



WAYNE COUNTY AIRPORT AUTHORITY CONTRACT SECURITY SERVICE REQUEST AUTHORIZATION

I, _____, _____
(Print Name) (Title)

Of Company _____

Billing Address _____

Telephone Number _____ Cell or Pager Number _____

do hereby request contract security services at: _____
(Location: be specific)

For project _____
(Project Name/Permit Number)

for:

- Specific period of: _____ to _____
(Date & Time) (Date & Time)
- As requested on a case-by-case basis during the duration of the project.
- A vehicle is needed for the project

I understand that the Wayne County Airport Authority will provide each requested contract security officer at an hourly rate of **\$32.71** with forty-eight (48) hours prior notification. Vehicle(s) will be billed at a rate of \$30.00 per day. With less than forty-eight (48) hour notice the contractor may be billed at an overtime rate of \$49.07, from the start of the shift, not to exceed 24 hours of overtime billing.

I understand that my company will be assessed a fee for any service that is cancelled within the identified timeframe. A cancellation notice within 12 hours of the start time will result in a fee of:

- Contract Security Coverage: Security contractor may bill a minimum of 4 hours (or less if coverage was less than 4 hours) and maximum of 12 hours at the rate of \$32.71 hourly.
- Vehicle: **\$30.00 per day** (if a vehicle was required/requested)

I understand that my company will be invoiced for this service and agree to make our remittance within thirty (30) days upon receipt of invoice.

Authorized by: _____
Name (Please Print)

Signature Date: _____

SECURITY DEPARTMENT USE ONLY

Security Representative Approval: _____ Date: _____

Contract Security Service Notification: _____ Date: _____

ARC Notification: _____ Security Mgmt Notification Date: _____