

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 9th day of February 20 16

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby recognize February 7 – 13, 2016 as Missouri Farm Bureau Thank a Farmer Week.

Done this 9th day of February, 2016.

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission

[Signature]
Daniel K. Atwill
Presiding Commissioner

Absent
Karen M. Miller
District I Commissioner


[Signature]
Janet M. Thompson
District II Commissioner

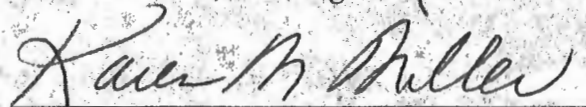
**PROCLAMATION IN RECOGNITION OF
MISSOURI FARM BUREAU THANK A FARMER WEEK
FEBRUARY 7-13, 2016**

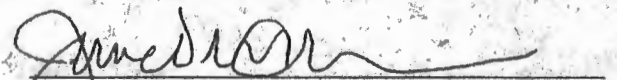
- Whereas,* America's farmers and ranchers provide food that satisfies the tastes and preferences of today's consumers; and
- Whereas,* one farmer produces food and fiber for 154 people in the United States and abroad; and
- Whereas,* U.S. consumers spend approximately 10 percent of their disposable income on food each year, less than any country in the world; and
- Whereas,* America's farmers and ranchers not only provide the food we eat but also help sustain rural communities, preserve open space and wildlife habitat and protect the environment; and
- Whereas,* farming and ranching play a vital role in the economy of the country and each county in the state; and
- Whereas,* farmers are professionals in their career of providing food and fiber and work behind the scenes to provide a food supply that is abundant, affordable overall, and among the world's safest; and
- Whereas,* February 7 - February 13, 2016 is recognized as Missouri Farm Bureau Thank a Farmer Week;
- Therefore,* the Boone County Commission does hereby proclaim February 7-February 13, 2016 to be **Missouri Farm Bureau Thank a Farmer Week** throughout Boone County and express appreciation for the efforts of farmers within Boone County and across the state of Missouri.

IN TESTIMONY WHEREOF, this 9th day of February, 2016.

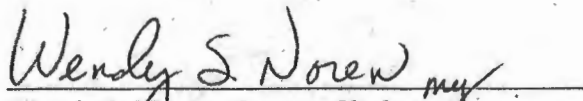



Daniel K. Atwill, Presiding Commissioner


Karen M. Miller, District I Commissioner


Janet M. Thompson, District II Commissioner

ATTEST:


Wendy S. Noren, County Clerk

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

February Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

9th

day of

February

20

16

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 65-23NOV15 – Extradition Services Term & Supply contract for the Boone County Sheriff's Department to the following:

- US Corrections, LLC – Primary Supplier
- PTS of America, LLC – Secondary Supplier

The terms of the bid award are stipulated in the attached Purchase Agreements. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreements.

Done this 9th day of February, 2016.

ATTEST:

Wendy S. Noren
 Wendy S. Noren
 Clerk of the County Commission

Daniel K. Atwill
 Daniel K. Atwill
 Presiding Commissioner

Absent
 Karen M. Miller
 District I Commissioner

Janet M. Thompson
 Janet M. Thompson
 District II Commissioner

Boone County Purchasing

Jacob M. Garrett
Buyer



613 E. Ash St., Room 111
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Jacob M. Garrett, Buyer
DATE: January 11, 2016
RE: RFP Award Recommendation: 65-23NOV15 – Extradition Services for the Boone County Sheriff's Department

Request for Proposal 65-23NOV15 – Extradition Services for the Boone County Sheriff's Department closed on November 23rd, 2015. Two proposal responses were received.

The evaluation committee consisted of the following;

Christie McCaleb, Corrections Sergeant
Gary German, Captain
Leasa Quick, Budget Administrator
Jenny Atwell, Corrections Captain

The evaluation committee recommends award to both US Corrections LLC and PTS of America, LLC as per their attached evaluation report. US Corrections LLC will be the primary provider of this service and PTS of America, LLC will be the secondary provider.

This is a term and supply contract and invoices will be paid from department 1255 – Corrections, account 85600 – Extradition Services, amount budgeted \$23,000.00.

cc: Gary German / Leasa Quick, Sheriff Department
Jenny Atwell / Christie McCaleb, Corrections Department
Bid File

68-2016



Elaine F. Marshall
Secretary

North Carolina

DEPARTMENT OF THE
SECRETARY OF STATE

PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

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Corporate Names

Legal: US Corrections LLC

Limited Liability Company Information

SosId: 1355576
Status: Current-Active
Annual Report Status: Current
Citizenship: Domestic
Date Formed: 1/9/2014
Fiscal Month: January
State of Incorporation: NC
Registered Agent: Incorp Services, Inc.

Corporate Addresses

Mailing: 15720 Brixham Hill Ave, Suite 300
Charlotte, NC 28277
Principal Office: 15720 Brixham Hill Ave, Suite 300
Charlotte, NC 28277
Reg Office: 176 Mine Lake Court, Suite 100
Raleigh, NC 27615-6417
Reg Mailing: 176 Mine Lake Court, Suite 100
Raleigh, NC 27615-6417

Company Officials

All LLCs are managed by their managers pursuant to N.C.G.S. 57D-3-20.

Managing Member : US Corrections LLC
1201 N. Orange St. Ste 700
Wilmington DE 19801

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Search Results

Current Search Terms: US corrections* LLC*

Your search for "US Corrections* LLC*" returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	US Corrections LLC	Status: Submitted
DUNS: 079707264	CAGE Code:	<input type="button" value="View Details"/>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date:	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		

Glossary

Search

Results

Entity

Exclusion

Search

Filters

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

SAM | System for Award Management 1.0

IBM v1.P.41.20151230-2151

WWW1

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68-2016



Tennessee Secretary of State

Tre Hargett

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Business Services Online > Find and Update a Business Record > Business Entity Detail

Business Entity Detail

Available Entity Actions	File Annual Report
	Certificate of Existence
	Merge Business in Tennessee

Entity details cannot be edited. This detail reflects the current state of the filing in the system.

Return to the [Business Information Search](#).

000797935: Limited Liability Company - Domestic Printer Friendly Version

Name: PRISONER TRANSPORTATION SERVICES, LLC

Status: Active	Initial Filing Date: 04/29/2015
Formed in: TENNESSEE	Delayed Effective Date:
Fiscal Year Close: December	AR Due Date: 04/01/2016
Term of Duration: Perpetual	Inactive Date:
Principal Office: 1854 AIR LANE DR STE 20 NASHVILLE, TN 37210-3816 USA	
AR Exempt: No	Obligated Member Entity: No
Managed By: Member Managed	Number of Members: 1

Assumed Names

History

Registered Agent

Name	Status	Expires
No Assumed Names Found...		

Division of Business Services
 312 Rosa L. Parks Avenue, Snodgrass
 Tower, 6th Floor
 Nashville, TN 37243
 615-741-2286

[Email](#) | [Directions](#) | [Hours and Holidays](#) | [Methods of Payment](#)

Business Filings and Information (615) 741-2286 | TNSOS.CORPINFO@tn.gov
 Certified Copies and Certificate of Existence (615) 741-6488 | TNSOS.CERT@tn.gov
 Motor Vehicle Temporary Liens (615) 741-0529 | TNSOS.MVTL@tn.gov
 Uniform Commercial Code (UCC) (615) 741-3276 | TNSOS.UCC@tn.gov
 Workers' Compensation Exemption Registrations (615) 741-0526 | TNSOS.WCER@tn.gov
 Apostilles & Authentications (615) 741-0536 | TNSOS.ATS@tn.gov
 Summons (615) 741-1799 | TNSOS.ATS@tn.gov
 Trademarks (615) 741-0531 | TNSOS.ATS@tn.gov

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Search Results

Current Search Terms: prisoner* transportation* services* LLC*

<p>Notice: This printed document represents only the first page of your SAM search results. More results may be available. To <u>print your complete search results, you can download the PDF and print it.</u></p> <p>No records found for current search.</p>

None found

Glossary

Search Results

Entity

Exclusion

Search Filters

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

SAM | System for Award Management 1.0

IBM v1.P.41.20151230-2151

WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



**PURCHASE AGREEMENT FOR
EXTRADITION SERVICES TERM AND SUPPLY
(Primary Supplier)**

THIS AGREEMENT dated the 9th day of February 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **US Corrections LLC**, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Extradition Services Term and Supply**, Boone County Request for Proposal for Extradition Services, proposal number **65-23NOV15**, Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the un-executed Response / Pricing Page, Addendum Number 1, proposal response dated November 21, 2015, and Best and Final Offer Number 1, both executed by **Dave Warden** on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the un-executed Response / Pricing Page, Addendum Number 1, and Best and Final Offers Number 1 shall prevail and control over the Contractor's proposal response.

2. Basic Services - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County extradition services as set forth in the proposal specifications and as outlined in the Contractor's proposal response and Best and Final Offer as follows:

- Price Per Mile-Adult Prisoner \$0.98
- Price Per Mile-Juvenile Prisoner \$2.00
- Minimum Trip Fee \$350.00
- Discount if more than one prisoner 50%
- Per pick-up/drop off location at same time
- Special needs transports will be priced on a case-by-case basis
- Limited Service Area Pick-Up \$300.00

3. Contract Duration - The initial contract period is **February 01, 2016 through December 31, 2016**. This agreement may be extended beyond the expiration date by order of the County for **an additional four (4) one-year periods**. Pricing is firm and may not increase for any renewal period. At the end of the final renewal period, contract may continue on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

4. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the proposal specifications and responded to on the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's proposal response, as needed and as ordered by County. **US Corrections LLC** shall act as the primary supplier and shall furnish Extradition Services for the County. The contractor shall arrange for a 24 hour, seven (7) days per week communications system for access of agency decision-makers. On a case by case basis, the County reserves the right to use an alternative Contractor if the primary Contractor is unable to meet a

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necessary pick up deadline. If proposed schedule is not acceptable for the County, the County will contact and schedule the work with the Secondary contracted supplier.

5. Billing and Payment – Invoices shall be sent to the Boone County Sheriff Department, Attn: Leasa Quick, 2121 County Drive, Columbia, 65202. Billings may only include the prices listed in the Contractor’s proposal response. No additional fees or extra services not included in the proposal response or taxes shall be included as additional charges in excess of the charges in the Contractor’s proposal response to the specifications. The County agrees to pay all correct monthly statements within thirty (30) days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its proposal response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of nine percent (9%) per annum on disputed amounts withheld commencing from the last date that payment was due.

6. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

7. Entire Agreement - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

8. Termination by County - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

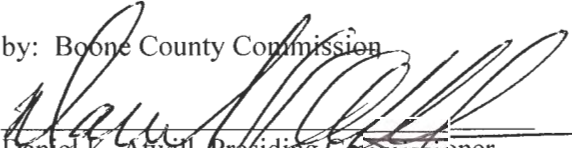
US CORRECTIONS LLC

by 

title Director of Business Development


address 15700 Brixham Hill Ave, Suite 300, Charlotte, NC 28277

BOONE COUNTY, MISSOURI

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

by: 
County Counselor

ATTEST:

Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION:

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Signature Jane Pitchford by 19

Date 02/02/2016

Appropriation Account 1255/85600



U.S. CORRECTIONS

PRIDE – INTEGRITY – COMMITMENT

15720 BRIXHAM HILL AVE, SUITE 300
CHARLOTTE, NC 28277
PH: 704-705-1425
FAX: 704-749-8749
INFO@USCORRECTIONS.ORG

DIVISION OF WARRANTS AND EXTRADITIONS

Date: December 11, 2015
Subject: Best and Final Offer (BAFO)
Recipient: Boone County, MO – Purchasing Department
Attention: Mr. Jacob Garret, Buyer

Garret,

Below you will find U.S. Corrections Best and Final Offer to offer Extradition Services for the Boone County Sheriff's Department along with our responses to the counties requests for clarification.

1. Can yearly usage reports be provided broken out by

- Price per mile – adult with total number of adults, total number of miles, unit price, extended price.
- Price per mile – juvenile with total number of juveniles, total number of miles, unit price, extended price.
- Quantity of minimum trip fees, unit price, extended price.
- Multiple prisoner trips – total number of prisoners, mileage, unit price and extended price.
- Special needs – with special need specified, mileage, unit price and extended price.

Yes they can. The above requested information can also be accessed at any time (24/7/365) by simply logging into our secured website with the usernames and passwords your transport staff, or other key individuals/supervisors will be given upon contract award. All transports completed by U.S. Corrections are logged and readily viewable for the duration of our future agreement. U.S. Corrections can provide detailed reports of the above requested information, free of charge, upon request from the county at any time, as this is a complimentary service we offer to all of our current clients.

2. Do you have any surcharges such as same day/court pick up, end of sentence/release date or any others?

U.S. Corrections is eager to work with the Boone County Sheriff's Department and is willing to be as fair as possible with all rates we propose to the county. We guarantee to beat any of our competitor's rates and we feel that the rates listed below shall represent such intent;

Price Per Mile-Adult Prisoner:	\$0.98 / mile
Price Per Mile-Juvenile Prisoner:	\$2.00 / mile
Minimum Trip Fee:	\$350.00
Same Day/Court Pick Up:	No Charge



U.S. CORRECTIONS

PRIDE – INTEGRITY – COMMITMENT

DIVISION OF WARRANTS AND EXTRADITIONS

Release Date: **No Charge**

*Limited Service Area Pick-Up: **\$300.00**

*Limited Service Area Pick-Ups (LSA's) are pick-ups in states, mostly in the North West, that represent low populations covering a vast majority of area; Washington, Oregon, Idaho, Montana, Wyoming, North Dakota, South Dakota, and Maine.

3. Can you provide invoices with detailed billing including mileage, special needs, and surcharges? Please provide a detailed billing sample.

Yes we can. Attached you will find a sample invoice from one of our current clients. Please forgive the redacted/blacked out portions of the invoice as we take great measures to prevent accidental disclosure of our clients and/or the incarcerated persons we transport. Invoices, including past and present, can be viewed at any time (24/7/365) via our secured online website and ordering system. Access to invoices can be authorized only to select users or to supervisors if requested. As shown our invoices include all information that the county is requesting.

4. Have you ever been sued by an inmate?

Given the nature of this industry and transporting thousands of incarcerated persons each year, suits and acquisitions of abuse and mistreatment are bound to occur. With that said, **U.S. Corrections, nor any of our employees/transport officers have EVER been found liable, nor have we ever been ordered to pay restitution, for any inmate suits/claims of mistreatment, neglect, or abuse.** As stated in our proposal on page 45, "Internal Affairs & Incident Prevention" and on page 46, "Company Incidents," U.S. Corrections, since our inception has NEVER had an inmate escape, an inmate death, an officer death, a major vehicle accident, been found responsible for a human/civil rights violation, had a major financial incident, nor had a contract for services terminated.

U.S. Corrections takes all inmate reports, claims, and suits very seriously. Taking a proactive approach, U.S. Corrections has spent considerable resources to prevent such claims/suits before they can occur. U.S. Corrections is the only private prisoner transport company to establish an Internal Affairs Division which we have staffed with senior level, former investigators and detectives. This Internal Affairs Divisions sole job is to investigate claims made against U.S. Corrections and its employees and provide unbiased reports, available to all parties involved. The U.S.C. Internal Affairs Division prides themselves on quick reaction times and thorough, accurate reporting. Internal Affairs Officers often travel to where the incident occurred. On scene, they interview all inmates, Officers, and/or parties involved in the incident and detail their investigation thoroughly through the use of state-of-the-art software, audio/video recording equipment, and internal U.S.C. investigation documents kept both digitally and hard-copied.



U.S. CORRECTIONS

PRIDE – INTEGRITY – COMMITMENT

DIVISION OF WARRANTS AND EXTRADITIONS

U.S. Corrections Internal Affairs Division typically has thorough reports to the contracted agency in a 48 to 72 hour timespan.

Below are some of the measures we have taken to prevent and to continue to prevent suits and allegations from occurring.

- Live-Streaming and Externally Monitored/Recorded CCTV Cameras in **ALL** Transport Vehicles, powered by *Torus Systems – Oculus* Software. U.S. Corrections is the only Company in the Prisoner Transport Industry to equip vehicles with this system.
- Live-Streaming and Externally Monitored/Recorded Officer **Body Cameras** powered by *Torus Systems – Oculus* Software.
- All Officers/Vehicles are visually monitored and recorded **24/7/365** through one, or multiple, U.S. Corrections Dispatch Centers. These dispatch centers monitor the officers and inmates in custody via the onboard vehicle camera systems, the Officers body cameras, and audio recording devices.
- All Transport Vehicles are equipped with **GPS Tracking Devices** and **Safety Monitoring Devices** which record, log, and monitor the Transport Vehicles exact location, speed, restraint usage (both inmates and officers), braking, acceleration, and cornering abruptness.
- Utilization of *Torus Systems – Centurion* Software which records the exact times, locations, and details of every inmate pick-up/drop-off. All officers have mobile access to this Software and utilize it to enter any inmate issues, complaints, or discrepancies. It also allows U.S.C. Officers to verify inmate's identity, know their prior convictions, any pre-existing medical concerns, and the inmate's custody level.

By enacting such preventative measures, like the ones listed above, ensuring that our officers are all highly trained and come from backgrounds primarily in law enforcement, corrections, or military service we have made great strides to prevent major incidents. U.S. Corrections is proud of our reputation as one of the most well-regulated, secure, and trusted prisoner transportation providers in this private industry. We are well aware of the mistakes that our competitors have made, see below, and we make every effort possible to ensure that we do not fall victim to their poor planning and poor representation of the private prisoner transport industry.

<http://www.rawstory.com/2015/06/florida-private-prison-transport-guards-urinated-on-man-pointed-shotgun-at-his-head-lawsuit/> .

<http://www.rawstory.com/2014/10/ailing-shoplifter-dies-after-private-prison-transport-forces-1000-mile-trip-in-cramped-van/>

<http://www.miamiherald.com/news/state/florida/article2287990.html>

<http://www.usatoday.com/story/news/nation/2015/02/05/inmate-escapes-transport-pizza-hut/22923599/>



U.S. CORRECTIONS

PRIDE – INTEGRITY – COMMITMENT

DIVISION OF WARRANTS AND EXTRADITIONS

<http://www.courthousenews.com/2014/07/11/69415.htm>

I hope that I have thoroughly answered the County's requests and should any further clarification be needed, please do not hesitate to ask.

Sincerely,

SEMPER FIDELIS,

Dave Warden III

Director of Business Development

U.S. CORRECTIONS



A1A-1510-1078
 22 Oct 2015
 Invoice Number and Date

Agency:

Colorado DOC
 2862 South Circle Drive
 Colorado Springs, CO 80906

Billing Contact:

Monica Jones - 303-763-2419
 monica.jones@state.co.us

About:

Viewed: Patty Weaver 2015-10-26 12:58
Approved: Patty Weaver 2015-10-26 17:23
Sent to Accounting: OVERRIDE 2015-11-24 12:15
Payment Remitted: OVERRIDE 2015-11-24 12:15
Payment Received: Kimberly Jimenez 2015-11-24 12:15
Payment Cleared: Kimberly Jimenez 2015-11-24 12:15

Payment Details:

Invoice No #: A1A-1510-1078
Invoice Date: 22 Oct 2015
Billing Period: 2015-10-16 - 2015-10-16
Aging: 50 days
Factored: No
Total Amount: \$ 7,855.21
Check No: 8000766429
Status: Payment Cleared

Details	Mileage	Price
1 Morgenstern, Jesse - 1980-11-12 Order No V9Y-1MXOLF8B Sex Male From: Douglas County Jail, NE to Denver RDC, CO Ordred By: Patty Weaver Ext Type: Release DOC No: 163511 Inmate No: 81610	452	\$350.00 + \$300.00 s = \$702.28 <small>minimum same day pick-up</small>
2 Russell, Beau - 1979-05-13 Order No V9Y-A54FW86E Sex Male From: Orange County Jail, FL to Denver RDC, CO Ordred By: Patty Weaver Ext Type: Warrant DOC No: 164214 Inmate No: 15-031733	1799	\$350.00 = \$1,601.11 <small>minimum</small>

3	Grine, Daniel - 1985-09-05 Order No V9Y-45GNIP8F Sex Male From: Citrus County Jail, FL to Denver RDC, CO Ordred By: Patty Weaver Ext Type: Warrant Booking No: 15-2848 DOC No: 149024	1723	\$350.00 minimum	= \$1,533.47
4	Lazoya, Kevin - 1979-09-28 Order No V9Y-R1ML2BJK Sex Male From: Orleans Parish Jail, LA to Denver RDC, CO Ordred By: Patty Weaver Ext Type: Warrant DOC No: 137253	1218	\$350.00 minimum	= \$1,084.02
5	North, Dennis - 1968-09-05 Order No V9Y-UKMVCO81 Sex Male From: Travis County Jail, TX to Denver RDC, CO Ordred By: Patty Weaver Ext Type: Warrant DOC No: 159345	848	\$350.00 minimum	= \$754.72
6	Alton, Tanisha - 1981-03-24 Order No V9Y-Y4JC7TML Sex Female From: Douglas County Jail, OR to Denver RDC, CO Ordred By: Patty Weaver Ext Type: Warrant Booking No: B15019766 DOC No: 117913	1279	\$350.00 minimum	= \$1,138.31
7	Hill, Heath - 1987-06-26 Order No V9Y-JDRVB3T6 Sex Male From: Genesee County Jail, MI to Denver RDC, CO Ordred By: Patty Weaver Ext Type: Warrant DOC No: 165937 Inmate No: 111286	1170	\$350.00 minimum	= \$1,041.30

Invoice Remit Address:

P: (Phone)

Make Checks Payable

Sub - Total amount: \$7,855.21
Discounts: \$0.00
Additions: \$0.00
Tax: \$0.00
Grand Total: \$7,855.21

Boone County Purchasing



Jacob M. Garrett
Buyer

613 E. Ash Street, Room 111
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390
E-mail: JGarrett@boonecountymo.org

December 10, 2015

U.S. Corrections
Attn: Dave Warden
15720 Brixham Hill Ave, Suite 300
Charlotte, NC 28277

E-mail: Dave.Warden@uscorrections.org

RE: Clarification / Best & Final Offer #1 to 65-23NOV15 -- *Extradition Services for Boone County Sheriff Department*

Dear Mr. Warden:

In accordance with section 5.1.2. of RFP number 65-23NOV15 -- *Extradition Services for Boone County Sheriff Department*, this letter shall constitute an official request by the County of Boone - Missouri to enter into competitive negotiations with your firm.

The attached Clarification / Best and Final Offer Form includes any changes being made to the RFP as a result of this BAFO request. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your detailed Clarification / Best and Final Offer response.

As a result of this request for Clarification / Best and Final Offer #1, you may now modify the pricing of your proposal and/or may change, add information, and/or modify any part of your proposal. Please understand that your response to this BAFO request **may be** your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other changes to pricing.

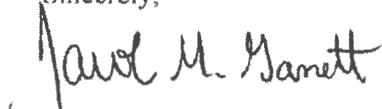
You are requested to provide written response to this BAFO by **10:00 a.m. December 17, 2015** by e-mail to JGarrett@boonecountymo.org.

You are reminded that pursuant to Section 610.021 RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to the buyer of record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process.

Inappropriate contacts or release of information about your proposal response or BAFO are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this Clarification / BAFO request, please call (573) 886-4393 or e-mail JGarrett@boonecountymo.org. I sincerely appreciate your efforts in working with Boone County - Missouri to ensure a thorough evaluation of your proposal.

Sincerely,



Jacob M. Garrett
Buyer

cc: Evaluation Team
Proposal File

Attachments: Clarification / Best and Final Offer (BAFO) Form #1

BOONE COUNTY - MISSOURI

PROPOSAL NUMER AND DESCRIPTION: 65-23NOV15 – Extradition Services for Boone County Sheriff Department

CLARIFICATION / BEST AND FINAL OFFER FORM #1

This Clarification / BAFO is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this Clarification / BAFO must be acknowledged and submitted in writing on or before 10:00 a.m. December 17, 2015 by e-mail.

CLARIFICATION – please provide a response to the following requests.

1. Can yearly usage reports be provided broken out by
 - Price per mile – adult with total number of adults, total number of miles, unit price, extended price.
 - Price per mile – juvenile with total number of juveniles, total number of miles, unit price, extended price.
 - Quantity of minimum trip fees, unit price, extended price.
 - Multiple prisoner trips – total number of prisoners, mileage, unit price, extended price.
 - Special needs – with special need specified, mileage, unit price and extended price.
2. Do you have any surcharges such as same day/court pick up, end of sentence/release date or any others?
3. Can you provide invoices with detailed billing including mileage, special needs, and surcharges? Please provide a detailed billing sample.
4. Have you ever been sued by and inmate?

In compliance with this BAFO request, the Offeror agrees to furnish the services, equipment, supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of the RFP and this BAFO request and is authorized to contract on behalf of the firm. **Note:** This form must be signed.


Company Name: U.S. Corrections

Address: 15720 Brixham Hill Ave, Suite 300
Charlotte, NC 28277

Telephone: 704-705-1425 ext. 161 Fax: 704-749-8719

Federal Tax ID (or Social Security #): 36-4776432

Print Name: Dave Warden III Title: Director of Business Development

Signature:  Date: 11 December 2015

E-mail: dave.warden@uscorrections.org



U.S. CORRECTIONS

PRIDE — INTEGRITY — COMMITMENT

OFFICIAL USE ONLY	
Boone County, MO RFP#65-23NOV15	
<input type="checkbox"/>	TRADE SECRET / CONFIDENTIAL
<input checked="" type="checkbox"/>	PUBLIC INFORMATION

DIVISION OF WARRANTS AND EXTRADITIONS

U.S. CORRECTIONS

DIVISION OF WARRANTS AND EXTRADITIONS

Proposal to offer Extradition Services to the County of Boone.

RFP #65-23NOV15

Deadline: November 21st, 2015 @ 1:30 PM

U.S. CORRECTIONS

15720 BRIXHAM HILL AVE, SUITE 300

CHARLOTTE, NC 28277

P: (704) 705-1425

F: (704) 749-8749

INFO@USCORRECTIONS.ORG



CONFIDENTIAL INFORMATION DISCLOSURE

PORTIONS OF THIS PROPOSAL, AS MARKED, ARE COMPRISED OF “PROPRIETARY,” “TRADE SECRET,” AND/OR “CONFIDENTIAL” INFORMATION AND IS NOT TO BE MADE PUBLIC RECORD OR AVAILABLE TO ANY THIRD PARTY COMPETITOR.

PORTIONS, AS MARKED, OF THIS PROPOSAL CONTAIN PROPRIETARY, TRADE SECRET, AND/OR CONFIDENTIAL INFORMATION OF *US CORRECTIONS LLC* AND SHALL NOT BE RE-PUBLICIZED IN ANY FORM, USED, DISCLOSED, OR REPRODUCED, IN WHOLE OR IN PART, FOR ANY PURPOSE OTHER THAN TO EVALUATE THIS PROPOSAL, WITHOUT THE PRIOR WRITTEN CONSENT OF *US CORRECTIONS LLC*.

PROPRIETY, TRADE SECRET, AND/OR CONFIDENTIAL INFORMATION SHALL MEAN ANY INFORMATION OF ANY FORM OR CHARECTERISTIC DESIGNATED BY THE DISCLOSING PARTY, VERBALLY OR BY WRITING. TO BE PROPRIETARY AND CONFIDENTIAL, OR IS OTHERWISE KNOWN TO THE RECEIVING PARTY AS PROPRIETARY, TRADE SECRET, OR CONFIDENTIAL INFORMATION AT THE TIME OF ITS DISCLOSURE.

RECEIVING PARTY SHALL NOT DISCLOSE, IN WHOLE OR IN PART, BY ANY MEANS WHATSOEVER, ANY **PROPRIETARY, TRADE SECRET, OR CONFIDENTIAL INFORMATION** PROVIDED BY *US CORRECTIONS LLC* TO ANY THIRD PARTY WITHOUT THE EXPRESSED PRIOR WRITTEN CONSENT OF *US CORRECTIONS LLC*. THE RECEIVING PARTY SHALL NOT ALTER, MODIFY, DECOMPILE, DISASSEMBLE, REVERSE ENGINEER, TRANSLATE, OR CREATE DERIVATIVE WORKS FROM *US CORRECTIONS' LLC' PROPRIETARY, TRADE SECRET, OR CONFIDENTIAL INFORMATION*. THE RECEIVING PARTY SHALL USE IDENTIFIED **PROPRIETARY, TRADE SECRET, AND CONFIDENTIAL INFORMATION OF *US CORRECTIONS LLC*** ONLY FOR THE LIMITED PURPOSE DESCRIBED ABOVE AND NOT FOR ANY OTHER PURPOSE.

REASONING: U.S. Corrections fully supports transparency in all levels of Government and Government Purchasing. U.S. Corrections is in the business of providing ‘security sensitive’ inmate services to local, state, and Federal Law Enforcement and Correctional Agencies. The Division this proposal is being submitted on behalf is our ‘*Division of Warrants and Extraditions.*’ This Division primarily handles the transport of offenders whose risk levels range from high-risk, ‘death row’ sentenced inmates, to low-risk juvenile offenders. The policies and procedures these officers utilize, some of which are provided and/or mentioned in great detail in this proposal, are of a VERY sensitive, and if disclosed, potentially dangerous nature. We respectfully request that they NOT be disclosed under the provisions of the above-listed disclosure. In addition, we take drastic precautions to ensure that we maintain a level of confidentiality and thus anonymity for our Officers and supporting staff. Unless under agency contract or complete non-disclosure is agreed upon, the identity of our staff will NOT be disclosed. In the past, when information has been leaked, we have had released offenders directly threaten U.S.C. personnel and their families with acts of violence. Again, we make every effort possible to prevent incidents such as these. **Sensitive information submitted or included with this proposal, and marked as such, is requested to be kept fully confidential and covered under the above disclosure.** Any additional information will be made available upon reasonable request and the signing of a non-disclosure agreement.



U.S. CORRECTIONS

PRIDE – INTEGRITY – COMMITMENT

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Boone County, MO RFP#65-23NOV15	
<input type="checkbox"/>	TRADE SECRET / CONFIDENTIAL
<input checked="" type="checkbox"/>	PUBLIC INFORMATION

DIVISION OF WARRANTS AND EXTRADITIONS

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* CONTENT CONSIDERED TO BE PROPRIETARY, CONFIDENTIAL, AND/OR TRADE SECRET INFORMATION IN NATURE.

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U.S. CORRECTIONS

PRIDE – INTEGRITY – COMMITMENT

OFFICIAL USE ONLY	
Boone County, MO RFP#65-23NOV15	
<input type="checkbox"/>	TRADE SECRET / CONFIDENTIAL
<input checked="" type="checkbox"/>	PUBLIC INFORMATION

DIVISION OF WARRANTS AND EXTRADITIONS

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- * **HIPPA Compliance**
- * **Billing & Instant Price Quotations**
- * **Inmate Identification**
- * **References**



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: US Corrections, LLC

Address: 15720 Brixham Hill Ave, Suite 300
Charlotte, NC 28277

Telephone: 704-705-1425 ext. 161 Fax: 704-749-8749

Federal Tax ID (or Social Security #): 364776432

Print Name: Dave Warden III Title: Director of Business Development

Signature:  Date: 11/20/2015

E-Mail Address: dave.warden@uscorrections.org

<u>Item #</u>	<u>Description</u>	<u>Price</u>
5.1.	Price Per Mile-Adult Prisoner	\$ <u>1.00</u> firm, fixed price per mile
5.2.	Price Per Mile-Juvenile Prisoner	\$ <u>2.50</u> firm, fixed price per mile
5.3.	Minimum Trip Fee	\$ <u>350.00</u>
5.4.	Discount if more than one prisoner per pick-up/drop-off location at same time.	<u>50</u> %

5.5. Special Needs:

Please outline a pricing plan per mile for persons with any conceivable special needs.

Special needs transports will be priced on a case-by-case basis.

5.6. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years following the initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes No

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

First Renewal: January 1, 2017 – December 31, 2017	+ ___%	- ___%
Second Renewal: January 1, 2018 – December 31, 2018	+ ___% N/A	- ___%
Third Renewal: January 1, 2019 – December 31, 2019	+ ___%	- ___%
Fourth Renewal: January 1, 2020 – December 31, 2020	+ ___%	- ___%

Note: These renewal options will be used in the evaluation.

5.7. Provide a contact person who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

Name: Dave Warden III
Organization: U.S. Corrections
Address: 15720 Brixham Hill Ave, Suite 300
 Charlotte, NC 28277
E-mail: dave.warden@uscorrections.org
Phone Number: 704-705-1425 ext. 161
Fax: 704-749-8749

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL BIDS IN EXCESS OF \$5,000.00)**

County of Orange)
)SS.
 State of Florida)

My name is Dave Warden III. I am an authorized agent of US Corrections, LLC
(Bidder). This business is enrolled and participates in a federal
 work authorization program for all employees working in connection with services
 provided to the County. This business does not knowingly employ any person that is an
 unauthorized alien in connection with the services being provided. Documentation of
 participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state
 in writing in their contracts that they are not in violation of Section 285.530.1 and shall
 not thereafter be in violation. Alternatively, a subcontractor may submit a sworn
 affidavit under penalty of perjury that all employees are lawfully present in the United
 States.

[Handwritten Signature]

11/20/2015

Affiant

Date

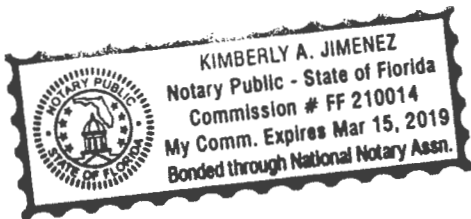
Dave Warden III

Printed Name

Subscribed and sworn to before me this 20th day of November, 2015

[Handwritten Signature]

Notary Public



**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the US Corrections LLC (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

Company ID Number: 908203

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.

a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.

6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

Company ID Number: 908203

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

Company ID Number: 908203

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

- b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
- c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
- d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
 - ii. The employee's work authorization has not expired, and
 - iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
 - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
 - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

Company ID Number: 908203

Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

Company ID Number: 908203

- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

Company ID Number: 908203

employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
 - a. Scanning and uploading the document, or
 - b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,

Company ID Number: 908203

Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

Company ID Number: 908203

Approved by:

Employer US Corrections LLC	
Name (Please Type or Print) Warden Dave	Title
Signature Electronically Signed	Date 09/09/2015
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 09/10/2015

Company ID Number: 908203

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	US Corrections LLC
Company Facility Address	15720 Brixham Hill Ave. Suite 300 Charlotte, NC 28277
Company Alternate Address	
County or Parish	MECKLENBURG
Employer Identification Number	364776432
North American Industry Classification Systems Code	485
Parent Company	
Number of Employees	20 to 99
Number of Sites Verified for	1



Company ID Number: 908203

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

NORTH CAROLINA 1 site(s)



Company ID Number: 908203

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Warden Dave
Phone Number (704) 705 - 1425 ext. 161
Fax Number (704) 705 - 1425
Email Address dave.warden@uscorrections.org

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(Please complete and return with Contract)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Dave Warden III, Director of Business Development

Name and Title of Authorized Representative



Signature

11/20/2015

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/18/2015

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 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 ates & Associates 002 East Blanco ioerne, TX 78006	CONTACT NAME:	
	PHONE (A/C No, Ext):	FAX (A/C No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : USG	
	INSURER B : Progressive Casualty	
	INSURER C :	
	INSURER D : USG	
	INSURER E : TN Risk Pool	
	INSURER F :	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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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.

SR TR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		CJ10028615	09/07/15	09/07/16	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Professional Liability \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		CTN 005430845-5	11/07/15	11/07/16	COMBINED SINGLE LIMIT (Ea accident) \$ 1,500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		Binder# 19675	09/07/15	09/07/16	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	Binder# 20006	11/18/15	11/18/16	WC STATUTORY LIMITS OTHER 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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER	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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U.S. Department of Transportation
Federal Motor Carrier Safety Administration

1200 New Jersey Ave., S.E.
Washington, DC 20590

SERVICE DATE
August 13, 2014

PERMIT
MC-872586-P
U.S. DOT No. 2515080
US CORRECTIONS LLC
D/B/A USC
CHARLOTTE, NC

This Permit is evidence of the carrier's authority to engage in transportation as a **contract carrier of passengers** by motor vehicle in interstate or foreign commerce.

This authority will be effective as long as the carrier maintains compliance with the requirements pertaining to insurance coverage for the protection of the public (49 CFR 387); the designation of agents upon whom process may be served (49 CFR 366); and tariffs or schedules (49 CFR 1312). Failure to maintain compliance will constitute sufficient grounds for revocation of this authority.

Service must be performed under a continuing agreement with one or more persons.

Jeffrey L. Secrist, Chief
Information Technology Operations Division

NOTE: Willful and persistent noncompliance with applicable safety fitness regulations as evidenced by a DOT safety fitness rating of "Unsatisfactory" or by other indicators, could result in a proceeding requiring the holder of this certificate or permit to show cause why this authority should not be suspended or revoked.

PPO



U.S. CORRECTIONS

PRIDE – INTEGRITY – COMMITMENT

OFFICIAL USE ONLY	
Boone County, MO RFP#65-23NOV15	
<input type="checkbox"/>	TRADE SECRET / CONFIDENTIAL
<input checked="" type="checkbox"/>	PUBLIC INFORMATION

DIVISION OF WARRANTS AND EXTRADITIONS

COVER & TRANSMITTAL LETTER

County of Boone
Boone County Purchasing Department

Attn. Jacob M. Garrett, Buyer

RFP #65-23NOV15
Extradition Services

November 20th, 2015

To the reviewing panel,

We, *U.S. Corrections*, are submitting the following proposal in response to the County of Boone’s October 2015 ‘Request for Proposals’ to provide **Extradition Services**.

U.S. Corrections is a **Service-Connected, Disabled Veteran Owned Small Business** incorporated and in good-standing as a Limited Liability Company in the State of North Carolina. The following *U.S. Corrections*’ employee has prepared this proposal and will be the primary point of contact should the reviewing committee have any questions and/or requests. This employee is authorized to submit such proposal and is authorized to legally bind *U.S. Corrections* into contract with the County of Boone.

Dave Warden III

Director of Business Development

(Office) 704-705-1425 ext. 161

(Mobile) 704-705-1425 ext. 261

Dave.Warden@uscorrections.org

The prices quoted in our proposal and on the counties ‘Page 20 – Response/Pricing Page,’ will remain firm for one-hundred and twenty (120) days from the opening of this proposal.

If this contract is awarded to *U.S. Corrections*, ONLY *U.S. Corrections* employees will perform the services assigned. **At no time will a subcontractor be utilized.**

U.S. Corrections acknowledges that we have thoroughly reviewed the County of Boone’s, RFP #65-23NOV15, ‘Request for Proposal.’

We have read, understood, and affirm to comply with all standards and participation requirements described in the ‘Scope of Work.’ We have no suggestions and need no further clarification. After thoroughly reviewing the ‘Request for Proposal,’ in its entirety, we accept, without qualification, all terms and conditions outlined and if awarded, we shall abide by all standards and outlined requirements in accordance with generally accepted standards applicable thereto and shall comply with all applicable state, federal, and local law, ordinances, rules, and regulations relating to the services to be performed.



U.S. CORRECTIONS

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<input checked="" type="checkbox"/>	PUBLIC INFORMATION

DIVISION OF WARRANTS AND EXTRADITIONS

After reasonable inquiry, there are **no known conflicts of interest** to be disclosed at this time between *U.S. Corrections*, nor any individual whom shall represent or perform contractual services on behalf of *U.S. Corrections*, and the County of Boone. If awarded this contract, or during the period of review for this proposal, a conflict of interest does arise, it will be immediately reported to the appropriate Boone County Purchasing Official(s).

I, *Dave Warden III*, acting as a direct representative for *U.S. Corrections*, had sole and complete responsibility for the material to follow in this proposal. I certify that, in connection with this contract, *U.S. Correction's* proposal was developed independently, **without collusion**, conflict of interest, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to this proposal of any other proposer or competitor. In addition, the prices quoted in this proposal have not been knowingly disclosed to outside sources, other proposers, or competitors prior to the award of the 'Extradition Services' contract, either directly or indirectly.

U.S. Corrections provides equal employment opportunities (EEO) to all employees and applicants for employment with regard to race, color, religion, sex, sexual orientation, political affiliation, marital status, national origin, age (except as provided by law), disability or genetics. In addition to federal law requirements, *U.S. Corrections* complies with all applicable state and local laws governing nondiscrimination in employment in every location in which we operate. This policy applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, recall and transfer, leaves of absence, compensation, and training. *U.S. Corrections* also complies with all applicable provisions as found in 'Public Law 101-336, American Disabilities Act'.

U.S. Corrections expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or Veteran status. Improper interference with the ability of *U.S. Corrections'* employees to perform their job duties may result in discipline up to and including employment termination.

The undersigned certifies and represents that all data, pricing, representations and other information, of any sort or type, contained in this response is true, complete, accurate, and correct. Further, the undersigned acknowledges that the County of Boone is, in part, relying on the information contained in this proposal in order to evaluate and compete the responses to the RFP for the County's Contract for Extradition Services.

Thank you for your consideration of our proposal.

SEMPER FIDELIS,

Dave Warden III
Director of Business Development

Dustin Baldwin
Executive Director



U.S. CORRECTIONS

PRIDE – INTEGRITY – COMMITMENT

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Boone County, MO RFP#65-23NOV15	
<input type="checkbox"/>	TRADE SECRET / CONFIDENTIAL
<input checked="" type="checkbox"/>	PUBLIC INFORMATION

DIVISION OF WARRANTS AND EXTRADITIONS

COMPANY OVERVIEW

YOUR #1 CHOICE FOR PRISONER TRANSPORTATION

U.S. Corrections, a **Service-Connected Disabled Veteran Owned** national transport and inmate services provider, is one of the largest prisoner transportation companies in the United States, servicing all 50-states and U.S. Territories. Our company contracts with hundreds of agencies throughout the United States and facilitates **over 8,000 interstate inmate moves per year and over 20,000 intrastate inmate moves per year** by both ground and air transport. U.S. Corrections has multiple locations throughout the United States and is headquartered in Charlotte, North Carolina.

U.S. Corrections has thorough experience in transporting both male and female inmates of all security levels, juveniles, and inmates with medical issues. We handle all types of extraditions to include; short notice, exact date/time pickups, court appearances, Form VI's, and Governor's Warrants. U.S. Corrections operates and is fully-staffed **24/7/365** and is capable of performing same day service requests in most areas.

Our leadership team has over 30 years of combined experience and over 9 years of experience working together and performing private prisoner transports. We pride ourselves on the men and women we employ and the family-like atmosphere we have created with our clients, officers, dispatchers, and office associates. We know that, if given the opportunity, our staff will be trusted representatives of the Boone County Sheriff's Department and we guarantee to only employ the finest and most capable **Corrections Professionals**, all with whom have a minimum of **four years** of prior experience in Law Enforcement, Corrections, and/or military service.

We are pleased to offer our professional services to assist you in providing cost effective and efficient options to your agency. We provide our own team of experienced officers, equipment, and our own vehicle fleet in order to provide the best and most cost efficient level of service in the industry. The flexibility of U.S. Corrections and the ability to improvise, adapt, and with remarkable proficiency execute any agencies request is unseen in this industry. We take great pride in our abilities and the impeccable relationships we have built with all levels of law-enforcement organizations and correctional institutions so far.

U.S. Corrections operates nationwide under the authority of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA) and abides by U.S. Department of Transportation regulations for Maximum Driving Time for Passenger Carrying Vehicles, Section 395.5. We also comply with all Federal regulations governed by the Interstate Transportation of Dangerous Criminals Act of 2000 (Jenna's Act), 18 U.S. Code Sec. 3182, and 18 U.S. Code Sec. 3194.

DOT #: 2515080

MC #: 872586



U.S. CORRECTIONS

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DIVISION OF WARRANTS AND EXTRADITIONS

SCOPE OF SERVICES AND ABILITIES

U.S. Corrections has thorough experience in providing an array of inmate services. Below is an overview of our current capabilities and the services we currently provide to hundreds of Private, Local, State, and Federal Correctional, Legal/Prosecuting, and Law Enforcement Agencies.

Out-of-State Inmate Transportation/Extradition: (Interstate) U.S. Corrections currently offers Interstate Inmate Transportation/Extradition to all 50-States and U.S. Territories, Europe, Asia, and parts of Central and South America.

In-State Inmate Transportation: (Intrastate) U.S. Corrections currently offers Intrastate Prisoner Transportation in 36 States and has the ability to obtain appropriate licensing, upon reasonable demand/request, for any state in the continental United States.

Medical, Disabled, or Wheelchair-Bound Prisoner Transportation: (Interstate and Intrastate) U.S. Corrections currently offers Medical/Disabled Prisoner Transportation in all 50-States and U.S. Territories. Upon request from the ordering agency U.S. Corrections' Officers are given thorough details of the inmate's condition and the special accommodations they must make to safely transport that individual(s). All U.S. Correction's Officers are trained in medical/disabled inmate transportation and are certified in advanced first aid (Law Enforcement/Corrections Specific), CPR and AED usage. If the inmates medical condition exceeds the extent of our Officers training, the requesting agency is notified and proper joint arrangements are made with medical professionals and U.S.C. transport officers.

*In conjunction with interstate and intrastate prisoner transportation, U.S. Corrections has thorough experience with and has the ability to service, upon agency request; Governors Warrants, Form VI's, Court Appearances, Exact Day/Time Pickups, Short Notice Pickups, etc.

Medical/Hospital Watch & Prisoner Transportation: (Interstate and Intrastate) U.S. Corrections currently contracts with numerous agencies to provide inmate medical/hospital watch services. This service is either offered on a case by case basis, contractually, or permanently staffed by assigning U.S.C. Officers to agencies solely to provide transport to and from medical appointments and/or stand guard while the inmate undergoes medical treatment. In emergency situations during inmate transports, U.S.C. Officers are available and certified to provide (armed) medical watch services, if the situation dictates, and upon prior approval from the contracted agency.

Training Academies: Currently offered to Security Professionals, Corrections and Law Enforcement Officers at our North Carolina and Florida training centers. U.S. Corrections courses are scheduled in advance and can be custom suited to fit agency's needs. Past and Currently available courses have covered; Less-Lethal Baton/Expandable Baton, C.E.R.T. Basic/Advanced, High Risk Prisoner Transport, OC Aerosol, Defensive Tactics and other Corrections Oriented Training.



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GEOGRAPHIC SCOPE OF TRANSPORT SERVICES

U.S. Corrections utilizes our large fleet of vehicles and officers, along with our multiple locations throughout the United States, to provide services, often same-day services (domestic), to/from **all 50-states and U.S. Territories, North America, parts of Europe, and parts of Central and South America.** We also utilize a network of strategic partnerships we have developed over the years with law enforcement agencies and correctional facilities throughout the United States whom allow us utilize their facilities, as needed. This support network has been critical in our success and continues to improve.

In several states, such as Florida where U.S. Corrections provides in-state transportation for 65% of all inmates moved, U.S. Corrections has multiple field offices supporting intrastate inmate moves. In these states U.S.C. officers transport inmates from facilities to different counties, medical appointments, court hearings, and other requested locations. Intrastate inmate moves are currently offered in 36 States.



*U.S.C. Geogaphic Scope for Prisoner Transportation



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KEY PERSONNEL

U.S. Corrections is managed and operated by three U.S. Marine Combat Veterans who have spent the past 11 years serving together at either U.S. Corrections or in military operations around the world, in support of the Global War on Terror. Trained as Military Police Officers and supported by extensive backgrounds in Logistics, Security, and Threat/Incident Mitigation these three highly-decorated Marines have been responsible for, and have overseen, thousands of detainee/offender moves, ranging from high profile (HVT) terrorists on the streets of Afghanistan and Iraq to the more than 20,000 per year stateside offenders U.S. Corrections currently transports today. U.S. Corrections Key Personnel are supported by over **70 experienced team members** serving as transport officers, dispatchers, vehicle mechanics, and office personnel. The majority of our staff and all of our transport officers have backgrounds in law enforcement, corrections, and/or military service bringing great value, professionalism, and a broad range of experience to our organization. Below is a brief background on our three key personnel;

Dustin Baldwin - Executive Director

Background:

- **11+ Years US Marine Corps - Military Police**
- **Bachelor's Degree in Finance**
- **Decorated Combat Veteran**

Past Experience:

- **U.S. Marine Corps**
Staff Non-Commissioned Officer
- **Lockheed Martin**
Program Manager

Ash Jacques - Director of Operations

Background:

- **10 Years US Marine Corps – Military Police**
- **FDLE Law Enforcement Certified**
- **ICT Degree from England, UK**
- **Iraq and Afghanistan Combat Veteran**

Past Experience:

- **USG7 – Prisoner Transport**
Operations Supervisor
- **U.S. Marine Corps**
Non-Commissioned Officer

Dave Warden III - Director of Business Development

Background:

- **8 Years US Marine Corps – Military Police**
- **Master's Degree in Economics**
- **Bachelor's Degree in Finance**
- **Decorated Combat Wounded Veteran**

Past Experience:

- **Edward Jones Investments**
Senior Financial Consultant
- **U.S. Marine Corps**
Non-Commissioned Officer



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TRANSPORT VEHICLES, EQUIPMENT, AND UNIFORMED PERSONNEL

U.S. Corrections utilizes the finest staff, equipment, and vehicles in the private prisoner transport industry. We have invested over \$1M into new prisoner transport vehicles and equipment over the past 24 months and employ a full time service/vehicle maintenance division, staffed with *A.S.E. Certified* mechanics to maintain our vehicles to the highest standards.

Below, is an overview of our current vehicles, equipment, and uniformed personnel;

PRISONER TRANSPORT FLEET:

For emergency purposes, all U.S.C. vehicles are equipped with first-aid/trauma kits, one Automated External Defibrillator (AED), an approved/current fire extinguisher, bodily fluids cleanup kit, female hygiene kit, basic hand tools, spare tire(s), and equipment for proper roadside safety in the event of a breakdown. U.S.C. vehicles are also equipped with seat belts and safety restraints for all seats in the vehicle. The usage of such restraints is mandatory for all inmates and U.S.C. Officers while the vehicle is in motion.

U.S.C. (40), (32), and (26) – Passenger Prisoner Transport Buses

All U.S.C. Transport Buses are staffed/equipped with the following;

- At least one (Armed) U.S.C. Bus Driver/U.S.C. Transport Officer State-Licensed (CDL) and trained to operate buses/commercial vehicles of such GVWR.
- At least two (Armed) U.S.C. Transportation Officers, One (1) Officer per Six (6) Prisoners.



*U.S.C. 26 Passenger – Prisoner Transport Bus

- **Live Streaming and Recorded CCTV Cameras** powered by *Torus Systems' – Oculus* Software which monitors the Inside, Outside, Drivers Compartment, and Prisoner Compartments. Live footage, or past footage, monitored by U.S.C. dispatch centers and supervisors.
- **GPS Tracking System and Safety Monitoring System** which streams live to U.S.C. dispatch centers and supervisors reporting and recording the precise location, speed, vehicle restraint usage (both inmates and officers), braking, acceleration, and turning abruptness of the vehicle.



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- Custom made for U.S. Corrections, Transport Buses are equipped with above industry standard prisoner compartments, prisoner restraints and Officer Compartments, to include:
 - Secured Driving Compartment for U.S.C. Officers
 - Secured Guard Compartments
 - Secured Compartment(s) for inmates, unable to be opened from the inside of the inmate compartment(s).
 - Multiple Segregation Compartments for 'Keep Separates'
 - Welded steel screens covering interior windows
 - Tinted or 'Blacked Out' Interior Windows keeping inmates out of public site.
 - High Intensity Standard and Emergency Interior Lighting
- **High-Flow/Capacity Air Conditioning and Heating Units** to ensure proper heating/cooling. Exact **temperatures are recorded** at all times and remotely monitored by U.S.C. Dispatch Centers and Supervisors to ensure the humane treatment of inmates.
- *Firetrace* Automatic Fire Suppression Systems to ensure occupants safety in the event of a fire.
- Video Entertainment for Offenders showing only *ACA* compliant/appropriate media.
- Three (3) Sources of Secured, Two-Way Communication Devices
- **Mobile/Satellite Vehicle Disabling Devices (M.V.D.D.)** for cases of emergency, inmate overtaking, or driver loss of consciousness.

U.S.C. 12-Passenger Prisoner Transport Vans



*Part of the U.S.C. Prisoner Transport Van Fleet.

All U.S.C. Prisoner Transport Vans are staffed/equipped with the following;

- Two (Armed) U.S.C. Transportation Officers
- **Live Streaming and Recorded CCTV Cameras** powered by *Torus Systems' – Oculus* Software which monitor the Inside, Outside, Drivers Compartment, and Prisoner Compartments. Live footage or past footage to be monitored by U.S.C. dispatch centers and supervisors.



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- **GPS Tracking System** and **Safety Monitoring System** which streams live to U.S.C. dispatch centers and supervisors reporting and recording the location, speed, vehicle restraint usage (both inmates and officers), braking, acceleration, and turning abruptness of the vehicle.
- Three (3) Sources of Secured, Two-Way Communication Devices
- Video Entertainment for Offenders showing only *ACA* compliant/appropriate media.
- Custom made for U.S. Corrections, Transport Vans are equipped with above industry standard prisoner compartments, prisoner restraints and Officer Compartments, to include:
 - Secured Driving Compartment for U.S.C. Officers
 - Secured Compartment(s) for inmates, unable to be opened from the inside of the inmate compartment(s).
 - Segregation Compartment for ‘Keep Separates’
 - Welded steel screens covering interior windows
 - Tinted or ‘Blacked Out’ Interior Windows keeping inmates out of public view.
- **High-Flow/Capacity Air Conditioning** and **Heating Units** to ensure proper heating/cooling. Exact **temperatures are recorded** at all times and remotely monitored by U.S.C. Dispatch Centers and Supervisors to ensure the humane treatment of inmates.

U.S.C. Prisoner Transport Sedans & SUVs

All U.S.C. Prisoner Transport Sedans/SUVs are staffed/equipped with the following;

- Two (Armed) U.S.C. Transportation Officers
- **Live Streaming** and **Recorded CCTV Cameras** powered by *Torus Systems’ – Oculus* Software which monitor the Inside, Outside, Drivers Compartment, and Prisoner Compartment. Live footage or past footage to be monitored by U.S.C. dispatch centers and supervisors.
- **GPS Tracking System** and **Safety Monitoring System** which streams live to U.S.C. dispatch centers and supervisors reporting and recording the location, speed, vehicle restraint usage (both inmates and officers), braking, acceleration, and turning abruptness of the vehicle.
- Three (3) Sources of Secured, Two-Way Communication Devices
- U.S. Corrections Transport Sedans/SUVs are equipped with above industry standard Prisoner/Officer segregation dividers, prisoner restraints and Officer Compartments, to include:
 - Secured Driving Compartment for U.S.C. Officers
 - Secured Compartment for inmates unable to be opened from the inside of the inmate compartment(s).
 - Security Screens/Bars covering interior windows
 - Tinted or ‘Blacked Out’ Interior Windows keeping inmates out of public view.
- **High-Flow/Capacity Air Conditioning** and **Heating Units** to ensure proper heating/cooling. Exact **temperatures are recorded** at all times and remotely monitored by U.S.C. Dispatch Centers and Supervisors to ensure the humane treatment of inmates.

U.S.C. Prisoner Transport Vehicles (ADA Compliant*) for Inmates with Disabilities

*ADA: Americans with Disabilities Act



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All U.S.C. ADA Compliant Prisoner Transport Vehicles are staffed/equipped with the following;

- At least one (Armed) U.S.C. Bus Driver/U.S.C. Transport Officer State-Licensed and trained to operate buses/commercial vehicles of such GVWR
- At least one (Armed) U.S.C. Transportation Officer
- **Live Streaming** and **Recorded CCTV Cameras** powered by *Torus Systems' – Oculus* Software which monitor the Inside, Outside, Drivers Compartment, and Prisoner Compartments. Live footage or past footage to be monitored by U.S.C. dispatch centers and Project Supervisors.
- **GPS Tracking System** and **Safety Monitoring System** which streams live to U.S.C. dispatch centers and project managers reporting and recording the location, speed, vehicle restraint usage, braking, acceleration, and turning abruptness of the vehicle.
- Three (3) Sources of Secured, Two-Way Communication Devices
- **High-Flow/Capacity Air Conditioning** and **Heating Units** to ensure proper heating/cooling. Exact **temperatures are recorded** at all times and remotely monitored by U.S.C. Dispatch Centers and Supervisors to ensure the humane treatment of inmates.
- **Wheelchair Accessible** and **ADA Compliant**, above industry standard prisoner compartments, prisoner restraints and Officer Compartments.

*Exact vehicle makes/markings, security measures, and vehicle operating policies/procedures are available upon agency request.

VEHICLE MAINTENANCE

U.S. Corrections fully understands the criticalness of preventing vehicle breakdowns, especially while transporting dangerous criminals, and does everything possible to prevent such mishaps.

U.S. Corrections – Division of Warrants and Extraditions employs a fulltime staff of **A.S.E. Certified Fleet Mechanics and Technicians** to ensure all of our vehicles are maintained to the highest standards. Vehicles are kept on a strict maintenance schedule which far exceeds the factory schedule. Before and after every trip, transport vehicles are inspected thoroughly by our mechanics and technicians. If any discrepancies are found on a transport vehicle, that vehicle is not allowed to depart until it is repaired or serviced.

While outside of U.S. Corrections maintenance and storage facilities, officers are trained to perform basic maintenance and repairs on the vehicles they are licensed to operate. Officers keep daily maintenance and inspection logs which are stored for the life of the vehicle.

U.S. Corrections has partnered with several fleet maintenance and service facilities whom have hundreds of locations throughout the United States. If a vehicle breakdown occurs while outside a reasonable distance from a U.S.C. Maintenance Center, officers utilize our roadside assistance/towing – fleet membership to have the vehicle towed to these partner facilities for repair. U.S.C. Officers follow strict policies and procedures



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(available on request) to ensure that if a vehicle does breakdown, inmates are still transported as expediently and securely as possible to their intended locations.

*Independent vehicle maintenance reports and schedules, for the entire U.S.C. fleet, are available upon agency request.

RESTRAINTS

U.S. Corrections utilizes its own restraints while performing inmate transportation or other inmate security services. The restraints we choose to utilize are double-locking and fall within the *American Correctional Association* standards. U.S. Corrections also enforces strict policies and procedures on all of our officers regarding the use of restraints. Unless there is an extreme emergency, restraints are NEVER removed while inmates are in transit and outside of secured facilities. Per agency request, the U.S.C. policies regarding the usage of restraints will be made available.

Specifics:

- Chicago Handcuffs, 1000 Series
- Chicago Leg-Irons, 2000 Series
- Chicago Waist/Belly Chain, L700 Series
- Peerless Handcuffs, 700 Series
- Peerless Leg-Irons, 700 Series
- Peerless Waist/Belly Chain, PSC Series
- Smith & Wesson Handcuffs, 100 Series
- Cuff Lock, Handcuff Key Padlock

*All restraints are inspected for defects and malfunctions before utilization.

Alternate Restraint Devices:

- U.S. Corrections authorizes the use of plastic restraining devices. Plastic “flexi-cuffs” can be used for multiple situations. Officers must report the intent to use and seek guidance from his/her Chain of Command prior to the placement of such restraining devices.
- U.S. Corrections authorizes the use of a “Max-Risk Pouch” if deemed necessary for high-risk inmates and/or uncooperative prisoners. The pouch restricts the movement of their hands and fingers. The “Max-Risk Pouch” requires supervisor approval before utilization.

UNIFORMED PERSONNEL

We realize that our Officers are direct representatives of the agencies we serve and fully understand that the image our Officers portray in public, and elsewhere, displays a sense of confidence and control of their transportation duties. With that in mind U.S.C. Officers are held to the highest standards and abide by strict grooming, hygiene, and uniform policies. U.S.C. Officers are prohibited from smoking and/or the use of other



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tobacco products. Officer's Uniforms and Equipment are described in detail below grooming, hygiene, and uniform policies. U.S.C. Officers are prohibited from smoking and/or the use of other tobacco products. Officer's Uniforms and Equipment are described in detail below;



- Black – uniform shirts, clearly displaying “U.S. Corrections” on the chest and both sleeves.
- Green – Tactical Trousers
- Black – Tactical Style Boots
- Black – Web Style Belt with Keepers
- Silver or Gold U.S.C. Badge, worn on belt or ballistic vest.
- Black – **Ballistic Plate-Carrier/Vest** with “CORRECTIONS” clearly displayed on the front and back in bold, reflective lettering.
- U.S. Corrections **Department ID** displaying the officers; picture, name, badge number, rank, U.S.C. unit assignment, ID expiration date, and date of birth.
- Black – “Drop Style” Leg Holster (Level II or higher) for the Officers Side Arm.
- Additional gear U.S.C. Officers carry, if authorized:
 - Two-Way Radio/Communication Devices (mandatory)
 - Additional Pistol Magazines (mandatory)
 - Seat Belt Cutter (mandatory)
 - Baton/Expandable Baton with Case (if properly certified)
 - Chemical Agent with Case (if properly certified/licensed)
 - Taser with Holster(if properly certified/licensed)

UNIFORMED PERSONNEL RECORDS

Employee files/records are created and maintained for all employees of U.S. Corrections. Included in these records are all data relative to their job, training, qualifications, and employment history. Files for U.S.C. Officers include the following;

- NCIC Background Check Results
- Driving History/Record



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- State/Federal Licenses
- Duty Weapon(s) Details
- DOT Driving Logs
- Medical History & Exams (DOT)
- Personal References & Employment History
- Other Relative Data to Position(s) Held
- U.S.C. Training Logs & Outside Training
- Internal Authorizations
- Physical Fitness Test(s) Results
- Education Transcripts
- Exact Dates/Times/Locations of U.S.C. Duty
- Military Service Records

LETHAL/LESS-LETHAL WEAPONS

Lethal: All U.S. Corrections Officers are armed with semi-automatic pistols and are authorized to carry less-lethal weapons. Officers are respectfully, state licensed and certified in the weapon(s) they carry. Officer's firearms must be registered/internally documented, in compliance with U.S.C. standards, and be properly secured/holstered while on duty. Firearms must be black in color, holstered in a Level II or Level III holster, and chambered in one of the following calibers; 9mm, .40, or .45. The most common firearms carried by U.S.C. Officers are listed below:



- **Glock: 17/19/21/22**
- **S&W: M&P 9/.40/.45**
- **Sig Sauer: P220/P230/P229**
- **Beretta: Model 92**
- **Heckler & Koch: HK45**

Less-Lethal: Less-Lethal weapons commonly carried by U.S.C. Officers include; Approved electroshock weapons (Tasers), expandable batons, OC Aerosols (Chemical Agents), and rigid batons. No less-lethal weapon, chemical or otherwise, will not be utilized while the transport vehicle is moving.

Chemical Agents may be used in the following situations:

- Controlling disruptive offenders
- Protecting staff, other inmates, or bystanders from serious injury
- Preventing the taking of hostages
- Preventing escapes
- Preventing major destruction to U.S.C. transportation vehicles

Chemical Agents approved for use by U.S. Correction's Officers:

- SABRE RED: Sabre Crossfire, Red Level III (EDW Safe)**
- 3.0 OZ Stream (MK-4)**
- 10% OC (2,000,000 SHU's)**





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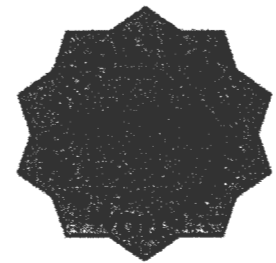
*Per U.S.C. policy, if any weapon, lethal or less-lethal is presented, threatened to be presented, discharged, or utilized at any time while on duty, a report must be submitted to our internal affairs division who will investigate the matter thoroughly. The ordering and/or receiving agency for the inmate will also be notified immediately, along with proper authorities. Facility staff at the next secured stop will also be notified and briefed of the situation. U.S.C. Policies & Procedures for 'Use of Force' and the 'U.S.C. Force Continuum' are available upon agency request.

OFFICERS STANDARDS & TRAINING

***Standards applicable to ALL U.S. Corrections Officers**

U.S.C. OFFICER STANDARDS

- Minimum **FOUR YEARS** of service in one or more of the following:
 - U.S. Military
 - Local, State, or Federal Law Enforcement
 - Local, State, or Federal Corrections
- **State Licensed Armed and Unarmed Security Officer Certified** (40 academic hours unarmed and 28 hours armed training – normal standards)
- **MUST** initially and then every 12 months thereafter pass a U.S. Corrections Physical Fitness Test.
- Valid State Driver's License with 7 Prior Years of Clean Driving History (CDL if required by position)
- Must pass an extensive psychological test and medical examination, to include an annual DOT Physical.



U.S.C. DRUG TESTING AND BACKGROUND CHECK PROGRAMS

- Must pass an **NCIC background check** and never have been convicted of a felony or a violent crime, conforming to Section 921 of Title 18, United States Code, for Eligibility for Employment.
- Must be and remain drug free, conforming to FMCSA requirements, Part 382.

U.S.C. TRANSPORT OFFICER TRAINING

- **500 Hours** with a U.S.C. Field Training Officer (FTO) performing duties directly pertaining to their intended assignment/unit.
- **Certified – Prisoner Extradition Course Graduate** (100 hours Academic, 10 hours First Aid, 40 hours Practical Application)
 - U.S. Corrections *Prisoner Extradition Course* is a renowned training course that caters to correctional and law enforcement professionals, private security professionals, private prisoner transport officers and all U.S. Corrections Officers. The academy is the first of its kind and is



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designed to certify individuals in Prisoner Transportation. Since inception in early 2014, we have had over 500 attendees with an overall pass rate of 85%. The material covered in the academy is outlined below;

U.S.C. PRISONER TRANSPORT ACADEMY

- **Physical Fitness Test:** 2-mile timed-run, obstacle course, pull-ups, sit-ups, and push-ups
- **CPR, First Aid, & AED:** *American Red Cross* – BLS Course with emphasis on administering aid to a detained dangerous criminal in an unsafe/unsecure environment.
- **OC Aerosol Projectors Certification:** *Safariland Training Group* – OC Aerosol Projectors Course training and certifying the Transportation Officers to carry an administer OC Spray. Course includes; exposure to OC, where OC fits into the ‘*U.S.C. Force Continuum*’, decontamination procedures, and a practical application portion.
- **Firearms Safety:** *NRA* – Pistol Safety/Shooting Course. Course includes; 4-hours of firing range time, safe gun handling, marksmanship skills, shooting positions, proper firearm presentation from a holster, and weapon classifications.
- **Vehicle Safety:** *AAA* – Fleet Driving Safety Course in addition to U.S.C. internal safety procedures. This portion of training covers safe vehicle operations, night time driving, foul weather driving, road signs, vehicle breakdown procedures, and defensive driving.
- **Vehicle Maintenance:** Students are taught proper vehicle maintenance, fluid checks/replacement, basic mechanical repairs, and how to properly complete U.S.C. vehicle maintenance and service logs.
- **Prison Rape Elimination Act (PREA) & Jenna’s Act:** Instruction on the laws and regulations pertaining to the interstate transportation of dangerous criminals and training on the prevention of rape, along with a detailed overview of PREA and Jenna’s Act. All Transportation Officers leave with a PREA certification.
- **Prisoner/Property Searches:** Students are shown proper searching techniques for searching inmates and their property. Students are also instructed on U.S.C. company policies on searching female inmates, juveniles, and medically ill inmates.
- **U.S.C. Force Continuum (Escalation of Force):** Instructors teach the U.S.C. Force Continuum, completing/filing reports when force is used, what is defined as excessive force, and prior events when force has been properly utilized.
- **Use of Restraints:** Instruction on the proper application and the proper use of restraints, such as; hand cuffs, belly chains, leg shackles, max risk hand pouches, and “flexi-cuffs.”



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- **Female, Medical, and Juvenile Transports (Keep Separates):** Attendee's learn U.S.C. policies on the transporting of female, juvenile, and physically/mentally ill inmates.
- **Inmate Rights:** Instructors cover inmate rights under Federal law, cruel and unusual punishment, The Equal Protection Clause (14th Amendment), and the custodial classifications of inmates.
- **Meals, Medications, Housing and Mid-Transport Facility Stops:** U.S.C. policies, along with *ACA Standards* are discussed in detail regarding how often inmates must be granted restroom, meal, and general rest breaks. The process/protocols for these stops are covered, along with the processes of temporary facility holds.
- **Contraband & Weapons:** Students are given a thorough overview of edged weapons, weapons often found in prisons, and common contraband. Inmate property is also covered in regards to what the inmate may or may not have in their personal property.
- **Air Extraditions:** Instructors cover how to safely transport inmates via commercial or private airliner. Also covered is airport contraband, airport security, appropriate inmate placement once onboard the aircraft, and professionalism while in public.
- **Emergency Situations:** Industry common emergency situations are covered and the U.S.C. policies that coordinate to the most common emergencies are discussed. Several of the emergencies discussed are inmate escapes, vehicle accidents, security faults, injured officers, injured inmates, and vehicle breakdowns.
- **Sexual Harassment:** Students are instructed on company policies regarding sexual harassment appropriate/inappropriate behavior with both their coworkers and the inmates they will encounter.
- **Blood/Airborne Pathogens:** Students are given an *OSHA* approved training course on basic protective measures to avoid contamination and exposure to both blood and airborne pathogens.
- **Communication:** Students learn proper communications for when they are transporting inmates to include; 10-Codes, U.S.C. dispatch center communication, facility/agency communication, and radio usage.
- **U.S.C. Policies & Procedures:** Internal U.S.C. operating procedures and policies are discussed in detail. Also covered are *OSHA* Standards, continued education, officer rights and responsibilities, and officer uniforms.
- **Practical Application (Hands on Training) – minimum 40 Hours:** Students practice the proper administering of restraints, operating a variety of vehicles, hand-to-hand combatants, firearms training, navigation/map reading, and other practical exercises.
- **100 Question** timed, final written examination and a thorough practical application test.



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*After the initial U.S.C. Officer Training Period and Probationary Officer Term, **40 Hours of Continuing Education is required for all U.S.C. Officers per year.** An annual Physical Fitness Test (PFT) is also mandated and consists of a two-mile timed run, crunches, pull-ups and pushups.

INTERNAL AFFAIRS & INCIDENT PREVENTION

U.S. Corrections is the only Private Prisoner Transportation Company to staff a full-time Internal Affairs Division. Our Internal Affairs Division investigates any and all alleged incidents that occur during prisoner transport or while U.S.C. Officers are performing other Inmate Services. Allegations are taken very seriously and are thoroughly investigated and reported in a fair and unbiased manner. The U.S.C. Internal Affairs Division prides themselves on quick reaction times and thorough, accurate reporting. Internal Affairs Officers often travel to where the incident occurred. On scene, they interview all inmates, Officers, and/or parties involved in the incident and detail their investigation thoroughly through the use of state-of-the-art software, audio/video recording equipment, and internal U.S.C. investigation documents kept both digitally and hard-copied.

U.S. Corrections Internal Affairs Division typically has thorough reports to the contracted agency in a 48 to 72 hour timespan. This time span can vary depending on the complexity of the alleged incident.

U.S. Corrections takes a proactive approach towards the prevention of inmate related incidents and has invested considerable resources into the following to not only support or Internal Investigation Officers but to also curb incidents before they have the opportunity to arise;

- Live-Streaming and Externally Monitored/Recorded CCTV Cameras in ALL Transport Vehicles, powered by *Torus Systems* – **Oculus** Software. U.S. Corrections is the only Company in the Prisoner Transport Industry to equip vehicles with this system.
- Live-Streaming and Externally Monitored/Recorded Officer **Body Cameras** powered by *Torus Systems* – **Oculus** Software.
- All Officers/Vehicles are visually monitored and recorded **24/7/365** through one, or multiple, U.S. Corrections Dispatch Centers. These dispatch centers monitor the officers and inmates in custody via the onboard vehicle camera systems, the Officers body cameras, and audio recording devices.
- All Transport Vehicles are equipped with **GPS Tracking Devices** and **Safety Monitoring Devices** which record, log, and monitor the Transport Vehicles exact location, speed, restraint usage (both inmates and officers), braking, acceleration, and cornering abruptness.
- Utilization of *Torus Systems* – **Centurion** Software which records the exact times, locations, and details of every inmate pick-up/drop-off. All officers have mobile access to this Software and utilize it to enter any inmate issues, complaints, or discrepancies. It also allows U.S.C. Officers to verify inmate's



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identity, know their prior convictions, any pre-existing medical concerns, and the inmate's custody level.

COMPANY INCIDENTS

INMATE ESCAPES

To date, U.S. Corrections has had **ZERO** successful escapes while performing inmate transportation, medical/hospital watch, or while providing other inmate services.

INMATE DEATHS

To date, U.S. Corrections has had **ZERO** inmate deaths while in the custody of, transport of, or under the watch of, U.S.C. Officers.

U.S.C. OFFICER DEATHS

To date, U.S. Corrections has **NEVER** lost an Officer in the line of duty.

VEHICLE ACCIDENTS

To date, U.S. Corrections has had **ZERO** major (total, both-party damage exceeding \$25,000) vehicle accidents that have resulted in the serious injury of, or the death of, an inmate in transport or a U.S.C. Officer.

HUMAN RIGHTS VIOLATIONS

To date, U.S. Corrections has had **ZERO** human rights violations against U.S. Corrections or a U.S. Corrections Employee.

FINANCIAL INCIDENTS

U.S. Corrections is financially sound and entirely self-supportive. Neither in the past, nor in the present, have we ever had any major financial incidents.

CONTRACT TERMINATIONS

U.S. Corrections has **NEVER** had a contract for goods or services terminated, nor has any irregularities or reports of misuse been brought against U.S. Corrections for accounts or contracts serviced.

PLACING A TRANSPORT ORDER

U.S. Corrections prides ourselves on the simplicity of our online transport ordering system. We have successfully revolutionized the inmate transport industry with this system and have eliminated the need for



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orders to be submitted by facsimile, electronic mail, or by phone, although we do accept these orders 24/7/365, if preferred by the agencies we serve. By utilizing an online ‘secured’ ordering system, orders are ensured for accuracy and are processed quicker. Each individual from the requesting agency is assigned a unique username and password for a secure login.

U.S. Corrections is able to accept and process transport orders 24/7/365.

Online: http://www.uscorrections.org/agency_login.html
By Phone: 704-705-1425 (opt. 1)
By Fax: 704-749-8749
By Email: info@uscorrections.org

The following is our process for an inmate transportation order placed by a client;

Agency Places the Transport Order:

The authorized official from the agency requesting the inmate’s transportation will submit a “New Transport Order” electronically through our **online system**. Here, they will fill out the inmate’s information, charges, pick-up-dates, deadlines, and other pertinent information. They will also have the opportunity to upload the required, or additional documents needed for a seamless transport (Waiver of Extradition, Governor’s Warrant, Medical Screening Forms, etc.)

Scheduling:

U.S. Corrections has purchased a license through a software development company to utilize a state of the art transportation scheduling software. We extend this license, at no cost, to our clients. Some key features of this software enables our clients to do the following;

- Obtain an **Instant quote** for transport services, anytime and anywhere (also mobile phone capable).
- Ability to place transport orders as needed and allow access to a multitude of users or divisions to do the same.
- Ability to logon, track, and receive updates regarding the inmates transport status/location (similar to *FedEx* package tracking).
- Access to invoices, quotations, and prior/future transports.

U.S. Correction’s Operations Center Confirms the Order and Schedules the Transports:

After the order is placed, U.S. Corrections Dispatch Centers receive an alert that there is now a transport needed. Once the details have been verified, the inmate is scheduled for pick-up based on pick-up dates/times, deadlines, releases, court dates, etc. The requesting agency may register for email updates throughout this process or may view the status online.

Officers Dispatched:



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Our dispatchers will then assign the pick-up/drop-off to our nearest field unit or a unit that is soon to be in that area given their existing route. The U.S. Correction's Officers assigned to the transport will receive, from dispatch or a local U.S.C. field office, everything needed for a seamless pick-up and drop-off; required documents, maps, restraints, etc. A U.S.C. Dispatcher will update the online order and provide the requesting agency our planned pick-up date/time along with an estimated time as to when the inmate will reach their final drop-off point.

Pick-Up Destination:

U.S.C. Officers are trained and required to give a "courtesy call" approximately one-hour prior to picking up an inmate from a facility. Upon arrival, they follow a strict protocol to take custody of the inmate. Our officers verify that they have all documents, medications, and permitted personal property for transport. U.S.C. Officers will do a proper search of the inmate and restrain them with leg shackles, a belly-chain, and handcuffs consistent with *ACA* Standards.

Drop-Off Locations:

U.S.C. Officers will give a "courtesy call" approximately one-hour prior to dropping off an inmate at their final destination. When they arrive, they will provide all necessary documentation to transfer custody to the receiving facility/agency. They will also transfer to the receiving agency all inmate property and medications that were received during pickup.

*Below are several screen shots from our online *Centurion* system, highlighting the online ordering process;

Placing a Transport Order through our online ordering system:

The screenshot displays the 'New Transport' form in the Centurion system. The interface includes a sidebar with navigation options like 'Dashboard', 'Transports', and 'New Transport'. The main form area is titled 'New Transport' and contains the following sections:

- Transport Agency Details:**
 - Transport Agency: U.S. Corrections
 - Type and Select the name of the facility?: Cook County Jail, IL (with a 'Clear' button)
 - Facility Name: Cook County Jail, IL (with a price tag of \$876.90 and 'INSTANT PRICE QUOTATION')
 - Address: 1311 Maybrook Drive, Maywood, IL, 60153, 708-865-4915
 - Distance: 1185 mi
- Inmate Details:** (Section header visible at the bottom)



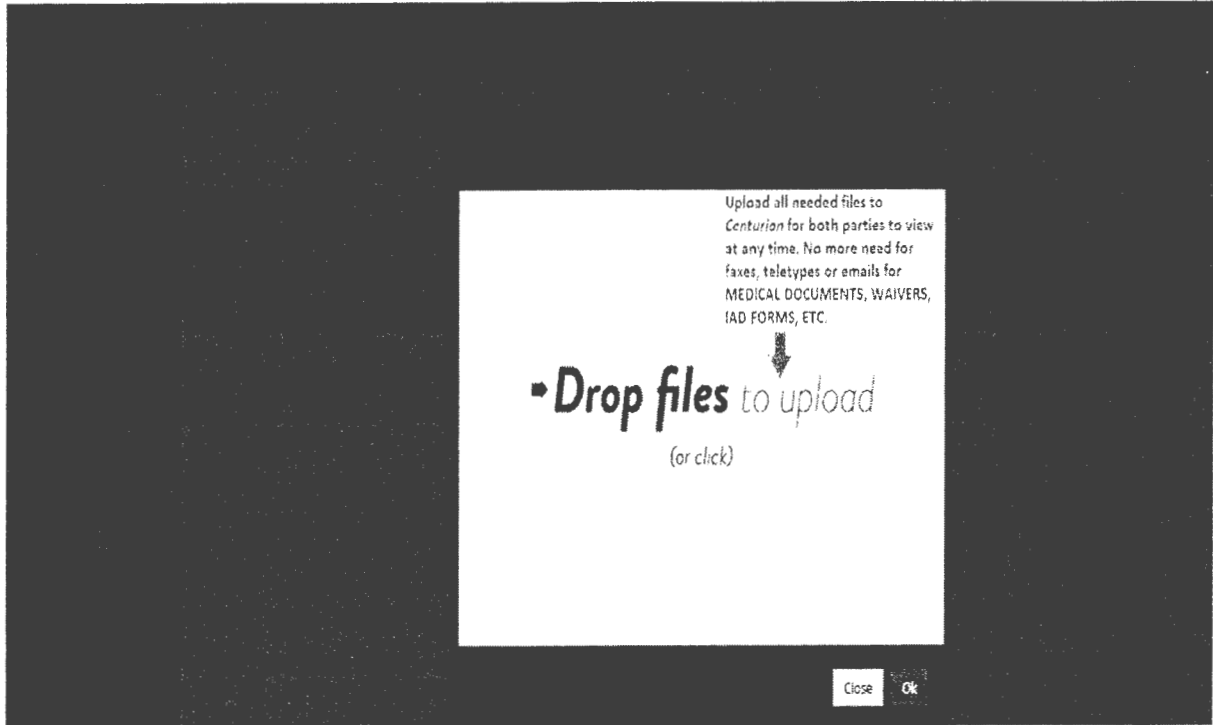
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Uploading the required documentation for a seamless and simple transport.



TRANSPORT STATUS & TRACKING

Similar, to 'UPS/FedEx Package Tracking,' agencies requesting the transport of an inmate have the ability, at any time (24/7/365), to logon to the U.S.C. *Centurion* software and view the status of the inmates transport (picked-up, scheduled to be picked-up/delivered with exact date/time available, in-transit, or temporarily held) and the **inmates current geographical location**. Agencies may also contact the U.S.C. Dispatch Division via phone, facsimile, or electronic mail to answer any questions regarding transport status or location.

REPORTING OF INCIDENTS

U.S. Corrections Dispatch Division, often from several U.S.C. locations, maintains constant contact with U.S.C. Officers throughout the United States and U.S. Territories. When incidents such as vehicle breakdowns, medical emergencies, inmate disturbances, or attempted escapes occur, U.S.C. Officers immediately relay the incident through their dispatch team and appropriate supervisor. If local authorities are needed, they are contacted immediately. Dispatch will in turn report the incident as quickly as possible, along with any incident reports, testimonies, or evidence, to the Agency we are serving. After action reports are always completed and filed by the U.S.C. Officers involved and if the incident warrants an investigation, U.S.C. Internal Affairs officers will investigate, as needed.



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AIR TRANSPORTS

U.S. Corrections utilizes commercial air travel on an ‘as needed’ basis or when it is requested by the ordering agency. While transporting inmates by commercial airliner, U.S. Corrections works closely with the Transportation Security Administration (TSA), Airport Security, Airport Police, and appropriate Air Carrier Staff. U.S. Corrections closely adheres to all Federal Aviation Administration (FAA) regulations for the transportation of prisoners, FAR – Part 108, Section 221. We also have thorough experience in providing mass inmate moves via private airliners. U.S. Correction’s Policies and Procedures for Inmate Air Transports will be made available upon agency request.

Air Transports are billed on a case-by-case basis and MUST be preapproved by the ordering agency before executed. The costs associated with air transports shall include; current commercial ‘coach-class’ one-way airfare for the offender(s) in transit and commercial ‘coach-class’ round trip airfare for U.S.C. officers (typically two). If additional U.S.C. Officers are required, the airfare will increase by the number of personnel required.

KEEP SEPARATES

U.S. Corrections maintains strict policies and procedures for the classification and separation of certain inmates. While in the custody of U.S.C. Officers, female inmates and juveniles will **NEVER** be transported or held in the same secured area as male inmates, even when a male and/or female U.S.C. Officer is present. Keep Separate provisions are also honored as needed and on case-by-case basis’ such as; known gang affiliation, prior history of inmate-on-inmate violence, prior escape history, known to be unruly, etc.

MEALS, MEDICATIONS, HOUSING, AND MID-TRIP BREAKS

U.S. Corrections utilizes a network of strategic partnerships we have developed over the years with law enforcement agencies and correctional facilities. These partners, when they have the ability to, allow us to utilize their facilities for brief stops and occasionally over-night inmate holds. This support network has been critical to our success and operations. By utilizing these secured facilities, U.S.C. Officers while transporting inmates **ONLY** stop at secured facilities for any needed restroom breaks, meals, or needed stops. **The inmate compartments during transport are NEVER opened, unguarded, or left unsecured at any time outside of secured facilities or without law enforcement and/or correctional support on scene.**

Meals are provided by U.S.C. at no additional charge to the ordering agency and are in compliance with the *American Correctional Association Standard 4-4-4328*. Inmates, while in U.S.C. custody, are furnished with three (3) nutritionally sound meals per day, two (2) of which are guaranteed as ‘hot’ meals; usually at 0700, 1200, and 1700, closely corresponding with typical facility meal times for breakfast, lunch, and dinner.

Medications, to be provided from the pick-up facility, are authorized for transport by U.S.C. Officers. Inmate medication is kept separate from inmate property and is securely stored in a sealed lock-box, located in the officer’s compartment, while in transit. All pharmaceuticals are stored per the directions on the pharmaceutical



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label. Pharmaceuticals requiring ‘cold storage’ are able to be transported by U.S.C. Officers if advanced notification is given prior to inmate pick-up.

U.S.C. Officers are authorized to provide inmates with their medications, if taken orally (pills/liquids), as prescribed by the inmate’s physician. U.S.C. Officers are not authorized, nor licensed, to issue any medications via syringe or needle.

Temporary Housing/Holds (courtesy holds) are sometimes needed to safely complete an inmate’s transport. These Temporary Holds allow the inmate to shower, hygiene, and properly rest. Inmate Holds, given the circumstance, are typically no longer than 12 to 24 hours. In the rare circumstance that an inmate is planned to be held for a length of time exceeding 24-hours, the requesting/ordering agency will be notified. The facility conducting the hold will be advised of the inmates escape potential, security threat - such as gang affiliations, and if the inmate is known to be disruptive or of a ‘high-profile.’ Prisoners en route are prohibited from using phones and/or ‘outside’ communication devices at any temporary holding/housing facility.

Mid-Trip Breaks are taken at least once every four hours while inmates are in transport. During these breaks, **only taken at secured facilities**, inmates are granted the opportunity to stretch, utilize restrooms, and take any medications appropriately prescribed to them.

* Complete U.S.C. policies and procedures regarding secured mid-trip stops, medications, meals, and temporary holds are available upon agency request.

MID-TRIP MEDICAL EMERGENCIES

Inmate medical emergencies occurring during transport are taken very seriously. If a medical emergency does arise, U.S.C. Officers are trained to immediately contact our dispatch center and reroute their trip to the nearest medical facility or secure facility, depending on the severity, as possible. Local law enforcement is also immediately contacted and requested to assist U.S.C. Officers. The agency requesting the inmate transport will be notified immediately of the inmate’s medical condition, location and transport status. U.S. Corrections will arrange for security coverage for the inmate (Medical Watch) while they receive treatment, if approved by the contracted agency and costs are properly negated/authorized. Once appropriate arrangements are made to ensure the inmate is guarded accordingly, the transport will continue as planned. If the transport was delayed by the incident, affected agencies will be notified and provided with new pickup/delivery times along with the status of the transport.

INMATE PROPERTY

U.S. Corrections will accept and transport most Inmate Property or will make proper arrangements at the facility of pick-up on behalf of the inmate and their possessions. All Inmate Property is thoroughly searched by U.S.C. Officers inside of the pick-up facility and is NEVER made accessible to inmates while in transport. All inmate property is thoroughly inventoried at both pick-up and drop-off and is signed for by U.S.C. Officers, the inmate, and a facility staff member at both locations. U.S.C. Officers have the right to refuse to transport any



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Inmate Property that violates U.S.C. Policies on inmate property or is of excessive size in relativity of the space available in the transport vehicle. Policies on Inmate Property will be made available upon agency request.

DOCUMENTATION & RECORDS

All U.S.C. documents and documents provided by agencies, either through facsimile, mail, or electronic mail are stored on our secure servers and are readily accessible if needed and/or requested. See *Confidentiality & HIPPA*, to follow, for specific safeguards. U.S.C. Directors commonly audit stored records to ensure accuracy and compliance. Through the utilization of our *Centurion* software system, agencies may login and view all future, current, and past inmate moves along with any documentation we or they have provided. All agency invoices whether ‘paid’ or ‘unpaid’ may be viewed through *Centurion* (online 24/7/365) as well. All notations (timestamped, initialed, and securely saved) made by U.S.C. Officers, Dispatchers, Administrators, or other authorized U.S.C. employees on an inmates transport request may be viewed online by authorized personnel of the requesting agency, aiding them in the completion of their internal reports, cases, or records.

The following documents, along with many other internal forms are utilized by U.S.C. Officers and are completed and stored in both digital and hard-copy form;

- Manuel Receipt Form
- Inmate Property Form
- Inmate Monies Form
- Medical Clearance Authorization
- Courtesy Hold Authorization
- Vehicle Maintenance Forms
 - Pre-Trip Inspection Form
 - Daily Inspection Form
 - Monthly Inspection Form
 - Service/Maintenance Form

*Additional documentation and actual ‘hard/soft copy’ forms are available upon agency request.

AUTHORITY & COMPLIANCE

U.S. Corrections operates nationwide under the authority of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA) and abides by U.S. Department of Transportation regulations for Maximum Driving Time for Passenger Carrying Vehicles, Section 395.5 and all other applicable DOT regulations. U.S. Corrections also complies with all Federal regulations governed by the Interstate Transportation of Dangerous Criminals Act of 2000 (Jenna’s Act), 18 U.S. Code Sec. 3182, and 18 U.S. Code Sec. 3194. While transporting inmates via commercial airliner U.S. Corrections closely adheres to all Federal Aviation Administration (FAA) regulations for the transportation of prisoners, FAR – Part 108, Section 221.



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CONFIDENTIALITY

Confidentiality: Inmate confidentiality is taken very serious by U.S. Corrections. All information obtained for the transport of an inmate is held on our secured servers and is only accessible to authorized U.S.C. employees who, in order to successfully complete the transport, must view that information. **At no time will inmate information be disclosed to unauthorized parties or outside sources.**

U.S. Corrections makes it a point to NEVER reveal transport details to outside sources as we fully understand that the leaking of such information could heighten escape attempts and increase the probability of harm to U.S.C. Officers and/or inmates in transit.

HIPPA COMPLIANCE



HIPPA: U.S. Corrections abides by all standards set forth by the Health Insurance Portability and Accountability Act (*HIPPA*).

U.S. Corrections has put into place many measures to certify, in all levels of its operations, that we are in full compliance with the regulations and conditions set forth in the Health Insurance Portability and Availability Act of 1996 (HIPAA). U.S. Corrections is committed to continually improving its available technology to become increasingly more secure and better capable of meeting the high demand of information access against the increasing demands for information security. This statement will identify certain facets of our compliance with the HIPAA security standards and regulations.

Administrative Safeguards (*HIPAA 164.308*). U.S. Corrections has put numerous initiatives in place to provide for the appropriate assignment of access permissions to the appropriate person. Actions are in place to govern the movement of our workforce and the privileges associated with those movements. Information security awareness training is an annual mandated event for all staff, as well as annual review of contingency plans, audit trails, and security accreditation.

Physical Safeguards (*HIPAA 164.310*). U.S. Corrections and its data center are physically secure. Access to the building, floor, and data center are all independently controlled via card access at each level, preventing walk-up intrusion, especially after hours. The data center is above the first level of the building with no specific signage indicating its location, is monitored 24 hours a day with video surveillance, advanced fire protection systems, uninterruptible power, and emergency power for all systems. Annual reviews of the facility security plan, disaster recovery plan, and contingency plans are in place. Specific workstation usage and security measures are in place. Policies are also in place to guard against equipment disposal and reuse which may inadvertently compromise sensitive information.

Technical Safeguards (*HIPAA 164.312*). U.S. Corrections complies with these regulations by enforcing unique user identifications, many varied audit controls, data integrity mechanisms, verified backups, entity authentication programs, including the expanding use of digital certificate technology for all staff, and increasing measures to provide better data integrity and encryption. U.S. Corrections has carefully reviewed both the required and addressable security standards as put forth with HIPAA and is deemed **fully compliant**.



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BILLING & INSTANT PRICE QUOTATIONS

All billing is handled by U.S.C. Office Administrators. Authorized personnel from Agencies requesting inmate (male/female/juvenile/medical) transports may logon to the U.S.C. *Centurion* webpage and receive an **instant and firm price quotation** prior to placing the transport order, at any time (24/7/365). All invoices, paid and unpaid, may be viewed through the *Centurion* webpage. Upon request, agencies may authorize the viewing of price quotations and invoices only to certain personnel inside of the agency as all users have separate logon information and passwords. Price quotations, orders, and invoices may also be requested by telephone, facsimile, or electronic mail.

INMATE IDENTIFICATION

All inmates being transported by U.S. Corrections are partnered with a U.S.C. provided face sheet, which stays in the possession of U.S.C. Officers during all portions of the inmates transport. U.S.C. Officers follow thorough procedures for identifying inmates prior to, after, and during transport. If a U.S.C. Officer fails to identify an inmate, prior to transport, the inmate will not be accepted into the custody of U.S. Corrections. Our officers utilize this information to confirm an inmate's identity and much of it is included on the inmates face sheet. Before accepting custody of an inmate, U.S.C. Officers photograph the inmate and upload the image to our secured site to aid the officers, supervisors, and dispatchers in the event of emergency or a possible 'mix-up' during transport.

Below is an inmate overview, generated through our *Centurion* software, with the information the ordering agency provides.

The screenshot shows the Centurion software interface. On the left is a navigation menu with options: Transports, New Transport, Transports (with a count of 14), Pending Cancellations (with a count of 19), Complete Archive (with a count of 342), Canceled (with a count of 120), and Invoices. The main content area is titled 'Overview' and shows details for a transport with ID 'XSP-220A98VR'. It includes a mugshot of a man, his name 'Martin', and various attributes: 1986-10-15 (28 Years), Black, Male, 6-00, 250, Brown, Black. It lists two jail locations: Martin County Jail (900 SE Monterey Road, Stuart, FL, 34994, 772-220-7223) and Ocoee County Jail (402 Simpson Rd, Assinippi, FL, 34744, 407-742-4366). The status is 'Complete'. A 'Transport Times' table is also visible.

Transport Times	
ORDER TIME	2015-02-12 07:58:53
COURT DATE	
PICKUP DATE	2015-02-21 00:00:00
SCHEDULED	2015-02-16 11:30:00
IN TRANSIT	2015-02-16 07:05:09
COMPLETED	2015-02-16 07:23:29

*Policies and procedures for Inmate Identification will be made available upon agency request.



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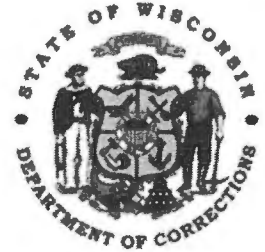
REFERENCES

State of Wisconsin

POC: Sheri Hicks, Records Director

608-240-5346

sheri.hicks@wisconsin.gov



Wisconsin Division of Community Corrections, 3099 East Washington Ave, Madison, WI 53707

U.S. Corrections is under contract and has proudly performed extraditions and offender transports for the state of Wisconsin, who places over 1200 out-of-state inmate moves per year, since 2014. Under this contract, U.S. Corrections is the sole prisoner transportation provider for the Wisconsin Department of Corrections, the Wisconsin Division of Community Corrections, the Wisconsin Division of Adult Services, and the Wisconsin Division of Juvenile Justice. The current contract was recently renewed and re-awarded to U.S. Corrections and is valid through 2017 (estimated value of \$1.2M) with annual renewal options at an estimated \$650K/year through 2020.

Testament from Mrs. Diane Lazar, Offender Registrar – Wisconsin Division of Community Corrections:

“The staff at U.S. Corrections has demonstrated their expertise and knowledge of the prisoner transportation industry. They have well-trained transport officers, in-house training for their transport officers, flexibility in scheduling and have met all of our department’s requirements for safely transporting our offenders back to Wisconsin. At times, our department has had some very tight time-frames and specific pick-up dates that U.S. Corrections has successfully managed to fulfill in a very professional manner ...

...U.S. Corrections has been very flexible in meeting our specific business needs. As an example, during our department’s initial dealings with U.S. Corrections, we placed orders for a large number of time-sensitive offender transports throughout the United States. Although it was a task that an average transport company might not have been able to facilitate, U.S. Corrections handled the challenge so proficiently. U.S. Corrections worked so hard to make all of the connections with the holding facilities for pick-ups and provided all the proper notices to our correctional institutions for the offender’s arrivals. U.S. Corrections went above and beyond in accommodating our department at a time when we needed them the most.”

Colorado Department of Corrections

POC: Patty A. Weaver, Administrative Assistant III

303-426-4651

patricia.weaver@state.co.us



Colorado Department of Corrections, Fugitive Operations, 8800 Sheridan Blvd., Westminster, CO 80031



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U.S. Corrections is under contract and is the sole prisoner transportation provider for the Colorado Department of Corrections. CDOC utilizes U.S. Corrections to facilitate over 600 out-of-state inmate moves per year, since 2015. The current contract was recently awarded to U.S. Corrections and is valid through mid-2020. (Estimated value of \$1.125M).

Testament from Mrs. Patty Weaver, Fugitive Operations – Extradition Unit, Colorado Department of Corrections:

“Mr. [U.S.C. Employee], Thank you for asking about the quality and CDOC satisfaction with U.S. Corrections as it is something lacking with our business today, and is a nice pleasure. I have placed about 99.5% of the transports for the Colorado Department of Corrections in the last three months, and have found the system [online transport ordering system] to be quite user friendly...U.S. Corrections is doing a great job! Captain [U.S.C. Employee], Lieutenant [U.S.C. Employee], and Officer [U.S.C. Employee] are fabulous to work with and are great assets to U.S. Corrections. Thank you.”

New Mexico Corrections Department

POC: Martin Jaramillo, Sergeant

505-383-3533

martin.jaramillo@state.nm.us

New Mexico Corrections Department, 1525 Morris Road, Los Lunas, NM 87031



U.S. Corrections is under contract and is the sole interstate prisoner transportation provider for the New Mexico Corrections Department. U.S. Corrections has transported hundreds of offenders for the New Mexico Corrections Department since 2014 and the current contract is valid, with renewal options thru late 2018.

Broward County Sheriff's Office, FL

POC: Bernadine Taylor

954-831-8111

bernadine_taylor@sheriff.org

Broward County Sheriff's Office, 2601 W. Broward Blvd., Ft. Lauderdale, FL 33312



U.S. Corrections and its management team has performed interstate and intrastate prisoner transports for the Broward County Sheriff's Office since 2008. Broward County is the second largest county in the State of Florida and uses U.S. Corrections as its sole prisoner transportation provider for hundreds of in-state and out-of-state prisoner moves per year along with other inmate services.



U.S. CORRECTIONS

PRIDE – INTEGRITY – COMMITMENT

OFFICIAL USE ONLY	
Boone County, MO RFP#65-23NOV15	
<input checked="" type="checkbox"/>	TRADE SECRET / CONFIDENTIAL
<input type="checkbox"/>	PUBLIC INFORMATION

DIVISION OF WARRANTS AND EXTRADITIONS

Marion County Sheriff's Office, FL

POC: Tammy L. Counts, Corporal

352-843-1670

tcounts@marionso.com

Marion County Sheriff's Office, 700 NW 30th Ave, Ocala, FL 34475



U.S. Corrections and its management team has performed interstate and intrastate prisoner transports for the Marion County Sheriff's Office since 2010. Marion County is one of the largest Counties in the State of Florida and uses U.S. Corrections as its sole prisoner transportation provider for hundreds of in-state and out-of-state prisoner moves per year.

Testament from Corporal Tammy Counts, Transportation Coordinator – Marion County Sheriff's Office:

"We have been using U.S. Corrections since 2010 and have been very satisfied with their services. We highly recommend them!"

*More references available upon request.



BOONE COUNTY, MISSOURI
Request for Bid #: 65-23NOV15 – Extradition Services

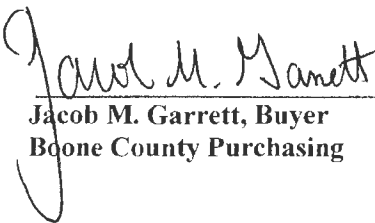
ADDENDUM # 1 - Issued November 24, 2015

This addendum is issued in accordance with the RFB Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **MUST be acknowledged** and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

CHANGE Bid Submission and Bid Opening date and time to:

Day/Date: Monday, November 30, 2015
Time: 1:30 p.m. central time

By: 
Jacob M. Garrett, Buyer
Boone County Purchasing

OFFEROR has examined **Addendum #1** to Request for Bid# 65-23NOV15 -- *Extradition Services*, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

COUNTY OF BOONE - MISSOURI



REQUEST FOR PROPOSAL FOR EXTRADITION SERVICES

RFP #65-23NOV15
Release Date: October 21, 2015

Submittal Deadline:
November 21st, 2015
not later than 1:30 p.m. Central Time

Boone County Purchasing
613 E. Ash Street, Room 111
Columbia, Missouri 65201

Jacob M. Garrett, Buyer
Phone: (573) 886-4393 Fax: (573) 886-4390
E-mail: JGarrett@boonecountymo.org



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

PROPOSAL #: 65-23NOV15 – Extradition Services

Sealed proposals will be accepted until **1:30 p.m. on Monday, November 23, 2015** in the Boone County Purchasing Office, Boone County Annex Building, Room 111, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4393; fax (573) 886-4390 or e-mail: JGarrett@boonecountymo.org.

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Jacob M. Garrett
Buyer

Insertion: Thursday, October 22, 2015
COLUMBIA MISSOURIAN



1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 1:30 P.M., C.T., on Monday, November 23, 2015** to:

Boone County Purchasing Department
Jacob M. Garrett, Buyer
613 E. Ash Street, Room 111
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 1:30 P.M. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and five (5) copies of the proposal (total of six). Proposals will be opened publicly but only names of Offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person or firm who requests it.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

- 2.1.1 This document constitutes a request for sealed proposals for **Extradition Services** as set forth herein.
- 2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Scope of Services
 - 4) Proposal Submission Information
 - 5) Response/Pricing Page
 - 6) Attachment – “No Bid” Response Form

2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal should be submitted in writing, prior to the bid opening and no later than 5:00 p.m., Monday, November 16, 2015. All questions must be mailed, faxed or e-mailed to the attention of Jacob M. Garrett, Buyer. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

- a. Jacob M. Garrett, Buyer
613 E. Ash Street, Room 111
Columbia, Missouri 65201
Phone: (573) 886-4393
Fax: (573) 886-4390
E-mail: JGarrett@boonecountymo.org

- 2.2.2 In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.
- 2.3. **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County’s proposal file becomes part of public record at time of contract execution or when all proposals have been rejected.

2.4. Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

2.4.1. Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

2.4.2. Comprehensive General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

2.4.3. The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$3,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverage's. Should any work be subcontracted, these limits will also apply.

2.4.4. COMMERCIAL Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than

\$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

2.4.5. Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.

2.5. INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

2.6. Contract Terms and Conditions:

2.6.1. The successful Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

2.6.2. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

2.7. Contract Period:

The contract period with the successful firm shall begin **February 1, 2016 and extend through December 31, 2016**. The contract shall have four (4), one-year renewal periods following the completion of the initial contract term. After the completion of the final

renewal term, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with 30 days prior written notice.

2.8. Cancellation Agreement:

The County reserves the right to cancel the contract without cause by giving not less than thirty (30) days prior notice to the Contractor in writing of the intention to cancel, or with cause, if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the Contractor to comply with any of the provisions of this contract may be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow Contractor reasonable opportunity to cure material breach, but is not required to do so.

2.9. Fiscal Non-Funding Clause:

In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the provider of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

2.10. Estimated Usage:

The County anticipates extradition services for roughly 25 County prisoners each year. This number is estimated based on past usage for a 12-month period. The County does not guarantee minimum usage. The County reserves the right to increase or decrease usage as requirements dictate.

2.11. Work Authorization Certification: Employment of Unauthorized Aliens Prohibited

2.11.1. Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

2.11.2. As a condition for the award of this contract, the Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. **Please return a copy of the Memorandum of Understanding** that you will receive following completion of enrollment. This will provide the County the proof of enrollment.

2.11.3. Contractor shall require each subcontractor to affirmatively state in its contract with Contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

2.12. The County reserves the right to award to one or multiple respondents. In addition, the resulting contract from this RFP will be considered "Non-Exclusive". The County reserves the right to obtain service from other suppliers.



SCOPE OF SERVICES

Project Description:

Boone County, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the furnishing of **Extradition Services**, including interstate and intrastate transportation, and security and control of prisoners as needed for the Boone County Sheriff's Office as specified in the following requirements. Subcontracting of any services specified herein shall not be acceptable. Any contractor responding with a proposal to utilize a subcontractor will not be considered

3.2. Scope of Current Extradition Service Contract:

The County is currently under contract with PTS of America. PTS is providing extradition service both within and between States on a case by case basis. Some persons being transferred have special needs. Examples of persons with special needs include juveniles, women, medicated persons, and persons with mental health issues. Professionalism, effectiveness, and a highly trained staff are all qualities that the County looks for in its contractors.

3.3. Scope of Work:

The County will expect the Contractor to perform the services noted below. Please respond to this listing in your proposal.

3.3.1. The contractor agrees to perform the services specified herein in accordance with generally accepted standards applicable thereto and shall comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the services performed hereunder.

3.3.2. The contractor is required to agree to and follow Transport Standards for interstate/intrastate transportation of prisoners and fugitives from justice, as incorporated herein and made a part hereof. The contractor must meet the standards of and comply with all provisions of The Interstate Transportation of Dangerous Criminals Act of 2000, Public Law 106-560, 114 Stat. 2784 (42 U.S.C. 13726b) enacted December 21, 2000.

3.3.3. At the request of the County, the contractor shall assume custody of prisoners committed to the custody of the County and provide interstate and/or intrastate transportation of said prisoners to and from locations designated by the County.

3.3.4. In assuming custody of prisoners, the contractor shall assume the sole responsibility for security and control of prisoners in a professional manner and in accordance with the County's written policies and procedures. Such policies, procedures, and directives may be promulgated in the future regarding the use of force and the security and control of prisoners. In the event there are no written policies or procedures, the contractor shall follow reasonable and customary operating procedures.

3.3.5. The contractor agrees to travel the most direct route when transporting prisoners for the County.

3.3.6. The contractor shall immediately report unusual incidents, emergencies, and/or controversial situations that arise in the performance of their services to the County in accordance with the County's directives. For the purpose of definition, "unusual incident, emergency, or controversial situations" includes but is not necessarily limited to the following: any act of violence by a prisoner or other passengers; any escape or attempted escape of a prisoner, or any other breach of security; any excessive delay in the transportation of a prisoner; any medical condition of a prisoner or other passenger requiring emergency medical treatment; any mechanical failure that would normally require formal reports to the cognizant regulatory agency; and any refusal of law enforcement agencies to release a prisoner to the contractor as authorized or directed by the County.

3.3.7. The contractor shall assume custody of prisoners from authorized agents of the County, at the location of incarceration determined by the parties to be suitable for such purpose, to transport such prisoners to their destination or other specified location. Upon arrival, the contractor shall surrender custody of such prisoners to the County or to the law enforcement agency as designated by the County. The County shall have the right to cancel its pick-up order within twenty-four (24) hours after placing the order. Any other cancellation may be made only with the consent of the contractor.

3.3.8. In the event of delays in delivering prisoners to the specified destination, whether or not beyond the contractor's control, including inclement weather or mechanical malfunctions, the contractor shall provide for all prisoner costs, except medical, related to such delays, including but not limited to food and lodging.

3.3.9. The County shall provide the contractor with a pickup deadline for all prisoners. The contractor shall be fully responsible for insuring that all prisoners are picked up before the designated pickup deadline. In the event a prisoner is unavailable for pickup due to the contractor's failure to meet the pickup deadline, the County shall be relieved of any and all costs associated with such pickup.

3.3.10. If the Contractor is unable to meet a pickup deadline, the County reserves the right to use an alternative Contractor.

3.3.11. **Refusal and/or Inability to Transport** – The contractor shall have the right to refuse to transport any individual whose condition or behavior, in the opinion of the driver, would be detrimental or dangerous to the safety of the vehicle or its passengers. In the event the driver refuses to transport any such individual, the County shall be notified immediately, prior to leaving the pick-up location, and there shall be no charge to the County.

3.3.12. If, upon arrival at the holding agency, the contractor learns that the prisoner has a contagious disease that was unknown to the contractor and the County, the contractor shall immediately contact the County for further instructions. If the prisoner is transported, transport shall be made in such a manner as to ensure the wellbeing of all other occupants. If the prisoner cannot be transported, the County shall not be subject to a penalty charge. The contractor agrees not to place holds on the County's prisoners held in other jurisdictions. Should the contractor or its agent's place a hold on a prisoner, in violation of this provision, the contractor agrees to reimburse the County for the full cost of transport in each such occurrence.

3.3.13. In the event the prisoner is unavailable, due to the fault of the County, the County shall be responsible for the costs incurred which are directly attributed to the trip to the facility, but no more than 50% of the original trip cost. In the event the contractor fails to contact the holding facility twelve (12) hours prior, the County shall be relieved of any and all costs associated with such pickup if upon arrival the prisoner is unavailable. In any case, the County shall not be subject to a penalty charge.

3.3.14. The contractor shall deliver prisoners held in another jurisdiction to the County's facilities within fifteen (15) calendar days from the date of pickup unless the County designates a shorter period of time, delays outside of human control notwithstanding

3.4. Special Needs / Service Requirements

3.4.1. On a case by case basis, the County reserves the right to use an alternative Contractor if the primary Contractor is unable to meet a necessary pick up deadline.

3.4.2. In the case of special needs transportation, Contractor's qualifications and equipment will be evaluated on a case by case basis. The County reserves the right to use the Contractor deemed most appropriate by the County.

3.4.3. Contractor will ensure that female staff will be utilized any time female inmates are in contractor's custody except for short periods necessary for female staff to join the transportation staff team while en route.

3.5. Contractor Qualifications

3.5.1. The contractor must meet the following minimum requirements:

3.5.2. The contractor shall have been in the business of transporting interstate and/or intrastate prisoners for a minimum of three (3) years.

3.5.3. The contractor shall have in place and operational a ground transportation system that operates seven (7) days per week, three hundred sixty-five (365) days per year, twenty-four (24) hours per day.

3.5.4. The contractor shall provide five (5) references where they have provided similar services as specified herein, within the last twelve (12) months.

3.5.5. The contractor shall provide a copy of the certificate issued by the Interstate Commerce Commission, which gives the contractor authority to operate as a common carrier.

3.5.6. The contractor shall provide documentation to show that each transportation agent has received complete training in all phases of prisoner transport, and is properly licensed in accordance with all State and Federal requirements for handling prisoners.

3.5.7. The contractor shall provide a twenty-four (24) hour, seven (7) days per week, communication system for access of agency decision makers.

3.6. Training

3.6.1. All employees of the contractor involved in the pick-up and transportation of prisoners shall have a police and/or corrections background, or have successfully completed a training program which focused on the proper use of restraining devices, self-defense, etc., necessary to perform the duties specified herein. A copy of the training materials (courses) must be submitted with the bid.

3.7. Identification

3.7.1. All employees of the contractor involved in the pick-up and transport of prisoners shall be required to dress in a professional manner. The employees shall be required to wear a uniform bearing the company logo. Street/casual clothes (i.e. jeans, t-shirts with popular printed material, sandals, 'flip-flops', etc.) shall not be acceptable. If the contractor's employees do not wear proper attire, the holding authority may not release the prisoner(s), and the contractor shall not be compensated for the trip.

3.7.2. All employees of the contractor involved in the pick-up and transportation of prisoners shall carry an ID that indicates information including, but not limited to, the company name, employee name, photo, etc. This ID must be presented and/or displayed properly when requested by the holding agency prior to the release of any prisoner.

3.8. Planning - The contractor agrees to meet the following requirements in the area of planning:

3.8.1. The contractor shall provide twenty-four (24) hour coverage to help facilitate the planning and operations of our service to law enforcement agencies. The contractor's staff shall be available by telephone twenty-four (24) hours a day, 365 days a year. All prisoner transportation shall be pre-planned in order to achieve the highest levels of efficiency, professionalism, and safety. Some of the important issues involved in the planning process shall include prisoner pick-up and delivery deadlines, prisoner classification, travel routes, appropriate check points, medication needs, feeding, rest stops, and housing requirements. Contractor shall have written contingency plans in place in the event of a medical problem, accident, or prisoner escape.

3.8.2. Transporting agents shall know the prisoners they are transporting including but not limited to, the prisoner's custody level, propensity for violence, physical or mental handicap (if any), advanced age, language barrier, or if considered a special or high notoriety case.

3.8.3. Pick-up and delivery of prisoners shall be done in a timely manner.

3.8.4. Transporting agents shall carry fingerprints and a photo of each prisoner being transported.

3.8.5. The contractor shall establish check points or call-in times. Transport agents shall use a secure phone line for reporting and receiving orders.

3.8.6. Prisoners shall be given an eight (8) hour rest period within any twenty-four (24) hour period. In transit time shall not exceed sixteen (16) hours per day on average. No prisoner shall travel more than 24 hours without receiving housing. Housing shall be provided to the prisoner, with the opportunity to receive proper rest, shower, and meet other hygienic needs.

3.8.7. Blankets shall be carried and provided to the prisoner upon request, if route and conditions warrant.

3.8.8. Prisoners traveling interstate shall travel a minimum of 250 straight-line miles each day from point of departure to point of destination.

3.8.9. Releasing agency shall be given one (1) working day notice prior to the contractor taking custody of a prisoner unless a lesser time frame may be mutually agreed upon. The contractor will determine if a status change of the prisoner has occurred. In the event

a status change has occurred, thereby causing the transport to be cancelled, the contractor will contact the County immediately and there will be no charge to the County.

3.8.10. Appropriate documentation including written authority to transport prisoner shall be in the possession of the transporting agents in order to support transport of prisoner as well as en-route housing.

3.8.11. Meal stops shall be selected at random to avoid the possibility of a pre-planned escape attempt or rescue. Prisoners shall be fed three (3) meals within a twenty-four (24) hour period.

3.8.12. Each vehicle shall carry a copy of a formal confidential contingency plan covering medical problems, escapes, accidents, or other incidents.

3.8.13. The contractor shall immediately notify the designated County contact person of medical problems, escape, accident, or other incidents as outlined in the contingency plan. If immediate notification is not possible, the information shall be provided at the earliest possible time.

3.8.14. For prisoners traveling interstate, the County shall be notified the day transporting agents take custody of a prisoner and the County shall be notified when the prisoner arrives at the destination. The County shall also be notified of any delays.

3.8.15. Appropriate documentation including written authority to transport prisoner (i.e. Prisoner Receipt, Property Receipt, Prisoner Medical/Medication Information, Prisoner Activities [meals, rest stops, stretch breaks, and rest overnight-RON]) shall be delivered with the prisoner.

3.8.16. The contractor shall arrange for a 24 hour, seven (7) days per week communications system for access of agency decision-makers.

3.8.17. The contractor shall have staff available during normal business hours.

3.9. PERSONNEL

3.9.1. The contractor shall complete an evaluation of potential employees targeting desirable qualified candidates with unquestionable backgrounds. It shall include, but not be limited to, a driving history, criminal history investigation, and drug testing.

3.9.2. The contractor agrees to adopt employment criteria that current employees will be terminated and new personnel will not be hired, if a criminal record is located for the following offenses:

- All felony offenses unless pardoned of the offense, if the pardon is expressly granted for subsequent proof of innocence.
- Misdemeanor offenses that fall into the following categories:
 - Convicted of driving while intoxicated, either alcohol or drugs, within the past two (2) years.
 - Thefts or crimes against persons that resulted in jail time or probated jail time within the past two (2) years
- Drug Offenses:
 - Manufacture or sale of any illegal drug or controlled substance.
 - Drug use: marijuana-no usage within the past two (2) years, felony drug-no usage.
- Felony or misdemeanor convictions for the following offenses:

- Public lewdness
 - Indecent exposure
 - Perjury
 - Tampering with a governmental record
 - Impersonating a public servant
 - Permitting or facilitating an escape
 - Violations of the rights of a prisoner
- 3.9.3. Transporting agents shall receive complete training in all phases of short and long distance prisoner transport, applicable laws, prisoner care, custody and control, self-defense, CPR, first aid, cross-gender supervision, and weapons training.
- 3.9.4. The contractor shall require 100 hours of classroom instruction to insure the above requirements are met.
- 3.9.5. Transporting agents shall be paid wages not less than that required by any applicable State and Federal requirements.
- 3.9.6. Transporting agents shall be properly licensed in accordance with all applicable State and Federal requirements.
- 3.9.7. Transporting agents shall have appropriate identification with descriptive information and picture thereon which clearly identifies him/her as transporting agents for a specific transportation agency.
- 3.9.8. A minimum of two transporting agents shall be used when transporting prisoners by ground.
- 3.9.9. A minimum of one transporting agent shall be used when transporting by air unless otherwise stipulated by the airline or the County. Transportation agent shall be of the same gender as the prisoner.
- 3.9.10. Prisoners shall be transported safely and humanely.
- 3.9.11. The contractor shall provide a list of names, ID card numbers, and signatures of transporting agents authorized to receive custody of prisoners on the County's behalf. The contractor shall be responsible for providing updates to the County. The contractor shall furnish any and all documentation regarding the certification or registration of its transport agents to the County upon request.

3.10. Vehicles

- 3.10.1. Vehicles shall conform to all appropriate regulations and shall be serviced regularly and maintained in optimum operating condition.
- 3.10.2. Vehicles shall be properly licensed in accordance with all applicable State and Federal regulations.
- 3.10.3. Vehicles shall be configured to separate transporting agents and prisoners and to separate male prisoners from female prisoners.
- 3.10.4. Prisoners shall not be able to open doors and windows (from inside prisoner compartment).
- 3.10.5. Transporting vehicles shall be equipped with a cellular telephone capable of operation anywhere the contractor operates.
- 3.10.6. Vehicle separation systems shall have two (2) separate compartments.

- 3.10.7. Vehicles shall have an operating air-conditioner and heater for the entire vehicle.
- 3.10.8. Vehicles shall be serviced on a prescribed schedule according to requirements of the transportation department.
- 3.10.9. Vehicles shall carry safety equipment such as first aid kits, fire extinguisher, safety triangles, etc.
- 3.10.10. Vehicles shall be equipped with spare tires, jacks, and lug wrench.
- 3.10.11. Vehicles shall be equipped with sufficient storage to secure personal property of prisoners being transported.
- 3.10.12. Vehicles shall be clean inside and out at all times.
- 3.10.13. A vehicle shall not be in operation if it has sustained body damage that would impair the safe operation of the vehicle.

3.11. Restraint Equipment

- 3.11.1. Handcuffs and leg irons shall be manufactured to meet full compliance with N.I.J. Standards dealing with marking, workmanship, mechanical strength, and tamper resistance.
- 3.11.2. Appropriate restraint equipment shall be available so prisoners are restrained during transport; i.e. handcuffs, Martin chairs, and leg irons, at a minimum, for each prisoner on board. Additionally, two (2) handcuff covers (black boxes) and one (1) hinged cuff shall be available.
- 3.11.3. Prisoners shall not be secured to any part of the transporting vehicle.
- 3.11.4. Transportation agents shall be trained in the use and prohibited uses, of restraining devices. The practice of hogtying (the restraint of the ankles and wrists while being tied together behind the back) shall be strictly prohibited at all times.

3.12. Operations

- 3.12.1. A full body strip search shall be conducted when taking initial custody and all personal items shall be removed from the prisoner. While being transported, prisoners shall remain under observation at all times. It is advantageous to keep prisoners who are being transported separated from all other prisoners when being housed overnight. Efforts shall be made to prevent the use of phones or any communication with anyone outside the place of temporary custody. Whenever possible, prisoners shall be allowed to bathe if temporarily housed due to the length of the trip.
- 3.12.2. Prisoners shall be positively physically identified prior to transportation agents assuming custody and removing them from the holding agency.
- 3.12.3. A strip search of prisoners shall be completed prior to being transported. A pat search is appropriate at any time. A transporting agent of the same gender as the prisoner shall conduct searches.
- 3.12.4. Vehicles shall be thoroughly searched prior to placing prisoners therein. If at any time the vehicle is out of sight of the transporting agents, the vehicle shall be searched prior to resuming the trip.
- 3.12.5. Prisoners shall be properly placed and segregated within the transporting vehicle.

- 3.12.6. Records shall be maintained noting pick up date/time and location, delivery date/time and location along with transporting agents' signatures of extradition oath for each prisoner transported.
- 3.12.7. Property transported shall be inventoried and signed for by both the prisoner and the transporting agent.
- 3.12.8. Personal property shall be securely stored and inaccessible to prisoners.
- 3.12.9. Prisoners shall not be permitted to communicate with persons other than transporting agents. Prisoners en route are prohibited from using phones at en route housing locations.
- 3.12.10. Transporting agents shall keep an activity log that is updated continually throughout the trip by current entries.
- 3.12.11. Food shall be brought to the transportation vehicle when stopping for meals.
- 3.12.12. Special requests by prisoners are not to be honored unless related to prisoner's health or safety. In responding to a health and safety request, transporting agents shall use the utmost caution to maintain and protect the confidentiality of their response plan.
- 3.12.13. When en route housing is required, prisoners shall be lodged in secure and adequate jail facilities and local staff advised of escape potential, security threat such as gang affiliation, disruptive group member, or high profile offender. Whenever possible, prisoners en route shall be separated from the facilities' general population.
- 3.12.14. Transporting agents are legally responsible for prisoners under their care and control.
- 3.12.15. Prisoners shall be allowed to bathe at en route housing locations.
- 3.12.16. The contractor shall verify the identity of the person(s) to whom custody is transferred.

3.13. Safety

- 3.13.1. All vehicle accidents shall be reported to the contractor's office. All vehicle accidents shall also be reported to the County designated representative. The contractor agrees to furnish the County with a copy of any official accident investigation reports generated by the local police agency and a copy of any internal investigation reports related to the accident.
- 3.13.2. Vehicle repairs in transit shall be completed before the trip continues.
- 3.13.3. Prisoner injuries shall be reported to the contractor's office.
- 3.13.4. Trip audits shall be completed on transporting agents' activity logs to assure compliance with operating standards.
- 3.13.5. Rates of speed above posted limits are not permitted. All traffic laws must be adhered to. All traffic citations shall be reported to the contractor's office.
- 3.13.6. All escapes shall be reported at once to local law enforcement at the scene, and to the contractor's office.
- 3.13.7. All escapes shall be immediately reported to the County.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and five (5) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Jacob M. Garrett, Buyer
613 E. Ash Street, Room 111
Columbia, MO 65201

b. The proposals must be delivered no later than **1:30 p.m. on Monday, November 23, 2015**. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.

4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.

4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. Evaluation and Award Process:

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.1.4. Evaluation:

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

4.1.4.2. **Qualifications Statement/References:** The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP

- a. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
- b. Name other businesses or preferably any government agencies/municipalities for which you have provided similar services in the last five (5) years and provide a current contact name, email address and phone number for each account.

4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be

straightforward and limited to facts, solutions to problems, and plans of action.

- 4.1.4.5. Where the words “shall” or “must” are used, they signify a required minimum function of system capacity that will heavily impact the Bidder’s final response rating.
- 4.1.4.6. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder’s final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

4.1.5. Rejection / Withdrawal of Proposals Response:

Rejection of Proposals The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with bidders and to accept the proposal deemed to be in the best interest of the County.

Withdrawal of Proposals Proposals may be withdrawn on written request from the bidder at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the bidder in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

4.1.6. Validity of Proposal Response:

Bidders agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address:

<u>Item #</u>	<u>Description</u>	<u>Price</u>
5.1.	Price Per Mile-Adult Prisoner	\$ _____ firm, fixed price per mile
5.2.	Price Per Mile-Juvenile Prisoner	\$ _____ firm, fixed price per mile
5.3.	Minimum Trip Fee	\$ _____
5.4.	Discount if more than one prisoner per pick-up/drop-off location at same time.	_____ %

5.5. Special Needs:

Please outline a pricing plan per mile for persons with any conceivable special needs.

5.6. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years following the initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____ No _____

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

First Renewal: January 1, 2017 – December 31, 2017	+ ___%	- ___%
Second Renewal: January 1, 2018 – December 31, 2018	+ ___%	- ___%
Third Renewal: January 1, 2019 – December 31, 2019	+ ___%	- ___%
Fourth Renewal: January 1, 2020 – December 31, 2020	+ ___%	- ___%

Note: These renewal options will be used in the evaluation.

5.7. Provide a contact person who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

- Name:**
- Organization:**
- Address:**
- E-mail:**
- Phone Number:**
- Fax:**

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL BIDS IN EXCESS OF \$5,000.00)**

County of _____)
)SS.
State of _____)

My name is _____ . I am an authorized agent of _____
_____(Bidder). This business is enrolled and participates in a federal
work authorization program for all employees working in connection with services
provided to the County. This business does not knowingly employ any person that is an
unauthorized alien in connection with the services being provided. Documentation of
participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state
in writing in their contracts that they are not in violation of Section 285.530.1 and shall
not thereafter be in violation. Alternatively, a subcontractor may submit a sworn
affidavit under penalty of perjury that all employees are lawfully present in the United
States.

_____)
Affiant

_____)
Date

Printed Name

Subscribed and sworn to before me this ___ day of _____, 20__.

Notary Public

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

(Please complete and return with Contract)

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date



"No Bid" Response Form

Boone County Purchasing
613 E. Ash Street, Room 111
Columbia, MO 65201

Jacob M. Garrett, Buyer
(573) 886-4393 – Fax: (573) 886-4390

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

Bid: 65-23NOV15 – Extradition Services

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/18/2015

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 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 Yates & Associates 1002 East Blanco Boerne, TX 78006	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____														
INSURED U.S. Corrections, LLC 522 S Hunt Club Blvd# 402 Apopka, FL 32703	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A: USG</td> <td></td> </tr> <tr> <td>INSURER B: Progressive Casualty</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D: USG</td> <td></td> </tr> <tr> <td>INSURER E: TN Risk Pool</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: USG		INSURER B: Progressive Casualty		INSURER C:		INSURER D: USG		INSURER E: TN Risk Pool		INSURER F:	
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INSURER D: USG															
INSURER E: TN Risk Pool															
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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			CJ10028615	09/07/15	09/07/16	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 1,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
B	AUTOMOBILE LIABILITY			CTN 005430845-5	11/07/15	11/07/16	COMBINED SINGLE LIMIT (Ea accident) \$ 1,500,000
	<input checked="" type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>					PROPERTY DAMAGE (Per accident) \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB			Binder# 19675	09/07/15	09/07/16	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					\$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			Binder# 20006	11/18/15	11/18/16	WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Additional Remark: County of Boone, MO added as an additional insured to US Corrections, LLC COI.

CERTIFICATE HOLDER County of Boone, MO 613 E. Ash St., Room 111 Columbia, MO 65201	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
--	--

**PURCHASE AGREEMENT FOR
EXTRADITION SERVICES TERM AND SUPPLY
(Secondary Supplier)**

THIS AGREEMENT dated the 9th day of February 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Prisoner Transportation Services, LLC**, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Extradition Services Term and Supply**, Boone County Request for Proposal for Extradition Services Term and Supply, proposal number **65-23NOV15**, Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the un-executed Response / Pricing Page, Addendum Number 1, Best and Final Offer Number 1 with response dated **November 19, 2015** executed by **Alan Proctor**, as well as the Contractor's proposal response executed by **Alan Proctor** on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Instructions and General Conditions, Introduction and General Information, Scope of Services, Proposal Submission Information, the un-executed Response / Pricing Page, Addendum Number 1, and Best and Final Offers Number 1 shall prevail and control over the Contractor's proposal response.

2. Basic Services - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County extradition services as set forth in the proposal specifications and as outlined in the Contractor's proposal response and Best and Final Offer as follows:

- Price Per Mile-Adult Prisoner \$0.90
- Price Per Mile-Juvenile Prisoner \$1.75
- Minimum Trip Fee \$400.00
- Discount if more than one prisoner 50%
- Per pick-up / drop off location at same time
- Same Day / Court Pick Up \$300.00
- End of Sentence / Release Dates \$300.00
- Form VI / (IAD) \$300.00

3. Contract Duration - The initial contract period is **February 01, 2016 through December 31, 2016**. This agreement may be extended beyond the expiration date by order of the County for an **additional four (4) one-year periods**. Pricing is firm and may not increase for any renewal period. At the end of the final renewal period, contract may continue on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the proposal specifications and responded to on the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's proposal response, as needed and as ordered by County. **Prisoner Transportation Services, LLC** shall act as the secondary supplier and shall furnish Extradition Services for the County. The contractor shall arrange

for a 24 hour, seven (7) days per week communications system for access of agency decision-makers. On a case by case basis, the County reserves the right to use an alternative Contractor if the primary Contractor is unable to meet a necessary pick up deadline. If proposed schedule is not acceptable for the County with the Primary Contractor, the County will contact and schedule the work with the Secondary contracted supplier.

4. Billing and Payment - Invoices shall be sent to the Boone County Sheriff Department, Attn: Leasa Quick, 2121 County Drive, Columbia, 65202. Billings may only include the prices listed in the Contractor's proposal response. No additional fees or extra services not included in the proposal response or taxes shall be included as additional charges in excess of the charges in the Contractor's proposal response to the specifications. The County agrees to pay all correct monthly statements within thirty (30) days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its proposal response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of nine percent (9%) per annum on disputed amounts withheld commencing from the last date that payment was due.

4. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

5. Entire Agreement - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

6. Termination by County - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

PRISONER TRANSPORTATION SERVICES, LLC

by Alan Proctor
title Director of Sales & Marketing
address P.O. Box 171078
NASHVILLE, TN 37217

APPROVED AS TO FORM:
by: [Signature]
County Counselor

BOONE COUNTY, MISSOURI

by: Boone County Commission
[Signature]
Daniel K. Atwill, Presiding Commissioner

ATTEST: [Signature]
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION:

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

[Signature] by [Signature] 02/02/2016 1255/85600
Signature Date Appropriation Account

BOONE COUNTY - MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: 65-23NOV15-Extradition Services for Boone Co. Sheriff's Department

CLARIFICATION / BEST AND FINAL OFFER FORM #1

1. Yearly Usage Reports:
 - Price per mile-adult with total number of adults, total number of miles, unit price, extended price
 - .90 cents per mile, 33 inmates in the regular ground network-19,476 miles-16 were minimum charged moves (\$400)-1 medical transport-Air move (Insulin Dependent Diabetic)-\$2720. The total amount of transports billed since January 1, 2015 is \$22,135.80. The total # of moves is 34.
 - Price per mile-juvenile-There were no juvenile moves for Boone Co.
 - Quantity of minimum trip fees, unit price, extended price-16 minimum moves-\$400 each-Total price was \$6400
 - Multiple prisoner trips-There were no multiple prisoner moves
 - Special needs- 1 medical move(Insulin Dependent Diabetic)-Transported by Air-\$2720
 - Surcharges-there were NO surcharges in 2015
2. VI/IAD surcharges should be three-hundred \$300. Multiple moves should be fifty 50%
3. We request a 10 day supply of medication. If the holding facility won't supply the medication, we ask for a prescription and will stop and get it filled at the local pharmacy. The prescription is kept in the inmates property bag and will be dispensed at the required times. If the inmate is an insulin dependent diabetic, the insulin will be stored in a cooler on the vehicle if needed and will be administered at a secured location by the medical staff.
4. I can provide you with an invoice showing mileage and the total price for a particular transport; however, on a special needs and surcharge transport, we show mileage plus a flat fee. Please see attached for a sample bill.
5. Unusual Incidents-
 - **Inmate Escapes:** Of the 40,000+ inmates we've transported over the past 3 years, we've had 4 escapes. All 4 of the inmates were captured. Following the escapes, a full investigation was conducted into each incident and we took the necessary measures to ensure escapes were prevented in the future. We terminated the employees that were involved in those incidents; for it was found they did not follow policies and procedures which contributed to the escapes.
 - **Inmate Deaths:** Within the last 3 years, we've had 3 inmate deaths while in our custody. These were related to the health issues of the inmates. All 3 inmates were given their necessary medications as prescribed the holding agencies medical staff. PTS agents were not at fault on any of the inmates' death. For each occurrence the inmates were deemed medically stable for transport within our ground network. When an inmate is not physically healthy enough to be transported by ground we will request that the customer allow us to transport that prisoner by air. Although this option may be more costly for a client, it mitigates the risks for both PTS and requesting agencies when transporting inmates with special or sensitive medical needs.

- **Officer Deaths:** We haven't had any agent deaths within the last 3 years.
- **Human Rights Violations:** When you transport as many inmates as we have throughout the years, it is not uncommon to have an inmate complaining about their rights being violated. We take every allegation seriously and will turn it over to our internal affairs division. If deemed necessary, our legal department then handles the complaint.
- **Contract Termination:** We had a contract terminated on November 14, 2014. This was due to the customer asking us to investigate an alleged allegation that was brought to their attention by an inmate in our custody. Our former management staff did not handle this request for investigation in a timely manner. I took it upon myself to turn this alleged incident over to an outside Private Investigator. He spent 3 weeks on this investigation and after questioning all parties involved, I felt as if there were inappropriate actions that took place on this particular trip. We terminated the Officer in Charge (OIC), along with 2 of the other agents involved. The final investigation was turned over to the customer and neither party filed any criminal charges against us.
- **Moving Forward:** We've hired a former Police Officer with more than 20 years' experience in the military, law enforcement and private security industries to be our Director of Training and Compliance. He is currently revising our training program as well as all of our policies and procedures. We expect this to be completed by April of 2016. He also has more than 15 years of international training experience and we strongly believe with his knowledge and experience, these incidents will not happen again.

6. There were NO surcharges in the past 12 months.

7. We currently have live monitoring of inmates and agents in 4 of our fleet of vehicles. We plan on having all 38 vehicles equipped within the next 6 months.

8. Yes. We have been in business since 2001 and it is very common to be sued by inmates in this industry. Each matter has been handled appropriately, and we have a longstanding commitment to provide safe and secure service to our clients.

In compliance with this BAFO request, the Offeror agrees to furnish the services, equipment, supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of the RFP and this BAFO request and is authorized to contract on behalf of the firm. **Note:** This form must be signed.

Company Name: PTS OF AMERICA, LLC
Address: 517 HICKORY HILLS BLVD.
WHITES CREEK, TN 37189
Telephone: 866-388-8488 Fax: 615-352-9737
Federal Tax ID (or Social Security #): 57-1183449
Print Name: ALAN PROCTOR Title: DIRECTOR OF SALES + MARKETING
Signature: Alan Proctor Date: 12-15-15
E-mail: aproctor@prisonertransport.net



DETAILED Cost Proposal for Boone County Sheriff's Office

Prices for ground transportation services provided by PTS are based on the direct mileage between pick-up and drop-off points. Mileage for moves within the nationwide network is determined by the computer program PC*MILER/STREETS.

Ground Transportation:

Rate for an adult male prisoner will be **(\$0.90)** per mile.

Rate for an adult female prisoner will be **(\$0.90)** per mile.

Rate for a Juvenile Transport will be **(\$1.75)** per mile.

Minimum trip fee will be **(\$400.00)**.

There will be a fifty percent **(50%)** multiple move discount for more than one prisoner per pick-up/drop-off location at the same time.

Surcharges:

Same day / Court pick up. A three hundred dollar **(\$300.00)** surcharge will be added to all transports when a prisoner is being picked up in court.

End of Sentence / Release Dates. A three hundred dollar **(\$300.00)** surcharge will be added to all transports when a prisoner is being released on a specific day.

Form VI/ (IAD). A three hundred dollar **(\$300.00)** surcharge will be added to all transports when a prisoner has to be picked up from a secured facility on a Form VI or IAD.

Medical Transports will be priced on a Case by Case Basis

PTS of America, LLC

P.O. Box 121591 Nashville, TN 37212 P: 866.388.8488 F: 615.352.9737 www.prisonertransport.net

PTS OF AMERICA, LLC

P.O. BOX 121591
NASHVILLE, TN 37212



Invoice

Date	Invoice #
7/19/2015	98276

Bill To
BOONE COUNTY SHERIFF'S OFFICE (MO) ATTN: SGT. CHRISITE MCCALED LQUICK@BOONECOUNTYMO.ORG

Remit To
PTS OF AMERICA, LLC P.O. BOX 121591 NASHVILLE, TN 37212

Terms	Due Date	Customer #
DUE UPON RECEIPT	7/19/2015	18

PASSENGER NAME	Passenger ID#	Destination	Amount Due
LAUBERT, BRADLEY DAVID	110107	FROM: CADDO PARISH (LA) SHREVEPORT, LA TO: BOONE COUNTY SHERIFF'S OFFICE (MO) COLUMBIA, MO MILES: 580 D/O: 7/19	520.20

Total	\$520.20
--------------	----------

You can now order online at www.PrisonerTransport.net.
Thank you for your business. We appreciate it very much!!!

Phone #	Fax #	E-mail	Web Site
(866) 388-8488	(615) 352-9737	awoodall@prisonertransport.net	www.prisonertransport.net

PTS OF AMERICA, LLC

P.O. BOX 121591
NASHVILLE, TN 37212



Invoice

Date	Invoice #
2/11/2015	93165

Bill To
BOONE COUNTY SHERIFF'S OFFICE (MO) ATTN: SGT. CHRISITE MCCALED LQUICK@BOONECOUNTYMO.ORG

Remit To
PTS OF AMERICA, LLC P.O. BOX 121591 NASHVILLE, TN 37212

Terms	Due Date	Customer #
DUE UPON RECEIPT	2/11/2015	18

PASSENGER NAME	Passenger ID#	Destination	Amount Due
GRAHAM, TAHJ CAMERON	103821	FROM: TRAVIS COUNTY (TX) AUSTIN, TX TO: BOONE COUNTY SHERIFF'S OFFICE (MO) COLUMBIA, MO MILES: 777 D/O: 2/10 P.O. #: MEDICAL	2,720.00
Total			\$2,720.00

You can now order online at www.PrisonerTransport.net.
Thank you for your business. We appreciate it very much!!!

Phone #	Fax #	E-mail	Web Site
(866) 388-8488	(615) 352-9737	awoodall@prisonertransport.net	www.prisonertransport.net

PTS OF AMERICA, LLC

P.O. BOX 121591
NASHVILLE, TN 37212



Invoice

Date	Invoice #
2/25/2014	82161

Bill To
BOONE COUNTY SHERIFF'S OFFICE (MO) ATTN: SGT. CHRISITE MCCALED LQUICK@BOONECOUNTYMO.ORG

Remit To
PTS OF AMERICA, LLC P.O. BOX 121591 NASHVILLE, TN 37212

Terms	Due Date	Customer #
DUE UPON RECEIPT	2/25/2014	18

PASSENGER NAME	Passenger ID#	Destination	Amount Due
PETE, KEVIN CHRISTOPHER	90526	FROM: JACKSON CORR. INST. BLACK RIVER FALLS, WI TO: BOONE COUNTY SHERIFF'S OFFICE (MO) COLUMBIA, MO MILES: 469 D/O: 2/25 <i>RELEASE DATE</i>	1,730.00
Total			\$1,730.00

You can now order online at www.PrisonerTransport.net.
Thank you for your business. We appreciate it very much!!!

Phone #	Fax #	E-mail	Web Site
(866) 388-8488	(615) 352-9737	awoodall@prisonertransport.net	www.prisonertransport.net



YOUR PRISONER TRANSPORTATION PARTNER

Who We Serve:

State Departments of Correction
Probation and Parole Agencies
Federal Law Enforcement Agencies

Prosecutor's Offices
Police Departments
Juvenile Justice Agencies

Sheriff's Offices
Public Defenders

Proposal To Boone County Purchasing Department

**RFP: #65-23NOV15
Extradition Services**

Copy

Due: November 23, 2015 at 1:30

P.O. Box 121591
Nashville, Tennessee 37212
Phone: (866) 388.8488 Fax: (615) 352.9737
Website: www.prisonertransport.net



November 19, 2015

Boone County Purchasing Department
Attn: Jacob M. Garrett, Buyer
613 E. Ash Street, Room 111
Columbia, MO 65201

Re: RFP# 65-23NOV15
Extradition Services
Bid Due: November 23, 2015 1:30PM

Dear Mr. Garrett,

PTS is excited about the potential opportunity to continue our partnership with Boone County, Missouri. As the largest provider of these services in the United States, PTS maintains the ability to perform the services described in the proposal.

Throughout our history, we have exceeded the expectations of our customers. We recognize that you need a partner you can trust and a partner who understands the importance of secure and timely service delivered at a price you can afford.

Please contact me at 866.388.8488 with any questions regarding your transportation needs. Be sure to visit our website at www.prisonertransport.net. We look forward to assisting your agency with your prisoner transportation needs.

Sincerely,

Tanisha Cheek
Marketing Coordinator
tcheek@prisonertransport.net

PTS of America, LLC

P.O. Box 121591 Nashville, TN 37212 Phone 615.352.9798 Fax 615.352.9737 www.prisonertransport.net

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Uniform & I.D. Badge
- X. Background Checks
- XI. Vehicle Fleet & Pictures



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

Required Documents

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- _____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

<u>N/A</u>	_____	_____
Applicant	Date	Printed Name

AFFIDAVIT
(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

(Please complete and return with Contract)


Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Alan Proctor Director of Sales & Marketing
Name and Title of Authorized Representative


Signature

11/19/15
Date



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

E-Verify



Company ID Number: 230624

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION
MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and PTS of America, LLC (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative

Company ID Number: 230624

nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

Company ID Number: 230624

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking

Company ID Number: 230624

adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as

Company ID Number: 230624

authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award: Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the

Company ID Number: 230624

contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

2. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.
3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.
4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible

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after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

ARTICLE IV

SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take

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mandatory refresher tutorials. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.



Company ID Number: 230624

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: PTS of America, LLC

Company Facility Address: 1854 Air Lane Drive

Nashville, TN 37210

Company Alternate

Address: P.O. Box 121591

Nashville, TN 37212

County or Parish: DAVIDSON

Employer Identification

Number: 571183449

North American Industry
Classification Systems

Code: 485

Parent Company: _____

Number of Employees: 20 to 99


Number of Sites Verified

for: 1


Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

- TENNESSEE 1 site(s)

Knowledge Test Results



Congratulations!




Frank Caruso (FCAR7258), your score is 100%

Frank Caruso, you successfully completed this tutorial and passed the E-Verify Knowledge Test on March 19, 2014.

Use your browser's print capability to obtain a copy of this page for your records.

To use E-Verify, select 'Exit Tutorial.'



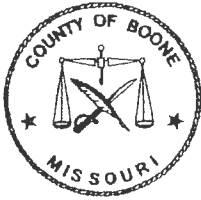
REMINDER: You must visit 'View Essential Resources' to read the E-Verify User Manual, and you must print and clearly display the 'Notice of E-Verify Participation' and 'Right to Work' posters in all languages supplied by DHS.



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

Pricing Sheet & Detailed Cost Proposal



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: PTS of America, LLC

Address: P.O. Box 121591
Nashville, TN 37212

Telephone: 866.388.8488 Fax: 615.352.9737

Federal Tax ID (or Social Security #): 57-1183449

Print Name: Alan Proctor Title: Director of Sales & Marketing

Signature: *Alan Proctor* Date: 11/19/15

E-Mail Address:
tcheek@prisonertransport.net or aproctor@prisonertransport.net

<u>Item #</u>	<u>Description</u>	<u>Price</u>
5.1.	Price Per Mile-Adult Prisoner	\$ <u>0.90</u> firm, fixed price per mile
5.2.	Price Per Mile-Juvenile Prisoner	\$ <u>1.75</u> firm, fixed price per mile
5.3.	Minimum Trip Fee	\$ <u>400.00</u>
5.4.	Discount if more than one prisoner per pick-up/drop-off location at same time.	<u>50</u> %

5.5. Special Needs:

Please outline a pricing plan per mile for persons with any conceivable special needs.

Please see the Medical Section of our PTS Overview for medical cases that will be priced on a Case by Case basis.

Surcharges will be noted on the attached Detailed Cost Proposal.

5.6. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years following the initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes X No _____

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

First Renewal: January 1, 2017 – December 31, 2017	+ _____%	- _____%
Second Renewal: January 1, 2018 – December 31, 2018	+ _____%	- _____%
Third Renewal: January 1, 2019 – December 31, 2019	+ _____%	- _____%
Fourth Renewal: January 1, 2020 – December 31, 2020	+ _____%	- _____%

Note: These renewal options will be used in the evaluation.

5.7. Provide a contact person who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

Name: Alan Proctor

Organization: PTS of America, LLC

Address: P.O. Box 121591

E-mail: aproctor@prisonertransport.net & tcheek@prisonertransport.net

Phone Number: 866.388.8488

Fax: 615.352.9737



DETAILED Cost Proposal for Boone County Sheriff's Office

Prices for ground transportation services provided by PTS are based on the direct mileage between pick-up and drop-off points. Mileage for moves within the nationwide network is determined by the computer program PC*MILER/STREETS.

Ground Transportation:

Rate for an adult male prisoner will be **(\$0.90)** per mile.

Rate for an adult female prisoner will be **(\$0.90)** per mile.

Rate for a Juvenile Transport will be **(\$1.75)** per mile.

Minimum trip fee will be **(\$400.00)**.

There will be a twenty five percent **(50%)** multiple move discount for more than one prisoner per pick-up/drop-off location at the same time.

Surcharges:

Same day / Court pick up. A three hundred dollar **(\$300.00)** surcharge will be added to all transports when a prisoner is being picked up in court.

End of Sentence / Release Dates. A three hundred dollar **(\$300.00)** surcharge will be added to all transports when a prisoner is being released on a specific day.

Form VI/ (IAD). A five hundred dollar **(\$300.00)** surcharge will be added to all transports when a prisoner has to be picked up from a secured facility on a Form VI or IAD.

Medical Transports will be priced on a Case by Case Basis

PTS of America, LLC

P.O. Box 121591 Nashville, TN 37212 P: 866.388.8488 F: 615.352.9737 www.prisonertransport.net



PTS of America, LLC

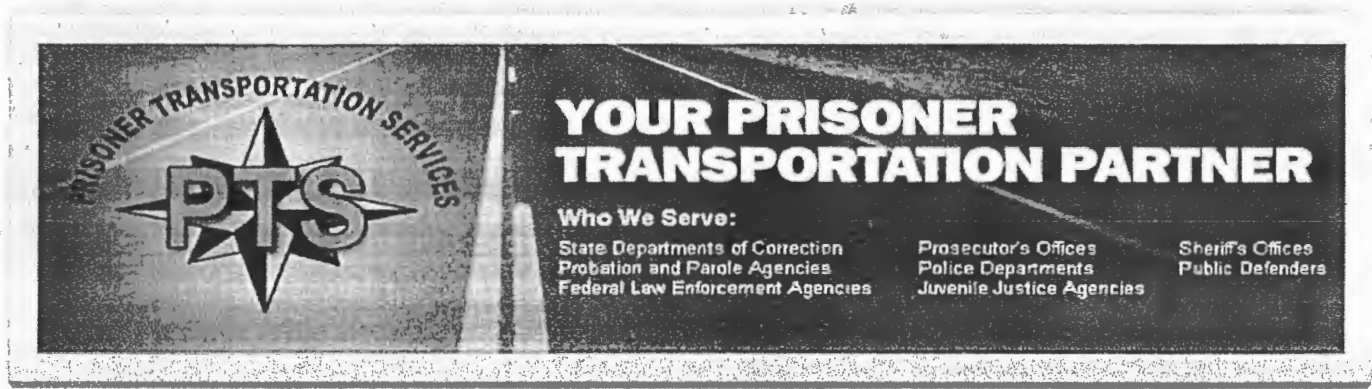
P.O. Box 121591

Nashville, TN 37212

P: (866) 388-8488 / F: (615) 352-9737

www.prisonertransport.net

PTS of America, LLC Company Overview/ Scope of Services



Prisoner Transportation Services of America Overview

PTS of America's goal is to provide safe, secure and reliable prisoner transportation services. From the comprehensive training we provide our agents to the attention we give to the maintenance of our vehicles, PTS makes every effort to reach this goal. We continue to refine our operations, vehicle fleet configuration and training programs to ensure we remain not just the largest prisoner transportation company in the U.S, but also the best in quality and reputation.

About the Company

PTS of America is the largest provider of prisoner transportation and extradition services in the U.S. PTS is headquartered in Nashville, TN and was founded in 2001. Over the past fourteen years, PTS has transported over 400,000 detainees at all security levels. PTS currently services 16 of the 25 DOC's that outsource their extraditions. We also service over 500 county Sheriff's Departments/ P.D.'s throughout the United States. PTS has experience in transporting males and females, adults and juveniles, by both ground and commercial aircraft.

PTS employs more than 70 transportation personnel, including specially trained extradition agents, logistics professionals, mechanics, training staff and trip planners. Operating a fleet of over 20 specially-modified and equipped vehicles, PTS uses a nationwide ground network to move prisoners from coast to coast.

PTS handles all types of extraditions, including court appearances, Form VI and Governor's Warrants. We transport adults and juvenile offenders of all classifications, including high-risk security moves, special needs medical transports, and mass moves.

Prices for ground transportation services provided by PTS are based on the direct mileage between pick-up and drop-off points. Mileage for moves within the nationwide network is determined by the computer program PC*MILER/STREETS.



PTS transports prisoners nationwide under the authority of the United States Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA) and has received a SATISFACTORY RATING. PTS' USDOT number is 1106950. PTS' MC Number is 689407. PTS complies with all requirements for limits of travel, hours and miles as governed by the Department of Transportation. PTS also complies with all regulations governed by the Interstate of Dangerous Criminal Acts of 2000 (Jenna's Act).

Transportation Equipment

All prisoners are restrained with standard restraining devices to include, double locking handcuffs, waist chains, and double locking leg restraints. Prisoners are interconnected for additional security. PTS agents are also trained in the application of Hobble Restraints for special situations.



PTS agents are completely trained in the use and application of restraints. Agents are also instructed on proper escort procedures. Restraints are utilized immediately upon acceptance of an inmate into PTS' custody. All prisoners remain completely restrained during their transport. Agents are instructed in the proper handling and utilization of the chemical agent, Vexor (Oleoresin/Capsicum Spray), in accordance with PTS policy.

Documentation

When PTS Agents take custody of an inmate, a Prisoner Status Form is completed. This form includes demographics, description, medical status, and property inventory. Updated reports of medications distributed, meals, restroom breaks and housing status are also recorded on this form.

Property

Prisoner property will be transported with the prisoner and delivered to the destination point. Property is logged on the Prisoner Status Form and it is signed by the prisoner at time of pick up and drop off. Property no larger than 12 x 12 is accepted. Electronic equipment such as televisions, radios, cell phones, etc., will not be transported with inmate.

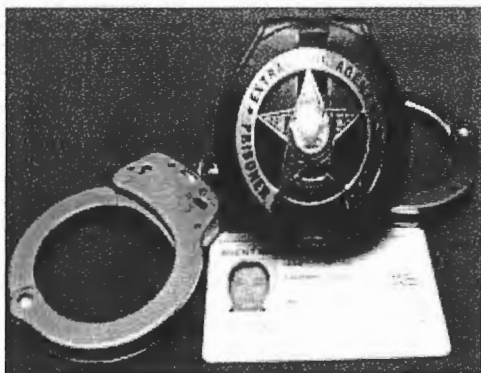
Meals, Housing, Restroom Breaks

As mandated by the American Correctional Association Standard 4-44328, prisoners are provided three nutritionally adequate meals each day during transport. Each meal is consumed in the vehicle. All efforts are made to insure meals meet dietary needs and / or religious preference. PTS agents record each meal provided on the Prisoner Status Form.

The periodic housing of inmates while in transit is part of our nationwide, ground network. Prisoners are housed in a secure detention facility and are provided a bed, shower and meals during the time they are in the facility.

Restroom breaks are taken at secure locations, mainly local jails. Restroom breaks are also provided at locations where PTS agents are picking up or dropping off prisoners.

Employee Uniforms and Identification



All PTS employees involved in the transport of prisoners are required by PTS policy to wear company-issued uniforms bearing the company logo and to carry identification that includes company name, employee name, photograph, and signature. This identification must be displayed properly when requested by the law enforcement agency prior to release of an inmate.



Security, Control, and Acceptance

PTS' standard policy and procedure for agent to prisoner ratio is two (2) agents for every one (1) to twelve (12) prisoners. PTS policy requires that every effort be made to transport female inmates with a female agent on board.

PTS shall assume custody of prisoners from authorized agents of the State and shall surrender custody of such prisoners to the law enforcement agency designated by the Department.

In the event of unusual incidents, emergencies, medical or controversial situations, PTS of America's standard policy is to immediately notify appropriate Department personnel. The unusual incident, emergency, or controversial situation may include any act of violence by prisoners or other passengers, any escape or attempted escape, breach of security, any use of excessive force, excessive delay in the transportation of a prisoner, any medical condition, any prisoner requiring medical treatment, mechanical failure, or any refusal of law enforcement agencies to release a prisoner to PTS as authorized or directed by the Department.

PTS reserves the right to refuse to transport any individual whose condition or behavior would be detrimental to the safety of the vehicle or aircraft, or to other passengers. Once this behavior or condition has been deemed dangerous and routine ground transportation has been prohibited, PTS will notify the Department immediately.

Air Transports

PTS maintains a comprehensive nationwide ground network, although we do offer special transport alternatives. These alternatives include dedicated ground transports and transports via commercial air. Transports outside the normal ground system will be discussed with the Department and the decision to utilize air or dedicated ground services will be made with the Department's approval.



Medical Criteria and Emergencies



PTS reserves the right to refuse the transport of a prisoner with medical conditions when there is a risk of the medical condition worsening as a result of motor vehicle transport. PTS provides safe and effective methods of travel for inmates with special needs/ medical conditions and communicable diseases. Certain diseases will not allow the inmate to be transported with other inmates and can also pose a problem in housing that inmate throughout their transport. In the event this occurs, the inmate may be transported via commercial air or transported alone in a special needs vehicle. If this is needed, the various options and costs associated with the special move will be discussed with the Department first. These transports may present a greater exposure to medical expenses and other related costs which PTS attempts to minimize as much as possible. These transports are quoted on a case-by-case basis.

Medical conditions which exclude prisoners from PTS ground transport eligibility include, but shall not be limited to the following:

- Cardiovascular problems requiring medication or prescribed procedures
- Epilepsy whereby seizure activity is not adequately controlled.
- Pregnancy
- Fractured bones requiring casts/braces designed to immobilize injured areas
- Critical Wounds
- Communicable diseases or any other medical conditions which have the potential to place the prisoner, transport personnel or other passengers at risk

All prisoner medical costs, including but not limited to, the costs of transportation from the location of the on-set of the emergency to the nearest medical facility shall be paid by the Department. PTS shall be authorized to obtain emergency and/or routine medical treatment for prisoners whenever deemed necessary. The circumstances, to include time, location, costs, etc., surrounding such expenditures shall be itemized and reported immediately to the Department in written form. These cost shall be paid either by the inmate or the requesting agency.



Employment, Training, and Staff



PTS employs more than 70 transportation personnel, including specially trained extradition agents, logistics professionals, mechanics, training staff and trip planners.

All PTS agents are properly trained to lawfully and effectively perform the duties required. Agent candidates must meet established age, education and literacy requirements. Candidates are preferred to have two (2) years previous military, corrections, security or law enforcement experience, and must undergo and pass a comprehensive background check, vehicle records check, fingerprint-based search, credit report check, physical examination, controlled substance test and personal interview. In addition candidates must pass an initial drug test and are subject to random drug screening throughout their employment with PTS.

The primary function of PTS is to transport prisoners in the most safe and secure environment possible. We achieve this by providing a comprehensive training program that includes classroom instruction, as well as extensive hands on application.

Following is an outline of the areas of emphasis covered in the Initial Basic Agent Training:

- Proper use and application of restraints
- Search of Prisoners
- Use of Force
- CPR and First Aid
- Driver Safety
- Harassment/EEOC/Sexual Harassment
- Professionalism/Code of Conduct
- Map Reading
- Defensive Driving
- PTS Policy and Procedures
- PREA (Prison Rape Elimination Act)
- Blood/Airborne Pathogens
- Chemical Agents



Friendly Polite
 Helpful Efficient Professional
 Resolution **Knowledgeable** Honest
 Understanding Reliable
 Listen Attentive

The Customer Service department is responsible for taking orders and verifying the information received. In addition they commute any issues that may develop with a prisoner, to the customer.

Special Needs staff help communicate and oversee any medical issues that develop while a prisoner is in our network. The staff also provides a medical form to holding facilities on every inmate transported with an average of 70% return.

Routers and Trip Managers provide around the clock oversight and support to PTS agents on the road. They ensure that pick up, housing and destination facilities receive appropriate notice of arrivals and activities. PTS employees are available 24 hours a day, 7 days a week, and 365 days a year to customers with any questions regarding prisoner tracking.



Accounting staff reconcile manifests and accurately bill customers for transport service rendered. Additional office staff supports these functions and the day to day operations of the company.

Transport Vehicles

PTS maintains a fleet of over 20 prisoner transport vehicles. PTS meets all DOT requirements for pre- and post-trip inspections.



Each PTS vehicle is equipped with **Restraints, First Aid Kits, CPR Shields, Fire Extinguishers, Disposable Gloves, Emergency Roadside Triangles, Blankets and the Teletrac System.**

All PTS vehicles are modified to provide the maximum amount of security possible while keeping comfort and safety in mind.

Extra steps we take

- Compartmentalized – Maximum security and safety
- Segregation seats – Added security for females and disruptive prisoners
- Maintained by ASE- Certified mechanics
- Protected Windows – Provide added visibility for agents and comfort for prisoners
- Flame-retardant, foam seats
- Teletrac GPS systems
- Transporters and Buses are equipped with flat screen televisions for inmates



Types of Vehicles

- MCI Buses: 35-Person Capacity
- Transporters: 21-Person Capacity
- Full-Size Vans: 12-Person Capacity
- Mini-Vans: 5 Person Capacity
- Cars: 2-Person Capacity



Each PTS vehicle is custom built in our facility to accommodate our needs. All vehicles are equipped with a dual air conditioning system. Our vans will seat eight (8) inmates in the back and four (4) inmates in the front. In addition, the front has a segregation gate to isolate a disruptive or high-risk inmate. Having separate compartments allows for the transportation of male and female inmates in the same vehicle.

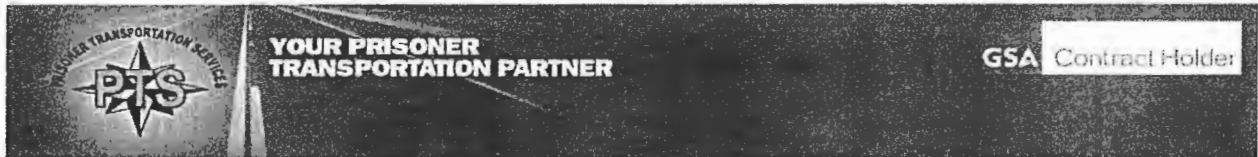
PTS also utilizes Transporters and Buses. The Transporters can carry (15) males, (6) females and (4) agents. The Buses can carry (30) males, (5) females and (5) agents. Both are equipped with a bathroom, two flat screen televisions, iPads, printer/faxes and bunks for the agents to rest while not on duty.





Online Ordering

PTS features a component that brings benefit and convenience to customers. Through our website (www.prisonertransport.net) registered customers can access the online system to get quotes and to place orders. This secure online ordering system is a convenient way for PTS customers to place orders and email different departments throughout PTS.



You have reached a secure area of this website. Please login to continue.

E-mail Address:

Password:

Login

Forgot your password? [Click here to reset it.](#)

Don't have an account? [Click here to register](#)

Juvenile Transports



PTS follows all rules and regulations set by the United States Federal Law, **Juvenile Justice and Delinquency Prevention Act of 1974**.

Website reference: <http://www.ojjdp.gov/about/about.html>

THE JJDPA

Federal Juvenile Justice and Delinquency Prevention Act

Established in 1974 and most recently reauthorized in 2002 with bipartisan support, the Juvenile Justice and Delinquency Prevention Act (JJDPa) embodies a partnership between the federal government and the U.S. states and territories to protect children and youth in the juvenile and criminal justice system, adequately address delinquent behavior and improve community safety by preventing juvenile crime and delinquency.

Sight and Sound Separation. When children are placed in an adult jail or lock-up for any period of time, not matter how limited, "sight and sound" contact with adults is prohibited under the JJDPa. The "Separation" provision requires that children cannot be housed next to adult cells, share dining halls, recreation areas or any other common spaces with adults, or be placed in any circumstance that could expose them to threats or abuse from adult inmates.

A. Definitions:

1. Juvenile - A person 17 years of age or under not adjudicated as an adult who is charged with a crime.
2. Youth Services - Normally a state agency that has custody of the juvenile. These typically fall into two categories:
 - a) Youth charged criminally or adjudicated as uncontrollable, or
 - b) Youth taken into protective custody that is not charged with a crime.

B. Agents should use the same restraining and security measures as are used on adult prisoners. There may be situations when the client-agency requires alternative measures. If there are any questions, contact the agent supervisor.

C. Juveniles shall never be transported in the same secure vehicle with adult prisoners.

D. PTS will inquire about the security level of the juvenile when assigned a move.



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

Key Personnel



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
(615) 352-9798 – Phone
(615) 352-9737- Fax
www.prisonertransport.net

Key Personnel

Alan R. Sielbeck, Owner

- Founded Service Expert, Inc. in 1990
- Took Public in 1996, NYSE SVE
- As CEO, Grew from \$3 Million to \$600 Million in Revenue
- Sold to Lennox International in 2000

Kent D. Wood, Owner

- Founding Member, ImageQuest, LLC, PTS of America, LLC; EBM Solutions, Inc.
- Vice President, First American National Bank
- Certified Public Accountant; Public Accounting, KPMG, LLP
- B.S. Finance, University of Virginia; MBA, Vanderbilt University

Robert Downs, Owner, President & Chief Operations Officer

- 2015-Present President/ Chief Operations Office/ Owner PTS of America, LLC
- 2006- Present President/ Chief Operations Officer/Owner US Prisoner Transport
- 2004-2006 Vice President & Owner of US Extraditions
- 2001-2004 Mid Florida Security Group Logistics Manager
- Law enforcement Academy, Indian River College, FL 2001

Lisa Kyle, Owner, Vice President, Chief Financial Officer

- 2015-Present Vice President, CFO, PTS
- 2006- Present Vice President, CFO, USPT
- University of Florida, Chemistry 2006

Alan Proctor, Director of Sales & Marketing

- Director of Sales and Marketing, PTS 2007-Present
- Director of Sales and Marketing, TransCor America
- Davidson County Sheriff's Office, Chief of Staff/Director of Community Services
- Over 13 years' experience in the Prisoner Transportation Industry
- Graduate, Trevecca University

Frank Caruso, Director of Operations

- Served in the U.S. Army, Infantry NCO 101st Airborne (8 years)
- Former Extradition Agent
- Operation Enduring Freedom (OEF) 1 Afghanistan
- Operation Iraqi Freedom (OIF) 1 & 4



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Nashville, TN 37212
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(615) 352-9737- Fax
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Mark Tolleson, Director of Training & Compliance

- More than 20 years of military, law enforcement and contract security experience
- Over 15 years of training experience with multiple certifications
- Served in the U.S. Navy (8 years)
- Police Officer & Deputy Sheriff (12 years)
- SWAT Member, Sniper, Team Leader (8 Years)
- Diplomatic security in the middle East (4years)
- Sergeant at PTS of America, LLC (1 year)

William Miller, Lieutenant

- Served in the Army National Guard (6 years)
- Operation Iraqi Freedom 3 (1 year)
- Extradition Agent for PTS (2 years)
- Western United States Logistics Coordinator

Jesse Stilwagen, Lieutenant

- Everest College
- Sgt. South Central Correctional Facility (3 years)
- Extradition Agent for PTS (3 years)
- Regional Medical Operations Coordinator

Lia Monette, Lieutenant

- Gulf War Era Veteran
- United States Air Force Reserve (8 Years)
- Extradition Agent for PTS (2 Years)
- Eastern United States Logistics Coordinator

Keith Lackey, Lieutenant

- Arizona Law Enforcement (3 years)
- Secured Inc., Operations Manager (2 years)
- Chief of Security Cumberland University (3 years)
- Fugitive Apprehension Agent (15 years)
- PTS of America, LLC Extradition Agent (2 years)
- PTS of America, LLC Trip Management (Present)

Tanisha Cheek, Sales, Marketing & Claims Coordinator

- Sales and Marketing Coordinator for TransCor America
- Over 25 years' experience in the Prisoner Transportation Industry
- A.S. Degree in Marketing & Merchandising, Draghons Jr. College



PTS of America, LLC

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Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

References/Letters of Recommendation



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

References

Name of firm: **Buchanan County Sheriff's office since 2007**

Business Address: 50 Faron Street
St. Joseph, MO 64501

Contact Person: Kelli Caudle e-mail: kcaudle@co.buchanan.mo.us

Telephone: (816) 236-8807

Name of firm: **Georgia Pardon and Parole since 2008**

Business Address: 208 Jesse Hill Drive
Atlanta, GA 30334

Contact Person: Truly Linder e-mail: Truly.Linder@pap.ga.gov

Telephone: (404) 657-9668

Name of firm: **Cuyahoga County Sheriff's Office since 2007**

Business Address: 1215 West 3rd Street
Cleveland, OH 44101

Contact Person: Shannon Hall e-mail: shall@cuyahogacounty.us

Telephone: (216) 443-6100

Name of firm: **Bartow County Sheriff's Office since 2005**

Business Address: 104 Zena Drive
Cartersville, GA 30121

Contact Person: Tim Hovers e-mail: timhovers@bartow.org

Telephone: (770) 382-5050

Name of firm: **Louisiana Probation and Parole since 2003**

Business Address: 504 Mayflower Street, Building 6, 3rd Floor
Baton Rouge, LA 70802

Contact Person: Catherine Doiron e-mail: cdoiron@corrections.state.la.us

Telephone: (225) 342-4405

BERNARD POPE
CLERK OF THE COURT - COURT REPORTER

JUDITH M. HARRIS
CLERK OF THE COURT - COURT REPORTER

JUDITH VAN ALLEN
CLERK OF THE COURT - COURT REPORTER

KENT D. FINLEY
CLERK OF THE COURT - COURT REPORTER

MARK S. LINDSEY
CLERK OF THE COURT - COURT REPORTER

STATE OF MICHIGAN



TWENTY-SECOND JUDICIAL CIRCUIT COURT
OTAWA COUNTY
FRIEND OF THE COURT

DEBORAH L. STONE
CLERK OF THE COURT

MATTHEW J. CHAMBERLAIN
CLERK OF THE COURT

KATHY E. WINSTON
CLERK OF THE COURT

5/26/15

Alan Proctor
PTS of America LLC.
P.O. Box 121591
Nashville, TN 37212

Mr. Proctor,

For more than a year, we have been utilizing the services of your company, Prisoner Transport Services (PTS of America). To date, your company has completed 56 nationwide extraditions, all without incident.

PTS does an excellent job in transporting our inmates, are always punctual, and offer the most competitive rates. We have developed a relationship with your company and are happy to provide a reference at any time. If you have any questions, feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Det. Matt VanLiere". The signature is fluid and cursive, with a large loop at the end.

Detective Matthew VanLiere
Friend of the Court Warrant Officer
Ottawa County Sheriff's Office
(616) 846-8273
mvanliere@miottawa.org

BOBBY JINDAL
GOVERNOR



JAMES M. Le BLANC
SECRETARY

State of Louisiana

Department of Public Safety and Corrections
Division of Probation and Parole

May 29, 2012

TO: Whom it May Concern

RE: Prisoner Transport Services, LLC

Our department has utilized Prisoner Transport Services, LLC for ten (10) years to transport our violators from across the country. We have been very satisfied with the services provided. Their staff is very easy to work with to accomplish our desired goals in the transporting of our probation & parole violators to Louisiana. To date, we have experienced no problems with missed pick up's of our violators from the holding facilities nor any adverse occurrences during the transports.

Sincerely,

A handwritten signature in black ink, appearing to read "Otis Taylor".

Otis Taylor, Assistant Deputy Director
Louisiana Department of Public Safety and Corrections
Louisiana Probation and Parole Headquarters
Telephone 225 342 6609
Fax 225 342 3087

Post Office Box 94304 • Baton Rouge, Louisiana 70804-9304 • (225) 342-6609 • Fax (225) 342-3087

www.doc.la.gov

An Equal Opportunity Employer



Michael D. Grzegorek
Sheriff

Saint Joseph County Police

401 W. Sample St. South Bend, IN 46601

Telephone: (574) 245-6540

Fax: (574) 245-6575

Timothy L. Decker
Chief

Robert R. Bojts
Asst. Chief

Prisoner Transportation Service (PTS)
Post Office Box 121591
Nashville, Tennessee 37212

May 25, 2012

To Whom It May Concern:

It is our pleasure to provide a reference for Prisoner Transportation Service (PTS). We have been a client with PTS since 2008. During that time PTS has moved approximately eighty individuals for this department and has served our needs above and beyond throughout the years. We have found PTS to be dependable, efficient, and cost effective. The customer service of PTS is outstanding as well, should we need a question answered, a price quote, or a schedule change, they are there to provide quick and accurate service.

Please consider PTS for your transportation needs. We are happy to work with them and would recommend them to any agency.

Sincerely,

S. Rose

Secretary

Criminal Warrants & Extraditions



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

Company Snapshot/ Federal Motor Carrier Safety Administration /USDOT



Company Snapshot

PTS OF AMERICA LLC
USDOT Number: 1106950

Other Information Options for this carrier	
Carrier Information	
Other Information for this Carrier	
	SMS Results Licensing & Insurance

ID/Operations | Inspections/Crashes In US | Inspections/Crashes In Canada | Safety Rating

Carriers: If you would like to update the following ID/Operations information, please complete and submit form [MCS-150](#) which can be obtained [online](#) or from your State FMCSA office. If you would like to challenge the accuracy of your company's safety data, you can do so using FMCSA's [DataQs](#) system.

Carrier and other users: FMCSA provides the Company Safety Profile (CSP) to motor carriers and the general public interested in obtaining greater detail on a particular motor carrier's safety performance than what is captured in the Company Snapshot. To obtain a CSP please visit the [CSP order page](#) or call (800)832-5660 or (703)280-4001 (Fee Required).

For help on the explanation of individual data fields, click on any field name or for help of a general nature go to [SAFER General Help](#).

The information below reflects the content of the FMCSA management information systems as of 08/31/2015.

SAFER Layout			
Entity Type:	Carrier		
Operating Status:	AUTHORIZED FOR Passenger	Out of Service Date:	None
Legal Name:	PTS OF AMERICA LLC		
DBA Name:	PTS		
Physical Address:	1877 AIR LANE DRIVE NASHVILLE, TN 37210		

PTS of America, LLC

P.O. Box 121591 Nashville, TN 37212 P: (866) 388-8488 / F: (615) 352-9737 www.prisonertransport.net



Phone:	(866) 388-8488		
Mailing Address:	1877 AIR LANE DRIVE NASHVILLE, TN 37210		
USDOT Number:	1106950	State Carrier ID Number:	
MC/MX/FF Number(s):	<u>MC-689407</u>	DUNS Number:	--
Power Units:	20	Drivers:	48
MCS-150 Form Date:	10/03/2013	MCS-150 Mileage (Year):	2,915,000 (2013)
Operation Classification:			
Operation Classification			
SAFER Layout	SAFER Layout	SAFER Layout	
X	Auth. For Hire Exempt For Hire Private(Property) Priv. Pass. (Business)	Priv. Pass.(Non-business) Migrant U.S. Mail Fed. Gov't	State Gov't Local Gov't Indian Nation
Carrier Operation:			
Carrier Operation			
SAFER Layout	SAFER Layout	SAFER Layout	
X	Interstate	Intrastate Only (HM)	Intrastate Only (Non-HM)
Cargo Carried:			
Cargo Carried			
SAFER Layout	SAFER Layout	SAFER Layout	
General Freight Household Goods Metal: sheets, coils, rolls Motor Vehicles Drive/Tow away Logs, Poles, Beams, Lumber Building Materials	X	Liquids/Gases Intermodal Cont. Passengers Oilfield Equipment Livestock Grain, Feed, Hay Coal/Coke Meat	Chemicals Commodities Dry Bulk Refrigerated Food Beverages Paper Products Utilities Agricultural/Farm Supplies

PTS of America, LLC

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Mobile Homes	Garbage/Refuse	Construction
Machinery, Large Objects	US Mail	Water Well
Fresh Produce		

ID/Operations | Inspections/Crashes In US | Inspections/Crashes In Canada | Safety Rating

US Inspection results for 24 months prior to: 08/31/2015

Total Inspections: 2
Total IEP Inspections: 0

Note: Total inspections may be less than the sum of vehicle, driver, and hazmat inspections. Go to [Inspections Help](#) for further information.

Inspections:

Inspection Type	Vehicle	Driver	Hazmat	IEP
Inspections	2	2	0	0
Out of Service	0	1	0	0
Out of Service %	0%	50%	%	0%
Nat'l Average % (2009- 2010)	20.72%	5.51%	4.50%	N/A

Crashes reported to FMCSA by states for 24 months prior to: 08/31/2015

Note: Crashes listed represent a motor carrier's involvement in reportable crashes, without any determination as to responsibility.

Crashes:

Type	Fatal	Injury	Tow	Total
Crashes	0	1	1	2

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ID/Operations | Inspections/Crashes In US | Inspections/Crashes In Canada | Safety Rating

Canadian Inspection results for 24 months prior to: 08/31/2015

Total inspections: 0

Note: Total inspections may be less than the sum of vehicle and driver inspections. Go to [Inspections Help](#) for further information.

Inspections:

Inspection Type	Vehicle	Driver
Inspections	0	0
Out of Service	0	0
Out of Service %	0%	0%

Crashes results for 24 months prior to: 08/31/2015

Note: Crashes listed represent a motor carrier's involvement in reportable crashes, without any determination as to responsibility.

Crashes:

Type	Fatal	Injury	Tow	Total
Crashes	0	0	0	0

ID/Operations | Inspections/Crashes In US | Inspections/Crashes In Canada | Safety Rating

The Federal safety rating does not necessarily reflect the safety of the carrier when operating in intrastate commerce.

Carrier Safety Rating:

The rating below is current as of: 08/31/2015

Review Information:

Review Information			
Rating Date:	11/02/2013	Review Date:	10/16/2013
Rating:	Satisfactory	Type:	Compliance Review

PTS of America, LLC

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U.S. Department of Transportation
Federal Motor Carrier Safety Administration

1200 New Jersey Ave., S.E.
Washington, DC 20590

SERVICE DATE
April 23, 2010

CERTIFICATE
MC-589407-C
PTS OF AMERICA LLC
D/B/A PTS
NASHVILLE, TN

This Certificate is evidence of the carrier's authority to engage in transportation as a common carrier of passengers, in charter and special operations, by motor vehicle in interstate or foreign commerce.

This authority will be effective as long as the carrier maintains compliance with the requirements pertaining to insurance coverage for the protection of the public (49 CFR 387); the designation of agents upon whom process may be served (49 CFR 366); and schedules (49 CFR 374.305). The carrier shall also render reasonably continuous and adequate service to the public. Failure to maintain compliance will constitute sufficient grounds for revocation of this authority.

A handwritten signature in black ink, appearing to read "Jeffrey L. Secrist".

Jeffrey L. Secrist, Chief
Information Technology Operations Division

NOTE: Applicant is a nonrecipient of governmental financial assistance.

NOTE: Willful and persistent noncompliance with applicable safety fitness regulations as evidenced by a DOT safety fitness rating of "Unsatisfactory" or by other indicators, could result in a proceeding requiring the holder of this certificate or permit to show cause why this authority should not be suspended or revoked.

GPN

Driver's Vehicle Inspection Report
 AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

CARRIER: PTS of AMERICA

ADDRESS: Nashville, TN

DATE: X TIME: X A.M. P.M.

Check Any Defective Item and Give Details Under "Remarks"

TRACTOR/TRUCK # <u>X</u>		ODOMETER READING <u>X</u>	
<input type="checkbox"/> Air Compressor	<input type="checkbox"/> Horn	<input type="checkbox"/> Starter	
<input type="checkbox"/> Air Lines	<input type="checkbox"/> Lights	<input type="checkbox"/> Steering	
<input type="checkbox"/> Battery	Head - Stop	<input type="checkbox"/> Tachograph	
<input type="checkbox"/> Body	Tail - Dash	<input type="checkbox"/> Tires	
<input type="checkbox"/> Brake Accessories	Turn Indicators	<input type="checkbox"/> Tire Chains	
<input type="checkbox"/> Brakes, Parking	<input type="checkbox"/> Mirrors	<input type="checkbox"/> Transmission	
<input type="checkbox"/> Brakes, Service	<input type="checkbox"/> Muffler	<input type="checkbox"/> Wheels and Rims	
<input type="checkbox"/> Clutch	<input type="checkbox"/> Oil Pressure	<input type="checkbox"/> Windows	
<input type="checkbox"/> Coupling Devices	<input type="checkbox"/> Radiator	<input type="checkbox"/> Windshield Wipers	
<input type="checkbox"/> Defroster/Heater	<input type="checkbox"/> Rear End	<input type="checkbox"/> Other	
<input type="checkbox"/> Drive Line	<input type="checkbox"/> Reflectors		
<input type="checkbox"/> Engine	<input type="checkbox"/> Safety Equipment		
<input type="checkbox"/> Exhaust	Fire Extinguisher		
<input type="checkbox"/> Filth Wheel	Reflective Triangles		
<input type="checkbox"/> Frame and Assembly	Flags - Flares - Fuses		
<input type="checkbox"/> Front Axle	Spare Bulbs and Fuses		
<input type="checkbox"/> Fuel Tanks	Spare Seal Beam		
<input type="checkbox"/> Generator	<input type="checkbox"/> Suspension System		

TRAILER(S) #(S) _____		
<input type="checkbox"/> Brake Connections	<input type="checkbox"/> Hitch	<input type="checkbox"/> Suspension System
<input type="checkbox"/> Brakes	<input type="checkbox"/> Landing Gear	<input type="checkbox"/> Tarpaulin
<input type="checkbox"/> Coupling Devices	<input type="checkbox"/> Lights - All	<input type="checkbox"/> Tires
<input type="checkbox"/> Coupling (King) Pin	<input type="checkbox"/> Reflectors/Reflective Tape	<input type="checkbox"/> Wheels and Rims
<input type="checkbox"/> Doors	<input type="checkbox"/> Roof	<input type="checkbox"/> Other

Remarks: _____

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY
 Driver's Signature: X
 ABOVE DEFECTS CORRECTED
 ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

ORIGINAL - Submit to carrier
DUPLICATE - Retain in your possession for 8 days

Driver's Daily Log

2 0
(Month) (Day) (Year)
If multiple off-duty days, enter end date here:

(Driver Last Name)

(Driver's Signature In Full)

2 0
(Month) (Day) (Year)

(Co-Driver Last Name)

PTS OF AMERICA LLC

(NAME OF CARRIER OR CARRIERS)

(ADDITIONAL CO-DRIVERS)

Nashville, TN 37210

(MAIN OFFICE ADDRESS)

	(Your Miles Driving Today)											(Home Terminal)											(Vehicle Number)				
	TOTAL VEHICLE MILES											TOTAL HOURS															
	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11			
1: OFF DUTY																											
2: SLEEPER BERTH																											
3: DRIVING																											
4: ON DUTY (NOT DRIVING)																											
REMARKS																											

Check the time and enter name of place you reported and where released from work and when and where each change of duty occurred. Explain excess hours.

USE TIME STANDARD AT HOME TERMINAL

01 07 11 | 70 | 1318
 787
 PTS of America
 1854 Air Lane Dr. Nashville, TN

I Certify that all figures are true and correct
 Chad M. Campbell
 DIC GOSS
 Nashville, TN

Driving Hours Today (Line 3)

Total Hours On Duty (Line 3 + 4)

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS	
1-OFF DUTY																									0	
2-SLEEPER BERTH																										8
3-DRIVING																										11 1/4
4-ON DUTY (NOT DRIVING)																										4 3/4

1. Last 7 Days Total Hours On Duty (incl. Today)
 2. # Hours Available Tomorrow 70 - Line 1
 3. Hours On Duty Last 6 Days (incl. Today)

REMARKS	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL		
Castle Rock CO 114070																										24	
Fountain CO																											
Pueblo CO																											
Ingleswood CO																											
Hudson CO																											
Stodard CO																											
Deerbrook MO																											
Hopkinsville MO																											
Wentzville MO																											
Masonville TN																											
Evansville TN 116188																											

1. Last 6 Days Total Hours On Duty (incl. Today)
 2. # Hours Available Tomorrow 60 - Line 1
 3. Hours On Duty Last 7 Days (incl. Today)

Shipping document, manifest number, or name of a shipper and commodity.
 Check the time and enter name of place you reported and where released from work and when and where each change of duty occurred. Explain excess hours.
 Nashville, TN | Nashville, TN

ORIGINAL - File Each Day at Home Terminal USE TIME STANDARD OF HOME TERMINAL DUPLICATE - Driver Keeps in His Possession for 8 Days



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/22/2015

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 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 Yates & Associates 1002 East Blanco Boerne, TX 78006 830-816-6601	CONTACT NAME:	
	PHONE (A/C, No., Ext): 830-816-6601	FAX (A/C, No.): 830-816-6699
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B: UNITED FIRE	
INSURED PTS of America, LLC PO BOX 121591 NASHVILLE, TN 37212	INSURER C:	
	INSURER D: JAMES RIVER INSURANCE CO	
	INSURER E: TN RISK POOL/ACE	
	INSURER F:	

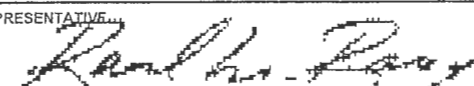
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CTN0007345908-4	12/16/14	12/16/15	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Binder# 19834	10/16/15	10/16/16	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC-41-92-028553-00	11/01/14	11/01/15	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER **CANCELLATION**

House copy	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 



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
www.prisonertransport.net

Agent Training/ Uniform & I.D. Badge

PRISONER TRANSPORTATION SERVICES



2016

TRAINING DIVISION

OVERVIEW

B.E.A.T.

Basic Extradition Agent Training

(40 Hours)



Day 1 (8 hours)

- Introductions (.5 hours)
- Administration (1 hour)
- PTS Policies & Directives (2 hours)
- Transportation Requests (1 hour)
- Sexual Harassment/PREA (2 hours)
- Operations Overview (1 hour)
- SICDS Awareness (.5 hours)

Day 2 (8 hours)

- Reports and Forms (2 hours)
- Prisoner Property (1 hour)
- Searching Prisoners (4 Hours)
- Introduction to Smith Driving System (1 hour)

Day 3 (8 hours)

- Report Writing (2 hours)
- Use of Force (2 hours)
- Using Restraints (4 hours)

Day 4 (8 hours)

- CPR/AED & First Aid (4 hours)
- Taser Certification (2 hours)
- OC Spray Certification (2 hours)

Day 5 (8 hours)

- Subject Control Techniques/DT (4 hours)
- Shotgun Familiarization (2 hours)
- Written Exam (Score of 80% required to pass) (1 Hour)



New Agent Orientation

(2 hours)

8am to 10am - On first day of work prior to departing on trip.

- Uniform Inspection
- DOT Compliance Requirements
- DOT Logs Overview

Field Training Program

(45 Days – Approx. 450 hours)

All new agent trainees will be assigned to a certified training agent upon completion of the new agent training course. Each new agent trainee will receive a minimum of 45 Days of on the job training and evaluation in the field.

Trainees will be evaluated on the following:

1. Uniform and grooming
2. Knowledge of policy and procedure
3. Use of reports and forms
4. Time management
5. Personal communication ability
6. Conflict resolution
7. Safety and situational awareness
8. Searching prisoners
9. Using restraints
10. Safe driving habits



Advanced Driver Training

(8 hours)

Smith Systems Advanced Driver Training

All employees will receive advanced driver training within the first 6 months of employment upon successfully completing the field training program.

- Classroom Presentation
- Demonstration Drive
- On-Road Evaluations
- Written Exam

In-Service Training

(24 Hours)

All agents will receive annual in-service training and re-certification in the following subjects:

- Firearms Qualification
- Defensive Driving
- Use of Force
- Restraints
- PREA
- CPR/First Aid



Specialized Training Courses

Upon successful completion of the 6 month probationary period agents will be eligible to attend the following courses when they are offered. Training will be announce in advanced and eligible agents who apply will be registered on a first come, first serve basis. Some courses may be restricted to only the most qualified applicants.

1. Field Training Agent Certification Course (16 hours)

This course will certify the most qualified agents to be field training specialists. Agents will learn how to train and evaluate newly hired personnel based upon a standardized scoring system. Agents will also learn the nuances of constructive feedback and counselling techniques designed to aid in the learning process and correct deficient areas of performance.

2. Tactical Communications Course (8 hours)

In this course agents will learn the art of verbal re-direction, commonly called "Verbal Judo" to resolve conflict and de-escalate potentially violent confrontation with some simple verbal strategies.

3. Advanced Report Writing Course (8 Hours) – Required training for AICs

In this one day course agents will hone their report writing abilities. Agents will learn how to include the critical elements of a report as well as legal considerations for incident and use of force reports.

4. Flight Agent Certification Course (8 hours)

In this specialized course, senior agents will learn the procedures and considerations for transporting prisoners on-board commercial aircraft. Only agents who have attended this course may be assigned to commercial air moves.

5. Advanced Subject Control Techniques (16 hours)

In this class agents will receive training in advanced defensive tactics and subject control techniques. This is an intense 2 day course with very little

classroom study. This course requires an average to above average level of physical fitness. Agents who could potentially be injured in this course or may not be able to perform all of the exercises, should not apply.

6. Advanced Handgun Training Course (8 hours) – Armed Agents only

This is an 8 hour reality based course designed to teach agents combat handgun shooting techniques under stress in a dynamic environment.

7. Advanced Shotgun Training Course (8 hours) – Open to all Agents

This is an 8 hour reality based course designed to teach agents combat shotgun shooting and manipulation techniques under stress in a dynamic environment.

8. Special Extraditions Group (SEG) Certification Course (40 hours)

Only the most experienced and heavily screened agents will be allowed to attend this highly specialized course. This course will certify agents as high risk inmate transportation specialists and qualify them for assignment to the Special Extraditions Group.

To be considered for this course agents must have a minimum of 1 year of employment with PTS of America or 5 years or more of verifiable, specialized military or law enforcement service and have successfully completed the 6 month probationary period.

The selection process for the SEG will consist of a disciplinary file and qualification review, physical fitness test, personal interview and a review board. Members of the SEG will be assigned to transport the most violent and high risk or high profile prisoners, therefore only the most highly qualified applicants will be considered.



PTS of America, LLC

P.O. Box 121591
Nashville, TN 37212
(866) 388-8488 – Phone
(615) 352-9737- Fax
www.prisonertransport.net

PTS Extradition Agent Uniform & ID Badge



This certifies that the person whose signature and description appears hereon is a duly authorized employee of PTS of America, LLC. An agency commissioned to act as designee for any demanding criminal justice agency within the United States of America, its territories, possessions, or districts for the purpose of transporting prisoners. This employee, under the law, has the same legal effect, for purposes of transportation, as an officer of the criminal justice agency of which appointed. This employee is authorized to take custody, transport, and house the prisoner/negative in question and bear arms as permitted by law. This does not authorize arrest powers or any endorsement as a law enforcement officer other than with respect to the prisoners within custody. Authorization to transport is by Department of Corrections, Sheriff's Departments, Police Departments, Parole/Probation Departments, Detention Facilities, and State Hospitals as listed on the transportation orders carried by the employee identified by this card.

Frank Caruso
EXECUTIVE AUTHORITY

AGENT NAME: Doe, John



Height: 6'01"
Weight: 190
Eyes: BRN
Hair: BLK
DOB: 02/19/73
ID No: 0612



BY LAW THIS IDENTIFICATION IS FOR OFFICIAL USE ONLY OF THE PERSON NAMED HEREON WHO IS VESTED WITH THE POWER AND AUTHORITY CONFERRED. IT IS THE PROPERTY OF PTS OF AMERICA, LLC AND WILL BE RETURNED UPON TERMINATION OF EMPLOYMENT.

12/10/11

DATE

AGENT SIGNATURE



PTS of America, LLC

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Nashville, TN 37212
P: (866) 388-8488 / F: (615) 352-9737
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Background Checks



HOME ABOUT SERVICES NEWS & UPDATES CLIENT FORMS CONTACT US

Employment Screening

We are a Consumer Reporting Agency and licensed investigative company that specializes in background screening. We provide services nationwide in the United States and internationally in certain countries. Our pricing is highly competitive and our customer service is second to none. We pride ourselves on our accessibility and rapport with our clients, which range from small business all the way up to Fortune 500 companies.

For employers, we can help you develop a screening program that is compliant with your hiring policy as well as state and federal regulations. Compliance is a top concern for us and as a member of the National Association of Professional Background Screeners, we devote a significant amount of our resources towards monitoring legal issues that could have an impact on your company.

There are a variety of methods for screening a prospective employee, and we can help you translate your needs into the most effective services possible. Please call us at (615) 383-5932 or [send us an e-mail](#) and we would be happy to assist you.

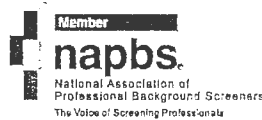
[Click here](#) to see a full list of the services we provide. We can also develop customized services based on your needs.

Recent Posts

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- [Legalized Marijuana – Burden to HR](#) April 9, 2014
- [Incorrect Reporting? – Meyer and the National Tenant Network](#) March 24, 2014
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- [Recommended Procedures for FCRA Compliance](#) February 4, 2014
- [Regulation on Event Data Recorders in Motor Vehicles](#) January 30, 2014
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Contact Details

4205 Hillsboro Pk Ste 200
Nashville, TN 37215
(615) 383-5932
info@confirmchoice.com



CONFIDENTIAL

Requested: 03/07/12

Printed: 04/09/12

Background Verification Report

Completed: 03/09/12

Time: 13:49

Prepared For: Prisoner Transportation Services

Requested By: Captain Tom Ratner

Attention: Captain Tom Ratner

Prepared By: HEATHER EGAN

Subject: [REDACTED]
Address: [REDACTED]
CLARKSVILLE, TN 37040

SS #: [REDACTED]

DOB: 12/31/59

CRIMINAL COURT RESULTS

MONTGOMERY, TN

Search Type: Felony and Misdemeanor, 7 Years
Court Searched: County Seat

NO FELONY OR MISDEMEANOR RECORDS FOUND FOR [REDACTED] IN MONTGOMERY COUNTY, TN.

DRIVING HISTORY

Driver's License #: [REDACTED] State Issued: TN

Reported Driver's License #: [REDACTED]

TENNESSEE DRIVER RECORD REPORT

REPORT SEARCH DATE -> 03/07/2012

LICENSE NAME/ADDRESS

DRIVER DESCRIPTION

[REDACTED]
CLARKSVILLE, TN 37043

DOB/SS#	GENDER/RACE	HT/WT	EYES/H
12/31/59	M	511	BR
	B	205	BK

LICENSE NUMBER	ORIG. ISSUED	ISSUED	EXPIRES	CLASS	STATUS
[REDACTED]		9/25/2009	12/31/2014	A***-CLA	LICENSED

CLASS: A***-CLASS A
 RESTRICTIONS: 01-CORRECTIVE LENSES,
 ENDORSEMENTS: N/A
 C.D.L. STATUS: LIC

*** MISCELLANEOUS AND STATE SPECIFIC INFORMATION ***

*** DRIVING RECORD HISTORY ***

Type Viol/Susp	Conv/Reins Post/Expir	Description	Pts
ACCD 7/4/2009		ACCIDENT - PROPERTY DAMAGE County.....: MONTGOMERY Order Number.....: 0310650 Event Type.....: ACCIDENT	

*** END OF RECORD ***

03/07/12 12:25:58 PM

SOCIAL TRACE

[REDACTED] SS: [REDACTED]xxxx
 CLARKSVILLE, TN 37043 COUNTY: MONTGOMERY
 RPTD: 01/2003 TO 02/2012
 PH: 9315521367

[REDACTED] SS: [REDACTED]xxx
 CLARKSVILLE, TN 37043 COUNTY: MONTGOMERY
 RPTD: 09/2004 TO 04/2011 DOB: 12/31/1959 AGE: 52

[REDACTED] SS: [REDACTED]xxx
 CLARKSVILLE, TN 37043 COUNTY: MONTGOMERY
 RPTD: 12/2005 TO 04/2006
 PH: 9313382906

[REDACTED] SS: [REDACTED]xxxx
 CLARKSVILLE, TN 37042 COUNTY: MONTGOMERY
 RPTD: 01/2003 TO 10/2004
 PH: 9315521367

[REDACTED] SS: [REDACTED]xxx
 COLORADO SPRINGS, CO 80910 COUNTY: EL PASO
 RPTD: 06/1996 TO 06/2004 DOB: 12/31/1959 AGE: 52

[REDACTED] SS: [REDACTED]xxx
 COLORADO SPRINGS, CO 80910 COUNTY: EL PASO
 RPTD: 01/1996 TO 06/2004 DOB: 12/31/1959 AGE: 52



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Vehicle Fleet



PTS OF AMERICA, LLC - VEHICLE FLEET

	Year	Make	Model	Vin #	Veh #	Tag #	Engine
1	2014	Chevy	Express Van	1GAZG1FGXE1122520	104	18571H2	Gas
2	2013	Chevy	Express Van	1GAZG1F1G4D1129414	105	545H171	Gas
3	2014	Chevy	Express Van	1GAZG1F1G1E1155485	106	278851	Gas
4	2014	Chevy	Express Van	1GAZG1FG4E1161717	107	24848H2	Gas
5	2014	Chevy	Express Van	1GAZG1FG8C1169235	108	00947H2	Gas
6	2014	Chevy	Express Van	1GAZG1FGXE1107533	109	22952H2	Gas
7	2014	Chevy	Express Van	1GAZG1FA5D1141695	111	22984H2	Gas
8	2013	Chevy	Express Van	1GAZG1FA5C1178468	112	691H180	Gas
9	2013	Chevy	Express Van	1GAZG1FA6C1179158	113	00974H2	Gas
10	2011	Chevy	Express Van	1GAZG1FG2B1166801	114	756H113	Gas
11	2014	Chevy	Express Van	1GAZG1FG5E1101879	115	756H136	Gas
12	2013	Chevy	Express Van	1GAZG1FG8D1125799	116	756H134	Gas
13	2014	Chevy	Express Van	1GAZG1FG9E1204352	118	841H182	Gas
14	2013	International	Starcraft	5WEXWSKK5DH333323	T213	H316784	Diesel
15	2013	Ford	Starcraft	1FDGF5GT5DEB15191	T216	H328460	Diesel
16	2013	Ford	Starcraft	1FDGF5GT9DEB15193	T217	H328461	Diesel
17	2013	Ford	Starcraft	1FDGF5GT8DEA70537	T218	H328470	Diesel
18	2002	MCI	Bus D4000	1M81DMPA42P054704	B 302	264H124	Diesel
19	2001	MCI	Bus D4000	1M81DMPAXP054303	B 303	21354H2	Diesel
20	2008	Bluebird	All American	1BABNBKA98F246074	B 304	21354H2	Diesel

PTS of America, LLC

P.O. Box 121591 Nashville, TN 37212 P: (866) 388-8488 / F: (615) 352-9737 www.prisonertransport.net



PTS of America, LLC

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Nashville, TN 37212
(866) 388-8488 - Phone
(615) 352-9737 - Fax
www.prisonertransport.net

PTS Vehicles





BOONE COUNTY, MISSOURI
Request for Bid #: 65-23NOV15 – Extradition Services

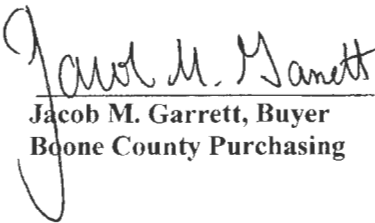
ADDENDUM # 1 - Issued November 24, 2015

This addendum is issued in accordance with the RFB Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **MUST be acknowledged** and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

CHANGE Bid Submission and Bid Opening date and time to:

Day/Date: Monday, November 30, 2015
Time: 1:30 p.m. central time

By: 
Jacob M. Garrett, Buyer
Boone County Purchasing

OFFEROR has examined **Addendum #1** to Request for Bid# 65-23NOV15 – *Extradition Services*, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

COUNTY OF BOONE - MISSOURI



REQUEST FOR PROPOSAL FOR EXTRADITION SERVICES

RFP #65-23NOV15
Release Date: October 21, 2015

Submittal Deadline:
November 21st, 2015
not later than 1:30 p.m. Central Time

Boone County Purchasing
613 E. Ash Street, Room 111
Columbia, Missouri 65201

Jacob M. Garrett, Buyer
Phone: (573) 886-4393 Fax: (573) 886-4390
E-mail: JGarrett@boonecountymo.org



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

PROPOSAL #: 65-23NOV15 – Extradition Services

Sealed proposals will be accepted until **1:30 p.m. on Monday, November 23, 2015** in the Boone County Purchasing Office, Boone County Annex Building, Room 111, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4393; fax (573) 886-4390 or e-mail: JGarrett@boonecountymo.org.

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Jacob M. Garrett
Buyer

Insertion: Thursday, October 22, 2015
COLUMBIA MISSOURIAN



1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 1:30 P.M., C.T., on Monday, November 23, 2015** to:

Boone County Purchasing Department
Jacob M. Garrett, Buyer
613 E. Ash Street, Room 111
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 1:30 P.M. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and five (5) copies of the proposal (total of six). Proposals will be opened publicly but only names of Offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person or firm who requests it.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for sealed proposals for **Extradition Services** as set forth herein.

2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Services
- 4) Proposal Submission Information
- 5) Response/Pricing Page
- 6) Attachment – “No Bid” Response Form

2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal should be submitted in writing, prior to the bid opening and no later than 5:00 p.m., Monday, November 16, 2015. All questions must be mailed, faxed or e-mailed to the attention of Jacob M. Garrett, Buyer. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

- a. Jacob M. Garrett, Buyer
613 E. Ash Street, Room 111
Columbia, Missouri 65201
Phone: (573) 886-4393
Fax: (573) 886-4390
E-mail: JGarrett@boonecountymo.org

2.2.2 In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.

2.3. **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County’s proposal file becomes part of public record at time of contract execution or when all proposals have been rejected.

2.4. Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

2.4.1. Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

2.4.2. Comprehensive General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

2.4.3. The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$3,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverage's. Should any work be subcontracted, these limits will also apply.

2.4.4. COMMERCIAL Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than

\$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

2.4.5. Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.

2.5. INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

2.6. Contract Terms and Conditions:

2.6.1. The successful Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

2.6.2. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

2.7. Contract Period:

The contract period with the successful firm shall begin **February 1, 2016 and extend through December 31, 2016**. The contract shall have four (4), one-year renewal periods following the completion of the initial contract term. After the completion of the final

renewal term, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with 30 days prior written notice.

2.8. Cancellation Agreement:

The County reserves the right to cancel the contract without cause by giving not less than thirty (30) days prior notice to the Contractor in writing of the intention to cancel, or with cause, if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the Contractor to comply with any of the provisions of this contract may be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow Contractor reasonable opportunity to cure material breach, but is not required to do so.

2.9. Fiscal Non-Funding Clause:

In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the provider of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

2.10. Estimated Usage:

The County anticipates extradition services for roughly 25 County prisoners each year. This number is estimated based on past usage for a 12-month period. The County does not guarantee minimum usage. The County reserves the right to increase or decrease usage as requirements dictate.

2.11. Work Authorization Certification: Employment of Unauthorized Aliens Prohibited

2.11.1. Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

2.11.2. As a condition for the award of this contract, the Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. **Please return a copy of the Memorandum of Understanding** that you will receive following completion of enrollment. This will provide the County the proof of enrollment.

2.11.3. Contractor shall require each subcontractor to affirmatively state in its contract with Contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

2.12. The County reserves the right to award to one or multiple respondents. In addition, the resulting contract from this RFP will be considered "Non-Exclusive". The County reserves the right to obtain service from other suppliers.



SCOPE OF SERVICES

Project Description:

Boone County, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the furnishing of **Extradition Services**, including interstate and intrastate transportation, and security and control of prisoners as needed for the Boone County Sheriff's Office as specified in the following requirements. Subcontracting of any services specified herein shall not be acceptable. Any contractor responding with a proposal to utilize a subcontractor will not be considered

3.2. Scope of Current Extradition Service Contract:

The County is currently under contract with PTS of America. PTS is providing extradition service both within and between States on a case by case basis. Some persons being transferred have special needs. Examples of persons with special needs include juveniles, women, medicated persons, and persons with mental health issues. Professionalism, effectiveness, and a highly trained staff are all qualities that the County looks for in its contractors.

3.3. Scope of Work:

The County will expect the Contractor to perform the services noted below. Please respond to this listing in your proposal.

3.3.1. The contractor agrees to perform the services specified herein in accordance with generally accepted standards applicable thereto and shall comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the services performed hereunder.

3.3.2. The contractor is required to agree to and follow Transport Standards for interstate/intrastate transportation of prisoners and fugitives from justice, as incorporated herein and made a part hereof. The contractor must meet the standards of and comply with all provisions of The Interstate Transportation of Dangerous Criminals Act of 2000, Public Law 106-560, 114 Stat. 2784 (42 U.S.C. 13726b) enacted December 21, 2000.

3.3.3. At the request of the County, the contractor shall assume custody of prisoners committed to the custody of the County and provide interstate and/or intrastate transportation of said prisoners to and from locations designated by the County.

3.3.4. In assuming custody of prisoners, the contractor shall assume the sole responsibility for security and control of prisoners in a professional manner and in accordance with the County's written policies and procedures. Such policies, procedures, and directives may be promulgated in the future regarding the use of force and the security and control of prisoners. In the event there are no written policies or procedures, the contractor shall follow reasonable and customary operating procedures.

3.3.5. The contractor agrees to travel the most direct route when transporting prisoners for the County.

3.3.6. The contractor shall immediately report unusual incidents, emergencies, and/or controversial situations that arise in the performance of their services to the County in accordance with the County's directives. For the purpose of definition, "unusual incident, emergency, or controversial situations" includes but is not necessarily limited to the following: any act of violence by a prisoner or other passengers; any escape or attempted escape of a prisoner, or any other breach of security; any excessive delay in the transportation of a prisoner; any medical condition of a prisoner or other passenger requiring emergency medical treatment; any mechanical failure that would normally require formal reports to the cognizant regulatory agency; and any refusal of law enforcement agencies to release a prisoner to the contractor as authorized or directed by the County.

3.3.7. The contractor shall assume custody of prisoners from authorized agents of the County, at the location of incarceration determined by the parties to be suitable for such purpose, to transport such prisoners to their destination or other specified location. Upon arrival, the contractor shall surrender custody of such prisoners to the County or to the law enforcement agency as designated by the County. The County shall have the right to cancel its pick-up order within twenty-four (24) hours after placing the order. Any other cancellation may be made only with the consent of the contractor.

3.3.8. In the event of delays in delivering prisoners to the specified destination, whether or not beyond the contractor's control, including inclement weather or mechanical malfunctions, the contractor shall provide for all prisoner costs, except medical, related to such delays, including but not limited to food and lodging.

3.3.9. The County shall provide the contractor with a pickup deadline for all prisoners. The contractor shall be fully responsible for insuring that all prisoners are picked up before the designated pickup deadline. In the event a prisoner is unavailable for pickup due to the contractor's failure to meet the pickup deadline, the County shall be relieved of any and all costs associated with such pickup.

3.3.10. If the Contractor is unable to meet a pickup deadline, the County reserves the right to use an alternative Contractor.

3.3.11. **Refusal and/or Inability to Transport** – The contractor shall have the right to refuse to transport any individual whose condition or behavior, in the opinion of the driver, would be detrimental or dangerous to the safety of the vehicle or its passengers. In the event the driver refuses to transport any such individual, the County shall be notified immediately, prior to leaving the pick-up location, and there shall be no charge to the County.

3.3.12. If, upon arrival at the holding agency, the contractor learns that the prisoner has a contagious disease that was unknown to the contractor and the County, the contractor shall immediately contact the County for further instructions. If the prisoner is transported, transport shall be made in such a manner as to ensure the wellbeing of all other occupants. If the prisoner cannot be transported, the County shall not be subject to a penalty charge. The contractor agrees not to place holds on the County's prisoners held in other jurisdictions. Should the contractor or its agent's place a hold on a prisoner, in violation of this provision, the contractor agrees to reimburse the County for the full cost of transport in each such occurrence.

3.3.13. In the event the prisoner is unavailable, due to the fault of the County, the County shall be responsible for the costs incurred which are directly attributed to the trip to the facility, but no more than 50% of the original trip cost. In the event the contractor fails to contact the holding facility twelve (12) hours prior, the County shall be relieved of any and all costs associated with such pickup if upon arrival the prisoner is unavailable. In any case, the County shall not be subject to a penalty charge.

3.3.14. The contractor shall deliver prisoners held in another jurisdiction to the County's facilities within fifteen (15) calendar days from the date of pickup unless the County designates a shorter period of time, delays outside of human control notwithstanding.

3.4. Special Needs / Service Requirements

3.4.1. On a case by case basis, the County reserves the right to use an alternative Contractor if the primary Contractor is unable to meet a necessary pick up deadline.

3.4.2. In the case of special needs transportation, Contractor's qualifications and equipment will be evaluated on a case by case basis. The County reserves the right to use the Contractor deemed most appropriate by the County.

3.4.3. Contractor will ensure that female staff will be utilized any time female inmates are in contractor's custody except for short periods necessary for female staff to join the transportation staff team while en route.

3.5. Contractor Qualifications

3.5.1. The contractor must meet the following minimum requirements:

3.5.2. The contractor shall have been in the business of transporting interstate and/or intrastate prisoners for a minimum of three (3) years.

3.5.3. The contractor shall have in place and operational a ground transportation system that operates seven (7) days per week, three hundred sixty-five (365) days per year, twenty-four (24) hours per day.

3.5.4. The contractor shall provide five (5) references where they have provided similar services as specified herein, within the last twelve (12) months.

3.5.5. The contractor shall provide a copy of the certificate issued by the Interstate Commerce Commission, which gives the contractor authority to operate as a common carrier.

3.5.6. The contractor shall provide documentation to show that each transportation agent has received complete training in all phases of prisoner transport, and is properly licensed in accordance with all State and Federal requirements for handling prisoners.

3.5.7. The contractor shall provide a twenty-four (24) hour, seven (7) days per week, communication system for access of agency decision makers.

3.6. Training

3.6.1. All employees of the contractor involved in the pick-up and transportation of prisoners shall have a police and/or corrections background, or have successfully completed a training program which focused on the proper use of restraining devices, self-defense, etc., necessary to perform the duties specified herein. A copy of the training materials (courses) must be submitted with the bid.

3.7. Identification

3.7.1. All employees of the contractor involved in the pick-up and transport of prisoners shall be required to dress in a professional manner. The employees shall be required to wear a uniform bearing the company logo. Street/casual clothes (i.e. jeans, t-shirts with popular printed material, sandals, 'flip-flops', etc.) shall not be acceptable. If the contractor's employees do not wear proper attire, the holding authority may not release the prisoner(s), and the contractor shall not be compensated for the trip.

3.7.2. All employees of the contractor involved in the pick-up and transportation of prisoners shall carry an ID that indicates information including, but not limited to, the company name, employee name, photo, etc. This ID must be presented and/or displayed properly when requested by the holding agency prior to the release of any prisoner.

3.8. Planning - The contractor agrees to meet the following requirements in the area of planning:

3.8.1. The contractor shall provide twenty-four (24) hour coverage to help facilitate the planning and operations of our service to law enforcement agencies. The contractor's staff shall be available by telephone twenty-four (24) hours a day, 365 days a year. All prisoner transportation shall be pre-planned in order to achieve the highest levels of efficiency, professionalism, and safety. Some of the important issues involved in the planning process shall include prisoner pick-up and delivery deadlines, prisoner classification, travel routes, appropriate check points, medication needs, feeding, rest stops, and housing requirements. Contractor shall have written contingency plans in place in the event of a medical problem, accident, or prisoner escape.

3.8.2. Transporting agents shall know the prisoners they are transporting including but not limited to, the prisoner's custody level, propensity for violence, physical or mental handicap (if any), advanced age, language barrier, or if considered a special or high notoriety case.

3.8.3. Pick-up and delivery of prisoners shall be done in a timely manner.

3.8.4. Transporting agents shall carry fingerprints and a photo of each prisoner being transported.

3.8.5. The contractor shall establish check points or call-in times. Transport agents shall use a secure phone line for reporting and receiving orders.

3.8.6. Prisoners shall be given an eight (8) hour rest period within any twenty-four (24) hour period. In transit time shall not exceed sixteen (16) hours per day on average. No prisoner shall travel more than 24 hours without receiving housing. Housing shall be provided to the prisoner, with the opportunity to receive proper rest, shower, and meet other hygienic needs.

3.8.7. Blankets shall be carried and provided to the prisoner upon request, if route and conditions warrant.

3.8.8. Prisoners traveling interstate shall travel a minimum of 250 straight-line miles each day from point of departure to point of destination.

3.8.9. Releasing agency shall be given one (1) working day notice prior to the contractor taking custody of a prisoner unless a lesser time frame may be mutually agreed upon. The contractor will determine if a status change of the prisoner has occurred. In the event

a status change has occurred, thereby causing the transport to be cancelled, the contractor will contact the County immediately and there will be no charge to the County.

3.8.10. Appropriate documentation including written authority to transport prisoner shall be in the possession of the transporting agents in order to support transport of prisoner as well as en-route housing.

3.8.11. Meal stops shall be selected at random to avoid the possibility of a pre-planned escape attempt or rescue. Prisoners shall be fed three (3) meals within a twenty-four (24) hour period.

3.8.12. Each vehicle shall carry a copy of a formal confidential contingency plan covering medical problems, escapes, accidents, or other incidents.

3.8.13. The contractor shall immediately notify the designated County contact person of medical problems, escape, accident, or other incidents as outlined in the contingency plan. If immediate notification is not possible, the information shall be provided at the earliest possible time.

3.8.14. For prisoners traveling interstate, the County shall be notified the day transporting agents take custody of a prisoner and the County shall be notified when the prisoner arrives at the destination. The County shall also be notified of any delays.

3.8.15. Appropriate documentation including written authority to transport prisoner (i.e. Prisoner Receipt, Property Receipt, Prisoner Medical/Medication Information, Prisoner Activities [meals, rest stops, stretch breaks, and rest overnight-RON]) shall be delivered with the prisoner.

3.8.16. The contractor shall arrange for a 24 hour, seven (7) days per week communications system for access of agency decision-makers.

3.8.17. The contractor shall have staff available during normal business hours.

3.9. PERSONNEL

3.9.1. The contractor shall complete an evaluation of potential employees targeting desirable qualified candidates with unquestionable backgrounds. It shall include, but not be limited to, a driving history, criminal history investigation, and drug testing.

3.9.2. The contractor agrees to adopt employment criteria that current employees will be terminated and new personnel will not be hired, if a criminal record is located for the following offenses:

- All felony offenses unless pardoned of the offense, if the pardon is expressly granted for subsequent proof of innocence.
- Misdemeanor offenses that fall into the following categories:
 - Convicted of driving while intoxicated, either alcohol or drugs, within the past two (2) years.
 - Thefts or crimes against persons that resulted in jail time or probated jail time within the past two (2) years
- Drug Offenses:
 - Manufacture or sale of any illegal drug or controlled substance.
 - Drug use: marijuana-no usage within the past two (2) years, felony drug-no usage.
- Felony or misdemeanor convictions for the following offenses:

- Public lewdness
- Indecent exposure
- Perjury
- Tampering with a governmental record
- Impersonating a public servant
- Permitting or facilitating an escape
- Violations of the rights of a prisoner

- 3.9.3. Transporting agents shall receive complete training in all phases of short and long distance prisoner transport, applicable laws, prisoner care, custody and control, self-defense, CPR, first aid, cross-gender supervision, and weapons training.
- 3.9.4. The contractor shall require 100 hours of classroom instruction to insure the above requirements are met.
- 3.9.5. Transporting agents shall be paid wages not less than that required by any applicable State and Federal requirements.
- 3.9.6. Transporting agents shall be properly licensed in accordance with all applicable State and Federal requirements.
- 3.9.7. Transporting agents shall have appropriate identification with descriptive information and picture thereon which clearly identifies him/her as transporting agents for a specific transportation agency.
- 3.9.8. A minimum of two transporting agents shall be used when transporting prisoners by ground.
- 3.9.9. A minimum of one transporting agent shall be used when transporting by air unless otherwise stipulated by the airline or the County. Transportation agent shall be of the same gender as the prisoner.
- 3.9.10. Prisoners shall be transported safely and humanely.
- 3.9.11. The contractor shall provide a list of names, ID card numbers, and signatures of transporting agents authorized to receive custody of prisoners on the County's behalf. The contractor shall be responsible for providing updates to the County. The contractor shall furnish any and all documentation regarding the certification or registration of its transport agents to the County upon request.

3.10. Vehicles

- 3.10.1. Vehicles shall conform to all appropriate regulations and shall be serviced regularly and maintained in optimum operating condition.
- 3.10.2. Vehicles shall be properly licensed in accordance with all applicable State and Federal regulations.
- 3.10.3. Vehicles shall be configured to separate transporting agents and prisoners and to separate male prisoners from female prisoners.
- 3.10.4. Prisoners shall not be able to open doors and windows (from inside prisoner compartment).
- 3.10.5. Transporting vehicles shall be equipped with a cellular telephone capable of operation anywhere the contractor operates.
- 3.10.6. Vehicle separation systems shall have two (2) separate compartments.

- 3.10.7. Vehicles shall have an operating air-conditioner and heater for the entire vehicle.
- 3.10.8. Vehicles shall be serviced on a prescribed schedule according to requirements of the transportation department.
- 3.10.9. Vehicles shall carry safety equipment such as first aid kits, fire extinguisher, safety triangles, etc.
- 3.10.10. Vehicles shall be equipped with spare tires, jacks, and lug wrench.
- 3.10.11. Vehicles shall be equipped with sufficient storage to secure personal property of prisoners being transported.
- 3.10.12. Vehicles shall be clean inside and out at all times.
- 3.10.13. A vehicle shall not be in operation if it has sustained body damage that would impair the safe operation of the vehicle.

3.11. Restraint Equipment

- 3.11.1. Handcuffs and leg irons shall be manufactured to meet full compliance with N.I.J. Standards dealing with marking, workmanship, mechanical strength, and tamper resistance.
- 3.11.2. Appropriate restraint equipment shall be available so prisoners are restrained during transport; i.e. handcuffs, Martin chairs, and leg irons, at a minimum, for each prisoner on board. Additionally, two (2) handcuff covers (black boxes) and one (1) hinged cuff shall be available.
- 3.11.3. Prisoners shall not be secured to any part of the transporting vehicle.
- 3.11.4. Transportation agents shall be trained in the use and prohibited uses, of restraining devices. The practice of hogtying (the restraint of the ankles and wrists while being tied together behind the back) shall be strictly prohibited at all times.

3.12. Operations

- 3.12.1. A full body strip search shall be conducted when taking initial custody and all personal items shall be removed from the prisoner. While being transported, prisoners shall remain under observation at all times. It is advantageous to keep prisoners who are being transported separated from all other prisoners when being housed overnight. Efforts shall be made to prevent the use of phones or any communication with anyone outside the place of temporary custody. Whenever possible, prisoners shall be allowed to bathe if temporarily housed due to the length of the trip.
- 3.12.2. Prisoners shall be positively physically identified prior to transportation agents assuming custody and removing them from the holding agency.
- 3.12.3. A strip search of prisoners shall be completed prior to being transported. A pat search is appropriate at any time. A transporting agent of the same gender as the prisoner shall conduct searches.
- 3.12.4. Vehicles shall be thoroughly searched prior to placing prisoners therein. If at any time the vehicle is out of sight of the transporting agents, the vehicle shall be searched prior to resuming the trip.
- 3.12.5. Prisoners shall be properly placed and segregated within the transporting vehicle.

- 3.12.6. Records shall be maintained noting pick up date/time and location, delivery date/time and location along with transporting agents' signatures of extradition oath for each prisoner transported.
- 3.12.7. Property transported shall be inventoried and signed for by both the prisoner and the transporting agent.
- 3.12.8. Personal property shall be securely stored and inaccessible to prisoners.
- 3.12.9. Prisoners shall not be permitted to communicate with persons other than transporting agents. Prisoners en route are prohibited from using phones at en route housing locations.
- 3.12.10. Transporting agents shall keep an activity log that is updated continually throughout the trip by current entries.
- 3.12.11. Food shall be brought to the transportation vehicle when stopping for meals.
- 3.12.12. Special requests by prisoners are not to be honored unless related to prisoner's health or safety. In responding to a health and safety request, transporting agents shall use the utmost caution to maintain and protect the confidentiality of their response plan.
- 3.12.13. When en route housing is required, prisoners shall be lodged in secure and adequate jail facilities and local staff advised of escape potential, security threat such as gang affiliation, disruptive group member, or high profile offender. Whenever possible, prisoners en route shall be separated from the facilities' general population.
- 3.12.14. Transporting agents are legally responsible for prisoners under their care and control.
- 3.12.15. Prisoners shall be allowed to bathe at en route housing locations.
- 3.12.16. The contractor shall verify the identity of the person(s) to whom custody is transferred.

3.13. Safety

- 3.13.1. All vehicle accidents shall be reported to the contractor's office. All vehicle accidents shall also be reported to the County designated representative. The contractor agrees to furnish the County with a copy of any official accident investigation reports generated by the local police agency and a copy of any internal investigation reports related to the accident.
- 3.13.2. Vehicle repairs in transit shall be completed before the trip continues.
- 3.13.3. Prisoner injuries shall be reported to the contractor's office.
- 3.13.4. Trip audits shall be completed on transporting agents' activity logs to assure compliance with operating standards.
- 3.13.5. Rates of speed above posted limits are not permitted. All traffic laws must be adhered to. All traffic citations shall be reported to the contractor's office.
- 3.13.6. All escapes shall be reported at once to local law enforcement at the scene, and to the contractor's office.
- 3.13.7. All escapes shall be immediately reported to the County.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and five (5) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Jacob M. Garrett, Buyer
613 E. Ash Street, Room 111
Columbia, MO 65201

b. The proposals must be delivered no later than **1:30 p.m. on Monday, November 23, 2015**. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.

4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.

4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. Evaluation and Award Process:

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.1.4. Evaluation:

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

4.1.4.2. **Qualifications Statement/References:** The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP

- a. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
- b. Name other businesses or preferably any government agencies/municipalities for which you have provided similar services in the last five (5) years and provide a current contact name, email address and phone number for each account.

4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be

straightforward and limited to facts, solutions to problems, and plans of action.

- 4.1.4.5. Where the words “shall” or “must” are used, they signify a required minimum function of system capacity that will heavily impact the Bidder’s final response rating.
- 4.1.4.6. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder’s final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

4.1.5. Rejection / Withdrawal of Proposals Response:

Rejection of Proposals The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with bidders and to accept the proposal deemed to be in the best interest of the County.

Withdrawal of Proposals Proposals may be withdrawn on written request from the bidder at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the bidder in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

4.1.6. Validity of Proposal Response:

Bidders agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

<u>Item #</u>	<u>Description</u>	<u>Price</u>
5.1.	Price Per Mile-Adult Prisoner	\$ _____ firm, fixed price per mile
5.2.	Price Per Mile-Juvenile Prisoner	\$ _____ firm, fixed price per mile
5.3.	Minimum Trip Fee	\$ _____
5.4.	Discount if more than one prisoner per pick-up/drop-off location at same time.	_____ %

5.5. Special Needs:

Please outline a pricing plan per mile for persons with any conceivable special needs.

5.6. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of four additional years following the initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____ No _____

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

First Renewal: January 1, 2017 – December 31, 2017	+ ___%	- ___%
Second Renewal: January 1, 2018 – December 31, 2018	+ ___%	- ___%
Third Renewal: January 1, 2019 – December 31, 2019	+ ___%	- ___%
Fourth Renewal: January 1, 2020 – December 31, 2020	+ ___%	- ___%

Note: These renewal options will be used in the evaluation.

- 5.7. **Provide a contact person** who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

Name:

Organization:

Address:

E-mail:

Phone Number:

Fax:

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- ____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- ____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- ____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

(Please complete and return with Contract)

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date



"No Bid" Response Form

Boone County Purchasing
613 E. Ash Street, Room 111
Columbia, MO 65201

Jacob M. Garrett, Buyer
(573) 886-4393 – Fax: (573) 886-4390

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list for this service/commodity, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

Bid: 65-23NOV15 – Extradition Services

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/27/2016

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 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 Earl Bacon Agency, Inc 3131 Lonnblad Road P.O. Box 12039 Tallahassee, FL 32317 Richard Pressley	CONTACT NAME: Richard Pressley	PHONE (A/C, No, Ext): 850-878-2121	FAX (A/C, No): 850-878-2128
	E-MAIL ADDRESS: kpressley@earlbacon.com		
INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURER A: Admiral Insurance Co.			
INSURED PTS of America, LLC P.O. Box 121591 Nashville, TN 37212	INSURER B: Evanston Insurance Co.		35378
	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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	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"/>	<input checked="" type="checkbox"/>	CA00002269001	10/16/2015	10/16/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			MKLV20LE103545	10/16/2015	09/03/2016	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	E&O			CA000022690-01	10/16/2015	10/16/2016	E&O 2,000,000

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

Certificate Holder is additional insured.

Excess Liability is follow form.

CERTIFICATE HOLDER

CANCELLATION

BOCOCO1

Boone County
Purchasing Dept.
613 E. Ash St., Room 111
Columbia, MO 65201

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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NOTEPAD

INSURED'S NAME PTS of America, LLC

PTSOF-1
OP ID: SR

PAGE 2
Date 01/27/2016

and Umbrella (per following form). 30 day cancellation notice applies.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/27/2016

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 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 Yates & Associates 1002 East Blanco Boerne, TX 78006 830-816-6601	CONTACT NAME: PHONE (A/C, No, Ext): 830-816-6601 FAX (A/C, No): 830-816-6699 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED PTS of America, LLC PO BOX 121591 NASHVILLE, TN 37212	INSURER A :	
	INSURER B : National Continental Ins. Co. 10243	
	INSURER C :	
	INSURER D : James River Insurance Company 12203	
	INSURER E : National Continental Ins. Co. 10243	
	INSURER F :	

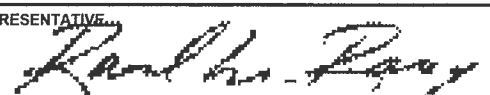
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CTN0007345908-4	12/16/15	12/16/16	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EL-X-0000203-00	10/16/15	10/16/16	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC-41-92-028553-00	11/01/15	11/01/16	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER 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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

Boone County 613 E. Ash St Columbia, MO 65201	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 
---	---

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

February Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

9th

day of

February

20 16

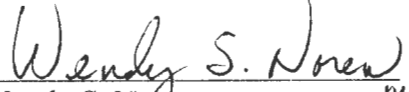
the following, among other proceedings, were had, viz:

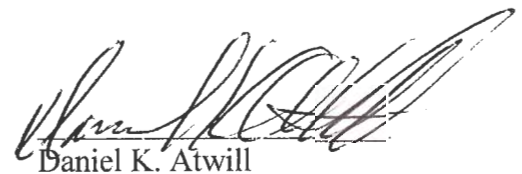
Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the Sheriff's Department to establish a budget for school reimbursement revenue and adding a deputy position.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1251	10100	Sheriff	Salary & Wages		44,034
1251	10200	Sheriff	FICA		3,369
1251	10300	Sheriff	Health Insurance		5,820
1251	10325	Sheriff	Disability Insurance		167
1251	10350	Sheriff	Life Insurance		48
1251	10375	Sheriff	Dental Insurance		420
1251	10400	Sheriff	Workers Comp		1,057
1251	10500	Sheriff	401A Match		650
1251	3525	Sheriff	Reimburse Special Proj.		52,000

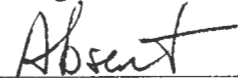
Done this 9th day of February, 2016.

ATTEST:

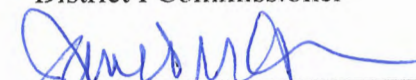

 Wendy S. Noren
 Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

Budget Year 2016							
Deputy Sheriff, range of 38 @ budgeted amount (FHR) of \$21.17/hr							
Account		Budget Hours		Rate	Total Cost		Budget
10100	Salary & Wages	2080		21.17 ✓	44,033.60		44,034 ✓
10200	FICA			0.0765	3,368.57		3,369 ✓
10300	Health Ins				5,820.00		5,820 ✓
10325	Disability Ins			0.0038 ✓	167.33		167 ✓
10350	Life Ins				48.00		48 ✓
10375	Dental Ins				420.00		420 ✓
10400	Workers Comp			0.024 ✓	1,056.81		1,057 ✓
10500	401A Match				650.00		650 ✓
	Subtotal				55,564.30		\$ 55,564

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SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT is entered into by and between **Sturgeon R-V Schools**, a political subdivision of the State of Missouri, herein “School District,” and **Boone County, Missouri**, a political subdivision of the State of Missouri, herein “Boone County.”

WHEREAS, the Boone County Sheriff’s Department (BCSD) has a long-standing commitment to the development of trusting relationships between law enforcement and the faculty, staff, and students of schools within Boone County; and

WHEREAS, BCSD wishes to continue to provide services to School District in the form of School Resource Officers in their respective schools; and

WHEREAS, School District has agreed to provide a reimbursement to County for the costs of said services at the rate of Twenty-Five Percent (25%) of the base salary of a deputy sheriff; and

WHEREAS, for the academic year 2015-2016, the contemplated Twenty-Five Percent (25%) reimbursement would total Thirteen Thousand Dollars (\$13,000.00), payable on or before January 31, 2016; and

WHEREAS, the parties have the authority to enter into this cooperative agreement pursuant to RSMo Sec. 70.220 for the purposes herein stated;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements in this document, Boone County, by and through the Boone County Sheriff, and the School District, agree as follows:

1. **SCHOOL RESOURCE OFFICERS.** County will provide a Missouri POST commissioned/licensed law enforcement officer at the School District’s High School during the regular school year. School Resource Officers (SROs) shall remain under the operational control and supervision of the Boone County Sheriff.
2. **PAYMENT.** School District shall pay County Thirteen Thousand Dollars (\$13,000.00) on or before January 31, 2016, as a partial reimbursement for the SRO services contemplated herein for the term of this Agreement. The parties shall renegotiate the payment due for any renewal of this Agreement based on the figure determined by a calculation of 25% of a deputy sheriff’s base salary for that renewal term.
3. **TERM.** This Agreement shall remain in full force an effect through the regular 2015-

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT is entered into by and between **Hallsville R-IV Schools**, a political subdivision of the State of Missouri, herein "School District," and **Boone County, Missouri**, a political subdivision of the State of Missouri, herein "Boone County."

WHEREAS, the Boone County Sheriff's Department (BCSD) has a long-standing commitment to the development of trusting relationships between law enforcement and the faculty, staff, and students of schools within Boone County; and

WHEREAS, BCSD wishes to continue to provide services to School District in the form of School Resource Officers in their respective schools; and

WHEREAS, School District has agreed to provide a reimbursement to County for the costs of said services at the rate of Twenty-Five Percent (25%) of the base salary of a deputy sheriff; and

WHEREAS, for the academic year 2015-2016, the contemplated Twenty-Five Percent (25%) reimbursement would total Thirteen Thousand Dollars (\$13,000.00), payable on or before January 31, 2016; and

WHEREAS, the parties have the authority to enter into this cooperative agreement pursuant to RSMo Sec. 70.220 for the purposes herein stated;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements in this document, Boone County, by and through the Boone County Sheriff, and the School District, agree as follows:

1. **SCHOOL RESOURCE OFFICERS.** County will provide a Missouri POST commissioned/licensed law enforcement officer at the School District's High School during the regular school year. School Resource Officers (SROs) shall remain under the operational control and supervision of the Boone County Sheriff.
2. **PAYMENT.** School District shall pay County Thirteen Thousand Dollars (\$13,000.00) on or before January 31, 2016, as a partial reimbursement for the SRO services contemplated herein for the term of this Agreement. The parties shall renegotiate the payment due for any renewal of this Agreement based on the figure determined by a calculation of 25% of a deputy sheriff's base salary for that renewal term.
3. **TERM.** This Agreement shall remain in full force an effect through the regular 2015-

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT is entered into by and between **Southern Boone County R-I Schools**, a political subdivision of the State of Missouri, herein "School District," and **Boone County, Missouri**, a political subdivision of the State of Missouri, herein "Boone County."

WHEREAS, the Boone County Sheriff's Department (BCSD) has a long-standing commitment to the development of trusting relationships between law enforcement and the faculty, staff, and students of schools within Boone County; and

WHEREAS, BCSD wishes to continue to provide services to School District in the form of School Resource Officers in their respective schools; and

WHEREAS, School District has agreed to provide a reimbursement to County for the costs of said services at the rate of Twenty-Five Percent (25%) of the base salary of a deputy sheriff; and

WHEREAS, for the academic year 2015-2016, the contemplated Twenty-Five Percent (25%) reimbursement would total Thirteen Thousand Dollars (\$13,000.00), payable on or before January 31, 2016; and

WHEREAS, the parties have the authority to enter into this cooperative agreement pursuant to RSMo Sec. 70.220 for the purposes herein stated;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements in this document, Boone County, by and through the Boone County Sheriff, and the School District, agree as follows:

1. **SCHOOL RESOURCE OFFICERS.** County will provide a Missouri POST commissioned/licensed law enforcement officer at the School District's High School during the regular school year. School Resource Officers (SROs) shall remain under the operational control and supervision of the Boone County Sheriff.
2. **PAYMENT.** School District shall pay County Thirteen Thousand Dollars (\$13,000.00) on or before January 31, 2016, as a partial reimbursement for the SRO services contemplated herein for the term of this Agreement. The parties shall renegotiate the payment due for any renewal of this Agreement based on the figure determined by a calculation of 25% of a deputy sheriff's base salary for that renewal term.
3. **TERM.** This Agreement shall remain in full force an effect through the regular 2015-



SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT is entered into by and between **Harrisburg R-VIII Schools**, a political subdivision of the State of Missouri, herein "School District," and **Boone County, Missouri**, a political subdivision of the State of Missouri, herein "Boone County."

WHEREAS, the Boone County Sheriff's Department (BCSD) has a long-standing commitment to the development of trusting relationships between law enforcement and the faculty, staff, and students of schools within Boone County; and

WHEREAS, BCSD wishes to continue to provide services to School District in the form of School Resource Officers in their respective schools; and

WHEREAS, School District has agreed to provide a reimbursement to County for the costs of said services at the rate of Twenty-Five Percent (25%) of the base salary of a deputy sheriff; and

WHEREAS, for the academic year 2015-2016, the contemplated Twenty-Five Percent (25%) reimbursement would total Thirteen Thousand Dollars (\$13,000.00), payable on or before January 31, 2016; and

WHEREAS, the parties have the authority to enter into this cooperative agreement pursuant to RSMo Sec. 70.220 for the purposes herein stated;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements in this document, Boone County, by and through the Boone County Sheriff, and the School District, agree as follows:

1. **SCHOOL RESOURCE OFFICERS.** County will provide a Missouri POST commissioned/licensed law enforcement officer at the School District's High School during the regular school year. School Resource Officers (SROs) shall remain under the operational control and supervision of the Boone County Sheriff.
2. **PAYMENT.** School District shall pay County Thirteen Thousand Dollars (\$13,000.00) on or before January 31, 2016, as a partial reimbursement for the SRO services contemplated herein for the term of this Agreement. The parties shall renegotiate the payment due for any renewal of this Agreement based on the figure determined by a calculation of 25% of a deputy sheriff's base salary for that renewal term.
3. **TERM.** This Agreement shall remain in full force an effect through the regular 2015-

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

February Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the

9th

day of

February

20 16

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the Sheriff's Department to establish an expenditure budget for Special Events Management Training.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2550	37200	SHF Revolving Fund	Seminars/Conf/Meeting		1,198
2550	37220	SHF Revolving Fund	Travel		888
2550	37230	SHF Revolving Fund	Meals & Lodging		1,427
2550	37220	SHF Revolving Fund	Travel Contingency		500

Done this 9th day of February, 2016.

ATTEST:

Wendy S. Noren
 Wendy S. Noren
 Clerk of the County Commission

Daniel K. Atwill
 Daniel K. Atwill

Presiding Commissioner

Absent

Karen M. Miller

District I Commissioner

Janet M. Thompson

Janet M. Thompson

District II Commissioner

SPECIAL EVENTS MANAGEMENT TRAINING

	COST	QUANTITY	TOTAL
Tuition	\$ 599.00	2	\$ 1,198.00
Lodging	\$ 786.99	1	\$ 786.99
Meals	\$ 320.00	2	\$ 640.00
Airfare	\$ 419.00	2	\$ 838.00
Airport parking	\$ 50.00	1	\$ 50.00
Contingency	\$ 500.00	1	\$ 500.00
TOTAL			\$ 4,012.99

\$ 3750

BOONE COUNTY SHERIFF'S DEPARTMENT

INTER-OFFICE COMMUNICATION

TO: Major Tom Reddin
 FROM: Captain Greg Vandegriffe
 DATE: 01/04/16 3:41 PM
 SUBJECT: Training Request

1198 tuition
 1140 tickets (air)
 640 meals
 722 hotel
 50 parking

Major Reddin,

Lt. Lance Robbins has submitted a request to attend training titled "Special Events Management Seminar". This training provides detailed instruction on planning for events in the community, managing crowds, managing risk and better management of police personnel. This training also covers when disasters occur at events and management of scenes. This training is the same training Captain German and I attended a few years ago. We found it informative, useful and recommend it.

I support Lt. Robbins and Lt. Smith attending this training.

Capt. Greg Vandegriffe
 Capt. Greg Vandegriffe

Tuition - \$ 1198.00
 Hotel 517.52
 + 269.47

 \$ 786.99

Meals - \$ 64 per day - x 5 days = \$ 320.00
 x 2

 \$ 640.00

Air - \$ 564 + \$ 25 = ~~\$ 589~~ ⁴¹⁹ x 2 = ~~\$ 1178~~ 838
 Air parking \$ 50

From: Tom Reddin
To: Lance Robbins; Philip Smith
CC: Greg Vandegriffe; Leasa Quick
Date: 1/8/2016 2:37 PM
Subject: Special Events Management Seminar

Lance and Philip,
Both of you have been approved to attend a Special Events Management Seminar in San Diego, Ca.. The actual dates of training are May 2-4, 2016. However, you will be departing on May 1 and returning on May 5. Since the training lasts until 4 pm on the last day of training, we did not want you having to mess with catching a plane that evening and returning at O-dark-thirty. So, you'll check out on the 5th and fly back that day.

Leasa has all the information, and following completion of a budget amendment, will get you registered and travel/lodging arrangements made.

fyi,
Tom

Maj. Tom Reddin
Chief Deputy
Boone Co. Sheriff's Dept.
2121 County Drive
Columbia, Mo. 65202
(573)875-1111
treddin@boonecountymo.org



Special Event Safety Seminars

CROWD MANAGEMENT & LIABILITY PREVENTION

Secure Your Peace Of Mind.

- ✓ Reduce Staffing Costs
- ✓ Reduce Liability & Manage Risks
- ✓ Make Better Behavioral Predictions

Comprehensive Event Security Seminars

Security Assurance For The Professional

Special Events are the cornerstone for community celebrations and gatherings. They entertain, excite, enthuse and inspire audiences of all ages. Special Events also create many complex, legal and technical challenges for law enforcement, security personnel and public safety officials. We are here to help you:

- ✓ Provide a safe and secure venue
- ✓ Prevent riotous behavior
- ✓ Manage and understand crowds
- ✓ Reduce liability and manage risk
- ✓ Incorporate Homeland Security plans
- ✓ Staff smart and efficiently and save money
- ✓ Create efficient pedestrian and traffic plans
- ✓ Work within restricted budgets

This Special Event Management seminar will provide you the tools necessary to create a solid foundation in providing safe and secure events.

The Most Experienced

As the leaders in the Special Events Management safety training field since 1998, we have trained over 2,900 personnel from 775 agencies/organizations from 46 states, Canada, Hong Kong, New Zealand, Puerto Rico and the District of Columbia with proven and outstanding results.

Come And Learn What No One Has Told You

Why Do I Need To Attend Special Event Safety Training?

Your professional instructional staff has planned, researched and managed thousands of special events. Their expertise is evident in this comprehensive training program which makes this seminar the cornerstone of the professional special event safety training.

Is This Seminar Specific To Law Enforcement Only?

No! Although the majority of attendees are Law Enforcement, we also have attendees who are Public Safety Officials, Risk Managers, Private Security, Fire Marshals, Event Organizers and others whose focus is planning and managing safe and secure special events.

When Should I Register?

These seminars are extremely popular with a limited number of available seats and will fill early. This past year, each class was full two months prior to its start date. Time is of the essence so please register for this class early at www.SpecialEventSafety.com. Also, a limited number of hotel rooms are blocked at a special discounted rate. A link directing you to the hotel reservation system can be found on our website on the "Host Hotel" page.



THIS CLASS TAUGHT ME TO THINK OUTSIDE OF THE LAW ENFORCEMENT BOX.

I now understand why I have to do certain things that never made sense to me before.

Training That Gives You The Upper Hand

Special Events & The Community

We begin by understanding the various types of events we plan and manage, why communities have events and the political overtones and ramifications we must deal with.

Planning & Research For Events

A detailed permit application and process lays the foundation for your planning and research journey. Many helpful tools are provided to guide you to the right answer.

Security, Safety, Staffing & Traffic Issues For Event Pre-Planning

Eight hours of exploring almost every conceivable problem and issue at your special event is discussed. If something could create a problem or a security, safety or liability issue, we will talk about it and discuss best practice resolutions.

Special Event Liability

Numerous legal issues surrounding events are discussed by our Law Enforcement Liability Attorney. If it's predictable, it's preventable and all events will be looked at from a litigious point of view.

Crowd Psychology & Methods To Prevent A Riot

Your event might be on the path to success but there are indicators you need to look out for that could turn a peaceful crowd riotous. We will discuss many of these indicators.

Behavioral Pattern Recognition; IED/Active Shooter At An Event

This segment prepares you for the ultimate act of violence. We discuss behavioral signs to be aware of as you walk the venue. We discuss the dangerous problems that exist if an active shooter enters your venue or an improvised explosive device is located.

Alcohol Management At Special Events

Revenue is why alcohol is sold, but the problems associated with it are challenging. We will discuss the importance of a strong alcohol management program, how alcohol affects the safety of the event and methods to keep alcohol under control so problems will be minimized.

Reduce Liability & Cut Costs With Our Special Event Security Seminars

Register for These Upcoming Seminars Today

The following course dates have been selected to provide you with an exceptional learning experience:

May 2-4, 2016 | San Diego, California

July 6-8, 2016 | San Antonio, Texas

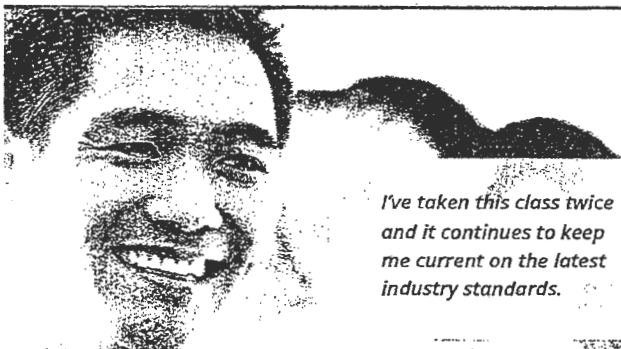
October 4-6, 2016 | Ft. Lauderdale, Florida

December 7-9, 2016 | San Diego, California

These seminars are held in a conference room at our host hotel. We select full service hotels that are a short taxi ride from the airport, so the need for a rental car is not necessary. Restaurants and entertainment are on-site or only a short walk away. Please visit our website for Host Hotel registration information.

The seminar begins at 8:00 a.m. each morning and concludes at 5:00 p.m. on the first and second day. The third and final day concludes at 4:00 p.m.

All Classes Are \$599



I've taken this class twice and it continues to keep me current on the latest industry standards.

Special Event Security Seminars

We are the original and only company in North America that specializes in educating and training law enforcement, city and county officials, fire marshals, security managers and civilian special event managers with the comprehensive skills needed to ensure community events are as safe, predictable and secure as possible.

We understand the difficulty, stress and budget constraints that go with planning security for special events. We also understand the ever-changing risk of liability and the power of social media to change events in real time.

It is our mission to keep you and your team up-to-date with the best skills and tools to plan and manage security for special events in your community.

Special Event Safety Seminars was formally known as the Center For Police Organizational Studies. Same ownership, same instructors, same great training!



Special Event Safety Seminars

CROWD MANAGEMENT & LIABILITY PREVENTION

Phone: 619-255-5511 • Fax: 619-223-6972

www.SpecialEventSafety.com



Special Event Safety Seminars

CROWD MANAGEMENT & LIABILITY PREVENTION



SPECIAL EVENTS MANAGEMENT SEMINAR

Get the edge you need to make sure your special event is as safe, secure and liability free as possible.

Secure Your Peace Of Mind.

www.SpecialEventSafety.com

*Seminar To Show
More Accurately.
Due to...*

Fund Statement - Sheriff Revolving Fund 255 (Nonmajor)

	2014 Actual	2015 Budget	2015 Estimated	2016 Budget
FINANCIAL SOURCES:				
Revenues				
Property Taxes	\$ -	-	-	-
Assessments	-	-	-	-
Sales Taxes	-	-	-	-
Franchise Taxes	-	-	-	-
Licenses and Permits	103,468	151,710	149,000	117,832
Intergovernmental	-	-	-	-
Charges for Services	14,278	35,806	32,341	36,456
Fines and Forfeitures	-	-	-	-
Interest	983	1,015	1,594	1,594
Hospital Lease	-	-	-	-
Other	-	-	-	-
Total Revenues	118,729	188,531	182,935	155,882
Other Financing Sources				
Transfer In from other funds	-	-	-	-
Proceeds of Long-Term Debt	-	-	-	-
Other (Sale of Capital Assets, Insurance Proceeds, etc)	-	-	-	-
Total Other Financing Sources	-	-	-	-
Fund Balance Used for Operations	-	-	-	-
TOTAL FINANCIAL SOURCES	\$ 118,729	188,531	182,935	155,882
FINANCIAL USES:				
Expenditures				
Personal Services	\$ 33,114	40,096	41,662	47,191
Materials & Supplies	-	2,199	1,944	2,000
Dues Travel & Training	-	-	-	5,854
Utilities	-	-	-	-
Vehicle Expense	-	-	-	-
Equip & Bldg Maintenance	-	986	904	1,032
Contractual Services	14,609	35,806	35,806	47,906
Debt Service (Principal and Interest)	-	-	-	-
Emergency	-	-	-	-
Other	-	-	-	5,000
Fixed Asset Additions	-	-	-	4,200
Total Expenditures	47,723	79,087	80,316	113,183
Other Financing Uses				
Transfer Out to other funds	-	-	-	-
Early Retirement of Long-Term Debt	-	-	-	-
Total Other Financing Uses	-	-	-	-
TOTAL FINANCIAL USES	\$ 47,723	79,087	80,316	113,183
FUND BALANCE:				
FUND BALANCE (GAAP), beginning of year	\$ 152,609	212,665	212,665	315,284
Less encumbrances, beginning of year	(10,950)	-	-	-
Add encumbrances, end of year	-	-	-	-
Fund Balance Increase (Decrease) resulting from operations	71,006	109,444	102,619	42,699
FUND BALANCE (GAAP), end of year	212,665	322,109	315,284	357,983
Less: FUND BALANCE UNAVAILABLE FOR APPROPRIATION, end of year	-	-	-	-
NET FUND BALANCE, end of year	\$ 212,665	322,109	315,284	357,983
Net Fund Balance as a percent of expenditures	445.62%	407.28%	392.55%	316.29%

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

February Session of the January Adjourned

Term. 20 16

County of Boone

In the County Commission of said county, on the

9th

day of

February

20

16

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the approval of Change Order #17 to Boone County Emergency Communications Center Bid Number 44-11DEC14.

The terms of the Change Order are stipulated in the attached Change Order #17. It is further ordered that Commissioner Karen M. Miller is hereby authorized to sign said Change Order.

Need signed Change Order

Done this 9th day of Februar

ATTEST:

Wendy S. Noen
Wendy S. Noen
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Absent
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

CHANGE ORDER

PROJECT:
Boone County Emergency Communications Center
Bid Number 44-11DEC14

CHANGE ORDER NUMBER: 17

DATE OF ISSUANCE: 2/7/2016
CONTRACT DATE: 1/27/2015

OWNER:
Boone County Commission
Boone County Government Center
801 E. Walnut, Rm 333
Columbia, MO 65201-7732

ADG PROJECT NUMBER: 916-13
PWA PROJECT NUMBER: 201340

TO CONTRACTOR:
Little Dixie Construction, LLC
3316 Lemone Industrial Blvd.
Columbia, Missouri 65201

ARCHITECT:
Architects Design Group
333 Knowles Ave.
Winter Park Florida 32789

PWArchitects, Inc.
15 S. Tenth Street
Columbia, MO 65201

Change Order Number 17:

The Contract is changed as follows:

1. Change Lighting and lighting control switching in ICC Room 123 and Press Classroom 168 to LED light fixtures with dimmer control to allow for dimming as requested by the Owner per Change Order Request #024. This includes all strip lights and can lights...\$ 21,665.00
2. Change Lighting and lighting control switching in Large Classroom 170 to LED lighting to allow for dimming as requested by the Owner per Change Order Request #025 per Change Order Request #021. This includes only strip lights.....\$ 3,306.00

Total CO #17.....\$ 24,971.00

Not valid until signed by the Owner, Architect and Contractor.

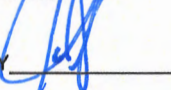
The original Contract Sum was	\$ 9,933,707.00
Net change by previously authorized Change Orders	\$ 162,904.89
The Contract Sum prior to this Change Order was	\$ 10,096,611.89
The Contract Sum will be increased/decreased by this Change Order in the amount of	\$ 24,971.00
The new Contract Sum including this Change Order will be	\$ 10,121,582.89
The Original Contract Time +/- previous change orders for the project was	297 days
Contract Period for Construction is Increased/Decreased by	0 days
New Contract Period for New Building and Site	297 days
Contract Completion Date is	April 29, 2016

ARCHITECT
Architect's Agent
Erik Miller, AIA, CDT
Principal, PWArchitects, Inc.

BY 

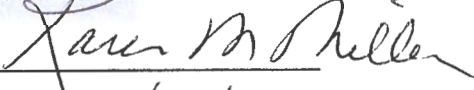
DATE 2.7.16

CONTRACTOR
Little Dixie Construction, LLC
John States
Owner

BY 

DATE 2.8.16


OWNER
Boone County, Missouri
Karen M. Miller
District 1 Commissioner

BY 

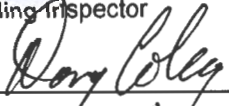
DATE 2/09/16

CERTIFICATION:

I certify that **this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.**

June Pitchford by HA 2-8-16
Auditor  Date

OWNER'S REPRESENTATIVE
Boone County Resource Management
Doug Coley
Building Inspector

BY 

DATE 2/8/16



3316 LeMone Industrial Blvd. / Columbia, Missouri 65201 / office 573.449.7200 / fax 573.449.7300
littledixieconstruction.com

CHANGE ORDER REQUEST #024

PROJECT: Boone County Emergency
Communication Center
2145 E County Drive
Columbia, MO 65202

LDC# 15010

Request Submitted to: Karen Miller
Boone County Commission, Suite 333
801 E. Walnut
Columbia, MO 65201-7732

Phone: 573-886-4308

Description	Deductive	Additive	Unit Costs
RFI #081, Lighting Changes			
Imhoff Construction		\$ 2,062	
Meyer Electric		\$ 18,186	
	\$ -	\$ 20,248	\$ -
<i>7% General Conditions, Profit & Overhead</i>		\$ 1,417	
<i>Subtotals</i>	\$ -	\$ 21,665	\$ -
TOTAL		\$21,665	

Attachments:

Request For Information #081 Response dated 2-3-16 (5 pages) with Associated Plan Sheet
Imhoff Construction Change Order Request dated 2-2-2016
Meyer Electric Change Order Proposal #21901-R1 dated 2/5/2016 (2 pages)

Time Extension Request: 0 Work Days

SUBMITTED BY: Joseph W. Gruender
Joseph W. Gruender, Senior Project Manager

DATE: 02/06/2016





3316 LeMone Industrial Blvd. / Columbia, Missouri 65201 / office 573.449.7200 / fax 573.449.7300
littledixieconstruction.com

REQUEST FOR INFORMATION

To: P W Architect, Inc.
15 S. Tenth Street
Columbia, MO 65201

RFI#: 081
LDC Job #: 15010
Architect Job #: 201340
Date: 01/21/2015

Phone: 573-449-2683

PROJECT: Boone County Emergency Communications Center

RFI DESCRIPTION:

Light Fixtures D1 and D2

The Light Fixture Schedule and processed submittals for the D1 and D2 light fixtures state for 4' long fixtures.

01 Lighting First Floor Plan E1.2 allude by way of the plan's scale and proportion with the ceiling grid that the D1 and D2 fixtures are 8' in length.

Please advise if any action should be taken with this.

RESPONSE:
SEE DRAWING CHANGES ON E1.2 REVISION #7 FOR RFI 81 RESPONSE AND OWNER INITIATED LIGHTING REVISIONS.
WAYNE STROPE, PE
CM ENGINEERING
2-3-16

REFERENCES & ATTACHMENTS:

- Partial Plan Sheet E4.1, Light Fixture Schedule
- D1 and D2 Light Fixtures Submittal Pages

Submitted By: Joseph W. Gruender, Senior Project Manager

LIGHT FIXTURE SCHEDULE

MARK	MANUFACTURER & MODEL NUMBER	TYPE	LAMPS		MOUNTING	REMARKS
			#	PHILIPS DESIGNATION		
A1	METALUX 2AC-217-UNV-EB81-PLUS-U	FL	2	FIT8/TL84I/ALTO	RECESSED	
A2	METALUX 2AC-232-UNV-EB81-PLUS-U	FL	2	F32T8/TL84I/ALTO	RECESSED	
B	HALO H4TIIICAT-999P	FL	1	CFTRI8W/GX24 4100K	RECESSED	
C	LUMIERE 904-8LED4021-12-CS	LED	-	-	WALL	2
D1	NEO-RAY S23-DIP-1xIT8-D-SCFTG-UNV-SI-S93S	FL	2	F32T8/TL84I/ALTO	CABLE	
D2	NEO-RAY S23-DIP-2L40-SCFTG-4-U-DD-SI-S93S	LED	-	-	CABLE	
E	SURELITES EUXTRSD	LED	-	-	UNIVERSAL	
E1	SURELITES CUI-SD	INC	2	5.4W, 6V	WALL	
F	HALO SLD40940WH	LED	-	-	RECESSED	
G	HALO H2TIIICAT-2T0PS	FL	1	CFTRI8W/GX24 4100K	RECESSED	
H1	METALUX 55F-232-UNV-EB81-U SCA	FL	2	F32T8/TL84I/ALTO	CABLE	
H2	NEO-RAY23DW-2T8-4-UNVEB	FL	2	F32T8/TL84I/ALTO	SURFACE	
H3	METALUX 8T55F-232-UNV-EB81-U SCA	FL	4	F32T8/TL84I/ALTO	CABLE	
J1	HALO H4TIIICAT-952PS	FL	1	CFTRI8W/GX24 4100K	RECESSED	
J2	HALO H4TIIICAT-999P	FL	1	CFTRI8W/GX24 4100K	RECESSED	
K	MCGRAW-EDISON 156-B02-LED-EI-BL2-BK/AP-P	LED	-	-	WALL	1
L	CORELITE DWI-WA-2L40-ID-UNV-SU-WA?-5LT	LED	-	-	WALL	4
M	NEO-RAY 74-1C-IT8-U-EB	FL	1	F32T8/TL84I/ALTO	COVE	
N	HALO H2TIIICAT-4T0SC	FL	1	CFTRI8W/GX24 4100K	RECESSED	
P	MCGRAW-EDISON GLEON-AE-03-LED-EI-T4W-BK-OA/RA1014	LED	-	-	POLE	3
Q	METALUX BAU-217-120-EB81	FL	2	FIT8/TL84I/ALTO	WALL	
R	METALUX BC-217-120-EB81	FL	2	FIT8/TL84I/ALTO	WALL	
S	METALUX BI-132-120-EB81-RS1	FL	1	F32T8/TL84I/ALTO	SURFACE	5
T	METALUX BI-125-120-EB81-RS1	FL	1	F25T8/TL84I/ALTO	SURFACE	5

DESCRIPTION

A return to simplicity, elegance and minimalism. ... Slender lines of light set in an architectural environment are the essence of Straight and Narrow. This series accommodates most architectural lighting design applications.

Features:

- Straight and Narrow embodies Neo-Ray's critical attention to architectural detail as well as lighting performance
- Extruded aluminum housing offers precise in-line appearance
- Runs are provided to nearest foot

Catalog #	S23DIP-1X1-T8-D-SCFTG-UEB-SI-S93S-4'	Type	D1
Project	BOONE COUNTY EMERGENCY COMMUNICATION CENTER	Date	8.11.15
Comments	SEE DETAILS BELOW		
Prepared by	LAI		

SPECIFICATION FEATURES

Construction

Extruded aluminum housing. Nominal 3', 4', 6' or 8' illuminated fixtures.

Shielding

Trimless, snap-in, satin white diffuser. Snap-in, high performance, semi-specular parabolic louver.

Electrical

120, 277, 347 or Universal Voltage electronic ballast. Fixtures and electrical components certified to UL and CUL standards.

Note: Please consult factory, Fifthlight may not be available in some configured options.

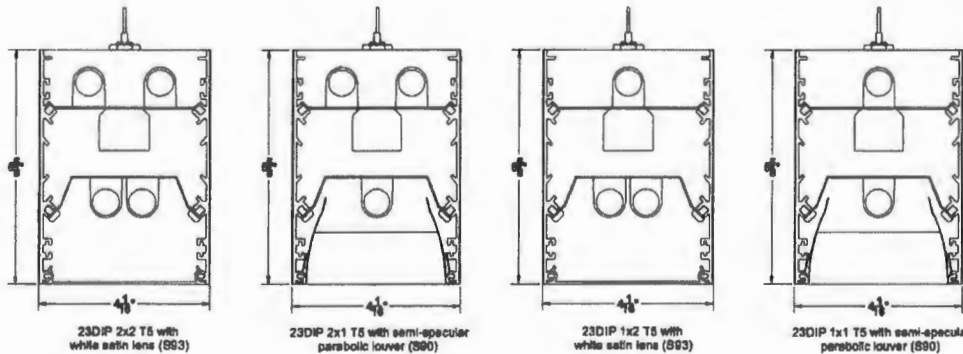
Finish

Durable, low gloss, white, powder coated acrylic. Optional custom finish.

Mounting

Pendant with adjustable single cable and rectangular canopy.

- SC = Single Cable
- SCETG = SC on ETG
- SCSTG = SC on STG
- SCFTG = SC on FTG
- SCSR = SC on SR
- Standard cable length 48"



23DIP Straight & Narrow

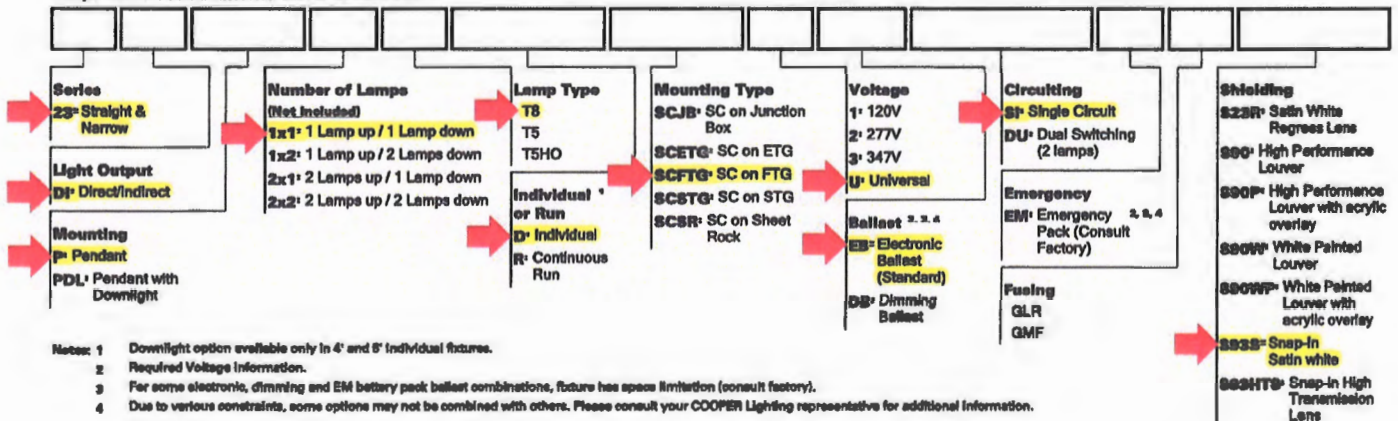
Gen I
T8, T5, T5HO

Suspended
Direct-Indirect

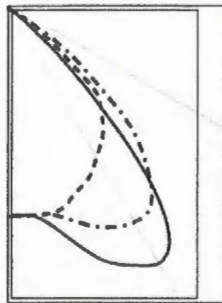


ORDERING INFORMATION

Sample Number: S23DIP-1x1T5HO-SCSTG-21-UEB-SI-S93



PHOTOMETRICS



23DP
 175 lamp with
 High Performance
 Louver (S90)
 Efficiency 81.8%
 Test#13411

0 - - - -
 45 - - - -
 90 - - - -

Zonal Lumen Summary

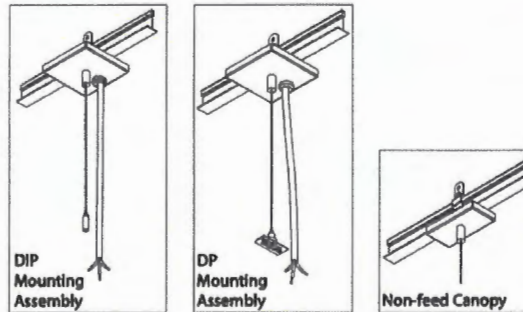
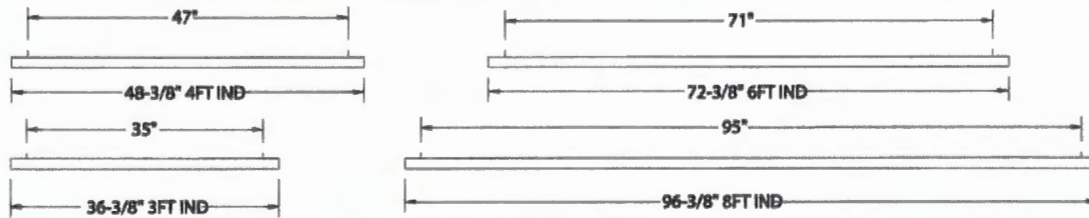
Zone	Lumens	%Lamp	%Fixture
0-30	986	34.0	41.8
0-40	1728	59.6	72.8
0-60	2364	81.2	99.2
0-90	2372	81.8	100.0
0-180	2372	81.8	100.0

Total Luminaire Efficiency = 81.8%

Candela

Angle	Along ll	45°	Across l.
0	1068	1068	1068
5	1068	1068	1068
15	1054	1123	1242
25	955	1240	1467
35	820	1240	1413
45	613	842	376
55	58	141	35
65	9	9	9
75	4	4	4
85	1	1	2
90	0	0	0

MOUNTING INFORMATION

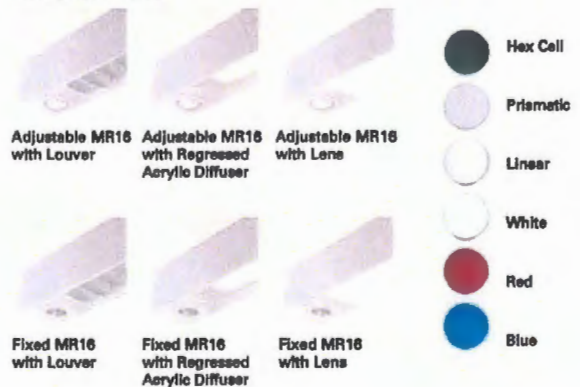


FEATURES AND OPTIONS

OPTICAL OPTIONS



MR16 OPTIONS



SERIES COMPANION PRODUCTS (Reference other spec sheets if necessary)



NEO-RAY™

DESCRIPTION

Driven by performance and a clean aesthetic, the Straight and Narrow Series in LED represents the ultimate in simplicity; a narrow, uniform line of light. Constructed with premium materials with industry leading technology, the Straight and Narrow family is available in configurable runs and individual lengths of 2', 3', 4', 6' and 8'. Fully compatible with Cooper Controls FifthLight DALI and shipped standard with 0-10V dimming, the Straight and Narrow family integrates seamlessly with today's modern building management systems. With virtually unlimited applications, the Straight and Narrow family allows architects and designers the freedom to experiment with their designs without exceeding ever decreasing energy budgets.

Catalog #	S23DIP-2L40-SCFTG-4'-U-DD-SI-S93S-W	Type	D2
Project	BOONE COUNTY EMERGENCY COMMUNICATION CENTER	Date	8.11.15
Comments	SEE DETAILS BELOW		
Prepared by	LAI		

SPECIFICATION FEATURES

Construction

Housing extruded from premium 6063 aluminum. Nominal 2', 3', 4', 6' or 8' illuminated sections. Used in run configuration and/or individual fixtures. All components are RoHS compliant.

Lens

Available in snap-in or lay-in profiles, two diffusion options are available. Satin white provides the highest aesthetic uniformity while the high transmission lens provides the most superior efficacy.

Finish

Fixture housings are high reflectance white using electrostatically applied polyester powder coat paint.

Electrical

Long-life LED system coupled with electrical driver to deliver optimal performance. LED's are available in 3000K, 3500K or 4000K with a typical CRI \leq 85. Projected life is 50,000 hours at 70% lumen output. Electronic drivers are available for 120-277V applications

Controls

Equipped standard with a 0-10V continuous dimming driver compatible with most standard dimming devices (refer to website for specific compatibility reference). Combine with FifthLight DALI and other energy saving products like sensors, daylighting controls and building management systems to maximize energy savings.

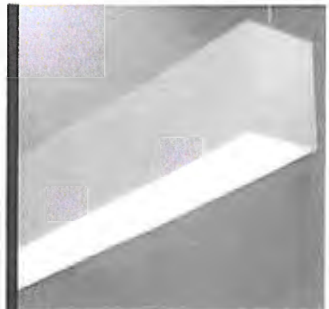
Mounting

Suspended.
Pendant with adjustable single cable and circular canopy. Standard length of cable is 48".

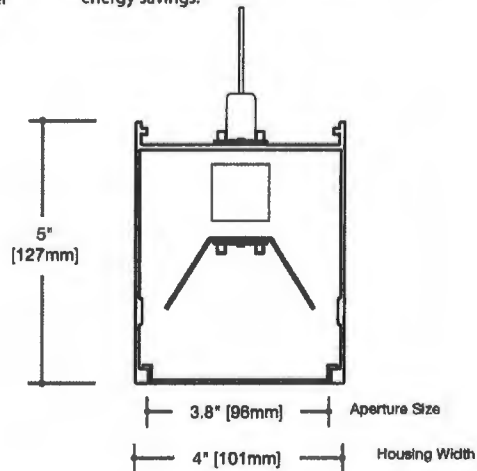
(SCST) = Single Cable - Structure
(SCETG) = Single Cable - 15/16" T-grid
(SCFTG) = Single Cable - 9/16" T-grid
(SCSTG) = Single Cable - 9/16" Slot Grid
(SCJB) = Single Cable - Junction Box (Sheet Rock)

Warranty

Five year warranty.



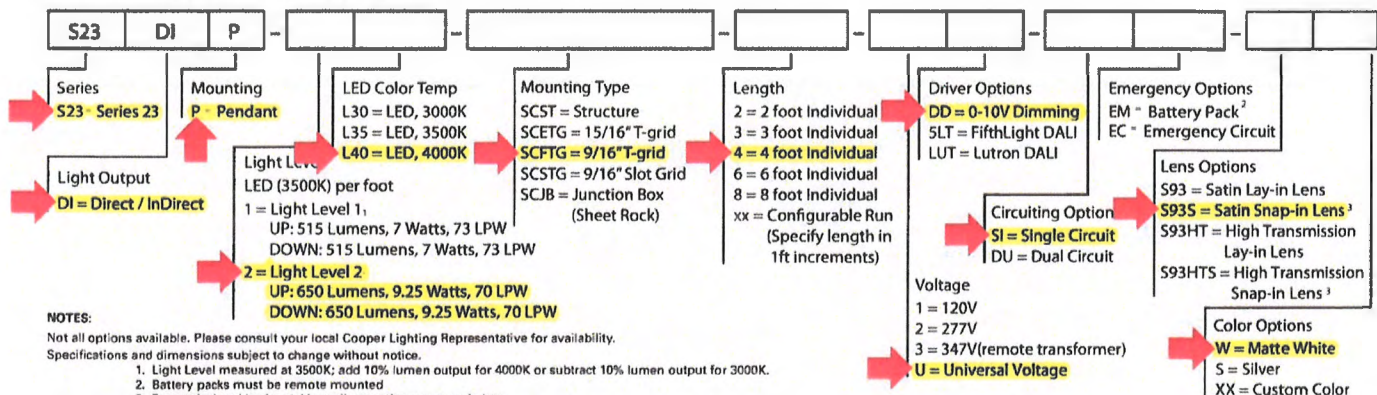
23-DIP
Straight & Narrow
LED
Suspended
Direct / Indirect



powered by
fifthlight
technology

ORDERING INFORMATION

Sample Number: S23-DIP-2L35-ETG-4-U-DD-SI-S92-W



NOTES:

Not all options available. Please consult your local Cooper Lighting Representative for availability. Specifications and dimensions subject to change without notice.
1. Light Level measured at 3500K; add 10% lumen output for 4000K or subtract 10% lumen output for 3000K.
2. Battery packs must be remote mounted
3. For vertical and horizontal in-wall mounting use snap-in lens

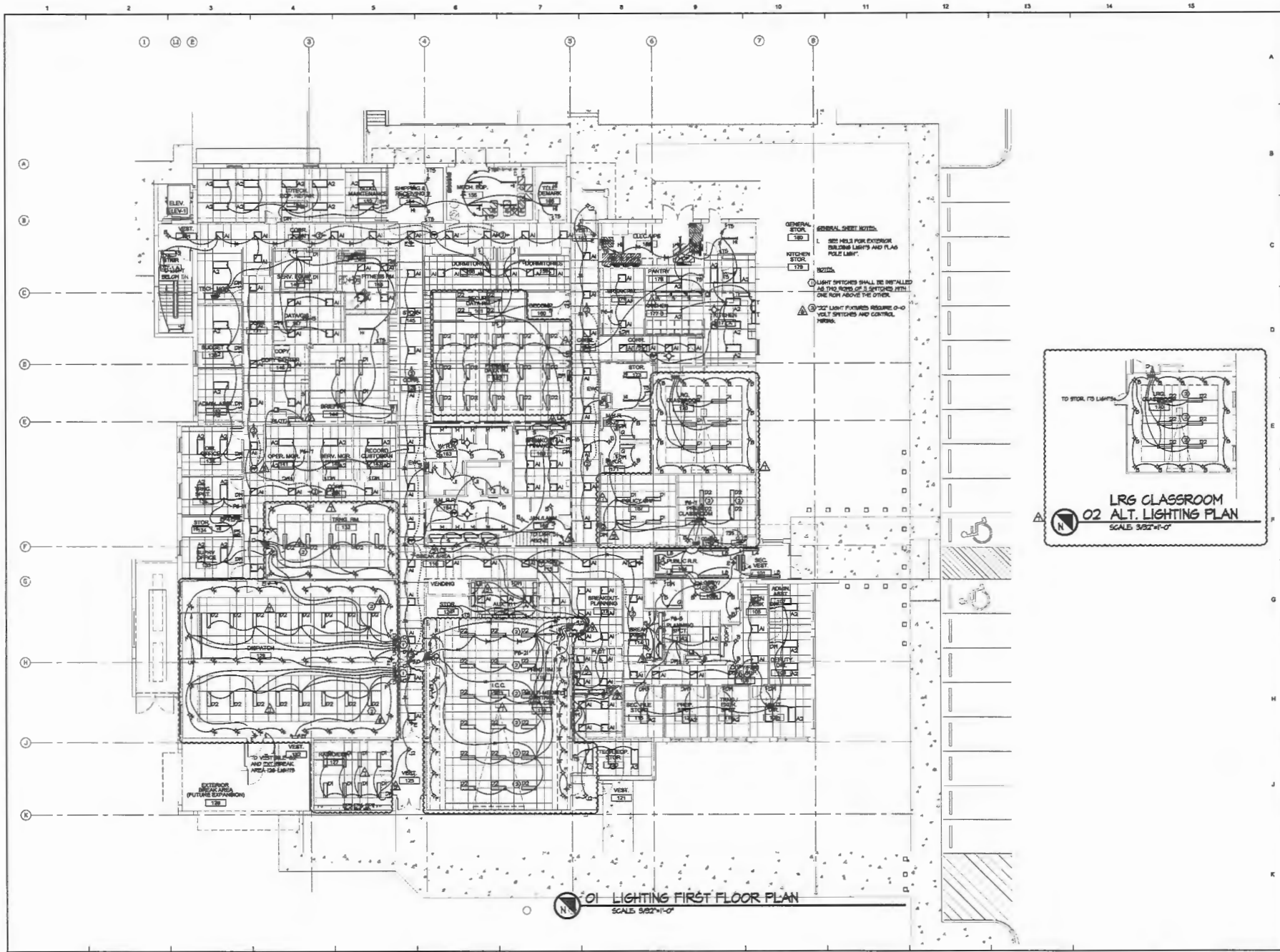
Cooper Lighting
by **5TH**

Estco
1000 Estco Boulevard
Cleveland, OH 44122
United States
Estco.com

Eston's Cooper Lighting Business
1121 Highway 24 South
Peachtree City, GA 30289
P: 770-488-4800
www.cooperlighting.com

Specifications and dimensions subject to change without notice.

ADN130039
4/15 /2014

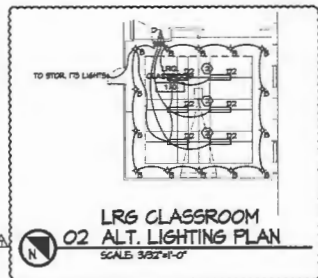


GENERAL SHEET NOTES:

1. SEE HELD FOR EXTERIOR BUILDING LIGHTS AND FLAG POLE LIGHT.

2. LIGHT SWITCHES SHALL BE INSTALLED AS SHOWN OR AS NOTED WITH ONE FROM ABOVE THE OTHER.

3. 20' LIGHT FIXTURES REQUIRE 0-10 VOLT SWITCHES AND CONTROL WIRING.



01 LIGHTING FIRST FLOOR PLAN
SCALE: 3/8"=1'-0"



Architects and Planners
L.S.K. Reeves V, P.A.J.A.
Ian A. Reeves, A.I.A.
Kevin Rostgen, A.I.A.
331 N. University Ave.
Waver Park, Florida 32789
(407) 661-1700

Contract No. 2010000001

In Association With:



CM
100 Chung Street
Dulles, VA 20148
Tel - 703/261-4422
Fax - 571/261-9474
Member State Councils of Architects #01886



Wayne A. Stopa, PE
No. 28121, MISSOURI 02/05/15

BOONE COUNTY
MISSOURI
EMERGENCY COMMUNICATIONS CENTER

COLUMBIA, MO

100% CONSTRUCTION DOCUMENTS

Architect hereby expressly reserves his common law copyright and other property rights in these drawings. These drawings shall not be reproduced without written permission and consent of the architect, nor are they to be assigned to any party without first obtaining written permission and consent.

* revisions/additions

- △ 100% PER-AS NOTED/ISSUED FOR CONSTRUCTION
- △ 100% PER-AS NOTED/ISSUED FOR PERMITS
- △ 100% PER-AS NOTED/ISSUED FOR PERMITS
- △ 100% PER-AS NOTED/ISSUED FOR PERMITS

Sheet Title:
LIGHTING FIRST FLOOR PLAN

- scale: 3/8" = 1'-0"
- drawn: JS / EP
- checked: WS
- approved: WS
- date: 11.10.2014

• project no: 916.13

• sheet: **E1.2**

Imhoff Construction, Inc.

321 West Row Street
Jamestown, MO 65046
(660) 849-2695

February 3, 2016

Little Dixie Construction LLC.
3316 Lemone Industrial Blvd.
Columbia, MO 65201

Attn: Joe Gruender

RE: Boone County 911 Emergency Center

Subject: RFI #081 Electrical Work

Can Lights:

16 hours Carpenter labor @ \$62.00-----\$992.00
Cut out existing sheetrock and reinstall new.
16 hours Taper labor @ \$54.00-----\$864.00
Tape, fill and skimcoat bottom of soffits.
Materials-----\$65.00

Total-----\$1,921.00

Light Switches:

1 hour Carpenter---\$62.00
1 hour Taper-----\$54.00
Materials-----\$25.00

Total-----\$141.00



**Walt Imhoff
President**

Quality Backed by Pride

MEYER ELECTRIC INC.

3513 North Ten Mile Drive
 Jefferson City, MO 65109
 ph: (573) 893-2335 fax: (573) 893-3686
 meyerelectric@earthlink.net

Little Dixie Construction
 3316 LeMone Industrial Blvd.
 Columbia, MO 65201

Attention: Joe Gruender

CHANGE ORDER PROPOSAL

2/5/2016

Boone County - Emerg. Comm.
 Boone Co Comm C
 Our Job #: 3620

Meyer Ref #: 21901-R1

RFI #81 - We propose to furnish material and labor to install electrical work, for RFI #81, per the following:

Material	Quantity	Cost	
type D2 fixtures	20.00	11,125.00	
type D1 fixtures, deleted	-20.00	-5,000.00	
Add 2 - Type D2 fixtures.	2.00	1,112.50	
Remove 16 - Type B can lights and turn over to owner.	16.00		
Add 16 - Type F lights:			
type F lights	16.00	768.00	
bar hangers	16.00	63.20	
deep 4/0 boxes	16.00	23.20	
MC connectors	32.00	15.36	
wafer head screws	105.00	10.50	
ground stingers	16.00	12.00	
red wirenuts	60.00	8.40	
Change switching in room 123.			
3 way switches, deleted	-4.00	-16.00	
dimming 3 way switches	8.00	1,168.00	
2 gang switch boxes	2.00	13.00	
1-1/2" rise double gang rise	2.00	3.70	
#12 THHN	500.00 ft	65.00	
single pole dimming switch	1.00	105.00	
single pole switch with cover	1.00	5.00	
1900 box with mud ring	1.00	2.10	
3/4" EMT	60.00 ft	25.80	
fittings	10.00	6.00	
pipe supports	10.00	5.50	
18/2 CMP cable	300.00 ft	84.00	
blue wirenuts	40.00	4.00	
rolls tape	2.00	9.80	
Material Cost Subtotal		\$9,619.06	
Markup on Material @ 10.00%		\$961.91	
Profit on Material @10.00%		\$1,058.11	
Material Subtotal		<u>\$11,639.08</u>	
Labor	Rate	Quantity	Cost
Labor	79.84	82.00 Hr	6,546.88
Labor Subtotal			\$6,546.88

MEYER ELECTRIC INC.

3513 North Ten Mile Drive
Jefferson City, MO 65109

ph: (573) 893-2335 fax: (573) 893-3686
meyerelectric@earthlink.net

Little Dixie Construction
3316 LeMone Industrial Blvd.
Columbia, MO 65201

Attention: Joe Gruender

CHANGE ORDER PROPOSAL

2/5/2016

Boone County - Emerg. Comm.
Boone Co Comm C
Our Job #: 3620

Meyer Ref #: 21901-R1

TOTAL	18,185.96
--------------	------------------

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Submitted By:

Accepted By:

Signature: Leon J. Keller

Name, Title: Leon J. Keller, President

Date: February 05, 2016

Signature: _____

Name, Title: _____

Date: _____



3316 LeMone Industrial Blvd. / Columbia, Missouri 65201 / office 573.449.7200 / fax 573.449.7300
littledixieconstruction.com

CHANGE ORDER REQUEST #025

PROJECT: Boone County Emergency
Communication Center
2145 E County Drive
Columbia, MO 65202

LDC# 15010

Request Submitted to: Karen Miller
Boone County Commission, Suite 333
801 E. Walnut
Columbia, MO 65201-7732

Phone: 573-886-4308

Description	Deductive	Additive	Unit Costs
RFI #081, Lighting Changes - Alternate to change six light fixtures from D1 to D2 in Large Classro Meyer Electric		\$ 3,090	
	\$ -	\$ 3,090	\$ -
7% General Conditions, Profit & Overhead		\$ 216	
Subtotals	\$ -	\$ 3,306	\$ -
TOTAL		\$3,306	

Attachments:

Request For Information #081 Response dated 2-3-16 (5 pages) with Associated Plan Sheet
Meyer Electric Change Order Proposal #21903-R1 dated 2/5/2016

Time Extension Request: 0 Work Days

SUBMITTED BY: Joseph W. Gruender
Joseph W. Gruender, Senior Project Manager

DATE: 02/06/2016





3316 LeMone Industrial Blvd. / Columbia, Missouri 65201 / office 573.449.7200 / fax 573.449.7300
littledixieconstruction.com

REQUEST FOR INFORMATION

To: P W Architect, Inc.
15 S. Tenth Street
Columbia, MO 65201

RFI#: 081
LDC Job #: 15010
Architect Job #: 201340
Date: 01/21/2015

Phone: 573-449-2683

PROJECT: Boone County Emergency Communications Center

RFI DESCRIPTION:

Light Fixtures D1 and D2

The Light Fixture Schedule and processed submittals for the D1 and D2 light fixtures state for 4' long fixtures.

01 Lighting First Floor Plan E1.2 allude by way of the plan's scale and proportion with the ceiling grid that the D1 and D2 fixtures are 8' in length.

Please advise if any action should be taken with this.

RESPONSE:
SEE DRAWING CHANGES ON E1.2 REVISION #7 FOR RFI 81 RESPONSE AND OWNER INITIATED LIGHTING REVISIONS.
WAYNE STROPE, PE
CM ENGINEERING
2-3-16

REFERENCES & ATTACHMENTS:

Partial Plan Sheet E4.1, Light Fixture Schedule
D1 and D2 Light Fixtures Submittal Pages

Submitted By: Joseph W. Gruender, Senior Project Manager

LIGHT FIXTURE SCHEDULE

MARK	MANUFACTURER & MODEL NUMBER	TYPE	LAMPS		MOUNTING	REMARKS
			#	PHILIPS DESIGNATION		
A1	METALUX 2AC-217-UNV-EB81-PLUS-U	FL	2	FIT8/TL841/ALTO	RECESSED	
A2	METALUX 2AC-232-UNV-EB81-PLUS-U	FL	2	F32T8/TL841/ALTO	RECESSED	
B	HALO H47IICAT-999P	FL	1	CFTRI8W/GX24 4100K	RECESSED	
C	LUMIERE 904-6LED4021-12-CS	LED	-	-	WALL	2
D1	NEO-RAY S23-DIP-1xIT8-D-SCFT6-UNV-SI-S935	FL	2	F32T8/TL841/ALTO	CABLE	
D2	NEO-RAY S23-DIP-2L40-SCFT6-4-U-DD-SI-S935	LED	-	-	CABLE	
E	SURELITES EUXTRSD	LED	-	-	UNIVERSAL	
E1	SURELITES CUI-SD	INC	2	5.4W, 6V	WALL	
F	HALO SLD40940WH	LED	-	-	RECESSED	
G	HALO H27IICAT-2TOPS	FL	1	CFTRI8W/GX24 4100K	RECESSED	
H1	METALUX 55F-232-UNV-EB81-U SCA	FL	2	F32T8/TL841/ALTO	CABLE	
H2	NEO-RAY23DW-2T8-4-UNVEB	FL	2	F32T8/TL841/ALTO	SURFACE	
H3	METALUX 8T55F-232-UNV-EB81-U SCA	FL	4	F32T8/TL841/ALTO	CABLE	
J1	HALO H47IICAT-952PS	FL	1	CFTRI8W/GX24 4100K	RECESSED	
J2	HALO H47IICAT-999P	FL	1	CFTRI8W/GX24 4100K	RECESSED	
K	MCGRAW-EDISON 155-B02-LED-EI-BL2-BK/AP-P	LED	-	-	WALL	1
L	CORELITE DWI-WA-2L40-ID-UNV-SU-WA?-5LT	LED	-	-	WALL	4
M	NEO-RAY 74-1C-IT8-U-EB	FL	1	F32T8/TL841/ALTO	COVE	
N	HALO H27IICAT-470SC	FL	1	CFTRI8W/GX24 4100K	RECESSED	
P	MCGRAW-EDISON GLEON-AE-03-LED-EI-T4W-BK-OA/RA1014	LED	-	-	POLE	3
Q	METALUX BAU-217-120-EB81	FL	2	FIT8/TL841/ALTO	WALL	
R	METALUX BC-217-120-EB81	FL	2	FIT8/TL841/ALTO	WALL	
S	METALUX BI-132-120-EB81-RS1	FL	1	F32T8/TL841/ALTO	SURFACE	5
T	METALUX BI-125-120-EB81-RS1	FL	1	F25T8/TL841/ALTO	SURFACE	5

NEO-RAY™

DESCRIPTION

A return to simplicity, elegance and minimalism. ... Slender lines of light set in an architectural environment are the essence of Straight and Narrow. This series accommodates most architectural lighting design applications.

Features:

- Straight and Narrow embodies Neo-Ray's critical attention to architectural detail as well as lighting performance
- Extruded aluminum housing offers precise in-line appearance
- Runs are provided to nearest foot

Catalog #	S23DIP-1X1-T8-D-SCFTG-UEB-SI-S93S-4'	Type	D1
Project	BOONE COUNTY EMERGENCY COMMUNICATION CENTER	Date	8.11.15
Comments	SEE DETAILS BELOW		
Prepared by	LAI		

SPECIFICATION FEATURES

Construction

Extruded aluminum housing. Nominal 3', 4', 6' or 8' illuminated fixtures.

Shielding

Trimless, snap-in, satin white diffuser. Snap-in, high performance, semi-specular parabolic louver.

Electrical

120, 277, 347 or Universal Voltage electronic ballast. Fixtures and electrical components certified to UL and CUL standards.

Note: Please consult factory, Fifthlight may not be available in some configured options.

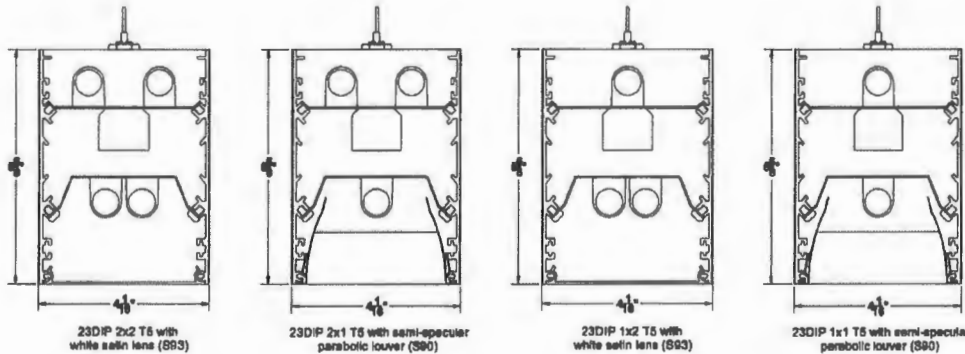
Finish

Durable, low gloss, white, powder coated acrylic. Optional custom finish.

Mounting

Pendant with adjustable single cable and rectangular canopy.

- SC = Single Cable
- SCETG = SC on ETG
- SCSTG = SC on STG
- SCFTG = SC on FTG
- SCSR = SC on SR
- Standard cable length 48"



23DIP Straight & Narrow

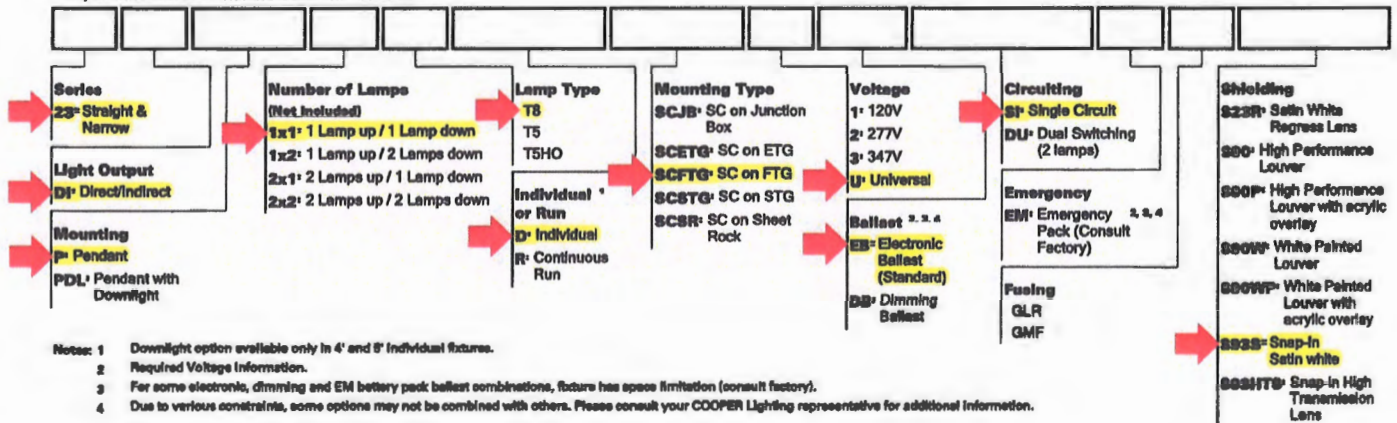
Gen 1
T8, T5, T5HO

Suspended
Direct-Indirect



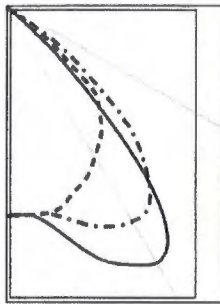
ORDERING INFORMATION

Sample Number: S23DIP-1x1T5HO-SCSTG-21-UEB-SI-S93



- Notes: 1 Downlight option available only in 4' and 8' individual fixtures.
2 Required Voltage Information.
3 For some electronic, dimming and EM battery pack ballast combinations, fixture has space limitation (consult factory).
4 Due to various constraints, some options may not be combined with others. Please consult your COOPER Lighting representative for additional information.

PHOTOMETRICS



23DP
1T5 lamp with
High Performance
Louver (S90)
Efficiency 81.8%
Test#13411

0 - - - -
45 - - - -
90 - - - -

Zonal Lumen Summary

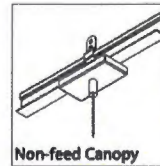
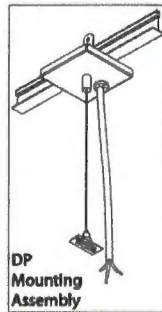
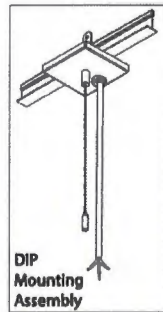
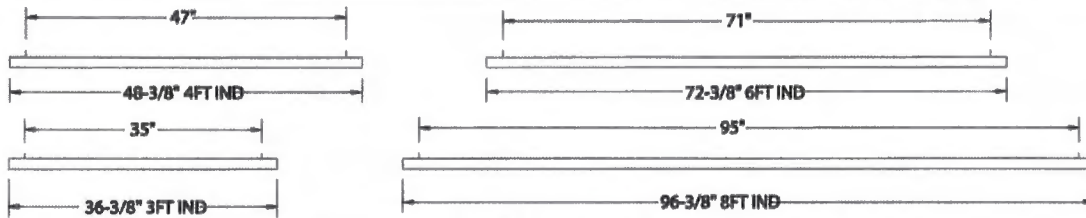
Zone	Lumens	%Lamp	%Fixture
0-30	988	34.0	41.6
0-40	1726	59.6	72.8
0-60	2364	81.2	99.2
0-90	2372	81.8	100.0
0-180	2372	81.8	100.0

Total Luminaire Efficiency = 81.8%

Candela

Angle	Along II	45°	Across I
0	1068	1068	1068
5	1068	1068	1068
15	1054	1123	1242
25	955	1240	1457
35	820	1240	1413
45	613	842	376
55	58	141	35
65	9	9	9
75	4	4	4
85	1	1	2
90	0	0	0

MOUNTING INFORMATION

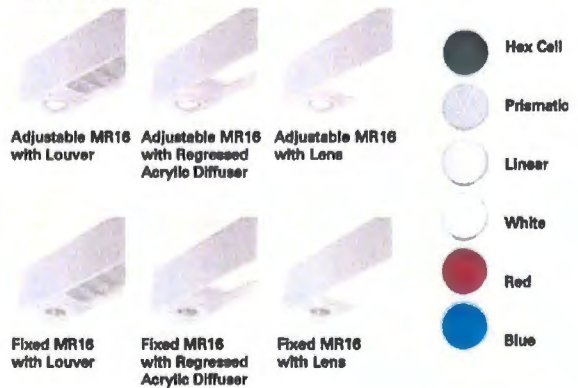


FEATURES AND OPTIONS

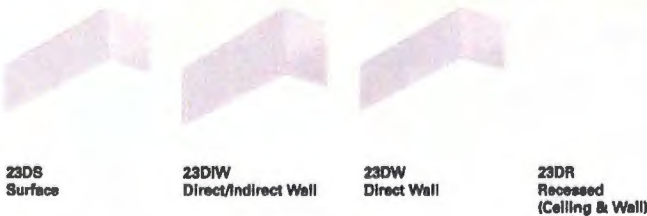
OPTICAL OPTIONS



MR16 OPTIONS



SERIES COMPANION PRODUCTS (Reference other spec sheets if necessary)



DESCRIPTION

Driven by performance and a clean aesthetic, the Straight and Narrow Series in LED represents the ultimate in simplicity; a narrow, uniform line of light. Constructed with premium materials with industry leading technology, the Straight and Narrow family is available in configurable runs and individual lengths of 2', 3', 4', 6' and 8'. Fully compatible with Cooper Controls FifthLight DALI and shipped standard with 0-10V dimming, the Straight and Narrow family integrates seamlessly with today's modern building management systems. With virtually unlimited applications, the Straight and Narrow family allows architects and designers the freedom to experiment with their designs without exceeding ever decreasing energy budgets.

Catalog #	S23DIP-2L40-SCFTG-4'-U-DD-SI-S93S-W	Type	D2
Project	BOONE COUNTY EMERGENCY COMMUNICATION CENTER	Date	8.11.15
Comments	SEE DETAILS BELOW		
Prepared by	LAI		

SPECIFICATION FEATURES

Construction

Housing extruded from premium 6063 aluminum. Nominal 2', 3', 4', 6' or 8' illuminated sections. Used in run configuration and/or individual fixtures. All components are RoHS compliant.

Lens

Available in snap-in or lay-in profiles, two diffusion options are available. Satin white provides the highest aesthetic uniformity while the high transmission lens provides the most superior efficacy.

Finish

Fixture housings are high reflectance white using electrostatically applied polyester powder coat paint.

Electrical

Long-life LED system coupled with electrical driver to deliver optimal performance. LED's are available in 3000K, 3500K or 4000K with a typical CRI ≤ 85. Projected life is 50,000 hours at 70% lumen output. Electronic drivers are available for 120-277V applications

Controls

Equipped standard with a 0-10V continuous dimming driver compatible with most standard dimming devices (refer to website for specific compatibility reference). Combine with FifthLight DALI and other energy saving products like sensors, daylighting controls and building management systems to maximize energy savings.

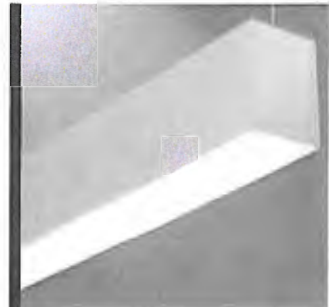
Mounting

Suspended.
Pendant with adjustable single cable and circular canopy. Standard length of cable is 48".

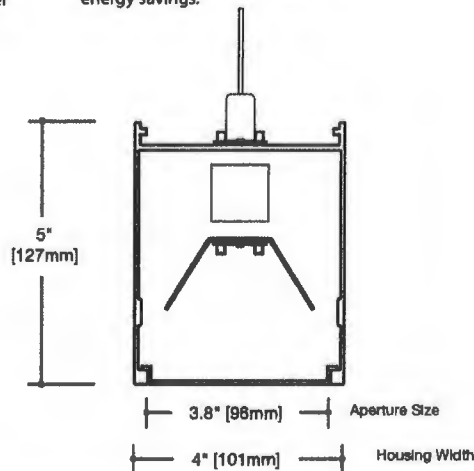
(SCST) = Single Cable - Structure
(SCETG) = Single Cable - 15/16" T-grid
(SCFTG) = Single Cable - 9/16" T-grid
(SCSTG) = Single Cable - 9/16" Slot Grid
(SCJB) = Single Cable - Junction Box (Sheet Rock)

Warranty

Five year warranty.



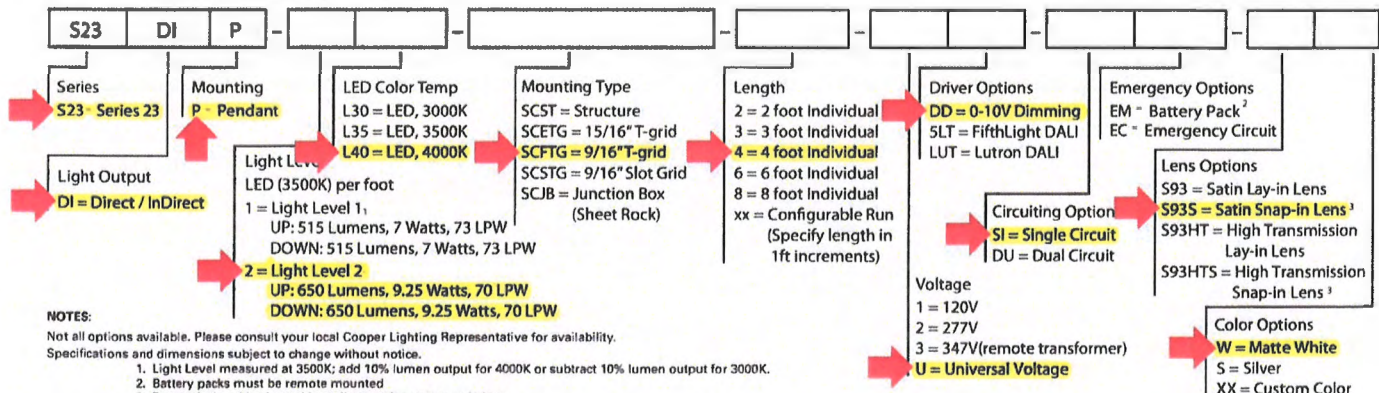
23-DIP
Straight & Narrow
LED
Suspended
Direct / InDirect



powered by
fifthlight
technology

ORDERING INFORMATION

Sample Number: S23-DIP-2L35-ETG-4-U-DD-SI-S92-W



NOTES:

- Not all options available. Please consult your local Cooper Lighting Representative for availability. Specifications and dimensions subject to change without notice.
- 1. Light Level measured at 3500K; add 10% lumen output for 4000K or subtract 10% lumen output for 3000K.
- 2. Battery packs must be remote mounted
- 3. For vertical and horizontal in-wall mounting use snap-in lens

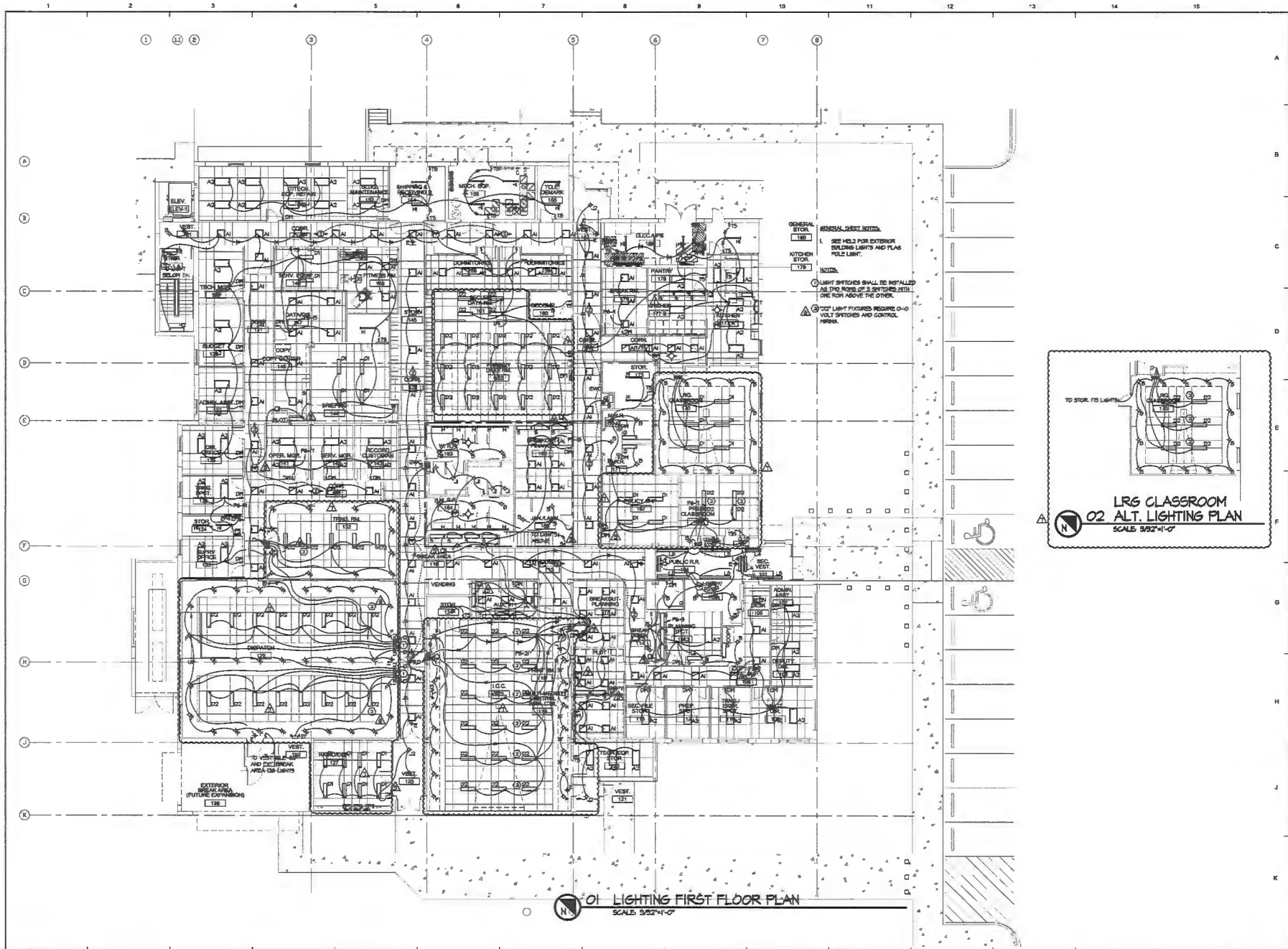
Cooper Lighting
by **A-L**

Eaton
1000 Eaton Boulevard
Cleveland, OH 44122
United States
Eaton.com

Eaton's Cooper Lighting Business
1121 Highway 74 South
Peachtree City, GA 30289
P: 770-486-4800
www.cooperlighting.com

Specifications and dimensions subject to change without notice.

ADN130039
4/15 /2014



GENERAL NOTES:

1. SEE FIELD FOR EXTERIOR BUILDING LIGHTS AND FLAG POLE LIGHT.

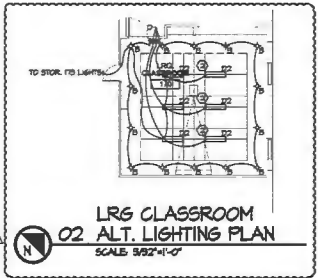
KITCHEN STOR: 178

GENERAL STOR: 178

2. LIGHT SWITCHES SHALL BE INSTALLED AS FOLLOWS:

- ONE ROW ABOVE THE OTHER.

3. 200' LIGHT FIXTURES REQUIRE 0-10 VOLT SWITCHES AND CONTROL PANELS.



01 LIGHTING FIRST FLOOR PLAN
 SCALE: 3/32" = 1'-0"



Architects and Planners
 I.S.K. BOONEN, P.A.I.A.
 IAN A. BOONEN, A.I.A.
 KEVIN RUTGERS, A.I.A.
 323 N. BROWNS AVE.
 WINTER PARK, FLORIDA 32789
 (407) 947-1708

In Association With:

 PWA ARCHITECTS, INC.
 2500 N. W. 10TH AVE.
 MIAMI, FLORIDA 33142
 (305) 551-0000

CM
 700 Cherry Street
 Columbia, Missouri
 MO 65201-4433
 P. 573.524.4433
 F. 573.521.5476
 www.cm-mo.com



BOONE COUNTY
MISSOURI
 EMERGENCY
 COMMUNICATIONS CENTER

COLUMBIA, MO

100% CONSTRUCTION DOCUMENTS

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* revisions/addenda

- 1. REVISIONS
- 2. REVISIONS
- 3. REVISIONS
- 4. REVISIONS
- 5. REVISIONS
- 6. REVISIONS
- 7. REVISIONS
- 8. REVISIONS
- 9. REVISIONS
- 10. REVISIONS
- 11. REVISIONS
- 12. REVISIONS
- 13. REVISIONS
- 14. REVISIONS
- 15. REVISIONS
- 16. REVISIONS
- 17. REVISIONS
- 18. REVISIONS
- 19. REVISIONS
- 20. REVISIONS

LIGHTING FIRST FLOOR PLAN

• scale: 3/32" = 1'-0"
 • drawn: JS / SP
 • checked: WS
 • approved: WS
 • date: 11.30.2014
 • project no. 916.13
 • sheet **E1.2**

MEYER ELECTRIC INC.

3513 North Ten Mile Drive
 Jefferson City, MO 65109

ph: (573) 893-2335 fax: (573) 893-3686
 meyerelectric@earthlink.net

Little Dixie Construction
 3316 LeMone Industrial Blvd.
 Columbia, MO 65201

Attention: Joe Gruender

CHANGE ORDER PROPOSAL

2/5/2016

Boone County - Emerg. Comm.
 Boone Co Comm C
 Our Job #: 3620

Meyer Ref #: 21903-R1

Change Lighting in Classroom 170 - We propose to furnish material and labor to change lighting in Classroom 170, per the following:

Material	Quantity	Cost	
A. Change 6 type D1 fixtures to type D2 units.			
B. Delete single pole switches, and add 3 dimming switches 0-10v.			
C. Furnish and install dimming control cable from dimmer to fixtures . and connect.			
type D2 fixtures	6.00	3,337.50	
type D1 fixtures, deleted	-6.00	-1,500.00	
delete single pole switches	-3.00	-10.50	
dimming switch	1.00	105.00	
18/2 cable	100.00 ft	28.00	
<hr/>			
Material Cost Subtotal			\$1,960.00
Markup on Material @ 10.00%			\$196.00
Profit on Material @10.00%			\$215.60
Material Subtotal			\$2,371.60

Labor	Rate	Quantity	Cost
Labor	79.84	9.00 Hr	718.56
<hr/>			
Labor Subtotal			\$718.56

TOTAL	3,090.16
--------------	-----------------

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Submitted By:

Accepted By:

Signature: Leon J. Keller
 Name, Title: Leon J. Keller, President
 Date: February 05, 2016

Signature: _____
 Name, Title: _____
 Date: _____

CERTIFIED COPY OF ORDER

February Session of the January Adjourned

Term. 20 16

STATE OF MISSOURI }
County of Boone } ea.

In the County Commission of said county, on the 9th day of February 20 16

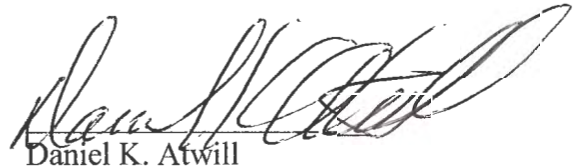
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby honor, by proclamation, Robert Eliga Lee.

Done this 9th day of February, 2016.

ATTEST:

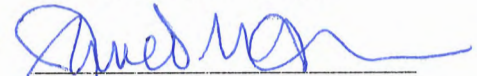
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner

Absent

Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

*Proclamation Honoring
Robert Eliga Lee*

- Whereas,** Robert “Bob” Eliga Lee, born February 19, 1916 to Noah and Mary Lee, is a lifelong resident of Boone County;
- Whereas,** Bob and his late wife of 68 years, Dorothy, had two children, Wayne and Patsy; 7 grandchildren; 14 great-grandchildren; and two great-great-grandchildren with another due in May 2016;
- Whereas,** Bob spent many years working for the University of Missouri, first at the Midway Farm for nearly 16 years then at an experimental greenhouse, and at the VA Hospital, overseeing maintenance of grounds and landscaping, before he retired at the age of 62 to care for his wife, who was diagnosed with multiple sclerosis;
- Whereas,** during his employment at the University of Missouri, Bob took many classes, earning nearly enough credits to graduate;
- Whereas,** Bob is a Charter member of the Golden K Kiwanis Club, having been the first to sign the charter in 1985, and is still an active member;
- Whereas,** Bob is a member of the Ashland Masonic Lodge;
- Whereas,** Bob was a volunteer at the Daniel Boone Regional Library, where he taught reading;
- Whereas,** Bob joined Nashville Baptist Church in 1954, where he has been a faithful servant by serving as deacon, helping with construction and playing in the Church’s band, and is lovingly esteemed as the church’s patriarch;
- Therefore,** we do hereby recognize the contributions of Robert Eliga Lee to Boone County and honor him as he celebrates his 100th birthday.

IN TESTIMONY WHEREOF, this 9th day of February, 2016.

Daniel K. Atwill, Presiding Commissioner

Karen M. Miller, District I Commissioner

Janet M. Thompson, District II Commissioner

ATTEST:

Wendy S. Noren, County Clerk