



## RFP #784

### PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington

RELEASE DATE: WEDNESDAY, SEPTEMBER 2, 2020

DUE DATE: WEDNESDAY, SEPTEMBER 30, 2020 by 1:30 pm

Request for Proposal for:

## CONTRACT SECURITY SERVICES

### **SUBMIT:**

One (1) Original

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

564-397-2323

Proposals can be hand delivered between 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

***\*\*Proposals must be date and time stamped by Purchasing staff before 1:30 pm on due date.***

***\*\*DO NOT PUT IN ANY DROP BOX LOCATED IN THE BUILDING\*\****

***\*\*Hand Delivery Requires Entrance to the building using the North Door on the First Floor.***

***\*\*Anyone entering the building must wear a face mask\*\****

### **Refer Questions to Project Manager:**

Mike Lewis

Clark County

Emergency Management & Security Coordinator

[Mike.Lewis@clark.wa.gov](mailto:Mike.Lewis@clark.wa.gov)

564-397-4838

## 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 proposers 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.

**CONFIDENTIALLY** - 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 proposer 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, in a similar socioeconomic, geographical region.

**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: 564-397-2322**  
[ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

# Request for Proposals

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## Contract Security Services

### Part I Proposal Requirements

#### Section IA General Information

##### 1. Introduction

The purpose of this RFP is to seek and select a qualified physical security service provider of trained, uniformed security officers to provide physical security services in Clark County government facilities. Physical security services include courthouse, juvenile justice center and family law annex entrance screening operations, staffing of security main control, monitoring video surveillance cameras as well as intrusion and duress alarm systems, providing building access control in two additional facilities as well as roving/parking patrols around the County Campus.

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

##### 2. Background

The Clark County security coordinator works in partnership with the Clark County Sheriff's Office, court administrators and other building leadership and managers to support and enhance security of the County Campus and its facilities as well as the Center for Community Health, a County owned facility on the Vancouver Veterans Administration Campus.

In close coordination with the Sheriff's Office, the selected service provider is part of a multilayered approach to security issues by providing qualified, trained uniformed security officers to enhance the capabilities of enforcement deputies, corrections deputies and building staff. Communication, cooperation and coordination is key to keeping those working and visiting Clark County facilities and the County Campus safe.

##### 3. Scope of Project

Clark County is requesting proposals from qualified physical security services providers to provide qualified, trained, uniformed security officers to:

- Conduct entrance screening
- Staff security main control
- Monitor security systems, cameras and alarms
- Provide public building entrance security
- Conduct roving patrols
- Assist with parking enforcement in County lots on 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 physical security services to the submitter of the selected proposal.

##### 4. Project Funding

The Proposers proposal shall include the Proposers true estimated cost to perform the work identified in this Request for Proposal.

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### 5. Timeline for Selection

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

Pre-Submittal Meeting	September 15, 2020
Proposals Due	September 30, 2020
Proposal Review/Evaluation Period	October 2-13, 2020
Selection Committee Recommendation	October 15, 2020
Contract Negotiation/Execution	October 19-29, 2020
Contract Intended to Begin	January 1, 2021

### 6. Employment Verification

Effective November 1, 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 **48 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:**

- Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
  - E-mail: [koni.odell@clark.wa.gov](mailto:koni.odell@clark.wa.gov) or [priscilla.ricci@clark.wa.gov](mailto:priscilla.ricci@clark.wa.gov)
- Note : Sole Proprietors shall submit a letter stating exempt.*

## Section IB

### Work Requirements

#### 1. Required Services

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.

#### Licensing Requirements

- 1) Contractor shall provide Licensed Security Officers as defined under the laws of the State of Washington to perform all work described in this RFP.
- 2) Contractor shall be a Licensed Private Security Company as defined under the laws of the State of Washington.

#### Security Officer Background Investigations and Pre-Employment Screening Requirements

- 1) Provide a complete description of process for background investigation of all security officers assigned to the Clark County contract. The background check shall include the following at a minimum:
  - a) Must be a minimum of twenty-one (21) years of age.
  - b) Verification of employment eligibility through the E-Verify system.
  - c) Criminal records check.
  - d) Drug screen.
  - e) Employment history verification.
  - f) Education history verification.
  - g) Personal reference check.

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- 2) Contractor shall ensure security officers assigned to the Clark County contract meet or exceed the following minimum background investigation requirements:
  - a) No felony convictions.
  - b) No misdemeanor or gross misdemeanor convictions involving violence, honesty, or controlled substances.
  - 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.
- 3) All security officers assigned to the Clark County account must submit to and successfully clear a background/security clearance investigation performed by the Clark County Sheriff's Office.
- 4) Contractor shall ensure security officers assigned to the Clark County contract meet or exceed the following minimum abilities requirements:
  - a) Security Officer is able to prepare clear and concise written reports.
  - b) Security Officer is physically able to endure long periods of standing, stooping, bending, walking and sitting. Security Officers shall be capable of climbing and descending stairs.
  - c) Security Officer has sufficient dexterity and capability to conduct searches of all parts of a person's body.
  - d) Security Officer is able to understand, calmly explain, and professionally apply rules, regulations, directives and procedures to employees and the public, even in difficult situations.
  - e) Security Officer is able to monitor and respond on a two-way radio while performing other duties.
- 5) Contractor shall ensure security officers assigned to the Clark County contract meet or exceed the following minimum knowledge requirements:
  - a) High School diploma or equivalency.
  - b) See Training Requirement section below for additional requirements.
- 6) Contractor shall establish and maintain a corrective action and progressive discipline policy and procedure to address contract employee performance issues.

### **Training Requirements**

- 1) Provide a complete description of general security officer training program provided to the officers prior to the security officers first day of work in a Clark County facility. Contractor is responsible for development, delivery and maintenance of course material and documentation of training.

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- 2) Provide a complete description of Clark County account specific security officer training program provided to security officers by the contractor prior to the security officers first day of work in a Clark County facility. Contractor is responsible for development, delivery and maintenance of course material and documentation of training.
- 3) Provide complete description of contractor's process and program for providing security officers who are fully capable and qualified to staff high volume courthouse security screening checkpoints and fully trained in the operation of courthouse security screening equipment prior to assignment. Screening equipment includes x-ray detection systems, walk through metal detectors and handheld metal detectors. The courthouse screening function of the County's physical security program performs approximately 600,000 screenings in the courthouses annually.
- 4) Provide complete description of contractor's process and program for provision of security officers who have successfully completed a certified First Aid/CPR/AED training course of no less than 8 hours prior to assignment to Clark County facilities.
- 5) Provide a complete description of general workplace safety training program provided to officers prior to the security officers first day of work in a Clark County facility. Contractor is responsible for development, delivery and maintenance of course material and documentation of training.
- 6) Provide complete description of contractor's process and program for annual in-service training of security officers on subjects pertaining to Clark County security operations, court security, courthouse screening and security operations in general.
- 7) 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. Trainings may include responding to emergencies, evacuation drills, radio procedures and dispatching, threats, and other mutually beneficial topics.
  - a) The scheduling of training as well as training content will be coordinated between the County security coordinator, Campus Sergeant and onsite Contract Supervisor/Manager. The County will provide instructors for these mutually beneficial trainings.
  - b) Training may occur during the course of a normal workday or on weekdays the courts are closed due to holidays.
  - c) This mutually beneficial training applies only to Contract Staff normally assigned to provide security services to the Clark County account.
- 8) Contractor may use a person during the on-the-job portion of training to perform security functions provided that the person is closely supervised by a qualified Contract Staff member and does not make independent judgements. The number of trainees shall be limited, so as not to interfere with security operations.

### **Appearance Requirements**

- 1) Provide a complete description of the contractor's program for provision of security officers with uniforms appropriate to the environment, ensuring a professional appearance and fit. Uniforms shall meet the following minimum requirements:
  - a) Uniforms shall clearly identify contractor employees as security officers and include the contractor's firm name.
  - b) Uniforms shall be dissimilar in color of uniforms worn by Clark County Sheriff's Office.
- 2) Contractor is responsible to ensure uniforms are well maintained and worn/damaged

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uniforms are replaced promptly. Contractor shall ensure its security officers wear uniforms properly and that uniforms are neat, clean and pressed at the beginning of each shift.

### **Scope of Work**

Provide a complete description of contractor's process and program for provision of physical security services including but not limited to the following:

- 1) Courthouse Security Operations
  - a) Courthouse screening operations include screening persons, bags, packages and parcels for weapons and prohibited items at the Clark County courthouse, juvenile justice center and family law annex using x-ray detection equipment, walk through metal detectors and handheld metal detectors. The discovery of weapons and prohibited items are reported to Sheriff's Deputies assigned to the Campus Unit.
- 2) Systems Monitoring
  - a) Systems monitoring includes monitoring and operating intrusion detection systems, duress alarm systems, access control systems and security video camera systems from Security Main Control. Valerus is County's monitoring system.
- 3) Security Main Control
  - a) Main Control is responsible for systems monitoring as defined above, emergency and non-emergency call taking from employees, monitoring and responding to duress alarms located in various County facilities, dispatching security guards and when necessary Sheriff's Deputies assigned to the Campus Unit to emergent and non emergent calls for service in the courts and on the County Campus including County facilities. Maintains Control Room Daily Log.
- 4) Public Building Entrance Security Operations
  - a) Public Building Entrance Security Operations are conducted at the Public Service Center (PSC) and Center for Community Health (CCH) and include visual screening, access monitoring and when necessary access control. Public Building Entrance Security Officers primarily assist visitors and employees while maintaining a security presence in the building entrance. Maintains Post Log. The PSC is the primary facility where the public interacts with numerous county departments for services and the location of County leadership. CCH is the primary facility where citizens with public health, mental health and addiction issues interact with County and Tenant departments specializing in these areas. A major Tenant in the building is the Veterans Administration. At CCH Security Officers may receive calls for assistance from employees and Tenant employees and will coordinate as needed with Veterans Administration Police.
- 5) Foot Security Patrols
  - a) Foot Security Patrols (Rovers) will frequently and systematically patrol assigned areas in order to deter, detect and report unlawful or suspicious activity, disorderly or unusual activity and violations of County security procedures, in and around County facilities on the County Campus, and parking violations in County parking lots on Campus.
- 6) Incident/Emergency Response
  - a) Incident/Emergency Response activities security officers may be required to respond to include upset/threatening visitors, fire alarms, large and small scale criminal actions, bomb threats, suspicious packages, hazardous materials, medical emergencies, elevator entrapments, extreme weather events, earthquakes, terrorist actions, civil



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disobedience, protests, and both partial and full building evacuations and drills.

- b) In case of emergency. The County, the Sheriff, or designee will have the right to direct the activities of the contract staff in order to respond to the emergency. When time and circumstances permit, such direction will be provided/requested through the Onsite Supervisor/Manager. Under no circumstances may Contract Staff refuse to cooperate with such directives when it is determined an emergency exists. The Onsite Supervisor/Manager will be notified of all emergencies as soon as practical, based on the urgency of the situation.

### **Contract Management and Leadership Team Requirements**

The Contractor shall 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.

- 1) Contractor shall establish and maintain a highly experienced and qualified leadership team responsible for the management of contract security staff and operations; ensuring consistent delivery of services as required by Clark County throughout the term of the contract.
- 2) Contractor shall provide a dedicated onsite Supervisor/Manager responsible for leading, training and supervising contractor's employees and security operations. The onsite Supervisor/Manager serves as the primary point of contact for the County security coordinator and Sheriff. The account manager shall have demonstrated experience in physical security leadership positions. The onsite Supervisor/Manager is based in office space in Security Main Control.
  - a) The Contract onsite Supervisor/Manager shall be available on a twenty-four (24) hour on call basis through telephone, pager system, or other method of communications, at all times.
  - b) The Contract onsite 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 and shall be empowered to act and make decisions.
  - c) When the Contract onsite 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.
  - d) The Contract onsite Supervisor/Manager shall represent the Contractor in handling complaints.
- 3) Contractor's onsite Supervisor/Manager is required to attend Clark County Courthouse Security meetings, Safety Committee meeting and other meetings as deemed necessary by the County security coordinator and/or Sheriff and provides reports on the contract security program and operations as directed.
- 4) Contractor shall operate a staffing schedule designed to serve the needs of the County physical security program and operations as determined by the County security coordinator and Sheriff. The staffing schedule shall comply with budgetary requirements as communicated to the contractor by the County security coordinator.
- 5) Contractor's onsite Supervisor/Manager shall meet with the County security coordinator weekly to review contract security operations, systems operation, projects, performance, metrics, accounting and other issues as required.

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### Miscellaneous Requirements

- 1) Contractor shall develop a performance accountability program and provide metrics to the Clark County security coordinator for use in monitoring Contractor's performance of the scope of work and other performance requirements. This requirement includes comprehensive incident tracking and reporting and the use of post logs to document performance.
- 2) Contractor shall in coordination with the County security coordinator and Sheriff, develop and maintain standard operating procedures, post orders and other directives as needed for all Contractor security operations in Clark County facilities. Current copies of all directives shall be provided to the County security coordinator.
- 3) Contract staff must use County furnished equipment and may not substitute personal property or Contractor property in place of that equipment without prior authorization by the County. Under no circumstances will contract take any items/equipment from their duty station unless specifically authorized to do so by the County.
- 4) 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 duty 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 Contract Staff so that staffing levels are maintained.

### General Hours of Operation - Posts and Schedules

- 1) Posts and schedules are subject to change at the discretion of the County. The County reserves the right to modify, reduce posts and schedules based on the needs of the County and/or if sufficient work or funding is not available.

Site	Position/Post	Schedule	Hours per week
All sites and locations	Onsite Supervisor/Manager	M-F	40
Courthouse	Courthouse East Entrance Screening	M-F 7:00 am - 4:00 pm	40
	Courthouse East Entrance Screening	M-F 7:30 am - 4:30 pm	40
	Courthouse East Entrance Screening	M-F 8:00 am - 5:00 pm	40
	Courthouse East Entrance Screening	M-F 8:30 am - 5:30 pm	40
	Courthouse West Entrance Screening - Opener	M-F 6:30 am - 3:30 pm	40
	Courthouse West Entrance Screening	M-F 8:30 am - 5:30 pm	40
	Courthouse Roving Security Patrol East	M-F 7:30 am- 3:30 pm	40

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	Courthouse Roving Security Patrol West	M-F 8:00 am - 4:00 pm	40
	Courthouse Roving Security Patrol	M-F 8:30 am - 4:30 pm	40
	Courthouse Main Control	M-F 6:30 am - 2:30 pm	40
	Courthouse Screening West/ Main Control Relief	M-F 8:30 pm - 2:30 pm 2:30 pm - 5:30 pm	25 15
	Night Court Entrance Screening ** (3)- positions	1st Tuesday of each Month 5:30 pm – 7:30 pm Or as needed	** 6 hours per month
	Night Court Main Control ** (1) - Position	1st Tuesday of each Month 5:30 pm – 7:30 pm Or as needed	** 2 Hours per month
Juvenile Justice Center	Courthouse Entrance Screening Opener	M-F 6:30 am - 3:30 pm	40
	Courthouse Roving Security Patrol/ Screening - Closer	M-F 8:30 am - 3:30 pm 3:30 pm - 5:30 pm	30 10
Family Law Annex	Courthouse Entrance Screening Opener	M-F 7:00 am - 4:00 pm	40
	Courthouse Entrance Screening Closer	M-F 8:30 am - 5:30 pm	40
	Courthouse Roving Security Patrol	M-F 8:15 am - 5:15 pm	40
Public Service Center	Building Entrance Security	M-F 7:30 am - 3:30 pm	40
	Building Entrance Security	M-F 3:30 pm - 5:30 pm	10
	Building/Lots Roving Security Patrol	M-F 6:30 am - 2:30 pm	40
	Building/Lots Roving Security Patrol	M-F 2:30 pm - 5:30 pm	15
	After Hours Building Entrance Security (1) position	M-F Times vary Meetings scheduled after normal business hours – to be scheduled with Onsite Supervisor/Manager	**Not to exceed 30 hours per Month unless previously agreed upon
Center for Community Health	Building Entrance Security	M-F 6:45 am - 2:45 pm	40

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	Building Entrance Security	M-F 6:45 am - 2:45 pm	22.5
	Building/Lots Roving Security Patrol	M-F 8:00 am - 5:00 pm	40
Total Weekly Billable Hours (**excluding Night Court and After-Hours Meetings)			887.5

\*\* - Night Court and Public service Center after-hours meetings.

- 2) Except in an emergency, if services are required earlier than the General Hours of Operation/Post Schedules, the Contractor will be notified no later than the close of business the previous day. If such services are required later than the normal closing hours of operation, the Contractor will be notified not less than two hours earlier as stipulated in the Overtime section of the RFP.

### Overtime

- 1) It is expected that all hours associated with the General Hours of Operation/Posts and Schedules as listed in the table above will be billed at the straight time rate, with the exception of Night Court and Public Service Center after hours meetings.
- 2) Schedules must be arranged such that all normal operations are covered with straight time. Normal scheduled operations will not be paid at the premium rate unless advanced authorization is provided by the County security coordinator.
- 3) When court proceedings or functions or county operations exceed normal hours, it may be necessary to add additional hours of screening, roving or building entrance security 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.
  - a) 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 Onsite Supervisor/Manager and the Contract Staff.

### 2. County Performed Work

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

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

The County will furnish x-ray machines, magnetometers, handheld metal detectors, video monitoring equipment and radios. In the case of handheld 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 misuse and/or abuse by Contract Staff, the equipment will be repaired and/or replaced and the cost thereof billed to the Contractor for payment.

# Request for Proposal #784

## Contract Security Services

### 3. Deliverables & Schedule

Beginning January 1, 2021, the Contractor will provide sufficient and fully qualified persons of sufficient character, ability, training, skills, abilities and background, satisfactory to the Sheriff and County security coordinator, to perform entrance and roving security services in the described facilities meeting or exceeding the personnel standards set forth in this RFP.

Beginning January 1, 2021, the Contractor will assume and provide full entrance security services within the described facilities, including the Public Service Center and Center for Community Health, and including screening at 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 RFP.

Beginning January 1, 2021, the Contractor will provide Control Room monitoring of security systems throughout the described facilities meeting or exceeding the performance standards set forth in this RFP.

Beginning January 1, 2021, the Contractor will provide roving security services throughout the interior and exterior of the described facilities, including County parking lots and other County facilities on the County Campus as requested, meeting or exceeding the performance standards set forth in this RFP.

Beginning January 1, 2021, 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, open public meetings, 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 County security coordinator or Sheriff or as may arise in an emergency declared by County security coordinator or Sheriff.

Beginning January 1, 2021, the Contractor will create, maintain and provide to the County security coordinator and 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 and County Campus including parking lots, as set forth in this RFP.

### 4. Place of Performance

The services described in this Request for Proposal will be provided as denoted to the properties named below:

#### Clark County Courthouse and Parking Facilities – 1200 Franklin St.

- Courthouse security operations
- Roving foot patrol
- Staff Main Control
- Systems monitoring
- Incident/emergency response
- On site supervisor/manager

#### Juvenile Justice Center – 500 W. 11<sup>th</sup> St.

- Courthouse security operations
- Roving foot patrol
- Incident/emergency response.

#### Family Law Annex and Parking Facilities – 601 W. Evergreen Blvd.

- Courthouse security operations
- Roving foot patrol
- Incident/emergency response

#### Public Service Center and Parking Facilities – 1300 Franklin St.

- Building entrance security operations
- Roving foot patrol
- Incident/emergency response.

# Request for Proposal #784

## Contract Security Services

### Center for Community Health and Parking Facilities – 1601 E. Fourth Plain Blvd.

- Building entrance security operations
- Roving foot patrol
- Incident/emergency response.

### County Campus, County Parking Facilities and various County Facilities on Campus

- Roving foot patrol
- Incident/emergency response.

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, 2021 and end December 31, 2022.

Clark County reserves the right to extend the contract resulting from this RFP for a period of three (3) additional years, in one (1) year increments, 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. Prevailing Wage (When Applicable) Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the bid opening date from either of these sites:

<http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates>

Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.

A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the bid items of this contract

7. Debarred/Suspended Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.

All proposer's must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matter" form with their proposal to be eligible to participate.

8. Public Disclosure This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW. Once in the County's possession, all of the RFP Submittals shall be considered public records and available for public records inspection and copying, unless exempt under the Act.

If a Respondent or Proposer considers any portion of an RFP Submittal to be protected under the law, whether in electronic or hard copy form, the Respondent or Proposer shall clearly identify each such portion with the word "PROPRIETARY". If a request is made for disclosure of such a portion, the County will determine whether it should be made available under the Act. If the county determines that such a record(s) is subject to disclosure, the County will notify the Respondent or Proposer in writing of the request and allow the Respondent or

# Request for Proposal #784

## Contract Security Services

Proposer ten (10) days to obtain a court order enjoining release of the record(s). If the Respondent or Proposer does not take such action within the ten (10) day period, the County will release the portions of the RFP Submittal deemed subject to disclosure. All Respondents and Proposers who provide RFP Submittals for this procurement accept the procedures described above and agree that the County shall not be responsible or liable in any way for any losses that the party may incur from the disclosure of records to a third party who requests them.

### 9. 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. Personal and Advertising Injury \$1,000,000 and General Aggregate \$1,000,000. This policy will renew annually. 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 \$100,000 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. Clark County needs to be listed as additional insured.

#### 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 \$5,000,000 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.

#### D. Umbrella Liability Coverage

Umbrella Coverage in the amount of \$5,000,000 shall be provided and will apply over all liability policies without exception, including but not limited to Commercial General Liability, Automobile Liability, Employers Liability and Professional Liability.

#### E. Waiver of Subrogation

All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against County, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.

## Request for Proposal #784 Contract Security Services

### F. 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.

### G. Worker's Compensation

As required by the industrial insurance laws of the State of Washington.

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

## 10. 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 Attachment B - Letter of Interest to ensure your inclusion.
- Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.



Request for Proposal #784  
Contract Security Services

**Part II Proposal Preparation and Submittal**

**Section IIA**

**Pre-Submittal Meeting / Clarification**

1. Pre-Submittal Meeting

- A Mandatory Pre-Submittal Meeting will be held at the Clark County Public Service Center located at 1300 Franklin Street, Vancouver, Washington 98660 on Tuesday, September 15, 2020 from 9:00 am - 1:00 pm. Those wanting to attend must register with Mike Lewis via email at [Mike.Lewis@clark.wa.gov](mailto:Mike.Lewis@clark.wa.gov) no later than 1:00 pm on Friday, September 11, 2020 of their intention of attending and provide the names of the person(s) that will be attending the meeting. Registered attendees shall go to the sixth floor Training Room #679 and sign in. Proposals shall only be accepted by agencies that attend the meeting.
- The majority of the meeting will be comprised of a tour of the Public Service Center, Courthouse, Juvenile Justice Center, Family Law Annex and County Campus. The meeting will include a short presentation on the security operations at the Center for Community Health which is located on the Vancouver Veterans Administration Campus.
- Due to COVID-19 and the restrictions on group sizes, the County is limiting each Vendor to no more than two attendees at the meeting.
- All attendees must wear a cloth face covering/mask and adhere to social distancing guidelines throughout the meeting and tour.
- Meeting occurs in downtown Vancouver during the WSDOT/ODOT Interstate 5 Trunion replacement project. Expect major traffic delays on I-5 and area roads. It is recommended to take alternate routes to the County Campus and planning travel times accordingly.
- Attendees will be screened prior to entering the Courthouse, Juvenile Justice Center and Family Law Annex.

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 Friday, September 18, 2020 by 3:00 pm.

An addendum will be issued no later than Wednesday, September 23, 2020 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>

# Request for Proposal #784

## Contract Security Services

### 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, E-Verify and coversheet. 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.

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 management, supervisors and lead workers, if so designated, 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 current provider is selected.

# Request for Proposal #784

## Contract Security Services

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 skills mix. Describe the challenges associated with and a proposed approach to managing problems associated with physical security services. The provider shall demonstrate the relationship between the onsite Supervisor/Manager and upper management to ensure proper 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 staff 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 physical security or other public environments in which screening of persons is required. Provider should demonstrate their personnel have the necessary training and expertise to perform the duties as outline in the RFP including but not limited to:
- Dispatching
  - Radio communications
  - Video control room devices
  - Familiarization with x-ray machines, magnetometers and handheld wand devices.
- Provider should demonstrate their ability to provide sufficient qualified personnel to provide the requested services as outlined in the RFP.
- The provider should demonstrate their onsite Supervisor/Manager has the ability and authority to act and make decisions, including decisions on behalf of the service provider.
- The provider should prove an adequate Budget Summary and that summary identifies sufficient staff-hours for the project and that summary is complete and reasonable.
6. Proposed Cost
- Provide complete pricing. Include multiple lines that detail hourly rates, expenses, overhead and administrative costs.
7. Employment Verification
- Please refer to section 1A.6. – E-Verify**  
**IMPORTANT NOTE:** Include this portion of the response immediately **AFTER** the cover page, if not already on file with Clark County. Current vendors on file can be viewed at: <https://www.clark.wa.gov/general-services/purchasing-overview>

Request for Proposal #784  
 Contract Security Services

**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 evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Council.
  
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:**

Proposal Approach / Quality	20
Demonstrated Ability to perform the services requested in the RFP	20
Qualifications / Experience / Work History - in physical security / court operations	20
Flexibility	20
Cost – Reasonableness of proposed cost versus services provided	20
Total Points	100

**Section IIIB Contract Award**

1. Consultant Selection: The County will award a contract to 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.
  
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: Contract negotiations will be completed immediately following the RFP selection committee’s recommendation and final selection. The County intends to complete negotiations no later than October 29, 2020, in time to have a contract ready for submission to Council office for review on November 5, 2020 and Council authorization/approval at the November 17, 2020 Council Hearing.

Request for Proposal #784  
Contract Security Services

**Attachment A: COVER SHEET**

General Information:

Legal Name of Proposing Firm \_\_\_\_\_

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

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

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

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

Email Address \_\_\_\_\_

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

**ADDENDUM:**

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None     1     2     3     4     5     6

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

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 Council and required approvals.

\_\_\_\_\_  
Authorized Signature of Proposing Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Request for Proposal #784  
Contract Security Services

**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 proposers 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.

Email Letter of Interest to: [Koni.Odell@clark.wa.gov](mailto:Koni.Odell@clark.wa.gov) and [Priscilla.Ricci@clark.wa.gov](mailto:Priscilla.Ricci@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.**

Request for Proposal #784  
Contract Security Services

Attachment C



Clark County, Washington

**Certification Regarding  
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

\_\_\_\_\_  
Typed Name & Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

I am unable to certify to the above statements. My explanation is attached.

Clark County, WA

Request for Proposal #784  
Contract Security Services

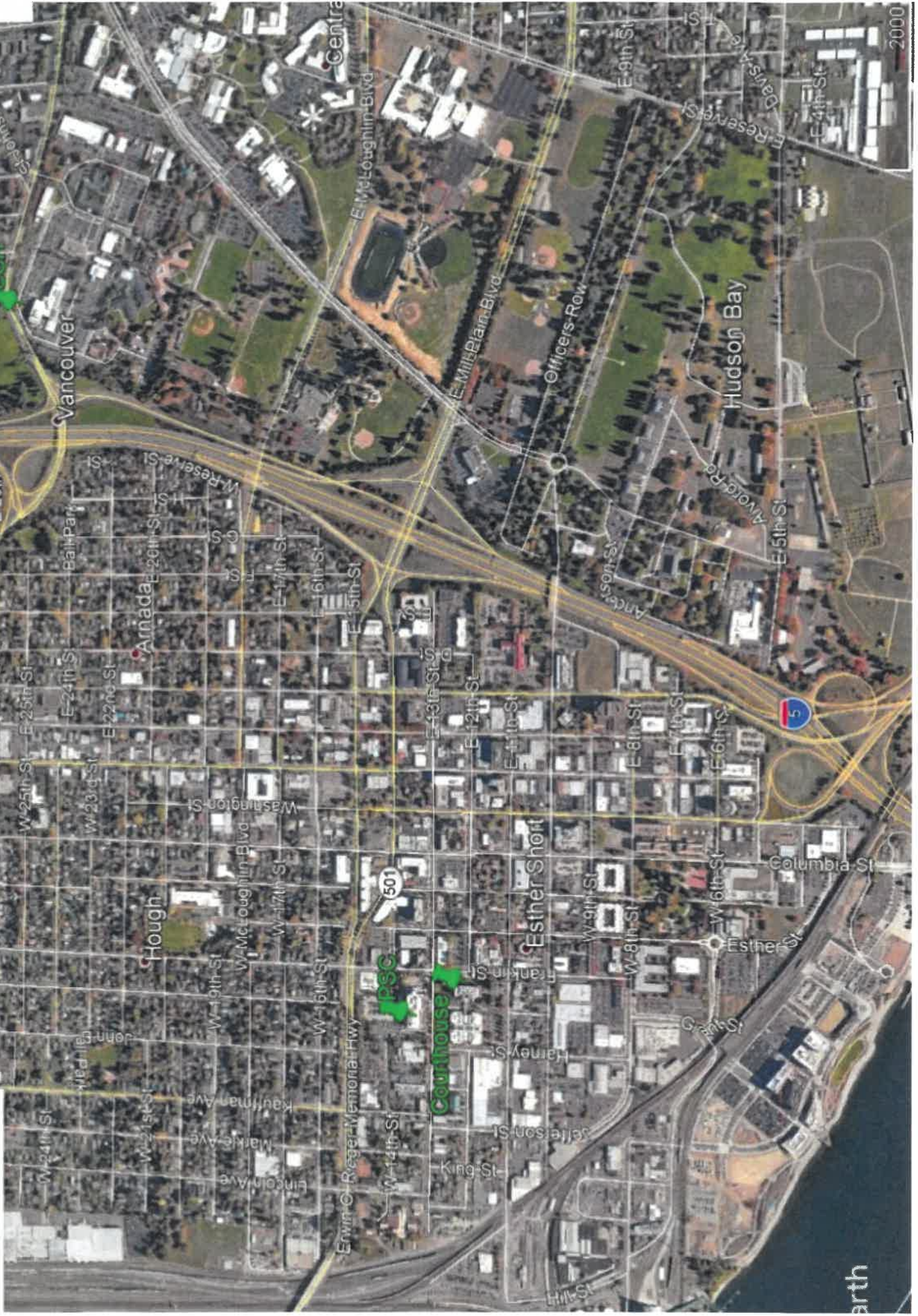
**Attachment D: County Campus & VA Vancouver Campus Locations**

**Attachment E: Clark County Government Offices Map**

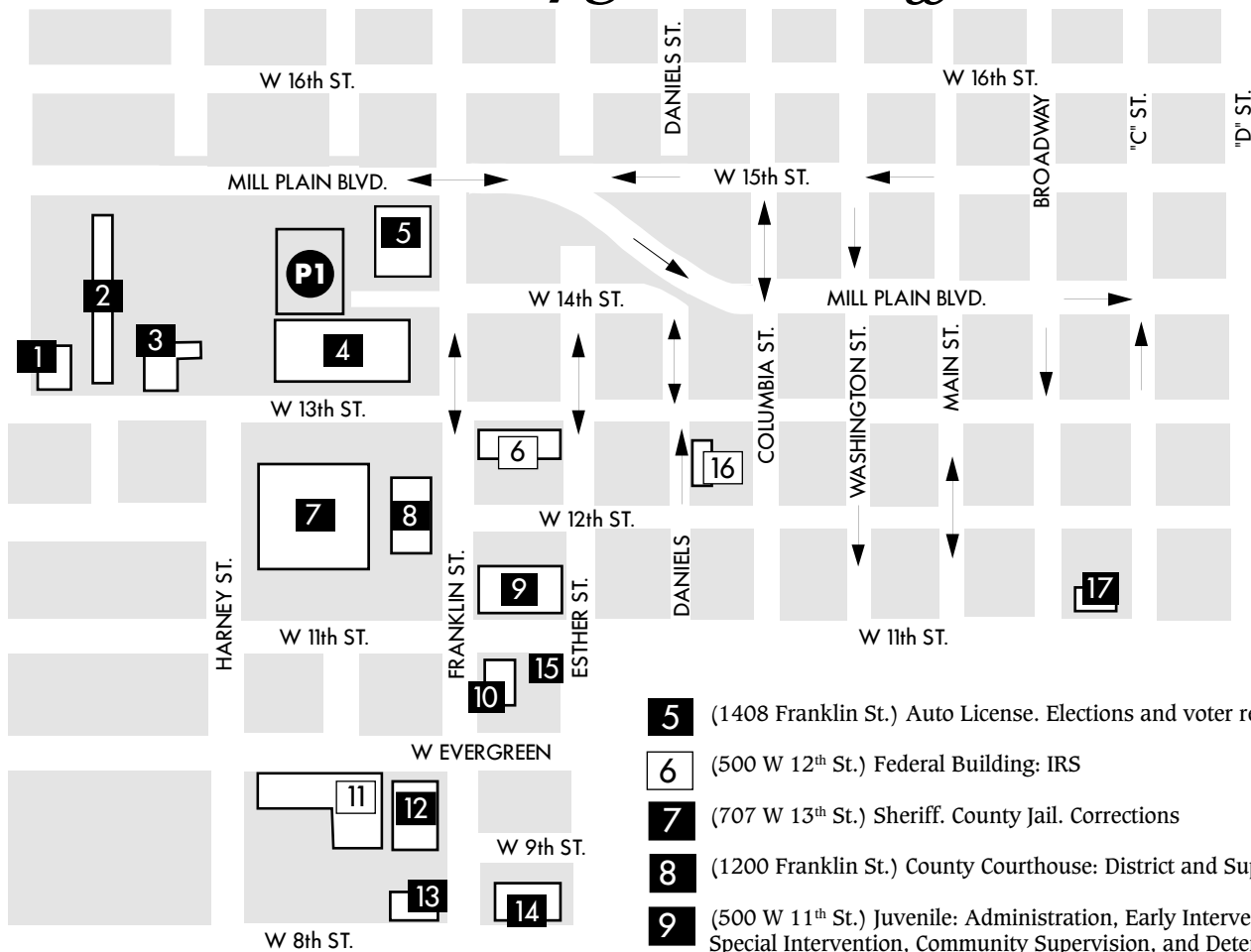
**Attachment E: VA Vancouver / County Map**



ATTACHMENT D



# Clark County *government offices*



- 1** (900 W 13<sup>th</sup> St.) 1st floor - Medical Examiner: Death Investigation Center, 2nd floor - Sheriff: Major Crimes
- 2** (816 W 13<sup>th</sup> St.) Facilities Management and Records Management
- 3** (710 W 13<sup>th</sup> St.) Clark Regional Emergency Services Agency
- 4** (1300 Franklin St.) Public Service Center  
*First floor* - Community Development Permit Center (building and planning questions). Environmental Services: Solid Waste, Clean Water and Legacy Lands.  
*Second floor* - Assessment. Geographic Information System (GIS). Treasurer. Auditor: Marriage Licenses and Recording  
*Third floor* - Community Development: Development Services, Animal Control and Code Enforcement. Community Planning. Prosecuting Attorney: Civil Division  
*Fourth floor* - Public Works: Transportation, Real Property Services, Survey, and Construction Management. Regional Transportation Council  
*Fifth floor* - Human Resources. Auditor: Administration and Financial Services. Application Services. Infrastructure Services  
*Sixth floor* - Board of Clark County Commissioners. Budget. General Services: Purchasing and Risk Management. Public Information and Outreach and Neighborhood Program

- 5** (1408 Franklin St.) Auto License. Elections and voter registration
- 6** (500 W 12<sup>th</sup> St.) Federal Building: IRS
- 7** (707 W 13<sup>th</sup> St.) Sheriff. County Jail. Corrections
- 8** (1200 Franklin St.) County Courthouse: District and Superior Courts
- 9** (500 W 11<sup>th</sup> St.) Juvenile: Administration, Early Intervention and Special Intervention, Community Supervision, and Detention.
- 10** (1013 Franklin St.) Prosecuting Attorney: Administration, Adult Diversion, Criminal, Victim Witness Program and Juvenile
- 11** (907 Harney St.) State Office: Public Assistance
- 12** (601 W Evergreen Blvd.) Superior Court: Family Law Annex (Suite 101) Arthur D. Curtis Children's Justice Center – CJC Clerk's Office: Collections Unit
- 13** (800 Franklin St.) Prosecuting Attorney: Child Support Division
- 14** (500 W 8<sup>th</sup> St., Suite 19) Board of Equalization
- 15** (1012 Esther St.) Youth House
- 16** (1211 Daniels St.) U.S. Post Office
- 17** (1101 Broadway, #120) Prosecuting Attorney: Domestic Violence Prosecution Center

County offices      Other government offices

**P1** Public Service Center parking garage - includes metered public parking spaces



## CLARK COUNTY DEPARTMENTS AND SERVICES IN DOWNTOWN VANCOUVER

*(Numerals indicate building number on the map - see reverse)*

Adult Diversion <i>Prosecuting Attorney</i>	10
Animal Control <i>Community Development (FLOOR 3)</i>	4
Assessment <i>(FLOOR 2)</i>	4
Auditor Administration and Financial Services <i>(FLOOR 5)</i>	4
Auto license <i>Auditor</i>	5
Board of Clark County Commissioners <i>(FLOOR 6)</i>	4
Board of Equalization	14
Budget <i>(FLOOR 6)</i>	4
Child Support Division <i>Prosecuting Attorney</i>	13
Civil Division <i>Prosecuting Attorney</i>	4
Clark Regional Emergency Services (CRESA)	3
Clean Water <i>Environmental Services (FLOOR 1)</i>	4
Code Enforcement <i>Community Development (FLOOR 3)</i>	4
Community Development <i>(FLOOR 3)</i>	4
Community Planning <i>(FLOOR 3)</i>	4
Community Supervision <i>Juvenile</i>	9
Construction Management <i>Public Works (FLOOR 4)</i>	4
Corrections	7
County Courthouse	8
Death Investigation Center <i>Medical Examiner</i>	1
Detention <i>Juvenile</i>	9
Development Services <i>Community Development (FLOOR 3)</i>	4
District Court	8
Domestic Violence Prosecution Center <i>Prosecuting Attorney</i>	17
Early Intervention <i>Juvenile</i>	9
Elections <i>Auditor</i>	5
Environmental Services <i>(FLOOR 1)</i>	4
Family Law Annex <i>Superior Court</i>	12
Geographic Information System <i>(FLOOR 2)</i>	4
Human Resources <i>(FLOOR 5)</i>	4
Jail (county)	7
Juvenile Administration	9
Juvenile Division <i>Prosecuting Attorney</i>	10
Legacy Lands <i>Environmental Services (FLOOR 1)</i>	4
Major Crimes <i>Sheriff</i>	1

Marriage Licenses <i>Auditor (FLOOR 2)</i>	4
Medical Examiner	1
Neighborhood Program <i>(FLOOR 6)</i>	4
Permit Center <i>Community Development (FLOOR 1)</i>	4
Public Information and Outreach <i>(FLOOR 6)</i>	4
Public Service Center	4
Public Works <i>(FLOOR 4)</i>	4
Purchasing <i>General Services (FLOOR 6)</i>	4
Real Property Services <i>Public Works (FLOOR 4)</i>	4
Recording <i>Auditor (FLOOR 2)</i>	4
Risk Management <i>General Services (FLOOR 6)</i>	4
Sheriff	7
Special Intervention <i>Juvenile</i>	9
Solid Waste <i>Environmental Services (FLOOR 1)</i>	4
Superior Court	8
Survey <i>Public Works (FLOOR 4)</i>	4
Survey counter <i>Public Works (FLOOR 1)</i>	4
Transportation <i>Public Works (FLOOR 4)</i>	4
Treasurer <i>(FLOOR 2)</i>	4
Victim Witness Program <i>Prosecuting Attorney</i>	10
Voter registration	5
Youth House	15

## OTHER GOVERNMENT OFFICES

### State and federal offices

IRS	6
Post office	16
Public Assistance (state)	11
Arthur D. Curtis Children's Justice Center (CJC)	12
Regional Transportation Council <i>(FLOOR 4)</i>	4

