

REQUEST FOR QUOTES FOR UNARMED SECURITY GUARD SERVICES CUYAHOGA COUNTY BOARD OF HEALTH

BACKGROUND

The Cuyahoga County Board of Health (Board) seeks a qualified Contractor to provide security services at its facility located at 5550 Venture Drive, Parma, Ohio 44130. Required security services are for an unarmed, uniformed guard during operational periods when public meetings are scheduled, as well as, periods outside of normal business hours when meetings or events are scheduled to occur on site. Our goal is to provide a safe and inviting environment for our visitors and employees.

DURATION OF SERVICES

The contract period for stated services will last from January 1, 2017 through December 31, 2018, with an additional one year option to renew, by the Board.

GENERAL REQUIREMENTS

1. The successful Contractor will comply with all Federal and State requirements concerning fair employment practices regarding the treatment of all employees without regard to race, religion, age, sex, national origin or physical handicap.
2. The successful Contractor will conduct background checks on all employees in direct service positions under the agreement in accordance with applicable requirements so as to not knowingly employ staff who have been convicted or plead guilty to any of the crimes specified in ORC §3319.39(B) or other section of the ORC applicable to the agency.
3. The successful Contractor will show evidence of insurance coverage commonly known as or similar in kind to:
 - a. General Liability: \$1,000,000 per person, \$2,000,000 per accident
 - b. Property Damage Liability: \$50,000, per accident, \$100,000, per aggregate
 - c. Comprehensive Automobile Liability: \$250,000, per person, \$500,000, per accident
4. The successful Contractor will show evidence of proper worker's compensation coverage upon request of the Board.
5. The successful Contractor will be required to enter into a Business Associates Agreement (BAA) to protect the confidentiality of clients of the Board's Protected Health Information (PHI).

SCOPE OF SERVICES

The successful Contractor will demonstrate understanding of, and compliance with, all specifications set forth in this scope of services. The hourly rates submerged within the quote of the successful Contractor will be all inclusive with regard to the requirements of the specifications.

A. Guard Alertness

Guard personnel on duty shall remain awake at all times and shall be alert to any unusual noises, odors or smoke which may be indicative of a fire or some untoward incident occurring on Board property.

B. Incident Reporting

The guard on duty shall be responsible for notifying the appropriate agency (fire, police, paramedics) when an incident occurs. Additionally, the guard will immediately notify Administration and complete an incident report detailing the circumstances surrounding the incident. Incident reports will be submitted to the Executive Assistant. Reports shall include any actions taken regarding (1) any visitor incidents; (2) any unusual activity; and (3) any Safety-Hazard Discovery and actions taken.

C. Rounds

Guards will make rounds at the conclusion of the shift for meetings and/or events that occur outside of normal business hours to ensure all employees and guests have vacated the premise and that the building is secure.

D. Visitors

Guards will direct visitors to the appropriate reception area dependent on the nature of their visit. There are two (2) reception areas; general reception and clinic reception.

E. Image

Security officers represent the Board to the public. It is, therefore, essential that they project a neat, well-groomed appearance at all times. Uniforms must be clean and pressed, shoes polished and hair neatly groomed.

F. Use of Force

Security personnel may occasionally find it necessary to resort to the use of force in the performance of their duties. It should be clearly understood that force may be used only when all other measures have failed, and then only the minimum force necessary to accomplish the objective may be used.

G. Facility Knowledge

Security Personnel must be thoroughly familiar with the following at all sites:

1. Emergency turn offs:
 - a. Water
 - b. Gas
 - c. Electrical
 - d. Fire Alarm
2. Fire alarm pull stations
3. Fire exit locations
4. Fire extinguisher and fire standpipes
5. Alarm system
6. Disaster Manual
7. Emergency Telephone Numbers

H. Staffing Schedule

Contractor shall provide on-site security services for the following routine meetings and/or events at Cuyahoga County Board of Health located at 5550 Venture Drive, Parma, OH 44130 throughout the terms of any subsequent executed agreement. In addition to these services, the Contractor shall provide on-site security services for any meetings and/or events scheduled to occur at the Board outside of normal business hours or that otherwise necessitate that security be present. The Board shall maintain the right to approve any person assigned to this contract by Contractor; and shall also have the right to demand replacement of any persons determined to be unacceptable to the Board.

Description	Day	Hours
Monthly Board Meeting	4 th Wednesday of every month	9:00 a.m – 12:00 p.m.
Monthly Immunization Clinic	varies – twice per month	4:30 p.m. – 7:30 p.m.
Weekly Family Planning Clinic	every Tuesday	4:30 p.m. – 6:30 p.m.
Employee Yoga Classes	every Wednesday	4:30 p.m. – 6:30 p.m.

QUOTE INFORMATION

The following information should be included in the quote provided:

1. Hourly Rate for unarmed, uniformed security guard services
2. Holiday Schedule and Hourly Rate that applies to Holidays, if applicable
3. Minimum Hours requirements for security services, if applicable
4. Scheduling requirements for the Board to complete monthly schedules and request additional security services when necessary (i.e. number of days' notice, requirements and instructions, notification of changes to schedule)

SUBMISSION OF QUOTES

Quotes must be received by Monday, November 7, 2016 no later than 4:30 pm Eastern Standard Time. Please submit your quote and any accompanying materials to:

Rebecca Burke
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