

# CONTRACT APPROVAL FORM

RECEIVED

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1800

2011 OCT 21 PM 12:00

COUNTY ATTORNEY

## CONTRACTOR INFORMATION

Name: Risk Protection Group

Address: 3936 South Semoran Blvd. #114, Orlando, Florida 32822

Contractor's Administrator Name: William L. Reese City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Title: Partner

Tel#: 407-681-6900 Web: www.riskprotection.us Email: wreese@riskprotection.us

## CONTRACT INFORMATION

Contract Name: Security Assessment Contract Value: \$7,200.00 (plus expenses)

Brief Description: Risk Protection Group to conduct a security assessment for the James S. Page Governmental Complex and the Public Service Building. The fee for this security assessment and report will be based upon \$1,800.00 per day (4 days) plus travel expenses

Contract Dates : From: NTP to Completion Status:  New  Renew  Amend#  WA/Task Order

How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_ No Increase

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

## APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1. (BOCC approval to proceed 10/19/201  
Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

01001519-53400  
Funding Source/Acct # \_\_\_\_\_

2. Charlotte Young  
Contract Management \_\_\_\_\_ Date 10-21-11

3. [Signature]  
County Attorney (approved as to form only) \_\_\_\_\_ Date 10-28-11

4. [Signature]  
Office of Management & Budget \_\_\_\_\_ Date 10-31-11

Comments: \_\_\_\_\_

### COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] \_\_\_\_\_ Date 10/31/11  
Ted Selby \_\_\_\_\_ Date \_\_\_\_\_

### RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

RECEIVED CONTRACT MANAGEMENT 2011 NOV - 1 AM 10:11  
RECEIVED CONTRACT MANAGEMENT 11 OCT 29 PM 2:45

**Risk Protection Group, LLC**  
**Florida Private Investigative Agency # A2800083**  
**3936 South Semoran Blvd, # 114**  
**Orlando, Florida 32822**  
**407-681-6900**

This letter will confirm that Nassau County, Florida government, hereinafter referred to as Client, is contracting with Risk Protection Group, LLC, hereinafter referred to as RPG, on a one-time basis, to conduct a security assessment upon the buildings and surrounding campus of the county administration building at 96135 Nassau Place, Yulee, Florida 32097 and the county departments building at 96161 Nassau Place, Yulee, Florida 32097, pursuant to the Proposal, dated September 15, 2011 submitted by RPG to County Manager Ted Selby.

RPG's fee for this assessment and report of findings and recommendations is \$7200.00 plus travel expenses.

RPG will commence work in this matter upon receipt of a retainer in the amount of \$3600.00. Upon completion of the site survey and report of findings and recommendations, RPG will submit an invoice to Client with itemized travel expenses incurred and fee balance of \$3600.00. Client agrees to pay the fee balance and itemized expenses within 45 days upon receipt of said invoice.

RPG does not guarantee that crimes and corresponding premises liability will be eliminated at the property reviewed.


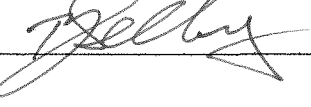
Client shall indemnify and hold harmless RPG and its employees and independent contractors from any and all property damage or loss, claims, awards, liability, damages, expenses (including, without limitation, attorney's fees and expenses) and any other amounts arising out of any losses or criminal events occurring on or about the client's property subsequent to the work that is being performed pursuant to this agreement.

If any litigation arises from this agreement resulting from the non-payment of fees, the prevailing party shall collect interest, attorney fees and costs resulting from the litigation.

If any litigation arises from this case at no fault of RPG, the client shall pay all RPG attorney and litigation fees including, but not limited to, the regular hourly rate of the RPG partners and costs for any time involved in the litigation process.

This agreement shall be binding upon Client's heirs, executors, and personal representatives. Client hereby certifies that client has read and fully understands the foregoing agreement.

RPG agrees to utilize the utmost due diligence in the handling of this case including providing detailed reports and itemized bills for all work performed and expenses incurred.

RPG  Date 10/25/11  
→ Client  Date 11/2/11  
Client \_\_\_\_\_ Date \_\_\_\_\_

Thank you for the opportunity to assist you in this matter.



# Risk Protection Group

*Security Solutions Specialist*

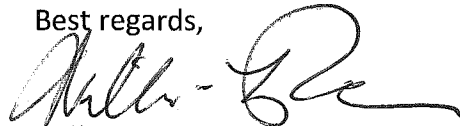
September 15, 2011

Mr. Ted Selby  
Nassau County Manager  
96135 Nassau Place, Suite 1  
Yulee, FL 32097

Dear Mr. Selby:

Risk Protection Group is pleased to submit the attached proposal to conduct a security assessment on the buildings you specified. My partners and I appreciate the opportunity to submit this proposal and are available at any time to discuss it with you.

Best regards,



William L. Reese, Partner

11 SEP 16 PM 1:40

2011/09/16 1:40 PM



# Risk Protection Group

*Security Solutions Specialist*

## Proposal

### Introduction

On August 10, 2011, William L. Reese, a partner with Risk Protection Group, LLC (RPG), met with Nassau County Manager Ted Selby at his office in the county administration building. Mr. Selby explained his desire to have a professional risk assessment of the administration building as well as the adjacent building that houses various county departments. Mr. Selby said his primary concern is the safety and security of county employees, elected officials and members of the public who utilize both buildings on a regular basis. He said any such security assessment should address the gap between the existing security and that necessary to more effectively protect the persons and property within both buildings.

During a walking tour of both buildings, Mr. Selby provided an overview of their layout and usage. At the conclusion of the tour, it was agreed that RPG would prepare and submit a proposal to conduct the security assessment.

### Assessment Process

All three partners of RPG will perform an on-site assessment of the existing security of both buildings. While on site, RPG will interview the county manager, facilities management director, county attorney, appropriate Sheriff's Office executive, resident department heads, a sampling of county employees and others as necessary. At the same time, RPG will conduct a physical survey of building access, entry control and the existing security system. The interviews and physical security survey are designed to provide a composite of the current state of security for the buildings and their occupants. Following are specific items that will be addressed:

- Lock system for external doors and windows.
- Key control policy.
- Access control policy for employees and public during regular business hours and special events.
- Alarm system, monitoring and response.
- Employee security posture (concerns, awareness, reporting process, mitigation and evacuation)

Upon completion of the on-site survey, RPG will prepare and submit a report of our findings and recommendations for the security of your personnel, facilities and visiting public. We believe the on-site survey may be completed in two days. This depends upon our ability to schedule all necessary interviews and we will work with you to accomplish that.

Fee

The fee for this security assessment and report will be based upon \$1800.00 per day plus travel expenses. Assuming we complete the on-site survey in two days, and allowing another two days to complete the report, the fee would be \$7200.00. We will not exceed that fee without your prior approval. Travel expenses will include driving at least two vehicles to and from Yulee (\$.51 per mile), one hotel night (three rooms) and per diem.

If you have any questions regarding this proposal or the assessment process, don't hesitate to call me at 407-473-1237. Thank you for the opportunity to submit this proposal.

A handwritten signature in cursive script that reads "William L. Reese" followed by the date "9/15/11".

William L. Reese, Partner  
Risk Protection Group, LLC

Risk Protection Group  
Est. Cost

<u>Cost Per Mile</u>	<u>Miles Round Trip</u>	<u># of Vehicls</u>	<u>Cost</u>
\$0.51	358.87	2	\$366.05

<u>Est. Hotel</u>	<u>Days</u>	<u># of People</u>	<u>Cost</u>
\$ 125.00	1	3	\$ 375.00

<u>Est. Per Diem</u>	<u># of People</u>	<u># of Days</u>	<u>Cost</u>
\$ 36.00	3	2	\$ 216.00

























<b>Total</b>			<b><u>\$957.05</u></b>
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Notes

**Trip to:**  
 3936 S Semoran Blvd  
 Orlando, FL 32822-4015  
 358.87 miles  
 5 hours 53 minutes

	<b>3936 S Semoran Blvd</b> Orlando, FL 32822-4015	<b>Miles Per Section</b>	<b>Miles Driven</b>	
	1. Start out going south on <b>S Semoran Blvd / Semoran Blvd S / SR-436 S</b> toward <b>Hickey Dr.</b>	Go 0.4 Mi	0.4 mi	
	2. Turn <b>left</b> onto <b>Pershing Ave.</b> <i>Pershing Ave is 0.1 miles past Annshire Way Subway in Shoppes of South Semoran is on the corner If you reach Gatlin Ave you've gone about 0.2 miles too far</i>	Go 1.5 Mi	1.9 mi	
		3. Turn <b>left</b> onto <b>SR-551 N / S Goldenrod Rd / Goldenrod Rd S.</b> <i>Giovanni's Pizza &amp; Subs is on the corner</i>	Go 3.0 Mi	4.9 mi
		4. Merge onto <b>SR-408-TOLL E / East-West Expy</b> (Portions toll). <i>If you are on S Goldenrod Rd and reach Yucatan Dr you've gone about 0.3 miles too far</i>	Go 0.6 Mi	5.5 mi
		5. Merge onto <b>SR-417-TOLL N / Central Florida Greenway</b> via <b>EXIT 18A</b> on the <b>left</b> toward <b>SR-417-TOLL N / Sanford</b> (Portions toll).	Go 3.0 Mi	8.6 mi
		6. Merge onto <b>SR-417-TOLL N / Central Florida Greenway</b> (Portions toll).	Go 19.8 Mi	28.3 mi
		7. Merge onto <b>I-4 E</b> via <b>EXIT 55A</b> toward <b>Daytona Beach.</b>	Go 30.3 Mi	58.7 mi
		8. Merge onto <b>I-95 N</b> via the exit on the <b>left</b> toward <b>Jacksonville.</b>	Go 76.8 Mi	135.5 mi
		9. Merge onto <b>SR-9A N</b> via <b>EXIT 337</b> toward <b>JAX Beaches.</b>	Go 26.0 Mi	161.5 mi
		10. Merge onto <b>I-95 N</b> via <b>EXIT 35B</b> toward <b>Savannah / Int'l Airport.</b>	Go 11.1 Mi	172.6 mi

	11. Take the <b>SR-200 / SR-A1A</b> exit, <b>EXIT 373</b> , toward <b>Callahan / Fernandina Beach</b> .	<b>Go 0.4 Mi</b>	172.9 mi
 	12. Merge onto <b>SR-200 E / SR-A1A N</b> toward <b>Yulee / Amelia Island / Fernandina BCH..</b>	<b>Go 6.8 Mi</b>	179.8 mi
	13. Turn <b>left</b> onto <b>Nassau Pl</b> . <i>Nassau Pl is 0.1 miles past Nassau Center Ct Chick-Fil-A is on the corner If you reach Arrigo Blvd you've gone about 0.2 miles too far</i>	<b>Go 0.2 Mi</b>	179.9 mi
	14. <b>96135 NASSAU PL</b> is on the <b>left</b> . <i>If you reach the end of Nassau Pl you've gone a little too far</i>		179.9 mi
<b>A to B Travel Estimate: 179.93 mi - about 2 hours 56 minutes</b>			
	<b>96135 Nassau Pl</b> Yulee, FL 32097-8634	<b>179.9 mi</b>	<b>179.9 mi</b>
	1. Start out going <b>southwest</b> on <b>Nassau PI</b> toward <b>SR-200 W / SR-A1A S</b> .	<b>Go 0.1 Mi</b>	180.1 mi
 	2. Take the <b>1st right</b> onto <b>SR-200 W / SR-A1A S</b> . <i>Chick-Fil-A is on the corner If you are on Flora Parke Blvd and reach Creek Parke Cir you've gone about 0.2 miles too far</i>	<b>Go 7.0 Mi</b>	187.0 mi
 	3. Merge onto <b>I-95 S</b> via the ramp on the <b>left</b> toward <b>Jacksonville</b> . <i>If you are on SR-200 W and reach Semper Fi Dr you've gone about 0.1 miles too far</i>	<b>Go 20.7 Mi</b>	207.7 mi
	4. Take the <b>I-10 W</b> exit, <b>EXIT 352D</b> , toward <b>Stockton St / Lake City</b> .	<b>Go 0.7 Mi</b>	208.5 mi
 	5. Merge onto <b>I-95 S</b> via the exit on the <b>left</b> toward <b>JAX Beaches / Daytona Bch</b> .	<b>Go 91.0 Mi</b>	299.4 mi
 	6. Merge onto <b>I-4 W</b> via <b>EXIT 260B</b> toward <b>Orlando</b> .	<b>Go 30.6 Mi</b>	330.1 mi
	7. Take the <b>CR-46A / SR-417-TOLL</b> exit, <b>EXIT 101AB</b> , toward <b>International Airports / Sanford</b> .	<b>Go 0.4 Mi</b>	330.5 mi
 	8. Merge onto <b>SR-417-TOLL S / Central Florida Greenway</b> via <b>EXIT 101B</b> toward <b>Int'l Airports / Sanford</b> (Portions toll).	<b>Go 22.2 Mi</b>	352.7 mi
 	9. Merge onto <b>SR-408-TOLL W / East-West Expy</b> via <b>EXIT 33B</b> on the <b>left</b> toward <b>Orlando</b> (Portions toll).	<b>Go 3.4 Mi</b>	356.1 mi
	10. Take the <b>SR-436</b> exit, <b>EXIT 14</b> , toward <b>Airport / Semoran Blvd</b> .	<b>Go 0.3 Mi</b>	356.4 mi
 	11. Turn <b>left</b> onto <b>S Semoran Blvd / SR-436 S / Semoran Blvd S</b> . <i>El-Junqueno is on the corner If you are on Yew Dr and reach S Solandra Dr you've gone a little too far</i>	<b>Go 2.5 Mi</b>	358.9 mi