

Columbiana County Department of Job and Family Services

Request For Proposal

Professional Security Services

Issue Date: April 4, 2025

Deadline for Submission of Proposals: May 1, 2025 at 4:00 P.M.
Columbiana County Department of Job and Family Services

7989 Dickey Drive, Suite 2
Lisbon, Ohio 44432

Contact information for Technical assistance: Susan Hawkins, Fiscal Specialist
Business Office
Columbiana County Department of Job and Family Services

7989 Dickey Drive, Suite 2
Lisbon, Ohio 44432
330-420-6674
Susan.Hawkins@jfs.ohio.gov

Table of Contents

Section 1	Purpose
Section 2	Background
Section 3	Scope of Work
Section 4	Available Funds
Section 5	Submission Criteria
Section 6	Contact Information
Section 7	Anticipated Procurement Time Table
Section 8	Proposer Qualifications
Section 9	Selection Process
Section 10	Compliance With Various Codes and Regulations
Section 11	Public Information Disclaimer
Section 12	Contractual Requirements
Section 13	Invoicing
Section 14	Request for Tax Payer Identification (W-9) Requirements
Section 15	Other Requirements
Section 16	Attachments

Section 1 Purpose

The Columbiana County Department of Job and Family Services (CCDJFS) announces the release of a Request For Proposal (RFP) for the purpose of obtaining proposals from all government and educational entities; private non-profit, private for profit, faith-based organizations; or individuals for the purpose of selecting a contractor to provide *Armed Security Guard* services.

Section 2 Background

Columbiana County Department of Job and Family Services is a triple combined social service agency administering public assistance, child support, and children services programs.

CCDJFS does not discriminate on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief or citizenship in the awarding of contracts. The CCDJFS is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities.

Section 3 Scope of Work

The CCDJFS is seeking to enter into a (1) year contract beginning July 1, 2025, extendible if mutually agreed upon by both parties for up to two (2) additional one-year periods. Contractor is to provide armed security guard services at the CCDJFS located within the Columbiana County Government Services Building at 7989 Dickey Drive, Suite 2, Lisbon, Ohio 44432.

The specifications, requirements and expectations are as follows (all are minimum):

- A. Professional security services to be provided on-site at the CCDJFS shall include one (1) armed security guard Monday thru Friday 7:45 a.m.- 4:15 p.m., excluding the following holidays observed on their traditional dates:
 - New Year's Day
 - Martin Luther King Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Juneteenth
 - Labor Day
 - Veterans Day
 - Thanksgiving
 - Day after Thanksgiving
 - Christmas Eve ½ day (p.m.)
 - Christmas Day
- B. Proposers should list or provide a copy of all current SOG, post orders, operations manual and/or training manual they currently use that would be applicable to the operations for the CCDJFS. These submittals will be part of the information used for proposal review and determination of the best proposal.
- C. Proposers shall list or provide a copy of all certifications, accreditation and licenses the company has received. List and or provide a copy of all training, certifications, licenses, and SOG for security guards who will be providing the security services. List of all uniforms, equipment, and necessary supplies provided to security guards that will be providing security services.
- D. Assigned security guards must have a fingerprint background check. The contractor shall not assign any security guard with a criminal conviction to the CCDJFS without first discussing such conviction, inclusive of all the facts and circumstances, with the CCDJFS Director and obtaining the approval of the CCDJFS Director of the assignment.

- E. The Contractor shall be responsible to provide replacement security guard personnel due to sickness, personal emergencies, or vacations of assigned security guard personnel in sufficient time to ensure continuity of service. All replacement security guards shall comply with applicable requirements.
- F. All proposers shall provide at least three (3) professional references.
- G. All proposers shall provide proof of general liability insurance in the minimum amount of \$1,000,000.00 and proof of Worker's Compensation coverage.
- H. Contractor must provide portable radios/phones for use while on CCDJFS property.
- I. The CCDJFS will award the contract based on the terms and conditions of the RFP specifications to best service the CCDJFS's interest at a reasonable rate. Factors such as, but not limited to, location, years of operation, training, certifications, company policies for hiring and training, equipment provided, attention to detail, and past experience will be used to evaluate all proposals. Lowest costs alone will not be the determining factor. The CCDJFS reserves the right to request additional information to determine lowest and best proposal status.
- J. Proposer shall address the following in their proposal:
 - Adequate experience in work of this type
 - Financial ability to perform the work to its completion in accordance with the specifications
 - Efforts and intent to provide equal employment opportunities
- K. Proposers are required to provide a minimum of three (3) professional references for service experience
- L. These specifications and all proposal documents shall become part of any awarded contract as if fully rewritten within.
- M. Contractor must agree to participate in and comply with all laws, requirements and testing procedures for drug and alcohol testing.
- N. Contractor must provide the security services first, and then bill the CCDJFS on a monthly basis for reimbursement of the services. Any additional billing criteria will be established upon the rewarding of contract. Contractor must comply with all attached assurances and agree not to discriminate on the grounds of race, religion, color, sex, age or national origin.
- O. Contractor shall be responsible for and save harmless the CCDJFS for all damages to life and property due to activities of the contractor, its subcontractors, agents, or employees in connection with the execution of this service.

Section 4 Available Funds

The amount of funds available under this RFP should be expended from July 1, 2025 through June 30, 2026. The amount of any award is dependent upon the availability of funding through allocations received from the Ohio Department of Job and Family Services.

Section 5 Submission Criteria

Proposals must be submitted to CCDJFS in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals must be received no later than 4:00 P.M. on May 1, 2025.

Proposals must be mailed or hand delivered to Columbiana County Department of Job and Family Services, 7989 Dickey Drive, Suite 2, Lisbon, Ohio. Faxes will not be accepted. No confirmation of mailed proposals received can be provided. Materials received after the deadline date will not be added to previous submissions and will not be considered.

In order for your proposal to be scanned, we ask that you **please do not put the proposal in any type of binder.** Proposals should not be bound at the edges. Anything used to fasten the proposal together in a permanent manner such as three-ring binders, spiral binders, staples, or report covers is considered a binder. Rubber bands, paper clips and binder clips may be used to fasten proposals together, as these are easily removed. Also, proposal sections may not be separated using tab systems. CCDJFS reserves the right to reproduce proposals. **Proposals received in a binder will not be reviewed for funding consideration.**

- Proposals must be typed using easily legible font and spacing on 8.5 X 11 papers.
- One original and **3 copies** of the proposal must be submitted.
- The cover sheet of the proposal must be **signed** by the proposer's authorized representative.
- All required forms and **attachments** must be completed and included in the proposal.
- An index page should be included at the beginning of your proposal.
- All pages shall be **sequentially numbered**.

It is mandatory that proposals be organized in the requested order, and that, wherever appropriate, sections/portions of the proposal make reference by section number/letter to those RFP requirements to which they correspond.

Section 6 Contact information

Proposers are cautioned that communication attempts which do not comply with instructions provided in this section of the RFP will not be answered.

Questions and comments may be address to: Susan Hawkins by phone at 330-420-6674 or by e-mail at Susan.Hawkins@jfs.ohio.gov or in person with a prior appointment at Columbiana County Department of Job and Family Services, 7989 Dickey Drive, Suite 2, Lisbon, Ohio 44432.

Proposers wishing to do an on-site walk through of the location must schedule an appointment in advance with Susan Hawkins via the above contact information.

Section 7 Anticipated procurement time table

April 4, 2025	RFP released
April 16, 2025	Q&A period closes. No further inquiries will be accepted
May 1, 2025 at 4:00 p.m.	Deadline for proposers to submit proposal
May 16, 2025	CCDJFS issues contract award letters (estimate)
July 1, 2025	Contract begin date, (estimated, work may not begin prior to Columbiana County Board of County Commissioners approval)
June 30, 2026	Contract end date (all work must be satisfactorily completed)

Section 8 Proposer Qualifications

Any government, educational entities; private non-profit, private for profit, faith-based organizations; or individuals with twelve consecutive months of documented, successful experience within the past two years in providing appropriate/comparable services is eligible to apply. All sub-contractors must also comply with these qualification requirements.

Section 9 Selection Process

The selection process will use the score sheet included **as attachment 2**. The selection process is divided into two phases. In the first phase all of the proposal acceptance criteria must be met by the proposer before the proposal will receive further consideration. In the second phase, the evaluation criteria will be judged on a numeric scale by the Review Committee. The Review Committee will be composed of CCDJFS representative including, but not limited to, the agency Business Office Administrator and at least two other program staff members. A proposal which is incomplete, vague, unjustifiably wordy, unclear, or poorly organized may not be successful. CCDJFS reserves the right to select one or more vendors to enter into a contract with and to select all or part of a proposal.

Section 10 Compliance with Various Codes and Regulations

As a condition of entering into a contract with CCDJFS, the contractor and subcontractor(s) will be required to comply with the following:

Health Insurance Portability & Accessibility Act (HIPAA): 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the contractor from or on behalf of CCDJFS that meets the definition of PHI as defined by HIP AA and the regulations promulgated by the United States Department of Health and Human Services, specifically 45 CFR 164.501 and any amendments thereto.

Accessibility of Program to Handicapped: Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), all requirements imposed by the applicable HHS regulations (45 CFR 84) and all guidelines and interpretations issued pursuant thereto. Any agency found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

Civil Rights: There shall be no discrimination against any client or any 'employee because of race, color, sex, religion, national origin, handicap, or any other factor as specified in Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title IX of the Education Act of 1972; the Omnibus Budget Reconciliation Act of 1981; the Americans with Disabilities Act of 1990; Section 1808 of the Small Business Job Protection Act (adoption); the Multi-Ethnic Placement Act of 1994 (MEPA) and the Inter-Ethnic (adoption) Provisions of 1966 (IEP) and subsequent amendments. It is further agreed that the Provider will comply with all appropriate federal and state laws regarding such discrimination and the right to and method of appeal will be made available to all persons under this contract. Any organization found to be out of compliance with this paragraph may be subject to investigation by the Office of Civil Rights of the Department of Health and Human Services and termination of this contract.

Standard Code of Conduct: No contractor, individual, company or organization seeking a contract shall promise to or give to any CCDJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No contractor, individual, company or organization seeking a contract shall solicit any CCDJFS employee to violate any of the conduct requirements for employees.

Any contractor acting on behalf of CCDJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any contractor or potential contractor who violates the requirements and prohibitions defined here, or of Section 102.04 of the Ohio Revised Code is subject to termination of the contract or refusal by CCDJFS to enter into a contract.

CDJFS employees and contractors who violate sections 1052.03, 102.04, or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.

Equal Employment Opportunity: Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and as supplemented in department of Labor regulations (41 C.F.R. chapters 60). (All construction contracts awarded in excess of ten thousand dollars by grantees and their contractors or sub-grantees).

Copeland "Anti-Kickback" Act: 18 U.S.C. 874 as supplemented in department of labor regulations (29 E.F.R. Part 3).

Contract Work Hours and Safety Standards Act: 40 U.S.C. 327-330 as supplemented by department of labor regulations (29 C.F.R. Part 5)

Debarment and Suspension: Debarment and Suspension: As provided in 45 CFR 74.13 and 45 CFR 92.35, as applicable, Contractor and its subcontractors must not make any award or permit any award at any time to any party that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

Drug Free Work Place pursuant to The Drug-Free Workplace Act of 1988, and its implementing regulations codified as 29 CFR 98, Subpart F.

Clean Air Act: Proposers are required to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act. You may review the Clean Air Act at the following website:
<http://www.ehso.com/ehshome/caa2.php>

Procurement: Purchases more than \$10,000.00 must follow the provider's procurement policy. If no procurement policy is in place then the provider is required to follow the CCDJFS Procurement Policy.

Prohibitions for Purchases of Telecommunication & Video Surveillance from Selected Contractor:

No federal grant funds are to be used to purchase or obtain equipment or services that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system which are produced by Huawei Technologies or ZTE Corporation (or any subsidiary or affiliate of such entities).

- For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- Telecommunications or video surveillance services provided by such entities or using such equipment.

- Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Several codes are mentioned in this RFP and attachments. To review the entire code please go to the following websites.

Ohio Revised Code (O.R.C.)

<http://codes.ohio.gov/>

Code of Federal Regulations (C.F.R.)

ecfr.gov

Contact the CCDJFS contact person listed on the cover sheet of this RFP if you have difficulty finding the needed information.

Section 11 Public information disclaimer

All proposals and any other documents submitted to CCDJFS in response to the RFP shall become the property of CCDJFS. After the selection of the contractor, any proposals submitted in response to an RFP are deemed to be public record pursuant to O.R.C. 149.43. The term "proposal" shall mean both the technical and the cost proposals, any attachments, addenda, appendices or sample products. Under the requirements of the Freedom of Information Act (5 USC 552), the contents of proposals or other information submitted to the CCDJFS is subject to public release upon request, except those items specifically exempt from disclosure. Such disclosure shall only take place after this RFP process is completed. The proposer shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the proposer is alerted that this marking is advisory only and not binding on the CCDJFS. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the CCDJFS will advise the proposer and request further justification in support of the "proprietary" marking. If the CCDJFS, after receipt of the justification, determines that the material is releasable, the proposer will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

Section 12 Contractual Requirements

Any contract resulting from the issuance of this solicitation is subject to the terms and conditions of the signed service contract.

Section 13 Invoicing

Invoices must be received by the CCDJFS by the end of the month following the month of service. Payments will be contingent upon receipt of documentation that services provided are consistent with those described in the approved contract and the specification of this RFP. The CCDJFS will review such invoice for completeness and accuracy before making payment within thirty days after the receipt of an accurate invoice. **Invoices not received within 60 days of the end of the month in which service was provided will not be accepted for payment.** The reported expenditures submitted are subject to adjustment by the CCDJFS before such payment is made in order to adjust mathematical errors, incorrect rates, or non-covered services. The reported expenditures are subject to audit by appropriate state or federal officials or an independent audit

Section 14 Request for Tax Payer Identification (W-9) Requirements

The successful proposer will be required to complete a Request for Tax Payer Identification (W-9) form as provided in **attachment 3**.

Section 15 Other Requirements

CCDJFS reserves the right to waive minor proposal defects, and to require clarifications or other additional information from interested proposers prior to finalizing a selection of a contractor.

Costs incurred in the preparation of this proposal are to be borne by the proposer, and CCDJFS will not contribute in any way to the costs of preparation.

All contracts will require that the contractors maintain confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

CCDJFS is under no obligation to issue a contract as a result of this solicitation if, in the opinion of CCDJFS, none of the proposals are responsive to the objectives and needs of the Department. CCDJFS reserves the right to not select any vendor should CCDJFS decide not to proceed.

Periodic monitoring and evaluation activities will be completed, as deemed necessary, by the CCDJFS to ensure compliance with the terms of the contract.

Section 16 Attachments

Attachment 1 **Representations, Assurances and Certifications** – must be completed by proposer, signed and returned as part of proposal.

Attachment 2 **Proposal Evaluation Scoring Sheet** – provided for proposers self-evaluation purposes, not to be completed or returned.

Attachment 3 **W-9** must be completed by proposer, signed and returned as part of the proposal.

Please address these items in your RFP Proposal:

- Cost of proposed service as a unit rate
- Attach copies of all certifications, accreditation, and licenses the company has received. List or provide a copy of all training, certifications, licenses, SOG, post orders, operations manual, and/or training manual for the employees who will be providing security services. List all standard issue equipment and/or technology to be provided with employees who will be providing security services.
- Any other information you feel would be applicable.

Attachment 1

REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS

1. Name of organization / individual: _____
Mailing Address: _____
3. E-mail Address: _____ Website: _____
4. Tax ID or Social Security No.: _____
5. Telephone Number: _____
6. Name and telephone number of the person(s) who has the authority to submit proposals:

7. Name and telephone number of the person(s) who has the authority to sign contracts:

8. The legal status of the proposer's organization (e.g., corporation, sole proprietorship, post-secondary education institution, etc.):

9. Date of establishment /incorporation: _____
10. Federal Employer Identification Number (FEIN): _____
11. Worker's Compensation Account Number: _____
12. Unemployment Insurance Account Number _____
13. Is the company co-owned or controlled by a parent company? _____ Yes _____ No
If yes, name of parent company: _____
14. Is the proposer authorized / licensed to do business in the state of Ohio? _____ Yes _____ No
15. Is the proposer bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules?
_____ Yes _____ No
16. The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving Federal funds.
_____ Yes _____ No
17. The company certifies that its' organization is not on the EPA list of Violating Facilities, but is in compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act 42 USC 1857 (h); Section 508 of the Clean Water Act 33 USC 1368; Executive Order 11738; and Environmental Protection Agency Regulations 40 CFR Part 15.
_____ Yes _____ No
18. The company certifies that its' organization is required to report any violations to the State / County agency and to the U.S. EPA Assistant Administrator for Enforcement (EN-329)
_____ Yes _____ No

19. The company certifies that it is in compliance with the Davis-Bacon Act as amended (40 U.S.C. 874 and 40 U.S.C. 3145) as supplemented by DOL regulations (29 C.F.R. part 3).
_____ Yes _____ No
20. The company certifies its' compliance with "Rights to Inventions" clause 37 C.F.R. part 401 pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract. This applies when the Federal award meets the definition of "funding agreement" UNDER 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement."
_____ Yes _____ No
21. The company certifies they have not and will not use federal funds to pay for any lobbying activities as defined in the Byrd Anti-lobbying Amendment (31 U.S.C. 1352)
_____ Yes _____ No
22. Does the company have current or future plans for a buy-out or sale?
_____ Yes _____ No
23. The company certifies that its' organization and/or its' principals are not on the General Services Administration "List of Parties Excluded from Federal Procurement or Non-procurement Programs" in accordance with Executive Orders 12549 and 12689.
_____ Yes _____ No
24. The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work-related to this Request for Proposal.
_____ Yes _____ No
25. The company certifies that its' organization will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352.
_____ Yes _____ No
26. The company certifies that its' organization shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
_____ Yes _____ No
27. The company certifies that it is a drug-free workplace
_____ Yes _____ No
28. The company certifies that it is not delinquent on any Federal, State, County or local debt.
_____ Yes _____ No
29. The company certifies that it has no unresolved audit findings with the Auditor of State.
_____ Yes _____ No
30. The company certifies that it is in compliance with the American with Disabilities Act (ADA)
_____ Yes _____ No
31. The company certifies that all information contained in this proposal is true and correct and shall be open to verification, should the CCDJFS choose to do so.
_____ Yes _____ No

32. The company certifies that it is in compliance with Domestic Preferences for Procurement as provided in 2 CFR 200.322 (a).

____ Yes ____ No

33. The company certifies that it is in compliance with Prohibitions for Purchases of Telecommunication & Video Surveillance from Selected Vendors in accordance to 2 CFR 200.216; 2 CFR 200 Appendix II (K); OAC 5101:9-4-07 (B) (8)

____ Yes ____ No

34. The proposer warrants that the costs quoted for services are not in excess of those that would be charged any individual for the same services performed by the proposer.

____ Yes ____ No

(Provider's Authorized Representative Signature)

Sworn to and subscribed before me this _____ day of _____

(Notary Public)

_____, Ohio

My commission expires _____

Professional Security Services Proposal Evaluation Scoring Sheet

Proposer Name: _____

Proposed Service: Armed Security Guard

The proposal must meet all of the following proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a "no" response to any of the following criteria may be disqualified from consideration. **Proposals with a score below 60 will not be considered.**

Proposal submission

Was the proposal received appropriately & by the deadline? _____ yes _____ no

Did the proposal meet all of the check listed items on the last page of the RFP?
_____ yes _____ no**Organizational experience/capabilities/qualifications**

Maximum number of points for each sub-section is 10 (40)

- _____ Adequate experience in providing the service
- _____ Financial ability to perform the work to its completion in accordance with the specifications
- _____ Qualifications
- _____ Professional References

Deliverables

Maximum number of points for each sub-section is 10 (40)

- _____ Did the proposers price include all labor, equipment, and supervision necessary to perform the service?
- _____ Did the proposer provide proof of general liability insurance in the minimum amount of \$1,000,000.00 and proof of Worker's Compensation?
- _____ Did the proposer provide a copy of SOG, post orders, operations and or training manuals applicable to the operations?
- _____ Does the proposal contain a list or copy of certifications, accreditations, and licenses?

Budget

Maximum number of points for each sub-section is 25 (50)

- _____ Is the cost reasonable and competitive?
- _____ How does the cost of the cost compare to other proposals received?

Comments: _____

Name of scorer _____

Total Points _____
(130)

W-9

Please click on the W-9 link to download the PDF file

Check List

Each proposal must have the following:

- ☐ Legible proposal
- ☐ Original plus 2 copies of proposal
- ☐ Index Page
- ☐ All pages are sequentially numbered
- ☐ Rates
- ☐ Attachment 1 Representations, Assurances, and Certifications
- ☐ Attachment 3 W-9 Form, return signature page only