

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR BUSINESS MEETING**

**A G E N D A**

May 12, 2020  
10:00 AM

**Remote Access Only**  
**Zoom Meeting ID: 335 903 0010**  
**Zoom Call-In: (253) 215-8782**  
**BKAT Live Stream**

**Call to Order**

**Pledge of Allegiance**

**Approval of Agenda**

**Consent Items**

All matters listed under Consent Items have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

- A. Minutes of the regular business meeting and executive session of April 28, 2020.
- B. Payment of checks #901155 through #901157 and #81152 through #81153 and #81160 through #81179 and #E00071 through #E00076 and #E00077 and #81180 and #81183 through #81192 and #E00078 through #E00082 from the General Fund for \$96,556.38; #81154 through #81159 and #81181 through #81182 from the Construction Fund for \$42,053.98.

**Citizen Comments:** *Open to the public for comment. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing to the Clerk of the Board.*

**Action Items**

- 1. Personal Services Contract for Marina Security Services

**Staff Reports**

**Commission Reports / New Business**

**Executive Session** *(if necessary)*

**Adjournment**

Regular business and other meetings that may be attended by members of the Board

<u>Date</u>	<u>Time</u>	<u>Meeting</u>
05/12	10:00 am	*Commission Regular Meeting – via Zoom
05/19	11:00 am	Kitsap Regional Coordinating Council (KRCC) Executive Committee
05/26	6:00 pm	*Commission Regular Meeting –via Zoom

*Meetings are subject to change or cancellation*

*\*Denotes events in which two (2) or more Commissioners may attend*

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**REGULAR BUSINESS MEETING**

**MINUTES**

April 28, 2020  
6:00 PM

**Remote Access Only**  
**Zoom Meeting ID: 335 903 0010**  
**Zoom Call-In: (253) 215-8782**  
**BKAT Live Stream**

**Commissioners and Staff Present**

Commissioners

Cary Bozeman  
Axel Strakeljahn  
Gary Anderson

Staff Members

Jim Rothlin  
Fred Salisbury  
Sherman Hu  
Arne Bakker  
James Weaver  
Warren Hendrickson  
Ginger Waye  
Taylor Korizon  
Anne Montgomery, Atty

**Call to Order**

President Bozeman called the meeting to order at 6:00 p.m.

**Approval of Agenda**

**It was moved by STRAKELJAHN, seconded by ANDERSON to:**

Approve the Agenda as presented.

**MOTION CARRIES, 3-0**

**Consent Items**

- A. Minutes of the regular business meeting of April 14, 2020.
- B. Payment of checks #81094 through #81108 and #81109 and #E00056 through #E00060 and #901146 through #901147 and #901148 and #901149 through #901150 and #901151 and #81114 through #81151 and #E00061 through #E00070 and #901152 through #901154 from the General Fund for \$289,190.84; #E00055 and #81093 and #81110 through #81113 from the Construction Fund for \$389,194.08.

**It was moved by STRAKELJAHN, seconded by ANDERSON to:**

Approve the Consent Items as presented.

## **MOTION CARRIES, 3-0**

### **Citizen Comments**

Roger Gay, South Kitsap

- Happy to see the security agreement on the agenda; security has been an issue at the marinas for a while and needs to be taken care of.

Jim Posner

- Announced the Northwest BeechBoys Formation Team will fly a tribute flight on Friday over area hospitals in honor of health care workers and first responders.

### **Action Items**

1. Harbor Security Personal Services Contract with Bradley Public Safety & Security  
(Tabled on December 10, 2019)

*Presented by James Weaver, Director of Marine Facilities*

After presentation and full discussion including comments from the Port Attorney, the security contract will remain on the table until the next meeting.

2. Consultant Agreement with Rice Fergus Miller, Inc., for Olympic View Industrial Park (OVIP) Master Development Plan

*Presented by Arne Bakker, Director of Business Development*

Following presentation and discussion,

**It was moved by ANDERSON, seconded by STRAKELJAHN to:**

Approve the Consultant Agreement with Rice Fergus Miller, Inc., for the OVIP Master Development Plan in the amount of \$50,000 and authorize the CEO to execute the agreement.

**MOTION CARRIES, 3-0**

3. Resolution 2020-04 providing for acceptance of a Community Aviation Revitalization Board (CARB) loan for the Bremerton National Airport Multipurpose Facility

*Presented by Warren Hendrickson, Airport Manager*

Following presentation and discussion

**It was moved by STRAKELJAHN, seconded by ANDERSON to:**

Approve Resolution 2020-04 providing for the acceptance and execution of the Community Aviation Revitalization Board (CARB) loan for the Bremerton National Airport Multipurpose Facility in the amount of \$750,000.00.

**MOTION CARRIES, 3-0**

## Staff Reports

### *Jim Rothlin, Chief Executive Officer*

- Along with Commissioner Strakeljahn, participated in a conference call with Kitsap County Commissioner Rob Gelder and staff to discuss Gorst transportation issues and how it plays a role in county development.
- Had infrastructure improvement discussions with Puget Sound Energy and Kitsap Public Utility District on providing fiber and power to the east side of the airport.
- Staff is developing a direct economic impact study for the marinas only and will coordinate with the City of Port Orchard to promote each other's position when going to the state legislature with an "ask."
- Discussed the rent deferral program and provided detail on current requests for each facility.
- Updated on the Amazon fulfillment center construction progress and stated the Port has received lease interest in sites near this center.
- Discussed event postponements and cancellations due to the COVID-19 pandemic.
- Has asked Mike Brown, Sound West Group, to attend a future meeting to discuss the progress of Marina Square.
- Included Mr. Bakker on a discussion about the restarting of construction on the spec buildings in the industrial park.

## Commission Reports / New Business

### *Commissioner Anderson*

- Provided information on the new Full Circle Meals project that helps feed the community while also helping the local economy by bringing high quality restaurant meals to the most needy. He suggested the Port take a look at assisting with this project. Commissioner Strakeljahn agreed and after Board discussion:

**It was moved by STRAKELJAHN, seconded by ANDERSON to:**

Match the Kitsap County Food Bank Coalition donation and provide \$2,500 to the Full Circle Meals project.

**MOTION CARRIES, 3-0**

### *Commissioner Strakeljahn*

- Further discussed the conference call with Commissioner Gelder on Gorst transportation.
- Reported that because Kitsap Aerospace & Defense Alliance (KADA) will not be traveling to the cancelled 2020 Farnborough Air Show due to the pandemic, the contribution from the Port has been cut by 50% which is a \$7,500 savings. KADA will focus on domestic efforts.

*Commissioner Bozeman*

- Discussed a conference call he participated in on Monday with over 50 agencies related to things happening due to the COVID-19 crisis. He stated there are a lot of good people doing a lot of good work in this community – it is impressive.

*New Business*

- Commissioner Strakeljahn suggested staff put together a budget review meeting to look at producing a 10% budget reduction. Commissioner Anderson and Commissioner Bozeman agreed; however, Commissioner Bozeman stated he is not comfortable with putting a number to it but would like staff to proceed with researching a budget reduction. CEO Rothlin stated it was already under consideration by staff and a budget reduction plan will be brought back before the board.

**Executive Session**

President Bozeman recessed the meeting at 7:00 p.m. and reconvened into executive session for approximately 30 minutes regarding: real estate [RCW 42.30.110(1)(c)]. At 7:30 p.m., executive session was extended 15 minutes.

At 7:45 p.m. the regular meeting was reconvened.

**Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:45 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
May 7, 2020

Gary Anderson  
Commission Secretary  
May 12, 2020

**PORT OF BREMERTON**  
**BOARD OF COMMISSIONERS**  
**EXECUTIVE SESSION**

**MINUTES**

April 28, 2020  
7:00 PM

**Remote Access Only**  
**Zoom Meeting ID: 335 903 0010**

**Call to Order**

President Bozeman called the executive session to order at 7:00 p.m., April 28, 2020.

**Commissioners and Staff Present**

Commissioners

Cary Bozeman  
Axel Strakeljahn  
Gary Anderson

Staff Members

Jim Rothlin  
Fred Salisbury  
Anne Montgomery, Atty

**Item #1:** Real estate issues were discussed [RCW 42.30.110(1)(c)].

With no further business to come before the Board, the meeting was adjourned into regular session at 7:45 p.m.

Submitted,

Approved,

Jim Rothlin  
Chief Executive Officer  
May 7, 2020

Gary Anderson  
Commission Secretary  
May 12, 2020

**PORT OF BREMERTON**  
**AGENDA SUMMARY**

Agenda Item No: Action Item 1 – Marina Security Services  
Subject: Marina Security Contract  
Exhibits: Contract for Marina Security Services  
Prepared By: James Weaver, Director of Marine Facilities  
Meeting Date: May 12, 2020

**Summary:**

This contract before the Commission is with SAFE Security Inc. to provide nighttime security for both the Port Orchard and the Bremerton Marinas, seven nights a week. The review process included receipt of proposals from three different firms for the same Port marina security services. Bradley Public Safety & Security Safe Security, Inc. was originally the lowest bid, but has since rescinded the original bid amount since the April 28<sup>th</sup> Commissioner meeting, and any current bids from Bradley Public Safety & Security Safe Security, Inc are no longer the lowest.

SAFE Security, Inc. is now the lowest provider of the proposed services, with an amount of \$1,288.00 billed weekly. The contract includes Port dedicated security personnel, patrolling the marina grounds, the parking lots, the waterfront boardwalk, responding to medical and other emergencies and ensuring public safety for the marina tenants, visitors, and community stakeholders.

Contracts for marina security services were discussed before the Port of Bremerton Commissioners on December 10, 2019 and was requested to be tabled until the January 14, 2020 meeting. At the January 14, 2020 meeting the item was opened for discussion, was discussed, and then remained tabled until April 28<sup>th</sup> meeting. The item was discussed again at the April 28<sup>th</sup>, 2020 meeting and tabled for additional insurance review until the next meeting.

The Port Orchard marina and Bremerton marinas combined include more than 550 permanent moorage slips for local marine vessels ranging in value from a few thousand dollars all the way to berthing multi-million-dollar yachts. Both marinas are positioned on the public waterfront for the Cities of Bremerton and Port Orchard and in areas that serve as busy public transportation hubs for the region. Ensuring a safe marine environment is a goal of the Port of Bremerton.

**Fiscal Impact:**

The contract is for providing marina security to both Port Orchard and Bremerton, 7 nights a week, for \$1,288.00 billed weekly, beginning service on June 1, 2020. (\$41,000, for remainder of 2020, \$72,000 annually).



Recommendation:

Recommendation is to approve the contract with SAFE Security Inc.

Motion for Consideration:

**Approve the selection of SAFE Security, Inc. for provision of nightly marina security services and authorize the CEO to execute the contract for said services on behalf of the Port Commissioners.**

## CONSULTANT AGREEMENT

This agreement is made this 15TH day of MAY, 2020, between the PORT OF BREMERTON ("Port"), a municipal corporation and GLOBAL SECURITY & INVESTIGATIONS INC. DBA SAFE SECURITY INC. ("Consultant"), for the furnishing of professional services for Marina Security hereinafter referred to as the "Project".

The Port and the Consultant agree as set forth below:

I. SCOPE:

The Consultant shall provide all necessary professional services for this project to accomplish the work specified in Attachment A hereto or which may hereafter be required by the Port.

II. COMPENSATION:

The Port shall compensate the Consultant for work described in Attachment A in accordance with the mutually agreed upon "Fee Proposal" as set forth in Attachment A. Payment of compensation specified shall be made monthly. Consultant should forward requests for payment within 10 days after the end of the month. Payment shall be made 30 days from date invoice is received by the Port.

- A. Upon execution of this Agreement, the Consultant may submit requests for payment for professional services rendered from the date of execution of this Agreement. Consultant will be compensated for these services in accordance with the terms of this Agreement. All sums paid by the Port in this regard are a part of the maximum authorized compensation for the project.
- B. Compensation will only be made to the extent to which the Consultant has documented evidence of fees earned and provides supporting documentation for expenses incurred during the period for which payment is requested. All billings shall be to the Port of Bremerton, 8850 SW State Hwy 3, Bremerton, WA 98312.
- C. Reimbursable expenses in connection with the Agreement include, but are not limited to postage, fax, long distance calls, and other costs expended in furtherance of the scope of work. Consultant is authorized to bill Port for expenses under this section up to \$200 per month. Expenses shall be itemized in the monthly bill to the Port. No expense exceeding the monthly limit shall be reimbursed, unless Consultant notifies Port and receives written authorization for the expense prior to incurring such expense. All reimbursable expenses will be at cost.

III. MAXIMUM AUTHORIZED COMPENSATION:

The maximum authorized compensation for the services required to perform the work described in Attachment A is \$1,288.00 per week (or \$72,000.00 per year) and *shall not be exceeded without the written authorization of the Port*. Consultant shall insure that their services are allocated so as to complete all tasks of the work as described in Attachment A.

IV. CHANGES:

The Port may, at any time, make changes in the scope of the work specified in Attachment A. If, in the opinion of the Consultant, such changes will require the Consultant to exceed the maximum authorized compensation specified in paragraph III, the Consultant shall make a request, in writing, for an equitable adjustment in the maximum authorized compensation. Such requests shall be transmitted prior to incurring any item of fee or expense related to the change in scope. Retroactive requests for equitable adjustment shall not be considered by the Port. The amount of any equitable adjustment shall be negotiated by the parties, however, the inability of the parties to reach an agreement as to the amount of such equitable adjustment shall not delay the performance of work described by this Agreement or changes authorized by this paragraph.

V. ACCOUNTING RECORDS:

Records of fees or expenses incurred described in paragraphs II.A and B shall be kept on a generally recognized accounting basis acceptable to the Port. The Consultant agrees to make such records and supporting documentation available to authorized representatives of the Port and any Federal agency or agencies charged with the administration of grant money for this project, both during the project and for three (3) years following the final payment for services rendered or termination of Consultant's services under this Agreement.

VI. RESPONSIBILITIES OF THE PORT:

A. The Port shall designate a project manager to coordinate and review the work of the Consultant and to coordinate the work of the Consultant with all agencies and individuals involved with the Project. Project Manager for the Port is JAMES WEAVER, Director of Marine Facilities. The Consultant is expected to work closely with the Project Manager and team throughout the duration of this Agreement.

VII. DESIGNATION OF CONSULTANT PROJECT MANAGER:

The Consultant has designated CHRISTINE SCOTT, Owner as Project Manager for this Project. This designation shall not be changed without the prior written approval of the Port.

VIII. OWNERSHIP OF DOCUMENTS:

The Consultant shall transmit to the Port a copy of all final field notes, reports, photos, and other project documents of relevant security information as requested by the Port. These documents will be maintained by the Port as a part of its contract file.

All final field notes, reports, photos, and other project documents of relevant security information prepared or obtained for use in this project shall become the property of the Port and may be utilized by the Port, or its agents, for any purpose whatever without fee, royalty, or other payment to the Consultant.

No such document shall be the subject of any application or claim for copyright by or on behalf of the Consultant. Consultant shall not make any of the above documents available to any person, except as may be necessary to the performance of Consultant's services hereunder, without the prior written approval of the Port and shall take all necessary steps to keep secure those documents in their possession. All release of information to the public or news media will be the responsibility of the Port and Consultant shall not release any information to the public or news media without the prior written authorization from the Port.

IX. NON-DISCRIMINATION:

The Consultant covenants and agrees that in all matters pertaining to the performance or carrying out work under this Agreement, the Consultant shall at all times conduct its business in a manner which assures fair, equal, and non-discriminatory treatment of all persons without respect to race, color, religion, sex, national origin, age, handicap, or veteran status and, in particular:

- A. The Consultant will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified females and individuals who are members of racial or religious minorities. The following information shall be submitted according to project size.
  - 1. For agreements over \$10,000, the Consultant shall be prepared to submit, if requested by the Port:
    - a. A current personnel profile identifying all minority and female employees.
    - b. The company's Affirmative Action Officer's name and telephone number.
  - 2. For agreements less than \$10,000, the Consultant shall indicate their commitment to affirmative action and equal employment.

- B. The Consultant shall comply strictly with all requirements of applicable Federal, State, or local laws or regulations issued pursuant thereto relating to the establishment of non-discriminatory requirements in hiring and employment practices, and assuring the service of all patrons or customers without discrimination.
- C. The Consultant will act without discrimination when engaging subconsultants to perform work under this Agreement and will give equal consideration to minority and female owned firms.

X. TERMINATION:

The Port may, by written notice to the Consultant, terminate this Contract in whole or in part at any time, either for the convenience of the Port or because of the failure of the Consultant to fulfill its contract obligations. Upon receipt of such notice, the Consultant shall immediately discontinue all services and deliver to the Port all documents as described in paragraph VIII.

XI. PERSONNEL:

Where applicable, all personnel employed by the Consultant, and all subcontractors retained by the Consultant and engaged in the work, shall be fully qualified and shall be authorized under State and local law to perform such services.

XII. INTEREST OF CONSULTANT:

The Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

XIII. COMPLIANCE WITH APPLICABLE LAWS:

The Consultant agrees to conduct and execute the Project in compliance with all applicable local, state, or Federal laws.

XIV. EXTENT OF AGREEMENT:

This Agreement represents the entire and integrated agreement between the Port and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Consultant and Port.

XV. GOVERNING LAW:

This Agreement shall be governed by the law of the State of Washington. Venue for any action between the Port and the Consultant, which action arises out of or in connection with this Agreement shall be in Kitsap County.

XVI. INDEMNIFICATION:

A. General Liability

To the fullest extent provided by law and with the exception of paragraph B and subparagraphs thereto of this Section XVI, the Consultant agrees to defend, indemnify, and save the Port of Bremerton harmless from all liability arising out of the consultant or their staff's negligent performance of the services under this Agreement.

B. Errors and Omissions

The Consultant agrees to indemnify and save the Port harmless in the same manner and subject to the same conditions as provided in paragraph A of this Section XVI for any error or omission reports, specifications, or in performing services under this Agreement.

1. Neither the Port's review nor its approval of any service, reports, or recommendations provided by Consultant under this Agreement shall in any way relieve Consultant of its obligations under this Section XVI.
2. Nothing contained in this Section XVI shall be construed as a waiver of, or any limitation upon, the right of any party to seek or employ any other remedy which may be available to it by law or under the terms of this Agreement.
3. In addition to any insurance coverage requirement recited in this Agreement or otherwise required by law, the Consultant shall provide insurance, or other coverage, which will protect against losses attributable to Consultant's errors or omissions in an amount of not less than \$1,000,000 on any one occurrence.
4. Neither review nor approval of the Consultant's work by the Port shall in any way relieve the Consultant from its duty to abide by the generally accepted standards of professional care in the performance of its duties nor will such review or approval in any way relieve the Consultant from liability to the Port.

## XVII. INSURANCE REQUIREMENTS:

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. The minimum scope and limit of insurance coverage shall be at least as broad as:

- A. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including contractual liability, products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- C. **Workers’ Compensation** insurance as required by the State of Washington, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. The Employer’s Liability Insurance may be included as part of the Commercial General Liability insurance.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Port requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Port.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

### D. Additional Insured Status

The Port, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

### E. Primary Coverage

For any claims related to this contract, the Consultant’s General Liability insurance coverage shall be primary. Insurance coverage shall be at least as broad as ISO CG 20 01 04 13 as respects the Port, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Port, its officers, officials, employees, or volunteers shall be excess of the Consultant’s insurance and shall not contribute with it.

**F. Notice of Cancellation**

Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the Port.

**G. Claims Made Policies**

If any of the required policies provide coverage on a claims-made basis:

- 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- 2. Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract of work.
- 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after completion of contract work.

**H. Subcontractors**

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the Port is an additional insured on insurance required from subcontractors.

DATED this 15<sup>TH</sup> day of MAY 2020.

PORT OF BREMERTON

GLOBAL SECURITY & INVESTIGATIONS  
DBA SAFE SECURITY INC.

By \_\_\_\_\_  
Jim Rothlin, CEO

By \_\_\_\_\_  
Christine Scott, Owner

Attachments:

"A" Scope of Work & Fee Proposal





May 06, 2020

Mr. James Weaver  
Director of Marine Facilities  
Port of Bremerton Washington  
8850 SW State Highway 3  
Bremerton WA 98312

RE: Request for Scope of Work

Dear Mr. Weaver,

Per our email discussion today, I am submitting this Scope of Work regarding your request for security support for Port of Bremerton and Port of Port Orchard, Washington.

- **Problems to Address:** Both Port of Bremerton and Port of Port Orchard experience undesirable activity especially during the dark or nighttime hours, including suspicious persons, vehicles and unwanted activities.
- **Goals of Security:** To monitor and discourage unauthorized, unwanted people and activities by actively patrolling each area with an unarmed, uniformed, State Licensed Security Officer. Officer shall spend approximately 4.0 hours per night at each of the two above mentioned ports, allowing for driving time, as required, between each site.
- **Timeline:** Security Officer will be present seven (7.0) nights per week, including all weekends and holidays, for the period of 365 consecutive days commencing 01 June 2020 through and including 31 May 2021. Holidays are as follows:
  - New Year's Day
  - Easter
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving
  - Christmas Day

- **Function**

SAFE Security will provide:

- State licensed, unarmed, uniformed Security Officers
- Service will be provided on a daily basis, including all holidays
- Provide one million dollar Certificate of Liability Insurance with Ports of Bremerton and Port Orchard named as additional insured.
- All Officers have successfully passed the state required background investigation including NCIC and WACIC crime information center checks and fingerprinted, and re licensed through the State of Washington
- Each Officer is neatly uniformed, well groomed and carries cell phone communication
- Each Officer provides a Daily Log showing all activity for the shift, including areas checked, results and any suggestions as appropriate (such as malfunctioning lighting, broken gates, etc.)
- Each Officer will submit an Incident Report if there is an occurrence of a higher priority episode such as law enforcement response or fire.
- Each Officer maintains hourly contact with the Supervisor on Duty, as well has spot checks from our Roving Supervisor
- Each Officer is provided thorough POST ORDERS which include emergency contacts, site map, and all instructions specific to the Ports of Bremerton and Port Orchard

With the inclusion of vehicle and travel, our annual bid for a one-year service period is \$72,000, with an hourly rate of \$23.00 per Officer on site, and a holiday rate of \$34.50. Any overtime resulting as a request for additional coverage by The Port of Bremerton and/or The Port of Port Orchard would be billed at \$34.50 per hour. With 56.0 hours of requested coverage per week, the weekly cost will be \$1,288.00 not including any holidays or overtime.

Best regards,

**Christine Scott**

Thanks for your interest and request for information about how we can help secure your site.

We have been providing patrol and on-site services *since 1985*.

- ***Professionalism & Knowledge***

Our crew is comprised of well-accomplished, mature individuals with broad experience including former careers in law enforcement, and military police.

- ***Experience***

Management has over *33 years of combined law enforcement experience* and a working knowledge of law enforcement policies and procedures.

- ***Accountability***

We provide ***Daily Logs*** with written, hour-by-hour accounting of patrols, specifically listing areas checked and results. Additionally, for occurrences of a higher risk situation, we also provide ***Incident Reports***. We furnish signs reading "*Patrolled By SAFE Security*" with our phone number posted for additional deterrence of any unwanted or suspicious activity.

*Each Officer is fully trained, insured and licensed through the State of Washington.* We pride ourselves on our proficient services and commit to a thorough job performance.

I'm also including a list of references, which I encourage you to contact. The longevity of the clients on our reference list attests to a job well done on a consistent basis. We're a ***Certified Woman Owned Business*** and our reputation speaks for itself. Again, thanks for an opportunity to assist.

Sincerely,

**Christine Scott**



*We pledge to exceed your expectations!*

#### REFERENCES

Name	Business	Phone
Theresa Haaland	Port Manager Port of Silverdale Since 1998	[REDACTED]
Matt Barker	KIMCO Property Management Area Manager Since 2019	[REDACTED]
Cindy McFarland	SAFE Boats International Since 2004	[REDACTED]
Steven Gear	General Manager Oxford Suites Since 2002	[REDACTED]
Carl Zarelli	Commercial Site Owner East Bremerton LLC Since 2017	[REDACTED]
Matt Baker	Project Manager Harbor Custom Homes LLC Since 2018	[REDACTED]