



# **RICHLAND COUNTY**

## **J O B & F A M I L Y S E R V I C E S**

### **Request for Competitive Proposals Richland County Job and Family Services**

#### **Security Services**

**Issue Date: March 2, 2026**

**Closing Date: 12:00 Noon, Friday, April 17, 2026**

#### **Contact Person:**

**Toby Borders**

**Richland County Job and Family Services**

**171 Park Avenue East**

**Mansfield, Ohio 44903**

**(419) 774-5471**

**Toby.Borders@jfs.ohio.gov**

**Richland County Request for Competitive Proposals and Timeline  
Security Services July 1, 2026 – June 30, 2027**

<b>Activity</b>	<b>Date</b>
Release of Request for Competitive Proposals for Security Services	8:00 a.m., Monday, March 2, 2026
Letter of Intent to Apply Due	4:00 p.m., Friday, March 27, 2026
Last Date for Submission of Written Questions on Request for Proposals	4:00 p.m., Friday, March 13, 2026
Last Date for RCJFS to Respond, in Writing, to Written Questions on Request for Proposals	Wednesday, March 18, 2026
Due Date for Proposal Submission	12:00 Noon., Friday, April 17, 2026
Successful Applicant Notification	No later than Friday, May 8, 2026
Negotiations Complete/ All Signatures Acquired	No later than Friday, June 19, 2026
Security Services Contract to begin	Wednesday, July 1, 2026

***I. Background***

Whereas, Richland County Job and Family Services (hereafter referred to as RCJFS) is seeking proposals to provide security services for the Richland County Job and Family Services sites located at 171 Park Avenue East and 183 Park Avenue East, Mansfield Ohio 44902 and Richland County Child Support Enforcement Agency located at 161 Park Avenue East, Mansfield Ohio 44902.

RCJFS is hereby issuing a formal invitation to all qualified vendors to submit proposals for security services. Proposals are being solicited for security services for the period July 1, 2026 through June 30, 2027. RCJFS reserves the right to renew the contract for the period of July 1, 2027 through June 30, 2028, based on funding availability and performance.

***The closing date for Proposals is 12:00 Noon., Friday, April 17, 2026. Proposals must be received by the closing date and time at Richland County Job and Family Services, 171 Park Avenue East, Mansfield, Ohio 44902, Attention: Toby Borders.***

## ***II. Objective***

The objective of the Security Services contract is to provide security to county residents and agency employees during operating hours.

## ***III. Scope of Work and Deliverables***

Within the scope of the Proposal, the bidder will describe the provision of onsite security services, addressing the items below:

- A. Coverage of 40 hours per week (Monday – Friday); two shifts 8:00 AM – 12:00 Noon/12:00 Noon – 4:00 PM.
- B. Entry and egress access control (including check/secure bags, etc.).
- C. Roving patrols of interior and exterior building areas.
- D. Completing incident and daily operating reports.
- E. Assisting and responding to intrusions, customer disturbances and other emergencies.
- F. Reporting incidents and potential problems to the Director, police, fire, etc.
- G. Submitting timesheets to the agency Fiscal Director.
- H. Performing related duties as assigned.

The provider shall assume responsibility for the appropriate and necessary management and supervision of provider's employees. The provider shall assume responsibility for all necessary discipline action resulting from noncompliance with the provider's rules and regulations as well as those of the contracting party. The provider is responsible for developing post orders to establish general procedures and location specific responsibilities. The provider is responsible for establishing the dress/uniform code for personnel and for providing appropriate protective clothing and equipment necessary to perform the duties of the job. The provider shall outline the cost breakdown to include the cost per hour or per unit of service and any ancillary costs associated with the services. Additionally, the provider will include a rationale or justification of the costs associated with the services.

## ***IV. Proposal Guidelines***

- A. Proposals must clearly address each of the requested deliverables outlined under Scope of Work and Deliverables.
- B. Proposals providing one or more elements of this Request for Proposals, through partnership or contract, require a complete description of coordinated services, including:

- Name and contact information of collaborating agency(ies).
- Description of which security services will be provided by each partner.
- How costs of services and operating costs of the partnerships will be funded.
- Method of referral between partners.

The Provider will be responsible for performance of any sub-contracted activities, including proper procurement, provision of information for audits, performance levels, and quality of work provided. RCJFS reserves the right to verify information for all parties referenced in the proposal and agreement.

- C. Failure to clearly address how the bidder will meet the *Objectives* and *Scope of Work and Deliverables* directly or through specified sub-contract may result in immediate dismissal of consideration.
- D. The contract will be in effect **July 1, 2026** through **June 30, 2027**. RCJFS reserves the right to renew the contract for the period **July 1, 2027** through **June 30, 2028** based on funding availability and performance. Changes in provider rates must be submitted at the time of renewal for approval by RCJFS. Provider rates may not change during the contract period.

Any applicant who plans to submit a response to this RFP is required to submit a Letter of Intent. RCJFS will notify all potential applicants of any changes in this solicitation only if a Letter of Intent is on file. The Letter of Intent should not exceed one typed page and must state:

- Organization's name
- Mailing address and email address
- Telephone number
- Statement of intent to apply to provide services as described in the RFP

Letters of Intent must be faxed or e-mailed to Toby Borders at 419-522-4375 or [Toby.Borders@jfs.ohio.gov](mailto:Toby.Borders@jfs.ohio.gov) no later than **4:00 PM, Friday, March 27, 2026**.

- E. Written questions regarding the RFP may be faxed or emailed to Toby Borders no later than **4:00 PM, Friday, March 13, 2026**. Responses to questions will be provided **no later than Wednesday, March 18, 2026**.
- F. At the discretion of RCJFS, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all applicants who have submitted Letters of Intent to apply. All requested clarifications will become an addendum.
- G. RCJFS reserves the right to cancel all or any part of this RFP at any time without prior notice. Additionally, RCJFS reserves the right to modify the proposal process and

timeline as deemed necessary.

- H. If an applicant disagrees with the rating decision, the applicant must provide a written complaint to the RCJFS Director no later than three (3) business days after receipt of the rating decision. The RCJFS Director will review the information and provide a written response within ten (10) business days of receipt of the complaint.

***VI. Completing and Submitting Proposals***

1. Proposal Costs. Vendors are responsible for any and all costs related to preparing and submitting proposals for this Request.
2. Closing Date for Proposals. The closing date and time for receipt of proposals is **12:00 Noon, Friday, April 17, 2026**. Any proposal not received by Richland County Job and Family Services by the above date and time will be rejected.
3. Number of Copies. An applicant interested in submitting a proposal must submit ONE original hard copy or one electronic copy of the proposal. Proposals must be submitted following the guidelines described in this section and section VII.
4. Proposal Format. Proposals must be written using 12 pt. font and single spaced.
5. Submission of Proposals. Hard copy proposals must be printed on standard 8 ½ x 11 inch plain, white paper and printed single-sided. Hard copy proposals must be submitted in a sealed package. The applicant submitting the proposal assumes full responsibility for the selection of method of delivery for the proposal package. Hard copy submissions will be marked with the date and time of receipt. A receipt of delivery will be provided to the applicant submitting the proposal only upon request. Electronic submissions will be deemed as received upon the date and time the e-mail is received. Proposals shall be accepted unconditionally and without alteration or correction. Withdrawals of proposals, before the closing date and time are permitted upon written request via e-mail. **All proposals must be received on or before 12:00 Noon, Friday, April 17, 2026 and addressed to:**

**Richland County Job and Family Services**  
**Attention: Toby Borders**  
**171 Park Avenue East**  
**Mansfield, Ohio 44902**

**OR**

**Toby Borders**  
**[Toby.Borders@jfs.ohio.gov](mailto:Toby.Borders@jfs.ohio.gov)**  
**Subject: Security Services Proposal**

All information contained in the selected proposal will become part of the purchased services agreement, unless otherwise negotiated by RCJFS.

6. Questions. Questions regarding this Request for Proposals may be directed in writing to Toby Borders. Questions may be submitted by fax (419) 522-4375 or e-mail to [Toby.Borders@jfs.ohio.gov](mailto:Toby.Borders@jfs.ohio.gov), no later than 4:00 PM, Friday, March 13, 2026.
7. The successful applicant will be notified of the award selection no later than Friday, May 8, 2026. Negotiations will be completed and agreements signed no later than Friday, June 19, 2026.

### ***VII. Proposal Format***

Proposals must contain the following components. The forms necessary to provide the referenced information are included in the Attachments to this Request for Proposals. Failure to include all required components and/or forms will result in rejection of the proposal.

1. Request for Proposals Response Cover Page (Attachment A)
2. Checklist for submitting proposal (Attachment B)
3. Narrative: Objective and Scope of Work and Deliverables
4. Competitive Proposal Affidavit (Attachment C)
5. Representations, Assurances and Certifications (Attachment D)
6. Standard Affirmation and Disclosure Form (Attachment E)
7. Certificate of Liability Insurance
8. Copy of current Workers' Compensation Certificate
9. Copy of Management Letter from the applicant's most recent audit

### ***VIII. Proposal Evaluation and Selection***

Proposals will be rated against a total value of 100 possible points. Selection of the vendor(s) will be determined by Richland County Job and Family Services. Due to individual needs, RCJFS reserves the right to select vendor(s) based on factors other than price. The vendor(s) will be selected from the proposal that offers a reasonable, fair market rate, broad availability and efficiency of service.

This Request for Proposals does not constitute an offer. Acceptance of proposals for review does not commit RCJFS to award a contract, nor is RCJFS liable for any costs incurred in the preparation of a proposal. RCJFS will send a written notice of award to the selected vendor(s). This will constitute official notification of selection of the Proposal.

All proposals will be rated in accordance with the following rating scale:

<b>SECURITY SERVICES PROPOSAL SELECTION RATING TOOL</b>		
<b>Criteria</b>	<b>Points Available</b>	<b>Points Rated</b>
Met requirements for Proposal Submission (forms): <ul style="list-style-type: none"> <li>○ cover page information, Attachment A</li> <li>○ checklist, Attachment B</li> <li>○ signed affidavit, Attachment C</li> <li>○ representations/ assurances/ certifications, Attachment D</li> <li>○ standard affirmation and disclosure form</li> <li>○ certificate of liability insurance</li> <li>○ copy of workers' compensation certificate</li> <li>○ copy of audit management letter</li> </ul>	<b>PASS/  FAIL</b>	
Narrative: Objective and Scope of Work and Deliverables	<b>50</b>	
Availability and Flexibility (to meet contractor's needs and demands)/Reasonableness of Cost of Services	<b>50</b>	
<b>Total</b>	<b>100</b>	
<b>Comments:</b>		

***IX. Award***

Award notification will be e-mailed to the approved vendor(s). Fiscal Director Toby Borders may meet with the selected vendor(s) during negotiations to review contract requirements.

***X. Vendor Disclosures***

Applicants must provide a disclosure of any pending or threatened court action or claims against the applicant. This information may not cause rejection of the proposal; however, withholding the information may result in rejection of the proposal.

***XI. Conflict of Interest***

No applicant will promise or give any RCJFS employee anything of value that could influence the employee's decision to award a contract. No applicant shall attempt to influence an employee of RCJFS to violate any of the procurement policies of RCJFS.

***XII. Contract Requirements***

**Approved Contract Providers/Vendors** will be required to obtain and maintain, at their expense, at all times throughout the contract term, a policy of professional liability and commercial general liability insurance with an insurance company licensed in the State of Ohio. The policy shall have limits of not less than one million dollars (\$1,000,000) per claim and three million dollars (\$2,000,000) in the annual aggregate to cover any loss, liability, or damage alleged to have been committed by the Provider or the Provider's employees, officers, agents, or subcontractors. The policy shall name RCJFS and Richland County Board of Commissioners as Additional Named Insured.

The Contract Provider/Vendor shall furnish to RCJFS, upon execution of a contract, a Certificate of Liability Insurance certifying the above types and minimum amounts of insurance. Said Certificate shall include a "Notice of Cancellation" clause with notification being sent to RCJFS thirty (30) days prior to cancellation. Cancellation of insurance will constitute a default, which, if not remedied within the 30-day notification period, shall cause immediate termination of the contract by RCJFS.

The Certificate of Liability Insurance, as noted above, will be required within thirty days of contract approval. Failure to provide the Certificate of Liability Insurance will constitute a default and shall cause immediate termination of the contract by RCJFS.

***ATTACHMENT A – Cover Page***

***Security Services***

<b><i>Name of Applicant:</i></b>	
<b><i>Federal ID Number or Social Security Number if an individual:</i></b>	
<b><i>Address of Applicant:</i></b>	
<b><i>Phone and FAX of Applicant:</i></b>	
<b><i>Name of Person with Ownership or Control in the Company:</i></b>	
<b><i>Contact Person and Contact Number:</i></b>	
<b><i>Date of Submission:</i></b>	

## **Attachment B - Checklist for Submitting Competitive Proposals**

**All applicants responding to the Security Services Request for Proposals must include the following documents. Proposals not including the following documents will be rejected:**

- Cover page with summary information (Attachment A)
- Checklist for Submitting Competitive Proposals (Attachment B)
- Competitive Proposal Affidavit (Attachment C)
- Representations, Assurances and Certifications (Attachment D)
- Standard Affirmation and Disclosure Form
- Certificate of Liability Insurance
- Copy of current Workers' Compensation Certificate
- Copy of Management Letter from most recent audit

**Attachment C - COMPETITIVE PROPOSAL AFFIDAVIT**  
State of Ohio

I, \_\_\_\_\_, \_\_\_\_\_,  
(Name of person signing affidavit) (Title)

swear that \_\_\_\_\_  
(Name of Individual, Corporation, or Organization)

(NON-COLLUSION AFFIDAVIT) its agents, officers, or employees have not directly, nor indirectly, entered into any agreements, participated in any collusion, nor taken any action to restrain free competition in connection with this proposal.

(NON-DISCRIMINATION AFFIDAVIT) its agents, officers or employees will not discriminate in the hiring of employees for work under this proposal or in providing services sent forth in this proposal on the basis of race, color, religion, sex, age, disability, national origin or ancestry, or political affiliation or belief.

(PERSONAL PROPERTY TAX DELINQUENCY STATEMENT) The organization is not now charged with any delinquent personal property taxes on the general tax list of personal property of the county. If such delinquency is now charged, a statement setting forth the unpaid delinquent taxes and any due and unpaid penalties and interest now follows:

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(CERTIFICATION). The information contained in this proposal fairly represents the organization and its proposed operating plans and price for the Scope of Services and Deliverables described in the Request for Proposals for Transportation Services. I acknowledge that I have read and understand the requirements and provisions of this Request for Proposals, and this organization is prepared to provide the Deliverables, as specified in this proposal.

I further certify that all information contained in this proposal is true and correct, and shall be open to verification, should Richland County Job and Family Services choose to do so.

I certify that I am authorized to sign the attached Proposal, and to commit this organization to the provisions described in the Deliverables, and other provisions contained in the Request for Proposals. Furthermore, I can and do certify that this is a firm offer to complete the items outlined in the Request for Proposals.

Finally, I do certify that this organization is not currently involved in any state of formal bankruptcy proceedings.

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Signature of Authorized Representative of Entity Submitting Proposal      Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_, Ohio.

**Attachment D - REPRESENTATIONS, ASSURANCES, AND CERTIFICATIONS**

1. Company Name: \_\_\_\_\_

2. Company Address: \_\_\_\_\_

\_\_\_\_\_

(Must include primary business address, every business location and P.O. Box address)

3. Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

4. The names of any and all persons with ownership or control in the company:

\_\_\_\_\_  
\_\_\_\_\_

5. The name and telephone number of the person(s) who has the authority to submit proposals:

\_\_\_\_\_

6. The name and telephone number of the person(s) who has the authority to sign contracts:

\_\_\_\_\_

7. The legal status of the entity submitting proposal ( e.g. corporation, sole proprietor, post-secondary education institution, etc.)

\_\_\_\_\_

8. Date of establishment/ incorporation: \_\_\_\_\_

9. Federal Employer Identification Number (FEIN): \_\_\_\_\_

10. Social Security Number and date of birth: \_\_\_\_\_

11. Name, address, date of birth and social security number of any managing employees:

\_\_\_\_\_

\_\_\_\_\_

12. Workers' Compensation Account Number: \_\_\_\_\_

13. Unemployment Insurance Account Number: \_\_\_\_\_

14. Is the company co-owned or controlled by a parent company?  Yes  No  
If yes, name of parent company: \_\_\_\_\_
15. Is the vendor authorized/ licensed to do business in the state of Ohio?  Yes  No
16. Is the vendor bound by Federal, State, or local Affirmative Action or Equal Employment Opportunity rules?  Yes  No  
If yes, has the company filed all required EEO reports to the necessary agencies?  Yes  No
17. The company certifies that it is not debarred nor suspended under Federal and State rulings from receiving federal funds.  Yes  No
18. Does the company have current or future plans for a buyout or sale?  Yes  No
19. The company certifies that it will not enter into contracts with subcontractors who are debarred or suspended from such transactions to complete work related to this Request for Proposals.  Yes  No
20. The company certifies it will not use the contract funds to lobby.  Yes  No
21. The company certifies it is a drug-free work place.  Yes  No
22. The company certifies it is not delinquent on any Federal debt.  Yes  No
23. The company certifies that it does not have any Findings for Recovery with the State of Ohio Auditor.  Yes  No
24. The company certifies that its agents, officers, or managing employees have not been convicted of a criminal offense related to any programs under Medicaid, Medicare, or the Title XX programs since the inception of these programs.  Yes  No