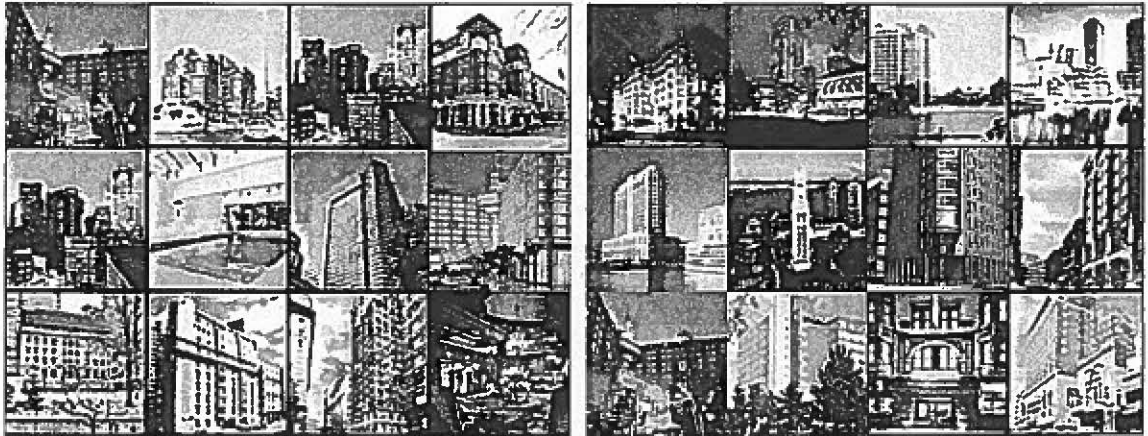


Information Provided For

# Solicitation 12237-895

## Airport Security Services



Prepared by: Al Medeiros

E-mail: [amedeiros@madisonsg.com](mailto:amedeiros@madisonsg.com)

Office direct: (561)366-7505 Cell: (561)441-6476

### MADISON SECURITY GROUP, INC.

1499 Forest Hill Blvd.

West Palm Beach, FL 33406

OFFICE: (561) 366-7505 FAX: (561) 366-7504

*Agency License# B2700193*

## BID/PROPOSAL CERTIFICATION

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

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) Madison Security Group EIN (Optional): \_\_\_\_\_

Address: 1499 Forest Hill Blvd

City: West Palm Beach State: FL Zip: 33406

Telephone No. 561-366-7905 FAX No. 561-366-7904 Email: amedeiros@madisonsg.com

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

Total Bid Discount (section 1.05 of General Conditions): \_\_\_\_\_

Does your firm qualify for MBE or WBE status (section 1.09 of General Conditions): MBE \_\_\_\_\_ WBE \_\_\_\_\_

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

Addendum No.	Date Issued	Addendum No.	Date Issued	Addendum No.	Date Issued
<u>1</u>	<u>1/13/19</u>	<u>3</u>	<u>2/8/19</u>		
<u>2</u>	<u>1/23/19</u>				

**VARIANCES:** If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. If submitting your response electronically through BIDS SYNC you must also click the "Take Exception" button.

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

A. Medeiros  
Name (printed)

2/12/19  
Date:

Signature

Title

Regional Manager

revised 04/10/15



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

**ADDENDUM NO. 1**

RFP/ ITB No. X12237-895  
TITLE: Airport Security Services

ISSUED: 1/3/2019

This addendum is being issued to make the following change(s):

Per Question 1: Providing copy of contract for 545-11298.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin, CPPB  
Senior Procurement Specialist

Company Name: Madison Security Group  
(please print)  
Bidder's Signature: [Signature]  
Date: 2/12/19



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301  
954-828-5933 Fax 954-828-5576  
[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

## ADDENDUM NO. 2

RFP/ ITB No. 12237-895  
TITLE: Airport Security Services

ISSUED: 1/23/2019

This addendum is being issued to make the following change(s):

- 1) Per Question 7: Providing Operational Expenses for 2017-2018.
- 2) Providing copy of sign in sheets from Pre-Bid Meeting.

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin, CPPB  
Senior Procurement Specialist

Company Name: Madison Security Group  
(please print)

Bidder's Signature: [Signature]

Date: 2/12/19



## SECTION VI - COST PROPOSAL PAGE

Proposer Name

Madison Security Group

Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, annual rate for all services identified in this request for proposal. This firm fixed annual rate includes any costs for travel to the City. No other costs will be accepted. This firm fixed annual rate will be the same for the initial contract period.

Failure to use the City's COST PROPOSAL Page and provide costs as requested in this RFP, may deem your proposal non-responsive.

Description	Cost/Hour		Est Total	Annual Cost
Security Manager (40hrs/week)	\$ <u>33.00</u>	X	2080 Hrs.	\$ <u>68,640.00</u>
Senior (Rotating Shifts)	\$ <u>25.50</u>	X	6680 Hrs.	\$ <u>170,340.00</u>
Airfield Patrol Officer (Rotating Shifts 56hrs/week)	\$ <u>27.99</u>	X	5840 Hrs.	\$ <u>163,461.60</u>
Estimated Grand Total/Year				\$ <u>402,441.60</u>

Extra Security Officer (No vehicle required)\*

\$ 18.00 /hr.

\*This Security Officer will be on an as needed basis and will not factor into cost for basing award. This Security Officer will be for scheduled and non-scheduled events at the Airport or Downtown Helistop. For non-scheduled events the Security Officer should be able to respond to the Airport or Downtown Helistop for assignment within four (4) hours.

Number of days that the Contractor will need for personnel training and initial startup at no cost to the City.

30 Days

**NON-COLLUSION STATEMENT:**

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

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

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

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

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

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

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

<u>NAME</u>	<u>RELATIONSHIPS</u>
<hr/>	<hr/>
<hr/>	<hr/>
	<hr/>
	<hr/>

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

**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH  
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- (a) Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.

  
Authorized Signature

Al Medeiros - Regional Manager  
Print Name and Title

2/12/19  
Date

## E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No: 12237-895  
Project Description: Airport Security Services

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name: Madison Security Group

Authorized Company Person's Signature: [Signature]

Authorized Company Person's Title: Regional Manager

Date: 2/12/19

### LOCAL BUSINESS PRICE PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local business price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- (1) \_\_\_\_\_ is a Class A Business as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (2) \_\_\_\_\_ is a Class B Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (3) \_\_\_\_\_ is a Class C Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (4) \_\_\_\_\_ requests a Conditional Class A classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (5) \_\_\_\_\_ requests a Conditional Class B classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (6) Madison Security Group is considered a Class D Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.  
Business Name

BIDDER'S COMPANY: Madison Security Group

AUTHORIZED COMPANY PERSON: Al Medeiros [Signature] 2/12/19  
NAME SIGNATURE DATE

**CONTRACT PAYMENT METHOD BY P-CARD****THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

\_\_\_\_\_ MasterCard

X \_\_\_\_\_ Visa Card

Company Name: Madison Security Group

Al Medeiros

Name (Printed)

[Signature]  
Signature

2/12/19

Date

Regional Manager  
Title



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2018

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

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

PRODUCER Eastern Insurance Group LLC 155B Otis Street  Northborough MA 01532	CONTACT NAME: Renee Paone PHONE (A/C, No, Ext): 800-333-7234 FAX (A/C, No): E-MAIL ADDRESS: rpaone@easterninsurance.com INSURER(S) AFFORDING COVERAGE INSURER A: Crum & Forster Specialty Ins Co 44520 INSURER B: Commerce Insurance Company 34754 INSURER C: Underwriters at Lloyd's London 15792 INSURER D: United States Fire Insurance Co. 21113 INSURER E: INSURER F:
INSURED Madison Security Group, Inc. 31 Kirk Street  Lowell MA 01852	

COVERAGES CERTIFICATE NUMBER: 18-19 Master Liability 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 SUBR INSP W/O	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		GLO581660 Deductibles: Combined BI/PD \$25,000 Personal Injury \$25,000 Professional \$25,000	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Professional Liability \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>		BER22C	09/29/2018	09/29/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 8,000
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS		WCIS-CBL-0000205-02	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	4087357128 Statutory A: AL, FL, IN, MA, MI, NE, NJ, NY, RI	12/31/2018	12/31/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Sample

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

John Koegel/RPAONE

© 1988-2014 ACORD CORPORATION. All rights reserved.

CAM #19-0388

Exhibit 6

Page 11 of 37

Proposer Name: Madison Security Group

Relevant References:

Owner Name:	<u>Dinellas County</u>	Summary of Project Scope:
Project Name:	<u>Security Guard Service</u>	<u>Security Patrols at multiple bldgs.</u>
Project Address:	<u>4005. #1 Harrison Ave</u>	<u>- Clearwater Courthouse</u>
Owner Representative:	<u>Clearwater, FL 33756</u>	<u>- Fleet Management</u>
Representative:	<u>Jim Just</u>	<u>- Public Works</u>
Telephone:	<u>727-464-3205</u>	
Representative E-Mail:	<u>jjust@dinellascounti.org</u>	
Owner Name:	<u>St. Pete. Clearwater Airport</u>	Summary of Project Scope:
Project Name:	<u>Security Guard Service</u>	<u>Security Patrols / Access control</u>
Project Address:	<u>14700 Terminal Blvd #221</u>	<u>- Airport Terminals / walkways</u>
Owner Representative:	<u>Clearwater, FL 33762</u>	<u>- traffic duty</u>
Representative:	<u>MARC Sprague</u>	<u>- coast guard gate (24x7)</u>
Telephone:	<u>727-453-7812</u>	
Representative E-Mail:	<u>msprague@t42.net.com</u>	
Owner Name:	<u>City of St. Petersburg</u>	Summary of Project Scope:
Project Name:	<u>Security Guard Service</u>	<u>Security Patrols / garage at</u>
Project Address:	<u>400. SJF. Harrison W. Pl</u>	<u>- St. Petersburg Courthouse</u>
Owner Representative:	<u>Clearwater, FL 33756</u>	<u>- Libraries</u>
Representative:	<u>Joe S. S. 10</u>	<u>- Sanitation Dept.</u>
Telephone:	<u>727-464-4776</u>	
Representative E-Mail:	<u>ss@stpetecounti.org</u>	



## SUMMARY

The proposal contained herein is based on the requirements for security services for *Ft. Lauderdale Executive Airport Security* - #12237-895. This comprehensive package of services consists of every component that you will need to integrate Madison Security Group Incorporated's Security Services program into your operations: Personnel selection, officer training, supervision, management response, processes and transition, and payroll and billing.

Over the past several years, Madison Security Group Inc. has grown substantially. However, we are a service orientated business and our clients *always* come first. Madison Security will never sacrifice service for growth, and we will never outgrow the fundamental characteristics of thoroughness, responsiveness, accessibility and agility that attracted our clients to Madison Security in the first place. From the local office that will directly manage your site through our Corporate Executive Officers, Madison Security's entire management staff shall be available to you.

Madison Security is intent on providing the best security program available. Madison Security continuously makes considerable investments into developing proprietary technology that helps provide our clients the best service available within their appropriated budget(s). Our hiring and training processes help ensure one of the lowest turnover rates in the business, while our management team is the envy of the security services business.

Transitioning to our security service will be a seamless, trouble-free experience. If for any reason you do encounter problems, Madison Security is here for you 24/7/365. Our job is to deliver exceptional levels of service to you – regardless of circumstance. We recognize that you have many choices, but Madison Security is prepared to *earn* your business and more importantly maintain if not exceed expectations throughout the course of our relationship.

Madison Security Group Incorporated  
*We're There When You Need Us*

## **OVERVIEW**

### **THE MADISON SECURITY DIFFERENCE**

*We're There When You Need Us*

- Responsive, Hands-on Management
- Cost-effective Security Program Design
- Outstanding Customer Service

Madison Security is a full-service contract agency specializing in the design of short and long-term protective services solutions. Professionalism, commitment and reliability are synonymous with the Madison Security name.

### **CREDENTIALS**

- 60+ years of combined security & protective services experience
- Licensed and bonded
- Fully insured – liability, 3rd party fidelity bond
- SOMWBA certified
- Broad network of regional, national & international security alliances

Since its inception, Madison Security has experienced unprecedented growth and established itself as an industry leader in protective services. Our superior service capabilities enable businesses, organizations and individuals to efficiently and economically outsource all their security needs.

Madison Security customizes each client's protective services program to meet individual preferences, needs and corporate identity. Plus, through in-depth training, effective management and a unique employee revenue sharing plan, Madison Security ensures high officer retention and the success of our broad client network.

### **OPERATIONAL PHILOSOPHY**

*Our Vision:* To become the best provider of security services available via our mission of delivering excellence through our personal and professional values.

*Our Mission:* To maintain and constantly improve our relationship with both our clients and our employees built on professionalism, responsiveness and outstanding customer service.

*Our Values:* To adhere to the principles of trust, ethics, lawfulness and honesty in every action and decision we make.

As one of the industry's fastest-growing security specialists, Madison Security offers a broad menu of client protection services.

**Security Services Tailored To Your Needs**

Access control systems	Personal property protection
Accident investigation	Plain clothes personnel
Accident reconstruction	Pre-employment screenings
Activity checks	Process serving
Alarm response	Risk assessment
Background checks	Security evaluations
Concierge & reception services	Skip tracing
Corporate workshops / seminars	Special event security
Court records searches	Stalker incident response
DETEX / security tour systems	Statements (recorded / videotaped / written)
Electronic surveillance / debugging	Store detectives
Evidence gathering	Strike management
Executive / personal protection	Surveillance camera installation / monitoring
Facility openings / closings	Threat assessment
Investigative services	Traffic control
Loss prevention management	Undercover investigations
Mystery shopping service	Uniformed guard service (armed / unarmed)
Parking enforcement	Vehicle patrols (marked / unmarked)
Patrol services (commercial)	Visitor control
Patrol services (residential)	Worker's compensation issues

Madison Security designs customized security & protection programs built on professionalism, responsiveness and outstanding customer service.

**Madison Security Group Incorporated**

*We're There When You Need Us*

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

NICOLE "NIKKI" FRIED  
COMMISSIONER

DIVISION OF LICENSING

01/23/19  
DATE ISSUED

12/11/19  
DATE OF EXPIRATION

B 2700193  
LICENSE NUMBER

MADISON SECURITY GROUP, INC.

1499 FOREST HILL BLVD  
SUITE 114  
WEST PALM BEACH, FL 33406

FLORE, JOAN M., PRESIDENT  
BARONE, LEONARD R., SECRETARY  
GROVER, TIMOTHY, TREASURER

THE SECURITY AGENCY NAMED ABOVE IS LICENSED AND REGULATED UNDER THE PROVISIONS OF  
CHAPTER 493, FLORIDA STATUTES.



*Nicole Fried*

NICOLE "NIKKI" FRIED  
COMMISSIONER

# CITY OF WEST PALM BEACH

DEPARTMENT OF DEVELOPMENT SERVICES



WEST PALM BEACH

Development Services

Attached is your 2018-2019 Business Receipt evidencing payment of fees for your Local Business Tax; Certificate of Use (if applicable); Sidewalk Café Permit (if applicable); and/or Extended Hours Alcohol Permit (if applicable).

**Business Tax Receipt:** This document, based on the business category codes listed below, is your Business Tax Receipt. **THIS BUSINESS TAX RECEIPT MUST BE DISPLAYED ON THE PREMISES IN A PLACE WHERE IT MAY BE SEEN AT ALL TIMES (Sec. 82-160 City Code).**

**Certificate of Use:** A certificate of use may be suspended or revoked in accordance with Sec. 22-39 of the City Code.

**Sidewalk Café Permit:** A sidewalk café permit requires compliance with the conditions in Secs. 76-345 and 78-347 of the City Code. A sidewalk café permit may be suspended or revoked pursuant to Sec. 78-348 of the City Code.

**Extended Hours Alcohol Permit:** An extended hours alcohol permit requires compliance with the conditions in Sec. 6-8 of the City Code and may be suspended or revoked as provided in said section.

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

INSTRUCTIONS: PLEASE POST IN A CONSPICUOUS PLACE AT YOUR PLACE OF BUSINESS.



WEST PALM BEACH

Development Services

0000024002

MADISON SECURITY GROUP INC

3111 S DIXIE HWY # 121

## CITY OF WEST PALM BEACH

2018 to 2019 BUSINESS RECEIPT

LIC # B 2700193

OFFICE USE ONLY

NOT TRANSFERABLE

CITY OF WEST PALM BEACH  
P.O. BOX 3147 WEST PALM BEACH, FL 33408

BUS. TAX ID	CATEGORY	DESCRIPTION	FEES
50649	561612	SECURITY GUARDS & PATROL SERVICE OFFICE	86.81
TOTAL			86.81
** PAID			86.81
			** BAL ** 0.00

THIS DOCUMENT NOT VALID  
UNTIL FUNDS ARE COLLECTED

EXPIRES  
SEPTEMBER 30  
2019



**ANNE M. GANNON**  
CONSTITUTIONAL TAX COLLECTOR  
*Serving Palm Beach County*

P.O. Box 3353, West Palm Beach, FL 33402-3353  
www.pbctax.com Tel: (561) 355-2264

**\*\*LOCATED AT\*\***

3111 SOUTH DIXIE HWY #121  
WEST PALM BEACH, FL 33405

*Serving you.*

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
56-0035 SECURITY OFFICER	FIORE JOAN	B2700193	B18 514099 - 08/20/18	\$27.50	B40127629

This document is valid only when receipted by the Tax Collector's Office.

STATE OF FLORIDA  
PALM BEACH COUNTY  
2018/2019 LOCAL BUSINESS TAX RECEIPT

B2 - 780

MADISON SECURITY GROUP INC  
MADISON SECURITY GROUP INC  
3111 S DIXIE HWY STE 121  
WEST PALM BEACH, FL 33405-1549

**LBTR Number: 201004516**  
**EXPIRES: SEPTEMBER 30, 2019**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2018

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

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

PRODUCER	CONTACT NAME: Renee Paone
Eastern Insurance Group LLC	PHONE (A/C No. Ext.): 800-333-7234 FAX (A/C No.):
1553 Otis Street	E-MAIL ADDRESS: rpaone@easterninsurance.com
Northborough MA 01532	INSURER(S) AFFORDING COVERAGE NAIC #
INSURED	INSURER A: Crum & Forster Specialty Ins Co 44520
Madison Security Group, Inc.	INSURER B: Commerce Insurance Company 34754
31 Kirk Street	INSURER C: Underwriters at Lloyd's London 15792
Lowell MA 01852	INSURER D: United States Fire Insurance Co. 21113
	INSURER E:
	INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 18-19 Master Liability

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	ADOL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		GL0581560	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Deductibles:			DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,000
			Combined BI/PD \$25,000			MED EXP (Any one person) \$ 5,000
			Personal Injury \$25,000			PERSONAL & ADV INJURY \$ 1,000,000
			Professional \$25,000			GENERAL AGGREGATE \$ 5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/CP AGG \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					Professional Liability \$ 1,000,000
	OTHER:					
B	AUTOMOBILE LIABILITY		BER000	09/29/2018	09/29/2019	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
						PIP-Basic \$ 8,000
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		WCBS-CBL-0000205-02	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 3,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 3,000,000
	DED RETENTIONS					\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		4087357129 Statutory A:	12/31/2018	12/31/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	AL, FL, IN, MA, MI, NE,			E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N N/A	NC, NY, RI			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

RE: EVIDENCE OF COVERAGE ONLY

## CERTIFICATE HOLDER

## CANCELLATION

Sample

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

John Koegel/RPAONE

© 1988-2014 ACORD CORPORATION. All rights reserved.

Exhibit 6



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

## Detail by Entity Name

Foreign Profit Corporation  
MADISON SECURITY GROUP, INC.

### Filing Information

Document Number F07000004363  
FEI/EIN Number 34-2027298  
Date Filed 08/21/2007  
State MA  
Status ACTIVE  
Last Event CANCEL ADM DISS/REV  
Event Date Filed 06/17/2009  
Event Effective Date NONE

### Principal Address

3111 SOUTH DIXIE HIGHWAY  
STE 121  
WEST PALM BEACH, FL 33405

Changed: 01/04/2012

### Mailing Address

31 KIRK ST.  
LOWELL, MA 01852

Changed: 03/31/2010

### Registered Agent Name & Address

ELLIS, JERRY MGR  
12590 Buckland Court East  
WELLINGTON, FL 33414

Name Changed: 01/04/2012

Address Changed: 05/03/2017

### Officer/Director Detail

#### Name & Address

Title CP

FIORE, JOAN  
31 KIRK ST.

CAM #19-0380  
Exhibit 6  
Page 20 of 37



LOWELL, MA 01852

Title VCVF

GROVER, TIM

31 KIRK ST.

LOWELL, MA 01852 UN

Annual Reports

Report Year	Filed Date
2017	05/03/2017
2018	01/18/2018
2019	01/29/2019

Document Images

<a href="#">01/29/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/18/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/03/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/12/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/18/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/17/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/03/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/04/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/10/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/18/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/31/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/17/2009 -- CORAPREIWP</a>	<a href="#">View image in PDF format</a>
<a href="#">08/21/2007 -- Foreign Profit</a>	<a href="#">View image in PDF format</a>



# TAB 10

Equipment will be provided  
per contract listed in RFP.

**TAB 11**

**NO JOINT VENTURE**

## RECRUITING

At Madison Security, our screening process exceeds industry standards in order to assure we attract only trustworthy and reliable personnel. Our recruitment philosophy assures our personnel have an excellent professional appearance, outstanding verbal communication and literacy skills and first-rate customer service skills.

It is the philosophy of Madison Security that the first person a visitor will encounter when entering our clients facility, is the security personnel. We take this responsibility very seriously. We are not only representing Madison Security, but we are also representing our client.

When recruiting perspective personnel, it is the policy of Madison Security to ensure the candidate lives within close proximity to our clients' facility and the Madison Security branch office. At Madison Security, our philosophy is to only employ persons who want to work in a customer-service capacity and want to make a sincere effort to effectively complete the requirements and duties that go along with the title of Security Officer. Because of this, Madison Security employs only serious mature adults. For example:

- ❖ Recent retiree who has experience and dedication to offer.
- ❖ Recent graduate or current college student who will utilize working with Madison Security as a stepping stone to attain a position in law enforcement or service industry management.
- ❖ Former law enforcement personnel with management experience.

Pre-employment screening is a top priority at Madison Security. We take a proactive approach in order to assure only the most qualified upstanding citizen is employed by our organization.

All candidates must pass the Madison Security SSI-Hire process. This is a rigorous screening process utilized by Madison Security. The process includes conducting a complete background investigation through the Florida Criminal History Bureau, pre-employment drug testing, background investigation of prior employment history, education level checks, and both personal and profession references. Madison Security candidates must pass a 3 level interview process, as well as a written aptitude test for literacy and verbal communication skills.

Madison Security applicants must meet or exceed the following hiring standards:

- ❖ Must be at least 21 years of age.
- ❖ Must have an education level of high school graduate or above.
- ❖ Must have at least one year's experience in the security industry.
- ❖ Must have excellent written and oral communication skills of the English language.
- ❖ Must have no prior police record or convictions.
- ❖ Must pass a Motor Vehicle records check.
- ❖ Must pass a social security number validation check.

- ❖ Must not have been terminated from a previous employer.
- ❖ Must pass a 5 panel Drug Screen.
- ❖ Must pass a 3 level interview process.
  
- ❖ Must participate in the Madison Security Basic Security Officer Training Program and must pass testing with a score of 75% or above.

In addition to our in depth screening process, clients may have additional specific requirements to include:

- ❖ Psychological testing.
- ❖ Credit Bureau report.
- ❖ Instant evaluation of candidate's country of residence for the past 10 years.
- ❖ Workers Compensation claims.

As a service provider, Madison Security realizes that a major factor, which dictates our level of service, is attributed to those officers assigned to our clients' facilities.

## TRAINING

Madison Security maintains one of the security industries most stringent and in-depth training programs required.

- ❖ Class Room Training: All Security Officer candidates are required to pass the Madison Security Basic Security Officer Training Course prior to being placed at a clients' facility. This training class series consists of lectures, instructional text and videotape viewing. All candidates are tested on this training course and must pass testing with a score of 75% or above. (Please see the following page for course curriculum).
- ❖ On-Site Training: Madison Security believes in a philosophy of extensive training at every level of employment. After a security officer candidate has passed the Basic Security Officer Training Course, he/she is then assigned to site-specific training. This training is designed to ensure a security officer is completely familiar with all security protocols at the clients' facility. Security Officers are tested after their site-specific training to ensure proper information retention.
- ❖ In-Service Training: Training does not stop after the officer is placed at the clients' facility. Madison Security provides mandatory in-service and refresher training for each client facility every two months. Additionally, Madison Security also provides voluntary workshops and seminars to all staff members on a regular basis.



## **BASIC SECURITY OFFICER TRAINING PROGRAM**

### **Module #1 – Introduction to Security**

- \* Overview of BSOT Course
- \* The history and role of private security
- \* The importance of private security and its objectives

### **Module #2 – The Importance of the Security Officer**

- \* Overview of the major conditions which create crime
- \* The importance of criticality and vulnerability
- \* The roles of the security officer
- \* The qualities essential to a security officer

### **Module #3 – Legal Issues – Part I**

- \* The eight sources of legal authority
- \* Definition of law
- \* Definition of criminal law
- \* Definition of crime
- \* Definition of civil law
- \* The five typical crimes encountered by a security officer

### **Module #4 – Legal Issues – Part II**

- \* Definition and explanation of citizens arrest
- \* Detention
- \* False imprisonment
- \* Search and seizure
- \* Requirements for investigations and interrogations
- \* Use of force
- \* Defamation

### **Module #5 – Human and Public Relations**

- \* Understanding the “human” side of security
- \* A look at “bad public relations”
- \* Explanation of the various “publics” with whom the security officer comes in contact
- \* The basic needs of all people
- \* Techniques for improving relations with others

### **Module #6 – Communications**

- \* The definition of communications
- \* Three components of the communications process
- \* Three methods of communication
- \* Two levels of communication
- \* Obstacles to communications
- \* Four principles of effective communications
- \* 10 ways to improve communications skills
- \* Telephone etiquette

### **Module #7 – Patrol**

- \* Purposes of patrol
- \* Types of patrol and techniques
- \* Equipment needed for patrol
- \* Using the five senses on patrol
- \* Importance of the first patrol
- \* Hazards of patrol

### **Module #8 – General Duties**

- \* Rules, policies and regulations
- \* Security barriers
- \* Alarms
- \* Access Control systems
- \* Functions on post
- \* Preliminary investigations

### **Module #9 – Report Writing**

- \* The importance/need for reports
- \* Seven essentials of report writing
- \* Five requirements of a report
- \* Style
- \* Field note-taking
- \* Common problems in report preparation

### **Module #10 – Fire Prevention**

- \* Fire Prevention and Control
- \* Fire hazards
- \* Classes of fire
- \* Classes of fire extinguishers
- \* Sprinkler systems
- \* Controlling fires
- \* Fire-Fighting equipment

### **Module #11 – Emergencies**

- \* Medical Emergencies
- \* Bomb threats and explosions
- \* Natural Disasters
- \* Civil disturbance
- \* Criminal act

### **Module #12 – Safety**

- \* The officer’s responsibility for safety
- \* General hazards and unsafe acts
- \* Basic components of an accident report.



Proposer Name: Madison Security Group

Relevant References:

Owner Name: Dinellas County  
Project Name: Security Guard Service  
Project Address: 4005 St. Harrison Ave  
Clearwater, FL 33756  
Owner Representative: Jim Trust  
Representative: 727-464-3205  
Telephone: 727-464-3205  
Representative E-Mail: jtrust@dinellascounty.org

Summary of Project Scope

Security Patrols at multiple bldgs.  
- Clearwater Courthouse  
- Fleet Management  
- Public Works

Owner Name: St. Pete. Clearwater Airport  
Project Name: Security Guard Service  
Project Address: 15700 Ter. Mial Blvd #221  
Clearwater, FL 33762  
Owner Representative: Patricia Sprague  
Representative: 727-453-7812  
Telephone: msprague@t42.net.com

Summary of Project Scope

Security Patrols / Access control  
- Airport Terminals / walkways  
- traffic safety  
- coast guard gate (24x7)

Owner Name: City of St. Petersburg  
Project Name: Security Guard Service  
Project Address: 400 St. Harrison Ave  
Clearwater, FL 33756  
Owner Representative: Joe Smith  
Representative: 727-464-4776  
Telephone: 727-464-4776  
Representative E-Mail: jsmith@clearwater.fl.gov

Summary of Project Scope

Security Patrols / garage at  
- St. Petersburg Courthouse  
- Libraries  
- Sanitation Dept.

## TRANSITIONING

Madison Security has extensive experience in smooth contract transition and start-up programs. Madison Security will start a job the right way and ensure it will run smoothly and efficiently at every level. Madison Security strives to ensure service is uninterrupted during the transition period of starting a new contract. Madison Security guarantees seamless transition and customer service to our clients, employees and visitors. Madison Security utilizes a three (3) phase transition process when starting new contracts:

### Phase One – Pre Commencement Phase

- ❖ Pre-employment screening of incumbent security officers
- ❖ Security Operations Review – Security Policies Audit
- ❖ Physical security audit and property security analysis
- ❖ Update of site post orders and protocol
- ❖ Assignment of security officer staff (client security director is offered final approval of all security officers assigned to each site.)
- ❖ Pre-assignment classroom training for clients site

### Phase Two – Commencement Phase

- ❖ Madison Security will dedicate extensive management staff, ensuring that security services are seamless. A dedicated project manager will quickly address and identify potential problems and keep in continual contact with the client security director or representative to review daily operations.
- ❖ Madison Security management staff will emphasize off-hour facility checks and inspections on an intensive basis.

### Phase Three – Operations Evaluation Phase

- ❖ Madison Security will review security operations on a daily basis in order to perfect or refine operational procedures and protocol. Daily, weekly and monthly review meetings will be held with the client security contact.
- ❖ Madison Security will immediately modify and operational procedures as requested by client security contact.

## TRANSITION PLAN – TIME LINE

Phase One	-	Week One	>	Week Two
Phase Two	-	Week Three	>	Week Four
Phase Three	-	Week Four	>	Contract Duration

## QUALITY ASSURANCE

Madison Security's mission is to provide excellent client service at every level of our operation. To help us attain this, we have established an Internal Audit Unit, dedicated to ensuring quality service performance. This Unit has full-time personnel dedicated to staffing a separate and distinct function. They conduct audits, inspections and investigations on all of the firm's personnel and operations.

- ❖ Patrol Supervision: Supervisors in marked security vehicles provide site inspections and quality assurance audits of officers at your facility. These inspections take place a minimum of once every eight hours and include rating the officer's appearance/uniform, written shift/incident reports, job knowledge and emergency preparedness.
- ❖ Testing / Drill Procedures: Madison Security Management, in conjunction with the client security director / Representative, conducts testing on how officers react to emergency procedures, alarms and disaster/contingency plan response.
- ❖ Investigations: Madison Security has a staff of investigators solely responsible for workers' compensation investigations, corporate due diligence and investigation, financial and corporate fraud investigation and background verification.

Madison Security aims to be the Premier Security Company in the State of Florida and to dedicate ourselves to integrity, growth, professionalism, value, leadership and to provide quality service to customers, clients and employees.





## Madison Security Group, Inc.

3111 So. Dixie Highway, Suite 121, West Palm Beach, FL. 33405 Agency License# B2700193

### INCIDENT REPORT

OFFICER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ TIME: \_\_\_\_\_

CUSTOMER LOCATION: \_\_\_\_\_

CUSTOMER ADDRESS: \_\_\_\_\_

### Type of Incident:

- |  |   |  |                                      |                                  |
|--|---|--|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Access Breach       | <input type="checkbox"/> Alarm Activation       | <input type="checkbox"/> Alarm Not Activated         | <input type="checkbox"/> Arrest      | <input type="checkbox"/> Assault |
| <input type="checkbox"/> Automobile Accident | <input type="checkbox"/> Employee Work Accident | <input type="checkbox"/> Customer/Resident Accident  | <input type="checkbox"/> Bomb Threat |                                  |
| <input type="checkbox"/> Chemical Spill      | <input type="checkbox"/> Customer Complaint     | <input type="checkbox"/> Disorderly Person           | <input type="checkbox"/> Fire        |                                  |
| <input type="checkbox"/> Equipment Left On   | <input type="checkbox"/> Equipment Malfunction  | <input type="checkbox"/> Equipment Stolen            | <input type="checkbox"/> Explosion   |                                  |
| <input type="checkbox"/> Explosion           | <input type="checkbox"/> Perimeter Breach       | <input type="checkbox"/> Flood                       | <input type="checkbox"/> Theft       |                                  |
| <input type="checkbox"/> Glass Breakage      | <input type="checkbox"/> Lost Property          | <input type="checkbox"/> Medical Emergency           | <input type="checkbox"/> Trespassers |                                  |
| <input type="checkbox"/> Open Window/Door    | <input type="checkbox"/> Excessive Noise        | <input type="checkbox"/> Policy Violation (Resident) | <input type="checkbox"/> Water Leak  |                                  |
| <input type="checkbox"/> Power Failure       | <input type="checkbox"/> Security Violation     | <input type="checkbox"/> Parking Violation           | <input type="checkbox"/> Weapon      |                                  |
| <input type="checkbox"/> Attempted Theft     | <input type="checkbox"/> Vandalism              | <input type="checkbox"/> Substance/Drug Use          |                                      |                                  |
| <input type="checkbox"/> Other               | Describe: _____                                 |  |                                      |                                  |

Report Details: {Include names of all persons, witnesses, items, facts and case #'s involved}

---

---

---

---





## Madison Security Group, Inc.

3111 So. Dixie Highway, Suite 121, West Palm Beach, FL 33405 Agency License# B2700193

### OJT CHECKLIST

OFFICER NAME: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_

POST CAPTAIN: \_\_\_\_\_

DATE OF COMPLETION: \_\_\_\_\_

CUSTOMER LOCATION: \_\_\_\_\_

As a new team member of Madison Security, it is your responsibility to complete this OJT checklist within seven (7) days of your hire date. Along with your post captain's assistance and Madison Security Management's support, we will ensure that you are given the proper tools/training to succeed. **WELCOME TO MADISON SECURITY**

TASK	COMPLETED	OFFICER INITIALS	POST CAPT. INITIALS
READ & UNDERSTAND POST ORDERS			
REVIEWED ALL SITE SPECIFICS & MEMOS			
KNOWS THE LOCATION OF ALL EMERGENCY CONTACT #'S AND WHO TO CALL IN CASE OF EMERGENCY			
ACKNOWLEDGES THE MSG CHAIN OF COMMAND			
KNOWS THE LOCATION OF ALL GATEHOUSE EQUIPMENT & KEYS			
PROGRAMS ALL IMPORTANT PHONE #'S INTO CELL PHONE			

<b>PRACTICES REPORT WRITING (DAR &amp; INCIDENT REPORTS)</b>			
<b>KNOWS THE PROPER SIGN—IN/SIGN-OUT POLICY</b>			
<b>OFFICER UNDERSTANDS THE PROPER "RELIEF OF DUTY" REQUIREMENTS</b>			

OUT CHECKLIST

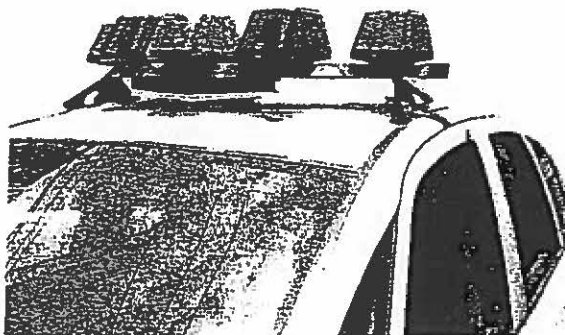
Employee Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 Post Captain Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_





# Madison Security Group, Inc.

3111 South Dixie Highway, Suite 121, West Palm Beach, FL 33405 Agency License# B2700193



## VEHICLE INSPECTION LOG

DATE: \_\_\_\_\_ TIME OF INSPECTION: \_\_\_\_\_

POST: \_\_\_\_\_ NAME OF OFFICER: \_\_\_\_\_

MAKE AND MODEL OF VEHICLE: \_\_\_\_\_

STARTING MILEAGE: \_\_\_\_\_ ENDING MILEAGE: \_\_\_\_\_

OFFICER SIGNATURE: \_\_\_\_\_

**PLEASE CONDUCT INSPECTIONS ON THE FOLLOWING AREAS OF THE VEHICLE:**

	POOR	-----	EXCELLENT	
• ENGINE OIL/COOLANT LEVEL	1	2	3	4 5
• BRAKES/BRAKE FLUID	1	2	3	4 5
• POWERSTEERING FLUID	1	2	3	4 5
• TIRE CHANGING TOOLS	1	2	3	4 5
• TIRES -TREAD/AIR/SPARE	1	2	3	4 5
• CELL PHONE & CHARGER	1	2	3	4 5
• FLASHLIGHT	1	2	3	4 5
• RAINGEAR	1	2	3	4 5
• ALL VEHICLE LIGHTS OPERABLE	1	2	3	4 5
• ANY DAMAGE TO VEHICLE?	1	2	3	4 5

PLEASE DESCRIBE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_