



## 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 **\$19.45** 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 \$29.18, 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 time frame.

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 **\$19.45** 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: \_\_\_\_\_

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### SECURITY DEPARTMENT USE ONLY

Security Representative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Contract Security Service Notification: \_\_\_\_\_ Date: \_\_\_\_\_

ARC Notification Date: \_\_\_\_\_ Security Management Notification Date: \_\_\_\_\_

**Fax to 734-942-3814 or Email to [security@wcaa.us](mailto:security@wcaa.us)**