



MEMORANDUM

DATE: November 28, 2022

TO: Natalie Levy-Dawes, Financial Controller

FROM: David Whittaker – Managing Director, Guardsman Limited

CC: Andrew Whyte – Aviation Security Manager

SUBJECT: **(NMIA Airport- Zone 6)** Payment to PAC Kingston Airport Limited (PACKAL) for Permanent Airport Passes for Airlines

Please prepare payment totalling **Eleven Thousand Two Hundred Dollars (\$11,200.00)** to PACKAL for seven (7) permanent airport passes.

Passes are for \$1,600.00 each and will be for the following persons:

1. Rajae Hinds
2. Cecil Cox
3. Jinnel Hamilton
4. Shamara Powell
5. Racquel Facey
6. Marsha-Lee Shields
7. Samantha Dacres

Banking details for vendor was previously submitted and is on file.

28/11/2022

Attached: Supporting Document/ Invoices/ Transaction record (s)

November 24, 2022

Safety and Security Manager
Airports Authority of Jamaica
Norman Manley International Airport
Palisadoes
Kingston 1

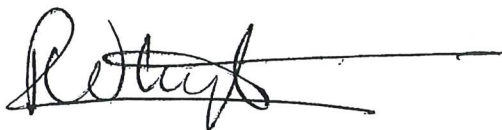
Re: Permanent Airport Passes

We request permanent airline passes for the following persons;

- Rajae Hinds
- Cecil Cox
- Jinnel Hamilton
- Shamara Powell
- Racquel Facey
- Marsha-Lee Shields
- Samantha Dacres

Said passes should allow them access to areas that Security Contractors have access to within the airlines. Our Security Contractors currently have access to functions such as screening passengers and bags as well as conducting aircraft security searches.

Sincerely,
GUARDSMAN LIMITED



Andrew Whyte (Mr.)
AVIATION SECURITY MANAGER



MEMORANDUM

DATE: November 28, 2022
TO: Natalie Levy-Dawes, Financial Controller
FROM: David Whittaker – Managing Director, Guardsman Limited
SUBJECT: Payment to Poly-Pak Jamaica Limited – SIA Baggage Delivery

Please make payment of **Three Hundred Sixty-Nine Thousand, Two Hundred Forty-Three Dollars and Fifteen Cents (\$369,243.15)** to **POLY-PAK JAMAICA LIMITED** for poly bags to be used in our Montego Bay operations at Sangster's International Airport (SIA), for late baggage delivery.

The supplier does not offer us credit. Banking details are on file.

28. 11. 2022

Attached: Supporting Document/ Invoices/ Transaction record (s)

**GUARDSMAN
LIMITED****Purchase Order**

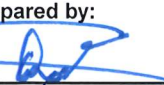
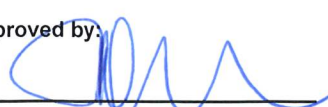
2-6 Emmaville Crescent
Kingston C.S.O.
Jamaica
Phone: (876) 928-2246/2641
Fax: (876) 928-5232

Date Nov 28, 2022	Page 1
Purchase Order Number PO000018061	

URGENT**Vendor Address:**

POLY-PAK (JAMAICA) LIMITED
4 COLLINS GREEN AVENUE
KINGSTON 5
KINGSTON
JAMAICA

Reference	Contact	Vendor Number	PO Date	Terms	Ship Via	Expected Arrival
Poly bags for Baggage Deliveries		PPJL001	Nov 28, 2022	15DAYS		

Qty. Ordered	Vendor Item Number	Description	Drop-Ship	Unit Cost	UOM	Extended Price
1,500		Plain Polyethylene Bags 65 X 38" 3Mil	No	214.054000		321,081.00
Prepared by:  Approved by: 				Tax Summary: GCT 48,162.15		Less: included tax 0.00
						Subtotal 321,081.00
						Total tax 48,162.15
						Total purchase order 369,243.15



Price Quotation

To: Antoinette A. Chambers
Guardsman Limited
2-6 Emmaville Crescent, Kingston CSO
Jamaica, W.I.
Tel: (876) 928-2641
Fax: (876)
Email: chambersa@guardsmangroup.com

Quotation N ^o	Date
024261	28-11-22
G.C.T. No.	1228

Description	Quantity	Unit Price	Subtotal
	-	-	
	-	-	
	-	-	
Plain Polyethylene Bags	1,500.00	\$214.054	\$321,081.00
65 X 38" 3Mil			

Credit Term: C.O.D.

Subtotal	\$321,081.00
G.C.T.	\$48,162.15
Total	\$369,243.15
Depoit	\$184,621.58

NOTE:

1.*DEPOSIT:

a. Printing Plates & Artwork costs must be paid in full.
(PRINTING PLATES & ARTWORK COSTS ARE
ESTIMATES ONLY, AND ARE SUBJECT TO CHANGE)

b. A 50% deposit on bags/wraps is required.

2. This quotation is valid for a period of 1 weeks only
and is subject to change. Prices will be confirmed
upon order.

3. Orders placed are subject to a 10% ± of quantity
ordered.

PAYMENT METHOD: CASH, CREDIT/DEBIT CARDS MANAGER'S CHEQUE

Prepared by:

Paulalee Cole

POLY-PAK (JAMAICA) LIMITED



URGENT

MEMORANDUM

DATE: November 28, 2022

TO: Natalie Levy-Dawes, Financial Controller

FROM: David Whittaker – Managing Director, Guardsman Limited

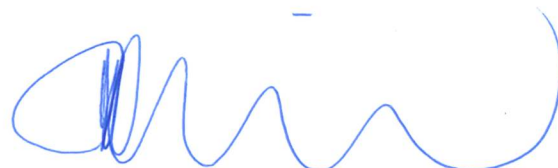
CC: Major Courtney Dunkley – Regional Manager
Ludlow Powell – Group Safety & Environment Manager

SUBJECT: [URGENT] SANTA CRUZ – Recruitment Drive

Please prepare payment to KARL ANTHONY BROWN totalling **Ten Thousand Dollars (\$10,000.00)** for rental of items for recruitment.

The recruitment team will be conducting a recruitment drive on Wednesday, November 30, 2022 at the St. Matthew's Anglin Church, Santa Cruz.

Oh


28/11/2022

Attached: Supporting Document/ Invoices/ Transaction record (s)

To: GUARDMAN SECURITY LTD
PO BOX 12000
TRN 000-188-611/0072 253

INVOICE

Date: 10.11.2022

ST. MATTHEW'S ANGLICAN CHURCH

Main St., Santa Cruz, St. Elizabeth

Tel #: 1 876 966 4520 / 1 876 332 1626

QTY	DESCRIPTION	UNIT	AMOUNT
	The Cost for using The Church Place on the 30 November 2022 for Job Fair		\$10 000
Karl Brown			
Sub. Total			
Grand Total \$10 000			

RE: Possible Out Of Town Job Fair Sites

Ludlow L.W Powell <Powelllw@GuardsmanGroup.com>

Thu 10 Nov 2022 8:50 AM

To: Jodian S. Samuels <SamuelsJA@GuardsmanGroup.com>; Courtney D. Dunkley <DunkleyCD@GuardsmanGroup.com>; Charles Hanson <HansonC@GuardsmanGroup.com>; Chantal K. Valentine <ValentineCK@GuardsmanGroup.com>; Genia A. Richardson <RichardsonGA@GuardsmanGroup.com>; Robyn Rickman <rickmanr@GuardsmanGroup.com>; Ackela T. Brown <BrownAT@GuardsmanGroup.com>; Monique P. Bennett <BennettMP@GuardsmanGroup.com>; Andre A. Higgins <HigginsA@GuardsmanGroup.com>

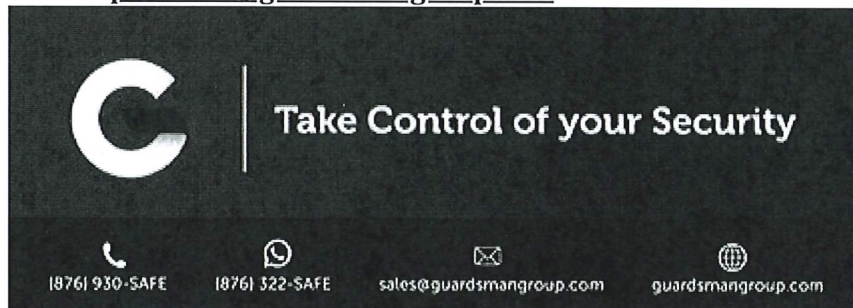
Cc: Dalmain Small <smallda@GuardsmanGroup.com>; Rudolph A. Green <GreenR@GuardsmanGroup.com>; David A. Whittaker <WhittakerD@GuardsmanGroup.com>; Antoinette A. Chambers <ChambersA@GuardsmanGroup.com>

Good Morning all,

I just spoke with Mr. Brown of the St. Matthews Anglin Church in Santa Cruz for the use of their Church Hall for a recruitment fair on Wednesday November 30, 2022. It is a heavily used facility and the entire week of 21-25 of November is already booked. I am still open for suggestion(s). Please let me know if all is well with the proposed date. Our aim from that drive is to recruit for Aviation Montego Bay and Security Officers in Mandeville.

Regards

Ludlow Powell
Group Safety & Environment Manager
Guardsman Security Limited
2-6 Emmaville Crescent
Kingston CSO
Tel: 928-2246 ext 4019
CUG 829-0380
E-mail: powelllw@guardsmangroup.com



Security at your fingertips

iProtect

From: Jodian S. Samuels <SamuelsJA@GuardsmanGroup.com>

Sent: Wednesday, November 9, 2022 2:34 PM

To: Ludlow L.W Powell <Powelllw@GuardsmanGroup.com>

Cc: Monique P. Bennett <BennettMP@GuardsmanGroup.com>; Andre A. Higgins <HigginsA@GuardsmanGroup.com>; Dalmain Small <smallda@GuardsmanGroup.com>

Subject: Possible Out Of Town Job Fair Sites

Good afternoon Mr. Powell,

I was able to contact one of the possible event spaces in St. Elizabeth, please see below information received:

St. Matthews Anglican Church - Santa Cruz, St. Elizabeth

Contact person - Mr. Brown : 876-390-1093

Cost - \$10,000 per day

Package includes:

12 tables

80 chairs

PA system

Once the church hall is available on our chosen date, they are willing to accommodate us.

We are not yet successful in getting through to HEART-Santa Cruz and Brown's Town Com. College. Once we receive any information, you will be advised.

Regards,

Jodian Samuels

Sr. Human Resource Officer - HR Shared Services (Montego Bay)

Guardsman Group Ltd.

1219 Providence Way

Ironshore

St. James

Cell: (876) 332-3921

Office: 953-9709 (Ext.# 4202)



Take Control of your Security



(876) 930-SAFE



(876) 322-SAFE



sales@guardsmangroup.com



guardsmangroup.com

Security at your fingertips

iProtect