to insure top performance from each security agent and supervisor.

19. PROPOSED POST ORDERS, POLICIES, PROCEDURES, AND REPORTS FOR SECURITY THAT WOULD BE UTILIZED BY THE COMPANY RELATIVE TO THIS CONTRACT AND IN CONSIDERATION OF THE APPENDIX.

Since every garage and location of service is different we would be making a new procedure, checklist and process for the guards as we custom make changes to every account.

POST ORDERS

To all Security Officers assigned for parking garages:

Listed are the responsibilities and directions to what needs to be checked and done during your shifts.

ALL REPORTS NEED TO BE INFORMATIVE - When you notice an issue, you need to write it down and attach a picture in your report (from cell phone).

Reports without detailed information will not be accepted.

ALL SITUATIONS LISTED ON THE REPORT SHOULD INCLUDE DETAILED INFORMATION:

WHAT HAPPENED

WHO IS INVOLVED (Names, ID copies, etc.)

WHAT DID YOU DO REGARDING THE SITUATION

WHAT WAS THE END RESULT (how was it fixed or addressed?)

MUST CARRY POST ORDERS WITH YOU AT ALL TIMES

***Flashlight, notepad, and a pen are part of each Officer's MUST HAVE.**

Please notice that each account has different personal (Email Addresses) for sending reports.

****Call button at garages goes directly to managers and sends them an email every time someone presses on it. Use it to report any property damage or equipment malfunction. If there is an issue that you cannot resolve, please contact Advanced Security Solutions**

Mobile Supervisor at (224) 567-0854 (24/7 number) as well as notify your direct SUPERVISOR. If you still cannot resolve an issue, contact your direct Manager.

All officers must do the following while on post:

Must report to work on time and notify the Mobile Supervisor and the Client staff (If Present) once on post

Follow proper dress code and all Advanced Security Solutions Policies and Procedures. Remember that presence is the 1st impression. (Make sure that it is positive)

Retrieve equipment necessary for duty (Company cell phone, radio

Be pleasant, customer friendly, professional, positive and have good public relations

VERY IMPORTANT - BE VISIBLE & PROVIDE DETERRENCE

Keep log while on duty/patrolling

Report every issue/problem you notice (ex. Glass on the floor, flat tire, broken window, broken doors, garbage laying around, abundant cars, broken gate, etc.')

Perform foot patrols of all levels, stairwells, and perimeter of the property

Perform a reserved parking spot check and note cars parked in your report

Perform and empty stall count during the time provide by the client

If you are taking a lunch break (30 minutes) in a booth or an office contact the Mobile Supervisor and notify them when you started or when in and when you ended or went out. (Do not sit in your personal or any vehicles)

Foot Patrols must be performed constantly with 15-minute breaks in between unless instructed otherwise

Watch out for valet parking violations (Illegal parking, loitering, any unusual/illegal activity) - note in report (Make sure to attach picture if possible) color of uniform and the violation

Pay station lobbies need to be checked during every patrol as well as the stairwells. All trespassers are to be escorted off property. Repeat offenders are to be logged and local PD must be contacted to trespass the subjects. Contact the Mobile Supervisor for any questions or backup

Must keep a copy of your post orders with you at all times. If you need additional guidance please contact your direct Supervisor.

MOBILE SUPERVISOR WILL PERFORM RANDOM CHECKS TO ENFORCE ALL POLICIES AND RULES AS LISTED ABOVE.

REPORT WRITING DIRECTIONS:

All reports must have a HEADING and a SUBJECT.

Example:

Daily report: (address of the location)

Shift: (start and end time)

Date: (day, month, year

S/O: (name of officer on duty)

00:00 S/O Sylvester on duty. Checked in with the front desk Officer. Retrieved a company phone and a radio. Nothing further to report at this time.

While patrolling S /O Sylvester observed the following:

Lights out in the south stairwell on the following levels 2 and 6. Graffiti on the wall also in the south stairwell on level 4. See attached pictures.

00:45 – 01:00 S/O Sylvester monitored CCTV system. Looking for any suspicious activity and or unauthorized subjects. No incident to report at this time.

01:00 S/O Sylvester performed a foot patrol of all levels looking for any vehicle damages or other suspicious activity. Nothing to report at this time.

01:20 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects.

01:58 A pile of cigarette butts was observed by the north elevator. See attached picture.

02:00 S/O Sylvester monitored CCTV system looking for any activity.

02:15 S/O Sylvester performed a foot patrol of all levels looking for any vehicle damages or other suspicious activity. Nothing to report at this time.

02:45 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects. I observed a male (Description) sitting in the west stairwell on the 8th floor on the. He was asked to gather his things and leave the garage. The subject was escorted off the property without an incident. See attached pictures of subject and ID.

03:20 S/O Sylvester monitored CCTV system looking for any activity.

03:50 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects.

04:20 LUNCH BREAK

04:50 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects.

05:30 S/O Sylvester performed a foot patrol of all levels looking for any vehicle damages or other suspicious activity. Observed a BLK Nissan Rogue with a broken driver's window. The glove box and middle console were open. Broken glass was found next to

the vehicle. See attached pictures of the vehicle and LP. I contacted the Mobile Supervisor to report my observation.

05:45 Mobile Supervisor on site.

06:00 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects.

06:40 S/O Sylvester performed a foot patrol of all levels looking for any vehicle damages or other suspicious activity. Nothing to report at this time.

07:00 Off Duty. S/O Sylvester returned the company phone and radio. Checked out with the front desk Officer.

20. A Proposed Management Plan That describes the company's plan for meeting the requirements of the contract. The management plan should define how the private security company will utilize unarmed staff to ensure timely, professional and High-quality performance and achievement of deadlines. Elements of the private security company's technical ability that must be addressed in the Management Plan include but are not limited to: (A) organization and management, (B) the company's inspection system, (C) key personnel, (D) training plan, (E) surveillance detection, (F) personnel action prevention, (G) experience in the use of maintenance of the property used in performance of this contract. The management plan must contain;

MANAGEMENT PLAN

The following management plan describes how Advanced Security Solutions will manage the parking structures for Oak Park Village as defined by the RFP. Advanced Security Solutions will provide you with certified, insured, and bonded Security Guards and a vehicle. Each has been professionally screened to the standards of the State of Illinois. Each uniformed security guard is trained to act as a criminal deterrent by adopting the principles of the CPOP (Community Police Officer Program) methodology. Simply put, our guards are encouraged to be an approachable source of information to employees and the public. Letting the public know that we are there for them generates a feeling of community and safety.

A. **ORGANIZATION AND MANAGEMENT**

Advanced Security Solutions has a three tier management system for their patrol and parking department. We have supervisors, mobile supervisors and security guards organized to manage the account directly. When more than one guard staffed on an account there will be a designated lead or higher level guard to manage the account and lower level guards.

PROPOSED LINES OF RESPONSIBILITY, AUTHORITY, AND COMMUNICATION OF KEY PERSONNEL

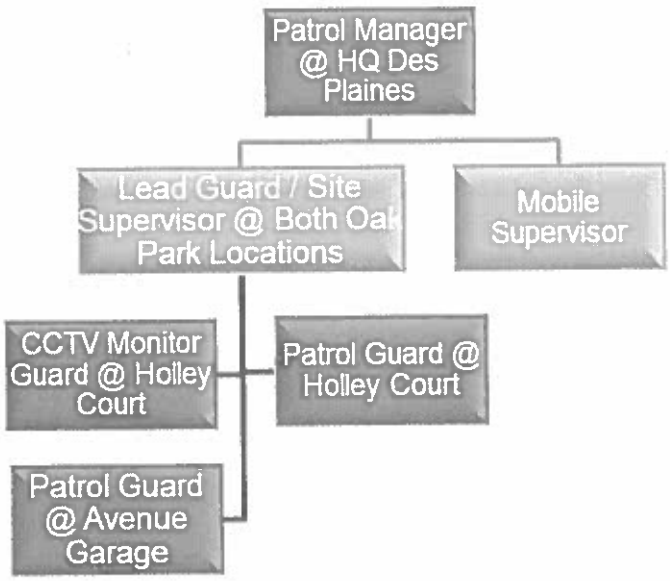
Patrol Manager – Schedule, assign patrol security posts, and liaison between upper management and the client. The supervisor assesses employee performance. Observations of Mobile Supervisor regarding employees is an element of our performance evaluation.

Mobile Supervisors – Is a roving supervisor responsible for performing daily checks on Advanced Security Solutions accounts ensuring staff is in uniform, performing the post orders for each account, and abiding by our policies and procedures, etc. The Mobile Supervisor can write up employees for not performing per our standards.

Patrol Guards – Our Patrol Guard Staff are the face of the company. Our Patrol Guards are representing both Advanced Security Solutions and the Village of Oak Park. They are encouraged to be very helpful to the public and customers visiting your park garages. They will be performing all the patrol checks, report writing, etc. as defined by this RFP.

Lead Guard / Site Supervisor – is the on-site supervisor for all guards on this contract. They will act as the on-site Liaison between the guards and Village Designee.

PROPOSED ORGANIZATIONAL STRUCTURE



PROPOSED TRANSITION PLAN

Advanced Security Solutions will transition per the Client's request. We will have our staff ready and trained for the Notice to Proceed Date. Advanced Security Solutions will request on-site training if possible before taking over the staffing of the account.

Our transition plan is to walk each property with the person in charge of the security, Village of Oak Park Designee, to review all that is expected and write up policies, procedures, and post orders. After doing so we would over staff the first few days. For example, if the shift calls for 2 officers and a supervisor. We would place 4 officers and 2 supervisors to train everyone and have a better understanding of the requirements. We would also assign our current garage supervisor who oversees 9 different parking structures to work several shifts,

in order to ensure that the policies and post orders meet our standards. All this would be done at no extra expense to the client. Our company provides mobile supervisors 24 hours a day working several shifts in order to become familiar with the account and perform quality checks in addition to review of the post orders.

CLIENT RELATIONSHIP MANAGEMENT PLAN

Advanced Security Solutions employees recognize that our success depends on our customer service. Our supervisors review daily reports every morning to insure employees are following the post orders and to make sure incidents are reported and properly taken care of. Our staff will be communicating through reports, over the phone and in person with Village designees to resolve problems and inquiries.

DESCRIPTION OF PLANS THAT IDENTIFY AND RESOLVE PROBLEMS

As stated above Advanced Security Solutions will be in constant contact alerting the Village to incidents, problems, etc. Our staff will resolve all issues in its power but will elevate anything out of our control and authority to the Village designee.

AN AUGMENTATION PLAN THAT DEMONSTRATES THE ABILITY TO RESPOND TO WORKLOAD FLUCTUATIONS IN A TIMELY MANNER

Advanced Security Solutions is currently staffing 11 other parking facilities in Chicago, IL and would not have an issue supplying additional trained staff at a moment's notice.

We also staff two cover officers across our parking structure accounts that are not billed to any client in order to maintain extra personnel as a safeguard in case an employee falls ill, does not perform to our standards, last minute call offs or a client wishes to add more staff or emergency service. We are also one of the few security companies that have a State of Illinois Licensed Security Training Academy. With this academy we can select specific types of security officers and are able to hand pick the best candidate for each client. This also allows us to hire and train a large number of employees in a short period of time.

SAMPLE DAILY ACTIVITY REPORT

Daily report for Grand Plaza. 12/6-12/7 Inbox x

[redacted] 7:12 AM (8 hours ago)

Laz Parking Garage Daily Report for 12/6-12/7/14.

Officer Kenneth Masella duty log.

2300 - Lobby. No radio.
2308 - Full stairwell patrol.
2326 - Perimeter patrol.
2330 - Lonby. Have received a battery.
2332 - Full interior.

2345 - State side, ramp P3-P4. Silver ford focus. Illinois plate L51 5727. Interior dome light on.

2347 - State side ramp P3 - P4. Silver Nissan Altima. Illinois plate P17 7879. Car appears abandoned. Has a flat, thick dust. And long over expired plates.

0010 - Had a customer at the middle exit gate complain to me the assistance.

0018 - Lobby. Had to get a new battery.

0023 - Full state side patrol.
0049 - Full Dearborn patrol.
0059 - Perimeter patrol.

0115 - Helped a customer with a spot hero.

SAMPLE INCIDENT REPORT FORM

INCIDENT STATEMENT

			Incident Statement Number (year,month,day,24time,employee #)
Date Reported (Month, Day, Year)	Time Reported (24hr.)	Date Occurred (Month, Day, Year)	Time of Occurred (24hr.)

Incident Location/Address	City	State	Zip

Suspect #1

Suspect Name (Last, First, Middle)	Sex	Race	HT	W T	Hair	Eyes
	☐ Male ☐ Female	☐ White ☐ Black ☐ Asian ☐ Indian ☐ Hispanic ☐ Unknown				
			DOB: / /			

Street Address (include apartment numbers)	City	State	Zip	Phone ☐ Home ☐ Work ☐ Cell

Occupation Employee/School	Military Branch ☐ Army ☐ Navy ☐ Marine ☐ Air Force CO:

Type of Identifications Provided:

☐ No I.D. Verbal Only
☐ Drivers License # _____ State _____
☐ State I.D. # _____ State _____
☐ Other (clarify in narrative)
☐ Passport #_____ Country _____

Resident ☐ Yes ☐ No **Employee ☐ Yes ☐ No**

Clarify suspect release disposition and police response information in the report narrative: ☐ Juvenile Suspect ☐ Adult Suspect

☐ Released to Parent/Guardian (Name): _____
☐ Release to Police (Officer's Name): _____
☐ Released by Security ☐ Police Responded ☐ Police Assisted Only

Police Report Number _____

Offenses

☐ Theft ☐ Trespass ☐ Assault ☐ Drug
☐ Burglary ☐ Criminal Damage to Property ☐ Battery ☐ Vehicle Break In ☐ Other _____

Suspect #2

Suspect Name (Last, First, Middle)	Sex	Race	HT	WT	Hair	Eyes
	☐ Male ☐ Female	☐ White ☐ Black ☐ Asian ☐ Indian ☐ Hispanic ☐ Unknown				
			DOB: / /			

Address (include apartment numbers)	City	State	Zip	Phone ☐ Home ☐ Work ☐ Cell

Occupation Employee/School

Military Branch
☐ Army ☐ Navy ☐ Marine ☐ Air Force
CO:

Type of Identifications Provided:

☐ No I.D. Verbal Only
☐ Drivers License # _____ State _____
☐ State I.D. # _____ State _____
☐ Other (clarify in narrative)
☐ Passport #_____ Country _____

Resident ☐ Yes ☐ No **Employee ☐ Yes ☐ No**

Clarify suspect release disposition and police response information in the report narrative: ☐ Juvenile Suspect ☐ Adult Suspect

☐ Released to Parent/Guardian (Name): _____
☐ Release to Police (Officer's Name): _____
☐ Released by Security ☐ Police Responded ☐ Police Assisted Only

Police Report Number _____

Offenses

☐ Theft ☐ Trespass ☐ Assault ☐ Drug
☐ Burglary ☐ Criminal Damage to Property ☐ Battery ☐ Other _____

☐ **Additional Suspects** (Document additional suspects on a second IS form).

Victim/Witness

Business Name	Address	City	State	Zip

Institution Type

☐ 110 Nightclub ☐ 112 School ☐ 114 Office Building ☐ 116 Banquet Hall ☐ 118 Factory ☐ 120 Bank
☐ 111 Bar ☐ 113 Apartment Building ☐ 115 Parking Lot/Garage ☐ 117 Residential ☐ 119 Restaurant ☐ 121 Department Store

Complainant/Witness

Primary Complainant/Witness Name (Last, First, Middle)	Sex	Race	Date of Birth
	☐ Male ☐ Female	☐ White ☐ Black ☐ Asian ☐ Indian ☐ Hispanic ☐ Unknown	

Address (include apartment numbers)	City	State	Zip	Phone ☐ Home ☐ Work ☐ Cell

Statement Taken ☐ Yes ☐ No Vehicle Involved ☐ Yes ☐ No

Witness

Primary Complainant/Witness Name (Last, First, Middle)	Sex	Race	Date of Birth
	☐ Male ☐ Female	☐ White ☐ Black ☐ Asian ☐ Indian ☐ Hispanic ☐ Unknown	

Address (include apartment numbers)	City	State	Zip	Phone ☐ Home ☐ Work ☐ Cell

Other Witness

Primary Complainant/Witness Name (Last, First, Middle)	Sex	Race	Date of Birth
	☐ Male ☐ Female	☐ White ☐ Black ☐ Asian ☐ Indian ☐ Hispanic ☐ Unknown	

Address (include apartment numbers)	City	State	Zip	Phone ☐ Home ☐ Work ☐ Cell

Job Detail

☐ Indoors ☐ Outdoors ☐ Vehicle Patrol ☐ Foot Patrol ☐ Check Up ☐ Dispatched ☐ Club ☐ TRU ☐ Money Escort ☐ Truck Escort ☐ Event ☐ Loss Prevention ☐ Courier Service ☐ Key Holder ☐ K-9 Unit ☐ Executive Protection ☐ Training

Vehicles #1

Plate	State	Color	Make	Model

Car Accident ☐ Yes ☐ No Break In ☐ Yes ☐ No

Vehicles #2

Plate	State	Color	Make	Model

Car Accident ☐ Yes ☐ No Break In ☐ Yes ☐ No

Vehicles #3

Plate	State	Color	Make	Model

Car Accident ☐ Yes ☐ No Break In ☐ Yes ☐ No

Incident Narrative- Fill in all detailed information

	Officer Name	Badge Number

I, _____ certify that the above information is true and correct to the best of my knowledge.

(B) INSPECTION SYSTEM

Advanced Security Solutions will be utilizing ProxiGuard QR Codes and reporting to insure our guards are completing their tasks. All reports are read immediately or the next morning for night shift reports.

We utilize several quality control and inspection systems. The first system is the ProxiGuard QR code system that tracks the guard as he makes his rounds and scans the tags. After the guard completes the full round he/she documents the start and the end of the round in their notepad. The guard also calls to our dispatch system at the beginning and at the end of the rounds.

The second system is the mobile supervisor who will show up at a random time to check on the guard. The first action of the mobile supervisor is to initially inspect the guard from a distance to ensure the guard is visible and alert. The second action the mobile supervisor performs is to verify the guard has been completing the rounds. The mobile supervisor then reviews the guard's notepad to verify it is up to date. Then the mobile supervisor (MS) has a conversation with the guard verifying that guard is doing well, the MS will also get a guard a snack, coffee or anything if they are showing signs of fatigue which may include giving the guard an additional break or relieving the guard. The final step that a mobile supervisor completes a quick email of the guard's evaluation for the night for the Patrol Manager.

The third quality control we have in place is the training manager and secret shopper. Both are required to make their way around and evaluate both the work performance of our security staff and the sites difficulty level. This ensures that the guard is doing well and is projecting a positive, helpful attitude in order to provide the customers and the public an environment

capable of having great parking experience. It also allows management to make changes to the staff and site if things need to be adjusted.

(C) KEY PERSONNEL

COMPANY CONTACT NAME TELEPHONE

A. LOUIE RADIC, 847-409-2573

B.. JOZEF EREMIAS, 708-238-4001

C. GIOVANNI mEDINA, 773-315-2175

D. THE MOBILE SUPERVISORS 224-567-0854

(D) TRAINING PLAN

All Employees will be required to pass our Security Officer Training outlined in the PRE – QUALIFICATION AND AGENCY EVALUATION Question Number 8. All employees assigned will be trained on site to complete the tasks specific to the Village of Oak Park garages outlined in the RFP.

(E) SURVEILLANCE DETECTION

Advanced Security Solutions will be using fixed and mobile assets assigned to the garages to survey the parking facility. We will use handheld radios and cell phones to communicate with one another. The fixed guard located in the CCTV room, monitoring the cameras, will contact the guards on foot patrol if there are any issues the foot patrol is unaware of. The foot patrol guards will be conducting their checks and noting anything out of the ordinary in addition to providing customer service activities to customers and the public in the parking facilities.

(F) PERSONNEL ACTION PREVENTION

Advanced Security Solutions works very hard to maintain a positive and happy environment for our employees. Management maintains consistent communication with all employees. Employees have access to the Mobile Supervisors and the Supervisors located at HQ for any concerns and complaints. Additionally the on-site supervisor elevates all employee concerns to the HQ Supervisor.

All personnel actions will be handled by Advanced Security Solutions HQ. All employee assignment changes regarding new and removed employees will be submitted via email to the Village of Oak Park Designee.

(G) EXPERIENCE IN THE USE AND MAINTENANCE OF PROPERTY USED IN THE PERFORMANCE OF THIS CONTRACT

Advanced Security Solutions parking, and mobility guards have experience in the use and maintenance of property related to parking structures, elevators, stairwells, gates, booths and CCTV equipment.

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State of Illinois

Department of Financial and Professional Regulation

Division of Professional Regulation

LICENSE NO.
122 001137
119 001512

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES
08/31/2020

LICENSED PRIVATE SECURITY
CONTRACTOR AGENCY

ADVANCED SECURITY SOLUTIONS INC
LJUBISA L RADIC
1645 BIRCHWOOD AVE
DES PLAINES, IL 60018

DEBORAH HAGAN
SECRETARY

CECILIA ABUNDIS
ACTING DIRECTOR

The official status of this license can be verified at www.idfpr.com

11684565

Cut on Dotted Line

For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 3526625

State of Illinois

Department of Financial and Professional Regulation

Division of Professional Regulation

LICENSE NO.
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119.001512

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08/31/2020

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CONTRACTOR AGENCY

ADVANCED SECURITY SOLUTIONS INC
LJUBISA L RADIC
1645 BIRCHWOOD AVE
DES PLAINES, IL 60018

DEBORAH HAGAN
SECRETARY

CECILIA ABUNDIS
ACTING DIRECTOR

The official status of this license can be verified at www.idfpr.com

11684565

Cut on Dotted Line

For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 3526625

State of Illinois

Department of Financial and Professional Regulation

Division of Professional Regulation

LICENSE NO.
122.001137
119.001512

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below

EXPIRES
08/31/2020

LICENSED PRIVATE SECURITY
CONTRACTOR AGENCY

ADVANCED SECURITY SOLUTIONS INC
LJUBISA L RADIC
1645 BIRCHWOOD AVE
DES PLAINES, IL 60018

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/7/2020

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 have ADDITIONAL INSURED provisions or 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 Compass Insurance Group 6021 Durand Ave Ste 600 Racine WI 53406 License#: 7496976	**CONTACT NAME:** John Freeze **PHONE (A/C, No, Ext):** 262-456-0566 **FAX (A/C, No):** 262-456-2050 **E-MAIL ADDRESS:** christiner@compassinsgrp.com
INSURED ADVANCED SECURITY SOLUTIONS, INC. 1645 Birchwood Avenue Des Plaines IL 60018 ADVASEC-01	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Scottsdale — 41297 **INSURER B :** LIBERTY MUTUAL — 18333 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 271091472 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** X CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY X PRO-JECT ☐ LOC ☐ OTHER:	Y		CPS2980789	3/9/2020	3/9/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 3,000,000 $ 100,000 $ $ 3,000,000 $ 5,000,000 $ 5,000,000 $
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ $ $ $ $
A	☐ **UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $			CXS0012798	3/9/2020	3/9/2021	EACH OCCURRENCE AGGREGATE 	$ 2,000,000 $ 2,000,000 $
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: Y **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC5-34S-533612-060	3/8/2020	10/12/2020	X PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Error & Ommission			CPS2980789	3/9/2020	3/9/2021	E & O Coverage	1,000,000

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

The Village of Oak Park, and its officers, officials, agents, employees and volunteers are additional insureds as required pursuant to the professional services agreement dated July 20, 2020. 30 day notice also applies

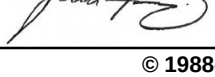
CERTIFICATE HOLDER

Village of Oak Park and its Officers,
Officials, Agents, Employees
and Volunteers
123 Madison Street
Oak Park IL 60302

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/28/2020

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.

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PRODUCER

State Farm

RYAN WILLIAMS INSURANCE AGENCY
5433 W ADDISON
CHICAGO IL 60641

CONTACT NAME: PAM DANIELS
PHONE (A/C, No, Ext): 773-685-5757 **FAX (A/C, No):** 773-685-8122
E-MAIL ADDRESS: PAM@RYANWILLIAMSINSURANCE.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Mutual Automobile Insurance Company	25178
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

ADVANCED SECURITY INC
1645 BIRCHWOOD AVE
DES PLAINES IL 60018-3003

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
A	**AUTOMOBILE LIABILITY**						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$ 1,000,000
	☒ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS			G52 8185 F27 13A 9AZZ	06/27/2020	12/27/2020	BODILY INJURY (Per accident)	$ 1,000,000
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$ 1,000,000
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

The Village of Oak Park and its officers, officials, agents, employees and volunteers are additional insured as required pursuant to the Professional Services Agreement dated July 20, 2020. "

COMPANY HAS 18 AUTOS WITH US ALL HAVE SAME LIMITS $1,000,000/$1,000,000/$1,000,000 WITH $1,000 DEDUCTIBLES COMPREHENSIVE AND COLLSION ALL RENEW SAME TIME AND ARE GOOD THROUGH 12-27-2020

CERTIFICATE HOLDER

THE VILLAGE OF OAK PARK
123 MADISON ST OAK PARK IL 60302

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Ryan Williams

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SCOTTSDALE INSURANCE COMPANY®

ENDORSEMENT NO. _____

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION—CERTIFICATE HOLDERS

The following Conditions are added:

1. If this policy is cancelled, we will endeavor to give notice of cancellation to the person(s) or organization(s) on file with the Agent shown on this policy's Common Policy Declarations for which the designated Agent has issued a Certificate of Insurance pertaining to this policy.

a. We will endeavor to give written notice of such cancellation in accordance with the policy provisions; or

b. If the Certificate Holder requires a different number of days notice than the policy provisions require, we will endeavor to give _____ days written notice of such cancellation to the Certificate Holder.

This notice may be provided before or after the effective date of cancellation. The notice will state the effective date of cancellation. However, such notice of cancellation is solely to inform the Certificate Holder of the effective date of cancellation and does not grant, alter, or extend any rights or obligations under this policy.

2. Failure to give notice in accordance with the terms of this endorsement does not:

a. Alter the effective date of policy cancellation;

b. Render such cancellation ineffective;

c. Grant, alter, or extend any rights or obligations under this policy; or

d. Extend the insurance beyond the effective date of cancellation.

AUTHORIZED REPRESENTATIVE DATE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Additional Insured -- Owners, Lessees Or Contractors -- Scheduled Person Or Organization

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:	Village of Oak Park and
Village of Oak Officials, Oak Park IL 603	

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. **Section II -- Who Is An Insured** is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. **Exclusions**

This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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ADVANCED SECURITY SOLUTIONS

EMPLOYMENT APPLICATION

POSITION(S) APPLYING FOR

☐ **UNARMED PATROL OFFICER (MUST BE 18 YRS OF AGE)**
Requirements: (PERC/ 20 Hour Unarmed Training)

☐ **ARMED SECURITY OFFICER (MUST BE 21 YRS OF AGE)** **Current FCC Holder? YES ☐ NO ☐**
Requirements: (FOID Card/PERC/40 Hour Training)

☐ **RETAIL STAFF (REQUIRES BLACK SUIT)**
Requirements: (MUST BE 21 YRS OF AGE/PERC/ 20 Hour Unarmed Training)

☐ **EVENT STAFF (MAY REQUIRE BLACK SUIT)**
Requirements: (MUST BE 18 YRS OF AGE)

☐ **ON-CALL FOR POSITIONS SELECTED**

APPLICANT INFORMATION

Full Name:_____ Date:_____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Primary Contact Number:_____ Secondary Contact Number:_____

Email:_____

Emergency Contact:_____ Relationship:_____ Phone #:_____

QUALIFICATION QUESTIONS

--Select All That Apply--

Date Available to Start Working if Hired:_____

What days are you willing to work? **Mon☐ Tue☐ Wed☐ Thru☐ Fri☐ Sat☐ Sun☐**

What shifts are you willing to work? **1st ☐ 2nd ☐ 3rd☐**

Are you willing to work Holidays? **YES ☐ NO ☐**

Any Restrictions? **YES ☐ NO ☐**
If YES Please List:_____

Do you have reliable transportation? (Personal Vehicle, CTA, Etc.) **YES ☐ NO ☐**
If YES Please List:_____

Do you have reliable communication? **YES ☐ NO ☐**
If YES List Type of Phone and Service:_____

If not a U.S. citizen, have you the legal right to remain/work in the United States? **YES ☐ NO ☐**

Permanent Employee Registration Card (PERC)? **YES ☐ NO ☐**
If YES, Please Provide LIC #: _____

Firearms Owner's Identification Card (FOID)? **YES ☐ NO ☐**
If YES, Please Provide LIC #: _____

Original Firearms Training (Semi-Auto Required) **YES ☐ NO ☐**
If YES, Please Provide LIC #: _____

GENERAL QUESTIONS:

1. Are you currently suffering from habitual drunkenness or any narcotic addiction? YES ☐ NO ☐
2. Are you willing to take a drug test? YES ☐ NO ☐
3. Will you notify your supervisor 24hrs before your shift if you are not able to work? YES ☐ NO ☐
4. Do you have any pre-existing conditions that would limit your work ability? YES ☐ NO ☐
   If YES, what are they? _____
5. Are you willing to take a Physical Test/Examination? YES ☐ NO ☐
6. Do you understand the adherent risks of working in the Security/Law Enforcement field? YES ☐ NO ☐
   (extreme weather, violence, other)
7. Why do you want to get into this kind of work? _____
8. Why do you think you are qualified for this position? _____
9. Do you speak any other languages? List the languages: _____

TRAINING BACKGROUND:

HANDCUFF TRAINED - If YES, When and Where:_____ YES ☐ NO ☐

BATON TRAINED - If YES, When and Where:_____ YES ☐ NO ☐

TASER TRAINED - If YES, When and Where:_____ YES ☐ NO ☐

Have you ever served in Military Service? YES ☐ NO ☐

Can You Provide Discharge Papers? YES ☐ NO ☐

Do you have any experience in the Security/Law enforcement? YES ☐ NO ☐
If YES, what company did you work for and what were your job duties?

_____

EDUCATION

High School or G.E.D Completed? **YES** ☐ **NO** ☐ Name of School:_____

College Name:_____ Completed? **YES** ☐ **NO** ☐ Course Study:_____

Strength/Skills/Certifications:_____

Other Information you would like considered: _____

_____

ADVANCED SECURITY SOLUTIONS

WORK HISTORY

1. Company Name:_____ Start Date:_____ End Date:_____

Address:_____

Phone Number:_____ Manager:_____ May We Contact? **YES** ☐ **NO** ☐

Job Duties: _____

Reason You Left: _____

2. Company Name:_____ Start Date:_____ End Date:_____

Address:_____

Phone Number:_____ Manager:_____ May We Contact? **YES** ☐ **NO** ☐

Job Duties: _____

Reason You Left: _____

3. Company Name:_____ Start Date:_____ End Date:_____

Address:_____

Phone Number:_____ Manager:_____ May We Contact? **YES** ☐ **NO** ☐

Job Duties: _____

Reason You Left: _____

REFERENCES

-List two references that are familiar with your work history and experience-

1. Name:_____ Relationship:_____ Years Known:_____

Phone Number:_____ City Residing In:_____

2. Name:_____ Relationship:_____ Years Known:_____

Phone Number:_____ City Residing In:_____

APPLICANT AGREEMENT

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice, regardless of how and/or when discovered.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with organization is of an "at will" nature, which means that the Employee may resign any time and the Employer may discharge Employee at any time with or without a reason. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that all candidates hired are subject to satisfactory completion of a 90 day introductory period. I release Advanced Security Solutions from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation.

I understand that this application is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable Advanced Security Solutions rules, regulations, and drug screening.

PRINT NAME:_____

SIGNATURE:_____ DATE:_____

****FOR PERSONNEL DEPARTMENT USE ONLY ****

Arrange Interview - YES ☐ NO ☐ Interviewer:_____ Date:_____

Remarks:_____

Approved to Work Date:_____ Approved by:_____Date:_____

Employed? YES ☐ NO ☐ Date of Employment:_____ Company ID#:_____

Job Title:_____ Department:_____

Grade:_____ Hourly Rate/Salary:_____

Benefits Offered:_____

Print/Signature of Dept Head:_____

Changes:_____ Effective Date:_____

Discharged:_____ Effective Date:_____

Notes:_____

_____

ADVANCED SECURITY SOLUTIONS
SECURITY KNOWLEDGE AND ASSESSMENT QUESTIONNAIRE

Please answer all questions to the best of your knowledge and ability

OBSERVE AND REPORT CATEGORY

1. While on patrol in the parking lot, you observe several parking lot lights that are not working, what would you do in this situation?
A. Get some tools and try to get them working
B. Replace the bulbs
C. Record the locations and report the lights to management
D. None of the above

2. While on duty, you observe a situation that is happening across the street from your assigned post, what would you do?
A. Leave your post to investigate
B. Ignore the situation as it is not a part of your job
C. Contact your Supervisor
D. None of the above

3. While on duty, you are working with a partner who you have observed drinking alcohol on while break, what would you do?
A. Nothing
B. Ask him if he has extra
C. Speak to him/her about his conduct
D. Contact your supervisor

4. While on duty, you observe several Managers removing company property from your site, what would you do?
A. Since they are Managers, assume they have authority to remove the property
B. Approach them and request property removal passes
C. Report their actions to your Supervisor and write a report
D. Immediately call the Police

5. While off duty (your day off), you observe a person shooting his weapon at another in a park, you are armed, and required to take action?
A. True
B. False
C. Contact Police
D. Both A and C

REPORTING AND DOCUMENTATION

6. What is the purpose of reporting and documentation?
A. Both are not really necessary
B. Verbally reporting a situation is better because I will remember all the details
C. To serve as a matter of record and to possibly aide in court testimony
D. None of the above

7. Why is it important to carry a pocket notebook and a pen?
A. To record events, descriptions, and names of involved persons or property
B. To record personal information
C. Use as a scribble pad when you get bored
D. All of the above

8. Reports should be as long or short as needed: True or False

21. You are armed and patrolling an empty warehouse when you discover an open and broken door. As you investigate, you encounter 2 subjects. One is armed with a knife, and the other does not display any type of weapon, however, he is making threats to harm you. Based on the above scenario, describe what you would do?

SECURITY OFFICER CONDUCT CATEGORY

22. Security Officers authority is obtained from the following
A. State Law
B. Company and Client Policy
C. Same as a Police Officer
D. Just do what needs to be done

23. While on duty, it's acceptable to eat at your post: True or False

24. While on duty Security Officers must be:
A. In proper uniform based on company Policy
B. Clean shaven
C. Not have any unauthorized equipment
D. All the above

25. Security Officers who are always late reporting for duty or breaks, is ok as long as your Supervisor says it's ok?
A. True
B. False

26. In your own words, you as a Supervisor have an Officer who is always late and confrontational when you attempt to correct his/her conduct:

HANDCUFFING CATEGORY

27. Handcuffs are meant to be used as:
A. Defensive option
B. Offensive option
C. Not necessary
D. A control technique to restrain combative subjects

28. Handcuffs should be carried and used only if:
A. The officer is properly trained and certified in their use
B. Authorized
C. Part of the uniform
D. All of the above

29. After applying handcuffs, what must the Security Officer check?
A. Proper application
B. Double locking
C. Proper fit
D. All of the above

ADVANCED SECURITY SOLUTIONS

FULL PERC APPLICATION PROCESSING $115.00
LIVE SCAN FINGERPRINT COST $60.00

VENDOR:	ADVANCED SECURITY SOLUTIONS
ADDRESS:	1645 BIRCHWOOD AVE
AGENCY #	LS11175
CONTACT PHONE:	847-299-0210
FAX:	847-739-7400
WEBSITE:	www.AdvancedGuards.com

LIVE SCAN FINGERPRINT AUTHORIZATION FORM

APPLICANT INFORMATION

Name: Last, First, Middle					Sex:	Date of Birth:
Height	Weight	Eye color	Hair Color	Race:	Place of Birth:	
Drivers License #				DL State:	Social Security Number:	
Address:					Phone Number:	

LIVE SCAN PURPOSE CODE

PRIVATE SECURITY CONTRACTOR (PSC) ☐	SECURITY GUARD - P.E.R.C. (SEC) ☐
CONCEAL CARRY LICENSE STATE OF ILLINOIS(CCW) ☐	LOCK SMITH (LOC) ☐
PRIVATE ALARM CONTRACTOR (PAC) ☐	LIVE SCAN FINGERPRINT VENDOR (LFV) ☐

APPLICANT CONSENT

I the undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from an agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints will be taken and used to check the criminal history record information files of the Illinois State Police and Federal Bureau of Investigation. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete. This document serves as your confirmation receipt for services rendered. Applicant fingerprints are valid for one submission only. NO REFUNDS, please retain this document for your records. Copies/Replacements will be charged a processing fee of $10.00.

Applicant Name Printed:	Date:
Applicant Name Signature:	
By signing this document you authorized your photograph being taken for this application	
TCN : LS11175 -	Date/Time Fingerprinted
AUTHORIZED VENDOR SIGNATURE:	

ADVANCED SECURITY SOLUTIONS

NEW HIRE ONBOARDING CHECKLIST

Employee Name:_____ Date of Hire:_____ ID#_____

Exibit Number	EXHIBIT TITLES	YES	NO	N/A	DATE	ADDED TO FILE BY AUTHORIZED PERSON	NOTES
2.00	NEW HIRE ONBOARDING CHECKLIST						
2.01	APPLICATION						
2.03	EMPLOYEE ID DOCS AND DRIVERS LICENSE						
2.04	I-9 DHS EMPLOYMENT ELIGIBILITY VERIFICATION						
2.05	EMPLOYEE STATEMENT						
2.07	FINGERPRINT IDFPR PRINTOUT						
2.08	PERC PRINTOUT						
2.09	PERC COPY						
2.10	BACKGROUND CHECK						
2.11	COMPLETED ORIENTATION TRAINING QUESTIONAIRE						
2.12	POLICY & PROCEDURE ACKNOWLEDGMENT						
2.13	CONFIDENTIALITY PROVISION						
2.14	EMPLOYMENT REFERENCE FORM						
2.15	REFERENCE VERIFIED FORM (Completed by HR)						
2.16	COMPANY VEHICLE USE AGREEMENT						
3.00	PAY RATE AGREEMENT/HR PAYROLL FORM						
3.03	STATE AND FEDERAL TAX FORMS W-4						
3.05	DIRECT DEPOSIT AUTHORIZATION						
3.07	UNIFORM DEPOSIT AUTHORIZATION						
5.04	20 HR ARMED COPY **IF WORKING ARMED*						
5.05	*FCC **IF WORKING ARMED*						
5.06	*FOID **IF WORKING ARMED*						

Arrange Interview - YES ☐ NO ☐ Interviewer:_____ Date:_____

Remarks:_____

Verified References - YES ☐ NO ☐ Authorized Name :_____ Date:_____

Remarks:_____

Approved to Work Date:_____ Approved by:_____ Date:_____

☐ Patrol – Rate:_____ ☐ Garage – Rate:_____ ☐ CRT – Rate:_____ ☐ Other – Rate:_____

Hourly Rate/Salary:_____

Benefits Offered:_____

Print AND Signature of Dept Head:_____

_____Changes:_____ Effective Date:_____

_____

Discharged:_____ Effective Date:_____

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

▶START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
	☐☐☐ - ☐☐ - ☐☐☐☐		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States *(See instructions)*

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

OR

3. Foreign Passport Number: _____

Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date *(mm/dd/yyyy)*

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date *(mm/dd/yyyy)*

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	ZIP Code

STOP *Employer Completes Next Page* STOP

IMPORTANT NOTICE: Completion of this form is necessary to accomplish the requirements outlined in 225 ILCS 446/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is REQUIRED. Failure to provide any information will result in this form not being processed.

EMPLOYEE'S STATEMENT

To be retained in employee's personnel file by the employing agency.

EMPLOYEE NUMBER

DATE OF EMPLOYMENT

NAME AND ADDRESS OF EMPLOYING AGENCY

Advanced Security Solutions Inc.
1645 Birchwood Ave.
Des Plaines IL 60018

NAME OF EMPLOYEE

SOCIAL SECURITY NUMBER

ADDRESS OF EMPLOYEE (Include Street, City, State, and ZIP Code)

DATE OF BIRTH (Month/Day/Year)

PLACE OF BIRTH

Have you ever been dishonorably discharged from the armed services? ☐ Yes ☐ No

Have you ever been convicted of ANY criminal offense, including a misdemeanor or a felony? ☐ Yes ☐ No
If yes, include a detailed explanation of the nature of the offense and the final disposition of the case.

Have you been declared by any court incompetent by reason of mental or physical defect or disease? ☐ Yes ☐ No
If yes, please explain. _____

Have you suffered from habitual drunkenness or from narcotic addiction or dependence? ☐ Yes ☐ No
If yes, please explain. _____

Have you ever had a certificate denied, suspended or revoked under the Illinois Private Detective, Private Alarm, and Private Security, and Locksmith Act? ☐ Yes ☐ No
If yes, please explain _____

Please state business or occupation engaged in for the five (5) years immediately preceding the date of execution of this statement, the location of such business or occupation, and the names of employers, if any.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date: _____ Signature of Employee: _____

IL486-0495 8/03 (DE)

ADVANCED
SECURITY SOLUTIONS

POLICY AND PROCEDURE ACKNOWLEDGEMENT

By signing this, I, _____, acknowledge that I have received a copy of the Policy and Procedures Manual, on _____ which describes important information about **ADVANCED SECURITY SOLUTIONS**, and understand that I should consult the Human Resource Department if I have questions. I have entered into employment with **ADVANCED SECURITY SOLUTIONS** voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or **ADVANCED SECURITY SOLUTIONS** may terminate the relationship at will, with or without cause, at any time, for any reason or no reason. I understand that neither this Manual nor any other **ADVANCED SECURITY SOLUTIONS** policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur, except to **ADVANCED SECURITY SOLUTIONS** policy of employment-at-will. I understand that **ADVANCED SECURITY SOLUTIONS** may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. The **ADVANCED SECURITY SOLUTIONS** Manager shall have sole authority to add, delete or adopt revisions to the policies in this Manual. Any written or oral statement by a supervisor or department director contrary to the personnel policy manual is invalid and should not be relied upon by any employee.

I understand and agree that I have read and will comply with the policies contained in this Manual and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

PRINT NAME:_____

SIGNATURE:_____

DATE:_____

ADVANCED SECURITY SOLUTIONS

CONFIDENTIALITY PROVISION

The confidentiality policy applies to all employees of Advanced Security Solutions. The purpose of the policy is to protect the interests of Advanced Security Solutions as well as its clients.

As an employee of Advanced Security Solutions I agree to the following:

I will not disclose or divulge in any manner, outside of the scope of my employment duties, any information pertaining to Advanced Security Solutions, including but not limited to the names of the Advanced Security Solution's clients and/or any information pertaining to Advanced Security Solutions clients, which may come to my attention, knowledge or into my possession as a result of employment with Advanced Security Solutions, to any person, party, firm, attorney corporation or any entity whatsoever without the prior written consent of Advanced Security Solutions and such clients of Advanced Security Solutions.

I understand and recognize that Advanced Security Solutions and I are each required to maintain and honor the confidentiality of Advanced Security Solutions and its clients. Accordingly, I understand and agree that except as I may be required to do so by legal process, I shall not disclose or disseminate to any person, party, firm, attorney, corporation or any entity whatsoever, any matters on which I have been working or any information or knowledge that I have acquired as a result of my employment with Advanced Security Solutions including but not limited to documents, materials, facts, evidence or legal arguments, or positions utilized or sough to be utilized by Advanced Security Solutions or by Advanced Security Solutions on behalf of its clients.

I further understand that violation of this policy will result in immediate termination and that I may be responsible for any direct or consequential damages including any reasonable attorneys' fees incurred by Advanced Security Solutions or any officer or agent of Advanced Security Solutions resulting from any violation, on my part of this agreement.

PRINT NAME:_____

SIGNATURE:_____

DATE:_____

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

OMB No. 1545-0074

2020

Step 1: Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.
City or town, state, and ZIP code		

(c) ☐ **Single or Married filing separately**
☐ **Married filing jointly** (or Qualifying widow(er))
☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▶ $ _____

Multiply the number of other dependents by $500 . . . . ▶ $ _____

Add the amounts above and enter the total here . . . . . 3 $

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . 4(a) $

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . 4(b) $

(c) Extra withholding. Enter any additional tax you want withheld each pay period . 4(c) $

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ _____ **Employee's signature** (This form is not valid unless you sign it.) ▶ _____ **Date**

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

ADVANCED SECURITY SOLUTIONS

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

This document must be signed by employees requesting automatic deposit of paychecks and will retained on file by the employer. **If you do not provide a voided check at the time of this authorization. Advanced Security Solutions is not responsible for incorrect information that is printed on this form by the employee.**

A digit copy via email sent to Tina@AdvancedGuards.com is acceptable.
Subject Line should be addressed: **Direct Deposit/Full Name/ ID#**

Employee Name:_____ **ID#**_____ **Date:** _____

Address: _____ **Apt/Unit#**_____

City:_____ **State:**_____ **Zip:**_____

Bank Name:_____

Bank Routing Number (ABA number):_____

Account Number:_____

Authorization
This authorizes Advanced Security Solutions Inc, to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my bank account indicated above and to other accounts I request in the future. This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

PRINT NAME:_____

SIGNATURE:_____

DATE:_____

Direct Deposit Additional Information

All Employees,
The way to get your check stub or view your check stubs at any time is at paychecks.intuit.com. You will need to create a new account. You use the last amount of your check Friday. If you have any questions or concerns please call or email Payroll Manager, Tina S

ADVANCED SECURITY SOLUTIONS

Direct Deposit Acknowledgment Form

I _____ acknowledge and understand that Advance Security Solutions Inc. is an **ONLY Direct Deposit** (No Paper Check) Company.

_____ (Initials) I understand if I do not submit the correct document needed, I will not receive a payroll payment until I do - I acknowledge it takes 2 business days for payroll & 2 business days for the bank to process.

_____ (Initials) I understand & received the take home paperwork that shows what correct documents are accepted for payroll (e.g. letter from financial intuition, voided check or screenshot of pre-paid info.)

_____ (Initials) I understand that once I received my first check, it is my duty to set up an account with Intuit in order to view my W-2 and Check Stubs.

_____
(Employee Printed Name)

_____ _____
(Employee Signature) (Date)

_____ _____
(HR Signature) (Date)

ADVANCED
SECURITY SOLUTIONS

UNIFORM DEPOSIT AUTHORIZATION

A $80.00 Uniform Deposit is required for the use of the Advanced Security Solutions Security Officer Uniform. To be taken out of your first, two payroll payments.

The deposit covers Advanced Security Solutions in the event that the uniform is not returned or it is returned in a manner in which it can no longer be used to include staining and/or destruction of the uniform. If either is the case upon resignation/termination the $80.00 deposit will not be returned to you in your last payroll payment.

Per Illinois Statute, *(225 ILCS 447/25-30, d)*

Employees shall return any uniform, badge, identification card, or equipment issued, but not sold, to the employee by the agency within 72 hours of termination of employment.

I, _____ authorize Advanced Security Solutions to deduct $80.00 from my first, two payroll payments. If the uniform is returned in a manner in which it can be reutilized, $80.00 will be returned to employee in last payroll payment.

DESCRIPTION OF ITEM							
UNIFORM SHIRT	**QTY**	**COLOR**	**SIZE**	**L / S**	**NOTES**	**PRICE**	**TOTAL**
SHORT SLEEVE						$45	
LONG SLEEVE						$50	
JACKET	**WINTER**	**RAIN**	**VEST**	**NOTES**			
SIZE						$80	
PATCHES	**QTY**	**COLOR**		**NOTES**			
US FLAG						$4	
COMPANY ID						$6	

PRINT NAME:_____

SIGNATURE:_____

DATE:_____

****FOR PERSONNEL DEPARTMENT USE ONLY ****

FIRST INSTALLMENT	SECOND INSTALLMENT	UNIFORMS RETURNED

Vehicle Use Policy

Upon assuming the position of Checkup and Response Team (CRT) with Advanced Security Solutions (hereinafter referred to as the Company), as appropriate, effective 01/20/2020, I will be allowed to use a Company vehicle to perform my job duties. As such, the vehicle is a tool related to the performance of specific jobs and is never to be considered a part of compensation. Therefore, should I be transferred or promoted in the future to a position within the Company for which a vehicle is not deemed an appropriate or necessary tool, I will cease to have the use of the vehicle.

I agree to abide by the following when a Company vehicle is in my care, custody or control:

1. I will use the Company vehicle only for Company business and never for personal use unless specifically authorized, in writing, by the Patrol Manager or General Manager.

2. If personal use of the vehicle is specifically authorized, only I will drive the vehicle.

3. I will practice sound defensive driving techniques and otherwise exercise reasonable care in the operation of the Company vehicle.

4. When used for company business, only company employees or other persons being transported for business purposes will be allowed to ride in or enter the Company vehicle, and only other authorized company personnel will be permitted to drive it.

5. I will not drive the Company vehicle while consuming alcoholic beverages or other drugs or while under the influence of alcohol or other drugs, nor will I allow anyone else to do so. I understand that violation of this policy may mean termination of my employment. I also understand that I am subject to random drug testing and drug testing for just cause.

6. **I will obey all traffic laws, ordinances, and regulations pertaining to the operation of motor vehicles. I will notify the company management of any citations received while operating a company vehicle. I will pay any fines, parking tickets, or other assessments for violations of traffic laws, ordinances, or regulations imposed on me as well as a company filling fee of $10.00.___ Initial. I acknowledge fines paid by me for any violations of such motor vehicle laws, ordinances, or regulations are totally my responsibility and will not be reimbursed by the Company. Social media or video site may not be used or visited while on duty.**

7. **I will wear a seat belt at all times and will require all passengers to do so as well. I understand that failure to do so will result in disciplinary action up to and including termination as well as fine of $25.00 ___ Initial.**

8. Prior to driving the vehicle, I will check tires, lights, wipers, horn, turn signals, rear view mirrors, and brakes to be sure they appear to be in safe operating condition. If defects are noted, I will promptly report the defect via email to Jozef.jr@advancedguards.com. I will also inform the dispatcher on duty.

9. I understand that it is my responsibility to maintain a proper and current driver's license for the type of company vehicle that I am operating, and I am to notify management if I no longer have a current driver's license.

10. I will not make any modifications or add equipment to any company owned vehicle.

11. All company-provided vehicles are designated as "non-smoking" areas. **You are expected to keep your vehicle in a clean,** well-maintained condition. The vehicle is to be filled up above a half a tank at beginning and at the end of the shift. I understand that violation of this policy may mean termination of my employment. **If your vehicle is found to have garbage, food, crumbs, cigarette buds, ash or personal belongings that are to be discarded there will be a $50.00 fee taken out of your check to have the garbage removed and/or to have the vehicle cleaner and/or vacuumed. _____ Initial.**

12. I am responsible for parking cars in safe and legal areas off public ways.

13. In the event of an accident, I will notify the company management as soon as possibly safe not to exceed 1 hour and comply with the Company automobile accident reporting procedures.

14. I understand that if I am involved in an accident with a company vehicle and the Company's insurance carrier assumes responsibility for payment of resulting claims, **I will be responsible for a $1500.00 deductible if the accident is deemed avoidable. This amount will be withdrawn from your paycheck in one lumpsum. I will also be required take a drug test and to attend a Defensive Driving training course from ATS at your own expense _____Initial.**

15. I am aware that the Company's automobile insurance DOES NOT cover me when I am driving a non-company car for personal use, it only insures the Company vehicles. I understand that if I do not have my own personal auto policy, it is very important that I contact my agent to purchase Named Non-owner automobile insurance to cover me when driving other automobiles (vacation rentals, etc.).

These policies have been fully explained to me and I understand the contents of the Company Vehicle Agreement. I am aware that the failure to abide by these policies will result in disciplinary action, up to and including termination of my employment with the Company.

_____ _____

(Employee Name) (Date)

By: _____

(Signature)

By: _____

(Company Authorized Signature)