



**CORONADO
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
OCTOBER 19, 2023
6:15 P.M.**

Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

www.coronadocdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CORONADO COMMUNITY DEVELOPMENT DISTRICT
Doral Legacy Park Second Floor Conference Room
11400 NW 82nd Terrace
Doral, Florida 33178
REGULAR BOARD MEETING
October 19, 2023
6:15 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. June 15, 2023 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
 - 1. Staff Report
- H. New Business
 - 1. Consider Resolution No. 2023-07 – Adopting a Fiscal Year 2022/2023 Amended Budget.....Page 7
 - 2. Discussion Regarding Repaving and Sealcoating of Roadway.....Page 12
 - 3. Discussion Regarding Security Services – Cost Increase and Proposals.....Page 47
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

CORONADO COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024 REGULAR
MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Coronado Community Development District (the "District") will hold Regular Meetings in the Doral Legacy Park Second Floor Conference Room located at 11400 NW 82nd Terrace, Doral, Florida 33178 at 6:15 p.m. on the following dates:

October 19, 2023

November 16, 2023

February 15, 2024

March 21, 2024

May 16, 2024

June 20, 2024

July 18, 2024

September 19, 2024

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 786-313-3661 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 786-313-3661 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

CORONADO COMMUNITY DEVELOPMENT DISTRICT

www.coronadocdd.org

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**CORONADO COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 15, 2023**

A. CALL TO ORDER

District Manager Nancy Nguyen called the June 15, 2023, Regular Board Meeting of the Coronado Community Development District (the “District”) to order at 6:17 p.m. in the Doral Legacy Park – Second Floor Conference Room located at 11400 NW 82nd Terrace, Doral, Florida 33178.

B. PROOF OF PUBLICATION

Ms. Nguyen presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 11, 2022, as part of the District’s Fiscal Year 2022/2023 Regular Meeting Schedule, *as legally required*.

C. ESTABLISH A QUORUM

Ms. Nguyen determined that the attendance of Chairman Erwin Santacruz, and Supervisors Dahiane Rondon and David Vega constituted a quorum and it was in order to proceed with the meeting.

Staff in attendance included: District Manager Nancy Nguyen (on behalf of Armando Silva) of Special District Services, Inc.; and District Counsel Alyssa Willson of Kutak Rock LLP (via conference call).

NOTE: Ms. Nguyen, Notary Public in the State of Florida, stated that prior to the meeting, she administered the Oath of Office to Ms. Rondon.

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

F. CONSIDER RESOLUTION NO. 2023-01 – ELECTION OF OFFICERS

Ms. Nguyen presented Resolution No. 2023-01, entitled:

RESOLUTION NO. 2023-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
CORONADO COMMUNITY DEVELOPMENT DISTRICT
 (“DISTRICT”) ELECTING THE OFFICERS OF THE DISTRICT AND
PROVIDING FOR AN EFFECTIVE DATE.**

A **motion** was made by Mr. Santacruz, seconded by Ms. Rondon and unanimously passed to elect Mr. Vega as Vice Chairman.

Ms. Nguyen provided the following slate of names for election:

- Chairman: Erwin Santacruz
- Secretary/Treasurer: Armando Silva
- Assistant Secretary: Dahiane Rondon
- Assistant Secretary: Rene Bedoya
- Assistant Secretary: Nancy Nguyen
- Assistant Secretary: Gloria Perez

A **motion** was made by Mr. Santacruz, seconded by Ms. Rondon and passed unanimously to elect the District's Officers, as listed above.

G. APPROVAL OF MINUTES

1. February 16, 2023, Regular Board Meeting

Ms. Nguyen presented the minutes of the February 16, 2023, Regular Board Meeting and asked if there were any changes and/or corrections. There being no changes, a **motion** was then made by Mr. Santacruz, seconded by Mr. Vega and unanimously passed approving the minutes of the February 16, 2023, Regular Board Meeting, *as presented*.

NOTE: At approximately 6:21 a.m., Ms. Nguyen recessed the Regular Meeting and simultaneously opened the Public Hearing.

H. PUBLIC HEARING

1. Proof of Publication

Ms. Nguyen presented proof of publication that notice of the Public Hearing had been published in the *Broward Daily Business Review* on May 26, 2023, and June 2, 2023, *as legally required*.

2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget

Ms. Nguyen opened the public comment portion of the public hearing to receive comments on the Fiscal Year 2023/2024 Final Budget. There being no comments, Ms. Nguyen closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Final Budget

Ms. Nguyen presented Resolution No. 2023-04, entitled:

RESOLUTION 2023-04

THE ANNUAL APPROPRIATION RESOLUTION OF THE CORONADO COMMUNITY DEVELOPMENT DISTRICT ("DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen stated that the document provides for approving and adopting the fiscal year 2023/2024 final budget. A discussion ensued after which:

A **motion** was made by Mr. Vega, seconded by Mr. Santacruz and unanimously passed to approve and adopt Resolution No. 2023-04, *as presented*, and thereby setting the 2023/2024 final budget.

4. Consider Resolution No. 2023-05 – Assessment Resolution/Tax Roll Fiscal Year 2023/2024

Ms. Nguyen presented Resolution No. 2023-05, entitled:

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORONADO COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen stated that the document provides for approving and adopting the fiscal year 2023/2024 non-ad valorem special assessment tax roll.

A **motion** was made by Ms. Rondon, seconded by Mr. Vega and unanimously passed to approve and adopt Resolution No. 2023-05, *as presented*; thereby setting the 2023/2024 non-ad valorem special assessment tax roll.

NOTE: At approximately 6:23 p.m., Ms. Nguyen closed the Public Hearing and simultaneously reconvened the Regular Meeting.

I. OLD BUSINESS

1. Staff Report

There was no Staff Report at this time.

J. NEW BUSINESS

1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Ms. Nguyen presented Resolution No. 2023-06, entitled:

RESOLUTION NO. 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORONADO COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document. A discussion ensued, after which;

A **motion** was made by Mr. Vega, seconded by Ms. Rondon and unanimously passed to approve and adopt Resolution No. 2023-06, *as presented*, thereby setting the 2023/2024 regular meeting schedule and authorizing the publication of the annual meeting schedule, *as legally required*.

2. Consider Rate Adjustment – Alvarez Engineers

Ms. Nguyen presented a letter from Alvarez Engineers, the District Engineer, respectfully requesting the Board's consideration in updating the engineering hourly billing rates for engineering personnel. Ms. Nguyen informed the Board that the existing billing rates have been in effect since 2006. Ms. Nguyen also confirmed that the District's budget includes sufficient funds for the budget line, and that the increase in billing rates will not affect the District's budget. As per Alvarez Engineers, the billing rates will be reviewed again after a period of five (5) years. A discussion ensued, after which:

A **motion** was made Mr. Vega, seconded by Mr. Santacruz and unanimously passed, accepting the updated billing rates proposed by Alvarez Engineers, further authorizing District Counsel to prepare an Amendment to the original Agreement and further authorizing the District Manager to sign such Amendment on behalf of the Chairman.

3. Ratification of Aquatic and Fountain Maintenance Agreement – Allstate Resource Management

Ms. Nguyen presented an Agreement between the District and Allstate Resource Management, Inc. for aquatic and fountain maintenance services. Ms. Nguyen stated that this Agreement has been accepted by Mr. Silva and it would be in order to ratify the District Manager's actions. A discussion ensued, after which:

A **motion** was made by Mr. Santacruz, seconded by Ms. Rondon and unanimously passed approving the Agreement, therefore ratifying the actions taken by the District Manager.

4. Discussion Regarding Repaving and Sealcoating of Roadway

Ms. Nguyen asked the Board to provide their concerns regarding the roads in the District. Mr. Santacruz expressed his observations regarding the presence of numerous potholes throughout the District and suggested that the resurfacing of the roads be considered. Ms. Nguyen explained that she had consulted with Mr. Silva on this matter, and he recommended postponing the project for a few years in order to accumulate sufficient funds to finance it. Ms. Nguyen further highlighted the substantial costs associated with the proposed road resurfacing project.

The Board members discussed the need for a cautious and considerate approach to this project, keeping the residents' interest in mind. They recognized the potential impact on traffic patterns and the inconvenience caused by temporary inaccessibility of parking spaces. The Board requested that this item be added to the next meeting agenda to discuss it further with Mr. Silva. Ms. Nguyen acknowledged the Board's request.

K. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Reminder: Statement of Financial Interest 2022 Form 1 – Filing Deadline: July 1, 2023

Board members were reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2022 Statement of Financial Interests Form 1. The deadline for submittal is July 1, 2023.

Mr. Vega requested that Ms. Nguyen e-mail him a copy of the 2022 Form 1. Ms. Nguyen acknowledged Mr. Vega's request.

L. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board member closing comments at this time.

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet again until September 21, 2023, or October 19, 2023.

M. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Santacruz, seconded by Mr. Vega and passed unanimously to adjourn the Regular Board Meeting at 6:36 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2023-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
CORONADO COMMUNITY DEVELOPMENT DISTRICT
AUTHORIZING AND ADOPTING AN AMENDED FINAL
FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”),
PURSUANT TO CHAPTER 189, *FLORIDA STATUTES*; AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Board of Supervisors of the Coronado Community Development District (the “District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS
OF THE CORONADO COMMUNITY DEVELOPMENT DISTRICT, THAT:**

Section 1. The Amended Budget for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 19th day of October, 2023.

ATTEST:

**CORONADO COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Coronado Community Development District

**Amended Final Budget For
Fiscal Year 2022/2023
October 1, 2022 - September 30, 2023**

CONTENTS

- I AMENDED FINAL OPERATING FUND BUDGET**
- II AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
CORONADO COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Administrative Assessments	84,111	85,087	85,087
Maintenance Assessments	114,947	114,948	114,948
Debt Assessments	252,625	252,627	252,627
Master Association Contributions	81,000	86,881	83,381
Other Revenue	0	0	0
Interest Income	360	12,890	12,790
TOTAL REVENUES	\$ 533,043	\$ 552,433	\$ 548,833
EXPENDITURES			
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	7,000	2,200	2,200
Payroll Taxes	535	168	168
Management	37,680	37,680	37,680
Field Operations Management	2,100	2,100	2,100
Legal	9,000	6,000	3,039
Assessment Roll	3,000	3,000	3,000
Audit Fees	3,700	3,700	3,700
Insurance	7,200	6,768	6,768
Legal Advertisements	1,400	800	389
Miscellaneous	2,000	1,750	1,265
Postage	425	145	123
Office Supplies	700	370	326
Dues & Subscriptions	175	174	175
Trustee Fee	3,600	3,165	3,165
Continuing Disclosure Fee	350	350	350
Website Management	2,000	2,000	2,000
Operating Reserve	1,500	1,500	0
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 82,365	\$ 71,870	\$ 66,448
MAINTENANCE EXPENDITURES			
Security Services	162,000	173,762	166,762
Aquatic Maintenance/Midgefly Control	3,000	3,800	3,364
Fountain Maintenance/Power - FPL	2,000	4,000	3,495
Storm Drainage Maintenance	3,000	1,500	984
Engineering	2,000	2,000	1,344
Roadway/Street Maintenance	5,400	7,500	6,040
Soft Gates & Security Cameras Maintenance	8,700	17,500	15,435
Miscellaneous Maintenance	4,100	7,500	5,635
TOTAL MAINTENANCE EXPENDITURES	\$ 190,200	\$ 217,562	\$ 203,059
TOTAL EXPENDITURES	\$ 272,565	\$ 289,432	\$ 269,507
REVENUES LESS EXPENDITURES	\$ 260,478	\$ 263,001	\$ 279,326
Bond Payments	(239,994)	(241,281)	(241,281)
BALANCE	\$ 20,484	\$ 21,720	\$ 38,045
County Appraiser & Tax Collector Fee	(4,517)	(4,363)	(4,363)
Discounts For Early Payments	(18,067)	(15,930)	(15,930)
EXCESS/ (SHORTFALL)	\$ (2,100)	\$ 1,427	\$ 17,752
Carryover From Prior Year	2,100	2,100	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 3,527	\$ 17,752

FUND BALANCE AS OF 9/30/22
FY 2022/2023 ACTIVITY
FUND BALANCE AS OF 9/30/23

\$350,560
\$1,427
\$351,987

Notes

Reserve Funds Totaling \$2,100 used to reduce Fiscal Year 2022/2023 Assessments.
Reserve Funds Totaling \$5,700 to be used to reduce Fiscal Year 2023/2024 Assessments.

AMENDED FINAL BUDGET
CORONADO COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Interest Income	25	7,105	7,005
NAV Tax Collection	239,994	241,281	241,281
Total Revenues	\$ 240,019	\$ 248,386	\$ 248,286
EXPENDITURES			
Principal Payments (2017)	129,000	129,000	129,000
Interest Payments (2017)	110,219	112,154	112,154
Bond Redemption	800	0	0
Total Expenditures	\$ 240,019	\$ 241,154	\$ 241,154
Excess/ (Shortfall)	\$ -	\$ 7,232	\$ 7,132

FUND BALANCE AS OF 9/30/22	\$199,232
FY 2022/2023 ACTIVITY	\$7,232
FUND BALANCE AS OF 9/30/23	\$206,464

Notes

Reserve Fund Balance = \$125,841*. Revenue Fund Balance = \$80,623*.

Revenue Fund Balances To Be Used To Make 11/1/2023 Interest Payment Of \$54,182.

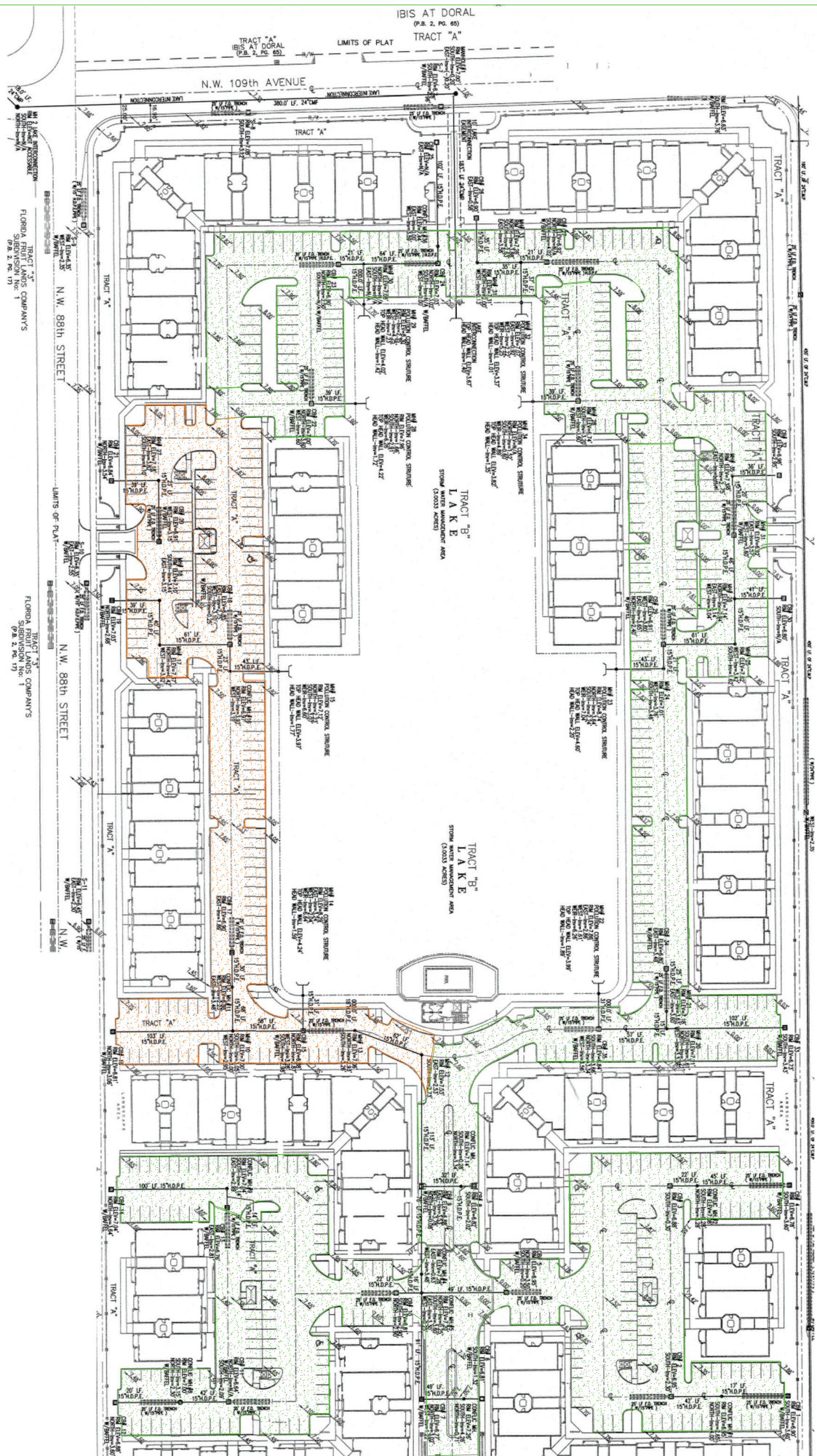
* Approximate Amounts

As Of 9/30/2023 - Construction Account Balance = \$17,601.

Fiscal Year 2022/2023 Capital Outlays = \$0.

Series 2017 Bond Refunding Information

Original Par Amount =	\$3,399,000	Annual Principal Payments Due:
Interest Rate =	2.125% - 4.25%	May 1st
Issue Date =	April 2017	Annual Interest Payments Due:
Maturity Date =	May 2038	May 1st & November 1st
Par Amount As Of 9/30/23 =	\$2,672,000	











































Date: Wednesday, July 5, 2023

Project # M23-6533

Submitted To:
Mr. Ryan Quiroga
Special District Services, Inc.
2501 A Burns Road
Palm Beach Gardens, FL 33410
Contact Information:
Phone: (786) 609-8717
Mobile:
rquiroga@sdsinc.org

Site Description: # S146335
Coronado CDD
8900 NW 107th Ct
Doral, FL 33178

Site Contact:
Site Phone:

Prepared By:
Diego Amaya
Contact Information:
Mobile: 708-731-1182
Office: (305) 836-8678
E-mail: damaya@driveway.net
Project Manager:
Mobile:
Email:

Qty	Proposed Service(s) & Description(s)	Depth
239000	Sq. Ft. Sealcoat – Staycoat JC7	

1. Thoroughly clean the entire asphalt area with high powered blowers.
2. Pre-treat heavy oil spots with Bond Seal to assist in adhesion.
3. Apply first coat of Staycoat JC-7 sealer via spray method with 3% FSA Co-Polymer added to sealer strictly to manufacturer's specifications with 2-3 lbs of grade #2 silica sand added per gallon. Mechanically agitate sealer mix and apply at a spread rate of 1/6 of a gallon per square yard using our exclusive sand flow process.
4. Apply a second coat of Staycoat JC-7 with sand in the same method, quantity, and proportion as the first coat.

**OPTION: TO SUBSTITUTE THE ABOVE SCOPE OF WORK WITH TWO COATS OF POLYPRO POLYMER FORTIFIED HEAVY DUTY COAL TAR EMULSION IN LIEU OF STANDARD SEALER ADD \$8,800.00 TO THIS PROPOSAL TOTAL.
...PLEASE CIRCLE...(YES / NO)*

POLYPRO - OUR PREMIUM QUALITY PAVEMENT COATING - IS COMPOSED OF REFINED COAL TAR THAT IS FORTIFIED WITH RUBBER PRIOR TO EMULSIFICATION. THE RESULTING HIGH SOLIDS PRODUCT CONTAINS A UNIQUE SURFACTANT FORMULATION WHICH ALLOWS FOR GREATER COMPATIBILITY WITH ASPHALT SURFACES.

***SEALCOATING TO BE COMPLETED IN (4) MOBILIZATIONS.
**SEALER MAY NOT ADHERE IN AREAS WHERE THE ASPHALT HAS POLISHED AGGREGATE, AREAS WHERE THE ASPHALT IS RAVELING, AND AREAS OF CONSISTENT STANDING WATER.
**SEALER WILL NOT HIDE EXISTING CRACKS.
**ADDITIONAL MOBILIZATIONS WILL BE PERFORMED AT A COST OF \$1850.00 EACH.
**DUE TO NATIONWIDE COAL TAR SHORTAGES, THIS CONTRACTOR MAY SUBSTITUTE COAL TAR SEALER FOR A COMPARABLE ASPHALT EMULSION MATERIAL.*

www.driveway.net

MIAMI | 1100 NW 73rd St. Miami, FL | FORT LAUDERDALE | 1829 NW 29th St. A Oakland Park, FL 33311
WEST PALM BEACH | 155 E. Blue Heron Blvd Suite 405, FL 33404 | FORT MYERS | 4262 Edison Ave. Fort Myers, FL 33916
ORLANDO | 677 Fairvilla Rd. Orlando, FL 32808 | TAMPA | 3710 Corporex Park Dr.
Suite 212, Tampa, FL 33619



Project# M23-6533

Parking Lot Striping - Restripe

1. Clear away loose dirt and debris.
2. Restripe the existing painted surfaces as existing using DOT approved latex traffic paints to include: HANDICAP STALL - RESTRIPE (up to 5); SPEED BUMPS - PAINT 4' SPEED BUMP (up to 6); DOUBLE LINES - RESTRIPE (up to 650); LINEAL - PAINT 12" LF; STOP BAR DOUBLE YELLOW (up to 21); LINE - RESTRIPE; LINEAL - PAINT 6" LF; STENCIL 4-DIGIT # AND SINGLE STANDARD WORD - Carstop; CARSTOP - PAINT

NOTE: Due to variable surface conditions, this work is not warranted against peeling or flaking on concrete surfaces.

****THE DISABLED PARKING STALLS ARE BEING RESTRIPE AS THEY PRESENTLY EXIST. THIS CONTRACTOR MAKES NO CLAIM THAT THEY WILL MEET LOCAL, STATE AND FEDERAL REQUIREMENTS FOR DISABLED PARKING.**

Permit and Procurement Allowance

\$3,500.00

1. Obtain site plan of record from local municipality or client.
2. Complete application process.
3. Develop rudimentary permit plan for submittal purposes.
4. Address review comments as needed.
5. Pull permit and pay applicable permit fees.
6. Hold site inspections with local inspector.

NOTE: Excludes site survey, engineered drawings, signed and sealed plans, excessive review modifications, and all additional work required by the permit.

PAYMENT TERMS 30% Down, Balance Net Upon Completion

Project Total **\$45,784.00**

SERVICE TERMS Final Price Subject to Change based on material costs at time of permit issuance as applicable. Project will be scheduled with client ahead of commencement. It is the responsibility of the customer to ensure all irrigation systems are shut off ahead of scheduled work. DMI will not be responsible for damage to existing irrigation systems in areas of construction or repair. DMI will not be responsible for damage to any underground utilities in areas of construction. Landscape restoration is not included.

This proposal may be withdrawn at our option if not accepted within 14 days of Jul 5, 2023

Certified Pavement Professional Diego Amaya

Diego Amaya

Accepted Authorized Signature

Print Name

Signature

www.driveway.net

MIAMI | 1100 NW 73rd St. Miami, FL | FORT LAUDERDALE | 1829 NW 29th St. A Oakland Park, FL 33311
WEST PALM BEACH | 155 E. Blue Heron Blvd Suite 405, FL 33404 | FORT MYERS | 4262 Edison Ave. Fort Myers, FL 33916
ORLANDO | 677 Fairvilla Rd. Orlando, FL 32808 | TAMPA | 3710 Corporex Park Dr.
Suite 212, Tampa, FL 33619



TERMS, CONDITIONS & GUARANTEE

Driveway Maintenance Inc.. hereafter referred to as "DMI"

TERMS: Terms are as stated above. If payment is not made in accordance with the above terms, the customer agrees to pay any collection, legal fees and additional costs accrued due to unpaid balances.

Price is based on specifications and estimates as shown on the "Proposal & Agreement" from date of issuance. The cost estimates for this project are based upon current material or supply pricing. Since the market for materials is currently considered volatile, and sudden price increases could occur, DMI reserves the right to increase pricing for the work in the event that DMI directly incurs additional expenses arising out of or related to purchasing, shipping, or otherwise obtaining materials. Pricing is subject to change based on actual costs of materials at time of permit issuance. Pricing adjustments will be agreed upon by customer prior to the commencement of work.

Unless expressly noted within the proposal agreement, DMI makes no claim to the local, state, or federal compliance of any or all ADA elements present within the property boundary.

Additional charges may become necessary if extra materials or extra labor would become necessary to perform or complete this job or if extra services and/or materials are requested in writing by the owner or general contractor by their respective authorized supervisory employees. "DMI" shall not be held liable for damage to surrounding areas of driveway or parking lot due to poor subgrade, moisture, or other unforeseen circumstance. Additional charges will be in accordance with the agreed upon change order which is made part and parcel of these conditions and "Proposal & Agreement". "DMI" reserves the right to refuse additional equipment time, extra materials or extra labor if it would interfere with advanced scheduling with other customers with whom previous commitments had already been extended.

CONDITIONS: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are contracted to do the work as specified and the stated payment terms are acceptable. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner in accordance to standard construction practices. Any deviation from this proposal or extra work will be executed only upon owner or owners agent orders and may become an extra charge over and above this agreement. All agreements are contingent upon delays beyond our control. Property owner to carry all necessary insurance. We do not guarantee against pavement cracking from weather cycles, reflective cracking, power steering marks or gauges in new asphalt pavement/patches, and water ponding or retention due to preexisting grade conditions. We cannot guarantee drainage or against water ponding on new asphalt. "DMI" shall not be liable for damage to adjoining asphalt, concrete flat work, or curbing, damages to underground utilities in the areas of construction, damages to irrigation within or adjacent to repair areas, damages/modifications to newly completed work due to removal of barricades or trespassing on job site during or after construction activities. Customer shall be responsible for costs of permits, procurement of permit by Contractor, and any additional work required by the permit or site inspections resultant of the permit.

EXCLUSIONS: The following items are excluded unless otherwise stated in the proposal: Engineering, Record Retrieval, Additional Excavation, Staking, Material Testing, Sod or Landscape Restoration, Irrigation Repairs, Manhole/Catch Basin/Gate Valve Adjustments or Repairs unless specified, Vegetation Removal, SAC/WAC Charges, Dewatering.

NOTICE OF LIEN: Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

Customer Initial _____ Date _____

Pavement Maintenance Proposal

Special District Services

Ryan Quiroga

Project:

Coronado Roadway Doral Sealcoating

8900 NW 107th Ct
Doral, FL 33178



Phil Delvaille
Account Manager

Your Pavement Contractor

Company Info



Atlantic Southern Paving and Sealcoating
6301 W Sunrise Blvd
Sunrise, FL 33313

P: 954-581-5805
F: 954-581-0465

<http://www.atlanticsouthernpaving.com>

Contact Person

Phil Delville
Account Manager
phil@atlanticsouthernpaving.com
Cell: 954-707-0752
Office 954-581-5805

About Us

We Solve Problems and Make Complicated Simple!

We understand that as a manager, owner or investor of properties all over the United States, you need a partner to develop a strategic plan that will preserve your investment for the long term for the least amount of money.

Atlantic Southern Paving & Sealcoating provides pavement design, maintenance & construction services to the residential, commercial, recreational and industrial markets throughout the United States.

Please find the enclosed proposal and do not hesitate to call us with any questions.

Watch a Video About Us: [CLICK HERE](#)

FDOT Certified Contractor

Sealcoating

1. The area under consideration for sealcoating measures approximately **260,000 square feet**.
2. Our firm will complete this project in **6 phase(s)**.
3. **Clean:** Area to be sealed will be cleaned with power blowers and hand brooms.
4. **Oil Spots** will be sealed with Oil Spot Primer (provides better adhesion through separation of oil spot area).
5. **Sealer Installation:** Apply the sealant by 2 coats, spray application.
6. **Sealant Material:** Our firm will install **2 coat(s) of Coal Tar** Pavement Sealer strictly to manufacturer's and federal specifications, with 2 pounds of Silica Sand per gallon with 2% polymer additive and applied at a rate of 1/6 gallon per square yard.
7. To complete this project with minimal disruption to your operation, we have included the work to be complete on a **Weekday**.
8. **Barricading:** All areas will be barricaded before, during and after the project. It is the owner's responsibility to make sure all barricades remain effective after our crews leave the jobsite.
9. This process will carry a (1) year warranty.

Total Price: \$31,473.00

Line Striping, RPMs, Painting and Stenciling of Carstops

1. **STRIPING:** Apply DOT approved latex paint, restriping the parking lot area as per the existing layout.
2. All work will be performed so that there is minimal interruption to your facility.
3. If sealcoating, we will stripe the parking area after the sealcoating material has cured.
4. ******NOTE**** When applicable, this contractor suggests that before any new thermoplastic pavement markings are re-applied, that any existing thermoplastic markings be removed. This will result in a better looking final product. Please discuss which removal options are best for your project with your Account Manager as additional costs will apply.**

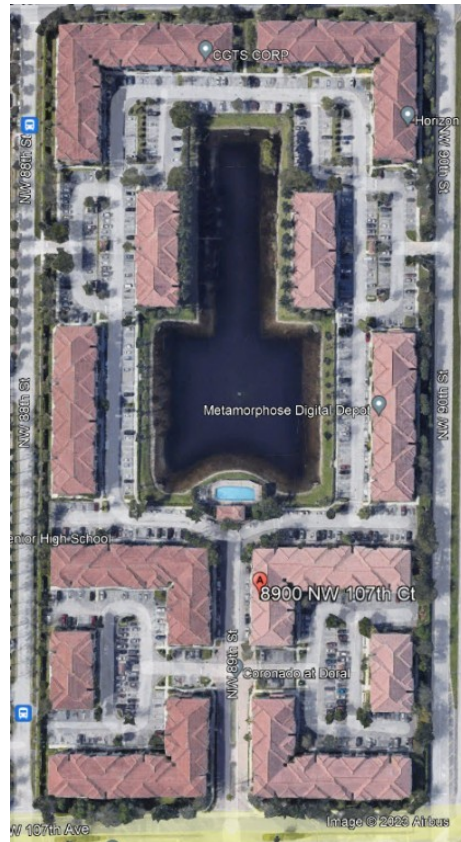
Total Price: \$16,063.00

Thermoplastic Striping

1. Clear away loose dirt and debris.
2. Pour thermoplastic road marking materials to include:
3. Thermoplastic will be applied at a rate of 90 wet mils.
4. Glass beads will be incorporated in the material for retro-reflectivity.

Total Price: \$4,500.00

Map: Site Map



Notes:

Current Conditions



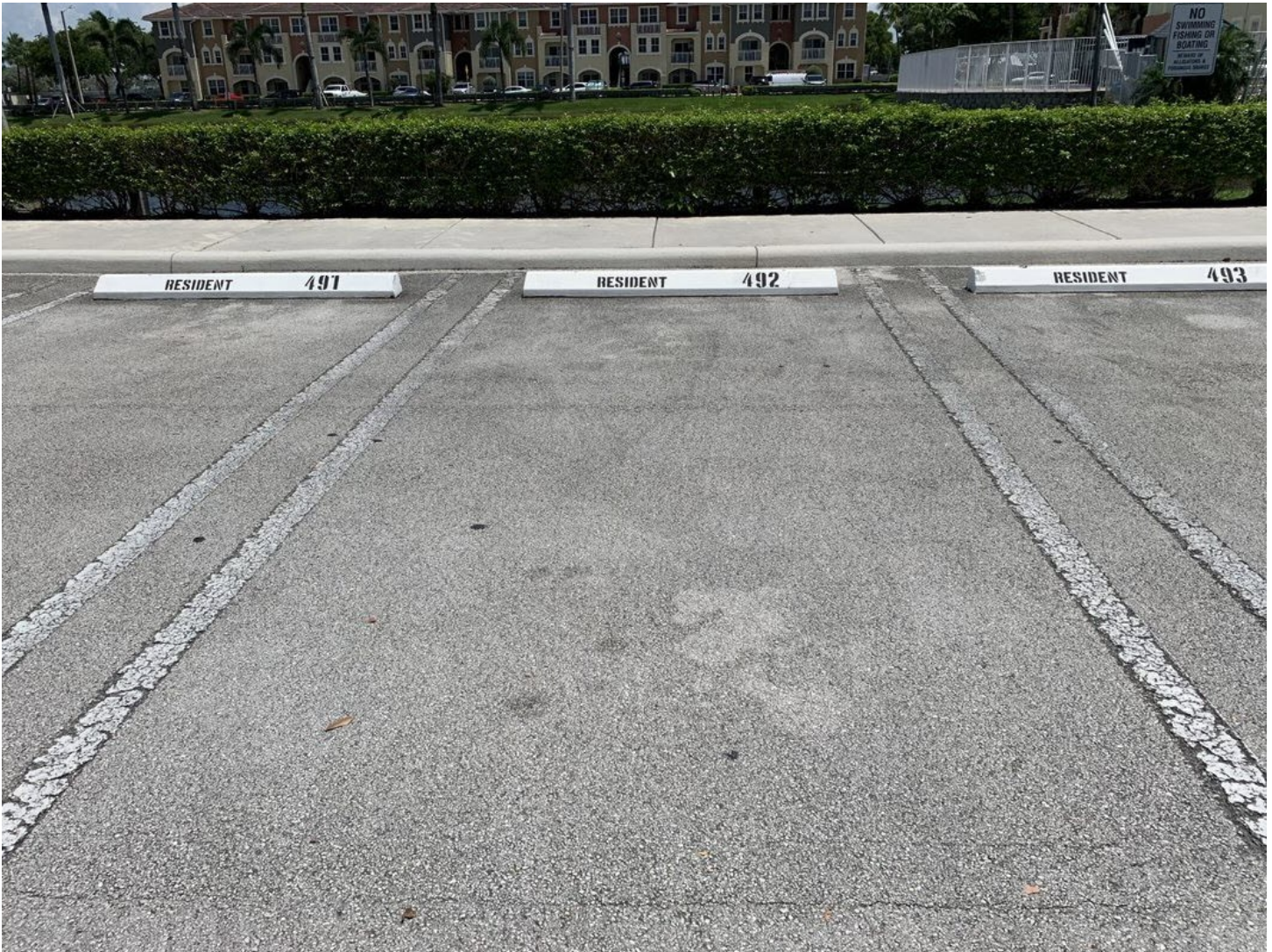
Notes:

Current Conditions



Notes:

Current Conditions



Notes:

Current Conditions



Notes:

Price Breakdown: Coronado Roadway Doral Sealcoati



Please find the following breakdown of all services we have provided in this proposal.

This proposal originated on July 07, 2023.

Item	Description	Cost
1.	Sealcoating	\$31,473.00
2.	Line Striping, RPMs, Painting and Stenciling of Carstops	\$16,063.00
3.	Thermoplastic Striping	\$4,500.00
Total:		\$52,036.00

Authorization to Proceed & Contract

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined. When signed, this document becomes a contract. E&OE

We understand that if any additional work is required different than what is stated in this proposal/contract, it must be in a new contract or added to this contract. The parties also acknowledge that the time for performance of the work may be impacted by market conditions beyond contractor's control in which event the contract time shall be extended.

Please see all attachments for special conditions that may pertain to aspects of this project.

This price of this contract is based upon completion of the work within thirty days from the date hereof, thus the price is good for a period of up to 30 days from the date listed herein. If the work is not completed within thirty days, and the contractor experiences price increases for materials in excess of those upon which the price of this contract were based as of the date hereof, the contract price shall be increased by the amount of the documented price increase.

Proposal: Coronado Roadway Doral Sealcoating

Acceptance

We agree to pay the total sum or balance in full upon completion of this project.

40% deposit upon contract.

(A signed proposal and deposit are required prior to scheduling of the work)

Date: _____



Ryan Quiroga | Field Operations Manager
Special District Services
6625 Miami Lakes Dr
Miami Lakes, Florida 33014
rquiroga@sdsinc.org
C: 7866098717
O: 786-609-8717

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E: phil@atlanticsouthernpaving.com
C: 954-707-0752
P: 954-581-5805
F: 954-581-0465
<http://www.atlanticsouthernpaving.com>

Contract Terms & Conditions

1. The owner is responsible to notify all landscapers and garbage companies to not show on the area of work the day we are performing work. In the event of a reschedule due to unforeseen conditions, you are required to let all service providers know about the change.
2. 90% of contract amount and change orders must be paid prior to completing punch list items and/or any changes for additional work required by cities or municipalities.
3. It is understood and agreed that all work is performed "weather permitting".
4. Towing fees, if necessary, billed as actual. Any vehicles left in the construction area at commencement of the work will be relocated on site and billed to the Owner/Authorized Agent
5. Permit fees billed as actual. Processing fees billed in addition to the cost of permit: **\$800.00**

This proposal does not include the cost of permit fees, inspection fees or impact fees which may be required from the various agencies or municipalities having jurisdiction. If Owner/Authorized Agent directs this work to be completed without required permitting, all costs including, but not limited to, fees, expediting and fines are the responsibility of the Owner/Authorized Agent.

6. Change orders, additions or extras requested by Owner, Contractor or Municipality will be invoiced as an addition to the contract and shall not delay payment of the original contract sum. All Change Orders must be approved and signed by Management/Board President/Building Owner (whichever applies.)
7. **Asphalt Repairs/Paving:** If the actual asphalt is determined to be thicker than the proposed depth once the area(s) are excavated, ASP will provide photo documentation showing the additional depth and a change order will be sent to ownership for the additional material.
8. Atlantic Southern Paving & Sealcoating, LLC cannot guarantee 100% drainage in areas where the design grade is less than 1% fall.
9. Owner agrees to pay asphalt over-runs at \$175.00 per ton.
10. All underground utilities including electrical, plumbing and irrigation lines if damaged or broken are the responsibility of the owner and not Atlantic Southern paving. If Atlantic Southern Paving needs to repair damages, the costs will be billed to the owner as a change order.
11. Atlantic Southern Paving and Sealcoating, LLC will not be responsible for trafficking, paint tracking or damage to cars or persons trespassing in designated construction areas.
12. Plans, engineering, layout, testing, bonds and as-builts by others.
13. The prices used in this proposal are based on the condition that all work quoted will be accepted in total.
14. This proposal, including all terms and conditions, shall become a legally binding attachment to any contract entered into between Atlantic Southern Paving & Sealcoating, LLC and the financially responsible company for which the work will be performed.
15. In the event of a dispute regarding this contract, the prevailing party agrees to pay reasonable attorney fees, collection costs and all related costs incurred until such dispute is settled.
16. Atlantic Southern Paving & Sealcoating, LLC will add a 1½% finance charge to any unpaid proper invoice past due at least (30) thirty days.
17. This proposal is based on work being completed during the hours of 8:00AM and 5:00PM, Monday through Thursday, excluding Friday, holidays and weekends.
18. **Asphalt Price Index:** Proposal is based on the current price of liquid asphalt. If there is a price increase in liquid asphalt, there will be additional charge for the difference.

Sealcoating Residential | Owners Resp & Conditions

1. **Driveway Chalk & Wet Mud Spots:** Please hose off any driveway chalk or wet mud spots 1 day prior to our service. In the event that this material is on the driveway, we will have to cancel the project and possibly charge you a trip charge if we did not include this in our proposal.
2. **Rain:** If it's raining the day of scheduled service, assume we aren't coming and we will contact you to reschedule as

soon as possible. If it rains after our installation, please contact your representative. We monitor the weather closely and can generally predict this very well. In the event that an unexpected storm happens, we will touch up any areas where sealer has not bonded.

3. **Lawn Fertilization:** should not be installed seven days before or after service.
4. **Sprinklers:** should be off 24 hours prior until 48 hours after service. Avoid lawn cutting during this same period of time. The surface must be dry for our arrival.
5. **Cars/Other Objects:** Be sure all vehicles are out of the garage and parked 15-20' from any asphalt surface to allow our team to work as well as limit potential of any accidents.
6. **Pavement Sealer:** will take a minimum of 30 days to fully cure and is sensitive to **animal droppings, tree droppings; water stains from irrigation systems, ponding water & tire markings** during this time. This is normal and no reason to be concerned, it will fade over time. Areas of shade will take longer to dry and cure than areas in the direct sunlight.
7. **Barricaded Driveway:** No vehicle traffic for 24 hours - 48 hours is vital for the best project. Even though the surface will appear to be dry in 2-6 hours, opening this up for any traffic will ruin this project. It is your responsibility after our crews leave your site to maintain all perimeters of barricading after we leave the site.
8. **Driving on Surface:** Once you start driving on sealed surface, avoid turning your wheels unless your car is moving. We understand this may be difficult to do, but understand that when you turn wheels on a freshly sealed driveway scuffing and turn marks will be evident, no worries in time they will blend in with surrounding surface.
9. **Final Surface Texture:** You will notice surface smoothness difference in shading may appear where sealer transitions from hand application to spray application, as well as where you may have rough & smooth surfaces. This will gradually fade over time, and there is normal. Small hairline cracks on the surface may initially appear more noticeable due to the fresh black finish. This is considered normal conditions.
10. **Existing Splashing:** If your existing pavement surrounding area has splashing or drip areas, we are not responsible for removal of that material. We will do our best to show you these areas, however please review this prior to our firm starting the project.
11. **Overspray on Grass:** where grass meets your pavement, you may expect a small "drift spray" pavement sealer. This is normal and will disappear generally after the next mowing.
12. **Tracking:** Maybe your kids, dog or mailman walked on the surface and tracked it on concrete, carpet or your hardwood floor. We can only suggest helpful solutions to this issue. Contact our office and we will do our best to help you with this issue.

Line Striping & ADA Conditions

1. **Barricaded Parking Lot:** It is vital that all vehicles are removed from our area of work no later than 7:15 am, unless otherwise agreed. As you can imagine, our project costs are based on the property having all cars, people and objects off the area of work. Tow Trucks need to be arranged 5 days prior to the start of any work and must be on call to remove cars from the scheduled work zone. If any cars are left on the area of work, we cannot be held responsible for any damage to the vehicles.
There will be additional costs if we are unable to access the work area billed at a minimum of (\$500 for Striping)
2. Line striping will match all existing pavement markings unless approved changes are made by owner(s) or an authorized owner's representative.
3. Atlantic Southern is not responsible for any tracking of paint caused by any vehicles and/or pedestrians if the barricades are moved prematurely or without authorization. The project manager will remove the barricades once the material has cured properly.
4. If existing curbs are flaking, it is not recommended to re-paint them without sand-blasting or power-washing them first. Atlantic Southern Paving will not be held responsible for flaking if proper procedure is not taken prior to painting.

Good afternoon,

This communication is to advise you that effective of October 1, 2023, the current hourly billing rate for Coronado Community Development District will be adjusted to \$20.00. This increase is to attract and retain qualified personnel, offer competitive wages above the standard minimum wage which increases in Florida on September 30th, and to provide incremental increases to keep the pace with their value and economic inflation.

There will be no adjustment to the weekly vehicle charge for the vehicle currently assigned to your account. The weekly vehicle charge will continue to be \$200.00 per week.

Regions Security Services is committed to offering you the quality you expect and deserve and greatly appreciates your continued business and support.

Cordially,

Liz Garcia
Finance Administrator

Regions Security Services, Inc.
1100 NW 72nd Ave
Miami, FL 33126
www.RegionsSecurity.us
(305) 517-1266 – Ext. 137
(877) 505-7774 – Toll Free
(305) 517-1267 – Fax
accounting@RegionsSecurity.us

Security Guards | Front Desk Personnel | Virtual Guards | Technology | CCTV & Access Control | Gate Systems | Security Assessments & Training

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A TRADITION OF SECURITY EXCELLENCE SINCE 1982

PRESENTED TO:

Ryan Quiroga, Field Operations Manager
Coronado CDD
c/o Special District Services
8900 NW 107th Court
Doral, Florida 33178

PRESENTED BY:

St. Moritz Security Services, Inc.
Pat Hurley
Vice President of Business Development
239.537.1711
phurley@smssi.com

AMERICAN OWNED
& OPERATED



August 15, 2023

St. Moritz
SECURITY SERVICES, INC.

PRIVACY STATEMENT

The information contained herein should be considered proprietary and confidential. Disseminating any of this information to persons outside of your organization is prohibited without written consent of St. Moritz Security Services, Inc. Reproduction of this document in whole or in part is prohibited except for the specific purpose of evaluating this proposal.



August 15, 2023

Ryan Quiroga, Field Operations Manager
Coronado CDD
c/o Special District Services
8900 NW 107th Court
Doral, Florida 33178



MIAMI-FT LAUDERDALE | FLORIDA
5201 Anglers Avenue, Ste. 117
Fort Lauderdale, Florida 33312
www.SMSSI.com

RE: Unarmed Security Officer Services

Dear Mr. Quiroga:

It is our privilege to provide this proposal for security services. We have reviewed the scope of service, and we are prepared to meet your needs and provide a level of high-quality security service.

Our expertise in high-end residential, resort, and community security allows St. Moritz to provide the Coronado CDD with reliable protection service that makes the most of your operating budget. As your protective services partner, it is our goal to meet and exceed your expectations with our dedicated personnel, innovative technology, and commitment to client satisfaction. Highlights of our service and programs include:

- **The operational stability and financial strength of a \$167M+ company that has been in business since 1982**
- **A strong belief in employee investment as evidenced by our programs, training capabilities and advancement opportunities, all of which have contributed to our excellent retention rates**
- **Direct access to our executive team to assist you with any challenges that may arise**
- **Specific training to address effective observations, patrol techniques, and report writing**
- **Use of our exclusive technology applications such as TrackTik, which supports electronic reporting, personnel management, and critical incident management**
- **Ensuring best practices in quality control and World Class Customer Service**
- **Our 24/7 Security Operations Center (SOC) to assist with site communication, sourcing additional coverage, and virtual post inspections as needed, among other critical functions**

We look forward to delivering a first-class security program. Should you require additional information or have further questions, please contact me at phurley@smssi.com or 239.537.1711.

Respectfully,

Pat Hurley

Pat Hurley
Vice President of Business Development

**AMERICAN OWNED
& OPERATED
SINCE 1982**



TABLE OF CONTENTS

OVERVIEW	1
What Sets St. Moritz Apart?	2
OUR LEADERSHIP TEAM	4
Organizational Chart	5
QUALITY ASSURANCE PROGRAM	7
Key Performance Indicator Review	8
SAFETY PROGRAM	7
Vendor ID Program	8
TECHNOLOGY SHOWCASE	12
Officer Tours	14
Our Technology Highlights	15
Security Operations Center	16
Video Monitoring & Remote Guarding	17
TOP TIER CANDIDATE SELECTION	19
Leading The Way In Benefits & Retention	20
OUR CULTURE OF TRAINING	22
Pre-Assignment Training	23
Site-Specific Training	26
Specialized Residential Community Training	27
Advanced Training	28
OUR UNIFORMS	30
OUR CUSTOMIZED TRANSITION PLAN	32
Plan Of Action & Milestones	33
YOUR SECURITY INVESTMENT	36
OUR REFERENCES	37
CERTIFICATES OF INSURANCE	38

OVERVIEW

St. Moritz Security Services, Inc. (SMSSI) is one of the largest security providers in the U.S. and is among the few remaining homegrown operations that is both American-owned and privately held.

The company has been in continuous operation since 1982. SMSSI is a Pennsylvania "S" Corporation and is managed by Matthew Schwartz, Chief Executive Officer.

SMSSI has specialty business units which offer professional security services to distribution & logistics, manufacturing & industrial, commercial, healthcare & medical, and elite residential properties in addition to retail/loss prevention services and high-value escorts, among others. The company has core operations across the U.S. and is licensed in 30 States with affiliate service capabilities in all 50 States.

ST. MORITZ SECURITY SERVICING OFFICE

MIAMI-FT LAUDERDALE | FLORIDA

5201 Anglers Avenue
Suite 117
Fort Lauderdale, Florida 33027

MAIN PROPOSAL CONTACT

Pat Hurley, Vice President
239-537-1711
phurley@smssi.com

HOA COMMUNITY SECURITY EXPERIENCE AND TRAINING

St. Moritz provides thousands of hours per week of security to HOA communities in Florida and throughout the United States. At these locations, our security programs ensure protection from property loss, vandalism, and personal attacks. Our leadership team in the Florida region is led by Lenny Neff, Regional Vice President and Pat Hurley, Regional Business Development. Both will have local responsibility for the success of the security program for your property. Each manager brings HOA community experience and have operated successful programs for elite and gated communities.

Our Services include:



- Access/Gate Control: identification verification of residents, guests, and employees.
- Roving patrols: monitor common areas, sub-association property, and building interiors/exterior.
- Monitoring: Fire, building intrusions, and medical emergencies.
- Traffic Enforcement: Ensure safety procedures.
- Inclement Weather Events: Assistance during severe weather events
- First responders to alarms and medical calls.
- Response to resident complaints/problems/disputes. Road Patrols & School Bus Detail: Patrols of golf course and perimeter property.

Our officers are highly visible as they patrol communities in their marked vehicles and offer a visual deterrent to criminal activity. If a crime does occur, they respond immediately and alert the police. All our officers are licensed by the State of Florida and hold Florida "D" Licenses. All security personnel will be certified in CPR, First Aid, and the use of AED's. First Responders will have completed a 40-hour course to provide on-scene care for medical emergencies.

What Sets St. Moritz Apart?

As your trusted advisor, we work to reduce risks and create a cost-effective security program that increases safety and adds value.

DELIVERING CONSISTENT SERVICE

It is more efficient to retain a quality security force for your community rather than continuously recruit, train, and orient new officers. The security profession can be a lifelong career choice for some, and for others, a launchpad into a different career. Regardless, our goal is that all officers feel like vital contributors to our joint success and understand the important role they fulfill for our clients, their community, and the public. We invest and recognize our security professionals.

PROVIDING PROFESSIONAL PERSONNEL

SMSSI provides our clients with experienced and dedicated security managers who are leaders in the industry. We equip them with the cutting-edge tools and resources allowing them to train and manage their security workforce effectively. Our enhanced officer training delivers a broad range of skills in customer service and public relations. When it comes to building a quality security team, the right training makes all the difference.

ADVANCED TECHNOLOGY & RISK AVOIDANCE MEASURES

Year after year, St. Moritz continues to invest capital into training and technology so that we are better prepared to serve our clients. We understand these two service deliverables are critically important to successful security programs. SMSSI utilizes **TrackTik** to collect analytics and metrics from the reports that officers generate on your site. These analytics will provide insight into the types of incidents that happen, when they occur, and where on your site they take place. To further provide support for both clients and field personnel, SMSSI utilizes our 24/7 Security Operations Center (SOC). Our highly trained SOC Specialists assist in dispatching during emergencies, sourcing additional staff as needed, investigating service issues, and locate officers onsite via GPS tracking.

QUALITY ASSURANCE & KEY PERFORMANCE INDICATORS

Quality control is supported at both the local and corporate level. Our Quality Assurance Team is an added layer in performance and communication. Our Team regularly communicates with the servicing Branch as well as our clients, to ensure complete satisfaction. Jointly, we will plan to follow Key Performance Indicators (KPIs) that most benefit and interest you. We believe in following up and following through.





**Collaboration Is Key
To Our Collective
SUCCESS.**

OUR LEADERSHIP TEAM

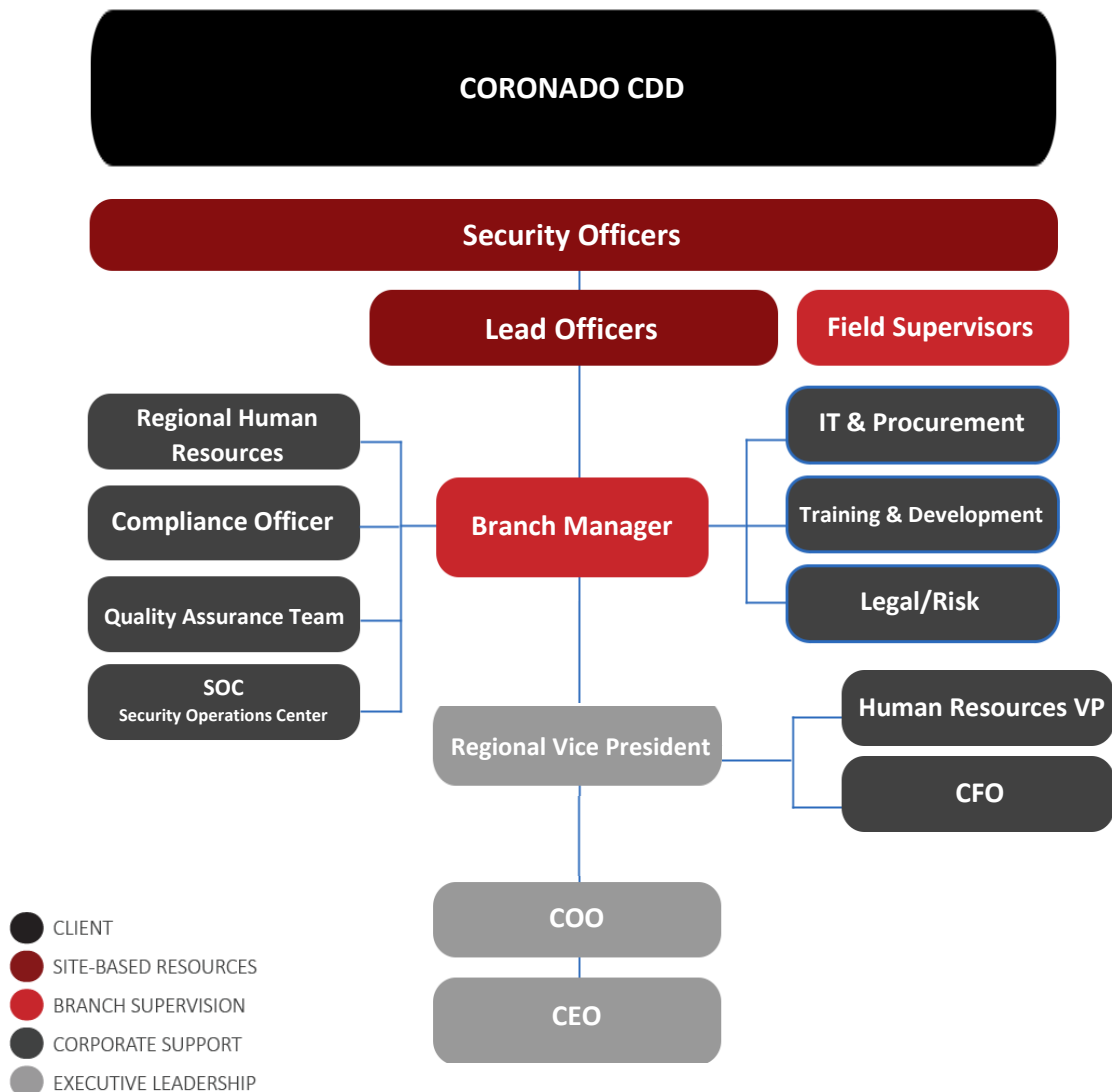
SMSSI has structured our leadership resources to effectively fulfill all contract obligations and deliver exceptional service and attention. This is accomplished by defining positions and establishing clear lines of accountability. Our Field Supervisors and Regional/Branch Managers will suggest areas where resources are best utilized, such as officer deployment, equipment, and supplies. The table below highlights some of the activities and responsibilities our Teams will address:

TEAM	Responsibilities	
CORPORATE TEAM	Our Corporate Team consists of:	Responsibilities:
	<ul style="list-style-type: none"> • CEO • COO • CFO • CLO • President • Vice President HR • Vice President Training • Risk Management • Quality Assurance • Payroll/Billing • Security Operations Center (SOC) 	<ul style="list-style-type: none"> • Provide world class customer service • Account visits & inspections • Track key metrics & quarterly business reviews • Training & post order/SOP development • Oversee payroll & invoicing accuracy • Provide Human Resources support • Bring industry innovations • Risk mitigation & safety initiatives • Respond to requests for emergency support • Recruiting, staffing & scheduling support

BRANCH TEAM	Our Branch Teams are comprised of:	Responsibilities:
	<ul style="list-style-type: none"> • Regional Vice President • Regional/Branch Manager • Field Supervisor(s) • Administrative Support 	<ul style="list-style-type: none"> • Deliver world class customer service • Provide oversight & facilitate decisions • Meet regularly with client representatives • Support site operations • Regularly visit & inspect posts • Conduct pre-assignment onsite training

ORGANIZATIONAL CHART

Our **Branch Manager, Uclitt Forbes**, has ultimate responsibility for the success of our security program at your community.



FIELD SUPERVISION & SITE SUPPORT TOOLS

St. Moritz strives to provide added value while supporting our clients' goals and keeping their budget in mind. We use our resources and technology solutions to address the rising costs of the security profession.

One way we add value is by providing a Field Supervision Team to spearhead the training and provide added site support. They provide training to the officers assigned to each facility and are an essential part of the Branch management teams.

Valued-added tasks performed by Field Supervisors include:



● **FIELD VISITS & VIRTUAL POST CHECKS**

St. Moritz Field Supervisors and SOC Specialists perform scheduled and random visits/post checks to monitor the quality of our onsite program. They evaluate standards such as attentiveness, performance, and uniform appearance. **We inspect what we expect.**

● **INCIDENT REPORTS**

Field Supervisors support officers by reviewing Incident Reports and assisting in investigations. A report regarding the incident is left for the onsite client representative to review.

● **ONSITE TRAINING**

Field Supervisors conduct onsite training sessions, reinforce basic security methods, and conduct on-the-spot quizzes of post orders to ensure base knowledge.

● **INSPECTION REPORTS**

Field Supervisors & SOC Specialists conduct live and virtual site inspections and compile reports for our client, as requested.

OUR QUALITY ASSURANCE PROGRAM

It is our goal to be the first choice of our clients and employees. The key working elements of our quality assurance program include measurements for compliance and service delivery. To determine and rate our performance in these areas our corporate Quality Assurance team conducts:

- **Quality Assurance (QA) Audits/Satisfaction Surveys**
- **Key Performance Indicators (KPI) Metrics Review**
- **Quarterly Business Reviews (QBR)**

QA audits review client policies/post orders, compliance with client required specifications and officer performance reviews. Post orders are verified to be correct and current. The schedule and plan for any specific site required certifications, annual training, or yearly training is reviewed. Finally, officer performance reviews are verified to have been conducted by the Regional/Branch Manager and/or Field Supervisor. These factors all contribute to our Branch Managers' performance evaluations.

In addition to QA Audits, we have a formalized and numerically scored audit procedure administered by our corporate QA Consultant. Conducted on an annual, quarterly, or monthly basis - as agreed upon - these surveys will inform us about our service delivery levels.

SMSSI also has formalized Quarterly Business Reviews (QBR) driven by key metrics captured in our Key Performance Indicator Program. Our performance is measured against pre-defined goals and objectives geared toward accountability.



KEY PERFORMANCE INDICATOR REVIEW

Key Performance Indicators (KPI's) are quantifiable measurements, agreed to beforehand, that reflect the critical success factors of the organization. They differ depending on the specific client or site goals.

For assessing performance, we recommend analyzing the following key performance indicators. These will be revised further based on your input during the transition and at least 30 days prior to the start of service.

SECURITY EVALUATION KEY PERFORMANCE INDICATORS

Area	Items	Target	Max Points	"Grade Addition Amount"	"Grade Reduction Amount"	"Grade Amount" each increment of the following, up to Target	Subtract "Grade Amount" from Grade for each item not meeting Target	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Evaluation Criteria
Management/ Supervision Training	Supervision	Leadership Performance	15	N/A	Minus 1 Point	15						1 point deducted for failure to maintain quarterly 8 hour training plan
Staffing	Number of Open Posts	0	10	N/A	Minus 2 Points	10						2 points deducted for each assigned post that is left open within the quarter
	Officers High Hours	0% greater than 60 hrs. in a week	5	N/A	Minus 1 Point	5						1 point deducted for officers working more than 60 hours per week within the quarter. 1 point can be deducted per person per week.
	Unbillable Overtime	3% or less total hours worked in quarter	10	N/A	Minus 1 Point	10						1 point deducted for each point of unbillable overtime percentage above 3% of the total hours worked in the quarter.
SME Cert Training Binder	Job Knowledge	0	5	N/A	Minus 1 Point	5						1 point deducted for each occurrence of outdated SME Training material/post description listed in the Training Binder
Reports/ alarms Response	Timeliness Compliance	10 Discrepancies	10	N/A	Minus 1 Point	10						1 point deducted for every report/alarm not investigated, edited or closed by the end of the shift. Reports must be written and reviewed by end of shift.
Uniform Grooming Appearance	Proper Fit, Wear & Equipment	0	5	N/A	Minus 1 point	5						1 point deducted for officers reporting w/out proper uniform, equipment or failure to meet site required physical standards.
Time & Attendance	Officer No show /Call-Offs	1 point per event	5	N/A	Minus 1 point	5						# of recordable no-show call offs events for the quarter. 1 point deducted for every 5 events
Training	Certification Training Plan	0	10	N/A	Minus 2 Points	10						2 points deduct for any training deficiency
Safety	Recordable Safety Incidents	0	5	N/A	Minus 2 Point	5						Number of recordable safety incidents (as noted by OSHA and SAS Safety standards) by supplier staff each quarter 2 points: are deducted for each incident.
Security Officers	Quarterly Turnover	<= 50%	5	N/A	Minus 0.5 Points	5						Percentage of employee turnover in the quarter. 0.5 points deducted for each percentage point above 50%. This is an quarterly rate calculation that is annualized
	Retention	>=70%	5	N/A	Minus 0.5 Points	5						Percentage of employee retention in the quarter. 0.5 points deducted for each percentage point below 70%. This is a quarterly run rate calculation that is annualized.
Quarterly Project	Account Manager Plan	100% Complete	5	N/A	Minus 2 Points	5						Rate the overall effectiveness and engagement of the Account Manager. 2 pts deducted for each shortfall.
Reward	Each Improvement Activity	100% Complete	0	Bonus- 5 Points	N/A	5						This section will be determined by security management based upon the vendor exceeding the standard or expectations in one or more measurable metrics.
Result			95	5		100						Grade Meet Standards: >= 100 - 76 Need Improvement: >= 75 - 60 Fail: >= 59 - Below

SAFETY PROGRAM

With the right security partner, you will have peace of mind knowing that daily safety challenges are managed, and a prepared team is in place to respond to emergencies. SMSSI provides officers and supervisors a comprehensive safety training program which covers emergency preparedness, customer service expectations, active shooter, fire & life safety systems and building evacuations, in addition to various other topics.



ENSURING SAFETY DAILY: Our security professionals are immersed in the St. Moritz Safety Program. The impact for you is a safety-first security curriculum where our professionals are trained to take proactive steps, report incidents and near misses, and seek out opportunities to help make your location even more safe. This leads to fewer accidents, less time lost from work due to injury and less frequent interruptions for you.

EMERGENCY PREPAREDNESS: SMSSI will work with you to develop emergency plans and implement them to ensure the preparedness of everyone onsite. This can include the coordination of onsite drills for emergencies such as fires, evacuations, building lockdowns, storms/natural disasters, and terrorist attacks. Collaborative tabletop exercises can also be coordinated to ensure your entire response team is prepared.

EMERGENCY STAFFING RESOURCES: SMSSI has the resources to quickly respond to emergencies and fill additional staffing needs with high quality, well-trained personnel. You will have peace of mind knowing that we can handle emergency response requests daily and have the formal processes and essential personnel needed to respond.

SAFETY INSPECTIONS

Some buildings and properties require recurring inspections of the facility and an ongoing systematic approach to hazard mitigation. SMSSI is committed to being your safety partner and will continually provide feedback to support your goals for safety.

Additionally, SMSSI's officer management system, TrackTik, integrates incident reports and automates the performance reporting process. This fully automated system allows our officers to input a report online using a computer or handheld mobile device. The incident report is then automatically saved to a database for analysis. Given your needs, certain incidents could be delivered immediately to different levels of management or departments, which allows for immediate follow up.

Vendor ID Program

WHY THIS PROGRAM IS BENEFICIAL TO GATED COMMUNITIES

Provide your residents with peace of mind knowing that every vendor entering their community is screened and approved by the Vendor ID Program. SMSSI is proud to offer your neighborhood this **simple, easy-to-install** service, **free** of charge.

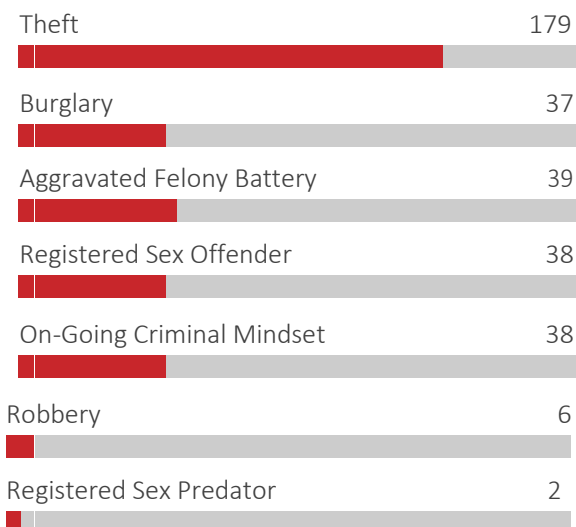


The Vendor ID Program works by conducting a thorough criminal background check on each vendor before allowing them to enter your community. Once approved vendors receive and carry their Vendor ID card. This allows them to enter and work in participating communities.

VENDOR ID STATISTICS

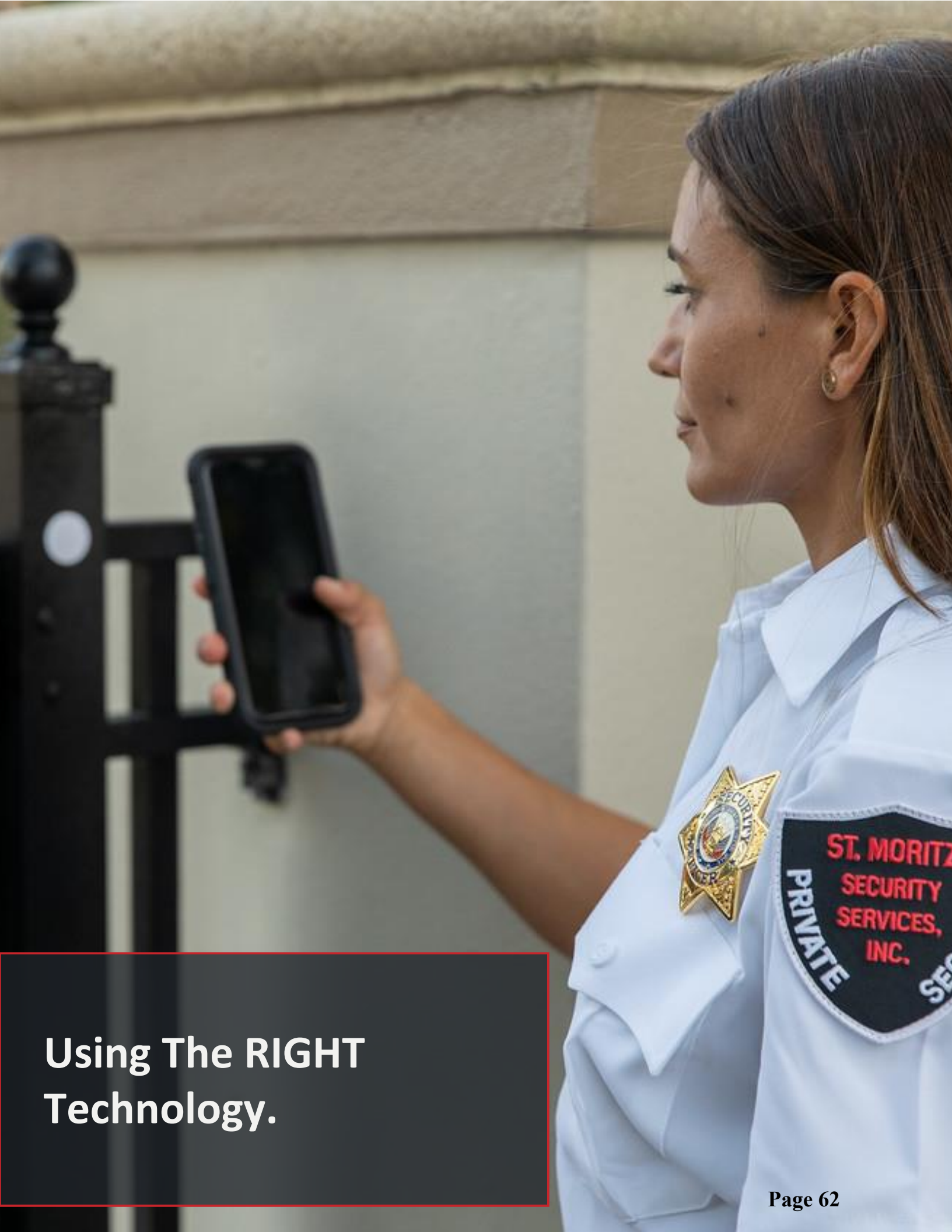
Total # of ID's Issued: **24,853**

Total # of ID's Denied: **352**



PROGRAM BENEFITS

- Delivers a strong message of safety and security to residents, guests & staff
- Prevents registered sex offenders, burglars, vandals, & felons from working within the community
- Simple to use access control system
- Easily track vendors entry & exit
- Reduces wait time at gates
- Optional: Review community data (see all vendors who have accessed the community)



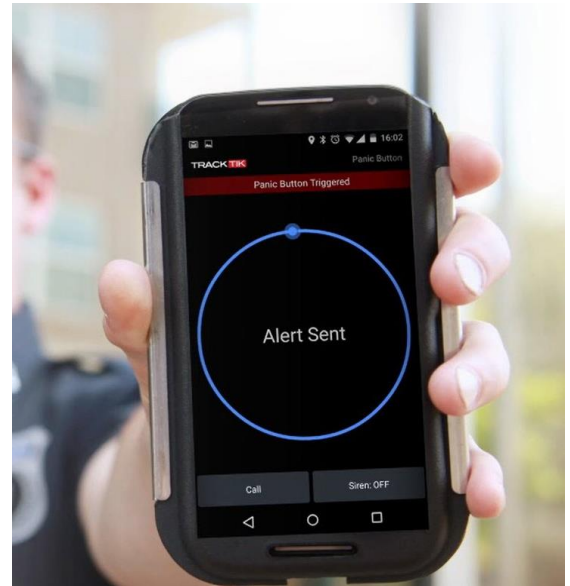
**Using The RIGHT
Technology.**

TECHNOLOGY SHOWCASE

Being committed to excellence means supporting thousands of our officers, inhouse staff and clients across North America in day-to-day operations.

St. Moritz has partnered with **TrackTik** to provide our customers a fully integrated and comprehensive platform for every officer and client location. Our customized platform connects our frontline security professionals to our management team and back-office administrators, while simultaneously providing clients with invaluable real time reporting and analytics.

Our cloud-based platform is a software solution that allows stakeholders to follow real time activities of on duty security personnel, receive automatic notifications, and view dashboards and customized analytics from anywhere in the world.



CUSTOM INTEGRATION

Our inhouse technology department integrates custom tailored security programs into TrackTik's baseline platform for every client. These integrations result in a more robust and specific security program that best meets the exact needs of each client, each post, and each shift assignment. Our technology capabilities include, but are not limited to the following real-time tools:

- Electronic Post Orders
- Employee Profile and Skill Set Management
- Employee Scheduling
- Electronic Timekeeping
- Tour Optimization and Verification
- Daily Activity Reporting
- Custom Designed Reporting
- Incident Management
- Emergency Notification
- Performance Monitoring
- Officer Geofencing and Geobreadcrumbs
- Employee Payroll and Client Invoicing
- Financial Budgeting and Forecasting



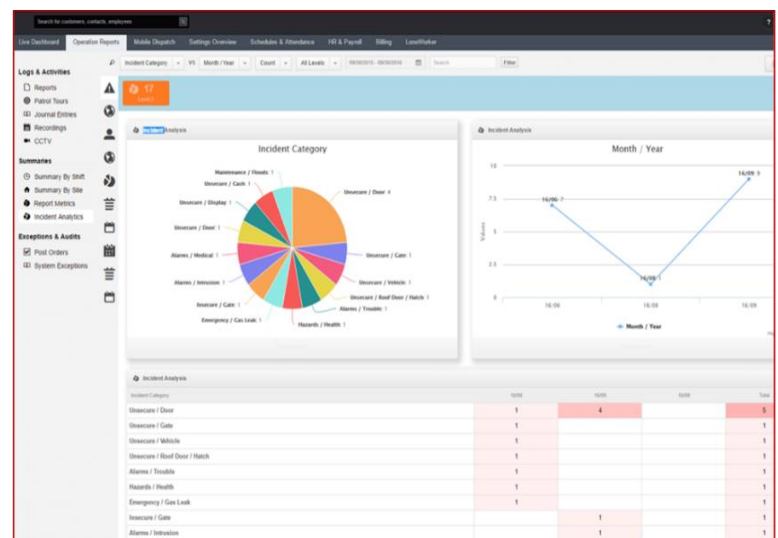
EQUIPMENT REQUIREMENTS

Any standard smartphone or tablet equipped with the TrackTik mobile application transforms St. Moritz Security officers into advanced officers with increased communication and tracking capabilities. All custom program requirements are automatically uploaded to the device and immediately available to the officers onsite.

DATA ANALYTICS

Officer interactions, reporting, tours, and patrols will be utilized to collect analytics and related metrics for all the client specific performance indicators. This data will provide insight into the types of incidents that happen, when they occur, and where on your site they take place.

Supplemental data is acquired, interpreted by our management team, and provided to clients during regular meetings or during a formal business review. Analytics produced allow stakeholders to improve security, increase protection, accommodate needs, or conversely compile and analyze results for other reasons to include internal and external areas of responsibility.



All-in-one **customizable electronic reporting** keeps our clients continuously up to date with the status of their security program.


The analytics and metrics collected from these reports will fuel informed decisions and improve the efficiency of security at all levels.


OFFICER TOURS

During the transition, our Team will work with you to identify tour checkpoints. Officers assigned to your property will utilize handheld mobile devices to conduct checkpoint tours. Each time an identified checkpoint is scanned, it is permanently recorded within TrackTik.

A Tour Report can be created and reviewed to verify all checkpoints were scanned. If a checkpoint is missed, the officer is sent a notification. This allows the officer time to get to the area and perform the necessary action. The report and results of the tour are instantly available for review by our client and/or SMSSI supervisors and management.


TrackTik
4200 St Laurent
#445
Montreal QC H2W2R2





Goldengate Community
33 Avenue Donegani
Pointe-Claire QC H9R 2V7

Incident Report	
Report #	568
Report Date	09/18/2017
Report Time	03:00pm
Created By	Johnny Smith #1000
Client	#GGC-001

Information	
Select Date:	09/18/2017
Select Time:	02:15pm
Incident Location:	Autumn Cr. 1320 / Dwelling
Incident Type:	Maintenance / Plumbing (300-B)
Identify broken electrical equipment	Water line in the basement
Is the situation represent an hazard?	No
Narrative:	<p>During foot patrol resident, Dawna Springs, approached me asking for assistance with a leak in her basement. I entered the premises and located the leak near the water tank. A significant amount of water had pooled in the basement. At her request, the main water connection was cut and plumbing company contacted. They will come this evening to repair the pipe.</p> <p>Dawna will contact the main gate to provide the name of the plumbing and cleaning companies who will be responsible for clean up and repairs.</p>
Picture 1	

#568 Incident Report
1/2

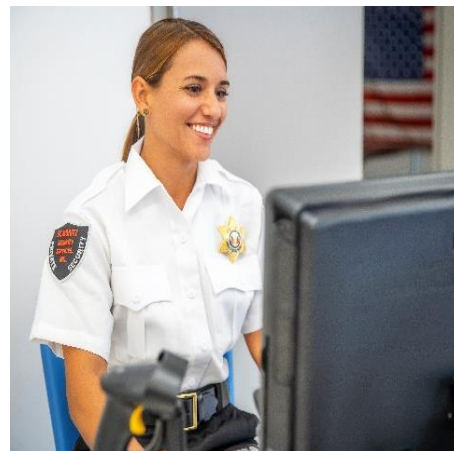
OUR TECHNOLOGY HIGHLIGHTS

FEATURE	HIGHLIGHTS
Incident Management	<ul style="list-style-type: none"> ▪ Custom incident analytics reports ▪ Instant access to recorded video documentation ▪ Real time alerts for security incidents & other facility/parking/maintenance issues ▪ Reports include pictures, video, audio recordings & written notes ▪ Officers can be directed to specific locations to respond to sudden issues
Time & Attendance	<ul style="list-style-type: none"> ▪ Officers' login at the start of each shift creating a digital time stamp with GPS location marker ▪ End of shift logouts transfer directly into cloud- based payroll/invoicing system ▪ Failure to login/out alerts can be sent to supervisors & management for action
Alerts & Notification	<ul style="list-style-type: none"> ▪ Alerts officers to time sensitive messages & notifications (BOLOS) ▪ Alerts officers about reoccurring tasks ▪ Confirms receipt of all messages, tasks, and notification deliveries
Scheduling, Invoicing & Payroll	<ul style="list-style-type: none"> ▪ Invoicing & payroll is generated directly from recorded time & attendance data ▪ Invoicing and payroll accuracy is insured ▪ Speeds time to generate paychecks ▪ Avoids manual data entry errors ▪ Scheduling managed by Branch Team in a cloud-based system ▪ Avoids scheduled overtime ▪ Schedules only qualified officers that meet training requirements
Comprehensive Reporting	<ul style="list-style-type: none"> ▪ Displays data on a Client Dashboard and is instantly viewable ▪ Provides shift reports & Daily Activity Reports to track activities at specific locations ▪ Informs Client & Branch Team of activity/information on issues as they occur
Geo-location	<ul style="list-style-type: none"> ▪ Provides GPS position of officer ▪ Tracks predesignated tours ▪ Geofencing parameters alert SMSSI supervision if officers are out of authorized area
Tour Optimization	<ul style="list-style-type: none"> ▪ Real time visibility into tour/protocol compliance ▪ Enables immediate corrective actions ▪ Officers can access message board & panic button ▪ Captures live video of incidents during patrols, viewable directly from live Dashboard ▪ Electronic sign-ins & post orders ▪ Notifies Client & Branch Team via email, SMS, or web browser

SECURITY OPERATIONS CENTER (SOC)

Many security companies claim that they are responsive to their clients' needs, but St. Moritz Security Services believes that actions speak louder than words.

We have invested considerable capital and time in the expansion of our Security Operations Center (SOC). Our US-based central station ensures that SMSSI can respond to our clients' needs at any time, day or night. The expanded capabilities of the SOC include schedule verification, officer requests, emergency management, video monitoring and verification, and security systems management.



24/7/365 ONE CALL SERVICE

SOC Team Leads are always on duty, working with our SOC Specialists to manage coverage requests, schedule verification, virtual post checks/inspections, escalations, and emergency management. Our Specialists have cell phone and email access to all management team members, from our Field Staff to our Leadership Team. SOC Specialists also have relevant emergency resources and logistics to resolve problems/issues in the field, nationwide.

MODERN TECHNOLOGY & PROCESSES

All SOC Team members are fully trained security professionals with specializations in efficiency and customer care. Our team is backed by redundant internal systems while utilizing the best-in-class cloud-based technology platforms.

Customized protocols are in place for every client, ensuring the correct action is taken for every emergency with proper compliance and reporting available after every incident. Officer geo-fencing and allows St. Moritz management to ensure that officers are on-site and on time using the GPS location of the mobile device and the approved schedule. SMSSI also utilizes a patented NFC technology to enhance officer rounds by prompting officers with post orders, questions, custom forms, and required photos allowing our officers to be truly engaged in every security task.

VIDEO MONITORING & REMOTE GUARDING

St. Moritz Security also provides advanced remote guarding and video monitoring services through our SOC. By right sizing your security program we can enhance the services provided by the officers onsite and increase efficiency by decreasing the need for additional personal to manage costs and officer quality. Through partnerships with the most advanced technology providers in the world, St. Moritz can deploy and monitor full security systems for your facilities. These solutions include cloud-based video surveillance and access control, AI-based video analytics and alarm monitoring, robotics, and autonomous response -- all managed through our SOC to provide our customers with the right fit security program. Combining advanced onsite officers and real time data with remote guarding solutions is just one way to secure your facilities effectively.

OUR TECHNOLOGY PARTNERS

✓ VERKADA

The world leader in cloud-based security systems and fastest growing security systems company in the world. Provides cameras, sensors, and access control on one platform without the need for servers or NVRs. Infinitely scalable, with the best AI and edge analytics on the market.



The best in class in stationary and mobile security robotics. Automated first response, built in AI for people scanning, loiter detection, automated talk down and threat mitigation. Includes robotics for everything from cameras to automated gate houses.



The market standard for Central Station software allowing St. Moritz to integrate seamlessly with all major camera providers. No need to add new hardware on site, we are able to connect to what is already existing for additional cost savings and security optimization.



**Hiring The BEST
For You.**

TOP TIER CANDIDATE SELECTION CRITERIA

Officer selection will be based on scope of service requirements for your property. SMSSI will consider character traits, motivation, and the ability to perform the mental and physical tasks required. Our well-vetted employees must successfully pass the following SMSSI selection criteria as officer candidates.

CRITERIA	HIGHLIGHTS
FIRST IMPRESSION	<ul style="list-style-type: none"> Professional appearance Personable & courteous Customer service & solutions-oriented Effective communication skills
CRIMINAL BACKGROUND	<ul style="list-style-type: none"> All applicants will be fingerprinted & submitted for licensing in accordance with state & local requirements, as applicable
DRUG SCREENING	<ul style="list-style-type: none"> Prior to employment, random drug screening conducted when required by the client or when SMSSI deems it is warranted
I-9 VERIFICATION	<ul style="list-style-type: none"> SMSSI complies with all Federal & State immigration laws
EMPLOYMENT HISTORY	<ul style="list-style-type: none"> Previous 10 years of employment history, including periods of unemployment Employment dates & rehire status verification, especially regarding security related experience or cases of work instability
DRIVER'S LICENSE	<ul style="list-style-type: none"> Officers who drive as part of their assignment must have an unrestricted license which is verified annually
TRANSPORTATION & COMMUNICATION	<ul style="list-style-type: none"> All candidates must have reliable transportation, a working telephone & an email address

LEADING THE WAY IN BENEFITS & RETENTION

Maintaining a broad competitive benefits program enables SMSSI to effectively recruit and staff well trained employees committed to their work. Employees are offered a selection of benefit options according to customer contracts and/or based on a specific markets' collective bargaining agreement requirement. SMSSI is flexible for customers who wish to personalize a benefit package to meet desired cost objectives while still achieving a work/life balance for employees. Sample coverage information is provided below along with available Retention programs.

Benefit	Provided By	Eligibility	Who Receives	What Is Provided*	Additional Employee Benefits
Medical	Aetna	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Major Medical Coverage	401K
Dental	United Healthcare	1st Day Of The Month Following The 59th Day Of Employment	All Employees	PPO Dental Coverage with Orthodontics	Holiday & Vacation Pay
Vision	United Healthcare	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Vision coverage for exams, frames, lenses and contacts	Uniforms
Accident	Guardian	1st Day Of The Month Following The 59th Day Of Employment	All Employees	On & off job accident coverage with wellness benefit	Direct Deposit
Short/Long Term Disability	One America	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Income protection from illnesses and off the job accidents that require you to miss work	Teladoc Telemedicine Program
Critical Illness	Guardian	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Lump sum critical illness with cancer coverage	LifeMart Discounts
Life Insurance	Guardian	1st Day Of The Month Following The 59th Day Of Employment	All Employees	Portable Permanent Life Insurance Coverage	Security Officer Certification/Advanced Training Programs

*Employee Contribution Required

RECOGNITION AWARDS

St. Moritz may recognize employees for tenure, going above and beyond and outstanding performance in their position. Recognizing performance has proven to deepen employee commitment and job satisfaction.

HIRING FROM WITHIN

When possible, we promote officers to higher level positions as they are available and deemed suitable. Highly motivated individuals with leadership ability can grow with us.

OFFICER SURVEYS

Annual surveys may be completed to discover what employees desire in their career and from St. Moritz as their employer. We seek to improve work environment, raise morale, and increase job satisfaction.



Creating The Right
Team For YOU.

St. Moritz
SECURITY SERVICES, INC.

OUR CULTURE OF TRAINING

When it comes to building a professional security team, the right training makes all the difference. With resources across the country, St. Moritz has the expertise to meet your requirements for quality security and training.

It is proven that thoroughly trained security personnel make better long-term and dedicated employees. At St. Moritz, our training goes beyond an introduction to basic security knowledge. Our thoughtfully designed on-the-job, web-based, and ongoing training programs are designed for all members of the SMSSI Team — from officers to executives. Concentrated training of all St. Moritz staff across the company makes us a stronger partner. We invest in our team of professionals.

ENSURING COMPETENCY & CONFIDENCE

SMSSI will provide properly trained officers to protect your interests. We will provide a comprehensive training program for all SMSSI officers assigned to your site. Our program includes these modules:

TRAINING MODULES

PRE-ASSIGNMENT

SITE-SPECIFIC

SPECIALIZED RESIDENTIAL

ADVANCED



TRAINING HIGHLIGHTS



PRE-ASSIGNMENT TRAINING

Pre-assignment training will be provided to officers working for SMSSI at your site. This is above and beyond basic training as required for State licensing, if applicable.

ORIENTATION

Orientation is a critical juncture in acclimating a new officer. Officers learn the basics of being an employee of SMSSI and overall expectations. In addition, this module explains company chain-of-command, the importance to the client/site and the public. Putting On The Ritz: Commitment To Excellence, our proprietary customer service program, is also reviewed during orientation.

BASIC OFFICER DUTIES

Officers learn the security officer code of ethics and basic roles and responsibilities as an officer.

COMMUNICATION

This vital segment covers internal and external methods of communication for security officers. Trainees discover the suitable application of radios and cell phones and monitors for internal communications. They learn how and when to reach customer contacts, external support (SOC), first responders and various government services.

REPORTING

During this class, new officers learn and complete a practical exercise in report writing, both handwritten and electronic. The importance of recording factual data and excluding opinions is emphasized.

METHODS OF OBSERVATION

Student officers will master the techniques of observation during tours, mobile patrols, and learn how this technique contributes to writing a detailed report. Guidelines on asking relevant questions and determining signs of suspicious activity are reviewed.

LOCAL GOVERNMENT & LEGAL LIMITATIONS

Student officers learn the legal implications of being employed as an officer. Subjects include personal and employer liability. Individuals will analyze criminal, civil, and administrative laws as they pertain to the job. This class covers the legal limitations within their role. Generally, officers are civilians and are instructed in their limited power of arrest as a security officer, as well as use of force parameters.



FIRE PREVENTION & DETECTION

Fire prevention is one of the most essential duties of our security officers. In this module officers receive instruction on monitoring for potential fire hazards while patrolling or maintaining a post. This includes unusual sparks or heat from electrical equipment or storage of combustible or flammable items. Instruction on visual inspection of fire extinguishers to assess “best before” date and tampering is also covered.

SAFETY HAZARDS & EMERGENCY RESPONSE

This course explains the role that security personnel will have during an emergency with respect to the success of emergency response operations: directing medical services, clearing entry, and providing unobstructed entrance and egress to responders. Officers learn to spot general safety hazards like chemical storage, light outages, broken equipment, and slip and fall hazards within various environments.

HUMAN RELATIONS & CUSTOMER SERVICE

Subjects taught in this course include maintaining company image, active listening (non-verbal communication), and displaying empathy. Officers learn to employ these techniques within the context of their position. The importance of presenting a professional image is emphasized — security personnel can often be the first company employee people see when they enter an establishment, thus making them the face of the brand. Practices for interacting with distressed persons are discussed as well as maintaining a positive and professional attitude even in uncomfortable or confrontational situations.

SEXUAL HARASSMENT AWARENESS & SENSITIVITY

Sexual harassment awareness and sensitivity training help officers learn to avoid situations that may cause others to feel uncomfortable. This training leads to improved professionalism because officers learn to be mindful of their physical and verbal actions while giving everyone an equal amount of respect. This training enables officers to manage a variety of unexpected issues in a far more effective matter, including instances of sexual harassment, forms of insensitivity, and racial discrimination.

SECURITY MANAGEMENT

In this course, student officers learn the issues of liability, employee discipline, workplace health and safety, company rules and regulations and crime causation. This training helps them to become effective and efficient support personnel for our clients. We encourage participation in the daily improvement to their site’s program and frequent customer interaction to ensure lines of communication are wide open.



SAFETY AWARENESS

Safety awareness starts with preventative measures, exchanging risk insight, coordinating preventative measures, and implementing health provisions. Officers learn skills for protecting people by being observant and reporting risks. Officers also learn about risks for potential workplace violence, sharps & chemical exposure, check-in procedures for accountability, physical workload (poor posture, proper shoes/attire), and managing a work schedule (work/life balance, sleep cycles, etc.).

PATROL TECHNIQUES

Patrol techniques and situational awareness go together. Officers are instructed to develop a baseline awareness of their surroundings and question everything, right down to the most minor noise. Observation exercises are part of most onsite monthly or quarterly training. These exercises help officers identify safety risks within their environment. Upon completion of this training, officers will have learned to use all their senses to investigate and remain mentally vigilant.

GATEHOUSE, TRAFFIC & PARKING LOT CONTROL

Officers learn about controlling the flow of traffic, directing and being aware of other drivers, and pedestrians. Information is provided on the proper gear/equipment needed to direct traffic in various environments including parking garages and open lots. Officers learn to provide effective visual and physical communication with drivers to ensure vehicles flow smoothly into and out of parking areas.





SITE-SPECIFIC TRAINING

Site training or on-the-job (OTJ) is conducted at your location and within the environment in which the officer will be performing services. Unless otherwise specified, OTJ training consists of a minimum of 8 hours, to allow enough time for the individual to become familiar and proficient.

STANDARD OPERATING PROCEDURES (SOP's)

Officers are provided current SOP's, also known as post orders, for your site which they review and study. Post order training is developed using your authorized site-specific protocols outlined in the SOP's. Officers assigned to your site will spend time practicing so that they are familiar with all the unique aspects for your location and learn how their position contributes to the security program at their site. Post orders are accessible within the TrackTik dashboard, so they are convenient for reference at any time by management, security, and/or clients.

SITE ORIENTATION

Officers will receive a tour of the building with a lead or mentor. The post orders will be discussed during the tour. Where a guard tour system is in place, checkpoints will be identified. Equipment, elevators, parking structures, restricted areas, and various other pertinent site elements will be reviewed. Pass-down procedures, introduction to fellow officers and client representatives, and break protocols, will be communicated to all new security personnel during site orientation.

EMERGENCY RESPONSE & EVACUATION

Instructions for the evacuation of various environments is discussed, (i.e., crowded areas, buildings, high-rises, or shopping malls). Officers are instructed on directing crowds and people toward exits, and their responsibilities both inside and outside of a structure. Officers also learn to understand the emergency procedures for your site and are prepared to implement them as needed. Systems to assist emergency response (fire department, police or medical) are discussed, as is proper communication and reporting during incidents/emergencies.

LOCK & KEY CONTROL

Key control is a sub-function of access/egress control. This training unit instructs on effective key control methods utilized by; facilities, buildings, and structures; in addition to addressing the specific key control procedure in place within their assigned site. The main goal is to have a system for accountability, written procedures, and inventory. Officers learn tips and tricks to prevent key loss.



SPECIALIZED RESIDENTIAL COMMUNITY TRAINING

Required and/or recommended specialized residential community training is conducted to prepare officers to provide the best protection and safety to your community. This training is in addition to OTJ, and may be conducted onsite, at various certification training course facilities, SMSSI classrooms, or online.

BLOODBORNE PATHOGENS

Bloodborne pathogen training teaches officers to safeguard against the health hazard risks associated with exposure to blood and other potentially infectious materials. Information is provided on how to reduce their risk from exposure.

FIRST AID, AED, AND CPR

Security personnel may not be typical healthcare professionals, but they are likely to encounter emergencies while on duty which requires the skills learned in first aid, AED, and CPR training. When required, officers complete this training through officially recognized organizations local to your area, such as the American Heart Association and American Red Cross.

CROWD CONTROL

Crowd control involves many elements, but the main goals are to 1) optimize the flow of traffic, 2) deter troublemakers, 3) de-escalate conflicts, and 4) establish check-in points. Crowd control training is essential for most environments where security officers are present. This module instructs on effective practices, so officers are prepared during planned events, fire drills, and various large meetings or assembly occasions.

ACTIVE SHOOTER

This is a standard training element for security personnel in any environment. This module instructs officers on the expectations within their role. The history and psychological motivations behind an active shooter are discussed. Officers learn tactics used in the preservation of safe environments, and how they can lead others to safety through the implementation of their knowledge if an event occurs at their job site. Officers also learn about their role in the period following a gun crime on their site. An exam follows this training.





ADVANCED EDUCATION

Private Security Professionals of America® (PSPA)

As active members of this professional security association, we will provide membership and access to all training, continuing education, and certification programs for all employees assigned to your account, at no cost.

We believe the benefits of PSPA, when coupled with our existing proprietary programs, provides leading edge training, education, and ongoing professional development that we find *invaluable to the day-to-day safety and success of our team and our valuable clients.*



Available PSPA Training Modules include:

- Security Officer Basics
- Security Officer In The Know
- Lessons Learned
- Workplace Safety/Fundamental Awareness
- Workplace Risk/Fundamental Awareness
- Workplace Violence/Fundamental Awareness
- Motor Vehicle Protocol
- Golf Cart & Utility Vehicle Protocol
- Bicycle Protocol
- Workplace Diversity
- Communications/Verbal & Nonverbal
- Communications/Report Writing
- Aligning Security & Customer Service
- Supervision Theory & Application
- Leadership Theory & Application
- Active Shooter by USA-DHS
- Terrorism/A Comprehensive Introduction
- Counterterrorism/What To Know & What To Do
- Suspicious Behavior Awareness
- DHS Basics: MTSA/CFATS/TWIC/MARSEC

Atlantic Safety Training

We have access to thousands of safety programs through Atlantic Training, at no cost to our clients or personnel. Upon contract award, we may find programs that may supplement our standard onsite training program or alternatively, as a backup resource if a specific need may arise. Atlantic's curriculum focus is on safety and is designed to create a better, more secure, and safety conscious work environment. Atlantic Training programs are OSHA-compliant and are created by safety professionals for safety professionals.



Along with a diverse selection of training topics, Atlantic offers an array of various formats. Every workplace trains differently and to help support individual efforts, Atlantic offers varying formats including Video on Demand (VOD) and online training.



**First Impressions
That Last.**

OUR UNIFORMS

SMSSI provides uniforms that reflect professionalism and impart a positive impression. Every officer will be clearly identified as security and wear a photo ID and or badge while onsite.



St. Moritz works with each client to determine which uniform style fits best. Our officers are expertly trained, professionally uniformed and prepared to provide quality security services.

RESORT



CONCIERGE

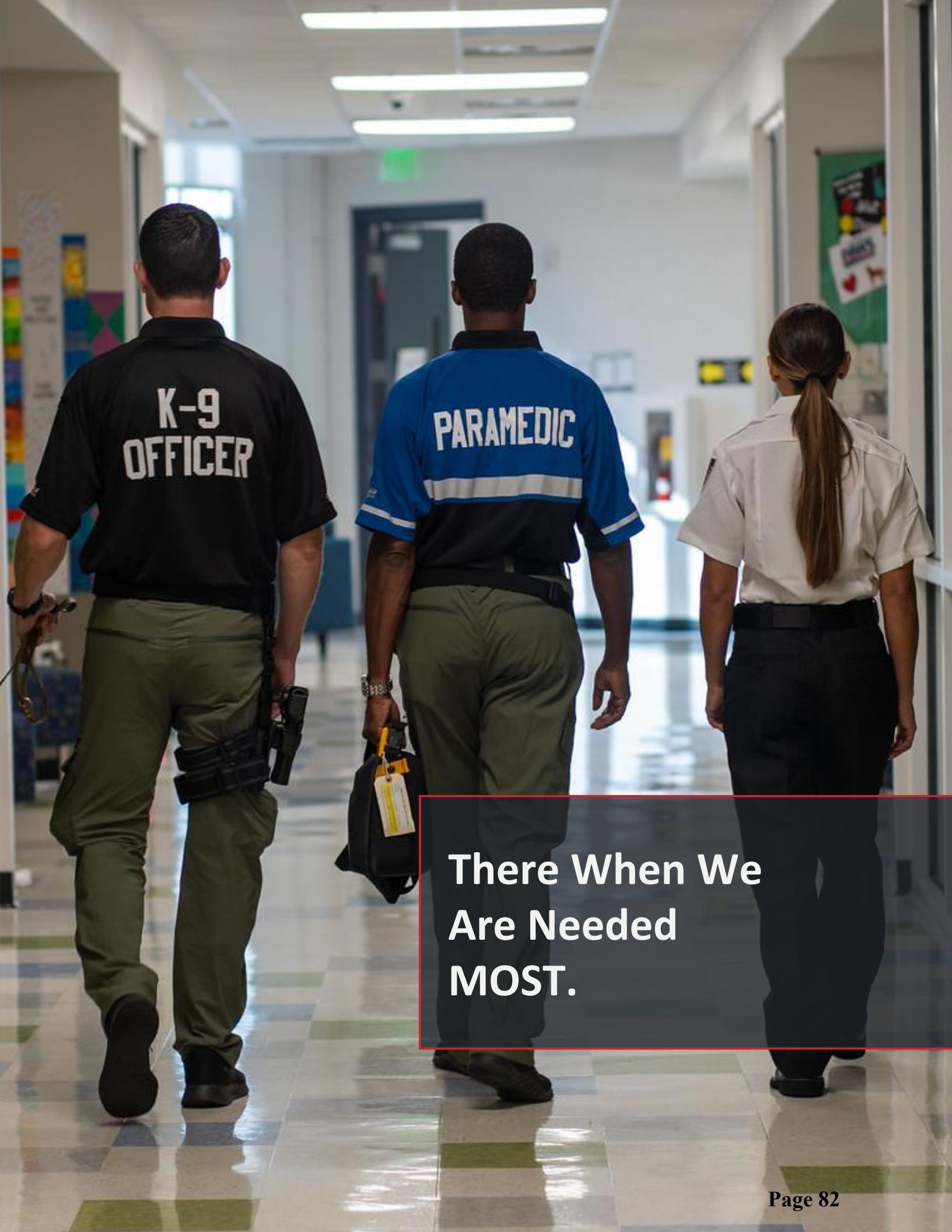


CLASSIC



TACTICAL





**There When We
Are Needed
MOST.**

OUR CUSTOMIZED TRANSITION PLAN

SMSSI will utilize a phased transition approach with a Transition Team to start security service smoothly and assuredly. We begin with our traditional plan and then tailor it to meet your requirements and timetable.

We know that changing providers can be a source of anxiety. To alleviate concerns, we communicate throughout each step of the process to everyone affected. Our goal is to make the transition a good experience for you by using proven systems with the following steps:

- **ASSEMBLE** a Transition Team and local resources
- **IDENTIFY** specific and unique service needs
- **SELECT** the appropriate personnel
- **IMPLEMENT** plan development and timetable for a seamless transition

INTRODUCING YOUR TRANSITION TEAM EXPERTS

Our Team will create a smooth start up and a well-managed transition, free from time consuming disruptions. In addition, we will plan for providing a flex pool of cross trained personnel, emergency labor, equipment, and services from a local office should the need arise.

SUPPORT & COORDINATION

The Transition Team will work with your Project Manager, to review the service transition schedule and determine responsibilities, completion dates, deliverables, and all resources required. The Team will remain dedicated until your planned level of service is achieved and your objectives are being met.

TRANSITIONING INCUMBENT STAFF

We recognize and welcome the continuation of qualified incumbent officers. SMSSI will interview incumbent officers to determine their skills and experience levels. Following these interviews, candidates that meet our hiring criteria will be invited to complete applications for employment and take appropriate next steps toward becoming a St. Moritz employee. Any officers considered for retention will first be approved by you.

ESTIMATED TIMEFRAME

Our service start-up plan customarily takes place during a four-to-six-week period and typically starts within thirty days of an award. Depending on the number of locations, breadth of service and your requirements, the timeframe may be longer or shorter.

Plan Of Action & Milestones

The following start-up plan establishes how SMSSI will become an integrated part of your workflow. As we move forward, we will provide additional details to further customize this plan. Once the plan is finalized, we will complete your transition timetable. This identifies each task, who owns it, and target impletion dates.

WEEKS				RESPONSIBILITY	TRANSITION ACTIVITIES
4	3	2	1		
				RVP, BM	WEEKLY CLIENT MEETINGS
				RVP, BM	Award. Contract signed. Notification of current provider.
				RVP, BM	Meet to finalize transition plan details.
				BM	Conduct operational analysis
				BM	Risk management safety inspection
				BM	Post order requirements survey
				BM	Prepare post orders
				BM, HR	Create hiring profile & assess staffing requirements
				BM	Order supplies, equipment & uniforms
				BM/HR	Review & prepare wage/benefit package
				BM	Prepare site specific training materials
				BM & CLIENT	Select site supervisor/s (as applicable)
				BM	Prepare master schedule
				BM, HR	Recruitment campaign & officer selection
				BM, HR	Security officer introduction program to all new and incumbent security officers
				BM	Confirm all personnel files for full pre-screening documentation.
				BM	Conduct on-site specific training of security officers
				BM	Establish specific service start procedures
				BM	Placement of equipment, technology, supplies
				BM	Arrival of supervision & officers
				BM/FS	BEGIN SERVICE. A branch team member must be present for the start of each new shift

RVP = Regional Vice President
BM = Branch Manager

FS = Field Supervisor
HR = Human Resources Specialist

Together Towards Tomorrow

To ensure a successful security program post-transition, the SMSSI Transition Team will continue to meet with you and provide updates on service delivery. For a period following the start of service, a member of our management staff will visit the site daily to inspect officer posts, uniforms, and reports. It will be during this time that the first operational analysis will occur. This feedback will be used to fine tune service issues, reports, and/or technology.

CROSS TRAINING & BACK-UP PERSONNEL

During the first weeks following the start of service, SMSSI will selectively cross-train additional officers on various posts. These officers will be a part of the Flex Team. They will cover for emergencies and unexpected events such as call-offs.

OFF-HOURS INSPECTIONS

Managers and Field Supervisors will conduct off-hours inspections. These visits will be an opportunity to observe officers conduct their tours, and various other responsibilities. Corrections and coaching in the early weeks of service steer the security staff towards success.

POST TRANSITION	RESPONSIBILITY	WEEKS			
		1	2	3	4
Daily site visits	BM, FS	■	■		
Review site specific training	BM	■	■	■	
Evaluate site personnel assigned	BM, HR	■	■		
Weekly meetings w/ client	BM	■	■	■	
Review first invoice w/ client (face-to-face)	BM				■
Cross-train personnel & "back-up" personnel	BM	■	■	■	■
Provide operational analysis recommendations	BM				■
Audit of training all officers	FS		■	■	
Off hours site inspections	FS			■	■
Uniform audit	FS			■	
Officer performance reviews & evaluation for post	BM, FS		■		
Confirm all contract requirements are met	BM				■



**Making A
DIFFERENCE Is
What We Do.**

YOUR SECURITY INVESTMENT

UNARMED POSITION	HRS/WEEK	HOURLY PAY RATE	HOURLY BILL RATE	OT/HOLIDAY RATE	HOLIDAY COST	ANNUAL LABOR COST
Post Commander	40	\$19.00	\$27.74	\$41.61	\$554.80	\$57,699.20
Roving Security Officer	128	\$17.00	\$24.82	\$37.23	\$1,588.48	\$165,201.92
LABOR TOTAL (excluding Holidays)						\$222,901.12

ADDITIONAL EQUIPMENT OR SERVICES			
ITEMS	# UNITS	COST/Month	ANNUAL TOTAL
TrackTik phone (includes GPS)	1	\$65.00	\$780.00
Patrol Cart (EV) **	2	\$450.00	\$18,000.00
EQUIPMENT TOTAL			\$18,780.00

Labor Cost	\$222,901.12
Holiday Cost	\$2,143.28
Equipment Cost	\$11,580.00
Sales Tax (0.0%)	N/A

*Your Investment Includes:

All labor, payroll and wage taxes, equipment (cell phone, flashlight, etc.), 24/7 access to our Security Operations Center (SOC) and time and one-half during the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

ESTIMATED ANNUAL INVESTMENT*
\$236,624.40

Notes:

**Patrol carts (electric) include all costs of operation: debt service, maintenance, repairs, washing/polishing, and branding with site logo, if desired. It is our belief that for assigned officers to remain mobile at all times, the security program requires two carts so that while one is recharging the officer can patrol in the other one. As it is formulated now, when the EV patrol vehicle runs out of charge, the officer is largely immobile and constrained to remaining at the community Clubhouse area. This is not the prescription for an effective security program. We want you to consider allowing us to replace the one (1) EV vehicle above with two (2) electric patrol carts instead. They will come with a windshield, headlights, taillights, and a full weather enclosure that allows for constant patrols even in inclement weather. The cost for these are just \$450.00 each per month. This is far less expensive than is an EV car and a better patrol tool for your community.

OUR REFERENCES

We invite you to contact any of our current clients listed below. We are confident they will be candid about our successful service history with them.

THE BENTLEY BAY CONDOMINIUM ASSOCIATION

James Baum, General Manager

jbaum@akam.com

Phone: (305) 604-8655

540 West Avenue

Miami Beach, Florida 33139

KEYS GATE COMMUNITY ASSOCIATION

Ignacio Mendez

lmendez@miamimanagement.com

Phone: (305) 247-9800

1541 SE 12th Ave Suite 37

Homestead, FL 33034

PLAZA DEL PRADO CONDOMINIUM

Maureen Reyes, Regional Director

mreyes@akam.com

Phone: (786) 559-8113

18071 Biscayne Boulevard

Aventura, FL 33160

THE SYMPHONY CONDOMINIUM ASSOCIATION

Angela Panzardi, GM

apanzardi@catlegroup.com

Phone: (954) 522-1141

600 West Las Olas Boulevard

Fort Lauderdale, Florida 33312

PORT ROYALE MASTER ASSOCIATION

Suzy Vordermeier-Waterhouse, Property Manager

swaterhouse@svwrealty.com

Phone: (954) 533-0668

3850 North Federal highway

Fort Lauderdale, Florida 33308

Sample Certificates of Insurance

These certificates represent our current standard coverages. Upon award, SMSSI will issue a certificate of insurance to the appropriate party/parties.

GENERAL LIABILITY INSURANCE


ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 2/28/2023													
<p>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.</p> <p>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).</p>																	
<p>PRODUCER El Dorado Insurance Agency, Inc. El Dorado Sec Svcs Ins Agcy 3673 Westcenter Drive Houston TX 77042</p>		<p>CONTACT NAME: Certificate Department PHONE (A/C No. Ext): (713) 521-9251 FAX (A/C No.): (713) 521-0125 E-MAIL: certificates@eldoradoinsurance.com ADDRESS:</p>															
<p>INSURED St. Moritz Security Services, Inc. 4600 Clairton Blvd. Pittsburgh PA 15236</p>		<p>INSURER(S) AFFORDING COVERAGE</p> <table border="1"> <tr> <td>INSURER A: Evanston Insurance Company</td> <td>NAIC # 35378</td> </tr> <tr> <td>INSURER B: Berkley Regional Insurance Company</td> <td>32603</td> </tr> <tr> <td>INSURER C: Westfield Specialty Insurance Company</td> <td>16992</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>				INSURER A: Evanston Insurance Company	NAIC # 35378	INSURER B: Berkley Regional Insurance Company	32603	INSURER C: Westfield Specialty Insurance Company	16992	INSURER D:		INSURER E:		INSURER F:	
INSURER A: Evanston Insurance Company	NAIC # 35378																
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INSURER C: Westfield Specialty Insurance Company	16992																
INSURER D:																	
INSURER E:																	
INSURER F:																	
COVERAGES		CERTIFICATE NUMBER: CERTIFICATE (03/23)		REVISION NUMBER:													
<p>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.</p>																	
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WOOD	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 checked="" type="checkbox"/> Errors & Omissions GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		RM00100006-01	3/1/2023	3/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000											
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$											
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		RM00100006-01-PRIMARY-\$5M	3/1/2023	3/1/2024	EACH OCCURRENCE \$ 10,000,000											
C	<input checked="" type="checkbox"/> RETENTION \$ 10,000		XEL303199P00 - 2ND LAYER-\$5M	3/1/2023	3/1/2024	AGGREGATE \$ 10,000,000											
	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 N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$											
B	Crime - Employee Dishonesty		BCCR-45000015-30	3/1/2023	3/1/2024	Form 1 \$5,000,000											
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)																	
CERTIFICATE HOLDER			CANCELLATION														
El Dorado Insurance Agency SPECIMEN El Dorado Insurance Agency			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 R.L. Ring, Jr./MDAVI														

ACORD 25 (2014/01)
INS025 (201401)

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AUTOMOBILE LIABILITY INSURANCE

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 02/27/2023		
<p>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.</p> <p>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).</p>						
PRODUCER Seubert & Associates, Inc. 225 North Shore Drive Suite 300 Pittsburgh PA 15212			CONTACT NAME: PHONE (A/C, No, Ext): (412) 734-4900 FAX (A/C, No): (412) 734-5725 E-MAIL: certs@seubert.com ADDRESS:			
INSURED St. Moritz Security Services, Inc. 4616 Clairton Boulevard Pittsburgh PA 15236			INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance Company NAIC # 16535 INSURER B: The Continental Insurance Company 35289 INSURER C: Travelers Property Casualty Company of America 25674 INSURER D: INSURER E: INSURER F:			
COVERAGES		CERTIFICATE NUMBER: 23-24 SMS		REVISION NUMBER:		
<p>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.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BAP100944609	03/01/2023	03/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		7018518377	03/01/2023	03/01/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	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 N	WC100944409	03/01/2023	03/01/2024	<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
C	Leased/Rented Equipment		QT6301T344526TIL23	03/01/2023	03/01/2024	\$175,000 Limit \$2,500 Deductible
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Excess Underlying policies are automobile and workers compensation.						
CERTIFICATE HOLDER			CANCELLATION			
Proof of Insurance			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 			

ACORD 25 (2016/03)

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XPressGuards

Security You Can Trust

**SERVICE
AGREEMENT
& QUOTE**

www.XpressGuards.com
info@xpressguards.com

Service Portfolio

Licensed & Insured

We are a fully licensed and insured Security Guard and Protection agency. We are owned and operated by certified law enforcement officers

Trained & Certified

Our security guards are highly trained to handle any security post assigned to them. Our guards go through rigorous background checks and are CPR/AED First Aid Certified licensed

Armed & Unarmed

Our fully trained officers are available armed and unarmed, 24 hours a day, 7 days a week

Custom Solutions

We provide professional security solutions customized to fit each individual client and business.

In addition to our experience, the focus of our service is comprehensive. It means that we take the time to study and understand your request thoroughly and thus offer you customized solutions that fits your budget and your needs

Service Contract Xpress Guards

Service Portfolio

Xpress Guards is a fully licensed and insured security guard and protection agency. Our mission is to provide our customers with integrated security solutions within a rapid response time to exceed their security needs. We are owned and operated by certified law enforcement officers and veterans.

We are led by our senior management staff and are available to you 24/7. We have access to a workforce of more than 12,000 security guards nationwide. Our highly-trained officers can be armed, unarmed, standing guards, off-duty police protection, and uniformed or plainclothes officer.

Power and proven best practices are instituted through our national standards for safety, from our experience with clients similar in size and scope.

Licensed & Insured:

We are a fully licensed and Insured Security guard and protection agency. We are owned and operated by certified law enforcement officers

Trained & Certified:

Our security guards are highly trained to handle any security post assigned to them. Our guards go through a rigorous background check and are CPR/AED/ First Aid Certified License #B3000044

Armed & Unarmed:

At Xpress Guards our fully trained guards are available armed and unarmed, 24 hours a day, 7 days a week.

Custom solutions:

At Xpress Guards, we provide professional security solutions customized to fit each individual client and business

Service Contract Xpress Guards

Services Portfolio



- ✓ Security Guard armed I unarmed
- ✓ Body Guard
- ✓ Disaster Security
- ✓ Surveillance
- ✓ Business Security
- ✓ Commercial
- ✓ Fire Watch

BENEFITS

In addition to our experience, the focus of our service is comprehensive. It means that we take the time to study and understand your business thoroughly and thus offer you customized solutions that fit your budget and your needs.

Terms and conditions

This Agreement for Professional Security Services (the "Agreement"), effective 09-11-2023, is by and between Xpress Guards LLC and Coronado at Doral ("hereinafter Client"). Service location(s) 8900 North West 107th Court, Doral, Florida 33178

In consideration of the mutual covenants set forth herein and intending to be legally bound, the parties agree as follows:

1 SERVICE. 1. The terms "protection of property", or "Protection of Life" shall in no way be construed to suggest that Xpress Guards LLC is responsible for incidents that occur, which upon acting in good faith, our security guard or sub-contractor performs his or her duties as outlined in this contract and according to Xpress Guards LLC General Orders, and the incident occurs as a result of an unforeseen circumstance, or upon the reliance by a third party, not covered by this agreement, that Xpress Guards LLC is responsible for the protection of his or her life or property or any other duties contained in this agreement to the client. Xpress Guards LLC employees and sub-contractors will not perform any duties not contracted for. Further that this agreement is solely for the mutual benefit of the parties who enter into it. Nothing shall be construed to suggest that Xpress Guards LLC, its employees, agents, or security guards are compelled, required, contracted, or willing to protect the life or lives or property of persons unless specifically listed in this agreement.

2 PAYMENT AND INVOICING TERMS. 2.1 Payment for Services: Xpress Guards LLC will be paid as follows: The client shall, upon receiving an invoice from Xpress Guards LLC, make payments in the agreed manner by Credit Card, payable to Xpress Guards LLC. Xpress Guards LLC will bill the client at a rate of \$ \$31 per hour for work actually completed as agreed by the client and Xpress Guards LLC. (a) Invoice will be submitted by Xpress Guards LLC for payment by Client. Payment is due upon receipt of the service agreement and or the invoice. If Client has any valid reason for disputing any portion of an invoice, Client will so notify Xpress Guards LLC within seven (7) calendar days of receipt of invoice by Client, and if no such notification is given, the invoice will be deemed valid. The portion of the invoice that is not in dispute shall be paid in accordance with the procedures set forth herein.

3 CHANGES. Client may, with the approval of Xpress Guards LLC, issue written directions within the general scope of Security Services to be ordered. Such changes (the "Change Order") may be for additional work or Xpress Guards LLC may be directed to change the direction of the work covered by the Task Order, consistent with all applicable laws, but no change will be allowed unless agreed to by Xpress Guards LLC in writing.

Terms and conditions

4 MISCELLANEOUS.**4.1 Entire Agreement; Survival:** This Agreement, including any Exhibits, states the entire Agreement between the parties and supersedes all previous contracts, proposals, oral or written, and all other communications between the parties respecting the subject matter hereof, and supersedes any and all prior understandings, representations, warranties, agreements or contracts (whether oral or written) between Client and Xpress Guards LLC respecting the subject matter hereof. This Agreement may only be amended by an agreement in writing executed by the parties hereto. Additional services may be added at anytime by request of the client and agreement by Xpress Guards LLC. Such service or services shall be deemed to be consistent with the warranties established herein; Articles 2, 3 and 4 survive the expiration or termination of this agreement for any reason. **4.2 Severability:** Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining provisions, which remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid portion thereof eliminated, and it is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may, for any reason, be hereafter declared invalid. Any provision shall nevertheless remain in full force and effect in all other circumstances. **4.3 Independent Contractor:** Xpress Guards LLC is an independent contractor of Client. **4.4 Assignment:** The Agreement is not assignable or transferable by Client, except as agreed by both parties in writing. **4.5 Non-solicitation of Employees:** During and for one (1) year after the term of this Agreement, Client will not solicit the employment of, or employ Xpress Guards LLC personnel, without the prior written consent of Xpress Guards LLC. **4.6 Governing Law:** This Agreement will be governed by and construed in accordance with the laws of the State of Florida, without regard to the principles of conflicts of law. The language of this Agreement shall be deemed to be the result of negotiation among the parties and their respective counsel and shall not be construed strictly for or against any party. **4.7 Term & Termination:** This agreement shall remain in full force and effect if not cancelled by the client or Xpress Guards LLC. Either party may cancel this Agreement immediately for cause. Either party may, upon 30 days prior written notice, cancel this Agreement without cause.

COMPANY: Coronado at Doral

Business Phone: 7866098717

Address: 8900 North West 107th Court

City: Doral

State: Florida

Zip Code: 33178

EIN:

Email: rQuiroga@sdsinc.org

Primary Contact

CLIENT: Ryan Quiroga

Direct Phone: 7866098717

Email: rQuiroga@sdsinc.org

Service Summary

SERVICE DESCRIPTION:

1 unarmed guard with vehicle to monitor Coronado at Doral. The guard will be stationed in a vehicle patrolling the common areas of the property to deter any trespassers, vandalism, or unauthorized guests. Guard will also respond to incidents and critical situations calmly problem-solving manner to ensure all residents are safe.

Starting 09/12/2023 - 09/12/2024

starting at 10:00 am

24 hour coverage

SERVICE ESTIMATE

Regular Service Section	date	rate	Hrs.	Subtotal
Unarmed Security with Vehicle 1 unarmed guard with vehicle to monitor Coronado at Doral. 10:00 am - 12:00 am \$31 per hour	09/12/2023	\$31.00	24	\$744.00
Unarmed Security with Vehicle 24 hour coverage	09/13/2023	\$31.00	24	\$744.00
Unarmed Security with Vehicle 24 hour coverage	09/14/2023	\$31.00	24	\$744.00
Unarmed Security with Vehicle 24 hour coverage	09/15/2023	\$31.00	24	\$744.00
Unarmed Security with Vehicle 24 hour coverage	09/16/2023	\$31.00	24	\$744.00
Unarmed Security with Vehicle 24 hour coverage	09/17/2023	\$31.00	24	\$744.00
Vehicle Misc \$25 flat vehicle rate Unmarked	09/12/2023- 09/17/2023	\$25.00	7	\$175.00
				\$4,639.00
Weekly Estimate. Billing is Monday - Sunday. Holidays are billed at x 1.5.				

Total hrs:	151
Subtotal	\$4,639.00
Fee	\$156.80
Tax1	7.00%
Total	\$5,131.50

Billing Information

BILLING NAME:

Billing Phone:

Billing Address:

Email:

Payment Information

CARD #:

CARD TYPE:

EXP. DATE:

CVV #:

Please call us or contact us at info@xpressguards.com for other payment options.

There is a processing fee of 3.38 % if payment is made using a credit card. There is no fee for payment using a debit card.

I authorize XPRESS GUARDS to use this card on file for future service extensions as needed.

☐ I authorize XPRESS GUARDS to initiate an electronic charge to my credit card listed above.

☐ By signing this contract I authorize **XPRESS GUARDS**, to initiate the service mentioned above and I accept the Terms and Conditions.

SIGNATURE

DATE

☐ I'm advised that cancellation less than 24 hours after booking is subject to a 4-hour charge.
Cancellation less than 12 hours after booking is subject to a 6-hour charge.