



**REQUEST for PROPOSAL # 930**  
**PROFESSIONAL, TECHNICAL AND EXPERT SERVICES**

---

Clark County Washington

RELEASE DATE: WEDNESDAY, AUGUST 6, 2025

DUE DATE: WEDNESDAY, SEPTEMBER 10, 2025 by 11:00 am

Request for Proposal for:

**CONTRACT SECURITY SERVICES**

**SUBMIT:**

One (1) Original

Five (5) Complete Copies

of the Proposal to:

<b><u>Shipping Method of your Choice or Hand Delivery</u></b>	<b><u>United States Postal Service</u></b>
Clark County ATTN: Office of Purchasing 1300 Franklin Street, 6 <sup>th</sup> Floor, Suite 650 Vancouver WA 98660 564-397-2323	Clark County ATTN: Office of Purchasing PO Box 5000 Vancouver WA 98666-5000 564-397-2323

**Office Hours:** 8:00 am – 3:00 pm, Monday – Friday, except Legal Holidays.

**No electronic submissions.**

***\*\*Proposals must be delivered to the Purchasing office – No Exceptions***

***\*\*Proposals must be date and time stamped by Purchasing staff by 11:00 am on due date – No Exceptions***

***\*\*Proposal shall be sealed and clearly marked on the package cover with RFP #, Title & Company Name***

**Refer Questions to Project Manager:**

Michelle Schuster  
Director / Internal Services Department  
[Michelle.Schuster@clark.wa.gov](mailto:Michelle.Schuster@clark.wa.gov)  
564-397-4118

## General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

**MUNICIPAL RESEARCH and SERVICE CENTER** - Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract, your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or <https://mrscrosters.org/businesses/business-membership/>

**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 proposer may, at the proposer's 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.

**ACCEPTANCE or 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

## Table of Contents

### PART I PROPOSAL REQUIREMENTS

#### Section IA: General Information

1. Introduction
2. Background
3. Scope of Project
4. Project Funding
5. Title VI Statement
6. Timeline for Selection
7. Employment Verification

#### Section IB: Work Requirements

1. Required Services
2. County Performed Work
3. Deliverables and Schedule
4. Place of Performance
5. Period of Performance
6. Prevailing Wage
7. Debarred / Suspended
8. Americans with Disabilities Act (ADA) Information
9. Public Disclosure
10. Insurance/Bond
11. Plan Holders List

### PART II PROPOSAL PREPARATION AND SUBMITTAL

#### Section IIA: Pre-Submittal Meeting/Clarification

1. Pre-Submittal Meeting
2. Proposal Clarification

#### Section IIB: Proposal Submission

1. Proposals Due
2. Proposal

#### Section IIC: Proposal Content

1. Cover Sheet
2. Project Team
3. Management Approach
4. Respondent's Capabilities
5. Project Approach and Understanding
6. Proposed Cost

### PART III PROPOSAL EVALUATION & CONTRACT AWARD

#### Section IIIA: Proposal Review and Selection

1. Evaluation and Selection
2. Evaluation Criteria Scoring

#### Section IIIB: Contract Award

1. Consultant Selection
2. Contract Development
3. Award Review
4. Orientation/Kick-off Meeting

### ATTACHMENTS

- A: Proposal Cover Sheet
- B: Letter of Interest
- C: Certification Regarding Debarment, Suspension and Other Responsibility Matters Form

### EXHIBITS

- A. Map – Location of County Facilities with Contract Security.
- B. Map – Vancouver VA campus, Center for Community Health highlighted.
- C. Map – County Campus and County Building Reference.

# Request for Proposal # 930

## Contract Security Services

### Part I Proposal Requirements

Section IA	General Information
1. Introduction	<p>The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this defined need at a given price.</p> <p>This RFP will identify a service or need where no specific method has been chosen.</p> <p>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, district court facility, probations facility, community court facility, and family law annex entrance screening operations, staffing of security main control, monitoring video surveillance cameras as well as intrusion and duress alarm systems, and providing building access control and building patrols in two additional facilities as well as roving patrols to standby high profile meetings and respond to calls for assistance and conduct parking patrols around the County Campus.</p> <p>Clark County (WA) contracts with the Municipal Research and Service Center (MRSC) to maintain our Consultant, Small Works and Vendor Rosters. To be eligible to participate in this Clark County public solicitation and the resulting contract your business must be registered with the MRSC Rosters. Failure to register may result in your proposal being marked nonresponsive. Be sure to select Clark County in your application. If you have questions about the registration process, contact the MRSC Rosters at 206-436-3798 or <a href="https://mrscrosters.org/businesses/business-membership/">https://mrscrosters.org/businesses/business-membership/</a></p> <p>If your company contact details <u>are not</u> on the Plan Holder List at <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a> Attachment B, Letter of Interest must be submitted to participate in this RFP.</p> <p>Proposers shall respond to all sections to be considered.</p> <p>Clark County has made this Request for Proposal subject to Washington State statute RCW 39.34 Interlocal Cooperation Act. The proposer may opt to extend identical services and prices to qualified public agencies. Each contract is between the proposer and individual agency binding only their agency, with no liability to Clark County.</p>
2. Background	<p>The Clark County security coordinator works in partnership with the Clark County Sheriff's Office, court administrators, Clark County Internal Services, 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 and the Community Court facility located in Vancouver, Washington. In close coordination with the Sheriff's Office, the selected service provider is part of a multilayered approach to security by providing qualified, trained uniformed security officers to enhance the capabilities of enforcement deputies, corrections officers and building staff. Communication, cooperation and coordination is key to keeping those working and visiting Clark County facilities and the County Campus safe.</p>
3. Scope of Project	<p>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, answer requests for assistance, monitor security systems, cameras and alarms, standby courtrooms and other offices upon request, provide public building entrance security, conduct roving patrols, and assist with parking enforcement in County lots on the</p>

# Request for Proposal # 930

## Contract Security Services

	County Campus. Officers may perform limited escorts of citizens and employees 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. Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.																
5. Title VI Statement	<p><b><u>Title VI Statement</u></b></p> <p>Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.</p> <p>El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.</p>																
6. Timeline for Selection	<p>The following dates are the <b><u>intended</u></b> timeline:</p> <table border="1"> <tr> <td>Pre-submittal Meeting, <b>**Mandatory**</b></td><td>August 15, 2025</td></tr> <tr> <td>Deadline for Questions and Answers</td><td>August 22, 2025</td></tr> <tr> <td>Final date for Addendum, if needed</td><td>August 29, 2025</td></tr> <tr> <td>Proposals Dues</td><td>September 10, 2025</td></tr> <tr> <td>Proposal Review/Evaluation Period</td><td>September 11 – 22, 2025</td></tr> <tr> <td>Selection Committee Recommendation</td><td>September 23, 2025</td></tr> <tr> <td>Contract Negotiation/Execution</td><td>September 24, 2025 – October 10, 2025</td></tr> <tr> <td>Contract Intended to Begin</td><td>January 1, 2025</td></tr> </table>	Pre-submittal Meeting, <b>**Mandatory**</b>	August 15, 2025	Deadline for Questions and Answers	August 22, 2025	Final date for Addendum, if needed	August 29, 2025	Proposals Dues	September 10, 2025	Proposal Review/Evaluation Period	September 11 – 22, 2025	Selection Committee Recommendation	September 23, 2025	Contract Negotiation/Execution	September 24, 2025 – October 10, 2025	Contract Intended to Begin	January 1, 2025
Pre-submittal Meeting, <b>**Mandatory**</b>	August 15, 2025																
Deadline for Questions and Answers	August 22, 2025																
Final date for Addendum, if needed	August 29, 2025																
Proposals Dues	September 10, 2025																
Proposal Review/Evaluation Period	September 11 – 22, 2025																
Selection Committee Recommendation	September 23, 2025																
Contract Negotiation/Execution	September 24, 2025 – October 10, 2025																
Contract Intended to Begin	January 1, 2025																
7. Employment Verification	<p>The Proposer, if awarded the Contract, shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program before execution of the Contract. The Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Agreement are eligible to work in the United States. The Contractor shall provide verification of compliance upon County request. Failure by Contractor to comply with this subsection shall be considered a material breach.</p> <p>(Sole Proprietors must submit a letter stating such.)</p>																

# Request for Proposal # 930

## Contract Security Services

Section IB	Work Requirements
1. Required Services	<p>The Contractor will provide all management, supervision, training, 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.</p> <p><b><u>Licensing Requirements</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2) Contractor shall be a Licensed Private Security Company as defined under the laws of the State of Washington.</li> </ol> <p><b><u>Security Officer Background Investigations and Pre-Employment Screening Requirements</u></b></p> <ol style="list-style-type: none"> <li>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:               <ol style="list-style-type: none"> <li>a) Must be a minimum of twenty-one (21) years of age.</li> <li>b) Verification of employment eligibility through the E-Verify system.</li> <li>c) Criminal records check.</li> <li>d) Drug screen.</li> <li>e) Employment history verification.</li> <li>f) Education history verification.</li> <li>g) Personal reference check.</li> </ol> </li> <li>2) Contractor shall ensure security officers assigned to the Clark County contract meet or exceed the following minimum background investigation requirements:               <ol style="list-style-type: none"> <li>a) No felony convictions or pending charges.</li> <li>b) No misdemeanor or gross misdemeanor convictions involving violence, domestic violence, honesty, or controlled substances.</li> <li>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.</li> <li>d) No mental disorders that would cause the person to be a danger to themselves or others.</li> <li>e) A prior work history to verify that the employee had not been terminated by an employer for just cause.</li> <li>f) The County will determine whether the candidate's background is acceptable based upon the severity, frequency and when past crime(s) took place.</li> </ol> </li> <li>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.</li> </ol>

# Request for Proposal # 930

## Contract Security Services

- 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.
  - f) Security Officer is able and willing to insert themselves into tense situations.
- 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. A copy of said materials shall be provided to the county security coordinator.
- 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. A copy of said materials shall be provided to the county security coordinator.
- 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.

# Request for Proposal # 930

## Contract Security Services

- 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. Instructors for these mutually beneficial trainings will be determined based on subject matter expertise.
  - 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.
- (9) At least once per year provide training on procedural justice, implicit bias, or verbal de-escalation techniques.

### **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 and Clark County Jail Services.
- 2) Contractor is responsible to ensure uniforms are well maintained and worn/damaged 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, the district court courthouse, juvenile justice center, family law annex, and the probations office using x-ray detection equipment, walk-through metal detectors and handheld metal detectors as well as screening operations at the community court facility using a handheld metal detector. Except for the community court facility, the discovery of weapons and prohibited items are reported to Sheriff's Deputies assigned to the Campus Unit.



# Request for Proposal # 930

## Contract Security Services

	<ul style="list-style-type: none"><li>b) Courthouse entrance screeners in facilities with firearms lockers maintain a firearms log and accountability system for firearms stored in county provided lockers.</li><li>c) Courthouse entrance screeners, screen law enforcement officers (LEO) entering the courthouse and maintain the LEO monthly log.</li></ul> <p>2) Systems Monitoring:</p> <ul style="list-style-type: none"><li>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 primary monitoring system in the courts, supplemented by the Verkada camera system. The Verkada system is the exterior camera system.</li></ul> <p>3) Security Main Control:</p> <ul style="list-style-type: none"><li>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.</li></ul> <p>4) Public Building Entrance Security Operations</p> <ul style="list-style-type: none"><li>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 treatment interact with County and Tenant departments specializing in these areas. A major Tenant in the building is the Veterans Administration and Lifeline Connections. At CCH Security Officers may receive calls for assistance from employees and Tenant employees and will coordinate as needed with Veterans Administration Police, Vancouver Police, and Clark County Sheriff.</li></ul> <p>5) Foot Security Patrols:</p> <ul style="list-style-type: none"><li>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.</li><li>b) Foot Security Patrols (Rovers) patrol in and out of courtrooms, check locked doors and secure areas on their rounds throughout their shift, and conduct a final round of the entire facility they are assigned to, after the facility closes, to ensure all visitors have left the facility and the facility is locked and secure before they depart.</li><li>c) Foot Security Patrol (Rovers) are the primary responders to requests for assistance, security standbys in meetings and courtrooms, and incidents/emergencies in coordination with the control room, the onsite security Supervisor and Sheriff Deputies.</li></ul> <p>6) Incident/Emergency Response</p> <ul style="list-style-type: none"><li>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, drug overdose, elevator entrapments, extreme weather events, earthquakes, terrorist actions, civil disobedience, protests, and both partial and full building evacuations and drills.</li></ul>
--	---

# Request for Proposal # 930

## Contract Security Services

- 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 (onsite supervisor) responsible for leading, training and supervising contractor's employees and security operations. The onsite supervisor serves as the primary point of contact for the County security coordinator and Sheriff's Deputies. The onsite Supervisor shall have demonstrated experience and capability 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. The contractor shall provide 24-hour contact numbers to the county security coordinator.
  - 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 is unavailable due to illness, vacation, or other reason, including required training, the Contractor will notify and assign another individual to that function who fully meets the requirements as set forth in this RFP and will immediately notify the county security coordinator and provide updated contact numbers and information.
  - d) The Contract onsite Supervisor shall represent the Contractor in handling complaints.
- 3) Contractor's onsite Supervisor is required to attend Clark County Courthouse Security meetings, County Safety Committee meeting and other meetings as deemed necessary by the County security coordinator.
- 4) The Contract onsite Supervisor provides required reports and an update on the contract security program and operations monthly or as directed by the County security coordinator.
- 5) 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's Campus Unit. The staffing schedule shall comply with budgetary requirements as communicated to the contractor by the County security coordinator.
- 6) Contractor's onsite Supervisor shall meet with the County security coordinator weekly to review contract security operations, systems operation, projects, performance, metrics, accounting and other issues as required. Monthly, the meeting will include Campus Unit Deputies and other county employees who oversee various aspects of the County security program.
- 7) Contractor's onsite Supervisor/Manager shall keep the County security coordinator

## Request for Proposal # 930

### Contract Security Services

informed of all changes in contract security personnel including new hires to be assigned to the contract as well as departures of normally assigned personnel. The County security coordinator shall be immediately notified of any departures or other circumstances that result in the persons access card being missing or not turned in, so the card can be immediately deactivated.

#### **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 via officer written reports, and the use of the control room and post logs to document incidents, response and resolution.
- 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. Post orders shall cover each specific security position, noting any peculiarities of the post. 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 employees 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.
- 5) Contract staff assigned to the security control room as well as the onsite supervisor shall be required to obtain a county email account and will be given access accounts to the various camera systems in and around county facilities and the campus. Contract staff allowed access to the county network and camera systems shall complete all required paperwork and agree to participate in county multi-factor authentication protocols.

#### **General Hours of Operation - Posts and Hours of Operation**

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

# Request for Proposal # 930

## Contract Security Services

<b>Contract Security Posts Hours of Operation</b>					
<b>Location</b>	<b>Positions</b>	<b>Overview</b>	<b># of Officers</b>	<b>Schedule</b>	<b>Normal Hours</b>
Public Service Center	Entrance Security	PSC Front Desk	1	M-F	6:30a -5:30p
	Rover	PSC/1408/Parkg Garage	1	M-F	7:30 - 4:30p
	Entrance Screening	Probations Office	1	M-F	6:30a -4:30p
Center for Community Health	Entrance Security	CCH Front Desk	1	M-F	6:45a -7:30p
	Rover	Building & Parking Lots	1	M-F	8:00a -4:00p
Juvenile Courts/Admin	Entrance Screening	Juvenile Admin Entrance	1	M-F	6:45a -5:15p
	Rover	Building & Grounds & Lot	1	M-F	7:45a -5:15p
Clark Co. Courthouse	Entrance Screening (west)	Courthouse West Entrance	1	M-F	6:45a -5:30p
	Rover (west)	Building/Grounds & Lots	1	M-F	7:00a -5:30p
	Entrance Screening (east)	Courthouse East Entrance	1	M-F	6:45 - 5:30p
	Rover (east)	Building /Grounds & Lots	1	M-F	7:00a -5:30p
	Control Room Watch	Security Control Room	1	M-F	6:00a -5:45p
	Onsite Supervisor	Security Control Room	1	M-F	7:00 - 3:00p
District Court Courthouse *NOTE- 1	Entrance Screening	District Court Entrance	1	M-F	6:45a -5:15p
	Rovers	Building/Grounds & Lots	2	M-F	7:00a -5:30p
Community Court	Entrance Screening	Community Court Entrance	1	Friday Only	9:00a -5:00p
Family Law Annex *NOTE – 3, Estimate 1 Jan thru 30 June 2026	Entrance Screening	FLA Entrance	1	M-F	6:45a -5:15p
	Rover	Building & Grounds & Lot	1	M-F	7:45a -5:15p
After-Hours Meetings (PSC)	Entrance Security	PSC Entrance	1	Various	</= 30hr Mo.
Patrol Round @ New District Court Courthouse while Under Construction *NOTE-2	Patrol Round (1 per day)		1	M-F	

# Request for Proposal # 930

## Contract Security Services

\*Note-1 The District Court Courthouse is currently under construction and scheduled to open in January 2026. As with any construction project, exact opening date in 2026 could change due to delays, etc. The County will keep the contractor informed of any changes in the opening date and security requirements. The requirements in the Post Hours of Operation table above are for the building being open.

\*Note-2 In the event the District Court Courthouse is not open at the start of the contract, the county will require a single patrol round of the District Court Courthouse building which includes an interior and exterior round, Monday through Friday, until the building opens. Once the building is open, Patrol Round services will no longer be needed. The county will keep the contractor informed as construction progresses and requirements change.

\*Note-3 The security posts at the Family Law Annex will no longer be necessary once the Annex is vacated at some point in 2026, as those operations move into the main courthouse. Currently the county is estimating that transition to be complete on or around June 30, 2026, however this date is subject to change. The county will keep the contractor informed of any changes to the schedule for vacating the Family Law Annex.

2) Except in an emergency, if services are required earlier than the Security Posts and Hours of Operation schedule, 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 County will make every effort to notify the Contractor as soon as possible, with a goal of not less than two hours before normal post ending time as stipulated in the Overtime section of the RFP.

- a) The two-hour notification goal does not apply to court proceedings extended by the courts. The courts will make every effort to notify the onsite security supervisor as soon as possible when a court extends beyond normal post operation ending time. Courts will work with the onsite security supervisor to determine what security posts need to remain beyond normal time.

### **Overtime**

1) It is expected that all hours associated with the Security Posts and Hours of Operation schedules as listed in the table above will be billed at the straight time rate, except for Public Service Center after hours meetings (if they exceeds 30 hours per month) and court proceedings extended beyond the normal hours of operations.

- a) Public Service Center after hours meetings overtime charges (those beyond 30 hours per month) will not begin before the standard time the normal shift ends in the facility, which is normally 5:30 pm.
- b) Court proceedings extended beyond the normal hours of operation overtime charges will not begin before the standard time shift ends in each facility, which is normally 5:30 pm.

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 as soon as possible with a goal of at least two hours before the scheduled completion of the Contract Staff regular shift for County operations and as soon as possible for extension of court proceedings.

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

# Request for Proposal # 930

## Contract Security Services

	<p>Staff.</p> <p>b) All hours associated with county authorized overtime charges shall be documented separately from normal charges in contractor invoices and supporting paperwork so they may be easily identified and tracked by the county.</p>
2. County Performed Work	<p>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 the County Campus.</p> <p>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.</p> <p>The County will furnish x-ray machines, magnetometers, handheld metal detectors, video monitoring equipment and radios. In the case of radios the County 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.</p> <p>The County provides a county email account to the persons assigned to the security control room as well as the onsite supervisor.</p>
3. Deliverables & Schedule	<p>This is a suggested schedule and is subject to change:</p> <p>Beginning January 1, 2026, 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.</p> <p>Beginning January 1, 2026, 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, Family Law Annex, and the main entrance to the District Court Facility, as well as the entrance to the District Court Probation space in the Public Service Center and the entrance to the Community Court facility, meeting or exceeding the performance standards set forth in this RFP.</p> <p>NOTE- Contract security needs at the Family Law Annex are required until those court operations are moved into the main courthouse. That transition is currently anticipated to be completed on or before June 30, 2026. This date is subject to change based on the needs of the County. The county security coordinator shall keep the contractor informed as the transition progresses.</p> <p>Beginning January 1, 2026, 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.</p> <p>Beginning January 1, 2026, 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. There is no requirement for a rover at the Community Court.</p>

# Request for Proposal # 930

## Contract Security Services

	<p>Beginning January 1, 2026, 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.</p> <p>Beginning January 1, 2026, 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.</p>
4. Place of Performance	<p>Clark County Courthouse and Parking Facilities – 1200 Franklin St.</p> <ul style="list-style-type: none"> <li>• Courthouse security operations, roving foot patrol, staff Main Control, systems monitoring, incident/emergency response, on site supervisor/manager.</li> </ul> <p>District Court Facility and Parking – 210 E 13<sup>th</sup> St.</p> <ul style="list-style-type: none"> <li>• Courthouse security operations, roving foot patrol, incident/emergency response.</li> </ul> <p>Juvenile Justice Center and Parking – 500 W. 11<sup>th</sup> St.</p> <ul style="list-style-type: none"> <li>• Courthouse security operations, roving foot patrol, incident/emergency response.</li> </ul> <p>Community Court Facility – 5107 E. Fourth Plain Blvd. #107.</p> <ul style="list-style-type: none"> <li>• Security entrance screening operations, incident/emergency response.</li> </ul> <p>Family Law Annex and Parking – 601 W. Evergreen Blvd.</p> <ul style="list-style-type: none"> <li>• Courthouse security operations, roving foot patrol, incident/emergency response.</li> </ul> <p>Public Service Center and Parking Facilities – 1300 Franklin St.</p> <ul style="list-style-type: none"> <li>• Building entrance security operations, roving foot patrol, security entrance screening services for probation office, incident/emergency response.</li> </ul> <p>Center for Community Health and Parking – 1601 E. 4<sup>th</sup> Plain Blvd.</p> <ul style="list-style-type: none"> <li>• Building entrance security operations, roving foot patrol, incident/emergency response.</li> </ul> <p>County Campus, County Parking Facilities, Clark County Elections Facilities, and various County Facilities on Campus</p> <ul style="list-style-type: none"> <li>• Roving foot patrol, incident/emergency response.</li> <li>• Building entrance security operations.</li> </ul>
5. Period of Performance	<p>A contract awarded as a result of this RFP will be for one (1) year and is intended to begin on January 1, 2026 and end December 31, 2026.</p> <p>Total contract value including extensions will be determined by evaluating funds requested in the selected proposal(s) and approved funding.</p> <p>Clark County reserves the right to extend the contract resulting from this RFP for a period of nine (9) additional years, in three (3) year increments, with the same terms and conditions, with the exception of cost, by service of a written notice of its intention to do so prior to the contract termination date. Cost for additional option year(s) shall be reviewed prior to extension of the contract.</p> <p>The county also reserves the right to terminate the contract, with thirty (30) days written notice, at any time if the requirements of the contract are not being met satisfactorily, solely in the county's judgment.</p>

# Request for Proposal # 930

## Contract Security Services

<p>6. Prevailing Wage Applicable to all public work as defined in RCW 39.04.010(4) Public Works Definition</p>	<p>Pursuant to Washington State RCW 39.12 PREVAILING WAGES ON PUBLIC WORKS all work identified in this project as a public work requires the contractor to pay Washington State prevailing wages and file all affidavits of intent to pay with the WA State Dept of Labor &amp; Industries.</p> <p>Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350 BIDDER RESPONSIBILITY CRITERIA – SWORN STATMENT – SUPPLEMENTAL CRITERIA.</p> <p>For this project select the Clark County rates that apply on the proposal closing date from either of these sites:</p> <p><a href="http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm">http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm</a>  <a href="http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates">http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates</a></p> <p>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 &amp; I Number 700-29) approved by the Washington State Department of Labor and Industries.</p> <p>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 proposed items of this contract.</p>
<p>7. Debarred/Suspended</p>	<p>Federally or Washington State debarred or suspended suppliers may not participate in this Request for Proposal.</p> <p>All proposers must fill out, sign and submit the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters" form with their proposal to be eligible to participate.</p>
<p>8. Americans with Disabilities Act (ADA) Information</p>	<p>Clark County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing <a href="mailto:ADA@clark.wa.gov">ADA@clark.wa.gov</a> or by calling 564-397-2322.</p>
<p>9. Public Disclosure</p>	<p>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.</p> <p>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". The County will notify the Respondent or Proposer in writing of the request and allow the Respondent or 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.</p>



# Request for Proposal # 930

## Contract Security Services

10. Insurance/Bond	<p><b><u>A. Waiver of Subrogation</u></b> 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 subrogation prior to a loss. Contractor hereby waives its own right of subrogation against County and shall require similar written express waivers and insurance clauses from each of its subcontractors.</p> <p><b><u>B. Proof of Insurance</u></b> 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 to the County. It is the Proposers responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.</p> <p><b><u>C. Worker's Compensation</u></b> As required by the industrial insurance laws of the State of Washington.</p> <p><b><u>D. Automobile</u></b> 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 \$1,000,000 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.</p> <p><b><u>E. Commercial General Liability (CGL) Insurance</u></b> 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 \$2,000,000. This policy must 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 \$50,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Clark County needs to be listed as additional insured.</p> <p><b><u>F. Professional Liability (aka Errors and Omissions)</u></b> The Proposer shall obtain, at Proposers 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 \$1,000,000 per occurrence / \$3,000,000 annual aggregate. The deductible will not be more than \$25,000 unless prior arrangements are made with Clark County on a case-by-case basis; the criterion is the Proposers liquidity and ability to pay from its own resources. 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.</p> <p><b><u>G. Umbrella Liability Coverage</u></b> Umbrella Coverage in the amount of \$4,000,000 shall be provided and will apply over all liability policies without exception, including Commercial General Liability and Automobile Liability.</p>
--------------------	--

**Request for Proposal # 930**  
**Contract Security Services**

	<p><b>H. <u>Additional Insured</u></b></p> <p>Clark County, its officers, employees and agents, will be named on all policies of contractor and any subcontractors as an additional insured, with no restrictions or limitations concerning products and completed operations. This coverage shall be primary coverage and noncontributory to any coverage maintained by Clark County. The contractor shall provide Clark County with verification of insurance and endorsements required by this agreement. Clark County reserves the right to require complete, certified copies of all required insurance policies at any time. All insurance shall be obtained from an insurance company authorized to do business in the State of Washington.</p> <p>All policies must have a Best's Rating of A-VII or better.</p>
11. Plan Holders List	<p>All proposers are required to be listed on the plan holders list.</p> <p>✓ Prior to submission of proposal, confirm your organization is on the Plan Holders List below:</p> <p>To view the Plan Holders List, click on the link below or copy and paste into your browser. Clark County RFP site: <a href="https://clark.wa.gov/internal-services/purchasing-overview">https://clark.wa.gov/internal-services/purchasing-overview</a></p> <ul style="list-style-type: none"><li>• If your organization is NOT listed, submit Attachment B - Letter of Interest to ensure your inclusion.</li><li>• Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.</li></ul>

**Request for Proposal # 930**  
**Contract Security Services**

**Part II      Proposal Preparation and Submittal**

Section IIA	Pre-Submittal Meeting / Clarification
1. Pre-Submittal Meeting	<ul style="list-style-type: none"><li>• <b>Mandatory</b> Pre-Submittal Meeting will be held at the Clark County Public Service Center located at 1300 Franklin St. Vancouver, Washington. The meeting date is Friday, August 15, 2025 from 10:00 AM – 1:00 PM.</li><li>• The meeting will be held in the Training Room, room #679, located on the sixth floor of the Public Service Center. The majority of the meeting will be comprised of a tour of the Public Service Center, Probation Office, Courthouse, Juvenile Justice Center, District Court Facility, 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, and the Community Court facility located at 5107 E. Fourth Plain Blvd. #107, Vancouver, Washington.</li><li>• <b>Proposals will only be accepted by the agencies that have attended this mandatory meeting.</b></li><li>• Due to the number of plan holders and restrictions on group sizes, the County is limiting each Vendor to no more than three attendees at the meeting.</li><li>• Attendees will be screened prior to entering the Courthouse, Probation, Family Law Annex, and the Juvenile Justice Center. No weapons of any kind are allowed.</li></ul>
2. Proposal Clarification	<p>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.</p> <p>The deadline for submitting such questions/clarifications is August 22, 2025 by 3:00 pm.</p> <p>An addendum will be issued no later than August 29, 2025 to all recorded holders of the RFP if a substantive clarification is in order.</p> <p>The Questions &amp; Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.</p> <p>Clark County RFP site: <a href="https://clark.wa.gov/internal-services/request-proposal-1">https://clark.wa.gov/internal-services/request-proposal-1</a></p>
Section IIB	Proposal Submission
1. Proposals Due	<p>Sealed proposals must be received no later than the date, time and location specified on the cover of this document.</p> <p><b>The outside of the envelope/package shall clearly identify:</b></p> <ul style="list-style-type: none"><li><b>1. RFP Number and;</b></li><li><b>2. TITLE and;</b></li><li><b>3. Name and Address of the Proposer.</b></li></ul> <p>Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.</p>

## Request for Proposal # 930

### Contract Security Services

	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	<p>Proposals must be clear, succinct and not exceed twenty-five (25) pages, <u>excluding</u> resumes, coversheet and debarment form. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered</p> <p>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 <u>readily recyclable</u>.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Additional support documents, such as sales brochures, may be included with each copy unless otherwise specified.</p>
<b>Section IIC</b>	<b>Proposal Content</b>
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.
3. Management Approach	Demonstrate how the management structure will be flexible and responsive to meeting task requirements. The provider should demonstrate how flexibility shall be maintained in making work assignments 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 products such as activity reports, work schedules, training reports and documentation of security staff licensing and training.

## Request for Proposal # 930

### Contract Security Services

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 staffing including positions and hours for the project and that summary is complete and reasonable.
6. Proposed Cost	Provide complete pricing. Include multiple lines that <b>detail</b> hourly rates, expenses, overhead and administrative costs.

**Request for Proposal # 930**  
**Contract Security Services**

**Part III Proposal Evaluation & Contract Award**

Section IIIA	Proposal Review and Selection												
1. Evaluation and Selection:	<p>Proposals received in response to this RFP will be evaluated by a Review Committee. Depending on your funding requirements the Committee review results and recommendations may require presentation to an appropriate advisory board prior to the consent process with the Clark County Council.</p>												
2. Evaluation Criteria Scoring	<p>Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.</p> <p><b>A one hundred (100) point system will be used, weighted against the following criteria:</b></p> <table border="1" data-bbox="402 716 1421 1121"> <tr> <td>Proposal Approach / Quality</td><td>20</td></tr> <tr> <td>Demonstrated Ability to Perform the Services Requested in the RFP</td><td>20</td></tr> <tr> <td>Qualifications / Experience / Work History – in Physical Security / Court Operations</td><td>20</td></tr> <tr> <td>Flexibility</td><td>20</td></tr> <tr> <td>Cost – Reasonableness of Proposed Cost Versus Services Provided</td><td>20</td></tr> <tr> <td>Total Points</td><td>100</td></tr> </table>	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
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	<p>The County will determine the most qualified proposer based on the evaluation criteria listed using predetermined weights, the attributes of the Proposers and the overall responsiveness of the Proposal. If the County does not reach a favorable agreement with the top Proposer, the County shall terminate negotiations and begin negotiations with the next qualified Proposer. If the County is unable to reach agreeable terms with either Proposer, they may opt to void the RFP and determine next steps.</p> <p>Clark County reserves the right to accept or reject any or all proposals received, 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. Clark County reserves the right to award the contract based on the best interests of the County.</p>												
2. Contract Development	<p>The proposal and all responses provided by the successful Proposer may become a part of the final contract.</p> <p>The form of contract shall be the County's Contract for Professional Services.</p>												

**Request for Proposal # 930**  
**Contract Security Services**

3. Award Review	The public may view Request for Proposal documents by submitting a public records request at <a href="#">Public Records   Clark County</a>
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 10, 2025, in time to have a contract ready for submission to Council office for review in October 2025 and Council authorization/approval at a November 2025 Council Hearing.

Request for Proposal # 930  
Contract Security Services

Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm	
Street Address	
City   State   Zip Code	
Contact Person   Title	
Phone	
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 do so, shall render the proposer non-responsive and therefore be rejected.***

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 # 930**  
**Contract Security Services**

**Attachment B: LETTER OF INTEREST**

<b>Legal Name of Proposing Firm</b>	
<b>Street Address</b>	
<b>City   State   Zip Code</b>	
<b>Contact Person   Title</b>	
<b>Phone</b>	
<b>Program Location (if different than above)</b>	
<b>Email Address</b>	

- 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 [Misty.Davis@clark.wa.gov](mailto:Misty.Davis@clark.wa.gov)

Clark County web link: <https://clark.wa.gov/internal-services/request-proposal-1>

**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 # 930**  
**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, State or local 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.

\_\_\_\_\_  
Company Name

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

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

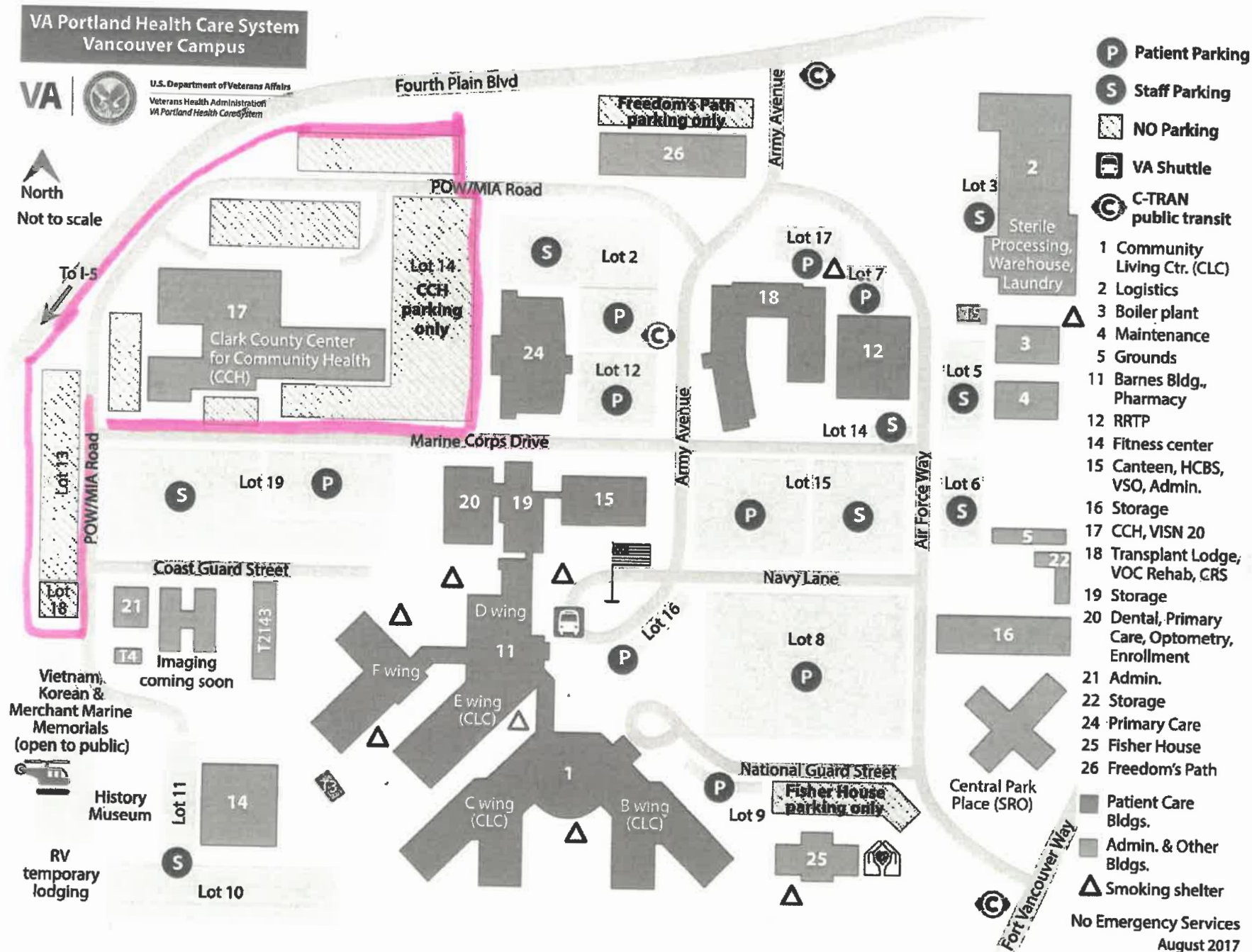
\_\_\_\_\_  
Date

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

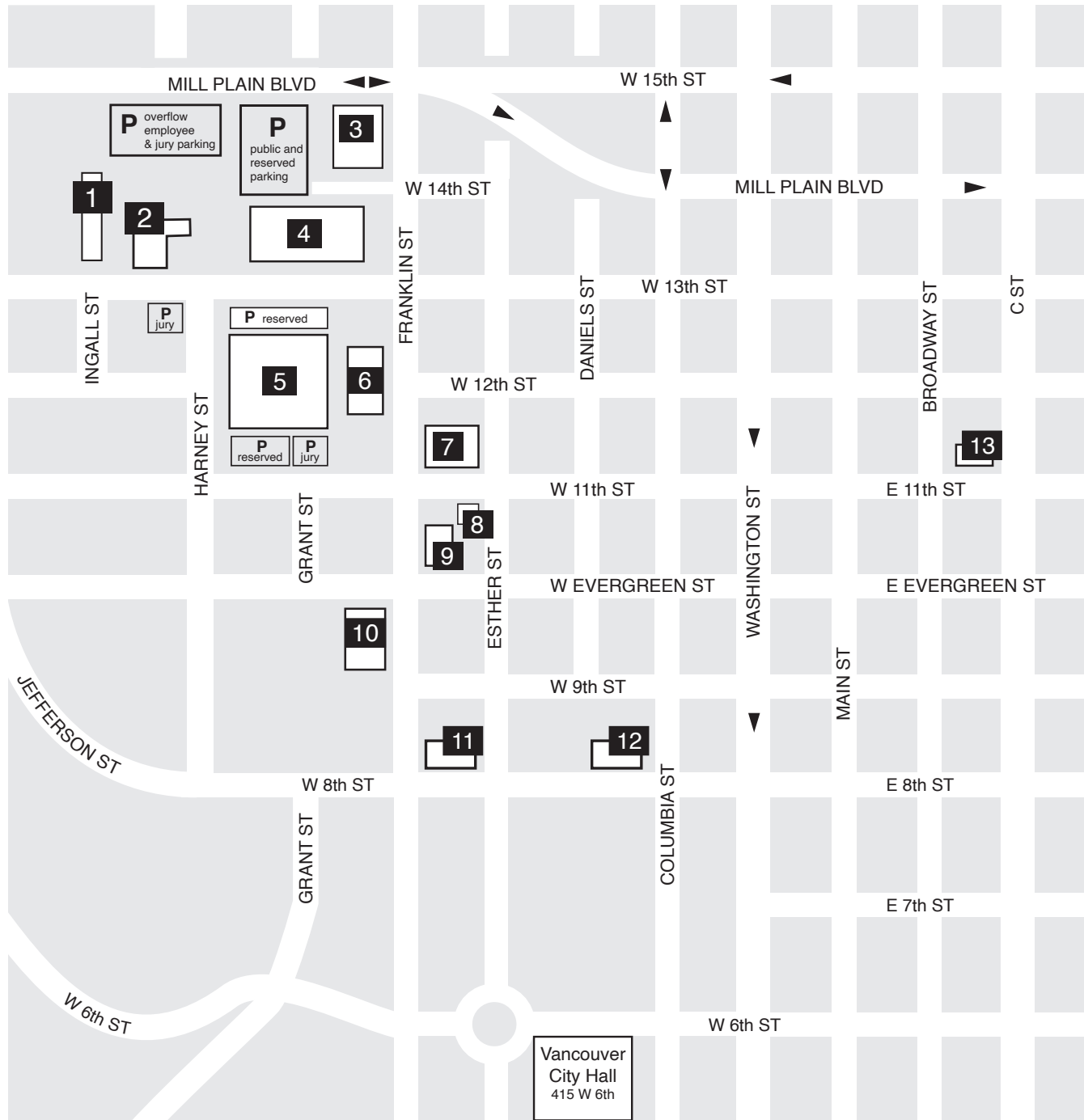




**EXHIBIT # B**



## EXHIBIT C



## CLARK COUNTY DOWNTOWN CAMPUS

- 1** **Facilities & Records Management**  
816 W 13th Street
- 2** **Clark Regional Emergency Services Agency**  
710 W 13th Street
- 3** **Elections, Voter Registration**  
1408 Franklin Street
- 4** **Public Service Center**  
1300 Franklin Street
- 5** **Jail, Jail Services Administration, Sheriff's Office**  
707 W 13th Street
- 6** **Courthouse**  
1200 Franklin Street
- 7** **Robert L. Harris Juvenile Justice Center**  
500 W 11th Street
- 8** **Youth House**  
1012 Esther Street
- 9** **Prosecuting Attorney**  
1013 Franklin Street | *Administration, Adult Diversion, Criminal Division, Victim Witness Program, Juvenile*  
1300 Franklin Street | *Civil*
- 11** 800 Franklin Street | *Child Support Division*
- 13** 1101 Broadway Street • Suite 120 | *Domestic Violence Prosecution Center*
- 10** **Family Law Annex**  
**Arthur D. Curtis Children's Justice Center**  
601 W Evergreen Boulevard
- 12** **Animal Protection & Control**  
**Code Enforcement**  
**Fire Marshal**  
500 W 8th Street, Suite 100