17070 Collins Avenue Suite 263 Sunny Isles Beach, Florida 33160

4101 N. Andrews Avenue Suite 108 Fort Lauderdale Beach, FL 33308

305-956-9520 Fax 305-956-9392

August 5, 2022

Allington Towers Condominium North
Ms. Phyllis Newman
1500 S. Ocean Drive
Hollywood FL. 33019

Re: Security Service Proposal

Ms. Phyllis Newman:

COMPANY HISTORY

Established in 1983, Elite Guard is a State of FL Licensed and incorporated Security Agency, State of FL Security Officer Training Center and Private Investigations firm locally owned and family operated with two offices to serve you in Sunny Isles Beach and Fort Lauderdale Beach.

We have been located in our Sunny Isles Beach corporate office for the past 39 years in operation.

We currently employ over 1000 full time and part time State of FL licensed & regulated security officers in South Florida.

Our offices & control room center operate 24 hours per day, 7 days per week including all holidays.

Elite Guard principals and management staff members maintain various licenses by the State of Florida including Class MB, Class DI, Class G, Class C and Concealed Weapons. We have over a century of combined security / law enforcement experience and certifications from various police departments in South Florida. Executive and Operational Management Staff have obtained their under graduate and post graduate degrees in Criminal Justice, Criminology, HR , and Accounting from accredited universities throughout the United States and abroad including St. Thomas University, Wayne State, and Florida International University.

MISSION STATEMENT

"To professionalize the security industry by exceeding the expectations of our clients and the needs of our employees"

FRONT GATE SECURITY SERVICES

SECURITY ROVER SERVICES

Optional Security Dry Fit Polo

SECURITY PROGRAM OUTLINE

SERVICE PROVIDED	SERVICE LOCATION	SERVICE SCHEDULE	TOTAL HOURS
One (1) State of FL Class "D" Unarmed Licensed Elite Guard Uniformed, Insured, Front Desk Personnel	Allington Towers Condominium North is an 18 story high rise condominium at 1500 S. Ocean Drive Hollywood FL. 33019	Monday – Sunday 24 hours per day 7 days per week Front Desk Operation	168 hours per week Regular Front Desk Security Personnel
		Total Hours	**168 hours per week**

SERVICE RATES / SALARY COMPENSATION & BUDGET

The proposed hourly service rate is determined by the total minimum number of service hours provided, duration of service, security equipment implemented, employee compensation (including scheduled overtime if applicable) and benefits in relation to their scope of work and qualifications. Other factors include current labor market conditions, property location, licensing requirements, costs of burden associated with payroll taxes, commercial liability insurance (insurance higher for armed services), workers compensation coverage and Elite Guard management support, supervision, & State of Florida regulations, etc.

Allington Towers Condominium North OPTION 1 (24-HOUR / 7 DAY FRONT DESK SECURITY SERVICE)				
Security Positions	**Hours Per Week**	**Wages P/H**	**Service Rate**	**Total**
Elite Guard Front Desk Security Officer **STANDARD SECURITY UNIFORM**	168 hours	$16.00 - $16.50	$22.77 per hour	$3,825.36
SUBTOTAL:	168 hours			$3,825.36
(52 WEEKS PER YEAR)				$198,918.72
Holiday Hours:	288 holiday hours		$11.39 per hour	$3,280.32
(1) Cell Phone	$175.00	/ @ 12 MONTHS	$2,100.00	$2,100.00
7% FL Sales Tax				$204,299.04
TOTAL ESTIMATED ANNUAL COST				**$218,599.97**

***ESTIMATED PROPOSAL IS VALID FOR 45 DAYS**

Allington Towers Condominium North OPTION 2 (24-HOUR / 7 DAY FRONT DESK SERVICE)				
Security Positions	**Hours Per Week**	**Wages P/H**	**Service Rate**	**Total**
Elite Guard Front Desk Security Officer **CONCIERGE UNIFORM**	168 hours	$16.00 - $16.50	$22.77 per hour	$3,825.36
SUBTOTAL:	168 hours			$3,825.36
(52 WEEKS PER YEAR)				$198,918.72
Holiday Hours:	288 holiday hours		$11.39 per hour	$3,280.32
(1) Cell Phone	$175.00	/ @ 12 MONTHS	$2,100.00	$2,100.00
7% FL Sales **TAX EXEMPT**				$204,299.04
TOTAL ESTIMATED ANNUAL COST				**$204,299.04**

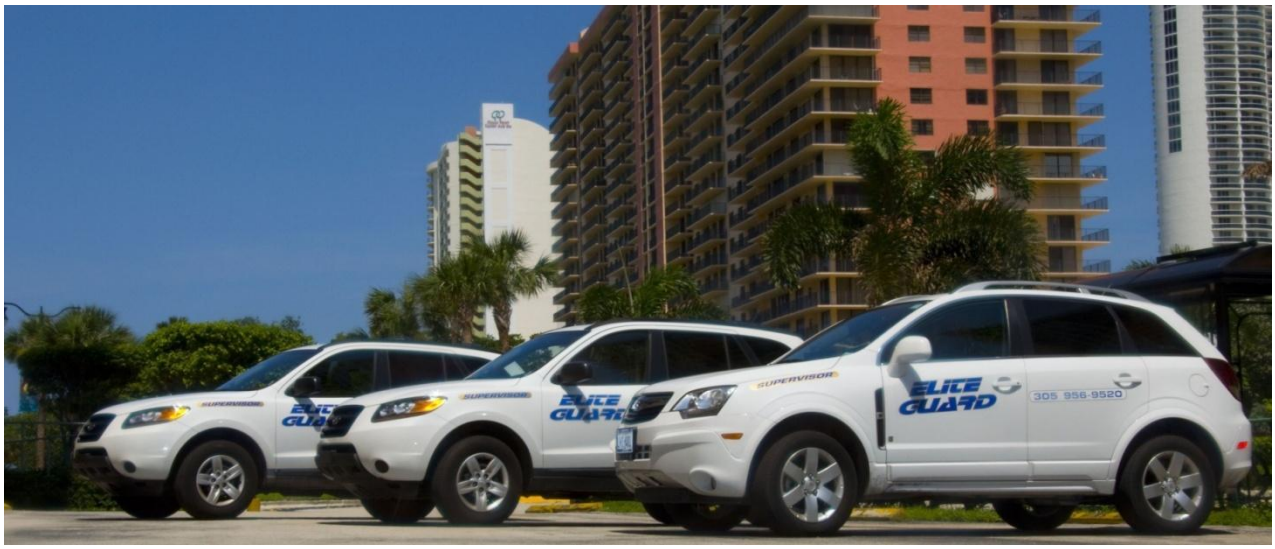
***ESTIMATED PROPOSAL IS VALID FOR 45 DAYS**

CONCIERGE UNIFORM EXAMPLE →

ELITE GUARD SECURITY EQUIPMENT PROVIDED

SECURITY EQUIPMENT DESCRIPTION	***COST FOR SECURITY EQUIPMENT PROVIDED***
One (1) Verizon Wireless Smart Phones with dedicated phone line, WI-FI, and texting capability required	**$175.00**
One (1) licensed Security Application (Trak-Tik) for Smart Phone. App integrated for report writing with internet and basic word processing to send security reports and emails including PDF/Photo Attachments to management	**INCLUDED IN PHONE COST**
Transcend Body Cameras for security rover personnel / Full HD recording with infrared LED	**NO CHARGE / CLIENT OPTION**
Rechargeable Flashlights (MAG-LITE)	**NO CHARGE / INCLUDED IN SERVICE RATE**
PPE Equipment (Masks, Sanitizer, etc)	**NO CHARGE / INCLUDED IN SERVICE RATE**

ELITE GUARD FIELD SUPERVISORS 24 HOURS



All Elite Guard Security Vehicles are 2021-2022

SMART PHONE TECHNOLOGY WITH SECURITY APP

Elite Guard offers a complete cellular phone based mobile security reporting system.

TRACK TIK

Using a smart phone, Elite Guard personnel reports are generated in real-time and are immediately actionable. All reports are online all the time, and can also be immediately emailed to any email address. Management will be able to review all incident and event reports, follow guard tours in real-time, etc. Incident and event reports include photos for greater accuracy.

Additional features include:

Mobile Security logbook - All the functionality to report & track your security activities

A complete mobile solution! –Clients are able to monitor security personnel's job attendance, review all incident and event reports, follow guard tours in real-time, etc.

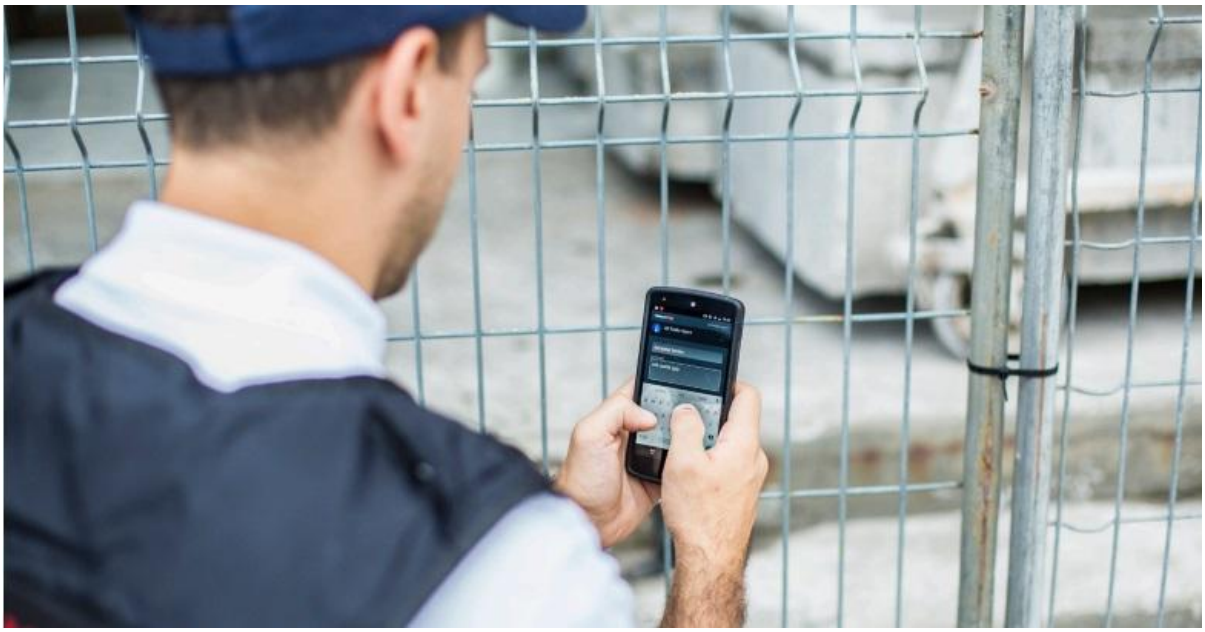
Real-time reporting - Reports are generated in real-time and are immediately actionable. All reports are online all the time.

Photos and signatures -Incident and event reports include photos and signatures for greater accuracy. Guard tour reports include photos and comments.

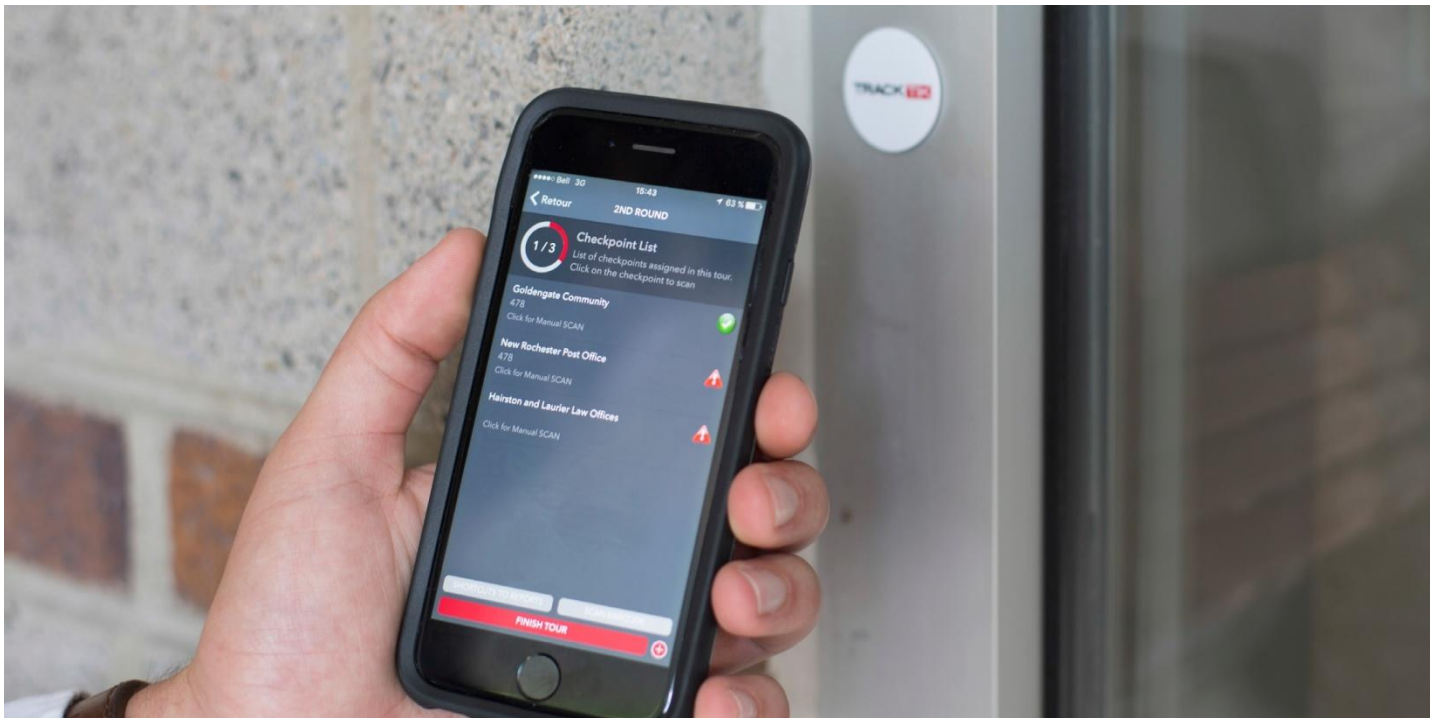
Interactive Guard tours - Officers are instructed, checkpoint-by-checkpoint, on what to do, and they can report problems on the spot. You can track them in real time on the site floor plan

Post orders delivery & confirmation - Post orders are delivered in real-time to the mobile devices and officers confirm having read the order.

INCIDENT REPORT WRITING



GPS / GUARD TOURING SYSTEM



Transcend Drive Pro Body Camera

Mounted Vehicle Dash Cameras

VALUE ADDED SERVICES

DESCRIPTION	NOTES
All Employee Uniform Expenses including raingear / jackets / vests	Personnel provided unlimited uniforms / Client will approve uniform style , color and design
Payroll Salary	Included in Cost
Overtime expenses for contracted hours	Included in Cost
Payroll Taxes (Federal Withholdings, Social Security, Medicare)	Included in Cost
Pre-employment Screening Expenses	Drug Screening, FDLE Criminal, Division of Licensing, etc
Workers Compensation Coverage	Amounts and coverage as required by the State of Florida Compensation Laws
Comprehensive General Liability Insurance	Bodily Injury Liability of $1,000,000.00 each person; $1,000,000.00 each occurrence; Property Damage Liability of $1,000,000.00. In addition, a $3,000,000.00 Aggregate Policy and an excess liability policy of $2,000,000.00
Automobile Liability Insurance (Including Coverage for owned, non owned and hired vehicles)	Bodily Injury Liability $2,000,000.00 each occurrence, Property Damage Liability $2,000,000.00 each occurrence
Emergency Relief Personnel	Vacation Leave, Sick Leave, Jury Duty, etc.
Field Supervision (Arriving on-site in Elite Guard Patrol Vehicles)	24 hours per day / 7 days per week
CCTV Control Room Monitoring / 24 hour dispatcher	24 hours per day / 7 days per week
Assigned Personnel Manager	Assigned to client property. Pre-screening & daily support of assigned Elite Guard personnel
Assigned Client Area Manager	Arrives weekly to meet with staff and client to ensure quality of service
Training /Transition Managers	Assist with the creation of the security manual and continuous on site and off site training of personnel assigned

ELITE GUARD PERSONNEL SELECTION, SCREENING, & REGULATION

All Elite Guard personnel assigned to *ALLINGTON TOWERS CONDOMINIUM NORTH* will have a **Class "D" Security license** issued by the State of Florida Division of Licensing. Elite Guard is also a State of FL licensed private investigations firm which allows us access to various databases for effective pre-employment screening. Prior to assignment, the Security officer will undergo a thorough criminal background check and screening including the following:

- The Federal Bureau of Investigation / Homeland Security
- The Florida Department of Law Enforcement (FDLE)
- Pre-employment drug testing and random testing throughout employment
- Workers compensation claims verification
- Previous employment history
- Unemployment Compensation history
- E-Verify / Immigration Status
- DMV Driver's License Record Check
- Department of State / FL Division of Licensing Verification
- Concept of QSP (Quality Selection Process) – Assigning the right person in the right position
- Customized Interviewing to identify best performers in specific roles

STAFF BENEFIT PROGRAM

BENEFIT PROVIDED	ELIGBILITY	COST FOR EMPLOYEE
Vacation Pay (One week / 40 hours)	Completion of 1 year of service	Provided at no cost
New Security Uniforms	Unlimited supply provided during assignment	Provided at no cost
Health Insurance (2 Plans) AvMed Health Care	Available to all employees as mandated by the Affordable Health Care Act	As required by federal law employee will contribute 9.5% of salary per month based on 130 hours / Elite Guard is responsible for remaining cost
Payroll Cash Advances	Employee must be in good standing maximum amount of $350.00	Provided at no cost

ELITE GUARD SECURITY UNIFORMS

Elite Guard strongly believes that appearance is of critical importance. Unlimited uniforms are provided to all personnel.

Client may alter the uniform style provided changes requested are not in violation of Chapter 493 / Division of Licensing.

ELITE GUARD SECURITY ROVER PERSONNEL:

- Short Sleeve white with black security shirt with Elite Guard patches
- Black security pants with blue stripe
- Reflective security vest
- Security Jackets with Elite Guar Patches
- Elite Guard Security Cap (optional)
- Black shoes (All black sneaker permitted)
- Black tie
- Black belt
- Blue Citation Cord with standard uniform
- Elite Guard Identification
- Silver Name Tag
- Silver Badge

STAFF SUPERVISION & SUPPORT

OFFICE SUPPORT STAFF, CONTROL ROOM SUPERVISORS & FIELD SUPERVISION

Elite Guard realizes that proper supervision is needed to ensure and maintain the quality performance of the security personnel. Supervision duties will be overseen by the personnel manager, area manager, control room & field supervisors and Site Supervisor. **Field Supervisors & Dispatchers are on duty 24 hours per day / 7 days per week.** Our field supervisors and managers will arrive on the property in marked and unmarked patrol vehicles throughout the day on a no-notice basis.

Elite Guard managers are on duty in our corporate office 7 days per week including Holidays.

24 HOUR CONTROL ROOM / 24 HOUR DISPATCH CENTER

NIGHT MANAGER(S) ON DUTY FOR CLIENT AND STAFF SUPPORT

Slack

Slack is a cloud based team collaboration tool which enhances communication with all members.

SECURITY TRAINING & SECURITY POST ORDERS

Unlike many of our competitors, Elite Guard is a State of Florida Licensed Security Officer Training Facility **(DS License # 9500052).**

All Elite Guard personnel assigned to the property will undergo a specialized training program designed exclusively for *ALLINGTON TOWERS CONDOMINIUM NORTH*. by Elite Guard, with input from property management. Specific POST ORDERS will be created and implemented. Our staff training program, which is conducted in our corporate office, will consist of the following subjects (minimum):

Visitor Access Control, Emergency procedures, Patrol Techniques, Parking Enforcement, Illegal Dumping First Aid, Public relations, Client relations, Fire safety/Prevention, Communication skills, Report Writing, as well as other topics relative to maintaining the safety and security of the property.

SPECIALIZED TRAINING (Client Option)

CLIENT REFERENCES

We are currently providing similar roving & front gate security services to communities including:

- ***TOWNGATE HOA (PEMBROKE PINES)***
- ***BAY POINT HOA (MIAMI)***
- ***TERRACES AT TURBERRY (AVENTURA)***
- ***POINCIANA ISLAND HOA (SUNNY ISLES BEACH)***
- ***MARINER VILLAGE HOA (AVENTURA)***
- ***DELVISTA TOWERS (AVENTURA)***
- ***MILLENNIUM CONDOMINIUM (SUNNY ISLES BEACH)***
- ***OLYMPUS TOWERS CONDOMINIUM (HALLANDALE BEACH)***
- ***QUADOMAIN 3 CONDOMINIUM (HOLLYWOOD)***
- ***THE PALMS MASTER ASSOCIATION (FORT LAUDERDALE)***

CONCLUSION

Elite Guard looks forward to working with the property management and the Board in establishing a successful security program.

If you should have any questions regarding this proposal or are in need of additional information or would like to tour our office/training center, please do not hesitate in contacting my office.

Sincerely,

Jonathan Hamilton
MB License # 3100244
Cell: 954-809-8722