ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY

REQUEST FOR PROPOSALS

FOR

SECURITY SERVICES

NOTICE TO OFFERORS

Sealed bid proposals will be received at the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County (ADAMHS BOARD), 2012 West 25th Street – 6th Floor, Cleveland, Ohio 44113 until 4:00 P.M. Day-Light Savings Time on March 8, 2010 for a **contract to purchase Security Services**.

Specifications for the bid proposal may be obtained from the office of ADAMHS Board Chief Operating Officer, Valeria A. Harper, (216.241.3400) between the hours of 10:00 a.m. and 4:00 p.m., Monday through Friday, or downloaded from the ADAMHS Board website at www.adamhscc.org, until the deadline for submitting bids.

The proposals will be opened at 10:00 a.m. on March 9, 2010 at the ADAMHS Board. Each proposal shall be accompanied by a bond executed by a surety company authorized to do business in Ohio, or by a certified check on a solvent bank, payable to the ADAMHS Board, in a sum equal to five percent (5%) of the amount of the bid. The certified check or bond will be held as a guarantee that if the proposed bid is accepted the Offeror will enter into a contract for same.

Before entering into a contract the successful Offeror shall furnish a performance bond, payable to the ADAMHS Board, in a sum equal to twenty-five percent (25%) of the amount of the contract to be awarded with good and sufficient sureties or with a surety company authorized to do business in the State of Ohio, conditioned on the faithful performance of the work in accordance with the specifications.

Such bond shall also indemnify against such damages due to failure to perform such contract according to provisions thereof and in accordance with the specifications. Such bond shall remain in the possession of the ADAMHS Board for the term of the contract.

Each proposal shall contain the full name of every person and company interested in the same and must be sealed in an envelope and endorsed with the identification of the appropriate contract.

ADAMHS BOARD reserves the right to reject any and all bids.

_____

Valeria Harper, Chief Operating Officer

Advertisement: 2/16/10

INSTRUCTIONS TO OFFERORS

IMPORTANT DATES:

Date: 2/16/10	Date RFP was released
Date: 2/23/10	Deadline for written questions from Offerors
Date: 3/1/10	Deadline for written responses to Offerors
Date: 3/8/10 at 4:00pm	**Deadline for submitting Proposals**

I. RFP PROCESS

A. **Contact Person:** Valeria A. Harper, Chief Operating Officer
ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY
2012 West 25th Street, 6th Floor
Cleveland, Ohio 44113

B. **Identity and Contact Information of Potential Offeror:** Offeror shall provide their name and contact information including telephone number, complete mailing address and email upon receipt of the RFP.

C. **Written questions**: Please send in your written questions to the ADAMHS BOARD Contact Person by 2/23/10 which will answered by the ADAMHS BOARD by 3/1/10, in writing, and mailed or emailed to all Offerors who have provided their identity and contact information as specified in Paragraph B.

D. **Submission of proposal:** The Proposal, bond and all required documents shall be submitted to the ADAMHS BOARD Contact Person by 3/8/10 at 4:00 P.M. Day Light Savings Time. Time will be determined by the clock in the reception area of the ADAMHS Board. Bids received after that date and time shall be rejected and returned unopened to the Offeror.

E. **Evaluation and Award of Contract :**

1. ***Preliminary Proposal Review*** The review process will be conducted in two (2) parts. The preliminary review will consist of a review to be sure the proposal meets the minimum requirements (and mandatory conditions) specified in the RFP. If they do not, they will be rejected. Initial Review Proposals in response to the RFP must include the following documents and/or requirements:
    a. The Proposal, bond and all required documents shall be submitted to the ADAMHS BOARD Contact Person by 3/8/10 at 4:00 P.M. Day Light Savings Time. Time will be determined by the clock in the reception area of the ADAMHS Board at 2012 West 25th Street, 6th Floor.

b. Required number of copies submitted in a sealed envelope.
c. Three references included with corresponding name of contact person, address and phone number information.
d. Copy of its Class C license
e. Bond
f. Completed RFP Form attached hereto
g. Proof of Insurance
h. National background check for security guards who will be assigned to ADAMHS Board account.
i. Proposal signed by authorized Offeror's representative.

Proposals that pass this initial review will be considered a valid proposal and will move on to the final review. Those that do not, will be filed as rejected.

2. **Final Review** All valid proposals will be reviewed, evaluated, and rated by the RFP Committee . The Review Committee will be composed of ADAMHS BOARD staff.

a. The RFP Committee will evaluate each proposal against the criteria in the RFP.
b. During the review, the Committee may request additional information from the Offeror. Such information requests and Offeror's responses must always be in writing.

c. The RFP Committee members may request information from sources other than the written proposal to evaluate Offeror's programs. Other sources of information may include oral presentations by Offerors, written responses to clarifying questions posed by the RFP Committee, and Vendor's history/experience in providing similar services.

d. The Review Committee will complete an evaluation rating sheets discussion. In awarding the contract, ADAMHS BOARD's evaluation will include, but will not be limited, to:
    i. Ability and experience of the Offeror to provide the requested services;
    ii. Stability of business operations of Offeror;
    iii. Quality of proposal;
    iv. Quality of Offeror's references;
    v. Overall responsiveness and completeness of the bid proposal as well as the likelihood that, in ADAMHS BOARD's opinion and at ADAMHS BOARD's discretion, the bid proposal best meets or exceeds ADAMHS BOARD's specifications;
    vi. Cost of proposed service;
    vii. Any other factors considered relevant by ADAMHS BOARD and demonstrated by the proposal.

e. The final composite Evaluation Rating Sheet, which includes the prioritized Vendor's rankings, will be maintained on file by ADAMHS BOARD. The end result of the review process is a prioritized list from best to least best Offerors.

f. Written notification will be made to all Offerors who submitted a proposal.

3. If the successful Offeror fails to execute the contract, ADAMHS BOARD may award the contract to another Offeror whose proposal met the requirements of the RFP and any addenda. The period of time within which such an award of the contract may be made shall be within sixty (60) days of the notice of award.

F. **Post-bid meeting** If a Offeror wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be in writing within five (5) working days after receipt of notification of the decision. The request shall state the reason(s) for the meeting. All requests must be signed by an individual authorized to represent the Offeror and addressed to the ADAMHS BOARD **Contact Person.**

G. No proposal will be accepted, or contract awarded to any person, firm or corporation that is in arrears or is in default to Cuyahoga County upon any debt or contract, or that is a defaulter as surety or otherwise upon any obligation to the County or has failed to perform faithfully any previous contract with the County.

H. ADAMHS BOARD reserves the right to reject any or all proposals in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority;

I. ADAMHS Board reserves the right to reject, in whole or in part, any proposal that the ADAMHS Board has determined, using the factors and criteria the ADAMHS Board develops pursuant to ORC section 307.862(A)(1), would not be in the best interest of the ADAMHS Board.

J. The ADAMHS Board shall have no liability whatsoever to any offeror whose proposal is not accepted.

K. Acceptance of the proposal of any offeror by the ADAMHS BOARD shall not constitute an agreement between the ADAMHS BOARD and such offeror, and shall not be binding upon the ADAMHS BOARD unless and until an agreement covering all conditions and provisions of the work to be performed by the

successful offeror has, at the time of or after the acceptance of such proposal, been reduced to writing and executed by both the ADAMHS BOARD and the successful offeror. Offeror(s) may not withdraw a bid within sixty (60) days after the actual date of the opening thereof.

2. PREPARATION OF PROPOSAL

A. The proposal must be responsive to each criteria included in this RFP.

B. The Offeror shall submit five (5) copies of the proposal to the ADAMHS Board.

C. The "Official RFP Form" must be included with each proposal. All blank spaces for prices must be completed, ink or typewritten, for each item. The proposal must be responsive to each criteria included in this RFP.

B. Each proposal must be submitted in a sealed envelope bearing on the outside the name of the Offeror, his/her address, and the name of the project. If submitted by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed as specified in the RFP form.

3. OFFEROR AFFIDAVIT

If the successful Offeror should be a corporation not incorporated under the laws of the State of Ohio, a Certificate from the Secretary of State showing the right of the successful Offeror to do business in the State of Ohio shall be furnished.

4. BOND

Each proposal shall be accompanied by a bond executed by a surety company authorized to do business in Ohio, or by a certified check on a solvent bank, payable to the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, in a sum equal to five percent (5%) of the amount of the proposal. The certified check or bond will be held as a guarantee that if the proposal is accepted the Offeror will enter into a contract for same.

5. PERFORMANCE BOND

Before entering into a contract, the successful Offeror shall upon award of the contract, furnish a performance bond, payable to the ADAMHS Board, in a sum equal to twenty-five (25%) of the amount of the award with good and sufficient sureties or with a surety company authorized to do business in the State of Ohio, conditioned on the faithful performance of his contract in accordance with the above specification. Such bonds shall also indemnify the ADAMHS BOARD against the damages that may be suffered by failure to perform Offeror contract according to the provisions thereof and in accordance with the contract specifications for this award.

6. TAX EXEMPTION

A. Purchases will be exempt from the State of Ohio Sales Tax, as provided for in the Ohio Revised Code.

B. Blanket certificate of exemption forms will be furnished to the Offeror by the Fiscal Division of the ADAMHS BOARD.

7. INTERPRETATIONS

No interpretations of the meaning of the request for proposal or other pre-proposal documents will be made to any offeror orally. Every request for such interpretations and questions should be in writing, addressed to the contact person, and to be given consideration, must be received by 2/23/10. Any and all interpretations will be in the form of written addenda to the specifications which will be mailed no later than 3/1/10.

8. INVOICING

No item shall be paid for unless the assigned purchase order number(s) appear on all invoices.

9. METHOD OF PAYMENT

Offeror shall be paid within 30 days after receipt of invoice.

10. AWARD

Contracts will be awarded to the selected Offeror who offers the lowest and best proposal for the security services specified after an evaluation is conducted based upon the criteria contained in this request for proposal.

11. ASSIGNMENT OF CONTRACT

The successful offeror shall, upon award of contract, agree to make no assignment and/or transfer of any duties or rights under this contract in whole or in part, without prior written consent of the ADAMHS BOARD.

12. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Offerors are prohibited from discrimination and intimidation due to race, color, religion, sex, national origin, or disability.

GENERAL CONDITIONS

1. DOCUMENTS REQUIRED PRIOR TO SIGNING CONTRACTS

A. Immediately after proposals have been received, are evaluated, and successful

offerors have been determined, and prior to signing contracts, the successful offeror shall furnish to the owner in duplicate:

1. A performance Bond (Paragraph 5, Instructions to Offerors).

2. To support the Performance Bond, each successful Offeror shall also furnish:

   a. Power of Attorney Credentials.

   b. Certificate of Compliance issued by the Division of Insurance, showing that the bonding company is licensed to do business in the State of Ohio.

3. If the successful offeror should be a corporation not incorporated under the laws of the State of Ohio, a Certificate from the Secretary of the State showing the right of the successful Offeror to do business in the State of Ohio shall be furnished.

2. OFFEROR'S LIABILITY INSURANCE

The Offeror shall provide proof of insurance as will protect them from claims under Workmen's Compensation acts; other employee benefit acts; claims for damages because of bodily injury, including death, to Offerors' employees and all others; and claims for damages to property resulting from the Offeror's operations under the contract. Such insurance protection shall cover operations by Offeror or by any subcontractor or anyone directly or indirectly employed by either of them while on the premises of the ADAMHS BOARD during the delivery and installation of the contract items.

3. BASIS FOR CONTRACTS

A. Contract will be awarded to the selected Offeror who offers the lowest and best proposal for the security services after an evaluation is conducted based upon the criteria contained in this request for proposal.

B. This request for proposal together with any modifications furnished to prospective offerors during the advertising period shall become the basis of the contract.

C. The Offeror shall provide all items, articles, or materials or operations listed required to be furnished or accomplished by reason of the contract documents, and incidentals required or necessary for their completion.

D. Should any error or inconsistency be found by the Offeror in the request for proposals, the Offeror, before proceeding with the work, shall call to the ADAMHS BOARD's attention to the same for proper adjustment. Any specification errors or inconsistencies must be reported to the Board at least five (5) days prior to proposal opening.

4. ADAMHS BOARD'S RESPONSIBILITY

The ADAMHS BOARD will have a duly authorized representative readily available to facilitate the performance of all duties required of Offeror under these specifications.

5. OFFEROR'S RESPONSIBILITY

The Offeror shall hold the ADAMHS BOARD free and harmless from any injury and damage resulting from the negligent or faulty performance of the contract by the Offeror and shall make good any loss, damage, or injury without loss to the ADAMHS BOARD.

6. REFERENCES

A. Offerors are required to submit with their bid proposals at least three (3) references of firms, governmental agencies or other organizations they presently or previously provided Security Guard Services.

B. Each reference must be complete with the name of the place, address, phone number and person to contact.

C. The reference check shall be a procedure to aid the ADAMHS BOARD in determining a qualified Offeror.

7. INSPECTION OF PREMISES

A. To render satisfactory Security Services, the contractor will be responsible for examining the location being proposed to determine compliance to the specification. Any additional equipment or labor cost required to perform this service must be part of the proposal.

B. Arrangements to inspect location may be made by contacting Valeria A. Harper, Chief Operating Officer, at (216) 241-3400.

8. TERM OF CONTRACT

A. This contract shall remain in effect for a one year period beginning April 1, 2010 through March 31, 2011 and may be renewed upon mutual agreement for each of the two subsequent years, April 1, 20011 through March 31, 2012 and April 1, 2012 through March 31, 2013.

B. Cost per hour for each of the two subsequent contract years shall be negotiated and agreed upon prior to each renewal period in writing. Such negotiations and mutual agreement shall be completed by March 10, 2011 and March 10, 2012.

C. Price increases and/or decreases for each subsequent contract term shall be justifiable. The Contractor shall be required to submit documented proof of their

proposed new prices. The ADAMHS Board is not required to accept the price increase for subsequent contract terms and may issue a new Request for Proposals for years 2 and 3.

SPECIFICATIONS

SECURITY SERVICES

The purpose of these specifications is to contract the services of security company to staff security personnel at the ADAMHS BOARD at its ***new location at 2012 West 25th Street, Cleveland, Ohio 44113.***

The Offeror will be held responsible for having examined the location. The Offeror will provide all labor, materials and equipment to perform the required services at the Board.

SCOPE OF SERVICES TO BE PROVIDED

In the proposal, Offeror shall describe how it will meet the following security needs of the ADAMHS Board: General Security of ADAMHS BOARD location (armed) - to provide building and grounds security. Duties include but are not limited to:

1. Building Opening (inspection) and Closing (Inspection) of the 6th, 7th and 8th floors of the 2012 West 25th Street, Cleveland, Ohio 44113.

2. Foot patrol of Building.

3. Visual surveillance of and physical presence in the main entrance during standard employee arrival and departure times.

4. Operate the issuance of Visitor Badges and the Sign-in process for all visitors to the ADAMHS Board offices, and assist front reception desk by controlling ingress and egress of facility.

5. Maintaining constant contact with reception desk via portable communication devices.

6. Writing reports including, but not limited to, incident reports and daily log.

7. Responding to emergencies by stabilizing emergency situations, escorting problematic individuals from the premises and containing situations until the arrival of appropriate law enforcement authorities, or as otherwise appropriate.

8. Participating in workplace violence reduction trainings and policy and procedure drills.

9. Optional Security Service Call - to provide one time and/or short term security guard

services as requested. Duties include but are not limited to: services for after hour meetings, special events, special assignments or due to incidents.

REQUIREMENT

The Offeror shall have at least five years of experience in furnishing or supervising armed/unarmed office; plant or industrial security personnel; and, hold a Class C license as issued under Ohio Revised Code that qualifies the person/company issued the license to engage in the business of private investigation and the business of security services. The Offeror should be familiar with and prior to award of the contract must furnish evidence of compliance with all Federal, State, and local laws concerning the furnishing of private commissioned officers, special police, the employment of persons in the private police capacity and unarmed security personnel.

The Offeror shall provide to the ADAMHS BOARD evidence of a national background check for all security guards assigned to the ADAMHS BOARD including, but not limited to: conviction of DUI's, conviction of misdemeanors and felonies within ten days of assignment.

STATEMENT OF WORK & QUALIFICATIONS

1) The Offeror shall provide one armed security personnel. Please include a separate price for the cost of a second security personnel that may be needed on the premises for limited purposes and time periods.

2) The routine hours of service shall be 7:00 a.m. to 6:30 p.m., Monday through Friday; on the 3rd and 4th Wednesday of every month, hours shall be 7:00 a.m. to approximately 9:00 p.m. (Not to include Board recognized holidays listed below):

   New Years, Martin Luther King, President's Day, Memorial, Independence, Labor, Columbus, Veteran's, Thanksgiving and Day after, and Christmas Day.

3) The Offeror shall make daily reports to the ADAMHS BOARD that shall include a list of any incidents which occurred during the hours which the successful Offeror provided its services.

4) The Board reserves the right to terminate, increase, or change the hours of this particular security service at any time.

All employees shall be registered with the Department of Commerce, Division of Licensing, State of Ohio.

All employees shall have a high school diploma or G.E.D.

All employees shall be able to read, write, speak and understand the English language.

All employees shall be in good physical health and personal records free of any felony conviction.

All employees shall have a minimum of one year experience in all facets of security.

All employees must be in complete uniform wearing badges or insignias while on duty.

All shifts shall be supervised by a member of the Offeror's Supervisory staff.

The ADAMHS BOARD reserves the right to reject any assigned personnel and/or request an immediate replacement. Replacement time must be within sixty (60) minutes.

The Offeror shall strive to maintain continuity of the security guard placed in ADAMHS BOARD location.

In order to protect the lives and health of occupants of the building, the Offeror in the performance of this contract shall take such safety precautions as the authorized representative of the Board may determine to be reasonable and necessary. Offeror will be notified in writing of noncompliance with this provision and the action to be taken. The Offeror after receiving such notice will take immediate action to correct the condition to which attention has been directed. Such notice when serviced on the Offeror, shall be deemed sufficient for the purpose. Failure to comply promptly will be cause for voiding the contract.

The Offeror shall obtain all necessary licenses and/or permits required to perform this work, shall take all precautions necessary to protect persons and property from injury or damage during the performance of this contract. They shall be responsible for any injury to themselves, their employees, or other as well as for any damage to personal or ADAMHS BOARD property that occurs during the performance of this contract that is caused by their employees' fault or negligence.

AFFIDAVIT

I,_____acting for_____

(Offering Company or Organization)

_____ in submitting to the ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY for _____ hereby attest that no person or selling agency has been employed or retained or solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by _____ for the purpose of securing business. For breach or violation of this warranty, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County shall have the right to annul this contract without liability or in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

Signed _____

As Agent for _____
(Offering Company or Organization)

OFFICIAL RFP FORM

SECURITY SERVICES

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY

COMPANY: _____

ADDRESS: _____

TELEPHONE NUMBER:( )_____ FAX NUMBER:( )_____

EMAIL: _____

AUTHORIZED REPRESENTATIVE: _____

SIGNATURE: _____ TITLE: _____

PRICE QUOTE FOR SECURITY GUARD SERVICE FROM April 1, 2010 – March 31, 2011

Price per hour $ _____

Minimum shift _____

Total Contract cost based on 3,500 hours _____

ALL IN ACCORDANCE WITH SPECIFICATIONS

The above approximate hours are to be used for establishing the amount of the 5% bid bond and the performance bond and are not to be the basis of a lump sum contract.

Please also provide the following information:

- Date of organization of the company, corporation, or partnership: _____.
- Name(s)of the principal owner or stockholders and percentage of ownership of stockholders: _____
  _____
- Name(s) of principal operations officer: _____