



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

**REQUEST FOR QUOTES  
23-RFQ-03**

**FOR: Private Security Services (Armed)  
RELEASE DATE: Friday, September 23, 2022  
RESPONSES DUE: Thursday, October 13, 2022 at 2:00 p.m.**

The Board of Clark County Commissioners (“Board”) is seeking quotes and intends to award a vendor with a single contract for the daily security services at the Clark County Department of Job & Family Service’s (CCDJFS) campus. Vendor will also provide in addition to security, notification to local law enforcement regarding any use of force in the performance of their duties and notification to CCDJFS Administration regarding any confrontational customer contact. CCDJFS 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 quotes or to waive any defect in a quote which does not materially alter the contract document.

**SCOPE of WORK:**

CCDJFS is requesting pricing for an armed individual (one) to provide private security to the CCDJFS campus. Individual is expected to work Monday through Friday, 8:00 a.m. to 4:30 p.m. with possible overtime should CCDJFS have after hours requirements. CCDJFS Holidays or agency closures will not require security services and will not be paid by CCDJFS. Individuals will be expected to show a presence on the campus and respond to incidents involving customers or staff.

**Expectations and Reporting Requirements for Selected Provider:**

1. Individual(s) performing security must have current BCI and FBI background checks at provider’s expense.
2. Individual(s) performing security must have current State of Ohio firearms training.
3. Individual(s) performing security must have conflict resolution/de-escalation training and are expected to intervene in heightened personal interactions.
4. Individual(s) performing security must notify Administration immediately regarding any incident in which they become involved.
5. Individual(s) performing security must initiate police report for any major incidents involving verbal or electronic threats to staff, use of force or damage to county property.

6. Individual(s) must walk throughout the campus, hourly showing a presence in the lobbies, employee areas and parking lots.
7. Individual(s) may be required to be on site at the visitation center located at 525 E. Home Rd. for high-risk parent/child visitation that may take place in the evening or on weekends. These will be pre-arranged and scheduled in advance.

**PRICING:** No costs other than those specified in provider's quote will be paid unless agreed to in writing in advance of services being completed.

The following guidelines should be used when submitting your costs. Please list costs associated with normal 8:00 a.m. to 4:30 p.m., Monday through Friday service. Also, list hourly cost for overtime requested by CCDJFS. Lastly, enter any "other" costs associated with the contracted services.

**CONTRACT AWARD:** Quotes will be evaluated, and contract will be awarded to the vendor who is the lowest responsive and responsible bidder to perform the requested service. CCDJFS will also ensure that the selected vendor has provided complete quote information including required response forms. The contract will be awarded to the vendor whose quote is most advantageous to the Board.

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

- 1 Service and Overtime Rates;
- 2 Ability to meet County insurance requirements;
- 3 Completeness of all required information and forms listed in this quote.

**CONTRACT TERM:** One-year initial term upon execution by Board and an optional one-year extension by and through written amendment executed by, and at the discretion of, Board.

**INSURANCE REQUIREMENTS:** Interested vendors will be expected to meet Board insurance requirements in order to be considered an eligible vendor.

**BUSINESS REFERENCES:** Interested vendors' quotes shall include a list of at least three (3) companies or organizations with which it has had contracts to provide like services within the past two (2) years. 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 may be used as a reference. There is a limit of one (1) reference from any other Clark County government agency or department (including Utilities, Courts, Sheriff, 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:** All interested vendors shall submit with their quotes, demonstration of previous experience in delivering this, or similar, services. Vendors shall include descriptions and examples of up to three (3) similar projects or contracts completed in the past five (5) years that demonstrate appropriate experience. Examples can be from the same projects for which business references are provided.

**HOW TO SUBMIT A QUOTE:** Please print a copy of the response sheet and included forms listed below, and completely fill in all sections. The forms can be completed electronically and then printed for

signature or printed and completed by hand. Vendor may attach other sheets, if necessary, to fully provide information regarding quote and scope of work. Board prefers quote and response sheet submissions in electronic format. The electronic copy can be PDF, or Word, or other formats that are compatible with Microsoft Office. All completed forms are to be sent via e-mail to [Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov) **on or before 2:00 p.m. on Thursday, October 13, 2022**. For vendors not capable of providing their quote and response sheets electronically, please contact the e-mail box listed above for additional instructions.

CCDJFS requires four (4) forms (attached) that need to be completed and submitted along with the quote. In addition to these forms, CCDJFS requires a valid Bureau of Worker's Compensation certificate. These forms can be completed electronically and printed for signature or printed and completed by hand. Forms and related contract documents can be found on the CCDJFS website by clicking [Related Documents](#). They are as follows:

- Form 8.2 Campaign Contribution Declaration
- Form 8.3 Bidders Personal Property Statement
- Form 8.5 Certification of Compliance with County Insurance Requirements
- Form 8.6 Non-Collusion Bid Affidavit

If you have any questions, please contact CCDJFS by e-mail at [Clark\\_Contract\\_Development@jfs.ohio.gov](mailto:Clark_Contract_Development@jfs.ohio.gov).

**The following pages are required by CCDJFS**

**PRIVATE SECURITY REQUEST FOR QUOTES**

**RESPONSE SHEET**

NAME OF VENDOR:

CONTACT INFORMATION (include name, address, email address, and phone number):

VENDOR'S FEDERAL TAX ID NUMBER:

NUMBER OF YEARS IN BUSINESS:

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 CCDJFS unless agreed to in writing in advance. *Attach additional sheets as necessary to provide accurate information about how your company will fully meet the specifications and provide all services requested by CCDJFS*

TOTAL COST OF SERVICES (must be all-inclusive to fully provide the scope of work stated in the request for quotes):

Description	Cost Per Hour	Total Cost
M-F 8:00 a.m. to 4:30 p.m.		
Overtime M-F		
Overtime Sat/Sun		
Other: Provide detailed description		

**AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13  
OF THE OHIO REVISED CODE**

STATE OF OHIO

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.
- f. **To be added if professional liability or error and omissions insurance is applicable to Contract:** Professional liability or errors and omissions insurance for a minimum of \$1,000,000 per incident.
- g. **To be added if contract deals with children:** Liability coverage for abuse and molestation in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

\*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

**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 \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, \_\_\_\_\_.