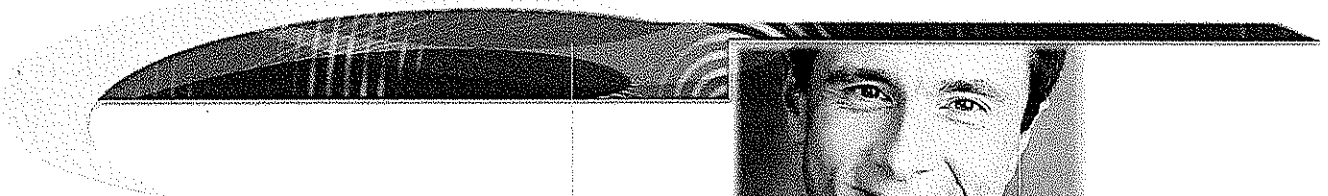


ALLIEDBARTON'S RESPONSE TO WEST VIRGINIA DIVISION OF HIGHWAYS REQUEST FOR QUOTATION NUMBER 779C0032



Presented to:
WV Division of Highways
Materials Testing Section
Michael Austin
Department of Administration
Purchasing Division

Presented by:
Tim Melton
District Manager, Charleston, WV
AlliedBarton Security Services
Tel: 304-768-1064 Fax: 304-768-7790

Date:
November 12, 2008

*A Security Program for
WV Division of Highways
Materials Testing Section
From AlliedBarton Security Services*

This security services data, furnished in connection with a request for proposal, shall not be disclosed in whole or in part to any third party. This restriction does not limit the right of the WV Division of Highways to use information contained in the data if it is obtained from another source without restriction.

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PURCHASING DIVISION
STATE OF WV

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WV Division of Highways

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State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

REQ NUMBER
779C0032

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1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**MICHAEL AUSTIN
 304-558-2402**

SUBJECT

RFQ COPY
TYPE NAME/ADDRESS HERE
 AlliedBarton Security Services
 1222 Ohio Ave.
 Dunbar, WV 25064

SHIP TO

**DIVISION OF HIGHWAYS
 CONTRACT ADMINISTRATION DIV
 MATERIALS TESTING SECTION
 312 MICHIGAN AVENUE
 CHARLESTON, WV
 25311**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
10/29/2008						
BID OPENING DATE: 11/12/2008		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001				990-46		
<p>GUARD AND SECURITY SERVICES</p> <p>OPEN END CONTRACT</p> <p>TO PROVIDE SECURITY GUARD SERVICES FOR THE MATERIALS CONTROL, SOILS AND TESTING DIVISION (MCS&T) FOR THE WEST VIRGINIA DIVISION OF HIGHWAYS LOCATED AT 180-190 DRY BRANCH ROAD, CHARLESTON, WEST VIRGINIA. PER THE ATTACHED SPECIFICATIONS.</p> <p>THE FACILITY MUST BE STAFFED WITH TWO (2) SECURITY GUARDS PER SHIFT.</p> <p>EXHIBIT 1</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>[Signature]</i>			TELEPHONE 304-768-1064		DATE 11/10/2008	
TITLE District Manager			F202335618		ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 60130
 Charleston, WV 25305-0130

**Request for
 Quotation**

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 779C0032

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ADDRESS CORRESPONDENCE TO ATTENTION OF
 MICHAEL AUSTIN
 304-558-2402

RFQ COPY
 TYPE NAME/ADDRESS HERE
 AlliedBarton Security Services
 1222 Ohio Ave.
 Dunbar, WV 25064

DIVISION OF HIGHWAYS
 CONTRACT ADMINISTRATION DIV
 MATERIALS TESTING SECTION
 312 MICHIGAN AVENUE
 CHARLESTON, WV
 25311

DATE PRINTED 10/29/2008	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 11/12/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	QTY NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
REV. 9/98 LICENSE REQUIREMENT: THE SUCCESSFUL VENDOR SHALL BE REQUIRED TO PROVIDE A VALID CERTIFICATION OF REGISTRATION FROM THE SECRETARY OF STATE OFFICE AS A SECURITY COMPANY AUTHORIZED TO PROVIDE SECURITY. PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD. EXHIBIT 10 REQUISITION NO.: ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NO.'S: NO. 1 NO. 2 NO. 3						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 304-768-1064 DATE: 11/10/2008

TITLE: District Manager FEIN: F202335618 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
779C0032

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ADDRESS CORRESPONDENCE TO ATTENTION OF
**MICHAEL AUSTIN
 304-558-2402**

RFQ COPY

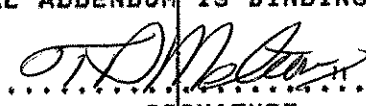
TYPE NAME/ADDRESS HERE
**AlliedBarton Security Services
 1222 Ohio Ave.
 Dunbar, WV 25064**

RFQ COPY

**DIVISION OF HIGHWAYS
 CONTRACT ADMINISTRATION DIV
 MATERIALS TESTING SECTION
 312 MICHIGAN AVENUE
 CHARLESTON, WV
 25311**

DATE PRINTED 10/29/2008	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **11/12/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
NO. 4					
NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF TH ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: right;">  SIGNATURE AlliedBarton Security Services, LLC COMPANY 11/10/2008 DATE </p> <p>REV. 11/96</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE 	TELEPHONE 304-768-1064	DATE 11/10/2008
TITLE District Manager	PERM F202335618	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
779C0032

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ADDRESS CORRESPONDENCE TO ATTENTION OF
MICHAEL AUSTIN
304-558-2402

RFQ COPY
TYPE NAME/ADDRESS HERE
ALLIEDBARTON SECURITY SERVICES
1222 OHIO AVE.
DUNBAR, WV 25064

DIVISION OF HIGHWAYS
CONTRACT ADMINISTRATION DIV
MATERIALS TESTING SECTION
312 MICHIGAN AVENUE
CHARLESTON, WV
25311

DATE PRINTED 10/29/2008	TERMS OF SALE	SHIP VIA	FCB	FREIGHT TERMS
BID OPENING DATE: 11/12/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: 33</p> <p>RFQ. NO.: 779C0032</p> <p>BID OPENING DATE: 11/12/2008</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 304-768-7790</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): Tim Melton, District Manager</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Tim Melton</i>	TELEPHONE 304-768-1064	DATE 11/10/2008
TITLE District Manager	FEBN F202335618	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

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779C0032

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ADDRESS CORRESPONDENCE TO ATTENTION OF
**MICHAEL AUSTIN
 304-558-2402**

PROPERTY OF STATE OF WEST VIRGINIA

**RFQ COPY
 TYPE NAME/ADDRESS HERE**

AlliedBarton Security Services
 1222 Ohio Ave.
 Dunbar, WV 25064

PROPERTY OF STATE OF WEST VIRGINIA

**DIVISION OF HIGHWAYS
 CONTRACT ADMINISTRATION DIV
 MATERIALS TESTING SECTION
 312 MICHIGAN AVENUE
 CHARLESTON, WV
 25311**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/29/2008				

BID OPENING DATE: **11/12/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ 779C0032 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 304-768-1064 DATE: 11/10/2008

TITLE: District Manager FEIN: F202335618 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SPECIFICATIONS

TO PROVIDE SECURITY GUARD SERVICES FOR THE MATERIALS CONTROL, SOILS, AND TESTING DIVISION (MCS&T) OF THE WV DIVISION OF HIGHWAYS LOCATED AT 180 - 190 DRY BRANCH ROAD, CHARLESTON, WV 25306. THE VENDOR SHALL FURNISH ALL LABOR, UNIFORMS, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE SECURITY GUARD SERVICES.

DUTIES SHALL INCLUDE THE FOLLOWING:

1. UPHOLD ALL STATE, COUNTY, MUNICIPAL, AND FEDERAL LAWS;
2. ASSIST LAW ENFORCEMENT AGENCIES IN AND DURING THE EXECUTION OF THEIR DUTIES;
3. UPHOLD AND ENFORCE THE RULES GOVERNING THE ACCESS, EGRESS AND USE OF STATE FACILITIES.

SERVICES PERFORMED UNDER THIS CONTRACT WILL BE UNDER THE GENERAL CLASSIFICATION OF PEDESTRIAN CONTROL, VEHICULAR CONTROL, AREA SECURITY, BUILDING SECURITY, VISITOR/EMPLOYEE PROTECTION, AND FOR ANY EMERGENCY OR NEED NOT SPECIFICALLY NOTED HEREIN.

THE SPENDING UNIT SHALL PAY FOR SECURITY GUARD SERVICES IN ACCORDANCE WITH THE HOURLY RATES QUOTED. THE VENDOR SHALL BE RESPONSIBLE FOR ANY AND ALL INSURANCE, TAXES AND OTHER UNNAMED COSTS WHICH MAY ARISE CONCERNING THE GUARDS.

STANDARD WORK WEEK

THE STANDARD WORK WEEK SHALL CONSIST OF SEVEN CONSECUTIVE DAYS, BEGINNING AT 12:01 A.M. SATURDAY AND ENDING AT MIDNIGHT FRIDAY. SERVICES WILL BE REQUIRED NIGHTS AND WEEKENDS. UNLESS SPECIFICALLY REQUESTED BY THE SPENDING UNIT, GUARDS SHALL WORK NO MORE THAN FORTY HOURS DURING THE WEEK.

OVERTIME/HOLIDAY PAY

THE SPENDING UNIT SHALL BE PERMITTED TO UTILIZE GUARDS FOR MORE THAN THE ESTABLISHED FORTY-HOUR WORK WEEK AND SHALL PAY ONE-AND-A-HALF TIMES THE HOURLY RATE FOR EXTRA SERVICE. FURTHER MORE, SERVICES MAY BE REQUIRED ON ANY AND ALL STATE

RECOGNIZED HOLIDAYS. SUCH SERVICES WILL ALSO BE PAID AT ONE-AND-A-HALF TIMES THE APPLICABLE HOURLY RATE. THE SPENDING UNIT WILL NOT BE RESPONSIBLE FOR OVERTIME HOURS WHEN SUCH OVERTIME IS THE RESULT OF INSUFFICIENT NUMBER OF GUARDS.

THE SUCCESSFUL VENDOR SHALL SUPPLY A DAILY OFFICER REPORT AND A WEEKLY TIME REPORT REFLECTING ALL HOURS WORKED AND OFFICERS REPRESENTING THE REFLECTED TIME OF DUTY.

TRAVEL

THE VENDOR AND/OR GUARDS WILL BE RESPONSIBLE FOR THEIR OWN TRANSPORTATION AND PARKING. THE SPENDING UNIT WILL NOT PAY FOR TRAVEL EXPENSES INCURRED BY THE VENDOR OR THE VENDOR'S EMPLOYEES WHEN REPORTING TO AND FROM ASSIGNMENTS.

FEE ADJUSTMENT

THE STATE OF WEST VIRGINIA WILL CONSIDER AN INCREASE IN THE HOURLY RATES IF THE FEDERAL MINIMUM WAGE RATE INCREASES DURING THE LIFE OF THE CONTRACT. THE ADJUSTMENT WILL BE BASED ON THE ACTUAL DOLLAR AMOUNT OF THE INCREASE, NOT A PERCENTAGE. ANY REQUEST FOR AN INCREASE MUST BE SUBMITTED TO THE SPENDING UNIT THIRTY DAYS PRIOR TO THE EFFECTIVE DATE OF THE INCREASE. THE STATE MAY EITHER ACCEPT THE INCREASE AND AMEND THE CONTRACT ACCORDINGLY OR CANCEL THE CONTRACT.

TIME CARDS/WEEKLY TIME REPORT

THE VENDOR SHALL SUPPLY ALL GUARDS WITH TIME CARDS. HOURS WORKED WILL BE SIGNED ON A DAILY OR WEEKLY BASIS BY THE SPENDING UNIT'S SECURITY COORDINATOR OR DESIGNEE.

CONDUCT AND MANAGEMENT

WITHOUT LIMITING THE RESPONSIBILITY OF THE VENDOR, GUARDS WILL BE GUIDED BY RULES AGREED UPON BETWEEN THE PARTIES AND SUCH OTHER SPECIAL WRITTEN INSTRUCTIONS, APPLICABLE TO THE SERVICE, AS MAY BE ISSUED FROM TIME TO TIME BY THE SPENDING UNIT.

WHILE ON ASSIGNMENT WITH THE SPENDING UNIT, ALL GUARDS WILL REMAIN EMPLOYEES OF THE VENDOR. THE VENDOR SHALL MAKE THIS CONDITION CLEARLY KNOWN TO THE GUARDS AND SHALL BE RESPONSIBLE FOR THEIR CONDUCT AND MANAGEMENT. THE STATE OF WEST VIRGINIA SHALL IN NO WAY BE CONSIDERED AS CO-EMPLOYER.

THE SPENDING UNIT SHALL NOT REGARD, REASSIGN, GRANT LEAVE TO, DISCIPLINE, OR DISCHARGE THE VENDOR'S EMPLOYEES. IF A SECURITY GUARD DISPLAYS IMPROPER WORK CONDUCT, UNSATISFACTORY PERFORMANCE, OR IS DEEMED TO BE UNQUALIFIED TO PERFORM A

PARTICULAR ASSIGNMENT, THE SPENDING UNIT MAY REQUEST A REPLACEMENT GUARD FROM THE VENDOR.

IF A REPLACEMENT IS REQUESTED WITHIN THE FIRST TWO HOURS OF A GUARD'S INITIAL WORK DAY, THERE WILL BE NO CHARGE TO THE SPENDING UNIT FOR THE SERVICES PROVIDED BY THE GUARD BEING REPLACED.

FIELD SUPERVISION

THE SUCCESSFUL VENDOR WILL BE RESPONSIBLE FOR THE DIRECT SUPERVISION OF THE GUARDS THROUGH ITS DESIGNATED REPRESENTATIVE AT THE PREMISES TO WHICH THIS CONTRACT RELATES AND SUCH REPRESENTATIVES OR SUPERVISORS WILL IN TURN BE AVAILABLE AT ALL REASONABLE TIMES TO REPORT TO AND CONFER WITH THE DESIGNATED AGENTS OF THE DIVISION OF HIGHWAYS.

THE SPENDING UNIT MAY REQUIRE THE VENDOR TO FURNISH AN ON-SITE MANAGER TO PROVIDE THE SUFFICIENT FIELD SUPERVISION OF THE OTHER GUARDS AND TO MAKE PERIODIC REPORTS TO THE SPENDING UNIT. THE HOURLY RATE FOR THE ON-SITE MANAGER SHALL BE IDENTICAL TO THAT PAID REGULAR GUARD SERVICE.

MEAL/BREAKS

PRIOR TO THE COMMENCEMENT OF AN ASSIGNMENT, IT IS THE RESPONSIBILITY OF THE VENDOR TO DISCUSS MEALS AND BREAKS WITH THE SPENDING UNIT, AND TO DETERMINE IF AND WHEN THEY MAY BE TAKEN.

GUARDS

THE VENDOR SHALL PROVIDE GUARDS WHO ARE NEAT IN APPEARANCE, CONSCIENTIOUS OF PERSONAL HYGIENE, MANNERLY AND WHO ARE ABLE TO RELATE TO AND SUCCESSFULLY INTERACT WITH THE GENERAL PUBLIC.

TRAINEE GUARDS MAY BE USED AND MUST BE ACCOMPANIED BY A FULLY TRAINED AND QUALIFIED GUARD WHO IS FAMILIAR WITH THE POST. ON-THE-JOB TRAINING FOR NEW SECURITY GUARDS MUST CONSIST OF NO LESS THAN SIXTEEN HOURS. THERE WILL BE NO CHARGE TO THE SPENDING UNIT FOR SERVICES PROVIDED BY THE TRAINEE GUARDS.

UNIFORMS

UNIFORMS SHALL INCLUDE BADGES AND PATCHES, OVERCOATS, RAINCOATS, HATS, FLASHLIGHTS, TWO WAY COMMUNICATIONS AND ANY OTHER EQUIPMENT NECESSARY TO PROPERLY EXECUTE THE CONTRACT.

DRUG FREE WORKPLACE

THE VENDOR MUST ADVISE THE GUARDS THAT THEY WILL BE WORKING IN A DRUG FREE AND SMOKE FREE WORK PLACE.

LAW ENFORCEMENT

THE VENDOR SHALL PURSUE AND MAINTAIN A CLOSE LIASON WITH THE CITY, COUNTY, STATE, AND FEDERAL LAW ENFORCEMENT OFFICIALS AT ALL TIMES IN COMPLIANCE WITH AGENCY POLICY AND IN CONFORMITY WITH GOOD PUBLIC POLICY.

INDEMNIFICATION

THE STATE OF WEST VIRGINIA SHALL NOT BE RESPONSIBLE FOR ANY CLAIM FOR INJURIES, INCLUDING DEATH, TO THE VENDOR, THE VENDOR'S AGENTS, EMPLOYEES, GUARDS OR THIRD PARTY PERSONS, OCCURING ON STATE PROPERTY, AND THE VENDOR AGREES TO INDEMNIFY AND SAVE THE STATE OF WEST VIRGINIA AND ITS OFFICIALS HARMLESS FROM ANY AND ALL SUCH CLAIMS ARISING FROM THE USE OF STATE PROPERTY AND OPERATIONS OF THE VENDOR THERE PURSUANT TO THIS CONTRACT.

EHTICS IN PUBLIC CONTRACTING

THE VENDOR CERTIFIES THAT THE CONTRACT IS MADE WITHOUT COLLUSION OR FRAUD, AND THAT THE VENDOR HAS NOT OFFERED OR RECEIVED ANY KICKBACKS OR INDUCEMENTS FROM ANY OTHER VENDOR OR SUBCONTRACTOR IN CONNECTION WITH THE CONTRACT, AND THE VENDOR HAS NOT CONFERRED ON ANY PUBLIC EMPLOYEE HAVING OFFICIAL RESPONSIBILITY FOR THIS PROCUREMENT ANY PAYMENT, LOAN, SUBSCRIPTION, ADVANCE, PRESENT OR PROMISE UNLESS CONSIDERATION OF SUBSTANTIALLY EQUAL OF GREATER VALUE EXCHANGED.

COST

THE VENDOR SHALL QUOTE THE AMOUNT FOR REGULAR HOURS AS WELL AS THE AMOUNT FOR ANY OVERTIME/HOLIDAYS.

Pay Rate Regular Hours	\$ <u>11.96</u>	Per Hour
Pay Rate Overtime Hours	\$ <u>17.94</u>	Per Hour

VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Tim Melton

Signed: 

Date: 11/10/2008

Title: District Manager

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:


Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: AlliedBarton Security Services, LLC

Authorized Signature: 

Date: 11/10/2008



ALLIEDBARTON AT A GLANCE

Since 1957, AlliedBarton has been the premier provider of highly trained security personnel to commercial real estate, residential communities, shopping malls, higher education, healthcare, financial, manufacturing and distribution, chemical/petrochemical, government sites and other facilities. Our focus is on quality. We provide reliable protection, customized programs and unparalleled customer service across the country. Today, AlliedBarton is the nation's largest American-owned and managed contract security services firm.

Fast Facts

- ♦ **Award-winning, Quality Training** – Leads the industry with innovative web-based training through AlliedBarton Academy. A majority of our employees voluntarily participate in continuing education. The first security services company selected as one of *Training* magazine's Top 125 training companies.
- ♦ **Fortune 500 Clients** – Serving approximately 200 Fortune 500 Companies.
- ♦ **Professional Personnel** – Offers employees competitive wages and one of the best benefits packages in the industry.
- ♦ **Leading-edge Technology** – Utilizes a coast-to-coast Wide Area Network that supports thousands of computers providing real-time access to fully integrated business systems.
- ♦ **American-owned** – Largest American-owned and managed contract security firm.
- ♦ **National Presence** – More than 50,000 employees and 100 offices serving over 3,300 customers nationwide.
- ♦ **Focused Expertise** – Our focus is providing high quality, dedicated security officers – great officers who are well trained and provide peace of mind for you.
- ♦ **Specialized Services** – A wealth of experience in several key industries with specialized services designed for the unique demands of each market, including:
 - * Commercial Real Estate
 - * Healthcare Facilities
 - * Colleges and Universities
 - * Financial Institutions
 - * Government Facilities
 - * Manufacturing and Industrial Sites
 - * Residential Communities
 - * Shopping Malls
 - * Chemical and Petrochemical Facilities

Corporate Headquarters

Eight Tower Bridge
161 Washington Street, Suite 600
Conshohocken, PA 19428
800-514-8273
www.AlliedBarton.com

Our Philosophy

AlliedBarton is the premier provider of security officer services and is committed to the highest standards of quality and integrity. We pride ourselves on being a security partner and an expert resource for our clients. What's at the core of our success? It is our quality oriented company philosophy which serves as the foundation of AlliedBarton.

Our Core Purpose

Our Core Purpose is the very fabric of who we are, what we believe and how we do business:

To serve and secure the people, homes and businesses of our communities.

Our philosophy is further defined through our Core Values that we believe make us GREAT!

Our Core Values

- ♦ **GROWTH**
Encourage individual, team and organizational growth.
- ♦ **RESPONSIBILITY**
Honor our service commitment to customers, employees and the community.
- ♦ **EMPOWERMENT**
Offer development programs that enable employees to do their jobs with skill and confidence.
- ♦ **ACHIEVEMENT**
Reward and recognize service excellence, team success and individual achievement.
- ♦ **TRUST**
Build trust, respect and integrity in every relationship and interaction.

Our Core Purpose and Core Values are printed on "Dare to be Great" cards provided to each employee to ensure all AlliedBarton officers and managers understand the company's philosophy.

AlliedBarton's Quality Definition

Our definition of quality is "meeting and exceeding customer and AlliedBarton expectations and standards for service and value." At AlliedBarton, it all starts and ends with our security officers. It is our security officer's professionalism, competence and commitment that make the difference. And, our management teams – at both the local and corporate level – are committed to supporting our security officers. Everything we do is ultimately designed to support our officers and remain true to our core purpose. We've established a set of standards that every one of our customers can expect from our officers. While this list may appear to be fundamental, it is the core of our service offering to our customers. Our collective goal is for every security officer to deliver these standards every day, all day, at every location, for every customer.

AlliedBarton Security Officer Quality Standards

- ◆ Officer always comes to work and is on time.
- ◆ Officer always has a neat, professional appearance.
- ◆ Officer has a friendly and professional demeanor.
- ◆ Officer is a good communicator.
- ◆ Officer understands and successfully executes his/her post orders.
- ◆ Officer is capable of handling typical issues and problems professionally.

AlliedBarton security officers and managers receive a wallet card imprinted with our Security Officer Quality Standards which they are encouraged to carry with them. This is part of our efforts to instill a common culture in all AlliedBarton employees.

Training Top 125 Award

AlliedBarton Security Services is proud to have been named one of *Training* magazine's Top 125 for 2007, a list that includes Fortune 500 companies and leading businesses from many different industries. We are honored to have earned this designation two consecutive years and to be the first security services company so recognized by *Training* magazine.

This designation is so sought after that the volume of quality submissions the magazine received prompted them to expand what was previously a Top 100 list. The competition has grown, making this an even more prestigious accomplishment.

Following extensive research and a multi-tiered application and interview process, AlliedBarton was chosen for this award based on factors such as our training programs, methods of employee evaluation and measurement, and financial commitment to training.

Training magazine also conducted workplace surveys and analyzed a variety of training and personnel data from each applicant prior to selection as a *Training* Top 125 company.

AlliedBarton has always strived to be the training leader within the security industry. Our programs focus on training our employees to be prepared in the course of their duties while also readying them for future roles in management. In the long term, we train our officers because it is essential to servicing our clients, to retaining the best employees and to building a culture of excellence.



AWARDS

AlliedBarton is the proud recipient of the following awards:

- ◆ Human Resources Department of the Year – Delaware Valley (Philadelphia area) 2007
- ◆ *Training* magazine Top 125 award for training excellence 2007 and 2006
- ◆ Service Industry Advertising Awards – Merit Award for AlliedBarton.com 2007
- ◆ National Association of Uniform Manufacturers and Distributors (NAUMD)
“National Image of the Year Award 2006”
- ◆ AARP Featured Employer 2005
- ◆ Bayer Corporation Premier Supplier Award 2004
- ◆ Texas Instruments - Supplier Excellence Award 2004
- ◆ Valero - Support Contractor of the Year 2004
- ◆ BOMA President’s Award 2002
- ◆ BOMA Affiliate of the Year Nominee 2002
- ◆ ASIS Security Officer of the Year Award – (several cities, several years)
- ◆ Employer of the Year – Employment Development Department (several cities, several years)
- ◆ Disables American Veterans - Employer of the Year
- ◆ California Employment Development Department - Employer of the Year
- ◆ Texas Workforce Commission - Outstanding Employer Award 2002
- ◆ National Council on Aging - Employer of the Year 2002, First Runner-Up
- ◆ BOMA Vendor of the Year Award 2001
- ◆ Institute of Real Estate Management - President’s Key Award for Outstanding Contributions 2001
- ◆ Disabled American Veterans National Commanders – Employment Award
- ◆ California Governor's Employer of the Year Award: 1992, 1994, 1995, 1996 and 2000
- ◆ Volunteer of the Year awards and Membership Recognition awards for IFMA, BOMA, counties and municipalities, and charitable organizations such as Big Brothers/Big Sisters and Children’s Hospital
- ◆ Alpha Award from the National Job Corps Association
- ◆ Received highest TQRDCE Quality Metric Score from Hewlett Packard ever for a Security Provider



COMMUNICATION INFRASTRUCTURE

AlliedBarton's communication infrastructure is one of the best in the industry. AlliedBarton has a Wide Area Network that includes thousands of computers, which permit our staff to "manage our business where the business is." This means we are focused on the needs of WV Division of Highways – while remaining connected to our local and corporate offices. AlliedBarton personnel, including Account Managers, District Managers and other critical operational personnel can access client account files, payroll and scheduling systems, and other important policy and procedure documents as well as utilize email, an e-bulletin board and regular newsletter updates that help keep our organization constantly connected. AlliedBarton provides wireless cards for laptops to enhance system availability and communications.

Additionally, our company intranet portal houses a multitude of information, including fundamental components of our sales and operations organizations, policies and procedures, and developments and offerings from other company departments such as training and human resources. Through AlliedBarton's communication infrastructure, we can effectively share ideas, best practices and business planning and successfully build from our collective knowledge.

Our Service Assurance Centers operate around-the-clock to meet our client and employee needs. That, along with Customer Connection, our continuous improvement and customer communication initiative, is the backbone of our communications.

The AlliedBarton Advantage...

The knowledge and expertise of AlliedBarton colleagues across the country are literally just a click away. Our level of customer service is unmatched in this industry. Our Customer Connection program is focused on meeting your needs and answering your questions. You can count on the type of immediate response, personal attention and regional market insight you would expect from your local security team, *and* benefit from the strong foundation and extensive resources offered by a leading national firm. This means your needs are met faster and more efficiently.



CLIENT OUTREACH

As the industry leader in quality security officer services, AlliedBarton takes pride in setting the standard for service offerings that go above and beyond the typical operational aspects of the business. Our clients look to AlliedBarton, their security partner, as a resource for security expertise. We believe it is our duty to share our expertise and industry knowledge. Part of our customer service commitment is our effort to share information to help keep people safe and homes and businesses secure. The following are a few of AlliedBarton's programs that promote security awareness throughout our clients' sites, the industry and the communities we serve.

Website – AlliedBarton.com

AlliedBarton's award-winning Website is ever evolving as a valued resource for our clients and the industry at large. Our newest addition is our Security Resource Center, where we provide advisories and other timely information related to today's security environment. The Security Resource Center also provides a Security Services Comparison Checklist which allows you to quickly and easily evaluate multiple service providers during the contracting process.

Security Seminars

From time to time, AlliedBarton provides seminars for security professionals throughout the U.S. on a variety of security-related topics. These seminars provide timely, insightful information for our clients and the communities we serve. Depending on the subject, an AlliedBarton executive may present, sharing personal experience and knowledge, or AlliedBarton will call on a recognized, respected outside experts.

Speakers Bureau

In addition to providing seminars where clients, prospects and other colleagues are invited to attend, AlliedBarton also offers a speakers bureau service to our clients so they can help educate fellow employees (or students, staff, tenants, etc.) about security awareness. Through this program, AlliedBarton provides an executive to give a presentation on a topic of the client's choice. Typical requests include, Workplace Safety, Preventing Identity Theft, Preventing Laptop Theft and other topics pertinent to the workplace or personal safety issues.

Security Awareness & Appreciation Events

AlliedBarton is committed to developing client outreach services that complement your security program. We will do everything possible to create and foster an environment that makes employees, tenants and guests feel safe and secure. We have conducted a variety of events to increase security awareness throughout our client sites, and to promote a sense of client appreciation. Some of our most popular offerings are:

- ◆ Employee/Tenant Appreciation Events – morning socials with coffee and donuts (popcorn and soft drinks for afternoon events) upon arrival to the site, and pertinent security brochures and materials on hand for distribution.
- ◆ Security-themed Events – such as a Child Safety and Protection Fair. Employees, tenants and guests can have their children fingerprinted and child safety tips can be discussed.

Security Tips

AlliedBarton publishes a series of Security Awareness Tips, providing insight for people and business owners on how to protect themselves and their assets. These pamphlets feature a multitude of topics ranging from fire safety and AEDs to travel security and personal protection, as well as current topics that dominate the media such as pandemic emergency preparedness or business continuity planning. Our proprietary Security Tips are available to our clients, prospects and the communities we serve in printed version or electronically in our Security Resource Center on our Website, AlliedBarton.com.

Email Security Alerts

AlliedBarton's email alert campaign provides clients with both informational and educational updates on a myriad of security-related issues. From Emergency Preparedness Guidelines to Workplace Violence Prevention Strategies, e-mail alerts are created to address the most current issues and challenges our clients face and are distributed in the timeliest manner.

Community Involvement

AlliedBarton has always placed an emphasis on being an active, responsible corporate citizen. As an organization, AlliedBarton supports numerous charity and community organizations throughout the country. Additionally, our people dedicate extensive personal time and energy to support meaningful causes important to their communities and our clients. A sampling of some of the organizations AlliedBarton has supported includes:

- ◆ American Cancer Society
- ◆ American Red Cross
- ◆ Catholic Charities
- ◆ Cystic Fibrosis Foundation
- ◆ Girl Scouts of America
- ◆ Big Brothers/Big Sisters
- ◆ USO
- ◆ Police Athletic League (PAL)
- ◆ Muscular Dystrophy Association
- ◆ National Adoption Center
- ◆ National Multiple Sclerosis
- ◆ NYC Crime Stoppers
- ◆ Operation Hope
- ◆ Special Olympics
- ◆ YMCA
- ◆ Various State and Local Organizations

The AlliedBarton Advantage...

AlliedBarton is committed to safety and security. Not just through our standard service offerings and quality security officers, but also through timely, valuable information provided to the industry and the communities we serve. Safety and security is what drives us every day. This means AlliedBarton doesn't just want to provide you with security officers, but also wants to help make the world a safer place.



OUR PEOPLE

AlliedBarton is committed to employee development, well-being and growth, and we continually reward excellence. Our Human Capital Management programs are dedicated to selecting, engaging, developing and retaining the best employees available. Our comprehensive approach to attracting, screening and hiring the best candidates reflects our goal of being the employer of choice for the industry, and provides an unmatched formula for service excellence and customer satisfaction.

Recruiting

Attracting quality people is a critical component to providing quality security officer services. AlliedBarton's Certified Recruiters seek out candidates based on stringent employment standards.

Screening

Our screening processes are designed to ensure we employ only the best-qualified individuals. From drug testing and background checks to personal interviews and evaluating communications skills, AlliedBarton screens all applicants thoroughly.

Engagement

Our Human Capital Management group is dedicated to engaging our employees because we know that we will only be great if we have great employees. Part of our engagement effort is to equip our employees with the tools and training necessary to help them be good leaders. By fully engaging our employees, we are able to deliver a superior customer experience for our clients.

Retention

Our management team is trained on human resource strategies that enhance retention of quality employees. Retention efforts are built into each of our systems – from competitive wages and benefits to incentives and opportunity for growth.

Compensation and Benefits

AlliedBarton's benefits program is designed to be meaningful and truly valuable to employees. Combined with competitive wages that attract high-quality personnel, our meaningful benefits package remains one of the best in the industry.

Our People

Incentives and Recognition

At the heart of our incentive and recognition programs is a sincere appreciation for hard work, good judgment and continuous improvement. We continually recognize excellence in a number of ways, from certificates and awards to gifts and bonuses.

The AlliedBarton Advantage...

Security is a vital piece of the WV Division of Highways organization and you want to partner with the best people in the business. Even considering all of our industry-leading initiatives, our success depends on having the right people in the right positions. Our management and security officers must be properly screened, compensated and trained to ensure a winning security program.



RECRUITING

You don't just need any security officer – you need the right security officer. You need someone with the training, interpersonal skills and security knowledge to become an integral part of your organization. That begins with recruiting.

Certified Recruiters

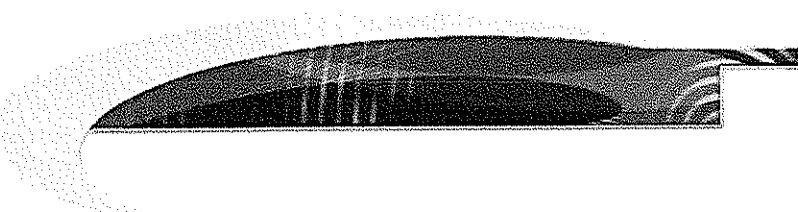
We offer specialized training and certification for our recruiters to ensure our pre-screened applicants are of the highest level of reliability and competency. Certified AlliedBarton Recruiter training focuses on quality versus quantity hires, ensuring new hires meet our minimum security officer quality standards, ensuring the right fit in client placement, meeting contractual requirements and improving employee retention.

AlliedBarton's recruiters are certified after completing the Recruitment Community Basic Course and passing the accompanying exam. Once certified, recruiters further their education through self-study programs and district-specific training with their regional HR Director.

Recruiting Resources

One of the most critical components of providing quality security officer services at WV Division of Highways is attracting quality people to deliver on our promise of superior security service.

At AlliedBarton, the selection of security personnel for WV Division of Highways begins and ends with you in mind. We continually and proactively seek out candidates for security officer and supervisor positions based on stringent corporate standards. In addition, the specific needs of WV Division of Highways are incorporated into our recruitment, screening and hiring processes. At AlliedBarton, we are committed to understanding your site-specific needs and recruit by position and post.



Recruiting

Some of the many recruitment resources we actively utilize include:

- ◆ AlliedBarton's own recruiting website, GreatSecurityJobs.com
- ◆ Civic Organizations
- ◆ Colleges, Universities and Technical Schools
- ◆ Employee Referrals
- ◆ Job Fairs
- ◆ Newspaper Advertising
- ◆ Online Search Engines (Career Builder.com, OperationHeroForHire.com, Monster.com)
- ◆ Open Houses
- ◆ Police and Fire Departments
- ◆ Former Military in Transition and Reservists
- ◆ Professional Networking with Member Organizations
- ◆ Promotion from Within
- ◆ Rescue Squads
- ◆ Senior Associations
- ◆ State Employment Departments
- ◆ Veterans Administration and Other Veterans Organizations

Recruiting and hiring the best people – and finding the right positions for them – leads to exemplary employees.

AlliedBarton in Action...

Two of our security officers in Kentucky recently proved their dedication, and demonstrated that we are recruiting the right type of officers, when they notified co-workers of a security problem when they were on their way home from work. The two officers were leaving a client site and noticed a suspicious vehicle on a remote part of the property. Their initiative to alert the security team of the situation – even though they were off duty – possibly saved a man's life. The car's driver was suffering from a seizure, hence the car's apparent abandonment in an unusual location, and the security team's response allowed local law enforcement and emergency medical technicians to arrive at the scene quickly, unlock the vehicle and administer medical attention.

Applicant Tracking System

Utilizing an automated Applicant Tracking System allows AlliedBarton to quickly locate the best available security officer candidates for your site.

Talent management and applicant tracking are processed through our Applicant Tracking System. This includes:

- ◆ Requisition management
- ◆ Career website hosting (for external and internal job seekers)
- ◆ Automated e-media posting
- ◆ Candidate sourcing capability
- ◆ Application tracking
- ◆ Automated background checking features

In addition, this system documents and reports EEOC data, affirmative action requirements, hiring trends, candidate source data and recruiter work flows.

The AlliedBarton Advantage...

AlliedBarton's recruitment procedures are benchmarked against companies recognized nationally for their commitment to exceptional customer service. With dedicated recruiters, recruiting managers and background screeners in each of our districts, we commit more dedicated resources, time and personnel to this discipline than anyone else in our industry. Our recruiting and job placement efforts have been acknowledged by various state and federal agencies, earning "Employer of the Year," "Outstanding Service" and "Commendation of Merit" awards and recognition. For you, that means:

- ◆ Low security officer turnover
- ◆ High-quality, well-screened candidates
- ◆ "Best-fit" personnel for your property
- ◆ Consistency in personnel



SCREENING

Our comprehensive screening processes are designed to ensure we employ only the best-qualified, most accurately matched individuals for your security program. For instance, significant managerial time is invested in *each* candidate during the evaluation process to ensure the best candidates are recruited and hired for your specific openings.

Initial Screening

Initial conversations with applicants provide an opportunity to evaluate whether they fit several basic requirements including demeanor, attitude and communications skills. Qualified candidates are invited to formally interview with a member of our district office recruiting team.

Application Review & Assessment

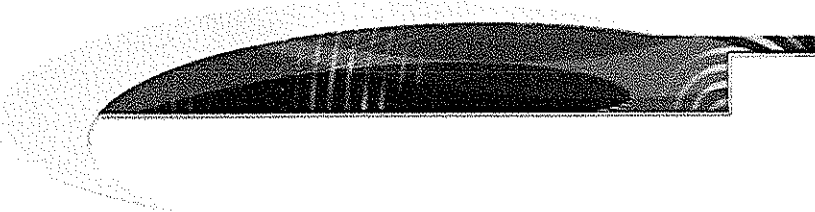
Careful analysis of completed applications focuses on work history, stability and gaps in employment. In addition, the application process includes a multi-purpose questionnaire that is utilized to assess written communication skills. It also includes questions about AlliedBarton's Core Purpose and Values to determine whether an applicant's personal character is in-line with the company's values.

Interviews

The initial in-person interview affords the opportunity to assess punctuality, appearance and neatness, as well as to clarify points of the candidate's application. Multiple interviews may be conducted by different members of the district office staff to broaden the base of assessment for each candidate as required. Candidates progressing beyond this level are invited to attend our orientation and training program.

Education and Employment Verification (Reference Checks)

AlliedBarton verifies and documents high school diplomas or GED certificates or highest degrees obtained. Likewise, a minimum of two previous employers (when applicable) including military DD214 and current employer (after an offer has been extended) are also verified.



Screening

I-9

An I-9, or employment verification form, must be completed for all AlliedBarton employees to present proof of citizenship or authorized alien status.

Management Testing

AlliedBarton's management testing involves the Thomas Personal Profile Analysis, a self-evaluation worksheet completed by AlliedBarton management candidates. The results of the Thomas Personal Profile Analysis help AlliedBarton determine if the incumbent has the behavioral traits necessary to perform up to the expected standards. The tests are generally administered to Vice President, Account Manager, District Manager and Business Development Manager candidates to help assess their management skills including drive, maturity and people skills, and evaluate whether they are a good fit for the position.

Security Officer Basic Course

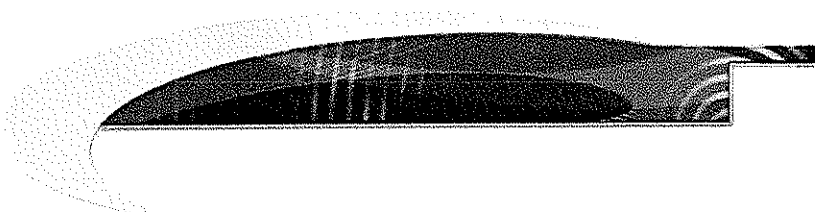
The Security Officer Basic Course (SOBC) is designed to train candidates on the fundamentals of the security industry. The course is available online as well as in a classroom setting. Candidates must successfully complete SOBC, including passing a final exam, before being hired.

Criminal Background Checks

Prior to being hired, each employee undergoes a comprehensive criminal records check. Where required, fingerprints are taken and submitted to the appropriate law enforcement agency for a detailed background investigation. Statewide criminal checks are also conducted when required. Our stringent hiring standards include: no felony convictions, no major misdemeanors, no arrests with prosecution pending and no dishonorable discharge (where permitted by state law).

Social Security Checks

As an additional measure of precaution, we run Social Security checks on each candidate to verify their identity.



Screening

Pre-employment Drug Testing

All AlliedBarton candidates, as permitted by law, undergo a five-panel drug test prior to hire. The five-panel tests are provided through First Advantage and test for marijuana, cocaine, amphetamines, morphine and PCP. Preferred testing for five-panel is either on-site urine or oral fluid (depending on state and contractual requirements). In states that do not allow on-site urine or oral fluid testing, we offer Intercept, which is an oral fluid device administered on-site with the results being conducted by the lab.

Note: On-site ten-panel tests, as well as off-site five-panel or ten-panel tests, are available at an additional charge. AlliedBarton also has the ability to perform hair follicle testing, alcohol testing, etc. at an additional cost.

Motor Vehicle Report

Officers designated to drive a vehicle are subject to third party Motor Vehicle Report (MVR) checks and on-site training before operating a vehicle.

The AlliedBarton Advantage...

AlliedBarton's screening process is extensive. Our background testing and employment and citizenship verification policies are followed to the letter. Additionally, our management is actively involved in the screening process to ensure we are hiring candidates who are truly the best fit for us, and you. A clean record is not enough to grant a candidate the privilege of wearing the AlliedBarton name on their sleeve. Motivation, an attentive nature, strong interpersonal skills and a desire to build or grow a career in security services are also key characteristics.



RETENTION

A number of factors will contribute to improving retention rates for security officers at your Materials Testing Section. Among the most important are competitive wages, excellent training, meaningful benefits, a positive and rewarding work environment, incentive and recognition programs, and real opportunity for growth. Our approach to employee retention is multi-faceted and designed to empower employees.

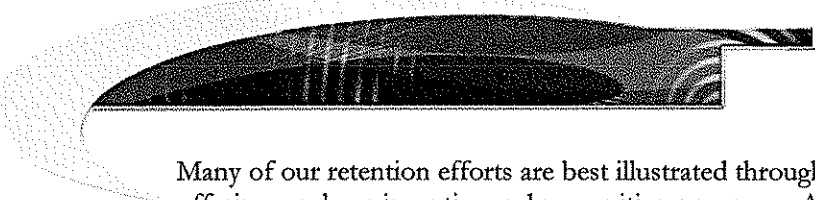
Retention is a key initiative of our Human Capital Management approach. On-boarding programs including on-ramp packages for management, leadership training and employee engagement programs are all designed to retain the best security officers and managers.

An AlliedBarton security officer does not have a job, but a career. This makes all the difference in retention rates.

An employee with a career path is vested – is willing to go the extra mile. And our employees recognize a position with AlliedBarton as a career.

AlliedBarton in Action...

One of our employees in Philadelphia had the initiative to take advantage of every training and advancement opportunity that she could. That was in 1984. Today, she is a Vice President of Operations. Many of our security officers and Account Managers have climbed the management ranks and are instrumental to our success.



Retention

Many of our retention efforts are best illustrated through our compensation and benefits offerings and our incentive and recognition programs. Additionally, it's important to note that each of our management systems has elements designed to produce a positive impact on retention. Some of them include:

- ◆ Our screening process tests for an applicant's predisposition to remain with an employer.
- ◆ Our background checks show prior length of employment service.
- ◆ Refresher training enhances and reinforces what was learned earlier.
- ◆ Our computerized scheduling system helps us avoid assigning shifts that are too long and/or too close together.
- ◆ Regional HR Directors – A high-level manager dedicated to each region. The Director's focus is on employee relations, customer satisfaction and compliance.
- ◆ Security Voice, our 24 hour-a-day security officer hotline, ensures an open line of communication and prompt attention to any officer need or question.
- ◆ Our management teams are trained and coached on human resource tactics that further promote employee retention.
- ◆ AlliedBarton conducts focus groups to truly understand our employees' needs and viewpoints.
- ◆ Dedicated, loyal management allows our senior staff to be actively involved with and easily accessible to our security officers.



The AlliedBarton Advantage...

A great retention program means your security officers are on board for the long term and are a reliable presence at your site. AlliedBarton security officers truly become an integrated part of your organization. Our retention rates mean our security officers are not just committed to security, but to your site.

Our retention efforts also mean that our management is permanent. Several of our senior-level managers have dedicated their careers to AlliedBarton, starting as a security officer or management trainee. Now, decades later, they are guiding our direction and growth, and *your* security program.



COMPENSATION AND BENEFITS

To attract and retain high-caliber personnel, AlliedBarton Security Service's benefits program, one of the best in the industry, is designed to be a true value to our employees. Our benefits offerings are based on our client contracts.

Medical Insurance

AlliedBarton offers medical plans to all full-time benefit eligible employees through payroll deduction and/or client contribution. Detailed information regarding coverage and premium costs is available.

Dental Insurance

AlliedBarton offers quality dental insurance to all full-time benefit eligible employees through payroll deduction and/or client contribution.

Vision Insurance

AlliedBarton offers a Vision Service Plan (VSP) to all full-time benefit eligible employees which provides reduced rates for eye exams, glasses/contacts, etc.

Disability Insurance

AlliedBarton full-time benefit eligible employees have the ability to participate in a Disability Insurance plan offered through American Fidelity Assurance Company.

Life Insurance

AlliedBarton offers life insurance in the amount of \$10,000 to all full-time benefit eligible employees at no charge. Additional supplemental life insurance and AD&D is offered for an additional fee.

AlliedBarton employees with 15 years of service will be provided a minimum of \$50,000 in life insurance.


Paycard

All AlliedBarton employees are provided with the option to receive their paycheck through direct deposit or as a cash paycard. Similar to an ATM card, the paycard option allows our security officers to have immediate access to their wages without having to incur check cashing fees.

Paid Vacation

Security officers begin to accrue vacation time after their first year of service, eligible for one week of paid vacation after one year of service, two weeks after three years and three weeks after eight years. Vacation time is accrued on a bi-weekly (pay period) basis, and is based on a fiscal/calendar year schedule.

Compensation and Benefits



401(k)

AlliedBarton employees with at least six months of service are eligible to participate in AlliedBarton's 401(k) retirement savings program with company match of up to 75%.

Tier levels are as follows:

0-9 Years	10% Match
10-14 Years	20% Match
15-19 Years	35% Match
20-24 Years	50% Match
25+ Years	75% Match

Holidays

All security personnel receive time-and-a-half pay when working the following holidays:

- ♦ New Year's Day
- ♦ Martin Luther King, Jr. Day
- ♦ Memorial Day
- ♦ Independence Day
- ♦ Labor Day
- ♦ Thanksgiving Day
- ♦ Christmas Eve Day
- ♦ Christmas Day

Employee Assistance Program

AlliedBarton offers a work-related crisis management service to our employees.

Pre-paid Legal

Pre-paid legal service is a benefits option available to all AlliedBarton employees.

The AlliedBarton Advantage...

You seek to provide the best and most cost effective benefits to the employees you directly recruit and hire. Your staff works hard and you recognize the importance of their compensation. AlliedBarton security officers also deserve a benefits package that will truly reward – and show appreciation for – all of their hard work. Well compensated employees are loyal and AlliedBarton security officers will quickly become an integrated part of your team, as indispensable as the rest of your staff.



INCENTIVES AND RECOGNITION

AlliedBarton Security Service's incentive and recognition programs focus on our commitment to promote service excellence among our people. The security team at your Materials Testing Section is not only expected to provide superior service, they are rewarded for it. The components of this program have been proven to positively impact employee motivation, retention, morale and performance. In the end, the result is outstanding client service and a more effective security program for you.

While many of our incentives for employees are defined awards, at the heart of the program is a sincere appreciation for hard work, good judgment and continuous improvement. Words of recognition and praise, and real opportunities for personal and professional development, provide the foundation on which this program is built. Other examples of how AlliedBarton recognizes exceptional performance include:

Referral Bonus

Cash award for referring candidates who become AlliedBarton employees.

Security Officer of the Month

Commemorative plaque and eligibility for Security Officer of the Year.

Security Officer of the Year

Winner for each region with cash award.

Account Manager of the Year

Winner for each region with cash award.

Support Person of the Year

Winner for each region with cash award.

Voucher Program

AlliedBarton gift vouchers are issued to employees in appreciation of outstanding service or deeds, entitling them to choose from a large variety of items from our on-line company store as a reward/incentive.

Incentives and Recognition

Length of Service Awards

Various honors for every five years of service.

Personal and Professional Development

AlliedBarton provides a myriad of resources for personal and professional development, including online courses via AlliedBartonAcademy.com, suggested reading lists, a library of other resources at district and corporate training offices, and personal support and coaching from supervisors.

Master Security Officer (MSO) Program

Incentives for reaching each of five levels of AlliedBarton's formal, ongoing training and development program, including company store prizes and cash awards.

Professionalism in Security Management (PRISM) Program

Awards are given upon completion of each of the three levels of AlliedBarton's management development program.

Outstanding Performance Recognition

Movie tickets, gift certificates, plaques and other gifts given "on the spot" for going above and beyond the call of duty.

Bonuses

Managers are eligible to receive a bonus based on measurable factors relating to efficiently managing the account and staff development.

The AlliedBarton Advantage...

Employees on all levels, who are rewarded and recognized for their work, perform better. Our incentives and recognition are part of a culture that positions an AlliedBarton security officer as a security professional with a career. This ultimately improves the quality of your security program.



ALLIEDBARTON TRAINING ACADEMY

Great Security Officers Start with Award Winning Training

Our security officers' responsibility is keeping your site safe and secure. Our officers undergo extensive and continuous training to ensure they are prepared for any situation. AlliedBarton Security Service's commitment to training is unrivaled in the security industry. This level of dedication and our ongoing investment in training results in the AlliedBarton advantage. AlliedBarton Academy includes a range of training and continuing education courses designed for the security officer through executive level management.

AlliedBarton in Action ...

Training includes everything from observation skills and report writing to the life-saving procedures that enabled an AlliedBarton security officer to perform the Heimlich maneuver on, and save the life of, a young child who was choking in a cafeteria in Atlanta.

Training Top 125 Award

AlliedBarton Security Services is proud to have been named one of *Training* magazine's Top 125 for 2007, a list that includes Fortune 500 companies and leading businesses from many different industries. We are honored to have earned this designation two consecutive years and to be the first security services company so recognized by *Training* magazine.

This designation is so sought after that the volume of quality submissions the magazine received prompted them to expand what was previously a Top 100 list. The competition has grown, making this an even more prestigious accomplishment.

Following extensive research and a multi-tiered application and interview process, AlliedBarton was chosen for this award based on factors such as our training programs, methods of employee evaluation and measurement, and investment in training. *Training* magazine also conducted workplace surveys and analyzed a variety of training and personnel data from each applicant prior to selection as a *Training* Top 125 company.

AlliedBarton has always strived to be the training leader within the security industry. Our programs focus on training our employees to be prepared in the course of their duties while also readying them for future roles in management. In the long term, we train our officers because it is essential to servicing our clients, to retaining the best employees and to building a culture of excellence.

The AlliedBarton Advantage...

Quality people want to learn and grow. That shows their dedication to the industry and their post. A person interested in a security career, which is what we look for in our security officer candidates, sees voluntary training such as our Master Security Officer program as a great opportunity for advancement.

Keeping our employees' training current is important. Some certifications, such as CPR, require annual refreshers. Others, such as our proprietary Fire Safety Officer program, are also reviewed regularly. As a result, our officers are better trained, better prepared and more aware.

- ◆ Better trained and educated officers ensure higher quality personnel at your site.
- ◆ A higher quality security officer provides you with superior service, including lower turnover, proactive security personnel and higher account standards.
- ◆ Site-specific and customized On-the-job training guarantees each officer is fully educated not only on your type of facility, but on your site specifically to meet your unique needs and requirements.
- ◆ AlliedBarton's exclusive online continuing education and training courses allow employees to learn and develop their skills after hours providing fewer interruptions in the day-to-day activities at your site.
- ◆ Continuing the training programs long after the officer is hired means higher retention rates and more dedicated officers.



ALLIEDBARTONACADEMY.COM

A key factor in any effective career development program is making training and continuing education courses meaningful and easily accessible to employees. AlliedBartonAcademy.com, AlliedBarton's unique online career center, makes a wide range of pertinent and timely courses and activities available to employees 24 hours a day, 7 days a week. Together with classroom training sessions and other traditional methods, AlliedBartonAcademy.com makes ongoing professional development obtainable for every AlliedBarton employee. The curriculum is developed by AlliedBarton's corporate training department, our experienced training professionals, ensuring adherence to company-established standards and consistency across the country. We believe AlliedBartonAcademy.com is a significant reason why the majority of AlliedBarton's employees *voluntarily participate* in continuing education.

Curriculum available on AlliedBartonAcademy.com includes:

- ◆ Online Security Officer Basic Course (SOBC).
- ◆ Online training courses for every professional level.
- ◆ Reading list of suggested books by outside authors.

Over 75,000 courses have been completed, and counting!

The AlliedBarton Advantage...

Training is available to everyone, at all times. Voluntary training programs are better utilized when they are easily accessible and convenient. Officers who can work training courses into their busy personal and professional schedules at a time that is convenient for them are able to complete additional training.



SECURITY OFFICER BASIC COURSE

AlliedBarton Security Services security officer candidates learn the introductory aspects of their responsibilities during AlliedBarton's Security Officer Basic Course (SOBC). SOBC is normally delivered as an instructor-led classroom course and is also available online at AlliedBartonAcademy.com. The curriculum includes:

- ◆ Introduction to AlliedBarton
- ◆ The Role of Security Officers
- ◆ Customer Service
- ◆ Access Control
- ◆ Emergency Response
- ◆ Report Writing
- ◆ Legal Powers & Limitations
- ◆ Preventing Discrimination and Harassment
- ◆ Bloodborne Pathogens
- ◆ Communications and Public Relations
- ◆ Professionalism and Ethics

All of these topics are tested for comprehension during the 50-question final exam. A security officer candidate will not be hired unless they are able to pass the SOBC final exam.

Upon graduation from SOBC, the new security officer receives:

- ◆ An AlliedBarton security officer employee handbook
- ◆ A briefing on their upcoming On-the-job training program for site-specific skills
- ◆ A briefing—and encouragement—on AlliedBarton's continuing education and professional development programs

The AlliedBarton Advantage...

As a result of SOBC, our security officers are ready for their On-the-job training when they arrive on site. Our SOBC training is part of our screening process and our commitment to hiring the right officer for each post.



ON-THE-JOB TRAINING (OJT)

Having been assigned to WV Division of Highways and after graduating from SOBC, officers receive their On-the-job Training Guidebook and Checklist, developed to include information specific to your site. Officers are trained at your facility by knowledgeable, reliable AlliedBarton Security Services professionals who understand your specific requirements. The Guidebook and Checklist consist of a wide range of topics specific to your site, including:

- ◆ After-hours Access
- ◆ Bomb Threats
- ◆ Electrical Emergencies
- ◆ Emergency Contacts
- ◆ Equipment Removal Procedures
- ◆ Fire Alarm Response
- ◆ ID Checks
- ◆ Key Control
- ◆ Mechanical Emergencies
- ◆ Media Relations
- ◆ Medical Emergencies
- ◆ Opening and Closing Procedures
- ◆ Parking and Enforcement
- ◆ Parking Lot Security
- ◆ Patrol Routes
- ◆ Post Responsibilities
- ◆ Use of Telephones
- ◆ Vehicle Assistance
- ◆ Water Leaks
- ◆ Weather Emergencies

The AlliedBarton Advantage...

On-the-job Training is site-specific and customized according to the complexity of your worksite. The On-the-job Training Checklist is completed and entered into our online employee database – providing a checkpoint for this important phase of officer training.

Post Orders

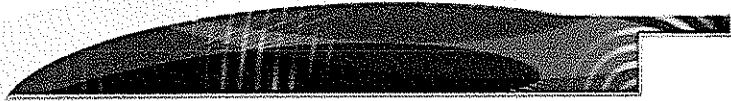
Proper documentation of procedures is an important driver in providing quality service for WV Division of Highways. As part of On-the-job Training, officers receive their Security Operations Procedures Manual that includes post orders customized for the specific needs of WV Division of Highways. This well-indexed instructional manual, available in printed form as well as electronic, is designed for quick reference in an emergency.

AlliedBarton emphasizes the importance of post orders in our On-the-job training. These orders provide comprehensive instructions for any officer covering that post. Having an officer in place is simply not enough. That officer needs to know the site's security policies and specific needs, including information on patrol routes, visitors, building access and emergency procedures.

Additionally, your post orders are audited and updated regularly. Typically, AlliedBarton and the client review, update and re-publish post orders. AlliedBarton understands the importance of post orders and is able to update and incorporate special directions easily and efficiently. Officer refresher training addresses these instructions along with corresponding written exams.

The AlliedBarton Advantage...

Our On-the-job training and post orders are what turn our trained officers into trained officers for your site. Your site needs are specific and the training and post orders for your officers should be as well.



MASTER SECURITY OFFICER (MSO)

The Master Security Officer (MSO) program is a voluntary, five-tier continuing education program that encourages professional development with courses that go beyond initial training processes. The curriculum consists of 20 self-study courses covering various topics important to AlliedBarton, our clients and the security industry in general. Employees work through the levels as they become more tenured at AlliedBarton, earning recognition and awards along the way. Upon completion, employees achieve the coveted AlliedBarton Master Security Officer designation. To date, more than 20,000 AlliedBarton employees have actively participated in the MSO program.

Master Security Officer Curriculum				
Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"> ▪ Security Officer Basic Course and Final Exam ▪ On-the-job Training, Checklist & Guidebook 	<ul style="list-style-type: none"> ▪ Fire Safety Officer ▪ Physical Security & Loss Prevention ▪ Patrol ▪ Crime Prevention & Response ▪ Workplace Safety 	<ul style="list-style-type: none"> ♦ Advanced Report Writing ♦ Preventing Workplace Violence ♦ Emergency Situations ♦ Dealing with Aggressive Behavior ♦ Terrorism Awareness & Response 	<ul style="list-style-type: none"> ♦ Customer Intimacy ♦ Time Management ♦ Basic Investigations ♦ Cultural Diversity ♦ Strikes, Pickets & Crowd Control 	<ul style="list-style-type: none"> ♦ Interpersonal Communications ♦ Managing Conflict ♦ Interviewing Witnesses and Suspects ♦ Teamwork ♦ Principles of Leadership

The AlliedBarton Advantage...

Our MSO program provides additional training and opportunity for personal and professional growth. In short, our officers want to learn as much as they can to become better security officers.



SPECIALIZED TRAINING TOOLS

Fire Safety Officer (FSO) Training

AlliedBarton's Fire Safety Officer (FSO) Training is a three- to four-hour course which teaches a security officer everything he or she needs to know about fire safety including the components of fire, detecting and preventing fires, reacting to fires, fire extinguishers, how to avoid injuries during a fire and hazardous materials. A 50-question final exam immediately follows the training. FSO training is available in the classroom, online or through self-study booklet modes. The FSO course is featured prominently as Lesson #1 in our Master Security Officer (MSO) Program.

The AlliedBarton Advantage...

Our training programs go far beyond the basics. If you have a specific need, we can meet it with appropriately trained officers. We believe that every security program is unique and the training for that site must be as well. Our comprehensive training courses cover a wide range of markets and topics and are also available in multiple formats. AlliedBarton's training is award-winning and that is demonstrated everyday by the quality of our officers.

PRISM

PRISM (Professionalism in Security Management) is AlliedBarton's unique development program designed for the professional and personal development of Account Managers, District Managers and Vice President/General Managers. PRISM parallels the Master Security Officer program, with three levels of achievement culminating in the Certified Professional Security Manager designation. MSO achievement is included in each level of the PRISM program. PRISM is a blended learning curriculum, featuring classroom, web-based and self-study training. Every learning item in PRISM is tested and scored.

PRISM (Professionalism in Security Management)		
Level 1	Level 2	Level 3
<ul style="list-style-type: none"> ▪ Automatic upon becoming an AlliedBarton Account Manager 	<ul style="list-style-type: none"> ▪ Orientation Program and Checklist ▪ Security Officer Basic Course ▪ Supervisor's Workshop ▪ MSO Level 2 ▪ Customer Relations Management ▪ Computer System Overview (WinTeam) ▪ Scheduling Security Officers ▪ Setting-up Security Posts ▪ Business Reports ▪ Account Standards 	<ul style="list-style-type: none"> ♦ Operations University ♦ MSO Level 3 ♦ Integrated Asset Protection ♦ Diversity ♦ Workplace Violence ♦ Ethics and Integrity ♦ Managing Conflict ♦ Effective Listening ♦ Minimizing and Managing Overtime ♦ Accounts Receivable

The AlliedBarton Advantage ...

Ongoing training programs are important for all employees at all levels. PRISM reviews the critical topics that are necessary to serve in a management role in the security industry.



DARE TO BE SAFE!

AlliedBarton is dedicated to a strong safety culture which engages our employees and leads to a safer work environment for our people, our clients, and their employees, tenants and visitors. This in turn leads to fewer accidents, less time lost from work due to injury and fewer interruptions for our customers. AlliedBarton's Dare to be SAFE! program serves as our effort to ensure all employees understand their safety obligations and do what is necessary to fulfill them.

The Dare to be SAFE! program is driven by the AlliedBarton safety committee and individual division committees. The corporate committee meets quarterly and includes representatives from most departments within the company, AlliedBarton's Division Presidents and consultants from our safety and risk providers. The divisional committees are each led by a Safety Champion who also sits on the corporate committee. These committees focus on the areas of greatest need within their own regions and work to implement safety programs and educate employees at all levels of the organization.

Subcommittees are created as necessary and meet regularly. Currently, there are four safety subcommittees focused on the following tasks: the safety of company vehicles and officers with driving responsibilities; employee injuries and return-to-work issues; corporate communications; and development and implementation of an incentive program related to safety performance in the field.

The corporate safety committee creates the tools we use to educate our employees about safety. These tools include:

- ◆ A safety manual outlining AlliedBarton's safety-related policies and procedures.
- ◆ A tool-kit containing pertinent safety-related information and instructions to help educate our employees.
- ◆ A safety calendar featuring a different theme each month. Topics include Slips, Trips & Falls; Accident Investigation; Fire Safety; Vehicle and Transportation Safety, etc.
- ◆ Monthly tips and articles related to the safety theme of the month that appear in the company newsletter and can be included in post orders and read files.
- ◆ A comprehensive safety certification will be available by the end of 2007. Employees who successfully complete this training will be designated as safety officers.
- ◆ Posters at each district office to remind employees that safety is everyone's responsibility.
- ◆ Dare to be SAFE! dry-erase boards available to job sites to record and publicly acknowledge the number of accident-free days worked.
- ◆ A mascot to help promote a safety-conscious work environment and make the safety program more accessible.



SECURITY OPERATIONS

With AlliedBarton, your security partner, on your side, you're much more than just a client. AlliedBarton's management and employees are committed to working with you as part of a collective team. As your partner, we are not providing staff; we are providing another member of your organization. Our security officers are your security officers. Someone your tenants, employees and visitors can quickly learn to trust, respect and rely on. Together, our team builds a win-win relationship that translates into excellent service, superior delivery of our contractual offerings and real value. We strive to remain responsive to an ever-changing environment, adopt new technologies and best practices to continually enhance our services and capabilities, and, above all, provide the right services and products to meet your unique and specific needs.

The success of our security operations depends on a number of elements working together smoothly and correctly. The following are a few of the primary components:

Supervision & AlliedBarton Account Manager Model

Supervision is an integral part of any successful security program. At AlliedBarton, we believe effective supervision should combine the elements of support, guidance and development. Our dedicated Account Manager is an empowered decision maker who intimately knows your site and understands your security needs.

Custom Post Orders Specific to Your Location(s)

At AlliedBarton, post orders are created to be tangible tools. We believe them to be the cornerstone of our services. Your post orders will thoroughly define all expectations and duties of security officers. We can work with you to refresh your existing post orders or develop completely new orders, written specifically to meet the needs of your security program.

Electronic Incident Reporting

AlliedBarton offers a web-based incident reporting software package at a discounted rate to our clients. By utilizing this technology, incident reporting is more accurate and more efficient. Files are maintained on-site, and a report can be provided to you monthly.

Guard Tour System

AlliedBarton offers our clients a discounted price on Timekeeping Systems' Guard1 Plus guard tour system. The Guard1 Plus System features The PIPE, a rugged data collection device designed to withstand even the most unforgiving environments. The system improves security by logging rounds that are recorded by security officers using The PIPE and generates reports showing which site checkpoints were visited and when. AlliedBarton also offers a wireless option for those clients requiring real-time tour information.

WinTeam - Our Automated Scheduling, Payroll and Invoicing

AlliedBarton's automated scheduling system is reliable, accurate and efficient. Our secure online system can be accessed from anywhere, whether for changes made per a client's request or an officer's special need, at any time. Revisions are made in real time and are automatically transferred to the payroll and billing systems. This means you can count on accurate scheduling and correct invoicing time after time.

Service Assurance Centers

AlliedBarton is at your service around the clock. After hours, calls to our district offices are forwarded to one of our Service Assurance Centers, which operate 24 hours a day, 7 days a week, 365 days a year. The center dispatches emergency calls to the appropriate manager, who responds immediately. No matter what your need is, no matter what time of day, you can count on a quick response from AlliedBarton.

Customized & Award-Winning Uniforms

We believe a neatly uniformed, well-groomed security officer has an aura of respect and authority and projects a professional image for both you and AlliedBarton. The National Association of Uniform Manufacturers and Distribution (NAUMD) awarded AlliedBarton the "National Image of the Year Award" in 2006. Your security team sets the tone and atmosphere for your facility and we have the uniforms and accessories that will help create that.

The AlliedBarton Advantage...

AlliedBarton offers a complete security program. Our officers are the key to a successful program and they are successful because they are backed by comprehensive resources, award-winning training, quality systems and 50 years of experience.



SUPERVISION AND MANAGEMENT

AlliedBarton managers are dedicated to ensuring you receive the close management attention and responsiveness you deserve. Appropriate supervision helps us to account for our performance as your security team and as a company. It's all part of our commitment to reliability and delivering on every promise we make.

Management Style

AlliedBarton's management style is proactive and personal. Our managers set high standards for service – standards that are maintained through continuous, effective supervision.

There When You Need Us

Our extensive network of district offices places management right at your doorstep. Overseeing all hiring, training, scheduling and supervision, our local management team is engaged and accessible. At any time, a number of qualified managers with specific knowledge of your site are on hand to solve any challenge that may arise.

Quality Inspections

One of the primary tools of the supervision process is conducting inspections. Inspections help us ensure we are meeting or exceeding our contracted obligations to you at all times. AlliedBarton inspects security services at client sites on a routine and random basis.

- ◆ Inspections offer the opportunity for management to work with security officers, providing hands-on training, mentoring and supervisory support.
- ◆ Officers demonstrate proficiency at their duties under close, expert observation.
- ◆ Ongoing inspections ensure officers consistently meet your expectations.
- ◆ Inspections provide positive reinforcement, solicit feedback and promote communications among supervisors and field personnel.
- ◆ Inspections allow us to identify any areas that need improvement or perhaps suggest changes in post orders that will result in better service.

Account Manager Model

AlliedBarton Account Managers represent the critical difference between AlliedBarton and other security providers.

This manager is dedicated to your account, knows everything about your needs and the needs of our officers, and typically is rewarded through incentive compensation for performance in key functional areas.

The AlliedBarton Advantage...

Our managers are here to lead your security programs but also to lead our security officers. Employees who have advanced through the company credit their success to the support and guidance they received from their managers.

Our local management, empowered decision makers who know your site and needs best, is backed by our corporate resources and over 50 years of expertise. This decentralized approach for our local management allows us to be truly hands on. You benefit from our size, experience and local involvement.



POST ORDERS

Post orders differ significantly among contract security services firms. For many, post orders are simply a list of telephone numbers and some general duties rarely used by officers and seldom updated. At AlliedBarton, post orders for your building will be kept up-to-date through a review and updating process. Post orders are a critical component of our security programs and are distributed to management and placed at security officer posts. AlliedBarton post orders are designed to communicate with all parties involved in the security of your building.

Post orders at AlliedBarton are created to be tangible tools. In fact, we believe post orders are a cornerstone of our services. Your building's post orders will be organized into a comprehensive, well-indexed reference manual and will thoroughly define all duties and expectations. The post orders will reflect WV Division of Highways security program and illustrate its implementation.

The contents of the post orders are divided into general orders and written specifically for each post. This format enables us to update the instructions quickly and easily.

At the start of our security program, we will review and refresh any existing post orders or write new post orders to meet your specific needs and goals.

The AlliedBarton Advantage...

Just having a uniformed officer on duty does not constitute a security program and is simply not enough. A security presence is important, but a security presence with a purpose, assignment and goals is effective and critical to your organization. Post orders will define the role of your security officers and guide your security program.



INCIDENT REPORTING

Each security officer will provide a report for any circumstances that require explanation, such as assistance of emergency units or notification of civil authority. Such incidents would also include all accidents, personal injuries and criminal activities in or around the premises. A file of incident reports will be maintained on-site, and a monthly summary report is provided to a designated security official at your Materials Testing Section at the beginning of each month.

Our officers are trained in report writing to ensure accurate, detailed information is provided.

AlliedBarton in Action...

An officer's report of an incident at a shopping mall in Texas led to the arrest of a shooting suspect. Our officer heard gun shots while patrolling the property. He proceeded to the area and noted an accurate description of the suspect and his vehicle as the suspect left the property. This information helped the police make an arrest.

To document incidents, AlliedBarton offers a web-based software package specifically designed for the security industry. This tool is offered at a discounted rate through AlliedBarton's commercial arrangement with an innovator and leader in the software industry. This helps streamline the record keeping function of incident reporting, produces clear and concise incident reports, summarizes incidents by selected criteria over specified time periods and retrieves past incident reports quickly.

The AlliedBarton Advantage ...

Accurate incident reporting is essential in emergency situations and those that will involve police investigations or insurance companies. A regular review of incident reports can also help to identify any security trends that could indicate a need for adjustments to your security program.



SCHEDULING

Accurate scheduling is a vital component of our success. Our automated scheduling system provides clients with the most accurate, efficient scheduling available.

Through our scheduling system, we can ensure we adhere to our own high standards when determining the officers that will work at Materials Testing Section as well as comply with any other criteria specific to your site. In short, not only does our scheduling system plan who will work when, it does so by facilitating a “use/don’t use” function that ensures the security officers scheduled have the training and skills necessary to be an asset to your program.

At AlliedBarton, we define quality scheduling as:

- ◆ Providing all hours of contracted service.
- ◆ Scheduling officers who have received every training requirement specific to your site.
- ◆ Maintaining scheduling standards such as maximum of 12 hours per shift, minimum of eight hours off between shifts and at least 24 consecutive hours off each week.

AlliedBarton’s scheduling system records every staffing requirement at each post and allows for effective tracking of all changes. We are also able to keep track of every event involving the employees scheduled to work so that we can quickly and appropriately respond to call offs due to illness or other events that could potentially disrupt fulfillment of coverage requirements.

AlliedBarton employees are given more than a week’s advance notice of their schedules so they can effectively manage their time and personal commitments without compromising their professional lives and service delivery.

The AlliedBarton ...

Ensuring the right officers are in place, every time, on time is part of our quality commitment to you. Our automated system also helps to ensure the accuracy of billing and payroll.



SERVICE ASSURANCE CENTERS

AlliedBarton Security Services is truly at your service around the clock. While our local offices continue to serve as your main point of contact, our Service Assurance Centers are available to assist with your after hours and emergency needs. Our Service Assurance Centers operate 24 hours a day, 7 days a week, 365 days a year, ready to serve you. We operate two Service Assurance Centers in two different parts of the country so that even in the event of a natural disaster or power outage, we will still be available around the clock to service your needs. Calls from district offices are forwarded, as standard procedure, to the Service Assurance Centers at the close of business each day until the start of business the following day. During those times, the Service Assurance Centers dispatch calls and messages immediately to the appropriate manager, using a confidential list of numbers for home phones, pagers and cell phones.

In addition to their communications responsibilities, the Service Assurance Centers also administer automated scheduling and invoicing systems. These integrated systems ensure accuracy and ultimately, customer satisfaction.

The AlliedBarton Advantage...

No matter what your need, or the time of day, you can count on a quick response from AlliedBarton. Our professional, trained Service Assurance Center representatives and Quality Assurance Directors are always available to assist you. The Service Assurance Centers also serve as the central hub for all scheduling needs. Service Assurance Center managers administer our automated scheduling, invoicing and reporting systems to ensure posts are filled on time and invoicing and payroll is accurate. The Service Assurance Centers support the efforts of your local management to bring you the best possible service.



CUSTOMER CONNECTION

Providing the highest level of service to our customers has always been the driving force behind our company. We have continually been an industry leader in the training and development of our employees, as well as in utilizing leading-edge technology when it comes to customer service and support.

Customer Connection Overview

We are taking the industry lead once again with our Customer Connection program. Customer Connection is our formalized, continuous service improvement process designed specifically to ensure we consistently meet and exceed our customers' needs and expectations. Customer Connection was developed by a cross-functional team consisting of sales, operations, IT, customer service and quality assurance. The Committee also conferred with outside consultants in the development of this process.

Customer Connection consists of two primary components. The first is a multi-level, structured survey process for formally measuring customer satisfaction with our services on an ongoing, regular basis. The second is an open mechanism (also referred to as customer-driven communication tools) for customers to communicate with AlliedBarton as needed, whenever needed for real-time response to compliments, questions and/or concerns.

Multi-Level Survey Process

The survey process includes several surveys including:

- 1. New Client Survey**

The primary objectives of this survey are to determine the key factors influencing the sales decision, evaluate our sales process and tools, and identify additional service offerings. This survey is generally sent out one week after a contract is awarded.

- 2. Transition Assessment**

The Transition Assessment is sent out approximately 90 days after a new account startup. The main purpose of this survey is to assess the startup and transition process, and identify strengths as well as improvement opportunities with regard to service quality.

3. **Service Performance Evaluation**

Service Performance Evaluations are conducted annually. They serve to evaluate overall customer satisfaction with our service offerings and delivery model.

These surveys are web-based for ease of completion and to ensure efficient tracking and response. Survey results are logged into our Customer Connection database. Each issue or concern is assigned an individual case number. Our Quality Assurance Department is responsible for monitoring all cases to ensure action plans are developed and executed in a timely fashion. Every case is tracked electronically until resolved to the satisfaction of the customer, which is verified through direct customer follow-up via the Quality Assurance Department.

In addition, detailed survey results are distributed to local and regional management teams for immediate follow-up. Trend reports are also generated on a monthly basis and reviewed by AlliedBarton's Senior Management team as well as our Customer Connection Committee. These reports are utilized to identify and prioritize local, regional and corporate improvement opportunities.

Customer-Driven Communication Tools

At AlliedBarton, no matter the time of day, our customers know they can rely on a fast response. Our local management team serves as the primary contact for our customers. However, we have enhanced our customer communication process to include several additional tools for use after normal business hours. These tools include our Customer Connection toll-free hotline, as well as an online communication system devoted exclusively to customers.

The Customer Connection hotline is available to serve you 24 hours a day, 7 days a week, and 365 days a year. All calls are recorded via state-of-the-art technology to ensure the highest standard of call processing. And every call is entered into the Customer Connection database, assigned a case number and tracked electronically until resolved.

Customer Connection facilitates email communication at customerconnection@alliedbarton.com, as well as a "contact us" tool via our website, AlliedBarton.com, devoted exclusively to customer communication in which compliments, questions or concerns can be submitted for real-time response. All inquiries are logged into the Customer Connection database and tracked in the same fashion as calls that come in through the hotline.

Customer Connection

AlliedBarton's goal in developing Customer Connection was to provide customers with a variety of communication tools for submitting inquiries and then have a structured, measurable process for ensuring all inquiries are addressed in a timely fashion and to the customer's satisfaction.

The AlliedBarton Advantage...

Simply put, the AlliedBarton advantage is service. We consider our customers an integral part of our security programs. You do not just represent a client site but an important voice, a critical contributor to the overall development of the security program. And while we are here to facilitate the program, your opinions, questions and concerns matter. With Customer Connection, you can be sure you will be heard.



UNIFORMS

AlliedBarton places great emphasis on professional uniform appearance. We believe a neatly uniformed, well-groomed security officer conveys an aura of respect and authority and helps to project a professional image for both AlliedBarton and your Materials Testing Section. As such, standard uniform items are provided to the security officer before reporting for duty and replacement items are provided (at no cost to the employee) as necessary due to normal wear and tear. Following are some of our uniform choices and the estimated number of pieces issued in the standard package:

Military Uniforms

- ◆ Three long-sleeve and three short-sleeve shirts with shoulder patches
- ◆ Three pairs of military slacks
- ◆ Light and heavy jackets, as required
- ◆ One ballcap
- ◆ Two ties
- ◆ One belt
- ◆ Standard breast badge



The AlliedBarton Advantage...

AlliedBarton security officers are neat and professionally dressed.



TRANSITION PLAN

For 50 years, AlliedBarton has handled thousands of transitions for our clients – all with great sensitivity and care. AlliedBarton's dedicated professionals know how important a truly seamless transition is to your business.

AlliedBarton begins every job knowing that a successful startup is essential in building credibility and confidence. That's why our goal, during any transition period, is to do anything in our power to provide the least amount of disruption to your everyday business.

Transition programs include:

- ◆ Thorough review of your facility to determine your specific security needs.
- ◆ Preparation of a written timetable with measurable goals.
- ◆ A transition management team specifically assigned to your business.
- ◆ Performance of site-specific security and safety surveys.
- ◆ Development of detailed security officer instruction, training manual and post orders.
- ◆ Selective officer recruiting and careful screening.
- ◆ Screening and hiring incumbent officers – as dictated by the client.
- ◆ Classroom orientation.
- ◆ On-site training of officers and supervisors.
- ◆ Testing and review of officer knowledge.
- ◆ A survey, as part of Customer Connection, is completed 90 days after account start to evaluate client satisfaction.

The transition plan on the following pages can be tailored to incorporate your recommendations and additional requirements. In the event service is required before the scheduled start date, this plan will be altered as needed.

The AlliedBarton Advantage...

Whether you are changing security companies, initiating a security program, or supplementing your existing, in-house staff, a smooth transition is essential. Your new officers should be hired, trained and on post as quickly as possible. Many of our back-end operations will remain transparent to you as we engage our internal resources and start our proven transition plan. Your security officers will be properly trained, oriented and uniformed in time to stand post as scheduled with minimal disruption to your business.

Transition Plan

30 Day Transition Plan					
TASKS	Week 4	Week 3	Week 2	Week 1	Start
Administrative					
Award Notification	<input type="text"/>				
Finalize Transition Schedule	<input type="text"/>				
Contact Current Service Providers	<input type="text"/>				
Transition Management Group	<input type="text"/>				
Progress Meeting / In-person or Teleconference	<input type="text"/>				
Order Vehicles			<input type="text"/>		
Set-up Vehicle Maintenance / Fuel Account				<input type="text"/>	
Prepare Electronic Interface			<input type="text"/>		
Prepare Inventory & Transfer		<input type="text"/>			
Order Uniforms		<input type="text"/>			
Contract Review		<input type="text"/>			
Certificate of Insurance		<input type="text"/>			
Educate Branch Staff on Customer Expectations	<input type="text"/>				
Establish Communication Flow			<input type="text"/>		
Site Start Date					<input type="text"/>
Human Resources					
Present employment Packet to Incumbent Security Officers that may be retained		<input type="text"/>			
Develop Post Assignment Job Analysis	<input type="text"/>				
Develop Supervisory Job Descriptions	<input type="text"/>				
Host Open house for Incumbent Officers that may be retained		<input type="text"/>			
Identify Current Security Employees	<input type="text"/>				
Contact Recruiting Sources	<input type="text"/>				
Newspaper Advertising and Other recruiting Processes		<input type="text"/>			
Develop Customer Specific Pre-Screening requirements	<input type="text"/>				
Telephone Interviews	<input type="text"/>				
Applications and Interviews	<input type="text"/>				
Security Officer Information Seminar		<input type="text"/>			
Background Investigations	<input type="text"/>				
Second Level Interview	<input type="text"/>				
Benefits Briefing		<input type="text"/>			
Offer Extended		<input type="text"/>			

Transition Plan

Training	
Develop Site Specific Training Segments	<input type="text"/>
"Train the Trainer" Training	<input type="text"/>
Classroom Training	<input type="text"/>
On-the-Job Post Training	<input type="text"/>
Develop On-going/Refresher Training	<input type="text"/>
Operations	
Develop Standardized Data Collection	<input type="text"/>
In-depth Site Familiarization	<input type="text"/>
Review of Existing Plan/Program	<input type="text"/>
Site Security Survey	<input type="text"/>
Site Safety Audit	<input type="text"/>
Develop Post Instruction Manuals	<input type="text"/>
Review Staffing Plan	<input type="text"/>
Develop Site Tests	<input type="text"/>
Customer Review of Post Orders	<input type="text"/>
Finalize Bonus/Incentive Program	<input type="text"/>



QUALITY ASSURANCE

Quality always has been, is today, and will continue to be the foundation of AlliedBarton. It is the factor that has consistently set us apart from – and above – our competitors over the years. We believe that AlliedBarton has emerged as a national leader in the contract security service industry because of our commitment to quality.

This means going the extra mile to provide the best possible security and becoming fully engrossed in our role as protector.

AlliedBarton in Action...

At a Boston train station, one of our security officers was asked for directions by a young boy. Correctly guessing that the boy was a minor, and perhaps should not be taking the train alone, the officer notified police who confirmed that the boy was listed as a missing person. Someone else may have simply given the boy directions and continued on as usual. Our officer, however, maintained our pledge of quality service when he took the initiative to pursue the situation.

We believe in quality at our customers' sites and our own. This complete commitment is the hallmark of our organization.

Our security officer quality standards are basic fundamentals designed to ensure we are providing the highest quality security services everyday. Our definition of quality is meeting and exceeding expectations. That is at the core of all of our programs.

As we strive for complete client satisfaction, we place great emphasis on customer feedback regarding service performance. Customer feedback is reviewed along with broader information from customers' employees, vendors and clients in an effort to make improvements to our security programs.

We are faced with unending changes in our industry. Our employees' expectations and needs are changing, and our clients have new and challenging requirements. To meet these challenges, AlliedBarton has adopted the continuous improvement process of total quality management.

A Team Approach to Quality Assurance

At AlliedBarton, we recognize that most quality improvements take place in our organization through teamwork.

- ◆ Our senior management group works as a team and meets regularly as they develop and oversee plans for AlliedBarton's future.
- ◆ Our District Managers and Business Development Managers work as a team toward a common objective, the attainment and retention of secure client relationships.
- ◆ We use cross-functional teams for special quality-improvement initiatives.
- ◆ Our district staff functions as a team working toward the common objective of providing service that delights our customers. They hold frequent meetings to discuss improvement opportunities and customer-focused solutions.
- ◆ We operate as "empowered work teams" at our customer sites as the security officers work together to provide excellent service.
- ◆ We use special "quality action teams" for special projects at all levels of the organization, from cost containment teams on major accounts to special projects at the senior management level.
- ◆ Our internal teams work together with our clients to conduct Quality Business Reviews to be sure we are providing the best possible security services and to identify any new needs or areas in need of improvement.

Contract Compliance

AlliedBarton's operations staff and Legal Services Group work together to provide effective contract review, administration and compliance. Their objective is to ensure we meet our contract obligations to the complete and full satisfaction of our clients.

Contract compliance includes everything from filling posts as scheduled, completing training, meeting uniform requests, conducting business reviews and fulfilling any other obligations to keep your security program running smoothly. Our clients know they can count on us to handle these details so that they can focus on the larger security picture.

Customer Connection

AlliedBarton's Customer Connection program is designed to enhance customer communication and provide proactive measurements of customer satisfaction. The program's communications platform consists of a hotline, email and online form that are all dedicated strictly to customer communication and staffed every day, 24 hours per day by professional, highly-trained service assurance specialists. The local management team will serve as your main point of contact, but Customer Connection provides an additional resource for after-hours assistance or situations when you would need to contact AlliedBarton's corporate office.

Customer Connection also incorporates a multi-level structured survey process that encourages ongoing customer feedback and assesses performance. This feedback allows for continuous improvement as we are not just looking for potential issues but also potential improvement opportunities.

Our extensive Customer Connection database ensures that every communication is logged and tracked until the end result is customer satisfaction.

Multiple points of communication, dedicated exclusively to customers, as well as an extensive tracking system, and scheduled satisfaction and service evaluations are critical components to our excellent customer communication program. Our Customer Connection committee is comprised of senior level management, and operations and corporate support staff. Involving employees from all levels allows the team to have a well-rounded view of issues and improvement opportunities and the best way to attack them.

Problem Solving Process

At AlliedBarton we follow a problem solving process to ensure that we are identifying the root cause of an issue and instituting the best solution. That action is then monitored closely to be certain the problem is corrected.

Quality Assurance

The AlliedBarton Advantage...

Our quality assurance initiatives mean AlliedBarton will provide you with much more than security personnel. We are committed to providing quality officers, quality hands-on managers and a quality program where we do things right the first time. And, if something isn't right, or simply can be done better, we will act on it immediately. Our Quality Assurance Directors are dedicated, full-time professionals who understand the security industry and can address issues competently.

As your partner, communication is an important part of our relationship. We work together to build your security program and meet your security and property goals, and encourage you to contact your local team or our corporate office at any time.

Through teamwork, respect for the contributions of our employees and their participation in our decision-making process, we are committed to providing the service we promise to our customers, being responsive to the problems that arise or needs that change, and to assuring that we provide knowledgeable and trustworthy security officers to fulfill our contractual obligations.



PERFORMANCE MEASUREMENTS

To ensure quality service and identify opportunities for further improvement, AlliedBarton critically assesses our performance by measuring the following key areas:

- ◆ Weekly service hours – OT, billed OT, billed hours
- ◆ Employee retention
- ◆ Employee tenure rate
- ◆ Recognition and rewards
- ◆ Training – initial, refresher, special and Master Security Officer (MSO)
- ◆ Incidents
- ◆ Performance evaluations
- ◆ Trends
- ◆ Customer satisfaction survey results
- ◆ Best practices
- ◆ Accomplishments
- ◆ Goals and improvement processes

Additionally, we can tailor the above measurement processes to meet your specific key performance indicators.

Quality Business Review

Regularly scheduled assessments are reported and reviewed in meetings between your site security management team and the AlliedBarton District Manager. These reviews are designed to reflect on what we have accomplished together and for benchmarking and establishing measurable goals.

As part of our Customer Connection program, we have a formal survey process that allows our customers to evaluate our performance on a regular basis. These survey results help us measure our performance and identify ways to enhance our existing programs and launch new initiatives.



The AlliedBarton Advantage...

We offer the best security program available. But there is room for improvement in every organization. In order to provide you with the best possible service, we regularly review and measure our performance. This means we are constantly striving to offer you the very best.



INTERNAL QUALITY AUDIT

Your complete satisfaction is the focus of our operations and business processes. The following is an outline of our Internal Quality Audit, part of our overall Quality Assurance Program, which helps support our mission to provide you with unrivaled security service.

Account Audits

AlliedBarton conducts an audit annually at each account. The audit covers contract compliance, staffing levels and officer deployment, review of post orders and procedures, training, documentation, wage review and billing consistency.

Some of our accounts are with us for many years. We do not let our lengthy client relationships allow us to become complacent. Security programs need to be reviewed regularly to be sure we are meeting the changing needs of our clients' business environments.

Surveys

Independent surveys are sent to clients to measure service delivery and satisfaction of AlliedBarton programs. Client surveys are part of our Customer Connection program.

Account Standards

All AlliedBarton accounts must comply with account standards mutually agreed upon between the client and AlliedBarton management.

Performance Evaluations

Hourly personnel and management staff receive formal performance evaluations annually.

Management Inspections

The local AlliedBarton management team is committed to regular, nonscheduled inspections at each client location. These inspections are used as a management tool to promote consistent service delivery.

The AlliedBarton Advantage...

New initiatives and enhanced training programs are the results of our internal quality audits. You can begin working with us today and will still receive top quality security 50 years from now because AlliedBarton's quality commitment means our services are constantly evolving. We continuously review our services and programs to ensure we exceed your expectations.



VALUE-ADDED SERVICES

AlliedBarton provides value-added services to our clients that are over and above our standard services and/or unique service offerings that are not typically provided by our competitors.

In addition to our security officers, AlliedBarton strives to deliver all of the tools and resources necessary to build a comprehensive security program. This support is what sets AlliedBarton apart.

Wage Analysis

AlliedBarton conducts a wage analysis for each region we serve. The wages of our own customers, competitors advertised wages and local similar service positions are compared. An average wage level is determined to ensure that we offer our employees competitive wages in order to attract and retain the best caliber individuals.

Guard Tour System

AlliedBarton offers our clients a discounted price on Timekeeping Systems' Guard1 Plus, a guard tour system. The Guard1 Plus System features The PIPE, a rugged data collection device designed to withstand even the most unforgiving environments. The system improves security by logging rounds that are recorded by security officers using The PIPE and generates reports showing which site checkpoints were visited and when.

The AlliedBarton Advantage...

Our clients work with us because we go above and beyond the basic level of service. Our additional services are invaluable resources that still allow us to remain true to our core purpose: To serve and secure the people, homes and businesses of our communities. This is part of what makes AlliedBarton a true security *partner*.



TECHNOLOGY

AlliedBarton Security Services continually enhances business processes utilizing technology. From scheduling, payroll and invoicing processes to means of communication and documentation, AlliedBarton is serious about using technology to gain efficiencies, ensure accuracy and enhance turnaround wherever possible. Our commitment to taking advantage of technology means efficient, streamlined business processes, smooth operations and a business partner that you can count on.

AlliedBarton's over 100 offices nationwide are all connected to our fully integrated business systems and supported by our dedicated Information Technology department. In addition, AlliedBarton has an online training center and an extensive intranet site that fosters consistency and communication within the company. Email and electronic bulletin boards help the entire company stay up-to-date from any location.

AlliedBarton's commitment to customer satisfaction and technology focuses primarily on the following business processes:

- ◆ Automated Schedules and Invoices
- ◆ Incident Reporting
- ◆ Web-based Training
- ◆ Compliance Tracking
- ◆ Business Continuity

The AlliedBarton Advantage...

Taking advantage of readily available technology and developing our own proprietary systems allows us to ensure the best possible service for our internal and external customers. Our customers rely on us and our use of technology and business continuity plans instill peace of mind – our clients know AlliedBarton will be there for them no matter what happens.



AUTOMATED SCHEDULES & INVOICES

Scheduling, invoicing and reporting – common support services – are often taken for granted. But these functions are a primary component of our quality commitment to our customers. When you partner with AlliedBarton, you can count on proper scheduling of officers and accurate invoicing – time after time. Our Service Assurance Centers keep our security programs running smoothly.

Professionally staffed 24 hours per day, seven days per week, our Service Assurance Centers administer our automated scheduling and invoicing systems. The behind the scenes support means you will benefit from one of the most effective and most efficient scheduling, payroll and billing systems in the industry.

Just as importantly, our systems are integrated, so our records are timely and accurate. And, our technology takes scheduling one step beyond simply having an officer on duty when needed. Our training records are also integrated with our scheduling function so that the officer assigned is properly trained for that post.

Scheduling

AlliedBarton's automated scheduling system, WinTeam, is accessible via AlliedBarton's secure intranet. AlliedBarton management can access the online schedule from anywhere to revise the schedule as needed. Whether client service specifications require adjusting, or officers' schedules have changed, all revisions are made quickly and easily and are effective in real time.

Furthermore, because AlliedBarton's scheduling system is integrated with payroll and billing, changes to the schedule are automatically translated to the payroll and billing processes. This means invoicing to WV Division of Highways is correct. There's no paper trail to chase. No updates to track through various processes. This is a key point of differentiation between AlliedBarton and our competitors, and one that AlliedBarton clients appreciate.

Automated Schedules and Invoices

AlliedBarton's automated scheduling system:

- ◆ Provides security officer scheduling by post on a weekly basis.
- ◆ Gives warnings on overtime and scheduling conflicts.
- ◆ Provides compliance criteria.
- ◆ Provides personnel information, including a "use/don't use" designation based on officer's strengths and the needs of WV Division of Highways.
- ◆ Dramatically streamlines payroll and billing processes to provide accurate and timely data.
- ◆ Provides detailed reports that clients can review at the close of each week.

The AlliedBarton Advantage...

Automated schedules and invoices reduce the possibility of discrepancies in billing and payroll and ensure that a properly trained officer fills your post every time. This is another one of our behind the scenes operations that help provide a seamless security program.

This is a differentiator for AlliedBarton as it eliminates the need for paper records, streamlines processes, and frees our managers to spend more time engaging our security officers and assessing clients' needs.



WEB-BASED TRAINING

AlliedBartonAcademy.com, AlliedBarton's unique online career center, makes a vast number and a wide range of pertinent and timely courses available to employees 24 hours a day, 7 days a week. Every AlliedBarton employee can log on to the AlliedBarton intranet and access a wide range of professional development curriculum. Employees often access AlliedBartonAcademy.com at home, at a library, at their client site or at the district office learning center.

Curriculum available on AlliedBartonAcademy.com includes:

- ◆ Online Security Officer Basic Course (SOBC).
- ◆ Online training courses for every professional level.
- ◆ Reading list of suggested books by outside authors.

This tool is discussed in more detail in the *AlliedBarton Academy* section of this proposal.

Compliance Tracking

A valuable aspect of AlliedBarton's automated scheduling system (WinTeam) is the compliance module, where training records for security officers are captured and easily retrieved for review. This enables management to effectively monitor and evaluate officers' progress through initial, specialty, and refresher training, as well as self-study curriculum. This provides a valuable tool for coaching employees, scheduling properly trained officers and continually encouraging professional development.

The AlliedBarton Advantage...

Offering online training means our programs are available to our employees whenever, where ever. This accessibility, coupled with our easy-to-use online learning platform means more security officers take the initiative to participate in additional training voluntarily. Additionally, our compliance tracking allows us ensure that all contractual training obligations are met and to quickly verify that an officer assigned to a post at your site has met your training requirements.



BUSINESS CONTINUITY

AlliedBarton's network systems are hosted at the corporate office in Conshohocken, PA, and deployed over a Wide Area Network to our more than 100 offices throughout the United States. AlliedBarton takes significant action to ensure integrity and protection of our systems, including considerable physical security measures and critical system security practices.

To ensure business continuity in the event the data center or headquarters building experiences an extreme situation that would prevent normal business service, AlliedBarton systems are backed up daily to tape and stored off-site. Additionally, AlliedBarton has an agreement with SunGard Systems in Philadelphia to provide equipment and space in the event of such an emergency. This agreement encompasses all critical servers, routers and data access for remote users, as well as numerous on-site work stations for headquarter personnel, with computer, phone and fax services available 24/7.

Also, our remote access to email and our intranet allows our management and support staff to operate from anywhere.



The AlliedBarton Advantage...

Because of our business continuity planning, our customers have peace of mind from knowing that even in the event of a natural disaster, our focus will remain on serving your security needs.

BIOGRAPHIES



Our management team brings tremendous experience to your security program. Their expertise has helped guide our company and has positioned us as the security industry leader. The following biographies highlight experience of key personnel assigned to your Vice President/General Manager – North Central Region
Robert B. Morrison

Years with AlliedBarton Security Services: 10 years
Years in Industry: 33 years

Past Positions

Vice President, Outsource International, Deerfield Beach FL, 1997- 1998
Regional Manager, Ogden Security, Boston, MA, 1985 – 1996
Regional / Branch Manager, Burns International Security, Boston, MA, 1975 - 1984

Experience

Operational control of security programs at three nuclear power plants and seven non-nuclear Power generating facilities
Scheduling and training of contract security force at the 1976 Republican National Convention
Currently responsible for eight District Offices and six Branch offices in seven states

Industry Associations

American Society for Industrial Security (ASIS)
International Association of Campus Law Enforcement Administrators (IACLEA)
Building Owners and Managers Association (BOMA)
International Council of Shopping Centers (ICSC)

Education

B.A., History/Political Science, Rollins College, 1974



District Manager

Timothy D. Melton

Years with AlliedBarton Security Services: 4 years
Years in Law Enforcement & Security: 30 years

Past Positions

Juvenile Facility Director - West Virginia Division of Juvenile Services, Parkersburg, WV
Deputy Director - West Virginia Division of Juvenile Services, Charleston, WV
Correctional Program Supervisor - West Virginia Division of Corrections, Corrections Academy
Montgomery, WV
Police Officer/Police Investigator - Norfolk Police Department, Norfolk, Virginia

Experience

Manage the operation of the North Central Juvenile Detention Center by directing and supervising the activities of the staff and full responsibility for the care, custody and control of the juveniles placed at the facility and the safe operation of the facility.

Planning, policy development, coordination and evaluation of program operation and assisted in the development and promulgation of rules, regulations and policies governing the programs and operation of the Division of Juvenile Services.

Supervised the correctional staff and inmates at a maximum-security facility, and was responsible for the safe and secure operation of the facility.

Experienced as a Police Investigator was assigned to the Larceny Squad, Burglary Squad and the Homicide Squad.

Industry Associations

American Society for Industrial Security

Education

Shopping Center Security Terrorism Awareness, Charleston, West Virginia
George Washington University/Independent Counsel of Shopping Centers, 2007

Master Security Officer- Level 5, Dunbar, West Virginia
AlliedBarton Academy, 2007

Operations University, Raleigh, NC
AlliedBarton Academy, 2005

State of West Virginia, Mount Olive, West Virginia
West Virginia State Corrections Academy, 1995

Internal Revenue Service, Hampton, Virginia
Financial Investigation, 1990

Saint Leo College, Norfolk, Virginia
Criminal Justice, 1986

Norfolk Police Academy, Norfolk, Virginia
Basic Police Training, 1983

QUALITY PEOPLE • QUALITY TRAINING • QUALITY SECURITY - 62 -



REFERENCES

Our clients can best speak to AlliedBarton's commitment to quality security services. We have a reputation for becoming an integral part of our clients' security programs and building long-term relationships. Because they value the importance of a strong partnership with a contract security company, and because they appreciate all of our efforts, our clients are willing to speak with you about their experiences with us.



West Virginia Division of Protective Services

1900 Kanawha Blvd., East, Building 1 Room 152-A, Charleston, WV 25305

Type of facility:..... ***Government Service***

Size: ***256 HPW***

Service started: ***August 2007***

Customer contact: ***Randy Mayhew, Deputy Director, 304-768-9911***

West Virginia Division of Highways – District Two

801 Madison Ave. Huntington, WV 25704-2550

Type of facility:..... ***Government Service***

Size: ***128 HPW***

Service started: ***March 2008***

Customer contact: ***Jeff Miller, 304-528-5650***



West Virginia Veterans Nursing Facility

One Freedom Way Clarksburg, WV 26301

Type of facility:..... ***Government Service***

Size: ***168 HPW***

Service started: ***December 2007***

Customer contact: ***Katherine Hess, 304-626-1600***



PRICING

*Project Name WV Division of Highways
Materials Testing Section*

Estimated Hours Per Week..... 336 HPW

Position	Hourly Billing Rate	OT/Holiday Rate
Security Officer	\$11.96	1.5x Hourly Bill Rate

The estimated cost of providing this service is outlined below:

Security Officer/s 336 Hours Per Week at \$11.96 Per Hour = \$4,018.56 Per Week

Any special events, which require additional officer service beyond what is outlined above or holidays worked, will be billed at the listed rates, when it occurs, but is not included in the weekly figures shown.

♦ *Medical Insurance*

AlliedBarton offers medical plans to all full-time benefit eligible employees through payroll deduction and/or client contribution. Detailed information regarding coverage and premium costs is available.

♦ *Dental Insurance*

AlliedBarton offers quality dental insurance to all full-time benefit eligible employees through payroll deduction and/or client contribution. Detailed information regarding coverage and premium costs for all plans is available.

♦ *Life Insurance*

AlliedBarton offers life insurance in the amount of \$10,000 to full-time benefit eligible employees at no charge. Additional supplemental life insurance and AD&D is offered. An additional fee is charged to the employee.

AlliedBarton employees with 15 years of service will be provided a minimum of \$50,000 in life insurance.

♦ *401(k) Retirement Plan with Company Match*

AlliedBarton employees with at least six months of service are able to participate in AlliedBarton's 401(k) retirement savings program with company match of up to 75%. Tier levels as follows:

0-9 Years	10% Match
10-14 Years	20% Match
15-19 Years	35% Match
20-24 Years	50% Match
25+ Years	75% Match

♦ *Proposed Holidays*

AlliedBarton recognizes the following holidays:

- ♦ New Year's Day
- ♦ Martin Luther King Day
- ♦ Memorial Day
- ♦ Independence Day
- ♦ Labor Day
- ♦ Thanksgiving Day
- ♦ Christmas Eve Day
- ♦ Christmas Day

All employees who work on a designated holiday will receive 1.5 times their wage rate for hours worked. AlliedBarton will invoice 1.5 times the hourly billing rate for hours worked on the designated holidays. Holiday revenue is not included in our annual budget estimate or standard billing rates.

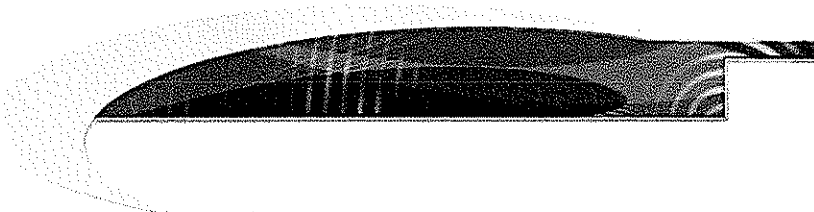
♦ *Vacation*

All full time security officers will receive one week paid vacation per year after one year of continuous service, two weeks per year after completing three years of service, and three weeks following eight years of service. The cost is contained in our billing rate. Vacation is accrued on a bi-weekly (pay period) basis, and is based on a fiscal/calendar year schedule.

Should you desire to retain incumbent personnel and keep their vacation schedule based upon existing tenure, we will discuss how to capture the extra expense of carrying over their accrued vacation.

♦ *Overtime*

Overtime of 1.5 times the hourly billing rate is only billed in the following circumstances and not for scheduling issues or vacation coverage.



Pricing

- **Proposed Short Notice Requests**

Requests with less than 72 hours notice will be billed overtime.

- **Specific Requests**

With requests for a specific individual to work over their 40 hours for a special reason, regardless of the notice provided, only the overtime impact for that individual will be billed. Example: "We need Officer Smith to stay two extra hours at the end of his shift to help with a special project." Only the additional two hours will be billed at the overtime rate if it will put him over 40 hours.

- **Requests for Officers That Exceed Five Percent of Total Deployment:**

Requests for coverage in excess of five percent of the total officers' base hours on site may be billed as overtime until coverage is incorporated into the permanent base hours.

- ♦ *Payment Terms*

AlliedBarton will invoice the client on a weekly basis for all scheduled services for the preceding weekly period (starting on Friday and ending the following Thursday) based upon the rates listed above. All invoices are due net 15 days.

AlliedBarton offers the following advance payment options:

- A 1% discount for advance monthly payment.
- A 2% discount for advance quarterly payment.
- A 3% discount for advance annual payment.

Payment must be made by the 8th of the month of the first month of service.

Discounts are provided for payments in respect of hourly billing rates only. Items that are billed back are excluded.

- ♦ *Rate Increases*

Billing rates will increase if the Federal Minimum Wage rate increases during the life of the contract. The adjustment will be based on the actual dollar amount of the increase.