

1. Parties

This Security Services Contract (“Contract”) is entered into by and between Big Bend Jobs and Education Council, Inc. d/b/a CareerSource Capital Region (“CSCR”) and Barkley Security Agency, Inc. (CONTRACTOR). CSCR and Barkley Security Agency, Inc. are collectively referred to as the “Parties” and individually as a “Party”.

CSCR: CareerSource Capital Region
2601 S. Blair Stone Road
Building C, Suite 200
Tallahassee, Florida 32301

CONTRACTOR: Barkley Security Agency, Inc.
18229 Memorial Blue Star Highway
Quincy, Florida 32351

2. Term

This Contract is effective September 30, 2026, through June 30, 2027, and can be reviewed for renewal annually, for three additional one-year periods.

Any amendment or modification of this Contract shall not take effect until it is stipulated in writing and signed by the authorized representative of each of the Parties, and the same shall take effect only for the period and on the conditions specified in such written notice.

3. Agreement Amount & Invoicing

CSCR shall reimburse CONTRACTOR for the provision of unarmed security services pursuant to this Contract for all direct charges associated with the Scope of Work.

This Contract is based on the assignment of one unarmed security guard for 40 service hours per week at a bill rate of \$19.50 per hour. CONTRACTOR shall invoice CSCR monthly for actual hours worked and documented in accordance with this Contract. Total compensation under this Contract shall not exceed \$40,560 during the term of the Contract. In the event CSCR requires the services of an armed security guard, an amendment to this Contract will be executed updating the bill rate from \$19.50 per hour to \$20.55 per hour. In the event of renewal, the Contract amount may be examined by both Parties to determine if the amount should change.

CONTRACTOR shall submit invoices monthly by the 20th calendar day following the end of the month for which services were performed. Each invoice must detail hours worked, including timecards or sign-in sheets for staff hours being charged to CSCR, and a report of services rendered. Invoices are due and payable within 30 days of receipt by CSCR.

Should any tasks fall outside of the Scope of Work, they will be identified, and these costs will be paid directly by CSCR to CONTRACTOR (or the appropriate vendor) upon mutual agreement.

4. Scope of Work

CONTRACTOR will provide security services using qualified unarmed security guards who possess an active Class D license issued by the Florida Department of Agriculture and Consumer Services and have been properly selected and screened to perform the work outlined in the Contract.

CONTRACTOR shall ensure that all personnel assigned to perform services under this Contract have successfully completed a criminal background screening equivalent to CSCR's Level I Background Screening requirements prior to assignment. Such screening shall include, at a minimum, a statewide criminal history records check through the Florida Department of Law Enforcement and shall not reveal any disqualifying offense under section 435.04, Florida Statutes, or any offense constituting domestic violence as defined in section 741.28, Florida Statutes. CONTRACTOR shall maintain documentation of such screenings and provide certification of compliance to CSCR upon request.

CONTRACTOR shall perform the duties as outlined in this Scope of Work for the duration of this Contract.

- A. CONTRACTOR shall provide a qualified security guard(s) to secure the premises at the location listed below for 40 hours weekly, Monday through Friday during the hours of 8:00 a.m. – 5:00 p.m.

Location: CareerSource Capital Region
2601 S. Blair Stone Road
Building C, Suite 200
Tallahassee, Florida 32301

- B. CONTRACTOR will ensure that staff utilize a timekeeping system that allows staff to clock in and out for the start of shift, lunch and end of shift. Documentation of time must be submitted with monthly invoices.
- C. CONTRACTOR staff shall establish and maintain documented patrol routes and schedules mutually agreed upon by CSCR. Security personnel shall conduct routine patrols of the office space, front stairwell, building entrance, and other designated locations to detect any disturbances, safety concerns, security risks, or other conditions requiring attention. When not actively conducting patrols or responding to an incident, the assigned security officer shall be stationed in the CSCR Career Center lobby to provide a visible security presence and assist with monitoring customer and visitor activity. Any issues identified during patrols or while stationed in the lobby shall be documented and promptly reported to the Career Center Manager (within 24 hours of occurrence).
- D. CONTRACTOR staff shall monitor interactions and diffuse any disturbances and incidents on the premises. Where necessary, the CONTRACTOR staff will work with the Career Center Manager or their designee to initiate law enforcement involvement to avoid personal harm or destruction of property.
- E. CONTRACTOR shall ensure that staff wear a uniform while on duty and on premises.
- F. CONTRACTOR will be responsible for ensuring that their staff reports for their respective shift(s) with all necessary equipment. Guards must not be more than 15 minutes late for the start of their shift. Tardiness must be reported to the Career Center Manager in advance of the tardy occurring.
- G. CONTRACTOR must notify the Career Center Manager of changes in staffing within 24 hours of the action. CSCR may request to replace assigned security personnel when:
- a. A criminal offense is committed while in the performance of his/her duties;
 - b. Performance or behavior in the line of duty becomes prejudicial to interest, safety and security of the premises, CSCR or CSCR employees/customers;
 - c. Behavior or demeanor adversely affects the goodwill, reputation and public image of CSCR; or
 - d. Unsatisfactory performance has been documented by CSCR and shared with CONTRACTOR.
- H. CONTRACTOR must notify the Chief Operations Officer of any unexpected absences from the assigned security personnel. If an absence occurs, the CONTRACTOR must

provide a replacement within two hours of notification. Failure to provide a replacement for a missed shift will result in a reduction of one day's fee from the next invoicing cycle.

- I. CONTRACTOR must provide the Chief Operations Officer with a list of personnel that may be assigned to perform security services at CSCR at contract execution and within 48 hours of changes. CONTRACTOR will ensure that onsite staff adhere to the policies and procedures of CSCR regarding:
 - a. Individual Non-Disclosure and Confidentiality Certification Policy
 - b. Code of Business Conduct and Ethics
 - c. Guns in the Workplace Policy
 - d. Visitors in the Workplace Policy
 - e. Drug and Alcohol Policy
 - f. Physical, Emotional and Sexual Abuse Policy
 - g. Workplace Violence Prevention Policy
 - h. Nondiscrimination and Equal Opportunity
 - i. Emergency Preparedness and Continuity of Operations Plan
 - j. Workplace Etiquette

5. CSCR Responsibilities

CSCR shall be responsible for the following:

- A. Provide access to pertinent career center spaces to allow CONTRACTOR staff to perform work outlined in the Scope of Work.
- B. Ensure timely response to CONTRACTOR's information requests.
- C. Designate a primary point of contact for reporting, coordination and approvals.
- D. Provide a designated workspace/workstation and CSCR-issued equipment as necessary.

6. Independent Contractor Status

The Parties acknowledge the CONTRACTOR is engaged as an independent contractor, not as an employee, agent, joint venturer or partner of CSCR. Nothing in this Contract shall be construed to create an employment relationship between CSCR and any employee, agent, or representative of CONTRACTOR. Neither Party shall have any authority, whether expressed or implied, to assume, create, or incur any obligation or liability whatsoever on behalf or in the name of the other, without the express written consent of both Parties.

CONTRACTOR shall be solely responsible for the recruitment, hiring, screening, licensing, training, supervision, scheduling, compensation, benefits, payroll taxes, workers' compensation coverage, discipline, and termination of its employees. All personnel assigned under this Contract shall remain employees of CONTRACTOR and shall not be considered employees of CSCR for any purpose.

7. Termination

Either Party may terminate this Contract for convenience when it is in their best interest by giving 30 days written notice pursuant to Section 8 (Notice), unless a lesser time is agreed upon by both Parties.

8. Notice

All notices required to be given to CSCR under this Contract shall be sufficient when emailed to Keantha B. Moore, CEO, at keantha.moore@careersourcecapitalregion.com or mailed to:



CareerSource Capital Region
Attn: Keantha B. Moore, CEO
2910 Kerry Forest Pkwy, D4-273
Tallahassee, FL 32309

All notices required to be given to CONTRACTOR under this Contract shall be sufficient when emailed to Lomar Barkley, Vice President, at Lbarkley@barkleysecurityagency.com or mailed to:

Barkley Security Agency, Inc.
Attn: Lomar Barkley, Vice President
18229 Memorial Blue Star Highway
Quincy, Florida 32351

9. Assignment

This Agreement may not be assigned by either Party without the prior written consent of the other Party, which, because of the nature of the Parties' respective obligations under this Agreement, may be declined by such Party for any reason or no reason whatsoever.

10. Indemnification

Each Party shall indemnify and hold harmless the other from and against any claims, damages, or liabilities arising out of its own negligent acts, errors, or omissions in connection with this Contract.

11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the activities described in this Contract and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this Contract, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

12. Nondiscrimination and Compliance

The CONTRACTOR shall comply with all applicable federal, state and local equal opportunity nondiscrimination, and civil rights laws and ordinances.

13. Insurance

CONTRACTOR shall maintain, at its sole expense and throughout the term of this Contract, Commercial General Liability Insurance, Workers' Compensation Insurance as required by Florida law, and Employers' Liability Insurance with limits of not less than \$1,000,000 per occurrence. CSCR shall be named as an additional insured on the Commercial General Liability

policy. Prior to the commencement of services, CONTRACTOR shall provide CSCR with a certificate of insurance evidencing the required coverage. CONTRACTOR shall provide CSCR with at least 30 days prior written notice of cancellation, nonrenewal, or material reduction in coverage.

14. Entire Agreement

This Contract represents the entire understanding between the Parties and supersedes all prior contracts, agreements, discussions or proposals. This Contract may be modified or amended only by a written instrument mutually agreed to and signed by both Parties.

15. Signatures

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be duly executed by their undersigned duly authorized officials.

Barkley Security Agency

Lomar Barkley

Lomar Barkley (Sep 18, 2026 16:11:44 EDT)

Lomar Barkley, Vice President

09/18/2026

Date

Big Bend Jobs and Education Council, Inc.
d/b/a CareerSource Capital Region

Keantha B. Moore

Keantha Moore (Sep 25, 2026 12:30:49 EDT)

Keantha B. Moore, CEO

09/25/2026

Date