



# Security Proposal

Request for Proposal  
RFP #23-29  
City Hall Guest Services  
City of Ann Arbor

“Your Total Security Solutions Provider”

Guarding • Technology • Preparedness • Risk Mitigation



May 10, 2023

City of Ann Arbor  
Procurement Unit  
301 E. Huron Street  
Ann Arbor, MI 48104

On behalf of Liberty Security Group (LSG), I want to express our thanks and appreciation for giving us the opportunity to present this updated proposal for Security Guard Service for the City of Ann Arbor. It has been an honor to provide you with Security Services over these past years and we look forward to continuing the relationship.

We are a full-service Security Solutions company led by first responders, security professionals and hundreds of caring team members.

We are proud to offer our clients "**The Liberty Advantage**":

- To always put the client needs first.
- To deliver on commitments and remain transparent along the way.
- To provide a great client experience.
- To offer a cost-effective value-add security program.

*At Liberty we are more than a company with a Team – we are a family.*

Our team has well over 200 years combined experience in the fields of security, technology, and emergency response. The Liberty Team has worked with clients and public safety organizations, including state and national associations as well as the federal government. From providing professional security officers for clients in numerous vertical markets to designing city-wide surveillance systems, our experience has improved our clients' security profiles while saving them considerable costs.

Once again, on behalf of LSG, I wish to express our thanks and appreciation for the opportunity to continue to service your account. I am personally available to answer any questions. Please feel free to contact me at your leisure to discuss further.

Respectfully yours,



Keith A. Murray, President & CEO  
Liberty Security Group, Inc.  
1620 Michigan Ave., Suite 127  
Detroit, MI 48216  
ph: 855.457.4732 ext. 701  
[kmurray@libertysecurity.us](mailto:kmurray@libertysecurity.us)



SCAN CODE TO IMPORT CONTACT

# A. Professional Qualifications

**1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.**

Liberty Security Group, Inc.  
1620 Michigan Avenue, Suite 127  
Detroit, MI 48216

<p>STATE OF MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS P.O. BOX 30018 LANSING, MI 48909-7518</p>	<p>STATE OF MICHIGAN-DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPS, SECURITIES &amp; COMM LIC BUR SECURITY GUARD AGENCY LICENSE</p>
<p><i>Please tell us about your licensing experience by completing our anonymous survey at: <a href="http://www.michigan.gov/larasurvey">www.michigan.gov/larasurvey</a></i></p>	<p>Q0: MURPHY, MICHAEL JOHN LIBERTY SECURITY GROUP INC 1400 BIDDLE AVE WYANDOTTE MI 48192</p>
<p>LIBERTY SECURITY GROUP INC 1620 MICHIGAN AVE SUITE 127 DETROIT MI 48216</p>	<p>LICENSE NO.                      EXPIRATION DATE                      23136080554 3801206462                      06/30/2025</p>
<p><b>INQUIRIES REGARDING THIS LICENSE</b> Please provide your license number on all correspondence, and when contacting the Department. <a href="http://www.Michigan.gov/CommercialLicensing">www.Michigan.gov/CommercialLicensing</a></p> <p>Corporations, Securities &amp; Commercial Licensing Bureau Department of Licensing and Regulatory Affairs P.O. Box 30018 Lansing, MI 48909                      Telephone: (517) 241-9221</p>	<p><b>COMPLAINT INFORMATION</b> The issuance of this license or permit should not be construed as a waiver or dismissal of any complaints or violations pending against the licensee, its agents, employees or qualifying officer.</p>
<p>GRETCHEN WHITMER GOVERNOR</p>	<p>STATE OF MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPORATIONS, SECURITIES &amp; COMMERCIAL LICENSING BUREAU SECURITY GUARD AGENCY LICENSE</p>
<p>QUALIFYING OFFICER: MURPHY, MICHAEL JOHN LIBERTY SECURITY GROUP INC 1400 BIDDLE AVE WYANDOTTE MI 48192</p>	
<p>LICENSE NO.                      EXPIRATION DATE                      23136080554 3801206462                      06/30/2025</p>	<p>THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN</p>

**2. Include the names of the project personnel that will be associated with this work. Indicate where these personnel will be based during the contract. Identify the key project manager who will be the primary liaison with the City. Identify only individuals who will work on this project by name and title. Resumes and qualifications are required for all proposed project personnel.**

**Keith A. Murray  
President/CEO**

Keith created and licensed Liberty Security Group Inc. after managing the day-to-day operations of their sister company Virtual Emergency Services. Keith has continued to grow Liberty Security Group to the full-service, contract security organization they are today. Keith shares the responsibility with his CEO but has directed the oversight of nearly 5000 weekly guard hours while building partnerships in the areas of access control, remote video monitoring, surveillance appliances and other technology.

Keith Murray designed and built the RESPONSEnet™ tactical mapping database system and has personally overseen its integration nationwide in large school districts, military vessels, commercial facilities, utilities, ports, banks, jails/courts and office buildings. The RESPONSEnet system is a Department of Homeland Security Safety Act Certified QATT (Qualified Anti-Terrorism Technology – [www.safetyact.com](http://www.safetyact.com)). RESPONSEnet is deployed at all of Liberty Security Group accounts and is utilized to improve our client’s preparedness level while providing electronic incident reporting, daily logs, post orders, assessments, mass alerting and more. It is currently being deployed in over 2000 buildings in 54 districts in California, Texas, Colorado, Indiana, Michigan, Ohio, Virginia, Illinois, Arizona and elsewhere. Recently developed by Keith and his team is the CSI Academy. The academy site is a Web 2.0, cloud deployed E-Learning website which employs custom themes and branding. At the core of our E-Learning Academy are the courses themselves. All CSI Academy courses are developed with the latest in advanced interactions including games, streaming video transitions and branching storylines; all while supporting limited bandwidth situations and mobile deployment.

Keith brings over 24 years of experience interfacing with federal, state, and local public and private entities on disaster preparedness, fire suppression, fire investigation, accident prevention, community outreach, and training. Keith began his career in the 1980’s as a professional Fire Fighter with a local Michigan department. His background includes positions as Sergeant, Lieutenant, Captain and Inspector prior to being promoted to the rank of Fire Marshal. He is a licensed Paramedic, a certified Fire Investigator at the advanced level with the Michigan State Police, an NFPA Certified Fire Inspector, and an NFPA Certified Plans Examiner and is a certified Fire Officer with the State of Michigan at the levels of I, II & III.

Keith is a member of the National Fire Protection Association, the International Association of Arson

Investigators, the Downriver Fire Investigation Task Force and the International Association of Fire Fighters. His experience includes program and budget management, supervision, code enforcement, fire ground incident command, emergency pre-planning implementation, contract and labor law, and enforcement of International Fire Codes. Keith has achieved extensive experience in the utilization of graphical and web-based application development in the area of emergency response, GIS and preplanning.

Most recently, to support our clients' needs to interface with their existing IP surveillance systems, Keith has obtained significant experience in the utilization of IP surveillance equipment to provide Remote Video Monitoring services. Remote video monitoring allows our clients to reduce their security spend while at the same time improving their overall preparedness level. Providing these solutions requires an abundance of understanding of the various intricacies which are at play between the IP cameras, encoders, storage devices and the video management platforms at the monitoring center.

Most recently, Keith has spearheaded the move of the organization to their newly developed HQ in Corktown, Detroit. Keith now oversees the 24/7 Command Center as well as the fleet of Mobile Response Units.

**Anthony L Murray**  
**Managing Partner**

*Protection Success*

- Liberty Security Group – Managing Partner
  - Owner with complete oversight of all operations and client relationships
- Securitas USA – Area Vice President
  - Provide hands on oversight of client contractual requirements and officer development through effective coaching of management support team for the state of Michigan.
- Burns International – Division Manager
  - Support a client portfolio to ensure client and employee satisfaction.

*Qualifications*

- Parkland College, Business Management
- Henry Ford Community College, Dearborn, MI
- Professional Selling Skills (PSS)
- Securitas Executive Training Program (SET)
- Civil Treatment for Managers
- Branch Management Leadership Program
- United States Air Force
- United States Air Force Advanced Leadership School
- Department of Homeland Security - Safety Act Certification

*Awards/Affiliations/Recognition*

- Board of Directors – Crime Stoppers
- Executive Committee Member – New Center Counsel
- Detroit Executive Security Counsel
- Member, American Society for Industrial Security (ASIS)

- Member, Business Owners Management Association (BOMA)

**MEGAN MADON**  
**Head of Human Resources**

Megan Madon is the East District Employment Manager. Her responsibilities include the daily operation of the Michigan Employment Department and the employment staff. Mrs. Madon oversees the recruitment, interviewing, testing and selection of all new uniformed personnel. She also administers the investigation and response to all Michigan unemployment claims as well as supervises all out of state office unemployment procedures. Mrs. Madon implemented and continues to supervise the live scan fingerprint backgrounds for all new employees and has trained the employment staff in utilization of this procedure. Megan provides training to new staff members and continued training to the current staff in reference to employment procedures, employment law and unemployment procedures. She assists in the administration of the company wide benefits and workers' compensation programs. Mrs. Madon has been with working in her current field since 1988.

***3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work. Provide copies of all required licenses and certificates required by the State of Michigan.***

Liberty Security Group, Inc. is a provider of Armed and Unarmed officers as well as a variety of technological "Firsts" in the physical guard space. In addition to full-time officer support for all vertical markets our company is well versed in fire watch, construction operations and special event support services.

As a bit of background, our company is a provider of **Professional Security Officers (Armed/Unarmed), Remote Video Monitoring and Surveillance Services, and Emergency Preparedness software solutions and Training.** We believe you will find our capabilities and experience to be the most professional, cost effective and inclusive provided by any company, and probably the only delivering **Department of Homeland Security, Safety Act Certified Solutions.**

Our team has well over 200 years combined experience in the fields of security, technology and emergency response. Liberty Security Group, Inc. has been at the forefront of providing preparedness technology to its clients across the country for over 15 years. During that time, it has been our experience that a fully functional Emergency Management system supports ALL security, preparedness and response functions and with LSG as your Security Management firm you will have the added benefit of the Department of Homeland Security, Safety Act Certified RESPONSEnet System.

## ***B. Past involvement with Similar Projects***

***The written proposal must include a list of specific experiences in providing and managing security/reception services and indicate proven ability in implementing similar services. A complete list of client references must be provided for similar security services with an emphasis on those that provide reception services as well. The list shall include the firm/agency name, address, telephone number, project title, and contact person.***

Liberty Security Group has had the honor of being your Security Vendor since June of 2019.

- 1. City of Ann Arbor (City Hall)**  
Matthew Kulhanek  
[MKulhanek@a2gov.org](mailto:MKulhanek@a2gov.org)  
301 East Huron Street  
Ann Arbor, MI 48104
  
- 2. University of Michigan Law School**  
(Static Building Security)  
Michele Frasier Wing  
Chief Operating Officer  
[mfrasier@umich.edu](mailto:mfrasier@umich.edu)
  
- 3. Marsal Family School of Education | University of Michigan**  
Michael Napolitan  
Facilities Manager  
734.647.0631 | [mnapoli@umich.edu](mailto:mnapoli@umich.edu)
  
- 4. University of Michigan - Division of Public Safety and Security**  
Milot Goci  
Special Events & Protective Security Unit  
[mgoci@umich.edu](mailto:mgoci@umich.edu)
  
- 5. Michigan Medicine Security**  
Daniel Dombrowski  
Interim Associate Director  
[danidomb@med.umich.edu](mailto:danidomb@med.umich.edu) – 734.232.7353
  
- 6. Michigan State University – Police and Public Safety, Campus Security**  
Akin Bryant  
Inspector of Safety and Security  
[BryantA@Police.MSU.EDU](mailto:BryantA@Police.MSU.EDU)

### ***C. Proposed Work Plan***

As the current security vendor for your location, Liberty Security Group has worked with your team to implement and build a custom Post Order. The Post Orders are created to ensure a complete understanding of your property, how the daily operations should be handled, and all specific duties and responsibilities. We have not inserted that post order here due to the obligation to permit viewing of all proposal documents under the Freedom of Information Act (Public Act 442). Information contained in the Post Orders delineate certain internal protocols, sensitive security data, proprietary information, and the like. Should you wish the current Post Order to be disseminated to your team, simply request that document and it will be provided in the format of your choosing.





Recruitment/Retention: The ability to find the best talent in the shared hiring pool.



Training: Incorporating the latest in e-Learning & 100+ years of knowhow.



Contract Management: Not only the right people but keying on reliability and client satisfaction.



Technology: Incorporating Owned (not farmed) Software and Support.



Why Liberty: Advantages of Partnering with a Group Experienced & Transparent



Recruitment/Retention: The ability to find the best talent in the shared hiring pool.

## Hiring Process – A 5 Step Process

**Employment Processing:** The sections below detail the procedures Liberty Security Group follows in the recruitment, selection, orientation, and retention of security officers.

**Recruitment:** On-going recruitment is essential to ensure that we have enough qualified employees to deliver excellent service which City of Ann Arbor will contract to receive. The following sections will detail Liberty Security Group's source of applicants, the preliminary appraisal procedures, and the screening.

### STEP 1

**Source of Applicants:** Before we submit an applicant to City of Ann Arbor for approval, our screening process is designed to eliminate any that would not meet Liberty Security Group's standards of excellence. Therefore, it is essential that Liberty Security Group maintain excellent working relationships with organizations that provide us with quality candidates. Some of the sources we use are:

- ✓ **Classified Advertising**
- ✓ **Community Job Service**
- ✓ **Colleges/Universities**
- ✓ **Churches**
- ✓ **Internet Submissions**
- ✓ **State Employment/Job Services**
- ✓ **Minority Interest Groups**
- ✓ **Volunteer Agencies**
- ✓ **Military and Veterans' Groups**
- ✓ **Employee Referrals**

### STEP 2

**Preliminary Appraisal:** All applicants go through Liberty Security Group's preliminary appraisal process to determine if the applicant meets our employment standards.

**Interview #1:** This interview will be performed by Liberty Security Group's trained Employment Representative(s), using Liberty Security Group's customized structured interview process. The criteria for selection include, but is not limited to:

- a) Application review with prospective employee
- b) Past security, public law enforcement or military experience
- c) Educational level
- d) Employment gaps of six months or longer
- e) Reason for leaving previous jobs
- f) Personality
- g) Written and verbal communication skills
- h) References
- i) Attitude and aptitude
- j) Job profiling
- k) Recommended placement

### STEP 3

**Interview #2:** Upon successful completion of the initial interview, the applicant may be interviewed by the Account Supervisor assigned to City of Ann Arbor this ensures the

applicant is appropriately evaluated and the profile of the applicant matches the profile of City of Ann Arbor. Additionally, it initiates an early relationship between the supervisor and the security officer.

#### STEP 4

**Drug Testing:** Liberty Security Group aggressively supports a "drug free" work place for all employees. We use the intensive laboratory tests which screen for six different chemicals. To ensure that employees remain drug free, unannounced random tests are conducted.

The 6 chemicals we test for are:

- ✓ **Amphetamines**
- ✓ **Opiates**
- ✓ **Cannabinoids**
- ✓ **Barbiturates**
- ✓ **PCP**
- ✓ **Cocaine**

Any applicant who fails the test is rejected automatically. Even though these tests are expensive, we are confident the long-term result of this tough drug policy will best serve our clients and Liberty Security Group as well.

**Incumbent Personnel:** Upon request from City of Ann Arbor, Liberty Security Group will retain any present security personnel who meet the screening requirements established in this section by Liberty Security Group

#### STEP 5

**Background Investigations:** Every applicant must undergo a background investigation. The following steps detail this step.

**Criminal** - A complete check from age of minority to present is performed using the Michigan State Police iChat system (as mandated by LARA). Our security staff is screened for felony & misdemeanor convictions.



**Previous Employment** - Periods of employment and unemployment will be checked. Reasons for termination, records of reliability and trustworthiness are also checked when possible and to the extent the law permits.

**Education** - Education levels (High School, GED, College, Trade Schools, etc.) are verified. Attendance, reliability and trustworthiness are also checked when possible.

**Military** - The DD-214 for type of discharge will be requested from applicants with military experience.

## Retention Programs

**Retention:** High security officer turnover is one of the primary reasons for client dissatisfaction. It is perhaps the major reason that new security contractors are sought. In an industry which typically

experiences annual employee turnover of up to 300%, it has been determined that employee development is critical to reduce this high turnover rate.

**Security Officer of the Month:** On a monthly basis, Liberty Security Group recognizes an employee as "Officer of the Month".

This award includes the following:

- Certificate of Achievement
- Gift certificate for dinner, movie, sports event ticket, etc.
- Supervisor of the Month

**Incentive Programs:** Liberty Security Group has developed a comprehensive incentive program designed to enhance our retention effort. We firmly believe this program benefits us as well as our clients. These programs include, but are not limited to:

- **Awards & Incentive Programs:** Liberty Security Group believes our security personnel should be contributing members to their community. Thus, in addition to rewarding any exceptional acts on site, this program recognizes exceptional humanitarian services to the community. Recognition through special awards, news media releases, certificates, cash bonuses, etc. are given as appropriate.
- **Employee Referral Award:** Our search for reliable and professional security officers is of utmost importance. As an incentive to assist in our effort, each employee who referred a qualified candidate to us for employment will receive \$50.00.

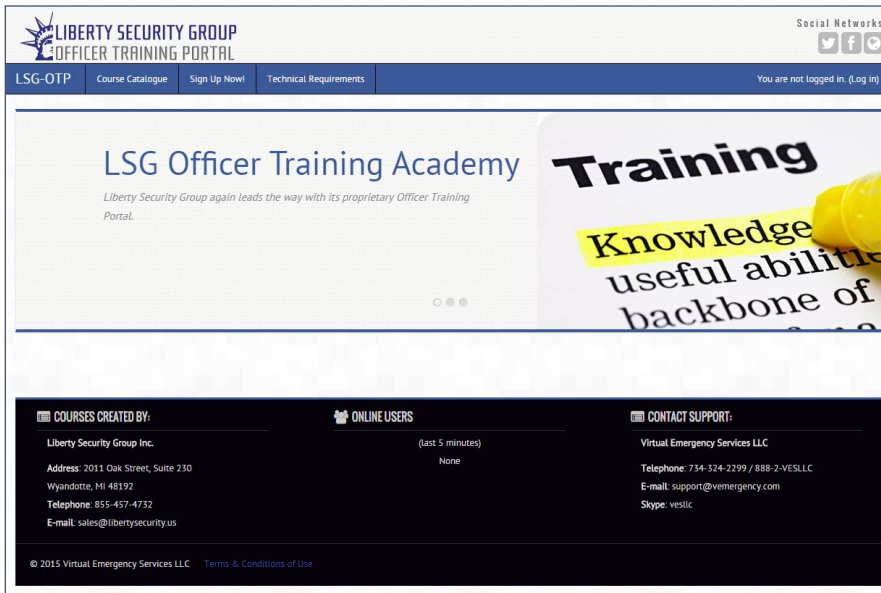
## Additional Employee Benefits & Empowerment

- Automatic Direct Deposit of Payroll Checks (Ensuring employees are paid correctly and timely)
- 24/7 Paystub Web Page (Intuit ViewMy PayCheck) – All relevant data displayed, and historical information provided (W-2, taxes etc.)
- Paid Vacation – constant accrual of vacation time based on clear and transparent policy
- Holiday Pay – All contractual holidays paid at time and one half (tracked separately for officers)
- Veteran Service Recognition
- Medical Benefits and related educational material



Training: Incorporating the latest in e-Learning & 100+ years of knowhow.

<p><b>Pre-Assignment, Initial Site Specific &amp; Cross Site On-Going / In- Service</b></p>			
Occurs	Training Topics (partial listing)		
<b>Liberty Security Officer</b>	<p>Liberty Logistics Officer Program Terrorism Awareness Access Control Workplace Violence Customer Service Report Writing</p>		<p>Emergency Response Security Officer Handbook First Aid/CPR/AED</p>
<b>Initial Site Specific</b>	<p>Site Orientation Post Orders Customer Service</p>	<p>Fire Watch Fire-Life Safety Facility Patrol Procedure</p>	
<b>Ongoing</b>	<p>Recommended topics for continuing training—final curriculum to be determined by Liberty Transition Team and client representatives' input.</p>		
<b>Liberty Supervisors</b>	<p>All the above + Liberty Leadership Program Critical Incident Management Courses Homeland Security Issues Emergency Response</p>		<p>Professional Ethics Harassment &amp; Discrimination Teamwork &amp; Leadership Security Officer Training and Development Plans</p>



The **Officer Training Portal (OTP)** is our web based, SCORM compliant, E-Learning Portal that is completely mobile-ready (HTML 5). We understand that officer training, especially ongoing and refresher training, is difficult to implement while a contract is in place. Initial training, both in house and on-the-job are mandatory but ongoing and client specific refresher courses really increase performance and retention. In addition to our "on-site" facilitated training we provide each officer their unique login and all training, both

standard and client specific, are available from any PC as well as any smart phone. Training is tracked, and aggregate data will be available for review and performance assurance.

Our online e-Learning Academy provides flexibility and quality to our officers by:

- Providing access to a range of resources and materials which may not otherwise be available or accessible; for example, video, sound, animation, multimedia;
- Creating, distributing and tracking client custom training modules (post orders, video etc.)
- Giving control to our personnel over when and where they study;
- Allowing personnel to study at their own pace;
- Supporting economic reuse of high quality, expensive resources;
- Encouraging personnel to take responsibility for their own learning.

Each course in the LTP provides a completely interactive learning environment and delivers social media and company updates which are relevant to each course.

- Main course SCORM module which tracks each objective, time in course, completion date/time/grade
- Course completion block which provides the officer with an overview of their progress
- Feedback module which encourages the officers to provide LSG operations their thoughts on a course
- Officer forums that provide the officers a medium to share experience and thoughts on any topic
- LSG event calendar keeps officers in the know regarding in house training and other events
- Additional live tools that ensure the training packages are relevant and engaging.

Training has long been one of the greatest concerns expressed universally by users of contract security services. Liberty Security Group has developed a training program consisting of the following items:

I. **Classroom Training:** Each security officer applicant must complete Liberty Security Group's in-house orientation program. The training criteria consists of the following topics:

- |   |                                |
|---|--------------------------------|
| 1. Introduction to Liberty Security Group | 8. Handling Hostile People     |
| 2. Human Relations                        | 9. Effective Patrol Techniques |
| 3. How to Represent Your Client           | 10. Handling Bomb Threats      |
| 4. Telephone Etiquette                    | 11. Identifying Safety Hazards |
| 5. Proper Uniform Usage/Maintenance       | 12. Arrest Powers              |
| 6. Communication Skills                   | 13. Identifying Fire Hazards   |
| 7. Equipment Handling                     | 14. Elements of Report Writing |
|   | 15. Vehicle Accident Avoidance |



II. **On the Job Training:** The second training section consists of an On-the-job-training period which varies in length depending on the facility, of supervised on-post training. It starts with a stated set of performance expectations for each assigned post. These expectations are outlined in detail and contained in the procedure manual (Post Orders) and are physically located at each post and included in the Liberty Security Group Web Based Shift Management System.

Liberty Security Group has developed several courses and training programs. We will customize them to meet your needs.

Another important capability of Liberty Security Group is our ability to design a particular course for a specific client. Liberty Security Group develops, in conjunction with the individual client, site-specific courses which include material unique to a unit or function. By involving the client in the design process, Liberty Security Group ensures the appropriate material is covered in training and the desired level of proficiency is achieved.

**Certificate of Achievement:** Liberty Security Group recognizes the successful completion of the training course by awarding those students with a Certificate of Achievement. This program is outlined elsewhere in this proposal; however, it should be noted here that along with the certificate, points are awarded for various achievements, leading towards several bonuses.



*Contract Management: Not only the right people but keying on reliability and client satisfaction.*

The transition process to a new security provider can often be more difficult than making the decision to change your security supplier. Liberty Security Group recognizes the importance of a smooth transition and has developed a program that addresses your concerns in this regard. The potential problems associated with such a transition can be avoided by preparing a well-organized Transition Plan.

A detailed transition plan will address each issue that will have a direct effect on the stability of your security operations. The plan will demonstrate and describe each step involved in the transition, including recruitment, training and procedure development.

Most importantly, the plan will provide these additional benefits:

- **The transition will not interfere with your daily routine.**
- You can receive updates as to the progress of the transition, if needed.
- The transition will be smooth, uneventful and professional.

Below are key areas of the Liberty Security Group Transition Plan that is triggered post signing of contract.

- **Assemble Transition Team / Facilities Tour:** The transition team will include individuals responsible for day-to-day operations of the account as well as Liberty Security Group personnel who have experience in providing and coordinating security service transitions. The assembled team visits the client facilities to ensure needs.
- **Integration with Existing Vendors:** When necessary, Liberty Security Group will ensure seamless integration with existing security vendors as relates to protocols/expectations (CCTV, Access Control etc.).
- **Develop and Review Post Orders:** A high priority is placed on an in-depth review of the current post orders and security operations prior to the start of the contract. This procedure is vital to the long-term effectiveness of our services at your facility.
- **Equipment/Supplies are Compiled and Ordered:** The equipment and supplies needed for the start-up of service at the account will be established. All materials needed will be compiled and set aside or requisitioned.
- **Account Supervisor is selected:** The Account Supervisor will be selected in accordance with the criteria established by the contract. Once selected, the Account Supervisor will become part of the transition team to ensure a thorough knowledge of the account's requirements and expectations.
- **Processing New/Incumbent Personnel:** Each selected security officer will be required to provide, and complete documentation mandated by state, federal and local government agencies, as well as any client specific and Liberty Security Group documents.

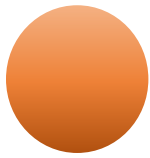


- **Training for Selected Security Officers:** Liberty Security Group will conduct the training specified by the contract. Online e-Learning, Lectures, video, and examinations are used as training aids. Specific site procedures will be introduced when appropriate. Client specific review/screening takes place at this time.
- **Review Final Draft of Post Orders:** The final draft of the post orders for each post will be presented to the client for review and approval. Once approved, a copy of the security procedures manual will be prepared for placement at each post upon start-up of services and in the LSG web system.
- **On-Site Training for Security Officers:** New security officers assigned to the account will be trained by the Account Supervisor and Operations Manager. This training will familiarize new personnel with the facility and provide hands-on experience of all aspects of the security program.
  - **Notify Dispatch and Road Supervisors of New Account:** The dispatch operation will be provided all pertinent information relating to the site, including municipal emergency service information and client information. Road Supervisors will incorporate the facility into their inspection program.
  - **Submit Security Officer Work Schedule to Client:** The client will receive the security officer work schedule five days before the start-up of operations. In addition, as Liberty Security Group utilizes a web-based scheduling and staffing program our clients have constant view of the previous and upcoming schedule 24/7.
  - **Final Pre-Start Meeting:** Liberty Security Group will meet with the designated representative to finalize any last-minute details necessary to ensure a smooth transition.
  - **Start Service:** The transition team will be on-site at the time of the start-up to supervise the transition of security services to Liberty Security Group.



**Basecamp**<sup>®</sup>

Use of the **Liberty Project Management Tool** (web-based) is used throughout the process to ensure tasks are completed in a timely fashion and provides City of Ann Arbor with 24/7 access.



Technology: Cutting Edge, Web-Based Mobile-Ready Solutions.

Security has changed drastically over the past 10 years with the emergence of technology and what seems to be a growing amount of threats. Moving officer operations online not only increases productivity, it reduces risks, improves quality and delivers real-time information.

With our technology clients can track security tours in real-time. We have modernized guard touring operations with intelligent software that captures detailed and accurate information. We have replaced antiquated wands with powerful ruggedized mobile devices with web based, mobile software.

The ability to receive notification alerts if a guard tour is not carried out properly, or if an incident occurs during a tour is timely intelligence. Information captured on a guard tour is instantly updated in the dashboard for administrators to see. Administrators can later review guard tours to make sure they are executed correctly and expediently. As a client of Liberty, you will be given access to real-time guard tour updates for added peace of mind.



Liberty Security Group offers the most advanced software suite for security officer tracking, monitoring and managing with unique real-time customizations that address the dynamic challenges of the security community. With years of experience in the security industry, Liberty Security Group is always evolving, always leading, delivering feature-rich, integrated solutions that meet strategic security objectives for our clients.

Reports

GPS tracking

Alerts

Guard Tours



Why Liberty?

**Why Choose Liberty Security Group Inc.**

LSG provides our clients “The Liberty Advantage”. These are just a few additional reasons we believe our group can exceed your expectations and provide you unsurpassed value and performance:



➤ Experience: Former first responders, life-long security professionals with military experience	➤ After hours’ supervision & site inspections tracked electronically
➤ Account Management Specialization and Training	➤ Direct Ownership Involvement
➤ Greater Return on Security Investment – a trusted partner and advisor	➤ Accountability and transparency of service delivery
➤ Always put the client needs first	➤ Ability to rapidly respond and increase coverage when needed
➤ Always deliver on commitments	➤ Traditional + Web-Based Online E-Learning – LSG Officer Training Portal
➤ Living Wages provided to officers with room for growth	➤ Value Added Services: Surveillance & Access Control Systems, Remote Guarding Services, Security Assessments etc.
➤ Standardized Post/Position Specific Training	➤ Safety Act Certified ( <a href="http://www.safetyact.gov">www.safetyact.gov</a> )

**At Liberty we are more than a company with a team – we are a family.**

## ***D. Fee Proposal***

Please see separately sealed envelope marked **FEE Proposal**

## ***E. Authorized Negotiator***

Keith A. Murray, President & CEO  
Liberty Security Group, Inc.  
1620 Michigan Avenue, Suite 127  
Detroit, MI 48216  
ph: 855.457.4732 ext. 701  
fax: 855.759.9764  
[kmurray@libertysecurity.us](mailto:kmurray@libertysecurity.us)

## F. Attachments

### ATTACHMENT B LEGAL STATUS OF OFFEROR

(The Respondent shall fill out the provision and strike out the remaining ones.)

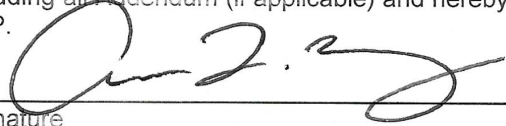
The Respondent is:

- A corporation organized and doing business under the laws of the state of MICHIGAN, for whom Anthony Murray bearing the office title of CFO, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.\*

\*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of \_\_\_\_\_ and filed with the County of \_\_\_\_\_, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

 Date: 8 May 2023  
Signature

(Print) Name ANTHONY L. MURRAY title CFO

Firm: LIBERTY SECURITY GROUP, INC.

Address: 1620 MICHIGAN AVE SUITE 127, DET MI 48216

Contact Phone 855-457-4732 Fax 855-759-9764

Email AMURRAY@LIBERTYSECURITY.US

**ATTACHMENT C  
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

**Non-Discrimination Ordinance**

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

LIBERTY SECURITY GROUP, INC.

Company Name

[Signature] 8 MAY 2023

Signature of Authorized Representative

Date

ANTHONY L. MURRAY, CFO

Print Name and Title

1620 MICHIGAN AVE SUITE 127 DET. MICH. 48216

Address, City, State, Zip

855-457-4732 a.murray@libertysecurity.us

Phone/Email address

**Questions about the Notice or the City Administrative Policy, Please contact:**

Procurement Office of the City of Ann Arbor

(734) 794-6500

Revised 3/31/15 Rev. 0

NDO-2

**ATTACHMENT D  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees \_\_\_\_\_*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$15.90/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$17.73/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

**Check the applicable box below which applies to your workforce**


Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

LIBERTY SECURITY GROUP INC 1620 WICH AVE DET MI 48216  
Company Name Street Address

 8 May 23 DET, MI 48216  
Signature of Authorized Representative Date City, State, Zip

Anthony L. Murray, CFO 855-457-4732  
Print Name and Title Phone/Email address

a.murray @ Liberty Secur. US

ATTACHMENT E



**VENDOR CONFLICT OF INTEREST DISCLOSURE FORM**

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee
	<input type="checkbox"/> Interest in vendor's company
	<input type="checkbox"/> Other (please describe in box below)
— NA —	

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

<p>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</p>		
LIBRARY SECURITY GROUP		855-457-4732
Vendor Name		Vendor Phone Number
	Blmuy23	Anthony C. Murray
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org



## FEE PROPOSAL *(10MAY2023)*

City of Ann Arbor RFP No. 23-29  
Security/Reception Services

On behalf of: Liberty Security Group, Inc.

**Location:**

Guy C. Larcom City Hall  
301 E Huron St, Ann Arbor, MI 48104



Approximate Weekly Hours:	<b>72.50</b>
Officer Pay Rate <i>(Straight Time)</i> :	\$17.73
Officer Hourly Bill Rate <i>(Straight Time)</i> :	\$25.71
Holiday/Overtime Hourly Bill Rate:	\$38.57
Future Years Markup & Understanding:	The Liberty Security Group, Inc. proposed Bid Pricing mark-up over wage of 1.45 would remain flat for the duration of the contract to include all Option Extension Years with the exception of any and all mandated state and/or federal statutory increases.
Equipment:	Mobile Incident Reporting/Tracking System \$48.00 Per Week
	Includes rugged cell device + dedicated 4G cellular package. Full web/mobile/PC ready reports triggered to client/operations on custom schedule. GPS/NFC/QR Tracking Tours

**Included in our Billing Rates are the following:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Officer Reporting, Tracking, GPS NFC tour Technology (Included – see attached overview)</li> <li>• \$1M general liability /\$2M Aggregate/\$5M Umbrella/\$1M Auto/\$1M E&amp;O /\$1M Workers Compensation (request certificate).</li> <li>• Online E-Learning Academy includes: security courses, customized client (site specific) training</li> </ul> | <ul style="list-style-type: none"> <li>• Web-based post orders, including client emergency response procedures.</li> <li>• LSG performance recognition program.</li> <li>• Recruitment, background screening and hiring costs.</li> <li>• Seasonal uniforms including replacements as needed.</li> </ul> |
|--|--|