



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 **\$16.89** with forty-eight (48) hours prior notification. With less than forty-eight (48) hour notice the contractor will be billed for an additional four (4) hours. If a vehicle is required, the rate will be no less than \$150, or no more than \$350 per week. Any mileage will be charged at a rate of \$.24 per mile, when applicable.

I understand that my company will be assessed a fee for any service that is cancelled within the allocated time frame.

- New project or service requested: A cancellation notice within 48 hours of the start time will result in a fee of:
Contract Security Coverage: 8 hours (or less if coverage was less than 8 hours)
Vehicle: \$75.00 (if a vehicle was required/requested)
- On-going contract security coverage: A cancellation notice within 24 hours of the start time will result in a fee of:
Contract Security Coverage: 4 hours (or less if coverage was less than 4 hours)
Vehicle: \$75.00 (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 Date: _____ Security Management Notification Date: _____