

AMENDMENT ONE (1) TO 24-SFY-02 Video Recording Systems

The following sections of the Video Recording Systems RFP have been revised, as identified in red. Except for those provisions that are revised as a result of this Amendment, the original RFP document remains in full force and effect. A complete RFP document and related forms that incorporates the amended sections is included below.

RESPONSES DUE: Wednesday, September 13, 2023 at 10:00 a.m

The Board of Clark County Commissioners (“Board”) is seeking proposals and intends to award one **or more** contracts to ~~a~~ vendor(s) for the equipment installation and maintenance of two video recording systems for the Clark County Department of Job and Family Services’ (“Department”) Child Advocacy Center and Visitation Center. Department will be administering the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. 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(s) will be awarded to the responsible vendor(s) 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.

Child Advocacy Center Recording System

The selected vendor will provide and maintain a video recording system to serve as an interview recording system for the Child Advocacy Center. The Child Advocacy Center has 2 interview rooms in need of video and audio recording, ~~and~~ 1 command center with split screen, **and one observation room to view interviews**. Department is seeking a video recording system capable of the following non-exclusive list of MINIMUM specifications:

1. Ability to watch live interviews remotely
2. Ensure a Digital Video Recorder is available and functional
3. 2TB Hard Drive included
4. 4 High-Definition cameras with zoom/tilt, etc. and 4 high-definition microphones for two CAC interview rooms
5. 2 40” High Resolution Monitors w/ audio including wall mount hardware and 2 earpieces for communication between control center and interviewer for the command center room
6. **1 40” High Resolution Monitor w/ audio including wall mount hardware for the observation room. Earpieces not required for this space**
7. Ability to download recorded video to USB
8. Ability to send video recordings via encrypted email
9. Ability to store a minimum of 365 days of recorded video
10. Ability to store files in a non-proprietary format
11. System should include an audit log
12. System must provide easy search features

13. System must have the ability to record in multiple interview rooms simultaneously
14. Ability to listen/communicate with each room separately while multiple interviews are taking place
15. Provide all necessary items for the installed equipment (including cables for all necessary equipment).
16. If possible, the system should connect to existing control buttons (for camera operation, audio, and microphones to speak with interviewers). If it is not possible, vendor should provide new control button equipment

Additional features that are optional, but preferred are:

1. Audio Transcription software
2. Ability to store recorded video indefinitely

Visitation Center Recording System

The selected vendor will provide and maintain a video recording system to serve as an interview recording system for the Visitation Center. The Visitation Center has four (4) rooms where visitations occur. There are also outdoor areas including a basketball court, playground area, and parking lot. Department is seeking a video recording system capable of the following non-exclusive list of MINIMUM specifications:

1. Provide a digital video recorder
2. 2 TB Hard Drive included
3. Ability to download recorded video to USB
4. Ability to access DVR from any of the 3 internal office locations. All stations should include the ability to control the cameras (i.e. zoom in/out, pull up one or more rooms to observe visits, etc.)
5. Provide high-definition cameras with zoom/tilt, etc. and high-definition microphones **in each of the four visitation rooms**. Vendor should ensure there are no dead zones in the visitation rooms
6. Provide high-definition cameras with zoom/tilt, etc. for all outdoor areas including basketball court, playground area, front door, **exterior patio area in front of the building**, and parking lot
7. Provide all necessary items needed for the installed equipment.
8. Ability to install secure record button on outside of each visitation room door. Ability to start recording from monitor stations, if possible.
9. Ability to store recorded video a minimum of 45 days
10. Ability to send video recordings via encrypted email
11. Ability to store files in a non-proprietary format
12. System should include an audit log
13. System should provide easy search features
14. Ability to record multiple visitation rooms simultaneously
15. Ability to listen into each room separately while multiple visitations are taking place
16. System shall include a door buzzer/intercom with camera
17. Interior cameras for non-visitation public areas (motion recording). Audio not necessary



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

REQUEST FOR PROPOSALS

RFP: 24-SFY-02

FOR: Video Recording System Installation and Maintenance

RELEASE DATE: Thursday, August 17, 2023

RESPONSES DUE: Wednesday, September 13, 2023 at 10:00 a.m.

The Board of Clark County Commissioners (“Board”) is seeking proposals and intends to award one or more contracts to a vendor(s) for the equipment installation and maintenance of two video recording systems for the Clark County Department of Job and Family Services’ (“Department”) Child Advocacy Center and Visitation Center. Department will be administering the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. 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(s) will be awarded to the responsible vendor(s) 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 Ability to meet all specifications outlined in the Scope of Work, below;
- 2 Price;
- 3 Completeness of all required information and forms requested in this RFP;
- 4 Business references and Demonstration of Experience; and
- 5 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 five (5) criteria, which are listed in the order of importance. The selected vendor will be chosen based on the evaluation 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.

PRE-BID WALK-THROUGH: Potential bidders are very strongly encouraged to attend a walk-through to view location and scope of work to be completed. During the walk-through a thorough description of the project will be discussed. A walk-through will be conducted on Friday, August 25, 2023 at 10:00 a.m. at Department’s Child Advocacy Center, 1346 Lagonda Avenue, Springfield, Ohio 45503. Please park in the front lot of Building D. The walk-through will then move to the Visitation Center, 525 E. Home Road, Springfield, Ohio 45503. The Visitation Center is located on the same campus as

Department's Gym and Training Buildings which are currently being renovated. The Center is located behind the Training Building.

INQUIRY PERIOD: Vendors shall contact Contract Development at Clark_Contract_Development@jfs.ohio.gov with any questions regarding this RFP. The subject line of the email must be "Video Recording 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. EST on Thursday, August 31, 2023. 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 posted on Department's website. It is the responsibility of all vendors to review the Department's website prior to submitting their proposal. 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 video recording system contracts 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](#)), 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 seven (7) 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 4-7 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 seven (7) 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, Springfield, Ohio 45503. Mailed proposals must be received by the stated deadline. Proposals can be mailed to the same address above. Proposals shall be clearly marked on the outside of the envelope in the lower left-hand corner as follows: "Video Recording 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.

SCOPE OF WORK:

The purpose of the contract is to install two video recording systems at Department's Child Advocacy Center and Visitation Center. The two systems will require different specifications, as outlined below. Vendor shall also provide service and maintenance for the installed systems.

Child Advocacy Center Recording System

The selected vendor will provide and maintain a video recording system to serve as an interview recording system for the Child Advocacy Center. The Child Advocacy Center has 2 interview rooms in need of video and audio recording, **and 1 command center with split screen, and one observation room to view interviews.** Department is seeking a video recording system capable of the following non-exclusive list of MINIMUM specifications:

1. Ability to watch live interviews remotely
2. Ensure a Digital Video Recorder is available and functional
3. 2TB Hard Drive included
4. 4 High-Definition cameras with zoom/tilt, etc. and 4 high-definition microphones for two CAC interview rooms
5. 2 40" High Resolution Monitors w/ audio including wall mount hardware and 2 earpieces for communication between control center and interviewer for the command center room
6. **1 40" High Resolution Monitor w/ audio including wall mount hardware for the observation room. Earpieces not required for this space**
7. Ability to download recorded video to USB
8. Ability to send video recordings via encrypted email
9. Ability to store a minimum of 365 days of recorded video
10. Ability to store files in a non-proprietary format
11. System should include an audit log
12. System must provide easy search features
13. System must have the ability to record in multiple interview rooms simultaneously
14. Ability to listen/communicate with each room separately while multiple interviews are taking place
15. Provide all necessary items for the installed equipment (including cables for all necessary equipment).
16. If possible, the system should connect to existing control buttons (for camera operation, audio, and microphones to speak with interviewers). If it is not possible, vendor should provide new control button equipment

Additional features that are optional, but preferred are:

1. Audio Transcription software
2. Ability to store recorded video indefinitely

Visitation Center Recording System

The selected vendor will provide and maintain a video recording system to serve as an interview recording system for the Visitation Center. The Visitation Center has four (4) rooms where visitations occur. There are also outdoor areas including a basketball court, playground area, and parking lot. Department is seeking a video recording system capable of the following non-exclusive list of MINIMUM specifications:

1. Provide a digital video recorder
2. 2 TB Hard Drive included
3. Ability to download recorded video to USB
4. Ability to access DVR from any of the 3 internal office locations. All stations should include the ability to control the cameras (i.e. zoom in/out, pull up one or more rooms to observe visits, etc.)
5. Provide high-definition cameras with zoom/tilt, etc. and high-definition microphones **in each of the four visitation rooms**. Vendor should ensure there are no dead zones in the visitation rooms
6. Provide high-definition cameras with zoom/tilt, etc. for all outdoor areas including basketball court, playground area, front door, **exterior patio area in front of the building**, and parking lot
7. Provide all necessary items needed for the installed equipment.
8. Ability to install secure record button on outside of each visitation room door. Ability to start recording from monitor stations, if possible.
9. Ability to store recorded video a minimum of 45 days
10. Ability to send video recordings via encrypted email
11. Ability to store files in a non-proprietary format
12. System should include an audit log
13. System should provide easy search features
14. Ability to record multiple visitation rooms simultaneously
15. Ability to listen into each room separately while multiple visitations are taking place
16. System shall include a door buzzer/intercom with camera
17. Interior cameras for non-visitation public areas (motion recording). Audio not necessary

VENDOR REQUIREMENTS:

- a. Clark County DJFS is a drug free workplace.
- b. Clark County DJFS is a smoke free facility. This also includes personal vape devices.
- c. Vendor shall adhere to the Clark County DJFS Concealed Carry Policy.
- d. Vendor shall show the utmost respect to our customers and staff while installation and maintaining the systems.
- e. Vendor's employees should be sufficiently trained and possess necessary knowledge to assist Department employees with training on the new systems.
- f. Vendor shall provide a training to Visitation Center and Child Advocacy Center employees.
- g. Vendor shall make every effort to ensure installation of the systems occurs without disturbing visitations or interviews.
- h. Vendor shall provide a one-year warranty on all equipment and labor.

CONTRACT TERM: Three-year term upon execution by Board

PRICING: Please provide a detailed proposal for the initial installation of the systems and include maintenance, support, and repairs for the systems specified above in the scope of work. No costs other than those specified in vendor's proposal will be paid by Department unless agreed to in writing in advance of services being completed.

PROPOSAL REVIEW: A review team comprised of Department staff will review, evaluate and score proposals received based on the criteria listed above in "Evaluation." The group will reach a consensus on which vendor to recommend for award.

VENDOR SELECTION: After proposals are reviewed, a recommendation will be made to Department Director to award a contract to one vendor. 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 or Non-Award at the email address provided on the Response Sheet, regardless of vendor selected.

PROTESTS: Any potential or actual proposer may file a protest on any matter relating to the process of soliciting the proposals or on the belief that Department has not followed procedures outlined in this RFP.

Such a protest must comply with the following guidelines:

- 1. Protests shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The program name and number of the RFP being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents. The statement should show what process and/or procedure protestor is alleging has not been followed;
 - d. A request for a ruling by Department;
 - e. A statement as to the form of relief requested from Department; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest;
- 2. A protest shall be considered timely if received within the following periods:
 - a. A protest based on alleged improprieties or events about which the protestor knew or could have reasonably discovered, prior to the closing date for receipt of proposals, shall be filed no later than the deadline for receipt of proposals.
 - b. If the protest relates to the PRT's or the Director's recommendation to award a contract or to reject any or all proposals, the protest shall be filed no later than 9 a.m. of the seventh (7th) calendar day after the issuance of the notification of Intent to Award the contract or the notification of Intent to Reject all proposals, whichever is applicable.

3. An untimely protest may be considered by Department if it determines that the protest raises issues significant to Department's procurement system. An untimely protest is one received by Department after the time periods set forth in Item 2 of this section.
4. All protests must be filed at the following location via email to:

Virginia K. Martycz, Ph.D., Director
virginia.martycz@jfs.ohio.gov

5. 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. Proposer(s) who would have been awarded the contract(s) shall be notified of the receipt of the protest.
6. Board shall issue written decision on all timely protests and shall notify any provider who filed an untimely protest as to whether or not the protest will be considered.
7. Proposers who choose to rely on responses to public records requests when preparing their protests do so at their own risk.

LIMITATIONS:

The award of a contract is contingent upon the approval of Board. No contract shall be valid and legal until it has been approved and executed, in signature, by Board.

This RFP does not commit Board to award a contract or to pay any cost incurred in the preparation of a proposal. Board reserves the right to accept or reject any or all proposals received, to negotiate services and cost with proposers, and to cancel in part or in its entirety this RFP.

Board will review each proposal with respect to price, proposer's administrative and programmatic capabilities, and conformance to the RFP criteria. Board may reject all responses if proposed rates are unreasonable or if proposers do not meet the RFP acceptance criteria. All proposals submitted in response to the RFP will become the property of Board.

Proposal selection does not guarantee that a contract for services will be awarded. Board reserves the right to terminate the negotiation process in the event that negotiations fail with proposer whose proposal is selected and/or issues arise during negotiations that prevent Board from entering into a contract with that proposer. If this happens, Board, in its sole discretion, reserves the right to: (1) select the next highest rated proposer that responded to the RFP or (2) cancel and/or reissue the RFP.

Proposer(s) selected will be required to agree to the terms of the Sample Contract included on the website dedicated to RFP related documents. These terms cannot be modified without authorization from Board.

THE FOLLOWING SEVEN (7) PAGES MUST BE INCLUDED AS PART OF VENDOR'S RESPONSE.

VIDEO RECORDING SYSTEM RFP #24 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: _____

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.

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

PRICING:

Vendor shall indicate pricing for all categories specified below, for each project separately. 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 MIS Manager 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. **List any/all additional charges associated with this service request.**

CATEGORY	PRICE & INFORMATION/SPECIFICATIONS
Cost of Materials (please include an itemized list)	
Cost of Labor	
Cost of maintenance and service charges for 3-years post installation.	
<i>If costs are separate from above service costs:</i> Emergency Service Call Charges	
Warranty Service Costs	
Tests and Permits Cost	
Other Costs (Specify)	

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 _____, 2023.

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 _____, 2023.

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 _____, 2023.

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