



Security Proposal

RFP No. 19-01
Security/Reception Services
Fleet & Facility Services

“Your Total Security Solutions Provider”

Guarding • Technology • Preparedness • Risk Mitigation



January 10, 2019

City of Ann Arbor
c/o Customer Service
301 East Huron Street
Ann Arbor, MI 48107

On behalf of Liberty Security Group (LSG), I want to express our thanks and appreciation for giving us the opportunity to present our proposal for Security Guard Service at **City of Ann Arbor**.

We are a family-owned company led by first responders that are engrained in the local communities through work with nonprofits and community-oriented clients.

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 offer REAL training programs and cross training between all locations.
- 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 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 provide you with some information about our group. We would like nothing more than to add your company to our growing family of clientele.

I am personally available to answer any questions. Please feel free to contact me 24x7 on my cell at 734-341-5546 or via email at tmuntz@libertysecurity.us.

Respectfully yours,



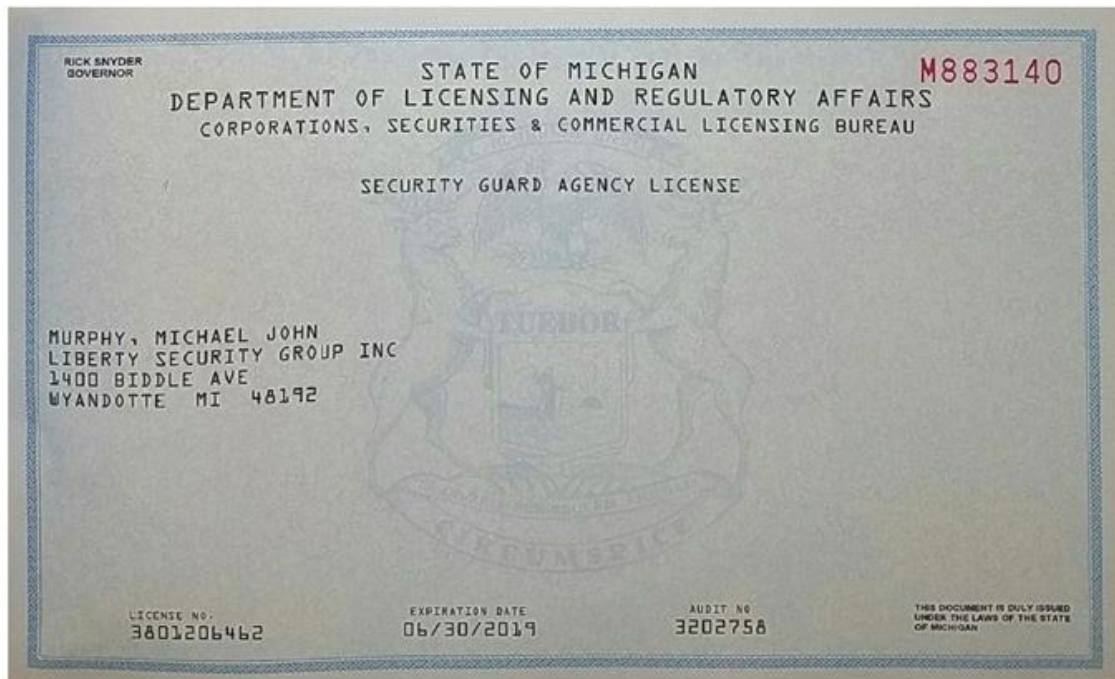
Thomas A. Muntz
Business Development Manager, Liberty Security Group, Inc.
1400 Biddle Avenue, Wyandotte, MI 48192
Phone: 855-457-4732 ext. 703
tmuntz@libertysecurity.us

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.
1400 Biddle Avenue
Wyandotte, MI 48192

Bureau of Professional Licensing / Corporations, Securities & Commercial Licensing Bureau	
VERIFY A LICENSE/REGISTRATION	
Licensee Information	
Name:	LIBERTY SECURITY GROUP INC
QO/Owner:	MURPHY, MICHAEL JOHN
Address:	Wyandotte MI 48192
County:	Wayne
License Information	
License Type:	Security Guard Agency
License Number:	3801206462
Specialties:	
Status:	Active
Limitations:	
Issue Date:	06/11/2013
Expiration Date:	06/30/2019



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. Over a 12-month period Liberty attained clients such as MGM Grand Casinos, Clark Hill Law, Jones Lang LaSalle, Detroit Public Television, Marygrove College, NASCAR, Grupo Antolin and many more. Keith has directed the oversight of nearly 1000 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). 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.

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)
- United States Air Force – Airman of the Year Award

Matt Warner
Manager Operations & Special Events

Protection Success

- **Liberty Security Group**
 - Manage client relations, Management of teams for Events, Films, Venues and Festivals.
- **Tricon Security Group** - Security Manager of Film and Media Operations / Senior Event Manager
 - Manage client relations, Manage teams for Film security, Event Security and Venue Security
- **RSIG Security Group** - Event Manager
 - Manage client relations, Manage teams for Film security, Event Security and Static Sites

Qualifications

- Federal Aviation Administration - Transportation Security Management (TSM) Supervisor Transportation Security Officer (STSO) Leadership Training Courses
- U. S. Department of Transportation- Skill Path and Covey Courses
- United States Customs Enforcement- Training in conflict management, Handling of employees and General public
- U.S Secret Service - Course on Performance Improvement plan, Training on field safety, Security equipment (Wands, Pat downs, Mag metal detectors) maintenance and operation of the CTX machine, Explosive Trace Detection (ETD) Machine.
- U.S Border Patrol- Course on Development of written and oral communication and radio etiquette.
- U.S Border patrol - Pistol Certification
- Conceal Pistol License

Event & Film Experience

- Ford Arts Beats and Eats - Royal Oak Michigan
- Meridan Detroit Winterblast - Detroit Michigan
- GM Detroit Riverdays - Detroit Michigan
- Movement Electronic Music Festival - Detroit Michigan
- FunFest Stars and Stripes Festival - Mt Clemons Michigan
- Red Bull Hart Lines - Detroit Michigan
- Red Bull GRC Race - (Belle Isle) Detroit Michigan
- Michigan Science and Engineering Fair - (Cobo Hall) Detoit Michigan
- Transformers: The Last Knight – Michigan Crew
- Batman V Superman "Dawn of Justice"- Michigan Crew
- Comedy Central "The Detroiters" (Seasons 1 & 2) - Michigan Crew
- Deadpool - Detroit Crew

- Grain - Michigan Crew
- Transformers "Dark of the Moon"- Michigan Crew
- Lost River - Michigan Crew
- Salvation Boulevard-Michigan Crew
- It Follows - Michigan Crew
- Top Gear "Detroit Streets" - Detroit Crew
- Freaky Deaky - Michigan Crew
- Five Year Engagement - Michigan Crew
- A Merry Harold and Kumar Christmas - Michigan Crew
- Red Dawn - Michigan Crew

Thomas Muntz
Business Development Manager

Tom is the Business Development Manager for Liberty Security Group Inc. His primary responsibilities are to generate new business for the company while placing an emphasis on growth and development in the region. He has been involved in new business development for over 30 years. By maintaining high standards in regard to providing qualified, trained and licensed security officers, he continues to bring solid new business to Liberty Security. Mr. Muntz has previously served as Regional Business Development Manager for one of the largest security company in Michigan. With his expertise in managing the entire daily growth of the business, it can easily be seen in his understanding and commitment to selling quality security officers with Liberty Security Group Inc. Mr. Muntz has been directly involved in security for over 32 years.

Professional associations:

- The American Society for Industrial Security
- International Association of Hospital Security
- Pooling Resources in Defense of the Environment
- The Institute for Financial Crime Prevention
- The National Association of Chiefs of Police
- National Association of Security Companies

KELLIE J. SATTERFIELD
Head of Human Resources

Kellie J. Satterfield is the East Michigan District Employment Manager. Her responsibilities include the daily operation of the East Michigan Employment Department and the employment staff. Ms. Satterfield oversees the recruitment, interviewing, testing and selection of all new uniformed personnel. She also administers the investigation and response of all East Michigan unemployment claims as well as supervises all out of state office unemployment procedures. Ms. Satterfield implemented and continues to supervise the live scan fingerprint backgrounds for all new employee's and has trained the employment staff in utilization of this procedure. Kellie 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. Ms. Satterfield has been with working in her current field since 1988 and holds an Associates of Business degree from Hartford University. Ms. Satterfield has directly been involved with security 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.



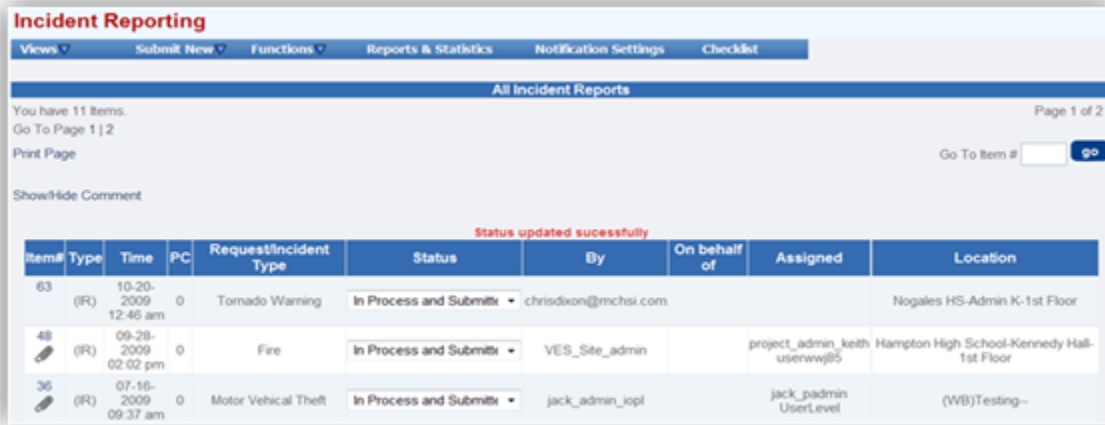
RESPONSEnet™ has been certified with the Department of Homeland Security as a “Safety Act” certified technology and is listed on the QATT (*Qualified Anti-Terrorism Technology*) list as well as the Department of Homeland Security AEL and SEL approved product lists. Find out more at www.safetyact.gov

Also, as a client of LSG, you and your team of responders, teachers and administrators will have access 24/7 to our world class e-Learning Academy.



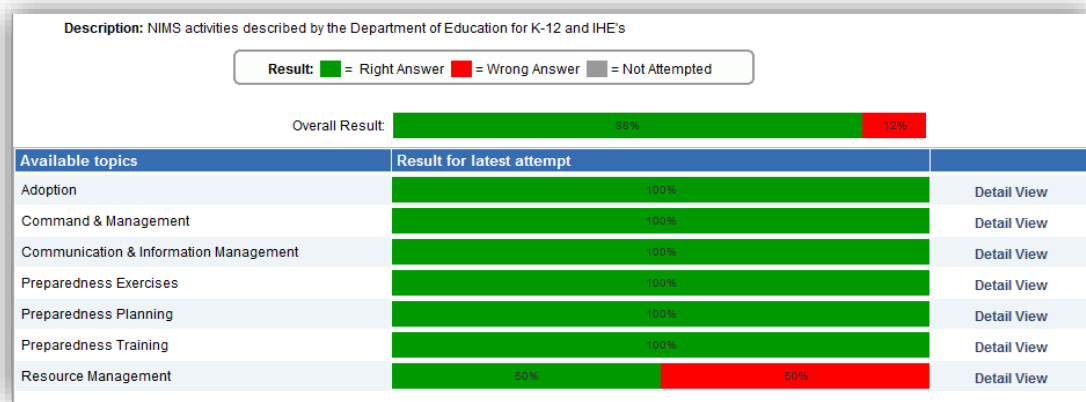
REPORTER is a web-based incident reporting and notification module built specifically to empower City of Ann Arbor client administrators and onsite security officers. The solution allows security officers and City of Ann Arbor administrators to effectively work together and document anything, anywhere at any time. In just a few mouse clicks (or from the site cell phone) users are able to start a new report and begin tracking anything that happens on client sites. The RESPONSEnet system allows you to securely enter reports, track incidents with time/date accuracy, query data and notify responsible parties immediately.

Most importantly the system will generate alerts to City of Ann Arbor representatives (if they wish) immediately based on site or incident type.



Primary REPORTER functionality includes:

- “Live” electronic incident reporting
- Automatic incident alert notification to e-mail and SMS text message
- Stakeholder interoperability
- Coordination with Police/Security agencies on related incidents
- Attachment option for images, movie clips,
- Incident & Work Order management
- Reports with trends and analysis
- Report templates for frequent reports
- Collaborative workspace
- 2 – Way SMS updating of reports with notes and status changes



In short, we are a company that is well rounded and capable of providing solutions, training and technology applicable to a variety of vertical markets. Our officers come highly trained by a variety of methods including our Online Academy (<http://libertysecurity.us>). We are licensed and insured through an A+ provider (not a State Pool).

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.

1. **University of Michigan Law School**
(Static Building Security)
Lois Harden
Facilities Manager Law School
734-763-3003
loiso@umich.edu

2. **Detroit Riverfront Conservancy**
(Border/Park Security)
Mac A. McCracken
Director of Operations and Security
313-590-1001
Mac.McCracken@DetroitRiverFront.org

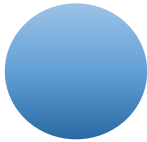
3. **Norfolk Southern Corp.**
Mark Hengtgen
Regional Manager
(734) 246-1926
Mark.hengtgen@nscorp.com

4. **IHM Sisters - Monroe, Michigan**
Steven Grigsby
Facilities Manager
(734) 240.8311
sgrigsby@ihmsisters.org

C. Proposed Work Plan



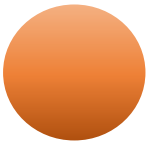
Recruitment/Retention: The ability to find the best talent in the shared hiring pool.



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:

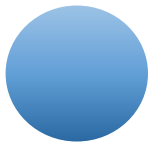
- Certificate of Achievement
- Gift certificate for dinner, movie, sports event ticket, etc.
- Supervisor of the Month

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.

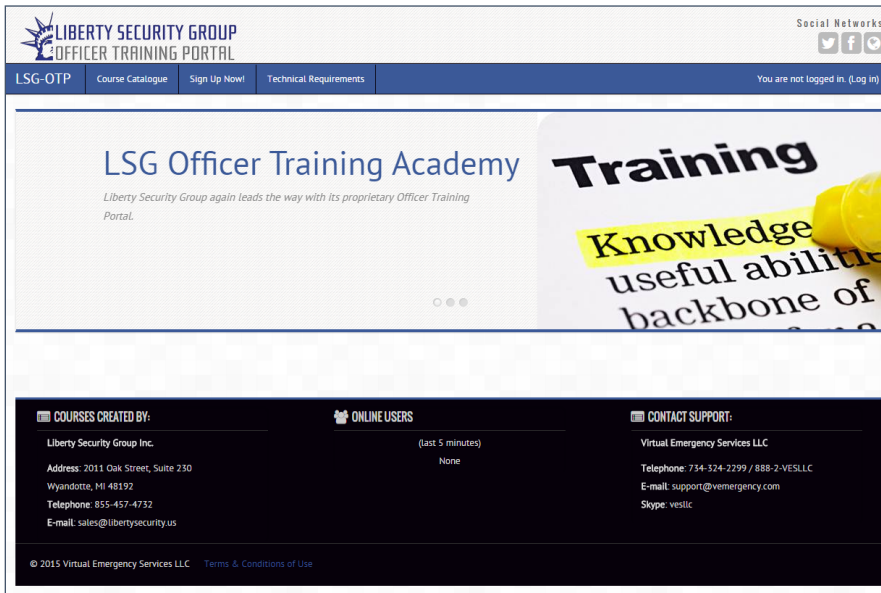
Additional Employee Benefits & Empowerment

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

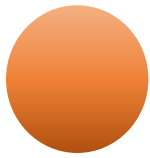
Below are key areas of the Liberty Security Group Transition Plan that is triggered post signing of contract.

- **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.



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.

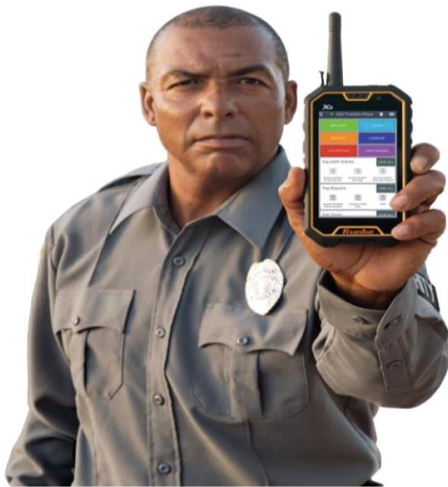


Technology: Cutting Edge, Web-Based Mobile-Ready Solutions.

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 (www.safetyact.gov)

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

Thomas A. Muntz

Business Development Manager

Liberty Security Group, Inc.

1400 Biddle Avenue, Wyandotte, MI 48192

Phone: 855-457-4732 ext. 703

Mobile: 734-341-5546

tmuntz@libertysecurity.us

F. Attachments

**ATTACHMENT A
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 THOMAS MUNTZ bearing the office title of BUSINESS DEVELOPMENT MGR. 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

~~X~~ 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.

~~X~~ 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.

Thomas A Muntz Date: 1/10/19
Signature

(Print) Name THOMAS A. MUNTZ Title BUSINESS DEVELOPMENT MGR.

Firm: LIBERTY SECURITY GROUP, INC.

Address: 1400 BIDDLE AVENUE WYANDOTTE MI 48192

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

Email TMUNTZ@LIBERTYSECURITY.US

**ATTACHMENT B
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

Thomas A. Muntz 1/10/19
Signature of Authorized Representative Date

THOMAS A. MUNTZ
Print Name and Title

1400 BIDDLE AVE. WYANDOTTE, MI 48192
Address, City, State, Zip

855-759-9764 TMUNTZ@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 C
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 \$13.22/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 \$14.75/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	
<input checked="" type="checkbox"/>	Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
<input type="checkbox"/>	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. 1400 BIRNIE
Company Name Street Address

Signature of Authorized Representative Date WYANDOTTE, MI 48112
City, State, Zip

THOMAS A. MUNTZ
BUSINESS DEVELOPMENT MGR 734-341-5546 TMUNTZ@LIBERTYSECURITY
Print Name and Title Phone/Email address .US

City of Ann Arbor Procurement Office, 734/794-6500, procurement@a2gov.org



ATTACHMENT D

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)

*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.

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:		
LIBERTY SECURITY GROUP INC.		855-457-4732
Vendor Name		Vendor Phone Number
Thomas A Muntz	1/10/19	THOMAS A MUNTZ
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



LIBER-8

OP ID: AP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/27/2018

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

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

PRODUCER CIA Financial Group 45500 Village Blvd. Shelby Twp, MI 48315 Samuel Crudo 888-226-7730	CONTACT NAME: Samuel Crudo PHONE (A/C, No, Ext): 888-226-7730 FAX (A/C, No): 586-532-8300 E-MAIL ADDRESS: certificates@ciafg.com
INSURED: Liberty Security Group, Inc. 1400 Biddle Ave Wyandotte, MI 48192	INSURER(S) AFFORDING COVERAGE INSURER A: Secura Insurance Company NAIC # 22543 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

REF. NO.	TYPE OF INSURANCE	ADOL. REG.	SUBR. WVD.	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"/> Prof Liab E&O GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC OTHER:			CP3268625	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Per one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A3268626	05/01/2018	05/01/2019	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			20CU0032686277	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER STATUTE OTH-ER
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y/N <input type="checkbox"/> N/A ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below			WC3268628	05/01/2018	05/01/2019	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER Liberty Security Group, Inc. 1400 Biddle Ave Wyandotte, MI 48192	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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