



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

REQUEST FOR PROPOSALS

RFP: 25 SFY 04

FOR: Armed Security Services

RELEASE DATE: Friday, March 28, 2025

RESPONSES DUE: Friday, April 18, 2025 at 10:00 a.m.

The Board of Clark County Commissioners (“Board”) is seeking proposals and intends to award one contract to a vendor to provide armed security services at the Department of Job and Family Services campus. Board 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](#)). 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 responsible, responsive bidder 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 Service and Overtime Rates;
- 2 Ability to meet County insurance requirements;
- 3 Present or past performance working with CCDJFS;
- 4 Business references and Demonstration of Experience; and
- 5 Completeness of all required information and forms requested in this RFP.

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 “Armed Security Services RFP,” in order to ensure timely receipt of all questions. The inquiry period opens upon release of the RFP, and closes at **10:00 a.m. on Wednesday, April 9, 2025.** Department reserves the right to disregard any questions that are not properly or timely submitted. Questions or answers deemed to be material to all vendors will be listed on the Department’s website on Friday, April 11, 2025. Questions will not be individually answered via email. It is vendor’s sole responsibility to check Department’s website for

this document. All questions need to be submitted by 10:00 a.m. on Wednesday, April 9, 2025. 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 armed security 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) contracts completed in the past five (5) years that demonstrate appropriate experience – do not simply provide the name of the customer. Examples can be from the same services 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 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: "Armed Security Services 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 Department is seeking a single contractor to provide armed security services at the Clark County Department of Job and Family Services campus located at 1345 Lagonda Avenue, Springfield, Ohio 45503. 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 campus and respond to incidents involving customers or staff.

Vendor will also provide notification to law enforcement regarding any use of force in the performance of their duties and notification to CCDJFS and Administration regarding any confrontational customer contact. The Department has multiple buildings located at the Lagonda Avenue campus and the Home Road Campus. Selected Vendor will be based at Building A but must be able to visit any of Department's buildings and locations, if needed.

Expectations and Reporting Requirements for Selected Provider:

Individual(s) performing security must:

1. Have current BCI and FBI background checks performed at provider's expense. The background checks will be provided to Department.
2. Have current State of Ohio firearms training. Proof of training will be provided to Department.
3. Have conflict resolution/de-escalation training and are expected to intervene in heightened personal interactions. Proof of training will be provided to Department.

4. Notify designated Administration personnel immediately regarding any incident in which they become involved.
5. Initiate police report for any major incidents involving verbal or electronic threats to staff, use of force, or damage to county property.
6. Attend Department's safety meetings.
7. Have CPR, AED and First Aide training. Security Officers are expected to respond to all medical emergencies that occur on Department's campus.
8. Walk throughout the campus, hourly showing a presence in the lobbies, employee areas and parking lots.
9. Be available to be on site at the Department's Visitation Center located at 525 E. Home Road, 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.

VENDOR REQUIREMENTS:

- Department is a drug free workplace;
- 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;
- Department's Director and Assistant Director must be notified of any changes in work schedules or personnel changes immediately.

CONTRACT TERM: Two-year initial term with up to one (1) additional one-year extension by and through written amendment executed by, and at the discretion of, Board.

PRICING: Vendor shall indicate pricing for all categories specified on Response Sheet page 2, below. Please include any additional costs that are relevant to the requested services. No costs other than those specified in vendor's proposal will be paid by Department unless agreed to in writing in advance.

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 day after the issuance of the Letter of Intent to Award. 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.

Armed Security Services RFP 25-SFY-04
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):

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

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. *Attach additional sheets as necessary to provide accurate information about how your company will fully provide all services requested by Department.*

Description	Cost Per Hour	Total Cost
Monday-Friday 8:00 a.m. to 4:30 p.m.		
Overtime Rate Monday-Friday		
Overtime Rate Saturday and Sunday		
Other Costs:		

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 _____, 2025.

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 _____, 2025.

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 _____, 2025.

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

