



Clark County Department of Job & Family Services
By and through the authority of the Board of Clark County Commissioners

REQUEST FOR PROPOSALS

RFP: 19 SFY 03

FOR: Access Control System

RELEASE DATE: Wednesday, February 13, 2019

RESPONSES DUE: Friday, March 1, 2019 at 2:00 p.m.

The Board of Clark County Commissioners ("Board") is seeking proposals and intends to award one contract to a vendor to an access control system, in Clark County Department of Job & Family Services ("Department") buildings. Department will be administering the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. A sample contract can be viewed online ([click here to view](#)). There will be no changes to the contract unless agreed upon by all parties. Board reserves the right to reject any or all proposals or to waive any defect in a proposal which does not materially alter the contract document.

CONTRACT AWARD: The contract will be awarded to the responsible vendor whose proposal is most advantageous to Board. A potential vendor's failure to address all items in its proposal may result in its rejection. Board retains the right to cancel this RFP at any time prior to contract being awarded. Potential vendors will be notified at the earliest possible opportunity. Only Board has the authority to bind Department into a contract. Since Board maintains binding authority and has the right to refuse any proposal, no costs may be recovered for proposal preparation or any process during the RFP process or thereafter.

EVALUATION: Potential vendors will be evaluated based on, in order of importance:

- 1 Price;
- 2 Completeness of all required information and forms requested in this RFP;
- 3 Business references and Demonstration of Experience; and
- 4 Ability to meet County insurance requirements.

Vendors may be disqualified for failure to meet any of the above requirements. Proposals will be evaluated on all four (4) criteria, which are listed in the order of importance, with price being the most important evaluation factor. The selected vendor will be chosen based on the price and terms that are most advantageous to Department.

Board reserves the right to reject any proposals in which the potential vendor takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority. Board reserves the right to reject, in whole or in part, any proposal that Board has determined, using the factors and criteria Board developed pursuant to this section, would not be in the best interest of the County.

INQUIRY PERIOD: Vendors shall contact Contract Development at Clark_Contract_Development@jfs.ohio.gov. The subject line of the email must be "Access Control System RFP," in order to ensure timely receipt of all questions. The inquiry period opens upon release of the RFP, and closes at 2:00 p.m. on Friday, March 1, 2019. Department reserves the right to disregard any questions that are not properly or timely submitted. Any questions or answers deemed to be material to all vendors will be sent to all vendors at the email address the RFP was initially distributed to; any other questions or answers will not be distributed to all vendors. All questions need to be submitted by 4:00 p.m. on Friday, February 22, 2019. Board may conduct discussions with potential vendors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

INSURANCE REQUIREMENTS: Interested vendors must meet Board insurance requirements in order to be considered an eligible vendor (see page 6 of response forms).

BUSINESS REFERENCES: Interested vendors' proposals shall include a list of at least three (3) companies or organizations with which it has had access control system contracts or agreements within the past two (2) years. The contracts must not have been terminated

prior to the end date due to poor performance and/or acts of negligence. This list shall include the name and phone number of a contact person who is familiar with the vendor's job performance. Neither Department nor Board of County Commissioners may not be used as a reference. There is a limit of one (1) reference from any other Clark County government agency (including Utilities, Courts, Sheriff, Prosecutor, etc.). Board may verify the vendor's experience based upon the list of business references submitted and any other sources which Board deems appropriate.

DEMONSTRATION OF EXPERIENCE: Interested vendors shall submit with its proposal demonstration of previous experience in delivering this, or similar, services. Vendor shall include descriptions and examples of at least two (2) projects or contracts completed in the past five (5) years that demonstrate appropriate experience – do not simply provide the name of the project or customer. Examples can be from the same projects for which business references are provided.

HOW TO SUBMIT A PROPOSAL: After reviewing the sample contract ([click here to view](#)), vendor shall prepare a written proposal statement that addresses how all parts of the Scope of Work section below will be provided, and completely fill in a copy of the six (6) page response sheet and forms included below. The forms can be completed electronically and printed for signature or printed and completed by hand. Original signatures shall appear on pages 3-6 of the response forms in vendor's submitted proposal. Vendor may attach additional sheets if necessary to fully provide information regarding quote and scope of work.

Return an electronic copy via email to Clark_Contract_Development@ifs.ohio.gov - AND one (1) original hard-copy of the written statement of work and pricing proposal, all six (6) required forms, and any other documentation necessary to fully respond to this RFP, to:

Clark County Department of Job & Family Services, Attention: Contract Development, 1345 Lagonda Avenue, Building C 4th Floor, Springfield, Ohio 45503

on or before 2:00 p.m. on Friday, March 1. Proposals can be mailed or hand delivered to the *receptionist in Building C Lobby*. Mailed proposals must be received by the stated deadline. Proposals shall be clearly marked on the outside of the envelope in the lower left hand corner as follows: "Access Control System RFP." The name and address of the vendor submitting the proposal shall also appear on the outside of the envelope. Late proposals will NOT be accepted.

PRE-BID WALK-THROUGH: Potential bidders are very strongly encouraged to attend a walk-through to inspect Department's buildings. **A walk-through will be conducted on Wednesday, February 20, 2019 at 9:00 a. m. on** Department's Campuses. The walk-through will begin at 1345 Lagonda Avenue, Springfield, Ohio 45503. Potential bidders should report to the Building C Lobby at 9:00 a.m. Department's Maintenance Supervisor and Management Information Systems (MIS) Deputy Director will lead interested vendors on the walk-through and will allow vendors to access as many buildings as is feasible on that date.

SCOPE OF WORK:

Department expects a recommendation for an Access Control System (ACS) that is specific to location/building/room function, facility and door type. Any recommended system components should provide Department with maximum flexibility for expansion now and in the future. The components should be upgradable and swappable without requiring mass replacement of all components or fragmented system control. The system components should be open protocol. Cards or other keying devices should offer maximum flexibility, ease of use and access management for users and system administrators. Electronic door locking components (such as card readers) should be durable, exchangeable without causing system fragmentation, failures partial or otherwise, and agnostic to other system components such as card or fobs, program software and keyways. Once in place, the system should provide Department administrators with a multi-platform access management software that provides systems status, door status, simple access programming capabilities, remote programming, scheduling, locking and unlocking, and detailed reports.

CONTRACT TERM: Two-year initial term with up to three (3) additional one-year extensions by and through written amendment executed by, and at the discretion of, Board.

SCOPE OF SERVICES SUMMARY:

- A. The Contractor shall provide all materials, hardware, software, fabrication, installation, programming and testing in conformity with manufacturer's documentation, specifications contained herein, and applicable codes and authorities having jurisdiction for the implementation of a complete Access Control System (ACS) for the project.
- B. A complete ACS is defined as all card readers, access cards, controllers, specific access control panels, power supplies, etc., as well as all cabling/wiring, needed to achieve a complete and functional system. This document may not show or list every item to be provided. When an item is not shown or listed and it is clearly necessary for proper installation and operation of the equipment and systems, Contractor shall provide, install, test and certify the item at no increase to contract price.
- C. The Contractor shall be fully certified by software vendor to sell, install and maintain in Ohio all system components required.

- D. The Contractor shall have at least five (5) years of experience in designing, selling, installing and maintaining the proposed access control systems.
- E. The Contractor shall possess all applicable contractor licenses.
- F. The Contractor shall provide all software licenses for the ACS.
- G. The Contractor shall be responsible for coordination of all ACS programming and ACS connections/interfaces with appropriate CCDJFS personnel.
- H. The Contractor shall provide all software, hardware and system programming for integration with the new ACS equipment.
- I. The Contractor shall provide all hardware and system programming for connection of the new ACS to the CCDJFS network(s).
- J. The Contractor shall provide installation, testing, adjustment and initial programming necessary for all equipment.
- K. The Contractor shall provide written documentation and specific instructions for system as installed.
- L. The Contractor shall be responsible for fully implementing the functions described in this document.
- M. The Contractor shall provide training to Department in the operation, adjustment, servicing and repair of this ACS.
- N. Contractor shall be responsible for communicating and field coordinating conduit and power requirements for security devices directly with electrical contractor when necessary to complete installation.
- O. The access credentials will be validated at the Proximity/SmartCard card readers at the access-controlled door locations. The perimeter doors will be locked during regular hours and holidays and controlled by credentials and schedules for off hour's access. In case of an emergency the access-controlled doors should be able to be locked down.

ACCESS CONTROL SYSTEM PRODUCTS:

System Specifications:

- 1. Department already has approximately 28 access-controlled doors. The door access control equipment should be reused whenever possible.
- 2. The client workstation (or portable laptop) shall be used by the Contractor to program all necessary information into the ACS for this project, including, but not limited to, ACS programming and site-specific user information.
- 3. The Contractor shall perform all necessary tests of system operations and shall monitor systems activity and functionality during the installation.
- 4. The network appliance shall be capable of running on an existing TCP/IP network and shall be accessible, configurable and manageable from any network connected PC with a browser. Browser access for configuration and administration of the system shall be possible from a PC on the same subnet, through routers and gateways from other subnets, and from the Internet. Control and management of the system shall therefore be geographically independent.
- 5. Security of the data communicated over the network to and from the browser, network controller and nodes shall be protected by encryption (SSL 128-bit) and authentication (SHA-1).
- 6. Access control features shall include:
 - a. Multiple access levels and cards per person.
 - b. 128-bit card support.
 - c. Detailed time specifications.
 - d. Multiple card formats for mixed card populations.
 - e. Activation/expiration date/time by person with one-minute resolution.
 - f. Access level disable for immediate lockdown.
 - g. Multiple holiday schedules.
 - h. Timed unlock schedules.
 - i. Scheduled actions for arming inputs, activating outputs, locking and unlocking portals.
 - j. Card enrollment reader support.
 - k. Photo ID creation support.
 - l. Counted-use access control.
 - m. Up to 1000-person records.
 - n. One central lockdown switch that kills all power supplies for door actuators/levers/electric strikes (thus, securing all ACS doors).
- 7. Security database features shall include:
 - a. Record recall by ID tag, name or card.
 - b. SQL capability and ODBC compliance.
 - c. Optional storage and recall of ID photos and personal/emergency data.

- d. An API for adding to, deleting from and modifying the database.
 - e. Storage of system user passwords and permissions.
 - f. System user permissions to grant whole or partial access to system resources, and personal data.
 - g. Pre-defined reports on system configuration, system activity history, and people.
 - h. English-based query language for instant custom reports.
 - i. Custom Report writer interface that allows the interactive creation of custom reports. Reports may be saved for later reuse. No third-party software such as Crystal Reports shall be necessary.
 - j. Periodic archive creation for historical custom reporting and improved on-board database performance.
8. Access Control Panels
- a. Access Control Panels (ACP) shall support all of the devices on the design drawings. Standard ACPs shall consist of the following components:
 - i. Access Control blade
 - ii. Input blade
 - iii. Output blade
 - b. The ACPs shall monitor, power, or control, card readers, door position contacts, door strikes and/or locks and other devices as shown on design drawings.
 - c. The ACPs shall read data encoded on cards and communicate with the Main Controller and Central Processing unit to determine if entry is authorized.
 - d. Authorized opening of any door from a workstation.
 - e. All components that make up the access control panel shall be securely mounted on the specified back panel, with an approved enclosure. All cables shall be run within an approved cable management system and shall be neatly dressed and labeled at the point of termination. All labels shall be clearly visible without the need to remove any wire way covering or wire management device.
9. Card Reader Doors
- a. The card readers shall be a Multi-Technology Proximity reader. It shall meet or exceed the following criteria:
 - i. The card reader shall read the encoded data from the access card and/or transponder and transmit the data back to the host panel, giving an audible and visual indication of a properly read card.
 - ii. The card reader shall not exceed a typical read range of 4" to 8" (unless specified otherwise), when used with a proximity card, proximity adhesive tag or key fob.
 - iii. The card reader shall have separate terminal control points for the green LED, the red LED, and the audible indicator.
 - iv. The card reader shall have a hold line that will buffer a card read.
 - v. The card reader shall be fully weatherized, and shall have an operating temperature of -22 to 150 degrees Fahrenheit (-30 to 65 degrees Celsius), and shall have an operating humidity of 5-95% non-condensing.
 - vi. The reader shall have a lifetime warranty.
 - vii. The card reader shall match the finish color of the wall/mounting surface to the best of its color selection.
 - viii. The voltage requirements of the card reader shall be 5 to 24 VDC.
10. Power Supplies
- a. Access Control peripheral devices shall be powered by power supplies. Provide battery back-up sufficient for a minimum of 4 hours of standby at the maximum rated load.
 - b. Furnish and install both 12 VDC & 24 VDC power supplies to power up all electrically controlled door locks. Where power boosters are required as part of the hardware group, provide, install and interface the boosters to the electrified lock(s) and the ACS. Coordinate 120 Volt A/C power installations with the electrical contractor.
 - c. Size all power supplies to permit simultaneous continuous-duty activation of all door locks, with an additional minimum 20% capacity on each supply. Calculate voltage drop to locks and size lock control wiring to provide proper jack operation. System should be configured so that battery backup is an option from one central location for each building, when possible.
 - d. Run individual lock power circuits from a separate output on the power supply, 12 VDC & 24 VDC, PDS-CB, Power Distribution Modules, located within the ACP.
 - e. Provide a separate enclosure for the batteries if the batteries will not fit securely in power supply enclosure "right-side-up". Do not lay batteries on their sides or ends in order to fit them into the enclosure. Do not expose wiring between the power supplies and the batteries.
11. Electrified Locking Hardware

- a. All Electric Locks shall be "Fail Secure".
 - b. Striker Plates shall be compatible w/ both 12 VDC and 24 VDC systems.
12. Access Control Cards
- a. Cards shall be compatible with all card readers.
 - b. The access cards shall be iClass Smart Card/ Proximity combination card, 32 bit or industry equivalent.
 - c. The Contractor shall furnish clips and lanyards for each card. Cards shall be able to be "punched" for a clip attachment after printing.
 - d. Furnish 1000 cards.

Training:

1. The Contractor shall provide a minimum of four (4) copies of Operation and Maintenance manuals for all equipment furnished under the Access Control section. These manuals are to be available during training.
2. Provide a minimum of eight (8) hours of scheduled training for the equipment furnished under this Section, including programming, operation, service, and maintenance.
3. Training shall be by engineers or technicians highly skilled in the systems and certified by manufacturer as qualified to train in the particular systems.
4. Training shall be conducted at dates and times directed by the Department. Training shall be provided for designated personnel.

Programming:

1. Contractor shall provide initial programming for all applicable systems. Contractor programming shall include, but not be limited to:
 - a. English-language description of each access control location.
 - b. Programming of the head-end equipment.
 - c. Programming of Access Control Software.
2. The Contractor shall coordinate with the Technology Services staff to update the system software to the most recent version available during the warranty period at NO ADDITIONAL COST.

Test and Reports:

1. The Contractor shall perform system tests using personnel who have attended a manufacturer's training school for installation and testing of the systems as described herein. The Contractor shall perform testing with the test instruments as specified/directed by the manufacturer.
2. Upon completion of the installation of the ACS, the Contractor shall submit written reports including, but not limited to, the following information:
 - a. A complete list of all equipment installed, including serial numbers of major components.
 - b. Certification that all equipment is properly installed, programmed, functional, 100% operational, and in conformance with contract specifications.
 - c. Test reports of all devices, and equipment.
 - d. Test technician's name, company and date of test.
3. Following review of the test report(s) by CCDJFS, the Contractor shall perform a test of the ACS equipment in the presence of the CCDJFS Representative and the Contractor. Test(s) shall include performance tests of all equipment and material required by the contract. The Contractor shall be responsible for all additional costs to CCDJFS if retesting is required. At a minimum, perform tests to demonstrate that:
 - a. All systems are free from grounding problems and open circuits.
 - b. If applicable, systems operate properly on battery backup.
 - c. All software functions properly as specified, and all equipment is fully programmed.
 - d. ACS doors actuate properly with visual indicator or light.
4. Sixty (60) days prior to expiration of warranty, Contractor shall retest all systems as described herein, and submit a test report of findings. The scheduling of the retest shall be coordinated with Department. All items covered by warranty shall be corrected immediately. The warranty shall remain in effect until the Contractor corrects 100% of defective items.

Reports:

1. The system shall be able to produce a report of individuals who have not used their badge to access a reader since a given date (Last Access)
2. The system shall be able to produce a report of individuals with detail information about card reader access.
3. The system shall be able to produce a report of status of each badge issued. i.e. Active, Suspended

4. The system shall be able to produce a report of card reader activity.

PRICING: Vendor shall indicate pricing for all categories specified on Response Sheet page 2, below. No costs other than those specified in vendor's proposal will be paid by Department unless agreed to in writing in advance of purchase or work being completed. All costs for each project, whether or not included below, must be approved by the Department prior to the start of any work.

VENDOR SELECTION: After proposals are reviewed, a recommendation will be made to Department Director to award contract(s) to one or more vendors. Director will make a final selection to recommend to Board, and may consider proposal quality, reasonableness and appropriateness of proposed budget, funding available, and past contract/subgrant performance. Board reserves the right to accept or reject Director's recommendation. All vendors who submit a proposal will receive a Letter of Intent at the email address provided on the Response Sheet, regardless of vendor selected.

PROTESTS: Potential vendors may file a protest on any matter relating to the process of soliciting proposals. Protests shall be in writing and must be submitted to: Virginia K. Martycz, Ph.D., Director, Clark County Department of Job & Family Services, 1345 Lagonda Avenue, Springfield, Ohio 45503. All protests relating to alleged improprieties or events which were known or could have been reasonably discovered prior to the closing date for the RFP shall be filed no later than the deadline for receipt of proposals; protests relating to award of contract or rejection of proposals must be received by 9:00 a.m. of the 7th day after the issuance of the Letter of Intent. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Board determines that a delay will severely disadvantage Board. Vendor(s) who would have been awarded the contract(s) shall be notified of the receipt of the protest. Board shall issue written decision on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

THE FOLLOWING SIX (6) PAGES MUST BE INCLUDED AS PART OF VENDOR'S RESPONSE.

ACCESS CONTROL SYSTEM RFP #19 SFY 03
RESPONSE SHEETS

VENDOR NAME & CONTACT INFORMATION (include vendor name, contact name, address, email address, phone number):

VENDOR'S FEDERAL TAX ID NUMBER:

THREE PROFESSIONAL REFERENCES (include address, email address and phone):

1.

2.

3.

DEMONSTRATION OF EXPERIENCE (attach additional pages, if necessary):

PRICING:

Vendor shall indicate pricing for all categories specified below. No costs other than those specified in vendor's proposal will be paid by Department unless agreed to in writing in advance of purchase or work being completed. All costs for each project, whether or not included below, must be approved by the Maintenance Supervisor prior to the start of any work. *Attach additional sheets as necessary to provide accurate information about how your company will fully meet the specifications and provide all services requested by Department.*

Provide the following information:

Number of years your company has been in business: _____

Typical response time for service calls: _____

Warranty provided for work completed, if any: _____

PLEASE INCLUDE A COPY OF ANY CURRENT LICENSES OR CERTIFICATIONS WITH YOUR PROPOSAL.

NON-COLLUSION AFFIDAVIT

STATE OF _____)

SS:

COUNTY OF _____)

_____, being first duly sworn, deposes and says that he/she is
(NAME)

_____ for _____,
(POSITION) (COMPANY NAME)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Clark County Commissioners or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

AFFIANT

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, 2019.

NOTARY PUBLIC

My commission expires _____, _____

BIDDER'S PERSONAL PROPERTY TAX STATEMENT

(See Section 5719.042, O.R.C.)

STATE OF _____)

ss:

COUNTY OF _____)

I, _____, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____ . On said date, I owed no personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with _____ . I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

_____ owed in delinquent taxes, and _____ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

DATE

BIDDER

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, 2019.

NOTARY PUBLIC

My commission expires _____, _____

AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE

STATE OF _____

COUNTY OF _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____
(Name of Entity) (Type of Product or Service)

to be let by the County of Clark, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the entity (corporation, business trust, partnership, other unincorporated business [including labor unions], association [including professional associations], estate, or trust):

1. That none of the following has individually made within the previous 24 months and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$1,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself;
 - b. any partner or owner or shareholder of the partnership (or other unincorporated business);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section (only applicable to contributions made on or after January 1, 2007).

2. That none of the following have collectively made within the previous 24 months, and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following collectively will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$2,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section.

Signature: _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of _____, 2019

Notary Public: _____

My Commission Expires: _____

CERTIFICATION OF COMPLIANCE WITH COUNTY INSURANCE REQUIREMENTS

The following is a list of required insurance policies:

- a. Worker’s Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$1,000,000 Combined Single Limit.
- e. “The Board of Clark County Commissioners” must be named as “Additional Insured” on the policies listed in paragraphs b, c, and d above, as well as the Certificate Holder on all Certificates of Liability insurance.

*Note: Umbrella/Excess Liability coverage may be waived if the following limits are carried for Commercial General Liability and Auto Liability:

- 1. Commercial General Liability Insurance for a minimum of \$3,000,000 per occurrence with an annual aggregate of at least \$4,000,000, including coverage for subcontractors, if any are used.
- 2. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$3,000,000 Combined Single Limit.

I, _____, certify that I have reviewed the above insurance requirements, and:

(_____) I certify that as an individual/company/organization submitting a proposal, I am able to meet the above insurance requirements.

OR

(_____) I am not able to meet the above insurance requirements, and would like to request a waiver of the following policies:

_____.

The insurance policies currently held by this individual/company/organization are:

_____. A copy of the current insurance policies is attached.

Signed:

_____ Date

Printed Name, Title