

CUYAHOGA COUNTY

BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

5550 Venture Drive Parma, Ohio 44130

216-201-2000 www.ccbh.net

RFP # 2025-01 Pre-Proposal Conference

Unarmed Security Guard Services

January 30, 2025 10:30 am

Presenter: Wedad Alhamwi, Deputy Director of Finance

Erik C. Hamilton, Operations Administrator

Overview

- Important Dates
- Proposal Requirements
- Questions & Answers

Important Dates

- All questions submitted and asked during the pre-proposal conference will be posted on the Board of Health website by C.O.B. Wednesday, February 05, 2025
- Addenda will be posted on the CCBH website by C.O.B. Wednesday, February 05, 2025
- Sealed proposals must be submitted by Tuesday, February 18, 2025 at 10:30am

Proposal Requirements

Proposal Submission

- Proposals should be mailed or hand-delivered
- Submit one (1) original and six (5) copies in addition to one (1) electronic document of the proposal with all required information.
- Any proposal received after the time and date specified will be disqualified and returned unopened
- The official closing time will be determined by the time clock located in the CCBH Administrative Office.

Proposal Requirements Cont'd.

Proposal Submission

- Vendors assume the risk of the method of dispatch chosen.
- CCBH assumes no responsibility for delays caused by any delivery service
- Postmarking by the due date will not substitute for actual proposal receipt
- Proposals may NOT be delivered by facsimile transmission, email or other telecommunication or electronic means.

Proposal Requirements Cont'd.

- Vendor's Reference Sheet (Refer to APPENDIX 2)
- Non-Collusion Affidavit with signature and **must** be notarized (Refer to APPENDIX 3)
- Certification of Compliance with ORC Section 3517.13 (Refer to APPENDIX 4)
- Sample Proposal Cover Page (APPENDIX 5)

Proposal Requirements Cont'd.

- Bid Guaranty – NOT Required for this project.

Scope of Work

Scope of Work

- Guard Alertness
- Incident Reporting
- Rounds
- Visitors
- Image
- Use of Force

- Facility Knowledge
 1. Emergency turn offs:
 - Water
 - Gas
 - Electrical
 - 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

- Staffing Schedule

Daily public hours of operation

Day

M, W-F

T

Hours

8:30 a.m. – 4:30 p.m.

8:30 a.m. – 6:30 p.m.

Questions?



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