



## Extension of Letter Agreement for Security Services

Pueblo City-County Library District (Owner)  
and  
TNT Security, Inc. (Independent Contractor)

1. Owner and Independent Contractor entered into a "Letter Agreement for Security Services" on January 24, 2006 for a period of one year ending January 31, 2007.
2. Letter agreement provides for renewal upon mutual consent at the end of its term.
3. **TERM:** Letter Agreement referenced above is hereby extended for a period of one year from February 1, 2017 through January 31, 2018.
4. **FEES:** Extension signed in 2012 to amend Letter Agreement referenced above is hereby amended to include a 3% fee increase from \$15.07 to \$15.53 per hour. After Hours Patrol is added for Lucero, Rawlings, Barkman and Lamb branch libraries at a cost of \$500 per month.
5. **SCOPE OF WORK:** Agreement includes the updated Scope of Work attached.
6. The total cost of this agreement to the Pueblo City-County Library District will not exceed \$83,569.80, January 1, 2017 through December 31, 2017.
7. Except as noted above, all provisions in the original Letter Agreement remain in effect during the term of this renewal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

Pueblo City-County Library District  
100 East Abriendo Avenue  
Pueblo, CO 81004

Jon Walker, Executive Director

TNT SECURITY INC.  
421 N. Main Street  
Pueblo, CO 81003

BY: \_\_\_\_\_

BY: \_\_\_\_\_

### **Regular Patrol**

TNT Security will provide the Pueblo City-County Library District with security officers for all libraries during hours designated by the Rawlings Library Manager, Chief Operating Officer, or the Executive Director.

The officers will provide the following services:

Patrol the designated library premises on foot, both inside and out. Officers will be looking for and will enforce policies as described in PCCLD's Guidelines Covering Use of the Library, Customer Code of Conduct Policy (attached). Officers will work with the PCCLD designated person in charge and notify law enforcement as appropriate. Officers should be alert for any inappropriate conduct including, but not limited to:

- Illegal activity
- Inappropriate bathroom use (vandalism, theft, drug use, etc.)
- Violence
- Use of alcohol or controlled substances
- Gang activity
- Unattended or abandoned children
- Vandalism
- Customers in a staff only area
- Trespassing

Officers will notify staff to contact the Facilities department for any safety issues or item requiring maintenance or repair such as: slow draining sinks or toilets, leaking fixtures or pipes, broken or cracked windows, loose flooring, ceiling or wall tiles, inoperative or broken fixtures, lights, outlets and switches, etc. If any of the above stated items are found afterhours the officer will contact the Facilities Superintendent.

Officers will:

- Lock the Rawlings Administration wing at 5 pm Monday through Friday and check the doors regularly after 5 pm, and on the weekends to ensure the area is secure
- Carry the phone and keys provided by TNT Security while on duty to respond to staff reports of issues
- Monitor the front doors at 10 minutes before closing time, and lock them at closing time
- Escort library staff, contracted employees, and customers through parking lot when requested
- Stay in the library until the last employee and customer has left
- Complete incident reports and submit them to TNT Security management and the Rawlings Library Manager
- Remain in the building until the last visitor has left, then officers will perform the necessary closing operations.
  - Rawlings: walk through the library to check thoroughly for any customers or staff. Secure all doors. Set the alarm.
  - Branches: assist staff to clear the building and do final walk through. Walk out with branch staff.

### **After-Hours Events**

TNT Security will provide the Pueblo City-County Library District with officers on an as needed basis when an after-hours event is scheduled.

The officer will, when possible:

- Ensure guests are using the correct floors by using the “lockout” key on the elevator to turn off the floors not to be used (Rawlings)
- Position himself or herself inside front entrance to greet and direct guests
- Monitor grounds and parking lots for inappropriate behavior
- Monitor the bathrooms
- Ensure that people entering the library are attending the event, and not entering into undesignated areas of the library
- Ensure that no alcohol leaves the building and ensure that there are no minors consuming alcohol
- Assist the catering company or other hired vendors with accessing and escort them through staff only areas
- Maintain security of the event in progress
- Assist in the event that either management or maintenance from the library needs to be contacted
- Direct guests to use the elevator as opposed to the stairs

All officers will remain in the building until the last guest has left, then officers will perform the necessary closing operations.

#### **Emptying Book drop Bins**

TNT Security will provide the service of emptying book drops on an as needed basis. An authorized representative from TNT Security contact the Rawlings Library Manager or designee to discuss the frequency and times of pickups prior to closures. TNT Security will drive to the different library branches in a clearly marked patrol car. This service will be complimentary to the Pueblo City-County Library so long as the service is solely needed on holidays that the District observes.

#### **After Hours Patrol Service**

TNT Security will provide the Pueblo City-County Library District with an evening patrol service at their request.

After hours patrol will:

- Drive through the parking lots and drive the perimeter of the property looking for abandoned vehicles, people loitering, vandalism and other suspicious activity
- Spotlight trouble areas
- Exit the patrol vehicle for visual inspection of trouble areas
- Walk the entire perimeter of the exterior of the building
- Make 3 patrols of all properties at random times when the library is closed.
- Follow the proper procedures if something out of the ordinary/illegal is encountered including contacting library personnel or law enforcement
- Complete a log of the patrol in a google document that will be shared by TNT with the Rawlings Library Manager to record After Hours Patrol incidents and activities

#### **Cost of Service**

TNT Security is providing Regular Patrol services to the Pueblo City-County Library District for the flat rate of \$15.53 per hour, per officer. There is no additional charge for work performed on weekends/holidays as well as no minimum charge. TNT is providing the nightly patrol service of the Rawlings, Barkman, Lamb and Lucero branches for \$500 per month. TNT is providing the book drop service of the Rawlings, Barkman and Lamb libraries as a complimentary service to the District.