



RFP #700  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington  
Release date: **Wednesday, August 26, 2015**

Request for Proposal for:

*Clark County Courthouse / Private Security*

**PROPOSALS DUE: Friday, October 16, 2015 by 3:00 p.m.**

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

**Submit one (1) original and five (5) complete copies of the Proposal to:**

Clark County  
Office of Purchasing  
P.O. Box 5000  
1300 Franklin Street, 6<sup>th</sup> Floor, Suite 650  
Vancouver, Washington 98660  
(360) 397-2323

**Refer Questions to:**

Project Manager:  
Rusty Warren  
Commander / Headquarters  
walter.warren@clark.wa.gov

## General Terms and Conditions

**ADMINISTRATIVE REQUIREMENTS** - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

**AUTHORSHIP** - Applicants must identify any assistance provided by agencies or individuals outside the proposer's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

**CANCELLATION OF AWARD** - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

**CONFIDENTIALITY**: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

**CONFLICT OF INTEREST** - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

**CONSORTIUM OF AGENCIES** - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

**COST OF PROPOSAL & AWARD** - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

**DISPUTES**: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

**DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS** - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

**ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM** - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

**INDEPENDENT PRICE DETERMINATION** - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

**INTERLOCAL AGREEMENT** - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

**LIMITATION** - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

**LATE PROPOSALS** - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

**ORAL PRESENTATIONS**: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

**OTHER AUDIT/MONITORING REQUIREMENTS** - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

**PRICE WARRANT** - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

**PROTESTS** must be submitted to the Purchasing Department.

**PUBLIC SAFETY** may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

**REJECTION OF PROPOSALS** - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

**SUBCONTRACTING** - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

**VERBAL PROPOSALS**: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

**WORKERS COMPENSATION INSURANCE** - The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

**FOR ALTERNATIVE FORMATS**  
**Clark County ADA Office; V (360) 397-2025;**  
**TTY (360) 397-2445; [ADA@Clark.wa.gov](mailto:ADA@Clark.wa.gov)**

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# Request for Proposal #700

## Clark County Courthouse / Private Security

### Part I Proposal Requirements

#### Section IA General Information

1. Introduction 

The purpose of this RFP is to seek and select a qualified security service provider of uniformed and trained security officers to conduct entrance screening and roving patrols within and around the Clark County Courthouse and County Campus.
2. Background 

The Clark County Sheriff's Office works in partnership with building managers and representatives from the Clark County Courthouse and other buildings on the County Campus to support and enhance the security of the County Campus. The Sheriff, as part of the general security of the County Campus, utilizes the services of a qualified provider for uniformed and trained security officers to conduct entrance screening and roving patrols. The selected provider, along with Enforcement Deputies, Corrections Deputies, and building staff provide a multilayered approach to security issues. Cooperation and coordination across disciplines is key to keeping those working and visiting the Courthouse and County Campus safe.
3. Scope of Project 

Clark County is requesting proposals from qualified security providers to provide uniformed and trained security officers to conduct entrance screening and roving patrols of the Clark County Courthouse and the County Campus. Officers may perform limited escorts of citizens and provide assistance to commissioned deputy sheriffs. The objective of the project is to award a contract for security services to the submitter of the selected proposal.
4. Project Funding 

Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.
5. Timeline for Selection 

The following dates are the **intended** timeline:

Proposals due	October 16, 2015
Proposal review/evaluation period	October 19-23, 2015
Interviews/demonstration	October 26-30, 2015
Selection committee recommendation	November 13, 2015
Contract negotiation/execution	December 1, 2015
Contract intended to begin	January 1, 2016
6. Employment Verification 

Effective November 1<sup>st</sup>, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, which ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

How to submit the MOU in advance of the submittal date:

  1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
  2. Fax to (360) 397-6027, or;
  3. Call Purchasing at (360) 397-2323 for a current email address.

*Note : Sole Proprietors are exempt.*

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## Clark County Courthouse / Private Security

### Section IB

### Work Requirements

#### 1. Required Services

#### 1.1 Contractor Requirements

The contractor will provide all management, supervision, staffing materials, supplies and equipment specified and will plan, schedule, coordinate, and ensure effective performance of security services in accordance with the terms and conditions in this RFP.

The Contractor will ensure that all Contract Staff will be dressed in a professional appearing uniform which is cleaned and pressed. The uniform shall be dissimilar in color and design of uniforms worn by the Clark County Sheriff's Office. The uniform shall allow for the person to be clearly and readily identifiable as security officers. Affixed to the uniform shall be the Contractor's firm name.

When reference is made that refers to both Entrance Screen Officers (ESO's) and Roving Security Officers (RSO's), from here forward they will be referred to as "Contract Staff", otherwise they will be specifically referred to as ESO or RSO.

The contractor must take all necessary steps to ensure that all officers assigned to this contract are professionally and personally reliable, are of reputable background and sound character, and meet the training and experience requirements stipulated in sections 1.5 and 1.20 through 1.27 of this RFP. The contractor is responsible for ensuring that all officers continue to meet all standards of suitability, conduct, and work performance.

Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

#### 1.2 Staffing

The County may increase or decrease the level of screening by increasing or decreasing the number of Contract Staff and the locations as designated in the contract document.

#### 1.3 Ineligible Contract Staff

The provision of ineligible officers or officers who do not meet the criteria, who violate the performance standards of the contract, or whose work performance is inadequate in any respect constitutes Contractor non-performance. The County will notify the Contractor, in writing, regarding Contractor non-performance due to non-suitability or any other deficiency of an officer.

#### 1.4 Background Investigations

The Contractor must conduct preliminary background investigations of all employees that will perform duties under this contract. The Contractor must submit a list that includes the name, address, and date of birth of qualified officers to the County fifteen (15) days prior to the officer being placed.

The Contractor will ensure that prospective personnel meet or exceed the minimum background investigation requirements as listed below.

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- a. No felony convictions
- b. No misdemeanor or gross misdemeanor convictions involving violence, honesty, or controlled substance violations.
- c. No illegal conduct involving moral turpitude, acts that reflect conduct that would cause a reasonable person to have substantial doubt about the individual's honesty, fairness, respect for the rights of others, or for the laws of the state.
- d. No mental disorders that would cause the person to be a danger to themselves or others.
- e. A prior work history to verify that the employee had not been terminated by an employer for just cause. The County will determine whether the candidate's background is acceptable based upon the severity, frequency, and when past crime(s) took place.

#### 1.5 Minimum Requirements

- a. High School diploma or equivalency
- b. Satisfactory completion of employer initial training.
- c. Be courteous and demonstrate good manners towards the general public, judges, attorneys, court personnel, and others utilizing the Clark County Courthouse, Juvenile Justice Center and the Family Law Annex
- d. Have the ability to understand, explain, and apply rules, regulations, directives and procedures.
- e. Demonstrate the highest standards of personal and professional conduct.
- f. Maintain a neat, clean and businesslike appearance and comply with dress standards while on duty.
- g. Not disclose any official information.
- h. Comply with applicable laws while performing official duties.
- i. Neither discriminates against nor sexually harasses another.
- j. Ability to prepare a clear and concise written report.
- k. Be reliable and of reputable background.
- l. Meet basic aptitude and physical ability standards including color perception, visual and aural acuity, physical coordination and motor skills.
- m. Be physically fit and able to endure long periods of standing, stooping, bending, walking, and sitting.
- n. Contract Staff who perform hand-held metal detector searches of persons must have sufficient dexterity and capability to conduct those procedures on all parts of a person's body.
- o. Contract Staff must be able to monitor and respond on a two way radio while performing other duties.
- p. Upon becoming aware that they are under investigation by any federal, state or local agency for any legal or ethical violation, Contract Staff will report this to the Contractor and County Representative no later than the next working day after discovery.
- q. Report to the Contractor Supervisor or County Representative conditions that may adversely affect their ability to perform effectively on a particular post assignment.
- r. Be legally able to work in the United States and provide proof of residency.
- s. Be twenty-one (21) years of age or older and employment eligible under the Immigration Reform Act of 1986.
- t. Be fluent in the ability to speak, read, and write the English language.
- u. Successfully pass the background/security clearance investigation performed by the Contractor and Clark County.
- v. Must possess a valid Washington State Guard License prior to working on site.

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### 1.6 Equipment

The County will furnish x-ray machines, magnetometers, hand held metal detectors, video monitoring equipment and radios. In the case of hand held metal detectors and radios that are shared at the same station, the County will provide for a system of accountability.

Under no circumstances will a Contract Staff take any items/equipment from their duty station unless specifically authorized to do so. Contract Staff must use County equipment and may not substitute personal property or Contractor property in place of that equipment without authorization by the County. Any Contract Staff who violates this provision will be reported to the Contractor and may be subject to immediate removal from duty, disciplinary action, and possible dismissal in the ability to perform work under this contract. This action is in addition to any other remedies available to the County including but not limited to the penalties for theft of property.

The Contractor is responsible for promptly notifying the County when such equipment is malfunctioning. Any equipment that is misused and/or abused by Contract Staff will be repaired and/or replaced and the cost thereof will be billed to the Contractor for payment.

### 1.7 Entrance Screening

All persons desiring to pass beyond the screening points of the Clark County Courthouse, Juvenile Justice Center, and the Family Law Annex must undergo screening. Screening of persons is normally accomplished through the use of metal detectors and x-ray machines. Individuals are not permitted to retain any hand carried items in their possession during screening other than very small or thin objects such as passes. All indications of unaccounted for metal on an individual's person must be satisfactorily resolved. Only upon satisfactory completion of screening and of the inspection of all hand carried items may the individual be permitted to pass beyond the screening points.

If an individual alarms the metal detection devices, a determination must be made that the cause of this alarm is not a weapon or dangerous object. This can be accomplished by a hand-held metal screening or by asking the individual to remove extraneous metal from their person and then walking through the walk through metal detector.

Every person has the option to refuse screening. Persons who refuse to be screened will be denied passage beyond the screening points.

The Contractor may use a person during the on-the-job portion of training to perform security functions provided that the person is closely supervised and does not make independent judgments as to whether persons or property may enter the Clark County Courthouse, Juvenile Justice Center, and Family Law Annex without further inspection.

No Contractor may use a person to perform a screening function after that person has failed an operational test related to that function until that person has successfully completed remedial training specified in the Contractor's security program.

To avoid fatigue, no Contract Staff shall perform x-ray screening activities for more than one (1) continuous hour without having at least ten (10) minutes of relief from said activity. These Contract Staff may perform other duties as needed during this period of relief.

### 1.8 Hand Carried Items

All carry items passing through the screening points must be screened. The inspection should be thorough but not unreasonable.

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If a person refuses to permit inspection of any hand carried item, the item must not be allowed to pass the screening station or be allowed into the Clark County Courthouse, Juvenile Justice Center, and the Family Law Annex.

When the physical inspection method is used, hand carried items will be adequately inspected to reasonably ascertain that such items are not being used to conceal an explosive, incendiary, deadly, or dangerous weapon. Pagers, cellular telephones and other electronic devices must be turned off and on as part of the screening process.

The x-ray inspection method requires the use of an adequately trained operator. Whenever the operator sees on the display an image that is or may conceal an explosive, incendiary, deadly or dangerous weapon, the hand-carried item must then undergo a physical search.

### 1.9 General Hours of Operation.

Facility	Days of Operation	Hours of Operation	Required Staffing
Courthouse East Entrance ESO	Monday – Friday	7:20 AM – 5:00 PM	4
Courthouse West Entrance ESO	Monday – Friday	5:00 AM – 5:30 PM	2
Juvenile Justice Center ESO	Monday – Friday	6:45 AM – 5:15 PM	1
Juvenile Justice Center RSO	Monday - Friday	8:30 – 5:30	1
Courthouse ESO's Night Court 1x per month	1 <sup>st</sup> Tuesday of each month	5:30 PM – 7:30 PM Or as needed	3
Courthouse RSO Night Court 1x per month	1 <sup>st</sup> Tuesday of each month	5:30 PM – 7:30 PM Or as needed	1
Courthouse Control Room	Monday – Friday	5:00 AM – 5:30 PM	1
Courthouse RSO's	Monday – Friday	8:00 AM – 5:30 PM or as needed	3
Family Law Annex ESO	Monday – Friday	7:00 AM -5:00 PM	2
Family Law Annex RSO	Monday – Friday	8:00 AM – 5:00 PM	1
Public Service Center/Parking Patrol RSO	Monday – Friday	0630 AM – 8:00 AM and 4:30 PM – 6:00 PM or until meetings are over. And 2 hours each week of parking patrol	1

If screening services are required earlier than normal opening hours of operation, the Contractor will be notified no later than the close of business the previous day. If such services are required later than normal closing hours of operation, the Contractor will be notified not less than two hours earlier as stipulated in Section 1.17 (Overtime).

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Notwithstanding the provisions of this Section, upon declaration of an emergency by the Sheriff or designee as detailed in Section 1.16 (Emergencies) screening services will continue to be provided by Contractor until the emergency declaration has been cancelled.

### 1.10 Entrance Control Requirements

Entrance control shall include the operation and enforcement of the operation of screening equipment and the checking of handbags, packages, baby carriages, wheelchairs, etc., to detect weapons or other items of contraband. Items confiscated will be turned over to the designated County staff person who will file a report.

In performance of these duties, ESO's will be responsible for alerting a Commissioned Deputy of any person attempting to gain unauthorized access. Until a Commissioned Deputy arrives, the ESO will attempt to control and/or monitor the person, without using physical restraint and without jeopardizing their own personal safety or the safety of others in the immediate vicinity.

The ESO will be responsible for performing three (3) basic screening functions at each security station. They are; screening hand-carried items by x-ray and when necessary by physical search, screening persons either by the walk through or hand-held metal detector, and controlling unauthorized access to the Clark County Courthouse, Juvenile Justice Center, and the Family Law Annex. An ESO may be assigned to perform the duties of only one basic screening function at any given time.

Contractors must ensure adequate staffing levels to ensure all entrance screening activities are efficient and effective.

If an explosive, incendiary, deadly or dangerous weapon is found, ESO's will immediately notify the Lead ESO and the Commissioned Deputy. The ESO will not touch or move the object in question.

Objects discovered during the screening process should be protected and returned to the person, whenever practical, except for those items which are taken into custody by a Commissioned Deputy.

An armed and commissioned law enforcement officer on official business, in or out of uniform, desiring passage through a screening point without inspection of their person and accessible property will, upon presentation of bona fide credentials, be permitted to pass through the screening point. The armed and commissioned law enforcement officer will also be required to sign a log sheet indicating the officer's name, the date and time of entrance, employing agency, purpose of the visit and the identity of the person checking them in. If a law enforcement officer is not on official business, they will not be allowed to bring their weapon past a screening point.

A contractor or their agent who is responsible for delivery and pick-up of cash and negotiables, and who is required to carry a weapon while on duty may pass through the screening point if they have bona fide credentials and are on official business.

### 1.11 Screening of People with Disabilities

Persons on crutches, in wheelchairs, on stretchers, wearing prosthetic aids, or in any other condition that would preclude use of the regular screening process will be screened using the hand held metal detector to assure that no weapons or dangerous objects are on or about the person being screened. The person will then be escorted through the screening point. Hand-carried items will be screened in the normal manner.

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### 1.12 Religious Articles

Certain religious articles may be considered sacred and opening may result in desecration. They will be visually examined and if there is no indication of tampering, no further screening is required.

### 1.13 Lost and Found

Contract Staff must turn over any found articles to the Commissioned Deputy on duty.

### 1.14 Tour of Duty

No Contract Staff may assume duties unless they have been in a non-working status for a minimum of eight (8) hours immediately before reporting for duty. No Contract Staff will be authorized to leave their station during their shift except for those specific periods of time when the Contract Staff is authorized to take breaks, lunch, or rotate duty stations. It is the responsibility of the Contractor to coordinate a schedule for the Contract Staff so that staffing levels are maintained.

### 1.15 Use of Alcohol and Substances

No Contract Staff may assume duties if they have consumed any alcoholic substance within eight (8) hours preceding reporting for duty. Reporting for duty also includes returning from meal or other breaks.

Contract Staff will not have in their possession any controlled substances, narcotics, or hallucinogens except when legally prescribed by a physician or dentist, or in performance of their duties. When any Contract Staff is taking prescribed medication and when such medication could affect work performance, the employee will notify their supervisor.

### 1.16 Emergencies

In case of an emergency, the County, the Sheriff, or his designee will have the right to direct the activities of the Contract Staff in order to respond to an emergency. When the time and circumstances permit, such direction will be requested through the Contract Supervisor/Manager.

Emergencies will include but are not limited to bomb threats, fires, civil disobedience and similar disturbances. Under no circumstances may a Contract Staff refuse to cooperate with such directives when it is determined that an emergency exists.

The Contract Supervisor/Manager must be notified of an emergency situation and will make a record of such emergency in the Daily Log Book as soon as practical once the emergency is resolved.

### 1.17 Pursuit of subjects off campus

In the event a subject flees the Courthouse, Family Law Annex, Juvenile Justice Center or other campus building, once the subject leaves the county campus, Contract Staff are not authorized to pursue. Once the safety and security of the campus is achieved, Contract Staff will disengage pursuit.

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### 1.18 Overtime

It is expected that all hours associated with the General Hours of Operation as listed in Section 1.9 will be billed at the straight time rate. Schedules must be arraigned such that all normal operations are covered at the straight time rate. Normal scheduled operations will not be paid at a premium rate unless advanced written authorization is provided by the Sheriff or designee..

When court proceedings or other court functions exceed normal hours, it may be necessary to add additional hours of screening or roving services. In those cases, the County may request overtime orally or in writing, provided the Contractor is notified at least two hours before the scheduled completion of the Contract Staff regular shift.

During these extended periods of service, the Contractor must supervise and direct the employee designated to perform overtime services. Any distinction between normal and overtime duties will be discussed with both the Contract Supervisor/Manager and the Contract Staff.

### 1.19 Cooperative Training

At least 2 times per year, but not more than 4 times per year, Contract Staff and Campus Deputies will cooperatively train on subjects mutually beneficial to both. Such training may include: responding to emergencies, evacuation drills, first aid training, emergency dispatching, and other mutually beneficial topics.

The scheduling of the training days as well as training content will be coordinated between the Campus Unit Sergeant and the Contract Supervisor/Manager. The County will provide the instructors for the training days.

The training will occur on week days the courthouse is closed due to holidays. The County recognizes that this requirement may result in premium pay for Contract Staff.

This section applies only to Contract Staff normally assigned to provide services to the Clark County Campus.

### **1.20 Contractor Responsibilities, Supervision and Management**

#### 1.21 Contractor Responsibilities

The integrity of the Clark County Courthouse, Juvenile Justice Center, and Family Law Annex is dependent upon the conduct of each Contract Staff. The Contractor will be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and will be responsible for taking such disciplinary action with respect to its employees as may be deemed necessary.

The Contractor must ensure adequate staffing levels to ensure all entrance screening and rover activities are efficient and effective.

#### 1.22 Contract Supervision/Management

The Contractor shall provide a Contract Supervisor/Manager as a single contact through which all communication between the Sheriff's Office and Contractor will flow, except in a case of an emergency as outlined in Section 1.16 of this RFP.

The Contractor must submit a resume that includes documentation of the experience the Contract Supervisor/Manager possesses.

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Contract Management is considered critical to the success of the security operations of the Clark County Courthouse, Juvenile Justice Center and Family Law Center.

### 1.23 Qualifications and Responsibilities

The Contract Supervisor/Manager shall be available on a twenty-four (24) hour on call basis.

The Contract Supervisor/Manager shall be responsible for ensuring and enforcing compliance with all Contract Staff in the terms and conditions set forth in the contract.

The Contract Supervisor/Manager shall be required to accept and execute on behalf of the Contractor any technical direction issued by the County under the terms and conditions set forth in the contract. The County will not tolerate any Contract Supervisor/Manager that cannot act, make decisions, or have the authority to make decisions, or who is not available to the County through telephone, pager system, or other methods of communication at all times.

The Contractor's failure to furnish a competent Contract Supervisor/Manager and such management as is required herein shall be considered a breach of contract that may render the Contract in default.

When the Contract Supervisor/Manager is unavailable due to illness, vacation, or other reason, the Contractor will assign another individual to that function who fully meets the requirements as set forth in this RFP.

The Contract Supervisor/Manager will not be required to qualify as an ESO. If, however, the minimum requirements are met, the Contract Supervisor/Manager may act as an ESO.

The Contract Supervisor/manager will schedule their employees so that in normal circumstances overtime will not be worked. A minimum of two (2) Contract Staff will be required at each checkpoint in the Clark County Courthouse during normal business hours, one (1) ESO at the Juvenile Justice Center at all times when the checkpoint is open for screening and two (2) Contract Staff at the Family Law Annex when the checkpoint is open for screening. A minimum of one (1) RSO will be required during normal business hours in the Clark County Courthouse.

The Contract Supervisor/Manager will assign substitute Contract Staff when an employee scheduled to work does not report for duty. The Contractor will be responsible for personally notifying the County of the Contract Staff substitutes and actions taken for replacement. Substitute employees must qualify under the terms of this RFP.

The Contract Supervisor/Manager will conduct and document an annual evaluation of Contract Staff personnel assigned to the contract duties. Evaluations should determine and document whether the Contract Staff;

- a. Has suffered a significant diminution of any physical ability required to perform a function since the last evaluation of those abilities.
- b. Has a satisfactory record of performance and attention to duty.
- c. Demonstrates the current knowledge and skills necessary to courteously, vigilantly, and effectively perform their assigned tasks.

The Contract Supervisor/Manager will make available to the County such evaluations of Contract Staff upon request.

The Contract Supervisor/Manager shall represent the Contractor in the handling complaints.

# Request for Proposal #700

## Clark County Courthouse / Private Security

The Contract Supervisor/Manager shall prepare and submit to the County daily reports on any accidents, fire, bomb threat, unusual occurrence or unlawful act that occurred.

The Contract Supervisor/Manager shall be responsible for report writing. Report writing includes maintaining a daily log book of such incidents. Daily log books will be available for inspection at all times. All incident reports shall be provided by the Contractor to the Sheriff's Office.

The Contract Supervisor/Manager shall be responsible to ensure that when items are confiscated by Contract Staff, that a report will be filed with the Commissioned Deputy providing information on the items confiscated.

### 1.24 Lead Entrance Security Officer

A Lead ESO will be designated to represent the Contractor by the Contract Supervisor/Manager.

The Lead ESO shall have the ability, authority and responsibility to perform the following functions;

- a. Supervise screeners, checking on their alertness and duty performance, rotate duty assignment as needed or otherwise required by this RFP, resolve conflicts and problems, and otherwise control all screening activities
- b. Actively intervene in any function performed by other screeners as necessary to assure effective, vigilant, and courteous screening.
- c. Coordinate with the County or its designee on a daily basis to maintain communication on security activities.
- d. Manage incidents as they arise until the arrival of a Commissioned Law Enforcement Officer.
- e. Immediately notify, or cause to be notified, a Commissioned Law Enforcement Officer when a criminal act is suspected.
- f. Isolate deadly or dangerous weapons and other prohibited objects as required by the General Conditions.
- g. Control and/or monitor persons when appropriate, without using physical restraint and without jeopardizing their own personal safety or the safety of others in the immediate vicinity.
- h. Contain witness (es) and/or items of evidence pending the arrival of a Commissioned Law Enforcement Officer.
- i. Verify the credentials of armed law enforcement officers as required by this RFP.
- j. Ensure periodic inspection and operational testing of equipment as required by County Security Program.
- k. Function as a contact between the Contract Supervisor/Manager and the County. The Lead ESO may function as a full time working ESO.
- l. Maintain a daily activity log book of all ESO related activity and incidents and make available for inspection by the Sheriff or his designee at all times.
- m. Assure all Contract Staff are in proper uniform and all equipment is accounted for at any given time.
- n. In the event of illness, vacation, or otherwise not available, the Contract Supervisor/Manager will promptly name a substitute Lead ESO. This person must meet all the minimum requirements of an ESO and may be required to perform ESO duties.

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## Clark County Courthouse / Private Security

### 1.25 Entrance Screening Officer (ESO)

The primary purpose of the Entrance Screening Officer (ESO) is to screen all persons desiring to enter the Clark County Courthouse, Juvenile Justice Center and Family Law Annex.

In performance of these duties, ESO's will be responsible for alerting a Commissioned Deputy of any person attempting to gain unauthorized access. Until a Commissioned Deputy arrives, the ESO will attempt to control and/or monitor the person, without using physical restraint and without jeopardizing their own personal safety or the safety of others in the immediate vicinity.

The ESO will report to the Lead ESO or Sheriff's Office Representative conditions that may adversely affect that ESO's ability to perform effectively on a particular post assignment.

The Contractor shall not use any person to perform any screening function that is not able to;

- a. Distinguish on the x-ray monitor the appropriate industry standards. Wherever the x-ray system displays colors, the operator must be able to perceive each color.
- b. Correctly view and operate any screening equipment, distinguish each color displayed on every type of screening equipment and explain what each color represents.
- c. Hear and respond to the spoken voice and the audible alarms generated by screening equipment in an active checkpoint environment.
- d. Perform physical searches or other related operations. Must be able to efficiently and thoroughly manipulate and handle any baggage, containers, and other objects subject to screening process.

ESO's will prepare required reports on a daily basis, or as directed by a Commissioned Deputy concerning accidents, fires, bomb threats, unusual occurrences or unlawful acts, and submit said reports to the Sheriff's Office.

Each ESO must sign in when reporting for duty and sign out when leaving at the end of the workday. The Contractor must maintain a daily attendance log. This log should show the date, time in, time out, the written name of the ESO, and the ESO's signature. If the ESO is not present for any reason, an explanation should be noted on the log.

The Sheriff, or his designee, may temporarily relieve any ESO of their duties if sufficient work or funding is not available.

The Contractor must immediately correct deficient performance by ESO's. This duty includes removing and replacing ESO's as necessary and it is the Contractor's responsibility to initiate necessary action. In the event of ESO removal, it is the Contractor's responsibility to advise the ESO of the termination and the reasons for termination.

The County reserves the right to reject the assignment of any ESO whose qualifications do not meet the standards established under the terms and conditions of this RFP.

### 1.26 Unarmed Roving Security Officers (RSO)

The integrity of the Clark County Courthouse, Juvenile Justice Center, and the Family Law Annex is dependent upon the conduct of individual RSO's.

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## Clark County Courthouse / Private Security

The Contractor will be responsible for maintaining standards of employee competency, conduct, appearance, and integrity and will be responsible for taking disciplinary action with respect to its employees as may be deemed necessary.

In performing their duties, an RSO will be responsible for roving the County Campus and assisting Commissioned Deputies in maintaining order on the County Campus.

RSO's may not be required to operate the x-ray machine or magnetometer but may be required to operate a hand held metal detector as directed.

RSO's will maintain a daily log book of all RSO related activity and incidents and make the log book available for inspection by the Sheriff or his designee at all times.

RSO's shall be capable of running, climbing and descending stairs.

RSO's will prepare required reports on a daily basis, or as directed by a Commissioned Deputy concerning accidents, fires, bomb threats, unusual occurrences or unlawful acts, and submit said reports to the Sheriff's Office.

Each RSO must sign in when reporting for duty and sign out when leaving at the end of the workday. The Contractor must maintain a daily attendance log. This log should show the date, time in, time out, the written name of the RSO, and the RSO's signature. If the RSO is not present for any reason, an explanation should be noted on the log.

The Sheriff, or his designee, may temporarily relieve any RSO of his or her duties if sufficient work or funding is not available.

The Contractor must immediately correct deficient performance by RSO's. This duty includes removing and replacing RSO's as necessary and it is the Contractor's responsibility to initiate necessary action. In the event of RSO removal, it is the Contractor's responsibility to advise the RSO of the termination and the reasons for termination.

The County reserves the right to reject the assignment of any RSO whose qualifications do not meet the standards established under the terms and conditions of this RFP.

Those individuals assigned as RSO's need to have a higher degree of competency and mobility than that of the ESO's.

### 1.27 Control Room Officer

The Control Room Officer position shall be an equivalent to an ESO position as identified in Section 1.25 of this RFP, with additional training specific to the needs of successfully performing the tasks of Control Room Officer.

In addition to the duties of an ESO, a Control Room Officer shall have received additional training and have the ability to perform the following tasks;

- a. Receive and Dispatch Calls
- b. Monitor and Operate video and recording equipment
- c. Monitor duress alarms
- d. Maintain Control Room Log

## 2. County Performed Work

The Sheriff will provide the necessary contacts through which all communication between the County and the Contract Supervisor/Manager will flow, except in case of an emergency. The Sheriff is committed to open and two-way communications with the Contractor on all issues related to the security of the Clark County Courthouse and County Campus.

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## Clark County Courthouse / Private Security

In addition to the preliminary background investigations of all employees conducted by the Contractor, (Section 1.4), the Sheriff will conduct a background/security clearance investigation independent of the Contractor's investigation on each Contract Staff that will perform duties under this contract.

The County will furnish x-ray machines, magnetometers, hand held metal detectors, video monitoring equipment and radios. In the case of hand held metal detectors and radios that are shared at the same station, the Sheriff will provide for a system of accountability. The normal maintenance, repair and replacement of County owned equipment will be the responsibility of the County, except that, in the case of equipment misused and/or abused by Contract Staff, the equipment will be repaired and/or replaced and the cost thereof billed to the Contractor for payment.

### 3. Deliverables & Schedule

**Beginning January 1<sup>st</sup>, 2016** the Contractor will provide sufficient and fully qualified persons of sufficient character, training and background, satisfactory to the Sheriff, to perform entrance and roving security services in the described facilities meeting or exceeding the personnel standards set forth in this Request For Proposal.

**Beginning January 1<sup>st</sup>, 2016**, the Contractor will assume and provide full entrance security services within the described facilities, including the east and west entrances to the Courthouse, the main entrance to the Juvenile Justice Center and the main entrance to the Family Law Annex, meeting or exceeding the performance standards set forth in this Request for Proposal.

**Beginning January 1<sup>st</sup>, 2016**, the Contractor will provide Control Room monitoring of security systems throughout the described facilities meeting or exceeding the performance standards set forth in this Request for Proposal.

**Beginning January 1<sup>st</sup>, 2016**, the Contractor will provide full roving security services throughout the described facilities meeting or exceeding the performance standards set forth in this Request for Proposal.

**Beginning January 1<sup>st</sup>, 2016**, the Contractor will provide the foregoing security services between the hours of 5:00 AM and 8:00 PM, Monday through Friday, and during all scheduled night court sessions, weekends as outlined in this Request For Proposal and such other times, at regular or overtime rates set forth in this Request For Proposal, as may be timely requested by the Sheriff or as may arise in emergencies declared by the Sheriff.

**Beginning January 1<sup>st</sup>, 2016**, the Contractor will create and maintain, and provide to the Sheriff on request, reports sufficient to record daily activities of Contractor's personnel and any security event or incident which may occur within the described facilities as set forth in this Request For Proposal.

### 4. Place of Performance

The Contract performance will take place in the Clark County Courthouse, the Clark County Juvenile Justice Center, the Clark County Family Law Annex, and other buildings and locations on and within the Clark County Campus as needed.

### 5. Period of Performance

A contract awarded as a result of this RFP will be for two (2) years and is intended to begin on January 1<sup>st</sup>, 2016 and end December 31<sup>st</sup>, 2017.

Clark County reserves the right to extend the contract resulting from this RFP for a period of three (3) one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.

### 6. Insurance/Bond

A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of \$1,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually.

# Request for Proposal #700

## Clark County Courthouse / Private Security

This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than \$50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

### B. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

### C. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$2,000,000 per occurrence, with a maximum deductible of \$25,000. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

### E. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

## 7. Plan Holders List

All proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion. See Attachment B.

Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.

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*Clark County Courthouse / Private Security*

## Part II Proposal Preparation and Submittal

### Section IIA Pre-Submittal Meeting / Clarification

1. **Pre-Submittal Meeting** Pre-Submittal Meeting will be held at the Clark County Law Enforcement Center (CCLEC) located at 707 West 13<sup>th</sup> Street in Vancouver, Washington. The CCLEC is located behind the Clark County Courthouse on the West side. The meeting date is Tuesday, September 15<sup>th</sup>, 2015 from 2:00 – 5:00 PM.

The meeting will be held in the Sheriff's classroom located on the bottom floor of the CCLEC. Please check in with at Sheriff's Administration. Once checked in, a representative will meet you and escort you to the classroom. The majority of the meeting will be comprised of a tour of the Courthouse, Juvenile Justice Center, Family Law Annex and the County Campus in general.

2. **Proposal Clarification** Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is October 8<sup>th</sup>, 2015. The Question and Answer page will be updated with the final responses no later than October 9<sup>th</sup>, 2015.

An addendum will be issued no later than October 9<sup>th</sup>, 2015 to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: <http://www.clark.wa.gov/general-services/purchasing/rfp.html>

### Section IIB Proposal Submission

1. **Proposals Due** Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. **Proposal** Proposals must be clear, succinct and not exceed 25 pages, excluding resumes. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

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## Clark County Courthouse / Private Security

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.

### Section IIC

### Proposal Content

1. Cover Sheet  
This form is to be used as your proposal Cover Sheet  
  
See Cover Sheet - Attachment A
2. Project Team  
Provide a description of the structure of the team that will provide services in accordance with this RFP. Include supervisors and lead workers in the description. Provide an organizational chart for the project team and how the team fits into the parent organization. Provide plans for the transitioning of personnel if other than the current provider is selected.
3. Management Approach  
Demonstrate how the management structure will be flexible and responsive to meeting task requirements. The provider should demonstrate how flexibility is to be maintained in making work assignments in order to make maximum use of available personnel and skill mix. Also, describe the problems associated with and a proposed approach to managing problems associated with security services. The provider shall demonstrate the relationship between the Contract/Supervisor Manager and upper management to ensure adequate attention from upper management in resolving problems associated with the security services.
4. Respondent's Capabilities  
Demonstrate the provider's capabilities through documented previous work history and/or resumes, and samples of work product such as activity reports, work schedules, training reports, and documentation of Security Guard licensing and training.
5. Project Approach and Understanding  
Demonstrate your team's understanding of the project and of the tasks to be accomplished. The provider should demonstrate successful and reliable experience in the field of Courthouse Security or other public environments in which the screening of persons is required. The provider should demonstrate their personnel have the necessary training and expertise to perform the duties as outlined in the RFP including dispatching, familiarization with x-ray machines, magnetometers, hand held wand devices, radio communication, and video control room devices. The provider should demonstrate their ability to provide sufficient qualified personnel to provide the services requested. The provider should demonstrate their Contract Supervisor / Manager has the ability and authority to act, make decisions including decisions made on behalf of the service provider. The provider should prove an adequate Budget Summary and that summary identifies sufficient man-hours for the project and that summary is complete and reasonable.
6. Proposed Cost  
Provide multiple lines that detail team hourly rates, expenses, and administrative costs.
7. Employment Verification  
Within 24 hours after the closing of this RFP, the proposer shall submit a recent copy of their E-Verify MOU or proof of pending enrollment, if such document is not part of the proposal. If part of the proposal, the E-Verify MOU or proof of pending enrollment shall be placed directly after the cover page. (See section 1A.6)

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Clark County Courthouse / Private Security

**Part III Proposal Evaluation & Contract Award**

**Section IIIA Proposal Review and Selection**

1. Evaluation and Selection: Proposals received in response to this RFP will be **first** evaluated by a Review Committee. As a result of this initial review, the two or three firms that are rated to be the **best able to meet** the needs of the County, will be invited to participate in an oral presentation. In addition to the oral presentation, there may be included elements of a technical question and answer conference and /or interview. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Commissioners.
2. Evaluation Criteria Scoring Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

**A one hundred (100) point system will be used, weighted against the following criteria:**

Program design and thoroughness in addressing service requirements	30
Experience and expertise relative to courthouse or facility security.	25
Effectiveness of proposed services as demonstrated by specified strategies designed to obtain projected measurable outcomes.	25
Basis for costs – reasonableness of the proposal cost versus services provided.	20
Total Points	100

**Section IIIB Contract Award**

1. Consultant Selection The County will enter into contract negotiations with the highest scoring Proposer. Should the County not reach a favorable agreement with the highest scoring Proposer, the County shall suspend or terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached.
2. Contract Development The proposal and all responses provided by the successful Proposer may become a part of the final contract.  
  
The form of contract shall be the County's Contract for Profession Services.  
A contract sample can be found at: <http://intranet/Genserv/Purchasing/resources.html>
3. Award Review The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.
4. Orientation/Kick-off Meeting It is intended that contract signing will occur on December 14<sup>th</sup> if possible. (This date is dependent upon the Clark County Councilor's consent agenda dates. It may occur as late as December 21<sup>st</sup>.) On December 15<sup>th</sup>, (or the next day following contract signing), there will be an initial meeting between the selected vendor and the Sheriff's Office to determine transition plans, if necessary.

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**Attachment A      COVER SHEET**

General Information:

Legal Name of Applicant/Company/Agency \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_ Email address \_\_\_\_\_

Tax Identification Number \_\_\_\_\_

**ADDENDUM:**

Proposer shall insert number of each Addendum received. If no addendum received, please mark "**NONE**".

No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_.

**NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.**

→ Does the proposal comply with the requirements contained within the RFP?  
A "No" response may disqualify the proposal from further consideration.

Yes       No

→ Did outside individuals or agencies assist with preparation of this proposal?

Yes       No (if yes, describe.)\*\*

**Total Funds Requested Under this Proposal \$ \_\_\_\_\_**

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Commissioners.

\_\_\_\_\_  
Signature, **Administrator of Applicant Agency\***  
(\*Enter the appropriate signature title)

\_\_\_\_\_  
Date

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**Attachment B LETTER OF INTEREST**

Legal Name of Applicant Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Location (if different than above) \_\_\_\_\_

Email address \_\_\_\_\_

- All proposer's are required to be included on the plan holders list. If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: [beth.balogh@clark.wa.gov](mailto:beth.balogh@clark.wa.gov)

Clark County web link:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

**This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.**

**Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.**

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**Attachment C:      ADDITIONAL ATTACHMENTS**

A sample contract is available to view online at:

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

**Note:** This RFP, any attachments, the plan holders list, addenda and Q&A page will be linked directly to the Clark County Web page.