



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

REQUEST FOR PROPOSALS

RFP: 23 SFY 02

FOR: Multi-Function Device Services

RELEASE DATE: Wednesday, August 3rd, 2022

RESPONSES DUE: Wednesday, August 31st, 2022, 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 provide 16 multi-function devices for all systems located at Clark County Department of Job and Family Services ("Department"). Department will administer 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](#)). 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 most responsive, 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. This RFP and all terms and conditions shall be assimilated into the contract with all terms and conditions taking precedence over any conflicting terms and conditions submitted by the selected vendor.

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

1. Price;
2. Equipment and services offered and compatibility with Ohio Department of Job and Family Services ("ODJFS") and State of Ohio network;
3. Ability to meet County insurance requirements;
4. Completeness of all required information and forms requested in this RFP; and
5. Business References / Demonstration of Experience.

Vendors may be disqualified for failure to meet any of the above requirements. Proposals will be evaluated on all five (5) criteria, which are listed in the order of importance. The selected vendor will be chosen based on the 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 with questions pertaining to this RFP. The subject line of the email must be "Multi-Function Device RFP," in order to ensure timely receipt of all questions. The inquiry period opens upon release of the RFP, and closes at 9:00 a.m. on Friday, August 19th, 2022. 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 listed on the Department's website. All questions need to be submitted by 9:00 a.m. on Friday, August 19th, 2022. 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.

COMMUNICATIONS PROHIBITION: From the issuance date of this RFP until an actual contract is awarded there may be no communications concerning the RFP between any potential vendor that expects to submit a proposal and any employee of Clark County, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the contractor.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Q&A Period;
2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationship with Board;
3. As part of any vendor interview process initiated by Board, which Board deems necessary in order to make a final selection;
4. Potential vendors may request that the RFP and all posted RFP documents be sent via U.S. mail;
5. Any Public Records Request (PRR) made through Department;
6. Notification of any changes or announcements related to this RFP through Department vendor notification list; and
7. A public meeting of Board at which the award of a contract(s), pursuant to this RFP has been placed on the agenda for discussion.

***Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested potential vendors through the original web page established for the RFP. All interested potential vendors must refer to that web page regularly for amendments or other announcements. Board may not specifically notify any potential vendor of changes or announcements related to this RFP. It is the affirmative responsibility of interested potential vendors to be aware of and fully respond to all updated information posted on this web page or provided by U.S. Mail when previously requested by vendor. Potential vendors without access to the web page established for the RFP may request that amendments to the RFP or documents related to it be sent to them by contacting:

Clark_Contract_Development@jfs.ohio.gov

Board is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source not authorized for this RFP. ***Any attempts at prohibited communications by potential vendors shall result in the disqualification of those providers' proposals*** and shall prohibit the potential provider from entering into any contractual relationship with Board for services requested through this RFP for the duration of the RFP period. A vendor may also be disqualified for failing to take reasonable steps to prevent its employees, agents, and business associates from making communications that would be prohibited if made directly by that provider's authorized representatives.

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 multi-function device 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: 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 or electronic 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 all six (6) required forms, and any other documentation necessary to fully respond to this RFP via email to Clark_Contract_Development@jfs.ohio.gov. If vendor is unable to submit the proposal electronically, it can be hand delivered to the receptionist in Building C Lobby, or mailed to 1345 Lagonda Avenue, P.O. Box 967A Springfield, Ohio 45501. 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: "Multi-Function Device 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.

SCOPE OF WORK: Board seeks to install or replace multi-function devices located at Department that utilize RightFax and PaperCut (or other similar products). All products and services offered must be compatible with the ODJFS network.

Vendor must submit a written statement of how it will provide the services requested and a detailed price break-down for all costs involved to fully complete the project. Vendor's pricing must indicate per item to be purchased or leased, so that Department may modify the equipment or quantity proposed by vendor, if necessary to meet Department's needs. Vendor's proposal shall indicate all pricing mechanisms, even if not specifically requested in the RFP. Department will not pay for charges not included with the sealed proposal submittal. Vendor recognizes that the agreement will result in a true lease.

Vendor shall install and set-up all devices in the locations specified by Department. All set-up and training required by Department will be included in the per-page service fees billed by Vendor. Vendor shall be responsible for removing devices from Department at the end of the contract term, or after any contract renewals, whichever occurs later. All removal services and costs are included in the per-page service fees billed by Vendor; no additional costs shall be allowed relating to the installation or removal of equipment, unless agreed to in advance, in writing, by Department.

A. MULTI-FUNCTION DEVICE REQUIREMENTS

1. Integrate with RightFax (or similar product);
2. Secure print / PaperCut (or similar product) software capabilities;
3. Accommodate paper size up to 11x17;
4. Common, user friendly interface;
5. Log copy/print/scan fax usage;
6. Document Feeder;
7. 2 Standard Paper trays (500 each);
8. Auto duplex;
9. Full color scanning/scan to email;
10. Network print/connectivity (machines must be compatible with the ODJFS network);¹
11. Staple finisher;
12. 1 device for JFS must have a 2/3 hole punch;
13. 4 devices for JFS must have a capability to print in color;
14. 75,000+ pages per month operating capacity, total for all sixteen (16) machines; and

¹ If Department determines that any unit or product ordered through this RFP is not completely compatible with the network or ODJFS requirements, County reserves the right to either select different equipment from the Contractor at the same or lower price, if agreed upon by the Contractor, or to re-open the RFP to negotiate with the next best vendor for a similar unit or product, without re-advertising the RFP.

15. All machines shall be brand new.

B. MULTI-FUNCTION DEVICE SERVICE REQUIREMENTS

1. Per-page pricing shall be provided for black-white and color images;
2. Scanning shall not incur any per-page costs;
3. Toner, drums, fusers, waste bottles and all other consumable supplies at no additional cost to Department, in unlimited quantity;
4. Consumable supplies must meet equipment manufacturer's specifications and have a failure rate of less than 0.5%;
5. Vendor is to retain inventory of consumables;
6. Vendor is responsible for delivery of consumable, to location of device;
7. Repair or replacement of broken device;
8. Technical support for end users;
9. Management of device;
10. Service request for maintenance must respond within one hour;
11. Service of broken device must be within four business hours;
12. Downtime should be no longer than forty-eight (48) hours;
13. A loaner device should be placed on site within five (5) days, in the event that the device cannot be repaired in a reasonable amount of time;
14. Extreme delays due to acts of nature, extreme weather disasters or accidents are excluded;
15. Unlimited phone support;
16. Unlimited onsite support;
17. Training to Department after installation of new devices (includes new and/or replacement devices);
18. Vendor must maintain service records for individual devices;
19. Vendors are permitted to offer additional services; Vendor shall indicate ALL charges associated with the any additional services. The County will assume that all charges and fees are included in one of the charges or fees listed; and
20. At the end of Contract (or Contract Extension, whichever occurs later):
 - a. Return of device hard drives to Department for destruction prior to equipment leaving Department premises for any reason, at no additional cost to Department, and
 - b. Removal of all equipment from Department's premises at no additional cost to Department.

C. RIGHTFAX (OR SIMILAR PRODUCT) REQUIREMENTS

1. Upgrade Department's RightFax from current version to latest version; Current Version 21.2.1.515
2. Build a new virtual server to support RightFax for Department if required; Current Server Windows 2019
3. FoIP – enable existing channels and update IP addresses at no additional cost when/if required by ODJFS;
4. Provide support for new FoIP enabled channels;
5. Provide modular fax gateway T-1 E1;
6. Provide fax gateway advanced unit replacement if available;
7. Provide support service for RightFax for 16 connectors for term of contract;
8. Equipment, installation, set-up, IP upgrades, and all training required by Department relating to the upgrade and use of RightFax shall be included in the RightFax cost; and
9. No additional costs shall be allowed relating to this product or service, unless agreed to in advance, in writing, by Department.

Vendor may propose a product other than RightFax, so long as it provides the same functionality, meets the above specifications, and is compatible with the ODJFS network.

D. PAPER CUT (OR SIMILAR PRODUCT) REQUIREMENTS

1. Install and configure PaperCut on fifteen (15) devices (all devices except that used in the resource room), for use by unlimited users;
2. Provide ongoing maintenance and support for PaperCut for the term of Contract;
3. PaperCut shall include the use of proximity card readers to allow for individual identification at device;
4. PaperCut shall include Follow-Me Printing and Rules-Based Printing;
5. Vendor shall install and configure PaperCut and the card readers on all devices and shall provide training to Department staff, as needed and scheduled by Department;
6. The proximity card readers, installation of card readers and PaperCut, training required by Department, and five years of maintenance and support for PaperCut and card readers shall be included in the monthly cost for this service; and
7. No additional costs shall be allowed relating to this product or service, unless agreed to in advance, in writing, by Department.

Vendor may propose a product other than PaperCut, so long as it provides the same functionality, meets the above specifications, and is compatible with the ODJFS network.

E. CURRENT DEPARTMENT EQUIPMENT

The following chart is a list of Department's current equipment and location. Vendor should propose equipment for each location, based on Department's current hardware, but Department reserves the right to request a different model or service from that proposed, if it determines what was selected by vendor will not adequately meet Department's needs.

	MFP Location	Brand	Model	RightFax	Papercut	JFS#
1	A-Big Room Front	Konica Minolta	364e	Yes	Yes	Clark-C02-P004
2	A-Resource Room	Konica Minolta	364e	Yes	No	Clark-C02-P006
3	A-Main Lobby	Konica Minolta	364e	Yes	Yes	Clark-C02-P009
4	A-Administration	Konica Minolta	C654e	Yes	Yes	Clark-C02-P010
5	A-Concierge	Konica Minolta	364e	Yes	Yes	Clark-C02-P020
6	B-CCMEP	Konica Minolta	364e	Yes	Yes	Clark-C02-P013
7	C-1st Floor	Konica Minolta	364e	Yes	Yes	Clark-C02-P019
8	C-2nd Floor	Konica Minolta	364e	Yes	Yes	Clark-C02-P018
9	C-3rd Floor	Konica Minolta	654e	Yes	Yes	Clark-C02-P017
10	C-4th Floor	Konica Minolta	C368	Yes	Yes	Clark-C02-P016
11	D-Fiscal/Clerical	Konica Minolta	364e	Yes	Yes	Clark-C01-P007
12	D-Lobby	Konica Minolta	C368	Yes	Yes	Clark-C01-P008
13	D-Ongoing	Konica Minolta	654e	Yes	Yes	Clark-C01-P009
14	D-CAC	Konica Minolta	C368	Yes	Yes	Clark-C01-P016
15	Visitation	Konica Minolta	364e	Yes	Yes	Clark-C03-P002
16	Shop	Konica Minolta	364e	Yes	Yes	Clark-C01-P015

VENDOR REQUIREMENTS:

- Department is a drug free work place;
- Department is a smoke free facility, this also includes personal vaporize devices;
- Vendor will show the utmost respect to our customers and staff during time on campus;
- All work schedule changes and worksite personnel changes must be briefed and authorized by the MIS Department Supervisor;

- Vendor will be responsible for repair and replacement of damaged property at the fault of the Contractor during any maintenance/repair of systems to the satisfaction of the Department.
- Vendor will have multi-function devices in place prior to May 1, 2023.

CONTRACT TERM: Three-year initial term with up to two (2) additional one-year extensions by and through written amendment executed by, and at the discretion of, Board. With service provision to begin on May 2, 2023.

PRICING: Vendor shall indicate pricing for all categories specified in the Statement of Work above. 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's service for the above devices shall be reimbursed at a per-page cost, for the length of the Contract term. Black and white images shall be billed at \$_____ per page, and color images shall be billed at \$_____ per page, for all machines. "Page" as defined in this Contract is one side of a physical piece of paper on which toner is applied by a device through copying or printing. Scanned images are not considered "pages" and will not be charged a per-page rate.

VENDOR SELECTION: After proposals are reviewed, a recommendation will be made to Department Director to award a contract. Director will make a final selection to recommend to Board, and may consider proposal quality, reasonableness and appropriateness of proposed costs, funding available, and any past contract performance. Board reserves the right to accept or reject Director's recommendation. All vendors who submit a proposal will receive a Letter of Intent to Award or Non-Award 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, at Virginia.Martycz@jfs.ohio.gov. 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 calendar day after the issuance of the Letter of Intent to Award or Non-Award the contract or the notification of Intent to Reject all proposals, whichever is applicable. 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.

Multi-Function Device Services RFP 23 SFY 02
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):

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.

PRICING DOCUMENT

MULTI-FUNCTION DEVICES

Contractor shall lease to Board, for use by Department, the below multi-function devices, pursuant to the terms of this contract. Contractor shall provide service for sixteen (16) multi-function devices, as leased to Board for use by Department, as follows:

	LOCATION	EQUIPMENT	ACCESSORIES	MONTHLY LEASE COST
1.	A-Big Room Front		RightFax, PaperCut	\$
2.	A-Resource Room		RightFax	\$
3.	A-Main Lobby		RightFax, PaperCut	\$
4.	A-Administration		RightFax, PaperCut	\$
5.	A-Concierge		RightFax, PaperCut	\$
6.	B-CCMEP		RightFax, PaperCut	\$
7.	C-1st Floor		RightFax, PaperCut	\$
8.	C-2nd Floor		RightFax, PaperCut	\$
9.	C-3rd Floor		RightFax, PaperCut	\$
10.	C-4th Floor		RightFax, PaperCut	\$
11.	D-Fiscal/Clerical		RightFax, PaperCut	\$
12.	D-Lobby		RightFax, PaperCut	\$
13.	D-Ongoing		RightFax, PaperCut	\$
14.	D-CAC		RightFax, PaperCut	\$
15.	Visitation		RightFax, PaperCut	\$
16.	Shop		RightFax, PaperCut	\$
Total Monthly Lease Cost				\$
Total Cost of Device Leases				\$
Maximum Amount Available for Per-page Service Costs				\$

Vendor's service for the above devices shall be reimbursed at a per-page cost, for the length of the Contract term. Black and white images shall be billed at \$_____ per page, and color images shall be billed at \$_____ per page, for all machines. "Page" as defined in this Contract is one side of a physical piece of paper on which toner is applied by a device through copying or printing. Scanned images are not considered "pages" and will not be charged a per-page rate.

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 _____, 2022.

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 _____, 2022.

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 _____, 2022

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