



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		09/27/2010		
Department:		Purchasing		
Department Head		Mike Ryan		
Agenda Coordinator (include phone #): Bev Rogers ext. 7376				
CAPTION				
To approve a contract by and between the City of Plano and Southern Specialized Risk Options, LLC, in the amount of \$79,250.00 for Bi-Annual City Facility Inspection Services and authorizing the City Manager to execute all necessary documents.				
FINANCIAL SUMMARY				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR: 10/11	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	192,704	192,704
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	-79,250	-79,250
BALANCE	0	0	113,454	113,454
FUND(S): PROPERTY/LIABILITY LOSS FUND				
COMMENTS: Funds for the inspection of city facilities were included in the adopted 2010-11 Budget.				
STRATEGIC PLAN GOAL: Outside review of city facilities to identify and correct potential hazards relates to the city's goal of a Financially Strong City with Service Excellence.				
SUMMARY OF ITEM				
The Risk Management staff recommends the purchase of Bi-Annual City Facility Inspection Services Service from Southern Specialized Risk Options, LLC, in the estimated annual amount of \$79,250.00.				
Professional Services are exempt from state competitive bidding requirements.				
List of Supporting Documents: Award Recommendation Memo Contract			Other Departments, Boards, Commissions or Agencies	

MEMO

TO: PURCHASING DEPARTMENT, BEV ROGERS
FROM: DARRELL EDWARDS, RISK MANAGER
DATE: 9/15/2010
RE: **AWARD RECOMMENDATION 2010-206-C BI-ANNUAL CITY FACILITY INSPECTION SERVICES**

It is the recommendation of the Risk Department to award **2010-206-C for Bi-Annual City Facility Inspection Services** to *Southern Specialized Risk Options, LLC*. The Risk Department believes that Southern Specialized Risk Options, LLC. is capable of meeting the requirements of the aforementioned professional service contract. This contract includes city facility inspection services for all locations scheduled with the City's property insurer.

The vendor has been approved as an exception to Local Code 334.000, and are exempt from the bidding process via Local Government Code 252.022.

Total annual amount awarded for this contract is \$79,250.00

Please review and begin the necessary steps for award of this contract.

**CONTRACT BY AND BETWEEN
CITY OF PLANO, TEXAS AND
SOUTHERN SPECIALIZED RISK OPTIONS, LLC
BID 2010-206-C**

THIS CONTRACT is made and entered into by and between **SOUTHERN SPECIALIZED RISK OPTIONS, LLC**, a Texas limited liability company, whose address is 125 West Main Street, Suite 200, Allen, Texas 75013, hereinafter referred to as "Contractor," and the **CITY OF PLANO, TEXAS**, a home rule municipal corporation, hereinafter referred to as "City," to be effective upon approval of the Plano City Council and subsequent execution of this Contract by the Plano City Manager or his duly authorized designee.

For and in consideration of the covenants and agreements contained herein, and for the mutual benefits to be obtained hereby, the parties agree as follows:

**I.
SCOPE OF SERVICES**

Contractor shall provide all labor, supervision, materials, and equipment necessary for Bi-Annual Facility Inspection Services. These products and services shall be provided in accordance with the Contractor's Scope of Work, a copy of which is attached hereto and incorporated herein for all purposes as **Exhibit "A."** The Contract consists of this written agreement and the following items which are attached hereto and incorporated herein by reference:

- (a) Contractor's Scope of Work (**Exhibit "A"**);
- (b) Insurance Requirements (**Exhibit "B"**); and
- (c) Affidavit of No Prohibited Interest (**Exhibit "C"**).

These documents make up the Contract documents and what is called for by one shall be as binding as if called for by all. In the event of an inconsistency or conflict in any of the provisions of the Contract documents, the inconsistency or conflict shall be resolved by giving precedence first to this written agreement then to the contract documents in the order in which they are listed above. These documents shall be referred to collectively as "Contract Documents."

**II.
TERM OF CONTRACT**

The initial term of this Contract shall be a period of twelve (12) months commencing upon the effective date hereof; provided however, that the City shall have the right and option to extend the term hereof by three (3) additional twelve (12) month periods by giving written notice to Contractor of City's election to extend the term hereof, such notice to be given not more than ninety (90) days prior to the expiration of the initial term.

**III.
PAYMENT**

Payments hereunder shall be made to Contractor following City's acceptance of the work and within thirty (30) days of receiving Contractor's invoice for the products and services delivered. Total annual compensation under this contract shall not exceed the sum of **SEVENTY NINE THOUSAND TWO HUNDRED FIFTY AND NO/100 DOLLARS (\$79,250.00)**.

Contractor recognizes that this Contract shall commence upon the effective date herein and continue in full force and effect until termination in accordance with its provisions. Contractor and City herein recognize that the continuation of any contract after the close of any given fiscal year of the City of Plano, which fiscal year ends on September 30th of each year, shall be subject to Plano City Council approval. In the event that the Plano City Council does not approve the appropriation of funds for this contract, the Contract shall terminate at the end of the fiscal year for which funds were appropriated and the parties shall have no further obligations hereunder.

**IV.
PROTECTION AGAINST ACCIDENT TO EMPLOYEES AND THE PUBLIC**

Contractor shall at all times exercise reasonable precautions for the safety of employees and others on or near the work and shall comply with all applicable provisions of Federal, State, and Municipal safety laws. The safety precautions actually taken and the adequacy thereof shall be the sole responsibility of the Contractor. Contractor shall indemnify City for any and all losses arising out of or related to a breach of this duty by Contractor pursuant to paragraph **VI. INDEMNIFICATION** and paragraph **VII. COMPLIANCE WITH APPLICABLE LAWS** set forth herein.

**V.
LOSSES FROM NATURAL CAUSES**

Unless otherwise specified, all loss or damage to Contractor arising out of the nature of the work to be done, or from the action of the elements, or from any unforeseen circumstances in the prosecution of the same, or from unusual obstructions or difficulties which may be encountered in the prosecution of the work, shall be sustained and borne by the Contractor at its own cost and expense.

**VI.
INDEMNIFICATION**

THE CONTRACTOR AGREES TO DEFEND, INDEMNIFY AND HOLD THE CITY AND ITS RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, JUDGMENTS, FINES, PENALTIES, COSTS AND EXPENSES FOR PERSONAL INJURY (INCLUDING DEATH), PROPERTY DAMAGE OR OTHER HARM OR VIOLATIONS FOR WHICH RECOVERY OF DAMAGES, FINES, OR PENALTIES IS SOUGHT, SUFFERED BY ANY PERSON OR PERSONS, THAT MAY ARISE OUT OF OR BE OCCASIONED BY CONTRACTOR'S BREACH OF ANY OF THE TERMS OR

PROVISIONS OF THIS CONTRACT, VIOLATIONS OF LAW, OR BY ANY NEGLIGENT, GROSSLY NEGLIGENT, INTENTIONAL, OR STRICTLY LIABLE ACT OR OMISSION OF THE CONTRACTOR, ITS OFFICERS, AGENTS, EMPLOYEES, INVITEES, SUBCONTRACTORS, OR SUB-SUBCONTRACTORS AND THEIR RESPECTIVE OFFICERS, AGENTS, OR REPRESENTATIVES, OR ANY OTHER PERSONS OR ENTITIES FOR WHICH THE CONTRACTOR IS LEGALLY RESPONSIBLE IN THE PERFORMANCE OF THIS CONTRACT. THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL NOT APPLY TO ANY LIABILITY RESULTING FROM THE SOLE NEGLIGENCE OF THE CITY, AND ITS OFFICERS, AGENTS, EMPLOYEES OR SEPARATE CONTRACTORS. THE CITY DOES NOT WAIVE ANY GOVERNMENTAL IMMUNITY OR OTHER DEFENSES AVAILABLE TO IT UNDER TEXAS OR FEDERAL LAW. THE PROVISIONS OF THIS PARAGRAPH ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND ARE NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY.

CONTRACTOR AT ITS OWN EXPENSE IS EXPRESSLY REQUIRED TO DEFEND CITY AGAINST ALL SUCH CLAIMS. CITY RESERVES THE RIGHT TO PROVIDE A PORTION OR ALL OF ITS OWN DEFENSE; HOWEVER, CITY IS UNDER NO OBLIGATION TO DO SO. ANY SUCH ACTION BY CITY IS NOT TO BE CONSTRUED AS A WAIVER OF CONTRACTOR'S OBLIGATION TO DEFEND CITY OR AS A WAIVER OF CONTRACTOR'S OBLIGATION TO INDEMNIFY CITY PURSUANT TO THIS AGREEMENT. CONTRACTOR SHALL RETAIN DEFENSE COUNSEL WITHIN SEVEN (7) BUSINESS DAYS OF CITY'S WRITTEN NOTICE THAT CITY IS INVOKING ITS RIGHT TO INDEMNIFICATION UNDER THIS AGREEMENT. IF CONTRACTOR FAILS TO RETAIN COUNSEL WITHIN THE REQUIRED TIME PERIOD, CITY SHALL HAVE THE RIGHT TO RETAIN DEFENSE COUNSEL ON ITS OWN BEHALF AND CONTRACTOR SHALL BE LIABLE FOR ALL COSTS INCURRED BY THE CITY.

VII. COMPLIANCE WITH APPLICABLE LAWS

Contractor shall at all times observe and comply with all Federal, State and local laws, ordinances and regulations including all amendments and revisions thereto, which in any manner affect Contractor or the work, and **SHALL INDEMNIFY AND SAVE HARMLESS CITY AGAINST ANY CLAIM RELATED TO OR ARISING FROM THE VIOLATION OF ANY SUCH LAWS, ORDINANCES AND REGULATIONS WHETHER BY CONTRACTOR, ITS EMPLOYEES, OFFICERS, AGENTS, SUBCONTRACTORS, OR REPRESENTATIVES.** If Contractor observes that the work is at variance therewith, Contractor shall promptly notify City in writing.

VIII. VENUE

The laws of the State of Texas shall govern the interpretation, validity, performance and enforcement of this Contract. The parties agree that this Contract is performable in Collin County, Texas, and that exclusive venue shall lie in Collin County, Texas.

**IX.
ASSIGNMENT AND SUBLETTING**

Contractor agrees to retain control and to give full attention to the fulfillment of this Contract, that this Contract shall not be assigned or sublet without the prior written consent of City, and that no part or feature of the work will be sublet to anyone objectionable to City. Contractor further agrees that the subletting of any portion or feature of the work, or materials required in the performance of this Contract, shall not relieve Contractor from its full obligations to City as provided by this Contract.

**X.
INDEPENDENT CONTRACTOR**

Contractor covenants and agrees that Contractor is an independent contractor and not an officer, agent, servant or employee of City; that Contractor shall have exclusive control of and exclusive right to control the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants; that the doctrine of respondeat superior shall not apply as between City and Contractor, its officers, agents, employees, contractors, subcontractors and consultants, and nothing herein shall be construed as creating a partnership or joint enterprise between City and Contractor.

**XI.
INSURANCE AND CERTIFICATES OF INSURANCE**

Contractor shall procure and maintain for the duration of the contract insurance coverage as set forth in the Insurance Requirements marked **Exhibit "B"** attached hereto and incorporated herein by reference. Contractor shall provide a signed insurance certificate verifying that they have obtained the required insurance coverage prior to the effective date of this Contract.

**XII.
HINDRANCES AND DELAYS**

No claims shall be made by Contractor for damages resulting from hindrances or delays from any cause during the progress of any portion of the work embraced in this Contract.

**XIII.
AFFIDAVIT OF NO PROHIBITED INTEREST**

Contractor acknowledges and represents it is aware of all applicable laws, City Charter, and City Code of Conduct regarding prohibited interests and that the existence of a prohibited interest at any time will render the Contract voidable. Contractor has executed the Affidavit of No Prohibited Interest, attached and incorporated herein as **Exhibit "C"**.

**XIV.
SEVERABILITY**

The provisions of this Contract are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Contract is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Contract. However, upon the occurrence of such event, either party may terminate this Contract by giving the other party thirty (30) days written notice.

**XV.
TERMINATION**

City may, at its option, with or without cause, and without penalty or prejudice to any other remedy it may be entitled to at law, or in equity or otherwise under this Contract, terminate further work under this contract, in whole or in part by giving at least thirty (30) days prior written notice thereof to Contractor with the understanding that all services being terminated shall cease upon the date such notice is received.

**XVI.
ENTIRE AGREEMENT**

This Contract and its attachments embody the entire agreement between the parties and may only be modified in writing if executed by both parties.

**XVII.
CONTRACT INTERPRETATION**

Although this Contract is drafted by City, should any part be in dispute, the parties agree that the Contract shall not be construed more favorably for either party.

**XVIII.
SUCCESSORS AND ASSIGNS**

This Contract shall be binding upon the parties hereto, their successors, heirs, personal representatives and assigns.

**XIX.
AUTHORITY TO SIGN**

The undersigned officers and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the parties hereto.

**XX.
HEADINGS**

The headings of this Contract are for the convenience of reference only and shall not affect in any manner any of the terms and conditions hereof.

IN WITNESS WHEREOF, the parties have executed this Contract by signing below.

SOUTHERN SPECIALIZED RISK OPTIONS, LLC

Date: 09/10/10

By: [Signature]
Name: Steven E. Haynes
Title: President & Managing Director

CITY OF PLANO, TEXAS

Date: _____

By: _____
Thomas H. Muehlenbeck
CITY MANAGER

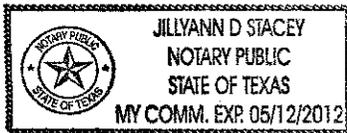
APPROVED AS TO FORM

Diane C. Wetherbee, CITY ATTORNEY

ACKNOWLEDGMENTS

STATE OF TEXAS §
 §
COUNTY OF Collin §

This instrument was acknowledged before me on the 10th day of September, 2010 by Steven Haynes, (Authorized representative) President & Managing Director (Title) of **SOUTHERN SPECIALIZED RISK OPTIONS, LLC**, a Texas limited liability company, on behalf of said limited liability company.



[Signature]

Notary Public, State of Texas

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

This instrument was acknowledged before me on the ____ day of _____, 20__ by **THOMAS H. MUEHLENBECK**, City Manager of the **CITY OF PLANO, TEXAS**, a home-rule municipal corporation, on behalf of said corporation.

Notary Public, State of Texas



Special Project Proposal



1245 McKinney Center

City of Plano, Texas

Bi-Annual Facility Inspection Services

Prepared by:

Steven E. Haynes, ARM

June 22, 2010

SOUTHERN SPECIALIZED RISK OPTIONS, LLC

Steven E. Haynes, ARM
Managing Director
214-509-9105 Phone
214-509-9715 Fax
SHAYNES@SPECIALIZEDRISK.COM

June 22, 2010

Mr. Darrell Edwards
Risk Manager
City of Plano, Texas

RE: Bi-Annual City Facility Inspection Services Proposal

Dear Darrell,

On behalf of Specialized Risk; we are pleased to present this Proposal requesting facility inspection services. This proposal is an offering for specialized risk services including safety consulting, premises assessments and facility inspection services. Specialized Risk has been conducting these services for the City of Plano for the last three years.

I have included information on our background and qualifications to assist you in evaluating this proposal. One of the strengths we bring is our experience in working with public sector organizations. I personally have performed safety consulting services for Texas insured's of insurance companies for the last three years as well as having served as a Risk Manager for a Texas City. This background allows me to work with all levels of staff within public sector organizations.

I welcome an opportunity to discuss my qualifications and the qualifications of my agencies associate staff.

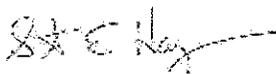
I strongly believe this is a very important initiative being undertaken by your city and applaud you for taking the initiative. As you are no doubt aware, there is a requirement in Texas Statutes which requires the city to conduct premises assessments, it is required by your insurance carriers and it is good industry best practices. The cost invested in conducting bi-annual assessments is a good return on investment considering the average award for third party injuries on Texas city facilities today is increasing annually.

I believe you will find the proposal presented by my company to be fair and fully responsive to the City's needs.

You can contact me at my office at 214-509-9105 or cellular at 214-673-1902 should you have any questions, require additional information or to schedule a time for us to meet.

Thank you for your consideration.

Most sincerely,



Steven E. Haynes, ARM
President and Managing Director

SOUTHERN SPECIALIZED RISK OPTIONS, LLC

Steven E. Haynes, ARM
Managing Director
214-509-9105 Phone
214-509-9715 Fax
SHAYNES@SPECIALIZEDRISK.COM

June 22, 2010

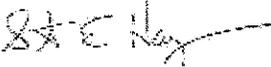
Mr. Darrell Edwards
Risk Manager
City of Plano, Texas

RE: Bi-Annual City Facility Inspection Services Proposal

Specialized Risk makes the following assurances regarding the project to automate the facility inspection process:

1. All hardware and equipment if any, purchased during this phase of the project will belong to the City of Plano and will be listed on their equipment inventory.
2. All information collected and data outputs will be the exclusive property of the City and shall be restricted in use to official City related purposes.
3. Specialized Risk is responsible for ensuring the availability of equipment and hardware, if any, and the data subscription plan during the term of the contract.
4. Any equipment, hardware or subscription plans used during the course of the project will be restricted to professional and lawful use and in a manner consistent with the City of Plano's technology policy.

Most sincerely,



Steven E. Haynes, ARM
President and Managing Director

Scope of Work

The facility inspection services will include conducting a comprehensive facility inspection at city facilities designated by the Office of Risk Management. Based on a listing of current facility inspections and a Statement of Value provided, approximately 96 separate facilities and locations will be inspected. Locations normally occupied by city staff will be jointly inspected by a joint team and those locations which are typically unmanned will be inspected by a representative of Specialized Risk who will coordinate the site visit with the Office of Risk Management.

Services Included within Scope of Work

1. Develop jointly with Office of Risk Management (ORM) a list of locations to be inspected, assist with scheduling individual location site visits, work with city staff and inspection team to conduct a thorough assessment of hazards and risks at identified sites and facilities and document inspection. Inspections will be conducted in two 6 month cycles ensuring each site or facility is inspected twice a year.
2. Document all deficiencies identified with a written report on a form approved by the Office of Risk Management and provide photographic backup of any major deficiency.
3. Provide ORM with a Master Discrepancy List to be used for tracking discrepancies and documenting close out and follow up to ensure the various departments correct any identified discrepancy or recommendation.
4. Provide documentation related to each site inspected to include the following reports; facility Survey Report, Building and Property card, Flood Zone Map, Aerial Survey form, facility Recommendation Report and any additional documentation requested by ORM.
5. Provide documents identified in Item 4 for any newly constructed facilities or provide updated documents if the facility undergoes a significant renovation or modernization.
6. Provide an annual inspection report and documentation of all indoor and outdoor pools and water parks for insurance underwriting purposes.
7. Provide an annual inspection report and documentation of all facilities and sites with an environmental liability risk for insurance underwriting purposes.
8. Provide an annual inspection report and documentation of all sites and locations that have an underground storage tank (UST), above ground storage tank (AST) or have a large amount of diesel fuel for emergency diesel generators for insurance underwriting purposes.
9. Update annually prior to property insurance renewal, the City's Master Statement of Values and Facility Information Report. The reports will be updated to include newly constructed facilities and facilities no longer owned by the City. These reports are essential for insurance underwriting purposes.
10. Coordinate and assist the ORM with an innovative project to automate the inspection recordkeeping process to ensure greater efficiency and more usability of information collected. The information collected in the as-is process is provided on a CD ROM in Word documents and Excel spreadsheets and have a limited distribution. A process to enhance and automate the reporting process will provide more user friendly access to information, allow greater distribution, and enhance the value of the information collected. Departments and functional areas needing access to the facility information such as alarm systems, fire suppression systems, fire equipment and elevator inspection will be able to access it through a master data warehouse. The new information collected during the inspection cycle will be e-mailed, using a subscription service, to a central repository where it will be transferred to a data warehouse maintained by the City. The new process will eliminate approximately 90% of the paperwork

City of Plano, Texas
Southern Specialized Risk Options, LLC
Proposal for Bi-Annual Facility Inspection Services

and in out years may allow the City to conduct facility inspections in-house and minimize the need for an outside service provider.

Inspection Procedures

The day of the visit we will check in with the contact person and display our City Contractor ID cards. The contact person does not have to accompany us but may do so if they wish. We will need access to locked areas such as the sprinkler system room and offices, etc. The facility inspection will be completed using the approved form. Digital photos of any significant discrepancy will be utilized for documentation purposes. Any issues or conflicts in conducting the inspections will be reported to the Office of Risk Management. We will capture information on maintenance related problems such as burned out lights, damaged tiling, sidewalk defects, etc and can provide this information to facilities maintenance, if so desired and if a facilities maintenance representative is not available to participate in the inspection. As a part of the inspection process, we will also visually inspect fire suppression systems, fire extinguishers, sprinkler systems, etc for current inspection and serviceability. Information on deficiencies in this area can be provided to the Fire Marshall's office or facilities maintenance, whichever is responsible for this area, if desired.

The inspections process will focus on the following:

- General Life Safety Code Requirements such as access to emergency exits and exit lighting
- Emergency and Evacuation Plan posting
- Current Workers Compensation Legal Notices posted in employee break areas
- Material Safety Data Sheets available and current
- Elevator and Fire Suppression Systems inspection periodicity
- Observe and document general workplace safety hazards and Industrial Hygiene Issues such as noise hazards and hot work permitting
- General good housekeeping practices such as storage of flammable materials and trash removal
- Premises liability exposures such as slip, trip and fall hazards
- Condition of general physical security equipment of the facility such as damaged fence line or inoperable locks or video cameras

Reports Output

A written report will be provided which addresses each of the following areas:

- Workers Compensation Exposures and Controls in place
- Life Safety Code Compliance
- Premises Liability Exposures and Controls in place to eliminate
- Specifically designated facility areas to be inspected

Digital photographs will be used to document significant liability exposures and to document building structures as requested.

A recommendations report will be generated that lists all recommendations by location in a single comprehensive report format.

Follow up of recommendations and documentation of corrective actions will be coordinated with Risk Management and the affected department.

A hard copy report and electronic version (provided in a CD) will be provided to the Risk Management staff within 30 days of the completed inspections.

City of Plano, Texas
Southern Specialized Risk Options, LLC
Proposal for Bi-Annual Facility Inspection Services

Information on flood zone location, GPS coordinates for the facility and representative photos of each location exterior will be provided and updated as changes occur. We will also collect any special facility information useful to Risk Management during the inspection process, if requested. Examples of special requests we have been tasked with includes identifying the locations with AED's.

Timeline for Completion

We anticipate we will be able to complete the inspection services in October and April of each year. This time frame should allow for the inspection process to be completed, reports generated and deficiencies corrected prior to the peak use times of summer and Thanksgiving/Christmas seasons for the public use facilities. The inspection cycle typically runs from May 1st to October 31st for the first inspection period and November 1st to April 30th for the second inspection period.

Recommendations

Any deficiencies noted will be documented in the report as a recommendation. These will be discussed with the site contact person prior to our leaving the site. Recommendations thought to be immediately dangerous to life or health will be reported to the Office of Risk Management immediately following the inspection by phone (or voicemail) and a follow-up e-mail provided. Recommendation that should be followed up on in the next 30 days or ones that are less serious and may require a long term fix, capital expenditure or budget allocation will be listed on the Master Recommendations List.

Accuracy of Information

Specialized Risk will make every effort to ensure the accuracy of the information, including the site contact person and responsible supervisor is updated at each facility site inspection and on all master reports and lists.

Follow Up on Reports

City ORM staff may request any changes or ask for clarifications once the final inspection cycle reports are provided. We would request that any requested changes be presented with 14 days of the receipt of reports to allow us approximately 10 business days to make any changes and resend to ORM.

Sample Report Documents

Sample reports and documents are being provided as a part of the proposal.

City of Plano, Texas
Southern Specialized Risk Options, LLC
Proposal for Bi-Annual Facility Inspection Services

Mutually Agreed Service Expectations

Specialized Risk will make every effort to ensure the expected deliverables are provided within the mutually agreed upon timeframes shown below:

<u>Deliverable/Expectation</u>	<u>Timeframe</u>
Missed Site Inspection	Rescheduled within the same inspection cycle
Recommendation Reports	Delivered to ORM within 10 business days of inspection
Unavailable to conduct the inspection	ASAP but no later than 48 hours before inspection
Update Insurance SOV	Completed by July 31 st of each year
Addition of newly acquire locations	Within 30 days of being notified or when we have knowledge
Updated Master Recommendations List	By the 15 th of each month for the previous month
Facility Cycle Schedule	**Completed April 1 st and October 1 st
Completed Cycle Documents (CD)	Within 30 business days of cycle close-out
Additional Services Requested by City	As mutually agreed
Facility Inspection Scheduled	ORM—minimum 2 weeks prior to the visit
Recommendations Update to SSRO	ORM—within 5 business days of receipt
Follow-Up on Recommendations	ORM—30 to 45 days from report date

**** Note:**

Due to the delay in starting services during contract process we will work with the Office of Risk Management to identify a mutually convenient date to begin the inspection cycle for 2010-2011.

City of Plano, Texas
 Southern Specialized Risk Options, LLC
 Proposal for Bi-Annual Facility Inspection Services

Pricing

SSRO offers a fair and reasonable pricing of \$79,250.00 fixed total costs for the project as outlined in the proposal to include all services listed in the Scope of Work section.

Hours are listed for estimation purposes only. Our pricing contemplates a fixed cost fee; no additional costs or fees will be charged for additional work to comply with the Scope of Work as defined.

Our fee is payable in one payment, with payment due within 30 days of invoicing, as consistent with previous year's terms.

Service	Hours Required	Unit Cost	Extended Cost
Bi-Annual Facility Inspections-96 Locations	628	\$100.00	\$62,800.00
Swimming Pool Update for Insurance Purposes-Annual	15	\$100.00	\$1,500.00
Environmental Liability Insurance List Update-Annual	30	\$100.00	\$3,000.00
Update Master Statement of Values-Annual	18	\$100.00	\$1,800.00
Update Storage Tank (UST/AST) Listing-Annual	19	\$100.00	\$1,900.00
Automation of the Facility Inspection Process	Flat Fee		\$8,250.00
SUBTOTAL			\$79,250.00
SALES TAX (8.25%)			Exempt
TOTAL			\$79,250.00

Optional Services Available to the City

The following services are available to the City but are not included in the Scope of Work previously defined. Additional fees apply as listed. Should the City be interested in any of these additional services Office of Risk Management should provide us with a Work Order showing which service it is interested in including specific scope of work detail, timeline for completion and contact person. We will then provide a fee confirmation and confirmation of our understanding of the scope of work requested. We will then schedule a preliminary project meeting and jointly develop a detailed project plan showing the scope of work to be performed, contact persons, timeline for completion of the project, fee charged and service expectations and commitments.

1. Playground Safety Inspections at Plano's 67 parks. There are approximately 116 park areas that contain baseball/softball/soccer fields or basketball courts with extensive fencing, lighting, bleachers, etc that are not included in the Specialized Risk inspection process. Several parks contain lakes and ponds, bridges, fishing piers, dog parks and Frisbee golf courses all of which are high risk, high liability locations. Our inspector is a certified Parks and Playground Safety Inspector with the ability to inspect and identify playgrounds, bleachers, and sporting areas for liability hazards and to provide documentation of discrepancies. We would conduct a site inspection annually at each of the 116 locations and provide a written report, including photographs, showing suitability or listing areas that need additional corrective measures.

We anticipate spending approximately 464 hours completing the inspection process and developing the written report documents. The total cost of these annual inspections is \$46,400.

2. Large Loss assistance is available for any large or unusual property or liability loss on request. Steven Haynes is an experienced multi-line claims adjuster licensed in Texas and has extensive background in working with municipal clients. He is available to conduct claims investigations and assist the general adjuster with special issues.

Work will be performed on an as-requested basis and billed at \$100 per hour.

3. Specialized Risk has worked with staff at the Inter-Urban Railway Museum and various libraries in an effort to identify and establish a value for insurance proposes of several rare and historical archives of documents. This work is outside the scope of work under the original contract.

Work will be performed on an as-requested basis and billed at \$100 per hour.

4. Specialized Risk consultants are available to assist the City in any area or special project related to safety, security, fleet safety, risk management, emergency management, industrial hygiene and environmental or occupational health on an as-requested basis.

Work will be performed on an as-requested basis and billed at \$100 per hour.

5. We have the ability to provide updated building replacement cost values for City facilities by utilizing the Boeck appraisal system.

A flat fee of \$5,000 will allow us to provide updated RC values to any 50 City designated facilities.

City of Plano, Texas
Southern Specialized Risk Options, LLC
Proposal for Bi-Annual Facility Inspection Services

6. Our consultants have experience in providing high quality digital video documentation of selected City facilities or sites detailing complete exterior appearances, approaches, significant building features and surrounding premises such as parking areas and walkways. We would also provide the same digital video for building interiors and contents. This information will be very useful for claims documentation, insurance contents valuation and proof of loss and historical reference purposes. Video media can be provided in various formats at the City's request and can be uploaded to a master data warehouse, if needed.

The fee to provide this service for all 96 locations would be approximately \$38,800. Video of 50 of the highest value public use facilities would be \$21,500. The fee to provide this service for all 96 locations and the 116 high risk park features such as sports fields, bleachers, fencing and lighting, Dog Park, fishing piers and other locations assigned by Office of Risk Management would be \$63,600. We are willing to work with ORM and develop a cost for providing this service at any combination of fixed sites requested on a pro-rata fee to be determined upon selection of the sites to be videotaped.

Note: Should the City choose to take advantage of the services discussed in Number 1-Park and High Risk Location Assessments, we would provide a discount of the video service since our consultants would be visiting the various sites to conduct the site assessments as a part of the risk assessment. A fee discounting will be determined should this package service option be desired.

Company Profile

Specialized Risk was established in February 1996 as Tactical Concepts and was reformed as an LLC and renamed in 2004 as Southern Specialized Risk Options, LLC (SSRO) to provide specialized training and consulting services to various governmental public entity clients and select not-for-profit organizations that provide services to or support public entities. Specialized Risk is wholly owned by Steven Haynes, ARM who serves as the President and Managing Director and is responsible for daily operations. He utilizes associates with varying specialties and expertise for mission or project specific assignments. Specialized Risk continues to expand its product and service offerings as new hazards emerge, and in response to developing trends in safety and security, to provide relevant up to date specialized consulting to our clients.

Our mailing address is:

Southern Specialized Risk Options, LLC
205 Parkhurst Lane
Allen, Texas 75013
Office Phone: 214-509-9105
E-mail Contact: shaynes@specializedrisk.com

Southern Specialized Risk Options, LLC specializes in public entity and not-for-profit clients exclusively. Our staff of executives, security consultants and safety specialists all possess extensive public entity backgrounds and/or experience at the federal, state or local level. Our operations staff includes former Navy SEAL's, Navy Bomb Disposal Technicians, former Secret Service Agents, former Army Delta Force Operatives, and former state police and local law enforcement officers, as well as, former city risk managers, underwriters and insurance brokers. We also have support staff members who specialize in research, analysis, data mining, civil and electrical engineering and our newest consultant has extensive experience in Organizational Psychology as it applies to school violence and terrorism.

We have chosen to keep our exclusive focus on public entities and not-for-profit agencies. It is difficult to do many things and do them all well. Our company philosophy and management strategy is to specialize exclusively in one area and set the benchmark for quality and service. The key to setting the benchmark is to give our customers what they want and need. The only way to do this is to take every opportunity to understand their unique challenges and needs. This can only be achieved by constant communication, willingness on our part to learn and to listen to our public entity partners and diligent follow through to ensure our customer's expectations are consistently met or exceeded.

The one thing that makes us unique and sets us apart from our competitors is our staff and consultants. You will be hard pressed to find any other safety and security company that has staff members with the experience not just in theories or classrooms but in actual real world situations and counter-terrorism operations that we possess. Our approaches and methods are derived from extensive real world experience in what works and what doesn't. We have assembled an extremely talented multi-disciplinary team that draws on each other's skills and experience to provide a unique service to our clients.

Our philosophy regarding this project is consistent with how we approach most projects and quite simple. We use common sense! It makes no sense for us to make elaborate, highly technical and costly recommendations that our clients don't need or can't afford or worse, that puts our customer in a precarious and uncomfortable situation by having to influence and manage multiple functional areas or departments to implement burdensome changes for which they see no relevant reason. We recognize the need to create a safe and secure environment without creating another headache.

A preliminary planning meeting will be held with the project coordinator and City staff in early July to jointly develop a detailed project plan that will include elements such as; action item/milestone, scheduled and actual completion date, individual assigned responsibility for the deliverable, a list of deliverables specific to that action item/milestone, field notes and any quantifiable measurement required.

Supplemental Information

Software and Technology

Specialized Risk has the latest in computer support and systems capabilities. We use the latest version of the Microsoft Office Suite that includes Word, Excel, and Access. We also use PowerPoint presentations extensively when doing presentations. Our systems are networked for data sharing and redundancy of data integrity. Our team uses Microsoft Exchange/Outlook e-mail to communicate and all of our systems have access to high-speed Internet connections to facilitate rapid response to customers. Additionally, all of our executives have cell phones available for 24-hour contact, secure encrypted radios, access via e-mail and fax capability. Constant, open communications, availability 24/7 and responsiveness are critical to our customers. Specialized Risk strives to make this a top priority.

Specialized Risk is a certified Marshall and Swift (Boeck) appraiser; we utilize their software programs to calculate replacement cost and green standard ratings, if requested.

We have worked with other clients to develop an automation process with the goal of eliminating hard copy paperwork, allowing greater access to the data collected and to facilitate sharing of information with functional areas which need the information.

Number of Years of Experience

Specialized Risk's staff has a minimum of 5 years experience with many having well over 25 years of experience in reviewing, developing, implementing and monitoring safety programs for public entities.

Qualifications

Specialized Risk is an approved provider and currently performs services of this nature, including building inspections, premises liability assessments, security audits and risk management operational audits for the following companies or insurers:

- Arthur J. Gallagher Risk Management
- Safety and Environmental Solutions, Inc.
- Omega Risk Group, Inc.
- Safety Resources
- AIG Insurance Company
- Lexington Insurance Company
- New Hampshire Insurance Company
- ARCH Insurance Company
- Western World Insurance Company
- Tudor Insurance Company
- Munich Re America Group
- Chubb Property Insurance Company
- ACE Insurance Company

Specialized Risk is also an approved loss control services provider (Field Safety Representative) for the Texas Department of Insurance-Workers Compensation Division.

City of Plano, Texas
Southern Specialized Risk Options, LLC
Proposal for Bi-Annual Facility Inspection Services

Identification of Key Personnel

The primary daily contacts for the city will be Andrew Haynes representing SSRO.

Associate members of the Specialized Risk team may be brought in to assist with inspection services, as needed.

A list of the locations to be inspected during each inspection cycle will be developed by Specialized Risk and approved by ORM. Once the location listing is approved, it will be provided to the Office of Risk Management who will be responsible for scheduling and coordinating the inspections with the appropriate location contact person. A copy of the scheduling e-mail will be forwarded to all persons involved with the location inspection.

In the event a scheduled inspection is cancelled, the Office of Risk Management will notify all concerned parties by phone and/or e-mail as soon as possible. The missed inspection will be rescheduled during the same inspection cycle at a mutually agreed upon date and time.

Conflict of Interest

There are no situations anticipated that would create a conflict of interest if Specialized Risk should be awarded the contract.

Continuity of Assigned Personnel

The primary key contact is located in Allen and Collin County. The key contact, Andrew Haynes, is available 24 hours a day, seven days a week and your staff will be able to contact him via cellular phone, pager, and will also be able to contact him at his residence for emergencies. Steven Haynes will serve as the backup in the event the key contact becomes unavailable to complete the scheduled inspection.

Client Information Updates

We have the capability to target via e-mail designated key staff that has an interest in industry updates. We also will schedule a periodic meeting with designated staff and will provide relevant updates during the course of the meetings. Routine updates will be communicated through normal mail and update letters as frequently as necessary.

Licensing and Insurance

Specialized Risk is licensed with the Texas Safety and Security Consultants Registry as a Risk Management Consultant. Steven Haynes is registered as a Security Consultant and Risk Manager in Texas.

We maintain a general liability and commercial auto insurance policy with \$2,000,000 occurrence limits and a \$2,000,000 aggregate limit. We maintain \$1,000,000 E&O insurance and a \$500,000 security consultant E&O policy limit. Additionally, we purchase a \$1,000,000 excess liability policy (umbrella). We do not provide workers compensation coverage since all of our employees are independent contractors and we are not required to do so under Texas Statute. Copies of our license and insurance can be provided.

Regulatory Compliance

Our agency has not been involved with any regulatory agency violations, litigation, administrative proceedings, or investigations by any organization since the company was established.

City of Plano, Texas
Southern Specialized Risk Options, LLC
Proposal for Bi-Annual Facility Inspection Services

Service Disclaimer

The purpose of our reports is to serve as a general guide to help the City of Plano make an informed evaluation of the overall condition of its various facilities and parks. The report expresses the personal opinion of the inspector based upon his visual impressions of the conditions that existed at the time of the inspection. The inspection and report are not technically exhaustive, or imply that every component was inspected, or that every possible defect was discovered. Systems and conditions that are not within the scope of the services provided by our inspectors include, but are not limited to: lead paint, asbestos, toxic or flammable materials, other environmental hazards, pest infestation, certification of compliance of playground equipment, compliance with local or national building codes, ADA compliance certifications, compliance with any specific EPA or TCEQ regulations, certification of compliance with local or national fire safety code requirements. Our reports do not constitute any express or implied warranty regarding the structural, mechanical, plumbing, and electrical, installed systems, or building code compliance or conformity and should not be relied on as such.

SOUTHERN SPECIALIZED RISK OPTIONS, LLC

Office Information

Southern Specialized Risk Options, LLC
 205 Parkhurst Lane
 Allen, TX 75013

Contact Information

Steven E. Haynes, ARM

shaynes@specializedrisk.com

Main Number: 214-509-9105

Facsimile Number: 214-509-9715

<i>LICENSING AND AGENCY INFORMATION</i>			
FEIN	37-1500961	Dun & Bradstreet ID Number	60-942-9282
Texas Surplus Lines Agency	19400	Texas General Lines Agent-Property and Casualty	955565
Texas Surplus Lines Agent	1213373	Texas General Lines Agent-Life, Accident, Health and HMO	955565
Texas Insurance Adjuster-All Lines	472699	Texas Risk Manager License	472701
Louisiana Surplus Lines Agent	323952	Florida Insurance Producer	E178056
Louisiana Insurance Producer	323952	Mississippi Insurance Agent	1000606078
Indiana Insurance Producer	465680	NAIC National Producer Number	1936046
Texas DPS-Investigations Company	A13385	Texas DPS-Private Investigator	A13385
Texas DPS-Security Consultant	DD01651	Texas DPS-Instructor	J02466
Texas General Line Agency Number	19399		

Point of Contact	Steven E. Haynes, ARM
General Administration Contact	Steven E. Haynes, ARM
E-Mail Address of Contact	shaynes@specializedrisk.com
Phone Number	214-509-9105

**TEXAS COMPTROLLER OF PUBLIC ACCOUNTS**

SUSAN COMBS • COMPTROLLER • AUSTIN, TEXAS 78774

June 22, 2010

CERTIFICATE OF ACCOUNT STATUSTHE STATE OF TEXAS
COUNTY OF TRAVISI, Susan Combs, Comptroller of Public Accounts of the State of Texas, DO
HEREBY CERTIFY that according to the records of this office**SOUTHERN SPECIALIZED RISK OPTIONS, LLC**is, as of this date, in good standing with this office having no franchise
tax reports or payments due at this time. This certificate is valid through
the date that the next franchise tax report will be due May 16, 2011.This certificate does not make a representation as to the status of the
entity's registration, if any, with the Texas Secretary of State.This certificate is valid for the purpose of conversion when the converted
entity is subject to franchise tax as required by law. This certificate is
not valid for any other filing with the Texas Secretary of State.GIVEN UNDER MY HAND AND
SEAL OF OFFICE in the City of
Austin, this 22nd day of
June 2010 A.D.Susan Combs
Texas ComptrollerTaxpayer number: 13715009612
File number: 0800422319

Form 05-304 (Rev. 12-07/17)

EXHIBIT A
PAGE 16 OF 48



Office of the Secretary of State

**CERTIFICATE OF ORGANIZATION
OF**

Southern Specialized Risk Options, LLC
Filing Number: 800422319

The undersigned, as Secretary of State of Texas, hereby certifies that Articles of Organization for the above named company have been received in this office and have been found to conform to law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law, hereby issues this Certificate of Organization.

Issuance of this Certificate of Organization does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 12/07/2004

Effective: 12/08/2004



A handwritten signature in black ink, appearing to read "G. Connor".

Geoffrey S. Connor
Secretary of State

EXHIBIT A
PAGE 17 OF 48

Live Report : SOUTHERN SPECIALIZED RISK OPTIONS, LLC

D-U-N-S® Number: 60-942-9282
Endorsement: shaynes@specializedrisk.com

D&B Address	205 Parkhurst Ln
Address	Moved From: 125 W Main St Ste
	200, Allen, Tx
	Allen, TX - 75013
Location Type	Single Location
Phone	UNKNOWN
Fax	
Web	

Trade Names	
Trade Names	No trade names for this company.

Company Summary

Trade Payments - Timeliness of Historical Payments

When weighted by dollar amount, Payments to suppliers average 11 days beyond terms
12-month D&B PAYDEX®: 73
 (Lowest Risk:100; Highest Risk:1) This assessment is based on D&Bs 12-month PAYDEX® Score.

Predictive Indicators - Risk of Financial Stress

Financial Stress Score Class: 3
Medium risk of severe financial stress over the next 12 months.

History & Operations

This is a single location

Manager	STEVEN HAYNES, MEMBER
Year Started	2004
Employees	11
SIC	8748
Line of business	Safety & security consulting
NAICS	541618
History Status	INCOMPLETE

Public Filings

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	Number of Records	Most Recent Filing Date
Bankruptcies	0	-
Judgments	0	-
Liens	0	-
Suits	0	-
UCCs	0	-

The public record items contained herein may have been

Predictive Indicators - Risk of Payment Delinquency

Commercial Credit Score Class: 3
Medium risk of severe payment delinquency over next 12 months.

Predictive Indicators - Supplier Evaluation Risk

Supplier Evaluation Risk Rating: 5 Moderate risk of supplier experiencing severe financial stress over the next 12 months.

Predictive Indicators - Credit Capacityfor Headquarters

D&B Rating: --

The blank rating symbol should not be interpreted as indicating that credit should be denied. It simply means that the information available to D&B does not permit us to classify the company within our rating key and that further enquiry should be made before reaching a decision. Some reasons for using a "--" symbol include: deficit net worth, bankruptcy proceedings, insufficient payment information, or incomplete history information.
 This assessment is based on D&'s D&B Rating.

News & Alerts

Alert Type	Date	Actions
Commercial Credit Score Class	06/11/2010	View

In the last 30 days, 1 alerts were generated for this company.

EXHIBIT A
PAGE 18 **OF** 48

DPS HOME SERVICES EMPLOYMENT ABOUT US

Person Details

New Search | PSB Home

Person Details

Status: Approved
 Name: HAYNES, STEVEN
 Gender: M

*In an effort to protect the personal information of our registrants, this site will no longer display dates of birth. It will remain as a searchable field in order to differentiate between individuals with the same name but will not display in the results screen.

License Details

Description	Issue Date	Expire Date	Status
Security Consultant (DD)	5/3/2005	4/30/2011	Active
Officer/Shareholder/Manager/Private Investigator	9/13/2005	9/13/2011	Active
Owner/Manager/Private Investigator	5/14/2003	5/14/2009	Expired
Instructor	4/21/2005	3/31/2006	Expired
Instructor	2/13/2007	1/31/2010	Expired

Employment Details

Company	License #	License Type	Hire Date	Terminate Date
SOUTHERN SPECIALIZED RISK OPTIONS, LLC.	A13385	Owner/Partner/Shareholder/Officer		
SOUTHERN SPECIALIZED RISK OPTIONS, LLC.	A13385	Owner/Partner/Shareholder/Officer		
SOUTHERN SPECIALIZED RISK OPTIONS, LLC.	A13385	Owner/Partner/Shareholder/Officer		
STEVEN E. HAYNES	DD01651	Security Consultant (DD)		
STEVEN E. HAYNES	DD01651	Security Consultant (DD)		
STEVEN E. HAYNES	DD01651	Security Consultant (DD)		
Steven E. Haynes - Instructor	H02308	Instructor		
STEVEN EUGENE HAYNES	J02466	Instructor		
STEVEN EUGENE HAYNES	J02466	Instructor		
STEVEN EUGENE HAYNES	J02466	Instructor		
Tactical Concepts Group	A11465	Owner/Partner/Shareholder/Officer		
Tactical Concepts Group	A11465	Owner/Partner/Shareholder/Officer		

Training Details

EXHIBIT A
 PAGE 19 OF 48



The option to renew licenses on-line will be made available at least 90 days prior to a license renewal date. Paper license renewals will be mailed at least 90 days prior to a license renewal date also.

Agent Profile					
STEVEN EUGENE HAYNES		Address:	205 PARKHURST LANE ALLEN, TX 75013	Appointments Renew License	
License ID	License Type	Qualification	Most Recent Issue Date	Exp Date	Status
1213373	Surplus Lines Agent		02/03/2003	02/03/2011	Active
472699	Adjuster	Adjuster - All Lines	08/20/1998	07/03/2010	Active
472701	Risk Manager		05/26/1999	07/03/2010	Active
955565	General Lines Agent	Life, Accident, Health and HMO	12/12/2002	07/03/2010	Active
955565	General Lines Agent	Property and Casualty	06/22/1999	07/03/2010	Active

To return to the previous screen, use the 'Back' feature of the browser.

Otherwise use [<< Back to Beginning](#)

[Disclaimer link](#) | [Security and Privacy Policy link](#)

For technical assistance, you can contact us 24 hours a day, 7 days a week toll free at 1-877-452-9060.

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EXHIBIT A
PAGE 20 OF 48

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) Southern Specialized Risk Options, LLC	
Business name, if different from above Same	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ C..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.) 205 Parkhurst Lane	Requester's name and address (optional) City of Plano
City, state, and ZIP code Allen, TX 75013	
List account number(s) here (optional) N/A	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
37	1500961

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶ 06/22/10
------------------	----------------------------	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of ~~disregarded entity~~ **EXHIBIT A** and not the entity,

City of Plano
 Southern Specialized Risk Options, LLC Proposal
 Bi-Annual facility Inspection Services

Southern Specialized Risk Options, LLC

Insurance Information

Policy Number	Type	Company	Policy Amount	Inception Date	Expiration Date
049 951824	Commercial GL	Allstate	\$2,000,000	07/11/2010	07/11/2011
049 951824	Commercial Auto	Allstate	\$2,000,000	07/11/2010	07/11/2011
049 951824	Business Property	Allstate	\$50,000	07/11/2010	07/11/2011
330108 08 4163 A	Insurance-Loss Control Services-E&O	Lloyd's of London	\$1,000,000	08/10/2009	08/10/2010
BIPKG0048000	Security Consultant E&O	Arch Insurance Company	\$500,000	06/19/2010	06/19/2011
944292348	Excess Liability-Umbrella	Allstate	\$1,000,000	07/01/2010	07/01/2011
	Workers Compensation	Exempt Employer			

References

Company Name: **AIG Consultants-Lexington Insurance Company**
Company Address: **100 Summer Street, 31st Floor Boston, MA**
Point of Contact: **Dave Brown-Project Manager-Atlanta University Consortium**
Phone & Fax Number: **Phone-617-330-8333 Fax-617-716-2099**
Email Address: **Dave.Brown@aig.com**

Company Name: **Arthur J. Gallagher Risk Management, Inc.**
Company Address: **235 Highlandia Drive #200 Baton Rouge, LA**
Point of Contact: **Nancy Sylvester-Managing Director**
Phone & Fax Number: **Phone-225-906-1219 Cellular-337794-0611**
Email Address: **Nancy_Sylvester@ajg.com**

Company Name: **National Public Entity Risk Managers Association (PRIMA)**
Company Address: **Washington D C**
Point of Contact: **Ron Hayes-President**
Phone & Fax Number: **Phone-337-217-4240-Extension 3001**
Email Address: **Ron.Hayes@cpsb.org**

PROPERTY STATEMENT OF VALUES

Effective Date: 10/01/2009

ADDRESS	CITY	STATE	ZIP	OCCUPANCY DESCRIPTION (Indicate if vacant or unoccupied)	CONSTR. TYPE	PROT. CLASS	YEAR BUILT	YEAR OF BUILDING UPGRADES	NO. OF STORIES	SQUARE FEET	BUILDING VALUE	CONTENTS VALUE	EDP	VALUABLE PAPERS and RECORDS	ACCOUNTS RECEIVABLE	BUSINESS INCOME	PERSONAL PROPERTY OF OTHERS	TOTAL INSURED VALUE (TV)
	Plano	TX	75074	Municipal Center/Administration	MNC	1	1993	2005	3/Bsmnt	137,883	\$ 17,673,458	\$ 2,400,000	\$ 2,000,000	\$ 250,000	\$ 300,000	\$ -	\$ 50,000	\$ 22,673,458
	Plano	TX	75075	Public Television Offices/Studio	Included	1					\$ -	\$ 340,000	\$ 2,000,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 2,415,000
	Plano	TX	75075	911 Dispatch Center	Included	1					\$ -	\$ 275,000	\$ 2,000,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 2,375,000
reet	Plano	TX	75074	Administration	Frame	1	1979	1989	1	9,325	\$ 1,496,607	\$ 450,000	\$ 10,000,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 12,446,607
	Plano	TX	75074	Parks and Recreation Administration	Frame	1	1984		2	18,309	\$ 1,914,189	\$ 325,000	\$ 100,000	\$ 200,000	\$ 50,000	\$ -	\$ -	\$ 2,589,189
reet	Plano	TX	75074	Office/Print Shop	Frame	1	1974	1991	1	12,000	\$ 702,335	\$ 425,000		\$ 100,000	\$ -	\$ -	\$ -	\$ 1,227,335
reet	Plano	TX	75074	Leased Offices	Leased	1			2	2,000	\$ -	\$ 86,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,000
reet	Plano	TX	75074	Vacant	Frame	1	1959		2	2,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	Plano	TX	75074	Retail Sales-Leased	Frame	1	1950	1999	1	5,700	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000
	Plano	TX	75074	Fire Station	MNC	1	1994		1		\$ 1,139,639	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,239,639
	Plano	TX	75074	Fire Station	MNC	1	1991		1	18,740	\$ 2,176,088	\$ 325,000	\$ 750,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 3,351,088
	Plano	TX	75074	Fire Burn Tower	MNC	1	1994		4	2,000	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,000
reet	Plano	TX	75075	Fire Station	MNC	1	1973	1998	1	7,740	\$ 937,042	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,037,042
	Plano	TX	75074	Fire Station	Frame	1	1976	2001	1	5,230	\$ 672,427	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 732,427
rail	Plano	TX	75023	Fire Station	Frame	1	1978	2002	1	7,200	\$ 982,866	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,042,866
oulevard	Plano	TX	75025	Fire Station	Frame	1	1983	1998	1	7,075	\$ 687,451	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 747,451
re	Plano	TX	75023	Fire Station	Frame	1	1986		1	7,522	\$ 752,327	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 852,327
Drive	Plano	TX	75024	Fire Station	MNC	1	1988	2003	1	9,300	\$ 960,415	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,020,415
Road	Plano	TX	75024	Fire Station	MNC	1	1994		1	8,754	\$ 914,429	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,014,429

EXHIBIT A
PAGE 24 OF 48

Property Statement of Values

Effective 10/01/2008

YEAR BUILT	YEAR OF BUILDING UPDATES	NO OF STORES	SQUARE FEET	GPS Latitude	GPS Longitude	Flood Zone	Building Elevation (ft Feet)	Base Flood Elevation (ft Feet)	Sprinkler Coverage	Fire Extinguishers	Fire Alarm System	Central Station Monitoring	Special Fire Suppression	BOS System	Control Monitoring	Location Fenced	CCTV System	Type of Access Controls	Type of Roof	Roof Covering	Roof Age	Roof Geometry	Roof Condition	Exterior Cladding	Special Exposures	Inspected by SSRO	Comments	
1993	2005	4 including basement	137,663	33°01'268" N	096°41'810" W	Zone C or Unshaded X	660	656	Yes	Yes	Yes	Yes	Dry Chemical Fire Suppression System in 911 Call Center	Yes	Yes	No	No	Key Card, Keyed Locks	Steel Beam	BUR	0 to 5 Years	Flat	Average	Brick Veneer	Diesel Fuel tanks for EDG	9/4/2008	911 Call Center and PTN Television Studio	
See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center
See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center	See Municipal Center
1955/1965	Varies Dates	1	19,159	33°01'225" N	096°41'895" W	Zone C or Unshaded X	706	702	Yes: Wet and Dry	Yes	Yes	Yes	Dry Suppression System in Server Room	Motion Censored	Yes	No	Yes	Key Card and Keyed Locks	BUR	10+ Years	Flat	Average	Brick Veneer	Various Types of Computer Equipment in Large Quantities	10/28/2008	Print Shop, Mailroom, Technology Services		
1975	Unknown	2	18,309	33°01'128" N	096°41'964" W	Zone C or Unshaded X	688	697	No	Yes	No	N/A	None	No	N/A	No	No	Keyed Locks	BUR	Modified Blument	10+ Years	Flat	Average	Brick Veneer	None	7/31/2008		
1955/1965	Varies Dates	1	9,616	33°01'225" N	096°41'895" W	Zone C or Unshaded X	706	702	Yes: Wet and Dry	Yes	Yes	Yes	Dry Suppression System in Server Room	Motion Censored	Yes	No	Yes	Key Card and Keyed Locks	BUR	10+ Years	Flat	Average	Brick Veneer	Various Types of Computer Equipment in Large Quantities	10/28/2008	Print Shop, Mailroom, Technology Services (See 003)		
		2	2,000																									
1969		2	2,000																									
Unknown	2006	1	2,000	33°01'225" N	096°41'893" W	Zone C or Unshaded X	685		No	Yes	Yes	Yes	None	Yes	Yes	No	Yes	Keyed Locks	Wood Deck	Standard 2-Tab Asphalt Shingles	0 to 5 Years	High Pitched	Average	Wood	Some Pharmaceuticals	9/11/2008		
1950	1999	1	5,700																									
1994	None	1	11,150	33°01'584" N	096°41'998" W	Zone C or Unshaded X	658	662	Yes	Yes	Yes	Yes	Fire Suppression System Over Cooking Areas	No	N/A	No	No	Key Card	Steel Beam	Aluminum	10+ Years	High Pitched	Average	Brick Veneer	Gasoline, Air Compressor, Propane Torches, Fire and Rescue Vehicles, Equipment and Supplies	9/15/2008	24-hour Facility	
1994	None	1	16,740	33°01'584" N	096°41'998" W	Zone C or Unshaded X	658	662	Yes	Yes	Yes	Yes	Fire Suppression System Over Cooking Areas	No	N/A	No	No	Key Card	Steel Beam	Aluminum	10+ Years	High Pitched	Average	Brick Veneer	Gasoline, Air Compressor, Propane Torches, Fire and Rescue Vehicles, Equipment and Supplies	9/15/2008	24-hour Facility	
1994	None	4	2,000	33°01'538" N	096°42'020" W	Zone C or Unshaded X	685	611.71	Yes - In Service Only During Training Sessions	No	No	N/A	None	No	N/A	No	No	Keyed Locks	Steel	BUR	10+ Years	Flat	Average	Reinforced Masonry/Concrete	None	9/15/2008	Used only for scheduled training	
1972	1997	1	7,740	33°01'151" N	096°44'707" W	Zone C or Unshaded X	680	684	Yes	Yes	Yes	Yes	Range Guard Fire Suppression System Over Cooking Areas	Yes	Yes	No	Yes	Key Card	BUR	BUR	5 to 10 Years	Flat	Average	Unreinforced Masonry	Gasoline, Air Compressor, Fire and Rescue Equipment and Supplies	9/16/2008	24-hour Facility	
1976	2000	1	4,825	33°01'513" N	096°39'947" W	Zone C or Unshaded X	670	673	Yes	Yes	Yes	Yes	Ansul Fire Suppression System Over Cooking Areas	Yes	Yes	No	Yes	Key Card	BUR	Tar and Gravel (Flat) and Asphalt Shingles (High Pitched)	10+ Years	Combination flat and high-pitched	Average	Brick Veneer	Fire and Rescue Vehicles, Equipment and Supplies	9/15/2008	24-hour Facility	
1978	2002	1	7,200	33°03'429" N	096°44'774" W	Zone C or Unshaded X	704	665	Yes	Yes	Yes	Yes	Ansul Fire Suppression System Over Cooking Areas	Yes	Yes	No	Yes	Key Card	BUR	BUR	10+ Years	Flat	Average	Brick Veneer	Diesel Gas Pumps and Storage Tanks, Fire and Rescue Equipment and Supplies	9/18/2008	24-hour Facility	
1963	2000	1	7,200	33°01'681" N	096°46'059" W	Zone C or Unshaded X	655	661	Yes	Yes	Yes	Yes	Pipe Chemical Suppression System Over Cooking Areas	No	N/A	No	Yes	Key Card	BUR	BUR	10+ Years	Flat	Average	Brick Veneer	Gasoline and Diesel Fuel, Fire and Rescue Equipment and Supplies	9/18/2008	24-hour Facility	
1988	2004	1	7,523	33°03'529" N	096°42'599" W	Zone C or Unshaded X	664	638	Yes	Yes	Yes	Yes	Ansul Fire Suppression System Over Cooking Areas	Yes	Yes	No	Yes	Key Card	Flat	BUR	10+ Years	Flat	Average	Brick Veneer	Gasoline, Cascade Air Fill System, Fire and Rescue Vehicles and Equipment	9/18/2008	24-hour Facility	
1968	2003	1	9,300	33°04'097" N	096°48'963" W	Zone C or Unshaded X	703	691	Yes	Yes	Yes	Yes	Ansul Fire Suppression System Over Cooking Area	No	N/A	No	Yes	Key Card	BUR	BUR	10+ Years	Flat	Average	Reinforced Masonry/Concrete	Gas Pumps, UST, Police Vehicles, Fire and Rescue Vehicles and Supplies	9/18/2008	24-hour Facility	
1988	2005	1	8,754	33°05'184" N	096°47'267" W	Zone C or Unshaded X	710	709	Yes	Yes	Yes	Yes	Ansul Fire Suppression System Over Cooking Areas	No	N/A	No	Yes	Key Card	Wood	Shingles	10+ Years	High Pitched	Average	Brick Veneer	Gasoline and Diesel Fuel, Fire and Rescue Vehicles, Equipment and Supplies, Cascade Air Fill System	9/16/2008	24-hour Facility	
1968	None	1	8,204	33°02'832" N	096°50'744" W	Zone C or Unshaded X	615	611	Yes	Yes	Yes	Yes	None	No	N/A	No	Yes	Key Card	Wood	Shingles	6 to 10 Years	High Pitched	Average	Brick Veneer	Gasoline, Air Compressor, Fire and Rescue Vehicles, Equipment and Supplies	9/18/2008	24-hour Facility	

EXHIBIT A
PAGE 25 OF 48

Facility Inspection Schedule

FY 09-10	Facility	Date Inspection		Number of Days	Followup on
		Completed	Date Report Sent		Recommendations
					Due Back To Risk
					Mgmt
12/1	Melissa Compost	12/1/09	12/3/09	2	1/4/2010
12/3	Facilities Svs	12/3/09	12/3/09	0	1/4/2010
12/15	Parks East	12/15/09	12/29/09	10	1/18/2010
12/17	Rowlinson Natatorium	12/17/09	12/29/09	12	1/18/2010
12/22	Radio Shop	12/22/09	1/15/10	16	2/15/2010
1/5	Liberty Rec. Ctr.	1/5/10	1/8/10	3	2/8/2010
1/7	Haggard Library	1/14/10	1/15/10	1	2/15/2010
1/12	Parks Parkway	1/12/10	1/15/10	3	2/15/2010
1/14	Day Labor Center	1/14/10	1/15/10	1	2/15/2010
1/19	NPO	4/19/10	4/22/10	3	N/A
1/19	Child Advocacy Center	4/19/10	4/22/10	3	N/A
1/21	Tri City	1/21/10	1/26/10	5	2/22/2010
1/26	Parr Library	1/26/10	1/28/10	2	2/29/2010
1/28	Municipal Annex	1/28/10	2/4/10	7	3/1/2010
2/2	Carpenter Rec. Ctr	2/2/10	2/4/10	2	3/1/2010
2/4	Plano Centre	2/4/10	2/12/10	8	3/8/2010
2/9	Equipment Svs	2/9/10	2/12/10	3	3/8/2010
2/11	Oak Point Center	2/11/10	2/12/10	1	3/8/2010
2/16	Animal Shelter	2/16/10	2/18/10	2	3/8/2010
2/18	Highpoint Tennis Ctr	2/18/10	2/18/10	0	3/8/2010
3/2	Douglas Rec Ctr	3/2/10	3/11/10	9	4/19/2010
3/2	Plano Housing Authority	3/2/10	3/11/10	9	4/19/2010
3/2	Plano Daycare	3/2/10	3/11/10	9	4/19/2010
3/4	Public Works, EWS	3/4/10	3/11/10	7	4/19/2010
3/9	Interurban Station	3/9/10	3/11/10	2	4/19/2010
3/11	Aquatic Center	3/11/10	3/11/10	0	4/19/2010
3/16	Senior Services	3/16/10	3/23/10	7	4/20/2010
3/18	Parks West	3/18/10	3/18/10	0	N/A
3/23	Harrington Library	3/23/10	3/23/10	0	4/20/2010
3/25	Courtyard Theatre	3/25/10	4/2/10	7	4/30/2010
3/30	Pecan Hollow Golf	3/30/10	4/2/10	3	4/30/2010
4/1	Municipal Center South	4/1/10	4/2/10	1	4/30/2010
4/6	Schimelpfenig Library	4/6/10	4/6/10	0	4/30/2010
4/8	Joint-Use / 801	4/8/10	4/22/10	14	6/4/2010
4/8	Davis Library	4/8/10	4/22/10	14	NA
4/13	Police 802	4/13/10	4/22/10	9	6/4/2010
4/13	NPO BDO	4/13/10	4/22/10	9	N/A
4/15	Police HQ 800	4/15/10	4/22/10	7	N/A
4/20	Jail	4/20/10	4/22/10	2	6/4/2010
4/22	Municipal Center - 3 & 2	4/22/10	4/22/10	0	6/4/2010
4/22	Municipal Center - 1 & B	4/22/10	4/22/10	0	6/4/2010
4/27	Ridgeview Pump Station	4/27/10	4/27/10	0	N/A

4/29	Warehouse		4/29/10	4/29/10	0	6/15/2010
5/4	Robinson Justice Center		5/4/10	5/18/10	14	6/15/2010
5/6	Muehlenbeck Rec. Ctr.		5/6/10	5/18/10	12	6/15/2010
5/10	FD Admin, S1,S3,S11		5/10/10	5/15/10	5	6/30/2010
5/12	S2,S6,S4,S10		5/12/10	5/15/10	3	6/30/2010
5/14	S8,S5,S9,S7		5/14/10	5/15/10	1	6/30/2010

Under Construction:

Fire Station 12
EOC
Oak Point Nature Preserve
Outdoor Learning Center

Expansion/Remodel:

Animal Shelter
Carpenter Rec Center
Gun Range

Master Recommendation Report

Rec Rpt Contact	Sent Date	Due Date	Responding Person	Rec Rpt Res Return Date	Recommendation No.	Repeat (Yes/No)	Recommendation Description	Date Fully Implemented	Requires Further Action / Resources - Anticipated Implementation	Reason for Delay	Facilities Work Order Date# (if applicable)	Comments
Dave Stephens	10/28/08	11/28/08			003-2008-10-01 (REPEAT 03-2008-04-06)	Y	Emergency evacuation maps with diagrams are not conspicuously posted in hallways notifying visitors and new employees of various exits and routes.					
Reid Choate - Equipment Services	10/28/08	11/28/08			003-2008-10-02	N	Install a lock on the access cover to the propane tank in the parking lot to prevent unauthorized access.					
Billy Clayton	10/29/08	11/28/08	Cheryl Maggioro	01/15/09	003-2008-10-03	N	General Housekeeping: Need to clean up loose papers and boxes behind the print machines located near the windows.	11-2008 checked again on 01-15-09	Trevor is keeping this area clean			
Billy Clayton	10/29/08	11/28/08	Cheryl Maggioro	01/15/09	003-2008-10-04	N	Remove all non-chemicals from the flammable materials storage cabinet. This space should be used to store all chemicals.	11-2008 checked again on 01-15-09	Print shop has another cabinet for non-chemicals storage			
Billy Clayton	10/29/08	11/28/08	Cheryl Maggioro	01/15/09	003-2008-10-05	N	Smoking is being allowed in the storage room so long as the door is open. This is a violation of City ordinance. Post "No Smoking" signs in the area and enforce the City's "No Smoking Inside" ordinance.	11-2008 checked again on 01-15-09	No smoking sign is posted on window, the smokers are following the city's ordinance.			
Billy Clayton	10/29/08	11/28/08	Cheryl Maggioro	01/15/09	003-2008-10-06	N	Staff should acquire a current Workers Compensation Notice poster from the Risk Management Department and post in a common, conspicuous location where all employees have access.	11-2008 checked again on 01-15-09	one posted in Print shop and one posted in the break room			
Billy Clayton	10/29/08	11/28/08	Cheryl Maggioro	01/15/09	003-2008-10-07	N	Update the MSDS Book to include all chemicals currently used.	not completed	David Wilson and Steve Vilarreal are working on this, should be completed in the next few days			
Rusty Thomas	11/18/08	12/19/08			004-2008-11-01 (REPEAT 4-2008-04-06)	Y	There is an active wet type fire sprinkler system located in the second floor computer/server room for the public safety communications system equipment. The system needs to be capped off to prevent leaking or intentional activation from ruining the electronic system components. Also, the portable fire extinguisher in this area is expired and has not been inspected since 04/2006.		a sprinkler reco. would have been handled by Facilities, so we wouldn't need to submit it. I'm going to mark it resolved, from our standpoint.			
Glen Brashear	03/10/09	04/10/09			005-2009-03-01	N	In the Technology Services area, surge protectors are pig-tailed. Replace all pigtailed protectors with individual power strips. Ensure cord length is long enough so as to not pigtail surge protectors together.					
Glen Brashear	03/10/09	04/10/09			005-2009-03-02	N	Place a CPR face shields in the first aid kit on the second level and the first aid kit near the gym.					

City of Plano Building & Property Card



Department Administration		Information Services	
Building Name Municipal Annex			
Building Use IT Center/Print Shop/Mailroom			
Building Manager (Contact) Dave Stephens		Telephone (972) 941-7660	
Physical Address 1117 E. 15th Street		Zip Code 75074	
Lot size (Acres, Feet, Etc.) Exterior perimeter 996'		Building Square Footage 19,159	
Number of Floors One		Built 1955/1965	
Construction (State Fire Rate File) Mixed-MNC/Steel Frame			
Construction: A. Foundation Slab		Floors Concrete	Roof Flat - Built Up Roof
Elevator(s): A. Manufacturer None		Type	Floors Served
Escalator(s): A. Manufacturer None		Type	Floors Served
Boiler Information (include air conditioner & electrical) Multiple Large Commercial A/C Units mounted on the roof			
Burglar Alarm Service Company Chubb Security		Telephone (A/C) (972) 690-4691	Installed by
Fire Protection Service Company Chubb Security		Address (city, state, zip)	Fire Alarm Manufacturer
Fire Insurance		Valuation	Insurance Company
Insurance Information		Valuation	Insurance Company
			Policy Number
			Date

Outside Walls Brick Veneer and Decorative Pebbles	
Serviced by	Phone (A/C)
Serviced by	Phone (A/C)
Boiler Information (include air conditioner & electrical) Multiple Large Commercial A/C Units mounted on the roof	
Serviced by	Phone (A/C)
Phone (A/C)	Fire Rate File #
Policy Number	Date
Policy Number	Date

EXHIBIT A
 PAGE 29 OF 48

City of Plano

Risk Management Division

Last Updated 10/28/2008
 Updated By SSRO

Facility Survey

General Information

Building Name:	Municipal Annex	Building No.	003
Address:	1117 E. 15 th Street	Survey Date:	10/28/2008
City:	Plano	State/Zip:	Texas / 75074
Department:	Administration	Division:	Information Services
Facility Inspector:	Steven E. Haynes, ARM (Southern Specialized Risk Options, LLC)		
Contact Name:	Dave Stephens	Phone Number:	(972) 941-7760
Job Title:	Supervisor		

Narrative

This facility serves as the mailroom and main Technology Services facility. It also houses the print shop. It is located in Collin County, Texas. The property is 100% occupied by the City of Plano. The Technology Services area is a secure and restricted access facility. The mailroom and print shop are located outside the secure portion of the building. It is not usually visited by members of the public. Hours of operation are Monday through Friday, 8:00 AM – 5:00 PM. The location has approximately 55 employees.

There is a small kitchen area, which includes a microwave, refrigerator and toaster oven. Office flooring is carpet and bathroom flooring is ceramic tiling. All floor surfaces are in good condition and no specific defects were observed.

The sidewalk surfaces are concrete and laid brick. The surfaces are in good condition. The walkway at the Southside entrance is covered. The parking lot surfaces are concrete and in good condition except for minor cracking. Handicap parking is adequate and well marked. Fire lanes are appropriately marked.

Landscaping includes several large, mature trees, some small- to medium-sized trees and numerous shrubs. All are well manicured.

There are no large or small natural bodies of water within several miles of this location. The main entrance faces North. Wind exposures to the property are as follows:

- North: Municipal Center
- South: Small Businesses
- East: Office Building
- West: Small Businesses

This facility is located in a combination commercial and residential neighborhood. The building has not suffered storm, flood or fire damage in recent years. There are no reported crime problems at this location.

There are no special hazards near the property with the exception of large propane tanks for the emergency generators and a tall public safety radio tower in a fenced enclosure abutting the building.

The building is protected against lightning by an arresting system. The building is not protected against flood and/or storm surge by any special features or equipment though the two large server rooms are positioned on raised floating floors. There are two Emergency Generators at this location; they are located behind a protective concrete and brick barrier wall and an enclosed chain link fence.

No specific severe storm precautions or preparations are taken during severe weather.

EXHIBIT
PAGE 30 OF 48

Building Construction

Classification	Comments
Mixed - See Comments	Original building houses the print shop area. At least one

Facility Survey

		Comments
		addition has been added since 1965. The buildings are a combination of steel frame, brick veneer on masonry and poured in place concrete.
Door Construction	Large Plate Glass	
Window Construction	Small Narrow Glass	6 feet long by 12 inches wide
Building Condition	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Basement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Age of Building & Additions	Year Built: 1955 and 1965 Year Renovated: Varies - multiple renovations and improvements have occurred over the years -- <input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Roof	
Ground Floor Area	19,159 sq. ft.	According to appraisal
Total Area	19,159 sq. ft.	
Number of Stories	1 story	
Height of Building, ft.	12 feet	
Occupancy:	Other - See Comment	Computer Server Center, Print Shop and Mail Center
Number of Fire Divisions:	None	

Property Systems

Heating system is:	Forced warm air	Wiring system is:	Copper element
Fuel source is:	Electricity	Circuit protection:	Breakers
Cooling system is:	Forced cool air	Undesirable wiring:	None noted
Housekeeping:	Good	Smoking Controls:	Yes - Acceptable
Comments:			

Any systems upgraded in last 10 years:

Heating/AC: Yes No
 Electrical: Yes No
 Roof Cover: Yes No
 Ventilation: Yes No
 Plumbing: Yes No
 Structural: Yes No

Upgrade Details: Numerous improvements and upgrades have been performed over the last 43 years but current staff was unfamiliar with specific details

Special Hazards

Flammable or Combustible Liquids:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain:	
Welding or Cutting:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain:	
Boilers or Pressure Vessels:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain:	
Spray Painting:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain:	
Refrigeration Compressors:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain:	
Commercial Machinery:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain:	
High Value Assets:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, explain:	Computer Servers Desktop/Laptops
Other:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain:	

Public Protection

Fire Department within:	Less than one miles	Medical Assistance within:	Less than one miles
Number of public hydrants within 500':	2	Within 1,000':	2
Building accessibility for fire fighting is:	Good		

Private Protection

Sprinkler system:	Yes	System in service:	Yes
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EXHIBIT
PAGE 31 OF 48

Facility Survey

<input checked="" type="checkbox"/> Wet - Static Water Pressure: 55 psi		<input checked="" type="checkbox"/> Dry - Air Pressure: 0 psi	
<input checked="" type="checkbox"/> Deluge		<input type="checkbox"/> Hydraulic design	<input type="checkbox"/> Pipe schedule
System supervision: Central Station		<input type="checkbox"/> Pre-action	
Supervision is on:		<input checked="" type="checkbox"/> Water Flow <input type="checkbox"/> Riser valves <input type="checkbox"/> Section valves <input type="checkbox"/> Temperature <input type="checkbox"/> Air pressure	
Contents unusually prone to water damage:		Yes - details:	There are numerous computer, laptops and peripheral devices and components, some of which are stored on the floor.
Stock/supplies skidded 4" off floor:		N/A	
Adequate number and type of fire extinguishers::		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, describe	
Fire extinguishers currently serviced:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, describe:	Last Inspected June 2008 - Both Print Shop and Tech. Svcs.
Fire detection system: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Smoke detection system: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fire alarm: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fire Alarm Type:		Central Station	
Comments:		<p>Building is approximately 45% protected. The two server rooms are protected by a FM200 Fire Suppression System. The office areas are protected by a wet sprinkler system. Systems last inspected January 2008.</p> <p>The print shop fire panel was last inspected July 18, 2008. The server room fire panel was last inspected October 2008.</p> <p>Server Room: The fire access panel at the entrance has the key broken off so the system could not be inspected.</p>	
Security system provided:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is security system monitored by: <input checked="" type="checkbox"/> Central Station <input type="checkbox"/> Local
Describe security system and any other security features at the facility:		<p>This location is monitored by a CCTV system. It is also equipped with motion sensors located near doors in main hallways. There is no security guard.</p> <p>The building is accessed via a key card system at the main doors. There are also keyed doors. An intercom and phone system is used to control unauthorized entry to the facility.</p> <p>There is no safe on the premises.</p> <p>Exterior lighting is provided via streetlights. Lighting appears adequate; however, an evaluation was not made as this survey was conducted during daylight hours.</p> <p>It should be noted that this location is critical to City operations and contains high value equipment.</p>	

Premises Liability

EXHIBIT
PAGE 32 OF 48

Hazard	Premises Liability	Comments
Slip/Trip/Fall	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe	
Attractive Nuisance	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe	

Facility Survey

Vehicle or Equipment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe	
Swimming Pool	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe	
Parks and Playground	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe	
Recreation Center	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe	
Athletic Complex	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe	
Museum/Theater Auditorium	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe	
Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe	

Building Envelope

	% of Exterior (Enter number from key below and % of Exterior)	Wind Resistance/Condition (Better than Average, Average, Worse than Average)	Comments (Comment on sign of fatigue on windows/seals/frame)
Wall openings (1-5, 0):	2-Not Designed for Extreme Wind	Average	5%
Door openings (1-4,0):	3-Not designed for wind protection	Average	10%
Exterior cladding type (1-8, 0):	3-Brick Veneer	Average	85%
External ornamentation (1-3, 0):	2-Average Ornamentation	Average	
Wind missiles (1-5, 0):	2-Protective foilage	Average	
	Yes/No	Comments (Comment on prior damage and remediation)	
Skylights:	Yes	Have leaked and been repaired in last 3 years	
Impact resistant glass:	No		

Roof Information

		Condition (Better than Average, Average, Worse than Average)	Comments (Use FM Data Sheets 1-9, 1-28, 1-28R and 1-29R for guidance)
Roof age (1-3, 0):	3: 10 years+	Average	
Roof geometry (1-6, 0):	6-Flat roof	Average	
Roof deck (1-4, 0):	1-Steel	Average	
Roof insulation (1-9, 0):	Select	Select	Not Visible
Roof cover (1-10, 0):	8-Built-up Roof	Average	
Roof fastening (1-5, 0):	4-Fully Adhered	Average	
	Yes/No	Comments (Comment on prior damage and remediation)	
Re-roof/repair:	No		
Roof openings vents/drain/parapets:	No		

EXHIBIT
PAGE 33 ^A **OF** 48

Facility Survey

Flood/Water Damage

	Type of Exposure	Distances (Within flood zone, X' from flood zone, etc.)	Comments (Comment on all risks in flood zones V or A)
Flood Zone(s) (1- 6, 0):	4-Zone C or un-shaded X		
Major bodies of water (name):	None		
Surface water exposure (describe):	None within 1 mile		
Surrounding terrain (describe):	Commercial Buildings		
Flood missiles (describe):	Minimal		
Latitude:	33°01.225' N	Longitude:	096°41.895' W
Base Flood Elevation:	702 feet	Building Elevation:	706 feet

Overall Evaluation

Fire Vulnerability (1 - 4, 0):	2-Average
Facility Safety Equipment and Procedures (1- 4, 0):	2-Average
Premises Liability Hazards and Procedures (1- 4, 0):	2-Average
Overall Evaluation of Facility (1 - 3):	Average

EXHIBIT A
PAGE 34 OF 48



Facility Survey



Supplemental Notes / Photographs

Emergency exits doors are appropriately marked. Emergency Exit lighting is installed.

There are 10 entry and exit doors.

There is a 40-foot communication tower located at the Northwest corner of the building.

Several large capacity propane tanks are near building. They are used to power two independent emergency diesel generators.

There are two main server centers located within the facility. They are installed on floating floors and contain only one secure entrance and exit. The server rooms are protected by FM200 fire suppression systems. Emergency electrical cutoff switches are installed within the centers and allow for immediate disconnect from the exterior power grid in the event of a power surge or other emergency. The server electrical load is taken up by large UPS's until the emergency generators can power up.

First Aid kits were available at all locations.

MSDS's were available at all locations.

The Technical Services area is equipped with emergency lighting units.

EXHIBIT ^A
PAGE 35 OF 48

Survey Report and Response Form

Building Name:	Municipal Annex	Building No.	003
Address:	1117 East 15 th Street	Survey Date:	10/28/2008
City:	Plano	State/Zip:	TX/75074
Department:	Administration	Division:	
Facility Inspector:	Steven E. Haynes, ARM (Southern Specialized Risk Options, LLC)		
Person contacted at site:	Dave Stephens		
FORM SENT TO			
Person Form Sent To:	Reid Choate - Equipment Services	Date:	10/28/2008
Person Completing Response:			
Date:		Extension:	

Please complete and return this form to **Risk Management** no later than November 28, 2008.

For each recommendation, complete the appropriate section and explain actions taken.

If your department's loss costs are being allocated back to you, you may be eligible for a credit against next year's allocation, if you return this response form to Risk on or before the due date.

After 60 days, unanswered reports will be forwarded to the Department Director.

Note: Recommendations developed by other departments will be submitted by them.

This Report confirms the survey conducted by representatives of Specialized Risk Contract Inspectors on behalf of Risk Management as part of an ongoing process to identify potential loss producing conditions. The time and courtesy extended to the team is appreciated.

During the course of the survey, the following items, where applicable, were found to be satisfactory, except as noted in the Recommendations.

- | | |
|--|---|
| <ol style="list-style-type: none"> 1.) Documented Self Inspections available for review. 2.) Current Facility Emergency Plan with posted diagram. 3.) Required legal notices and postings. 4.) Current Material Safety Data Sheets (MSDS) readily available. 5.) Current Texas elevator inspection certificate and monthly firefighter's test log. 6.) Current fire protection equipment/system inspection tags. | <ol style="list-style-type: none"> 7.) Policies & Procedures to assure safety of people and protection of property. 8.) Safe working practices, including ergonomics. 9.) Air quality and & noise issues relating to work areas. 10.) Spaces are provided for employee breaks, meals, restrooms, lockers and showers. 11.) Hazardous material storage and disposal. 12.) Proper material storage / housekeeping practices. 13.) Accessibility to facility. 14.) Security of facility. |
|--|---|

EXHIBIT A
PAGE 36 **OF** 48



Survey Report and Response Form



Recommendation No.: 003-2008-10-02

Description: Install a lock on the access cover to the propane tank in the parking lot to prevent unauthorized access.

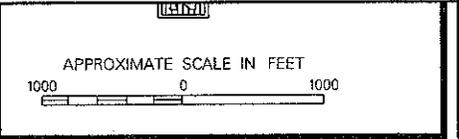
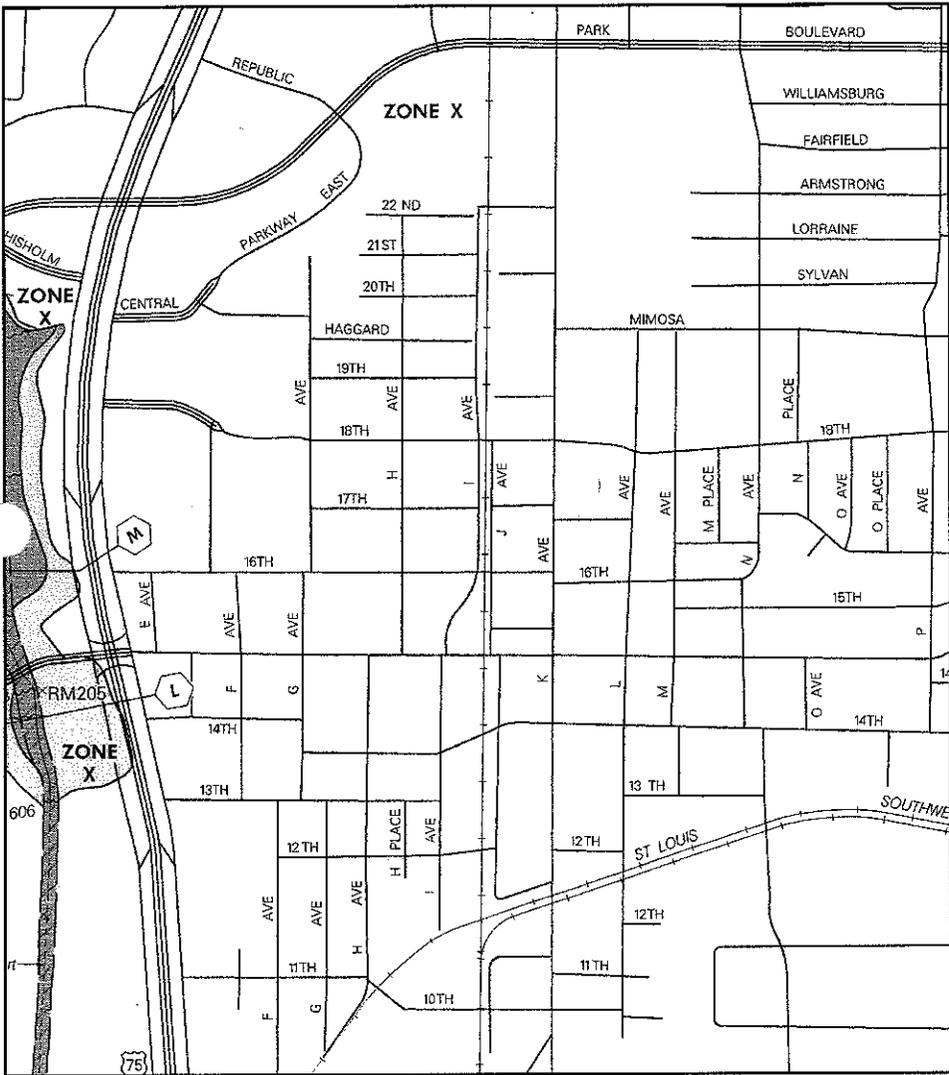
Fully implemented on (date):

Requires further action / resources, anticipated implementation date is:

Briefly explain reason for delay:

Facilities Work Order Date/# (if applicable):

EXHIBIT A
PAGE 37 OF 48



NATIONAL FLOOD INSURANCE PROGRAM

FIRM
FLOOD INSURANCE RATE MAP

**COLLIN COUNTY,
 TEXAS AND
 INCORPORATED AREAS**

PANEL 440 OF 650
 (SEE MAP INDEX FOR PANELS NOT PRINTED)

CONTAINS COMMUNITY	NUMBER	PANEL	SUFFIX
COLLIN COUNTY: INCORPORATED 1961-8	420150	0440	G
PLANO, CITY OF	420140	3440	G

**MAP NUMBER
 48085C0440 G**

**MAP REVISED:
 JANUARY 19, 1996**



Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov





SOUTHERN SPECIALIZED RISK OPTIONS, LLC

City of Plano
Facility Inspection Services
Protocol

Prepared by:

Steven E. Haynes, ARM
President and Managing Director

EXHIBIT A
PAGE 40 OF 48



SOUTHERN SPECIALIZED RISK OPTIONS, LLC

Summary of Services

The facility inspection services will include conducting a comprehensive facility inspection at city facilities designated by the Office of Risk Management. Based on a listing of current facility inspections and a Statement of Value provided, approximately 95 separate facilities and locations will be inspected. Locations normally occupied by city staff will be jointly inspected by a joint team and those locations which are typically unmanned will be inspected by a representative of Specialized Risk who will coordinate the site visit with the appropriate city staff person.

The inspections will focus on the following:

- General Life Safety Code
- Emergency Plan availability
- Legal Notices
- MSDS
- Elevator and Fire Suppression Systems
- Workplace safety policies and procedures
- Industrial Hygiene Issues
- Good housekeeping practices
- Accessibility and premises liability exposures
- General security of the facility

Reports Output

A written report will be provided which addresses each of the following areas:

- Workers Compensation Exposures and Controls in place
- Life Safety Code Improvement Recommendations
- Premises Liability Exposures and Controls in place to eliminate
- Specifically designated facility areas to be inspected

Digital photographs will be used to document significant liability exposures.

A recommendations report will be generated that lists all recommendations by location in a single comprehensive report format.

Follow up of recommendations and documentation of corrective actions will be coordinated with Office of Risk Management.

A hard copy report and electronic version of all documents (provided in a CD) will be provided to the Office of Risk Management staff at the end of the completed inspection cycle.



SOUTHERN SPECIALIZED RISK OPTIONS, LLC

Information on flood zone sighting, GPS coordinates for the facility and representative photos of each location exterior will be provided. We can also collect any special facility information useful to Risk Management during the inspection process, if requested.

Identification of Key Personnel

The primary daily contacts for the city will be Steven Haynes representing SSRO and Tim Billingham representing the City of Plano.

Associate members of the Specialized Risk team may be brought in to assist with inspection services, as needed.

Additional City of Plano resources to assist with the scheduled inspections typically include representatives of the Facilities Department, Fire Marshall's Office, a Division Safety Coordinator and a local facility representative.

A list of the locations to be inspected during each inspection cycle will be developed by Specialized Risk and approved by Tim Billingham. Once the location listing is approved, it will be provided to the Office of Risk Management Administrative Assistant who will be responsible for scheduling and coordinating the inspections with the appropriate location contact person. A copy of the scheduling e-mail will be forwarded to all persons involved with the location inspection.

In the event a scheduled inspection is cancelled, the Office of Risk Management Administrative Assistant will notify all concerned parties by phone and/or e-mail as soon as possible. The missed inspection will be rescheduled during the same inspection cycle at a mutually agreed upon date and time.

Regulatory Compliance

The purpose of our reports is to serve as a general guide to help the City of Plano make an informed evaluation of the overall condition of its various facilities and parks. The report expresses the personal opinion of the inspector based upon his visual impressions of the conditions that existed at the time of the inspection. The inspection and report are not technically exhaustive, or imply that every component was inspected, or that every possible defect was discovered. Systems and conditions that are not within the scope of the services provided by our inspectors include, but are not limited to: lead paint, asbestos, toxic or flammable materials, other environmental hazards, pest infestation, certification of compliance of playground equipment, compliance with local or national building codes, ADA compliance certifications, compliance with any specific EPA or TCEQ regulations, certification of compliance with local or national fire safety code requirements. Our reports do not constitute any express or implied warranty regarding the structural, mechanical, plumbing, and electrical, installed systems, or building code compliance or conformity and should not be relied on as such.

EXHIBIT A
PAGE 42 OF 48



SOUTHERN SPECIALIZED RISK OPTIONS, LLC

Timeline for Completion

We anticipate we will be able to complete the inspection services in October and April of each year. This time frame should allow for the inspection process to be completed, reports generated and deficiencies corrected prior to the peak use times of summer and Thanksgiving/Christmas seasons for the public use facilities. The inspection cycle typically runs from May 1st to October 31st for the first inspection period and November 1st to April 30th for the second inspection period.

Inspection Procedures

The day of the visit we will check in with the contact person and display our City Contractor ID cards. The contact person does not have to accompany us but may do so if they wish. We will need access to locked areas such as the sprinkler system room and offices, etc. The facility inspection will be completed using the approved form. Digital photos of any significant discrepancy will be utilized for documentation purposes. Any issues or conflicts in conducting the inspections will be reported to the Office of Risk Management. We will capture information on maintenance related problems such as burned out lights, damaged tiling, sidewalk defects, etc and can provide this information to facilities maintenance, if so desired and if a facilities maintenance representative is not available to participate in the inspection. As a part of the inspection process, we will also visually inspect fire suppression systems, fire extinguishers, sprinkler systems, etc for current inspection and serviceability. Information on deficiencies in this area can be provided to the Fire Marshall's office or facilities maintenance, whichever is responsible for this area, if desired.

Recommendations

Any deficiencies noted will be documented in the report as a recommendation. These will be discussed with the site contact person prior to our leaving the site. Recommendations thought to be immediately dangerous to life or health will be reported to the Office of Risk Management immediately following the inspection by phone (or voicemail) and a follow-up e-mail provided. Recommendation that should be followed up on in the next 30 days or ones that are less serious and may require a long term fix, capital expenditure or budget allocation will be listed on the Master Recommendations List. A written Facility Recommendation Report will be prepared and forwarded to the contact persons from the Office of Risk Management for delivery to the appropriate contact person responsible for the facility. Once completed recommendation report showing the status of recommendations is received by the Office of Risk Management, the report should be forwarded to Specialized Risk so the Master Recommendations Report can be annotated and updated. Office of Risk Management staff will develop an internal process to follow-up on recommendations more than 30 days old.

EXHIBIT A
PAGE 43 OF 48



SOUTHERN SPECIALIZED RISK OPTIONS, LLC

Accuracy of Information

Specialized Risk will make every effort to ensure the accuracy of the information, including the site contact person and responsible supervisor is updated at each facility site inspection and on all master reports and lists.

Mutually Agreed Service Expectations

Specialized Risk will make every effort to ensure the expected deliverables are provided within the mutually agreed upon timeframes shown below:

<u>Deliverable</u>	<u>Timeframe</u>
Missed Site Inspection	rescheduled within the same inspection cycle
Recommendation Reports	delivered to ORM within 10 business days of inspection
Unavailable to conduct the inspection	ASAP but no later than 48 hours before inspection
Update Insurance SOV	completed by July 31 st of each year
Addition of newly acquire locations	within 30 days of being notified or when we have knowledge
Updated Master Recommendations List	by the 15 th of each month for the previous month
Facility Cycle Schedule	April 1 st and October 1 st
Completed Cycle Documents (CD)	within 30 business days of cycle close-out
Special Projects assigned	as mutually agreed
Facility Inspection Scheduled	ORM—minimum 2 weeks prior to the visit
Recommendations Update to SSRO	ORM—within 5 business days of receipt
Follow-Up on Recommendations	ORM—30 to 45 days from report date

EXHIBIT A
PAGE 44 OF 48



CITY OF PLANO FACILITIES

Bldgs/Sites	City Bldg. #	Name	Description	Address	Zip Code	Bldg. Sq. Ft.	Sq. Ft. Cleaned
1	20	Amphitheater	Outside Stage	2801 E. Spring Creek Parkway	75074	n/a	n/a
2	25	Aquatic Center	Indoor Pool	2301 Westside Drive	75075	18,580	18,580
3	100	Arbor Hills Nature Preserve	Concession	6701 Parker Road	75093	340	n/a
4	63	Carpenter Park Rec. Ctr.	Recreation Ctr.	6701 Coit Road	75075	54,000	54,000
5	77	Central Fire Station	Fire Administration Old Central Fire Station	1901 K Avenue	75074	28,034	16,967
6	15	Central Print Shop	Station	1115 E. 15th Street	75074	12,000	12,000
7		Child Advocacy Center	CAC				
8	34	Clark Rec. Center	Recreation Center Communication	523 Spring Creek Parkway	75023	2,774	n/a
9	42	Communication Tower #1	Tower Communication	1115 E. 15th Street	75093	200	n/a
10		Communication Tower #2	Tower Communication				
11		Communication Tower #4	Tower Communication				
12		Communication Tower #5	Tower				
13	47	Courtyard Theater	Theater Custer Pump	1509 H Avenue	75074	20,000	20,000
14	14	Custer Pump	Station	1001 W. 15th Street 7501 Independence Parkway,	75074	4,956	n/a
15	89	Davis Library	Library	Building B	75025	30,000	30,000
16	78	Day Labor	Day Labor Referral	805 Ozark Drive	75074	1,140	1,140
17	88	Douglass Daycare	Daycare Center	1111 H Avenue, Building A	75074	8,398	8,398
18	57	Douglass Rec. Center	Recreation Center	1111 H Avenue, Building B	75074	21,100	21,100
19	35	Downtown Ctr. North	Lease Space	1706 K Avenue	75074	4,310	
20	98	Downtown Ctr. South	Lease Space Massinslianios	926 E. 15th Street, Suites 101-105	75074	6,171	n/a
21	23	Downtown Fire/RPZ	Restaurant	1022 E. 15th Street	75074		

EXHIBIT A
 PAGE 45 OF 48

Bldgs/Sites	City Bldg. #	Name	Description	Address	Zip Code	Bldg. Sq. Ft.	Sq. Ft. Cleaned
22	55	Dublin Road Golf Shop	Golf Shop Concession and	1501 Dublin Road	75094	4,500	n/a
23	80	Enfield Park	R&R's	700 Legacy	75023	340	n/a
24	65	Environmental Education Complex			75093		
25	66	EOC (Emergency Operations	Communications)				
26	4	Equipment Services / Fleet	Equip./Fleet	4200 W. Plano Parkway	75093	55,810	55,810
27	24	Facilities Maintenance	Facility Services	4850 14th Street	75074	5,934	5,934
28	94	Fire Station #10	Fire Station	6540 McDermott Drive	75025	9,000	n/a
29	16	Fire Station #2	Fire Station	2630 W. 15th Street	75075	7,740	n/a
30	17	Fire Station #3	Fire Station	3520 Sherrye Drive	75074	4,825	n/a
31	18	Fire Station #4	Fire Station	6000 Roundrock Drive	75023	7,200	n/a
32	19	Fire Station #5	Fire Station	5115 W. Park Blvd.	75093	7,200	n/a
33	48	Fire Station #6	Fire Station	6651 Alma Drive	75023	7,523	n/a
34	59	Fire Station #7	Fire Station	5602 Democracy	75024	9,300	n/a
35	79	Fire Station #8	Fire Station	4621 Hedgcoxe	75024	8,700	n/a
36	90	Fire Station #9	Fire Station	6625 Parker Road	75023	9,000	n/a
37	51	Fire Station #11	Fire Station	4800 Los Rios Blvd	75074	11,473	n/a
38		Fire Station #12	Fire Station				
39	91	Fire Tower	Admin	1901 K Avenue	75074	2,000	n/a
40		Fire Department Warehouse	Admin				
41		Emergency Operations Center	Admin				
42	44	Frito Lay Youth Ballpark	Ball park	6000 Jupiter Road	75074	4,206	n/a
43	40	Golf Maintenance Building	Golf Maintenance	4501 14th Street	75074	6,000	n/a
44	41	Golf Pro Shop	Golf Shop	1501 14th Street	75074	7,480	7,480
45	60	Haggard Library	Library	2501 Coit Road	75075	60,871	60,871
46	10	Harrington Library	Library	1501 18th Street	75074	34,400	34,400
47	68A	Hazardous Waste	Warehouse	4100 W. Plano Parkway	75093		
48	33	Heritage Farmstead Museum	Museum	1900 W. 15th Street	75075	1,217	n/a
49	95	Heritage Yards Ball Park	Ball Field	4525 Hedgcoxe	75024	340	n/a
			Concession/				
50	39	High PointPark	Restroom	6500 Alma	75023	2-1,000	
51	61	Interurban Station	Museum	901 E. 15th Street	75074	2,458	2,458
52	22	Jack Carter Park Maintenance	Maintenance	6500 Roundrock	75023	8,500	n/a
53	26	Jack Carter Pool	Outdoor Pool	2800 Maumelle	75023	380	n/a

Bldgs/Sites	City Bldg. #	Name	Description	Address	Zip Code	Bldg. Sq. Ft.	Sq. Ft. Cleaned
54	52	Joint-Use Facility	Police Substation, Building Inspection, Customer/Utility Services	7501 Independence Parkway, Building A	75025	25,000	25,000
55	45	Liberty Park Community Center	Rec Center	2601 Glencliff Dr.	75075	30,000	30,000
56	71	MUNICIPAL CENTER	City Hall - Downtown	1520 K Avenue	75074	137,883	137,883
57	32	Municipal Ctr. South	Parks & Rec. Adm.	1409 K Avenue	75074	13,167	13,167
58	30	New Animal Shelter	Animal Shelter	4028 W. Plano Parkway	75093	12,128	12,128
59	92	Oak Point Rec. Ctr. Pool & Oak Point Recreation Ctr. New	Pool and Recreation Center	6000 Jupiter Road	75074	88,000	88,000
60	21	Parks Maintenance East	Maintenance	2901 R Avenue	75074	2,400	n/a
61	74	Parkway Op. Bldg.	Sanitation Meter public works admin	4120 W. Plano Parkway	75093	40,900	40,900
62	75	Parkway Op. Wash Bag	car wash	4120 W. Plano Parkway	75093	700	700
63	6	Parkway Park Maintenance	Maintenance	4040 W. Plano Parkway	75093	15,000	
64	97	Parr Library	Library	6200 Windhaven Parkway	75093	30,000	30,000
65	62	Plano Centre	Civic Center	2000 E. Spring Creek Parkway	75074	89,000	n/a
66	58	Police Assembly 2	Police Substation	802 5600 Democracy	75024	3,500	3,500
67	5	Police Department (Central)	Police	909 14th Street	75074	54,454	54,454
68	86	Police Gun Range	Gun Range	4912 E. 14th Street	75074	9,948	n/a
69	49	Police Storage	Storage Building	1408 Summit, Suite 9	75074	5,700	
70	81	Police Storefront (NPO)	Police Storefront	3420 K Avenue Ste. 3420	75074	1,300	n/a
71		Police Store Front (NPO)	Police Storefront	Shops at Legacy			
72	70	Police Training Center	Police Academy	4912 14th Street	75074	32,600	32,600
73	87	Property House	Police Property Storage	4920 14th Street	75074	2,655	2,655

EXHIBIT
 PAGE 47 OF 49

Bldgs/Sites	City Bldg. #	Name	Description	Address	Zip Code	Bldg. Sq. Ft.	Sq. Ft. Cleaned
74	29	Radio Maintenance Building	Lease Space; Repair shop	925 22nd Street Ste. 100C	75074	3,971	3,971
75	11	Radio Tower #3	Actually in Carrollton city limits	4926 Suite A/4928 Dozier Road	75010	250	n/a
76	84	Radio Tower Operation		4200 W. Plano Parkway	75093	250	n/a
77	82	Raymond Robinson Justice Center	Jail, Courthouse, Court Records	900 E. 15th Street	75074	60,481	60,481
78	69	Reuse Center		4110 W. Plano Parkway	75093	350	n/a
79	73	Ridgeview Pump Station	Pump Station	2501 Ridgeview	75094	18,028	n/a
80	27	Rowlenson Natatorium	Indoor Pool - Old Williams Nat.	1712 P Avenue	75074	14,323	14,323
81	9	Schimelpfenig Library	Library	5024 Custer Road	75023	30,169	30,169
82	93	Senior Center	Senior Center	401 W. 16th Street	75075	21,723	21,723
83	12	Shiloh Pump	Pump Station	FM544 @ Shiloh Road	75094	956	n/a
84	96	Spring Creek Lift Sta.	Pump Station	503 N. Central Expressway	75075	270	n/a
85	13	Stadium Pump	Pump House	6601 Alma Drive	75023	8,322	n/a
86	28	Tennis Center	Tennis center	421 W. Spring Creek	75023	2,451	n/a
87	56	Thomas Gymnasium	Gymnasium Pool and	1111 H Avenue, Building B	75074	10,728	n/a
88	50	Tom Muehlenbeck Ctr	Recreation Center	5801 W. Parker Road	75093	88,000	88,000
89	76	Transit Village / Plano Station	Meeting Room Municipal	1012 E. 16th, Ste. 105	75074	2,000	n/a
90	68	Warehouse	Warehouse	4100 W. Plano Parkway	75093	22,600	22,600
91	67	White Rock Pump	Pump Station	1001 Campbell Road	75080	270	n/a
92	38	Willow Creek Park	Neighborhood Park	2101 Jupiter Rd	75074		n/a
93		Memorial Park-Sculpture Exhibit					
94		Compost Facility-Melissa					
96		Russell Creek Park	Concessions				

**City of Plano
Insurance Requirements**

Requirements

Contractors performing work on City property for the City of Plano shall provide the City a certificate of insurance evidencing the coverages and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverages as required herein or that the subcontractors are included under the contractor's policy. The City, at its own discretion, may require a certified copy of the policy.

All insurance companies and coverages must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Plano.

Listed below are the types and amounts of insurance required. By requiring such coverage, the City shall not be deemed or construed to have assessed the risk that may be applicable to Contractors under this agreement. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Contractor is not relieved of any liability or other obligations assumed or pursuant to this agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. The City reserves the right to amend or require additional types and amounts of coverages or provisions depending on the nature of the work.

Type of Insurance	Amount of Insurance	Provisions
1. Commercial General (Public) Liability to include coverage for: a) Premises/Operations b) Products/Completed Operations c) Independent Contractors d) Personal Injury/Advertising Injury e) Liability assumed under an insured contract (including tort liability of another in a business contract)	\$500,000 each occurrence, \$1,000,000 general aggregate; \$1,000,000 products/completed operations aggregate	City and City's Consultant to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. A copy of the endorsement to policy must be submitted with the required certificate of insurance. City prefers that insurer be rated B+VI or higher by A.M. Best or A or higher by Standard & Poors

Additional Requirements:

- All policies must be written on a primary basis, non-contributory with any other insurance coverage and/or self-insurance maintained by the City of Plano.
- All insurance coverage required by this section must be evidenced by a certificate of insurance submitted by the contractor's insurer or broker. Certificates of insurance received from any other source will be rejected.

Questions regarding this insurance should be directed to the City of Plano Purchasing Department at (972) 941-7557

A PURCHASE ORDER WILL NOT BE ISSUED WITHOUT EVIDENCE OF INSURANCE.

AFFIDAVIT OF NO PROHIBITED INTEREST

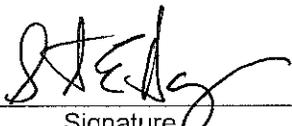
I, the undersigned declare that I am authorized to make this statement on behalf of **SOUTHERN SPECIALIZED RISK OPTIONS, LLC**, a Texas limited liability company, and I have made a reasonable inquiry and, to the best of my knowledge, no person or officer of **SOUTHERN SPECIALIZED RISK OPTIONS, LLC** is employed by the City of Plano or is an elected or appointed official of the City of Plano within the restrictions of the Plano City Charter.

I am aware that Section 11.02 of the City Charter states:

“No officer or employee of the city shall have a financial interest, direct or indirect, in any contract with the city, nor shall be financially interested, directly or indirectly, in the sale to the city of any land, or rights or interest in any land, materials, supplies or service. The above provision shall not apply where the interest is represented by ownership of stock in a corporation involved, provided such stock ownership amounts to less than one (1) per cent of the corporation stock. Any violation of this section shall constitute malfeasance in office, and any officer or employee of the city found guilty thereof shall thereby forfeit his office or position. Any violation of this section with the knowledge, express or implied, of the persons or corporation contracting with the city shall render the contract voidable by the city manager or the city council.”

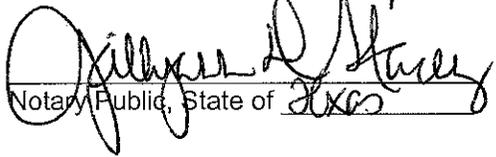
I further understand and acknowledge that a violation of Section 11.02 of the City Charter at anytime during the term of this contract will render the contract voidable by the City.

SOUTHERN SPECIALIZED RISK OPTIONS, LLC

By: 
Signature
Steven E. Haynes
Print Name
President & Managing Director
Title
09/10/10
Date

STATE OF TEXAS §
COUNTY OF Collin §

SUBSCRIBED AND SWORN TO before me this 10th day of September, 2010.


Notary Public, State of Texas

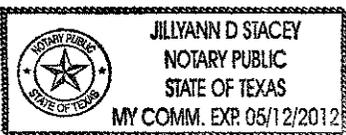


EXHIBIT C
PAGE 1 OF 1