

## **MASTER SERVICES AGREEMENT**

This Master Services Agreement ("Agreement") is dated as of the 6<sup>th</sup> day of August 2022 ("Effective Date"), between the Board of Trustees of Northern Illinois University, DeKalb, Illinois 60115 ("University") and Securitas Security Services, USA Incorporation, a corporation duly incorporated under the laws of the State of Illinois, and having a principal business address of 1333 Butterfield Road, Downers Grove, Illinois 60606 ("Contractor").

### **RECITALS**

**WHEREAS** Contractor shall perform under the authority of the Illinois Public Higher Education Cooperative (IPHEC) award number IPHEC2132, Security Services, an approved vendor Illinois License #123-000332 and 122-000899.

**WHEREAS** University's Requests for Quotations for Department of Police and Public Safety, dated May 2022 and Request for Quote for Housing and Residential Services, dated March 2022, was bid upon by Contractor, with University accepting Securitas Security Services, USA responses and;

- i Contractor's Proposal (technical and price) submitted to Department of Police and Public Safety (Exhibits A1 and A2) hereby incorporated and made part of this Agreement.
- ii Contractor's Proposal (technical and price) submitted to Housing and Residential Services (Exhibits B1 and B2) hereby incorporated and made part of this Agreement.
- iii Contractor's Business Enterprise Program Utilization Plan submitted August 6, 2022, with Letter of Intent, 5% percent commitment to BEP subcontractor (Kates Security) is hereby incorporated and made part of this Agreement.

iv **WHEREAS** Contractor and University, pursuant to the aforementioned RFQs desire a relationship to establish and maintain a high-quality security services for the convenience and necessity of students, faculty, staff, alumni and guests associated with University.

**IN CONSIDERATION OF** the mutual covenants and promises hereinafter set forth, the parties hereto mutually agree as follows:

1. Services

- 1.2 Contractor shall provide unarmed security guard duty services at the NIU DeKalb Campus, specifically in support of Housing and Residential Services and Department of Police and Public Safety in accordance with the objectives communicated by University to Contractor and in accordance with the scope of services outlined in Exhibits A1, A2, and B1 and B2 attached hereto and incorporated herein by reference. Contractor shall comply with all reasonable requests from University in the event any of the services and/or deliverables do not meet the reasonable expectations of University.
- 1.3 Contractor shall perform the services hereunder as an independent contractor and shall not be considered an employee or agent of the University for any purpose.

2. Term and Termination

- 2.1 The term of this Agreement ("Term") shall be from the August 6, 2022 (Effective Date) through June 30, 2023, unless earlier terminated as provided for herein. The Term may be extended for one (1) year subject to the issuance of University's purchase order.
- 2.2 University may terminate this Agreement by giving Contractor written notice. Contractor shall immediately cease any services then in effect. University shall pay Contractor on a pro rata basis for services completed up to the effective date of termination. Any amounts prepaid to Contractor by University for services not completed as of the effective date of termination shall be refunded to the University by Contractor.

3. Compensation and Expenses

- 3.1 Inconsideration and as full and complete compensation for Contractor's performance of the services described herein, and subject to the terms of this Agreement, University shall pay undisputed Contractor fees in the amount set forth in Exhibits A2 and B2, respectfully. Total fees and expenses under this Master Services Agreement shall not exceed \$750,000.00 without University's prior written approval and issuance of its purchase order or change order covering such payments. Contractor shall submit invoices in accordance with any instructions provided by University and University shall make payment to Contractor within thirty (30) days of receipt of invoice. Payment for all or part of the services or deliverables shall not constitute acceptance. Contractor [CG1][AB2][CG3] may raise its rates on 60 days' written notice to account for any

increases in (a) health care, benefit, or insurance costs, (b) labor or fuel costs, (c) costs arising from changes to laws, regulations, or insurance premiums, (d) SUI or similar taxes, or (e) any other taxes, fees, costs or charges related to Contractor's services. Contractor may only raise rates in this manner once in any 12-month period and will provide documentation to support its rate increase. All requests for rate increases, inclusive of all events, must be submitted with supporting documentation and approved and accepted the University representative.

- 3.2 If applicable, any travel costs and expenses must be pre-approved in writing by University. Vendor shall provide University with appropriate and complete documentation (e.g., receipts, invoices marked "Paid in Full") upon University's request in connection with any expense reimbursement sought by Vendor in connection with this Agreement.
- 3.3 Contractor will invoice University on a weekly basis. University will pay Contractor under a Net 30 payment term. Contractor shall send invoices to: Northern Illinois University, General Accounting, Lowden Hall 204, DeKalb, Illinois 60115 via email (AccountsPayableSrvs@niu.edu) or Fax (815)753-2007 and submit invoices in accordance with any instructions provided by University, including any instructions set forth on University's purchase order. University shall make payment to Contractor within thirty (30) days of receipt of invoice. Payment for all or part of the services, or related deliverables shall not constitute acceptance.

#### 4. Obligations of Contractor

- 4.1 Contractor represents and warrants that (i) it has the qualifications and skills necessary to perform the specified services under this Agreement in a competent and professional manner; (ii) it has the full right and power to enter into and fully perform this Agreement in accordance with its terms; (iii) the execution, delivery, and performance of this Agreement will not infringe upon the rights of any third party or violate the provisions of any agreement to which it is a party; (iv) it will comply with all applicable federal, state and local laws, rules and regulations in providing or performing the services, as such laws, rules and regulations may be amended from time to time; and (v) the services will conform to the standards applicable in the field or industry.
- 4.2 Neither this Agreement nor any duties or obligations herein may be assigned by Contractor without the prior written consent of University.
- 4.3 Contractor will defend, controlling such defense, indemnify and hold University free and harmless against any claim or loss in connection with the performance of the Agreement only to the extent the claim or loss is caused by the negligence or willful misconduct of Contractor, its employees or agents while acting within

the scope of Contractor's specified duties. However, except to the extent of Contractor's, its employees' or agents' gross negligence or willful misconduct, Contractor's liability will in no event exceed \$5 million. Further, Contractor will not be liable for any (a) punitive or consequential damages, (b) damages arising from events beyond Contractor's reasonable control, or (c) injuries or deaths arising from any hazardous or dangerous conditions of University's premises for which Univeristy is responsible. . Additional insureds will only be covered by Contractor's insurance for liability assumed by Contractor in this Master Services Agreement, subject to the terms of Contractor's insurance.

- 4.4 Contractor shall procure and maintain at all times during the Term and any renewal period the following insurance coverages:

Contractor, at Contractor's sole cost and expense, will insure its activities and the activities of its employees, agents and any individuals working on behalf of Contractor in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

- (i) Comprehensive or commercial general liability insurance, including bodily injury, third party property damage, and contractual liability, with minimum limits as follows:
  - (A) Each Occurrence \$1,000,000
  - (B) Products/Completed Operations Aggregate \$2,000,000
  - (C) Personal and Advertising Injury \$1,000,000
  - (D) General Aggregate \$2,000,000
- (ii) Business automobile liability insurance for owned, non-owned, or hired automobiles with a combined single limit no less than \$1,000,000 per occurrence for autos used in connection with this Agreement.
- (iii) Workers' compensation and employer's liability insurance in a form covering Vendor's full liability under the Illinois Workers' Compensation Act, as amended from time to time, with limits of \$500,000 per occurrence.
- (iv) Professional liability or errors and omissions insurance with limits of \$1,000,000 per occurrence and \$3,000,000 in the aggregate. Said coverage requirement can be met as a stand-alone policy or as part of a general liability or umbrella policy.
- (v) Network Security and Privacy coverage in the amount of \$1,000,000 per occurrence and \$5,000,000 in the aggregate
- (vi) Umbrella liability insurance with limits of \$5,000,000; can be used in combination with other policies to meet requirements above.

Where permitted by policy terms and conditions, the Board of Trustees of Northern Illinois University (“Board”) shall be named an additional insured with respect to the aforementioned insurance policies and said policies shall include a waiver of subrogation in favor of the Board. All policies shall be written with carriers acceptable to the University and shall apply on a primary and non-contributory basis with respect to policies held by University.

A certificate of insurance evidencing all coverages required herein shall be delivered to University no later than thirty (30) days prior to the agreement commencement date or immediately upon request. University shall be notified of any material change in coverage or cancellation of a policy at least thirty (30) days in advance of the change. Any such change or cancellation may result in University’s termination of Vendor’s services. Should the Agreement extend beyond the dates of coverage reflected on the certificate of insurance, a new certificate shall immediately be produced upon execution of the new policy and provided to University by or on behalf of Vendor.

The coverage required by this Agreement shall in no way limit Vendor’s liability. If Vendor maintains higher limits than the minimums shown here, University requires and shall be entitled to coverage for the higher limits maintained by Contractor.

If applicable, any entities performing work on behalf of Contractor and in connection with this Agreement, including subcontractors, partners, affiliates, or the like, shall maintain insurance which meets the requirements in this Section. Should a third party not be able to meet these requirements, Vendor shall assume liability for any difference in coverage requirements, with the exception of workers’ compensation and employer’s liability, as such are required of any entity performing work in connection with this Agreement.

Such requirements can be met in combination through the procurement of an Umbrella Policy. The Board of Trustees of Northern Illinois University shall be named as an additional insured on the insurance policies required herein, and such policies shall be on a primary and non-contributory basis and include a waiver of subrogation in favor of the Board of Trustees of Northern Illinois University.

- 4.5 Contractor shall conduct a background check on all employees assigned to University pursuant to this Agreement and shall not assign to University employees with felony convictions without the prior approval of University. University has the right to inspect the background checks completed on all employees assigned to the University with two (2) business days advance notice. At all times University has the right to request that any employee assigned to the University be re-assigned and Contractor agrees to comply with such request within twenty-four (24) hours.
- 4.6 Contractor Security Guards will be required to complete departmental training with the Department of Housing and Residential Services and/or Police and Public Safety to meet required Campus Security Authorities (Clery Act) annual training, as well as required cultural competency training, and Federal Education Right to Privacy Act (FERPA) training.
- 4.7 Contractor shall supply University with a list of all personnel used for the performance of the services and shall keep the list updated at all times.
- 4.8 If applicable, Contractor acknowledges that it shall pay to employees no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. Contractor further acknowledges that all contractors and subcontractors rendering services under this contract will comply with all requirements of the Prevailing Wage Act, including but not limited to, all wage, notice and record keeping duties.
- 4.9 Notwithstanding anything to the contrary, in connection with the US Safety Act, subject to the limitations of applicable Illinois law, each party waives all claims against the other for damages arising from or related to an act of terrorism, and the parties intend for this waiver to flow down to their respective contractors and subcontractors.
- 4.10 It is Contractor's understanding that the Affordable Care Act will affect all businesses within the United States. In the event the Affordable Care Act results in increased costs due to new healthcare premiums or mandated health coverage for Contractor officers providing services under the Agreement, Contractor reserves the right to request renegotiation of the rates to account for such increased costs, and University agrees to negotiate with Contractor in good faith if such a request is made. Contractor will work closely with University at introducing value added services, including technology, to mitigate any potential rate increases and provide University with documentation

substantiating the increased costs experienced by Contractor attributable to the Affordable Care Act.

4.11 If Contractor provides any equipment in connection with Contractor's services, all such equipment is for Contractor's use and will always be Contractor property. Contractor is not selling or leasing any of the equipment to University, and Contractor provides no warranty to University regarding the equipment. Any implied warranties of merchantability and fitness for a particular purpose that may apply to the equipment are excluded. The safeguarding and maintenance of Contractor's equipment is the sole responsibility of Contractor, and University shall not be responsible in the event of loss, theft or damage to any Contractor equipment. Contractor will be provided with reasonable time and access to remove all its equipment upon termination of the Agreement. At its sole discretion, Contractor may use and supply rental vehicles to perform its services.

4.12 Contractor may terminate the Agreement without cause or penalty upon thirty days' written notice. Contractor shall provide University thirty days' prior written notice of any material change or cancellation of any insurance policy or policies required under the Agreement. Also, either party may terminate the Agreement if Contractor's insurer cancels or materially alters Contractor's insurance.

## 5. Ownership and Assignment

5.1 Contractor agrees that immediately upon creation University owns all right, title and interest in and to the reports, designs, plans, specifications, drawings, inventions, processes, and other information, work product, deliverables or items produced specifically and exclusively for University by Contractor, its employees, or agents while performing services under this Agreement (collectively, "Work Product") as "works made for hire" (as defined in the U.S. Copyright Act of 1976, as amended, and for purposes of all other copyright laws throughout the world), and any and all related copyrights, patents, trademarks and other intellectual property rights (collectively, "Proprietary Rights") in such Work Product. If, for any reason, any of the Work Product is not found to have been created as works made-for-hire, Contractor hereby assigns immediately upon creation to University Contractor's entire right, title and interest in all Work Product and all Proprietary Rights in Work Product. Contractor shall execute any documents in connection with such assignment that University may reasonably request. Contractor shall enter into agreements with its employees and agents, as necessary to establish University's sole ownership in Work Product and Proprietary Rights, and upon request, Contractor shall provide University with copies of such agreements.

All information, data and materials, including but not limited to, any written, printed, graphic, or electronically or magnetically recorded information furnished by University for Contractor's use are the sole property of University.

Contractor will maintain all proprietary information in confidence, and will not disclose it, by any means, to any person, unless disclosure is required in the performance of the specified services. In such case, such disclosure shall only be with University's prior written approval and only to the extent necessary to perform the specified services. This prohibition also applies to Contractor's employees, and agents and Contractor shall ensure and be responsible for compliance with this provision by its employees and agents. On termination of this Agreement, Contractor will return any confidential information in its possession (including all confidential information in the possession of its employees and agents) to University.

#### 6.0 General Provisions

6.1 Service of all notices required or permitted under this Agreement shall be sent to Contractor at the address set forth above and to University at Northern Illinois University, Department of Police and Public Safety, Housing and Residential Services, and Procurement Services and Contract Management, 1425 Lincoln Highway, DeKalb, IL 60115 or to any other address which a party specifies by giving notice in accordance with this section. Notice shall be given and deemed effective: (a) when delivered personally; (b) the next business day after sent by a nationally recognized courier service with next day delivery; or (c) three business days after sent by certified mail, return receipt requested.

6.2 This Agreement, together with all attached exhibits and schedules, which are incorporated by this reference, constitute the complete and final agreement of the parties pertaining to the services. To the extent there is a conflict between the terms in this Agreement and any attached or incorporated exhibits, terms, conditions, or schedules, the terms in this Master Services Agreement shall govern. This Master Services Agreement supersedes the parties' prior agreements, understandings and discussions relating to these services. No modification of this Agreement is binding unless it is in writing and signed by University and Contractor.

6.3 The University is generally exempt from the payment of taxes and shall not be obligated to pay any taxes from which it is exempt.

#### 6.4 Force Majeure

Contractor is not responsible for any failure to perform or delay attributable in whole or in part to any cause beyond its reasonable control, including but not



limited to events such as (1) acts of God or of the public enemy, (2) acts of the Government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. In the event of any such delay both parties shall negotiate an equitable adjustment period or either party may terminate the Agreement after sixty (60) days if the event cannot be remedied during the equitable adjustment period.

- 6.5 Contractor will not issue any press release or other public announcement relating to this Agreement or the activities contemplated by this Agreement or use the University's name, marks or any other trade designations without the prior written approval of University, which approval may be withheld for any reason.
- 6.6 A party does not waive any right under this Agreement by failing to insist on compliance with any of the terms of this Agreement or by failing to exercise any right hereunder. Any waivers granted hereunder are effective only if recorded in writing signed by the party granting such waiver.
- 6.7 The parties agree that a signature transmitted to the other party by facsimile or other electronic transmission shall be effective to bind the party whose signature was transmitted. The parties further agree that any xerographically or electronically reproduced copy of this fully executed agreement shall have the same legal force and effect as any copy bearing original signatures of the parties.
- 6.8 If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.
- 6.9 This Agreement shall be interpreted and construed according to the laws of the State of Illinois.

*Signature page follows.*

IN WITNESS WHEREOF, authorized representatives of the parties have executed this Master Services Agreement in the appropriate spaces below.

**SECURITAS SECURITY SERVICES, USA**

NAME Robert Salas

TITLE Area Vice President

SIGNATURE 

DATE 8/15/22

**BOARD OF TRUSTEES OF  
NORTHERN ILLINOIS  
UNIVERSITY**

NAME Lisa Freeman

TITLE President

SIGNATURE 

DATE \_\_\_\_\_

NAME Beth Ingram

TITLE Executive Vice President and Provost

SIGNATURE 

DATE \_\_\_\_\_

NAME Bryan Perry

TITLE General Counsel

SIGNATURE 

DATE \_\_\_\_\_

**Exhibit A1**  
**Department of Police and Public Safety**  
**Scope of Services**

## NIUPD – CONTRACT SECURITY GUARD UTILIZATION

### PROJECT SCOPE AND SPECIFICATIONS

#### **DAY TIME PATROL – ANNIE GLIDDEN NORTH AREA**

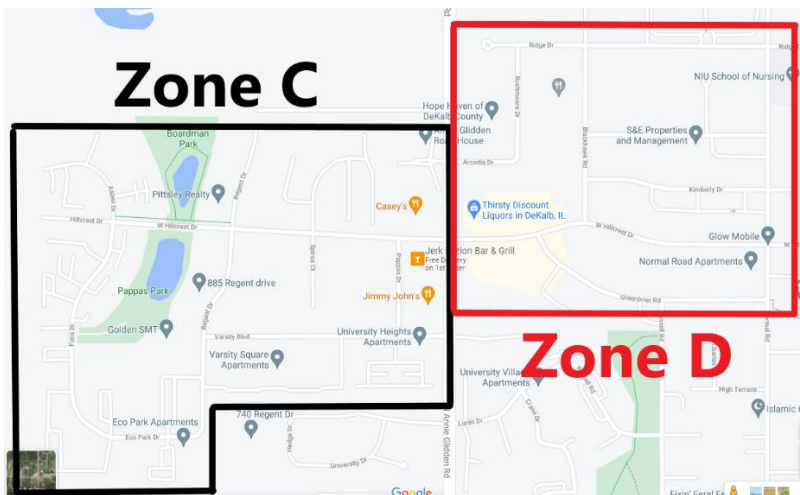
##### Operational Period:

- August 15, 2022, or award date (whichever is later)
- Monday through Friday – Four (4) Securitas Security Guards (Reporting to the COPS Sergeant or Patrol Sergeant)
- Two (2) marked motor vehicles with amber lights for inclement weather patrol and staff transport
- Primary expectation is that of foot patrol
- Radio Frequency Identifiers (RFID) markers will be provided by Securitas, strategically located throughout the route, to track foot patrol compliance and productivity
  - (Monday through Friday 11:00 a.m. to 7:00 p.m.)

##### Zones:

- NIU PD Zone C (West of Annie Glidden Road)
- NIU PD Zone D (East of Annie Glidden Road)

Each guard team will conduct active foot patrols (as a pair) in their assigned zone(s), supplemented by the COPS Unit or Patrol Officers.



**Dress Attire:**

- Must have an employing agency uniform with NIUPD approved reflective vest, supplied by the contracted vendor, as the outermost layer. Flashlights are required. No weapons.
- NIU will provide department radios.

**Day Time Assignment Instructions:**

- NIUPD Staff will brief Securitas on assignments and expectations at the start of their shift in the NIUPD roll call room.
- Immediately after leaving roll call/briefing, Securitas will deploy to their assigned zone(s).
- Identify vehicle and pedestrian traffic patterns and be in those areas during peak times.
- Zone Integrity – Be in assigned zone(s).
- Use RFID tags to log activity.
- Proactive Patrol (minimum four (4) foot patrols per hour)
  - High visibility, interact with people (walk beat), and identify suspicious/criminal activity.
  - Securitas will not attempt to physically stop any criminal activity directly. They will notify NIU dispatch of issues requiring police intervention.
- Gather and pass on intelligence information to NIU dispatch.
- Call out events over radio (parties, unsanctioned parties, large crowds, etc.). NIU dispatch will acknowledge the transmission and assign NIU personnel accordingly.

**NIGHTTIME PATROL –ANNIE GLIDDEN NORTH AREA**

**(Periodic reassignment to campus lots if necessary.)**

**Operational Period:**

- August 15, 2022, or award date (whichever is later)
- Tuesday through Saturday – Seven (7) Contract Security Guards.
- Three (3) marked motor vehicles with amber lights for inclement weather patrol and staff transport.
  - One team of (2) always on foot patrol per zone
  - One marked mobile unit with amber light always mobile per zone
  - One marked mobile supervisor unit with amber light to cover both zones

Annie Glidden North (AGN) units will report to the NIUPD Shift Commander or designee.

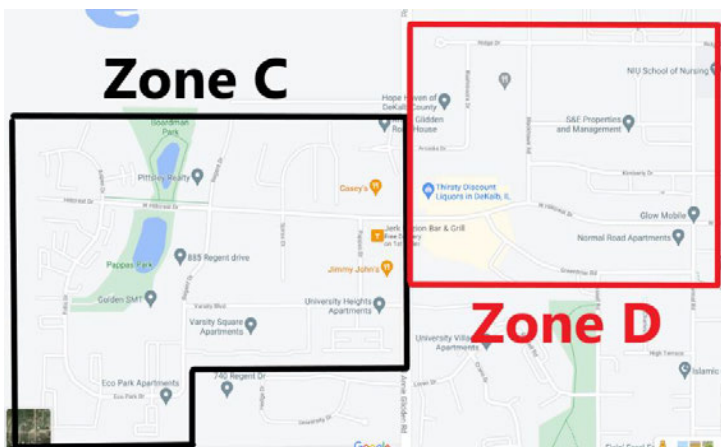
- (Tuesday through Saturday 8:00 p.m. to 4:00 a.m.)
- Radio Frequency Identifiers (RFID) markers will be provided by Securitas, strategically located throughout the route, to track foot patrol compliance and productivity

**Zones:**

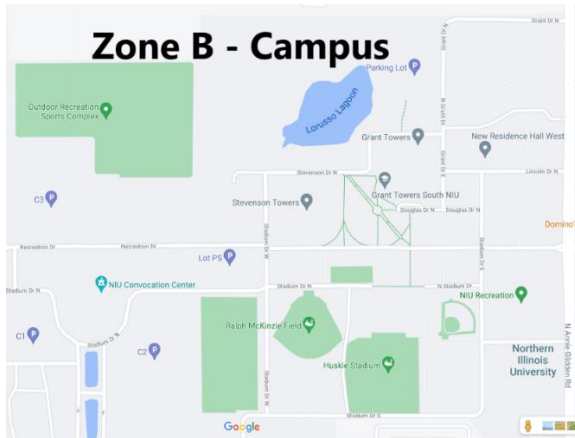
- NIU PD Zone C (West of Annie Glidden Road) (Two-person team) (One person vehicle) **(3)**
- NIU PD Zone D (East of Annie Glidden Road) (Two-person team) (One person vehicle) **(3)**
  - One supervisor in a vehicle monitoring both zones **(1)**
- NIU PD Zone B (Campus lots)
  - (Zone C & D personnel can be reassigned to Zone B if necessary)

All two-person teams will conduct active foot patrols in their assigned zones, with one dedicated mobile unit per zone and one supervisor float for both zones, supplemented by night patrol and/or our guard unit. NIUPD Guards will primarily focus on building lockups and escorts.

**Annie Glidden North Area – Zone C and Zone D**



## **Annie Glidden North Area – Zone B**



### **Dress Attire:**

- Must have an employing agency uniform with NIUPD approved reflective vest, supplied by the contracted vendor, as the outermost layer. Flashlights are required. No weapons.
- NIU will provide department radios.

### **Nighttime Assignment Instructions:**

- NIUPD Staff will brief Securitas on assignments and expectations at the start of their shift in the NIUPD roll call room.
- Immediately after leaving roll call/briefing, Securitas will deploy to their assigned zone(s).
- Identify vehicle and pedestrian traffic patterns and be in those areas during peak times.
- Zone Integrity – Be in assigned zone(s).
- Use RFID tags to log activity.
- Proactive Patrol (minimum four (4) foot patrols per hour)
  - High visibility, interact with people (walk beat), and identify suspicious/criminal activity.
  - Securitas will not attempt to physically stop any criminal activity directly. They will notify NIU dispatch of issues requiring police intervention.
- Gather and pass on intelligence information to NIU dispatch.
- Call out events over radio (parties, unsanctioned parties, large crowds, etc.). NIU dispatch will acknowledge the transmission and assign NIU personnel accordingly.

### **Daily Contract Security Staffing Requirements**

Daytime shift coverage for Monday through Friday 11:00 a.m. to 4:00 p.m. requires four (4) contract security personnel, five (5) days a week. Nighttime shift coverage for Tuesday through Saturday 8:00 p.m. to 4:00 a.m. requires seven (7) contract security personnel, five (5) days a week.

#### **Total staffing includes:**

Monday: 04 guard staff

Tuesday: 11 guard staff

Wednesday: 11 guard staff

Thursday: 11 guard staff

Friday: 11 guard staff

Saturday: 07 guard staff

Sunday: 00 guard staff

#### **Scheduled Timeline**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

Start of Project: Monday, August 15, 2022

End of Project: Saturday, December 17, 2022

**This would be a semester long contract, excluding holidays.**



**Exhibit A2**  
**Department of Police and Public Safety**  
**Pricing**

## Cost Proposal Summary and Breakdown

Proposed Pricing - 440 hours per week – 36-38 Week Pricing

Unarmed Security Officer – 400 HPW Wage = \$20.00 Bill Rate = \$31.49 OT = \$46.90  
Account Manager - 40 HPW Wage = \$22.00 Bill Rate = \$34.24 OT = \$51.02  
Consolidated Bill Rate: \$31.75

\$330,000 (NTE) – Fall Semester 2022

**\*\*\*Vehicle Pricing is separate from the above:**

**3 Vehicles, NTE \$1,282 each per month + direct bill fuel. Securitas handles all maintenance.**

### **Prevailing Wage Requirements**

1. Securitas will direct bill for any vacation above 40 hours per year. This will apply in two scenarios.

- An incumbent officer is currently receiving above 40 hours per year, and we hire them on with Securitas.
- Securitas is selected as your provider and one of our officers reaches 2 years of service working on the NIU site. They'll then be entitled to 80 hours per year of vacation.

2. Full time and part time employees will be entitled to elect health insurance coverage. The full monthly value of the plan = \$923.

NIU's obligation will be as follows with the incremental amount being added to the officer's bill rate should they elect.

- NIU pays 80% of \$923 for each full-time employee who elects coverage.

Full Time 40HPW = \$5.82

Full Time 32 HPW = \$7.28

- NIU pays 50% of \$923 for each part time employee who elects coverage.

Part Time 16 HPW = \$9.12

3. .45 cents per hour is included in our bill rate which will be paid into each officers 401K plan with Securitas.

4. 40 hours of paid sick time is included in our bill rate.

-----  
Securitas has gone paperless, and we believe strongly in our MySecuritas and Securitas Vision 2.0 touring and reporting systems. The pricing above includes a smartphone for use with the MySecuritas and Securitas Vision programs. This phone number may be given out to the employees for Escort, Emergency, and Incident contacts.

### **Bill rates include the following items:**

- Recruitment, background screening and hiring costs.
- Employee wages, payroll taxes and insurance.
- In accordance with the Affordable Care Act, the opportunity for all eligible employees to enroll in a subsidized ACA compliant Bronze medical plan.
- Excellence in Service performance recognition program.
- District award qualification for Officer of the Month, Officer of the Quarter and Officer of the Year.
- Free life insurance and paid time off / vacation typically 1 week after one year; 2 weeks after five years; 3 weeks

after ten years (in accordance with any local / state laws that may apply).

- Complete uniforms for each season, including replacements as needed.
- Introductory, pre-assignment and paid on-site training.
- Advanced Certification Training 1, 2, and 3 with e-learning technology.
- Learning Management System to track completed courses and test scores.
- Monthly service review and planning meetings with local district manager.
- Computer-based post orders, including client emergency response procedures.
- Site-specific written test based on post orders and client policies.
- 24-hour National Communications Center.
- Department of Homeland Security SAFETY Act Designation.

**Enhanced Benefits include:**

- Anthem Engage Elite; an online resource that can help employees manage health care expenses with discounts and perks and make healthy choices.
- Livongo; helps employees who are currently living with diabetes to better manage and improve their condition all while saving money.
- Omada; a science-backed health and weight management program that motivates employees to take charge of their weight and reduce their risk for diabetes and other health conditions.
- EAP; support options, from over-the-phone counseling to resources like legal referrals, daycare and elder care, identity theft consultations, adoption assistance, education support for tutoring and college/university searches and financial counseling.
- Life Insurance; the Company-paid life insurance benefit is increased to \$10,000.
- Smart Dollar; a proven financial wellness program. Using motivational content, interactive tools and expert financial advice.
- Securitas College Programs; With Purdue Global Online University Online, offers up to 1,000 officers annually 90% tuition reimbursed programs that better prepare employees for a career in security.

**Overtime/holiday rate will apply for the following seven holidays:**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
  
- Christmas Day

**Exhibit B1**  
**Housing and Residential Services**  
**Scope of Services**

## Project Objective

The objective and goal for this project is to add supplemental security resources to the NIU residence halls. The placement of unarmed security personnel is designed to increase community safety and enhance our ability to provide safety and services to our students living in university residence halls. The contracted security guards will provide professional and consistent service and a greater ability to track and manage approved guests to the residence halls and identify safety concerns that can be communicated to the NIU Public Safety and Police.

## PROJECT SCOPE AND SPECIFICATIONS

### Operational Period:

August 15 through May 15 on an annual basis, with modified scheduling during the weeks between the fall and spring semester when classes are not in session. Sunday through Wednesday we are looking for a minimum of four (4) Contract Security Guards working 8:00 p.m. to 4:00 a.m., and eight (8) Contract Security Guards Thursday through Saturday working 8:00 p.m. to 4:00 a.m. The Contract Security Guards will report to the Coordinator of Overnight Operations, or their designee while on the NIU DeKalb Campus.

### Dress Attire:

Must have an employing agency uniform top when reporting to work, and NIU will provide an approved reflective vest as the outermost layer during working hours. Flashlights are required and must be agency provided. No weapons may be brought on to campus.

- NIU will provide communication devices which will be issued at the start of each work shift and collected at the end of each shift.

### **Evening Assignment Instructions:**

- NIU Staff will brief the Contract Security (CS) on assignments and expectations at the start of their shift at a predetermined location on the NIU Campus.
- Immediately after leaving the briefing, CS will deploy to their assigned buildings.
- Where applicable, CS staff will work in tandem with NIU hired Residence Hall Attendants as a team in the assigned complex.

- Stationary CS will work at residence hall entry points to verify identification of residents entering the residence halls and register guests using the guest registration system. CS staff may audit guest registration system to determine guests who have not been properly checked out and provide list to the NIU Coordinator.
- Roving CS staff will be positioned at emergency exits at determined residence hall locations along with NIU Housing and Residential Services staff to monitor exits to prevent unauthorized entry/reentry and monitor other safety concerns.
- CS will effectively communicate as appropriate for the needs of the residents and guests, which could include de-escalation and conflict resolution. Ability to think critically, respond effectively, and maintain a professional demeanor in potentially high stress of emergency situations.
- CS staff will monitor lobby areas and other public spaces to ensure card readers are functioning properly, doors are locked and secure, and report any immediate safety or medical concerns to NIU staff.
- CS will provide quality customer service to residents and guests through in-person interactions, over the phone, and articulate resources. Work directly with supervisor and other professional residence hall staff to support students and identify areas of concern or need.
- CS will need to have working knowledge of residence hall front desk operations which includes but is not limited to, answering the phone, calling for the Community Advisor on Duty or Professional Staff on Duty for the residence hall, notifying NIU Police of immediate safety issues and using the housing management system to check out temporary cards and keys to residents, and answering resident concerns and questions.

## **Daily Contract Security Staffing Requirements**

Evening shift coverage will be 8:00 p.m. through 4:00 a.m. each day as scheduled. A shift is defined by the start date and time, and the shift will end on the subsequent following day. Each shift will begin at a pre-determined briefing location, and end at the same location.

CS staff needed each night, per complex.

	<u>Stevenson</u>	<u>Grant</u>	<u>Neptune</u>	<u>New Hall</u>
Monday:	2	2	0	0

Tuesday:	2	2	0	0
Wednesday:	2	2	0	0
Thursday:	4	4	0	0
Friday:	4	4	0	0
Saturday:	4	4	0	0
Sunday:	2	2	0	0

### **Scheduled Timeline**

The following timeline has been established to ensure that each residence hall has the adequate staffing coverage necessary to provide for entrance monitoring and guest registration, exit monitoring, and a roving team member who can relieve and respond to public area activity.

Start for contracted shifts: August 15, 2022.

End for contracted shifts: May 14, 2023.

**Exhibit B2**  
**Housing and Residential Services**  
**Pricing**

## **Housing and Residential Services Cost Proposal Summary and Breakdown**

Proposed Pricing - 360 hours per week  
Operational Period = 34.85 weeks per school year

Unarmed Security Officer – 320 HPW Wage = \$19.00 Bill Rate = \$30.09 OT = \$44.63  
Account Manager - 40 HPW Wage = \$22.00 Bill Rate = \$34.35 OT = \$51.02

Annual: \$383,447.58 (Not to Exceed)

### Prevailing Wage Requirements

1. Securitas will direct bill for any vacation above 40 hours per year. This will apply in two scenarios.
  - An incumbent officer is currently receiving above 40 hours per year and we hire them on with Securitas.
  - Securitas is selected as your provider and one of our officers reaches 2 years of service working on the NIU site. They'll then be entitled to 80 hours per year of vacation.
2. Full time and part time employees will be entitled to elect health insurance coverage. The Full monthly value of the plan = \$923. NIU's obligation will be as follows with the incremental amount being added to the officer's bill rate should they elect.
  - NIU pays 80% of \$923 for each full-time employee who elects coverage.
    - o Full Time 40HPW = \$5.82
    - o Full Time 32 HPW = \$7.28
  - NIU pays 50% of \$923 for each part time employee who elects coverage.
    - o Part Time 16 HPW = \$9.12
3. .45 cents per hour is included in our bill rate which will be paid into each officers 401K plan with Securitas.
4. 40 hours of paid sick time is included in our bill rate.

-----  
Securitas has gone paperless and we believe strongly in our MySecuritas and Securitas Vision 2.0 touring and reporting systems. The pricing above includes a smartphone for use with the MySecuritas and Securitas Vision programs. This phone number may be given out to the employees for Escort, Emergency, and Incident contacts. Please consider this expense when comparing pricing.

Bill rates include the following items:

- Recruitment, background screening and hiring costs.
- Employee wages, payroll taxes and insurance.
- In accordance with the Affordable Care Act, the opportunity for all eligible employees to enroll in a subsidized ACA compliant Bronze medical plan.
- Excellence in Service performance recognition program.

- District award qualification for Officer of the Month, Officer of the Quarter and Officer of the Year.
- Free life insurance and paid time off / vacation typically 1 week after one year; 2 weeks after five years; 3 weeks

after ten years (in accordance with any local / state laws that may apply).

- Complete uniforms for each season, including replacements as needed.
- Introductory, pre-assignment and paid on-site training.
- Advanced Certification Training 1, 2, and 3 with e-learning technology.
- Learning Management System to track completed courses and test scores.
- Monthly service review and planning meetings with local district manager.
- Computer-based post orders, including client emergency response procedures.
- Site-specific written test based on post orders and client policies.
- 24-hour National Communications Center.
- Department of Homeland Security SAFETY Act Designation.

Enhanced Benefits include:

- Anthem Engage Elite; an online resource that can help employees manage health care expenses with discounts and perks and make healthy choices.
- Livongo; helps employees who are currently living with diabetes to better manage and improve their condition all while saving money.
- Omada; a science-backed health and weight management program that motivates employees to take charge of their weight and reduce their risk for diabetes and other health conditions.
- EAP; support options, from over-the-phone counseling to resources like legal referrals, daycare and elder care, identity theft consultations, adoption assistance, education support for tutoring and college/university searches and financial counseling.
- Life Insurance; the Company-paid life insurance benefit is increased to \$10,000.
- Smart Dollar; a proven financial wellness program. Using motivational content, interactive tools and expert financial advice.
- Securitas College Programs; With Purdue Global Online University Online, offers up to 1,000 officers annually 90% tuition reimbursed programs that better prepare employees for a career in security.

Overtime/holiday rate will apply for the following seven holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day