



**COBB & DOUGLAS  
PUBLIC HEALTH**

*Healthier lives. Healthier community.*

**Request for Proposals  
Security Services  
Cobb & Douglas Public Health  
FAC 2022-001**

**April 2022**

**Request for Proposals  
Annual Contract – Security Services  
Cobb & Douglas Public Health Facilities**

**I. INTRODUCTION**

Cobb & Douglas Public Health (CDPH) is one of the largest public health districts in Georgia and is responsible for the protection and safety of the residents of Cobb and Douglas counties. CDPH employs over 330 people who provide services through 30 programs at several locations.

Providing a safe environment for employees, clients, and visitors is critical for operational success and efficiency. Uniformed security officers play a vital role by maintaining discipline and ensuring rules and regulations are being followed. They also offer an additional layer of customer service by providing facility directions and answering general questions.

Cobb & Douglas Public Health is accepting proposals from qualified applicants to provide security services for selected Cobb & Douglas Public Health facilities. Through the issuance of this Request for Proposal (“RFP” and/or “Proposals”), CDPH is soliciting proposals from qualified firms to provide unarmed, uniformed, security services for six (6) Cobb & Douglas Public Health facilities on a scheduled basis, as detailed in the RFP solicitation project scope.

All qualified proposals will be evaluated, and an award made to the firm whose proposal is deemed to be the best qualified for CDPH.

Any questions concerning this RFP must be submitted via email to [JLBlackburn@dph.ga.gov](mailto:JLBlackburn@dph.ga.gov). **Please include “Security Services RFP Question” in the subject line.** The deadline for questions to be submitted is **12:00 PM EST on Friday, May 6, 2022.**

Proposals must be received by **12:00 PM EST on Friday, May 13, 2022.** Proposals received after this date and time will not be accepted. Email your completed documents to [JLBlackburn@dph.ga.gov](mailto:JLBlackburn@dph.ga.gov). **Please include “Security Services Proposal” in the subject line.**

## **II. SCOPE OF SERVICES**

The selected firm will be expected to provide professional, well trained, and experienced security officers and must be responsive to issues or concerns presented by CDPH management. The assignment of designated guards to each facility is key to relationship building and enhancing communication.

Onsite security officers will be required to remain visible at their assigned post throughout the day and provide the following services.

- Routine patrolling of the interior and exterior premises.
- Monitoring of parking lots for suspicious, abandoned or improperly parked vehicles.
- Addressing client or staff behavioral concerns in a manner appropriate for the situation.
- Ensuring children always remain with parents.
- Assisting with vacating the facility if necessary.
- If 911 is called, assisting responding public safety personnel with locating the incident.
- Communication of security and safety concerns to designated CDHP management.
- Assisting clients with wayfinding and general information.
- Ensuring buildings are clear and secure at the close of business.
- Completing a detailed Incident Report to document any unusual occurrence.

## **III. CONTRACT TERM**

The contract awarded under this RFP shall begin on July 1, 2022, for a period of three (3) years. CDPH shall have the option to extend the term of the contract for two (2) additional one (1) year periods.

## **IV. PROPOSAL FORMAT AND CONTENT**

The proposal should include the appropriate and requested information in sufficient detail to demonstrate the applicant's knowledge, skills, and abilities to provide the requested services. Eligible proposals will be evaluated for merit and expertise by CDPH in accordance with the review criteria stated below.

### **A. Cover Letter**

The cover letter must include the following:

- The legal name of the entity responding to this proposal.

- A brief introduction and understanding of the goals and objectives.
- The name, address, telephone number and email address of one (1) individual to whom all future correspondence and/or communications will be directed.

## **B. Table of Contents**

The Table of Contents must identify material contained in the proposal by section and page number.

## **C. Proposal Application**

The Proposal must include the following sections:

### **1. Qualifications and Experience**

Demonstrate the Proposer's competency to perform the services requested by providing the following:

A summary of the Proposer's history, organization, mission, and goals.

- A detailed list of the Proposer's experience with providing security to organizations similar in size and scope within the last ten years.
- At least three (3) customer references where the Proposer's security services are currently in use and have been for at least one (1) year.
- A copy of the Proposer's Private Security Company license in compliance with O.C.G.A 43-38-6.
- Any current or previous denial of issuance, suspension, or revocation of license by The Georgia Board of Private Detective and Security Agencies.
- The length of time in business under the Proposer's present name and any previous names the Proposer has done business as.
- Any awards, recognition, accreditation, or relevant professional organizations.

### **2. Staffing**

It is essential that the Proposer provide adequate, experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this

contract.

- Identify member(s) of staff who would be assigned to act as the key management direct contact(s) between the Proposer and CDPH management for the services described in the Proposal, the functions to be performed by each, and their respective qualifications and experience.
- Describe the Proposer's transition plan for implementation if awarded the contract to include tasks and time frames.
- Provide a written copy of the Proposer's hiring policy including minimum qualifications, selection process, and criminal history requirements.
- Provide the number of security positions in your company and both current and historical staffing levels for the past five years.
- Provide a written copy of the Proposer's initial training program, annual training requirements and the manner employee records are maintained.
- Describe the program utilized for Supervisory Development Training.
- Provide a detailed overview of the Proposer's security protocols including policy and procedures manual, post orders, and pass-down logs.
- Include an image of the Proposer's standard security uniform including equipment and identification credentials.

### **3. Site Supervision, Time Keeping and Records**

A working security supervisor must be assigned to the Marietta Public Health Center during main hours and rove to other CDPH Center locations as needed. The supervisor must be able to communicate instructions, clarify procedures, and resolve issues that arise. The working security supervisor will also be responsible for ensuring adequate personnel coverage and compliance with all post security requirements established in this document.

#### **4. Approach**

Provide your management approach to the following components:

- Customer Partnership and responsiveness.
- Quality Assurance methodologies
- Communication Strategy
- Human Resources; include salary and benefits, employee recognition programs and retention plans. Include a statement regarding the use of Temporary Employees as defined by O.C.G.A 43-38-8.
- Technology applications for scheduling, payroll and billing, and any other uses to streamline business processes.

#### **5. Cost Proposal**

The cost proposal schedule should be based upon direct labor hours and expenses. Provide a fee schedule that includes the rate for each position and the total number of hours per position to be charged on a weekly basis. Pricing quotes should be clearly defined to ensure fees proposed can be compared and evaluated. Include Holiday and overtime rates. Proposals shall be valid for a minimum of 90 days following submission.

Include projections for proposed salary increases per position in dollar amounts and anticipated dates of implementation.

**Hours vary by location and specific weeks of the month. See Appendix I & II for locations, hours of operation, and number of required personnel. Hours may be subject to change and CDPH will provide as much advance notice as feasible.**

#### **6. Financial Capacity**

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements and financial

references to allow CDPH to reasonably formulate a determination about the financial capacity of the Proposer. Describe any administrative proceedings, claims, lawsuits, or other exposures past or pending against the Proposer.

## V. EVALUTION CRITERIA

Proposals will be evaluated based on the information presented in the proposal package and on an analysis of other available information. CDPH may conduct investigations or interviews to assist in the evaluation of any proposal submitted and to establish the qualifications of any respondent.

Evaluation criteria and weighting is as follows:

<b>Staffing</b>	<b>30</b>
Determined by overall quality and training of management team and staffing resources assigned to each facility.	
<b>Experience/Performance</b>	<b>30</b>
Determined by overall analysis of applicable work experience and performance.	
<b>Approach</b>	<b>10</b>
Determined by the responsiveness to all information requested on the RFP.	
<b>Cost</b>	<b>30</b>
Determined by the cost information submitted on the RFP.	
<b>Total Points</b>	<b>100</b>

## **PROPOSAL TERMS and CONDITIONS**

### **I. INSURANCE**

Insurance requirements: Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the Work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

Along with the contract documents sent to Cobb & Douglas Public Health for execution, contractor shall furnish an original Certificate of Insurance from companies doing business in Georgia or written evidence of self-insurance and acceptable to Cobb & Douglas Public Health covering:

- A. Statutory Workers' Compensation Insurance, or proof that Contractor is not required to provide such coverage under State law. Contractor agrees to confirm that all subcontractors likewise carry statutory Workers' Compensation Insurance, and to provide proof of such confirmation to Cobb & Douglas Public Health.
  
- B. Professional liability insurance on services in this contract with limit of one million dollars (\$1,000,000).
  
- C. Comprehensive liability insurance covering all operations and automobiles.
  - 1. With limits of \$300,000.00 each occurrence for bodily injury – general liability coverage, and with limits of \$100,000.00 each person and \$300,000.00 each occurrence – automobile liability coverage.
  
  - 2. With limits of \$100,000 property damage each occurrence – general liability coverage and automobile liability coverage.



- D. “Umbrella” or “excess” coverage cannot be used to reach limits stated in (b) and (c).

Certificates of insurance must be executed in accordance with the following provisions:

1. Certificates must be in original form.
2. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
3. Certificates to contain the location and operations to which the insurance applies.
4. Certificates must name the Cobb & Douglas Public Health as the certificate holder.
5. Certificates must contain endorsement of contract liability.
6. Contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

## **II. SUBCONTRACTORS**

Any subcontracts or delegation of the authority herein will be submitted to Cobb & Douglas Public Health for written approval prior to execution. The Contractor will be responsible for the performance of any subcontractor including professional liability for the subcontractor or other duties, which are delegated, and all provisions of this contract. The Contractor agrees to reimburse Cobb & Douglas Public Health for any audit disallowances arising from the subcontractor’s performance or non-performance of duties under this contract that are delegated to the subcontractor.

**III. WAIVER of SUBROGATION**

Vendor shall require all insurance policies in any way related to the work and secured and maintained by Vendor to include clauses stating each underwriter shall waive all rights of recovery, under subrogation or otherwise, against CDPH. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

**IV. AWARD**

The Award will be made to the most qualified and responsive proposer. Conditional proposals are not acceptable. The quality of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the Owner, and the delivery terms will be taken into consideration in making the award. The Owner may make such investigations as it deems necessary to determine the ability of the proposer to perform, and the proposer shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any proposal if the evidence submitted by, or investigation of such proposer fails to satisfy the Owner that such proposer is properly qualified to carry out the obligations of the contract. The Owner reserves the right to reject or accept any or all proposals and to waive technicalities, informalities, and minor irregularities in proposals received.

The Owner reserves the right to make an award as deemed in its best interest, which may include awarding a proposal to a single proposer or multiple proposers; or to award the whole proposal, only part of the proposal, or none of the proposal to single or multiple proposers, based on its sole discretion of its best interest.

**V. COBB & DOUGLAS PUBLIC HEALTH FURNISHED PROPERTY**

No material, labor or facilities will be furnished by the Owner unless so provided in the invitation to proposal.

**VI. REJECT and WITHDRAW PROPOSALS**

Failure to observe any of the instructions or conditions in this Request for Proposals may constitute grounds for rejection of proposal.

## **VII. CONFIDENTIALITY**

- A. The Parties (or Contractor) to this Agreement shall treat all information that is obtained or viewed by it or through its staff and subcontractors' performance under this agreement as confidential information and shall not use any information so obtained, in any manner, except as may be necessary for the proper discharge of its obligations. The Parties (Contractor) further agrees not to divulge any information concerning any individual to any unauthorized person without the written consent of the individual employee, client, or responsible parent or guardian to the extent applicable by law.
  
- B. The parties to this Agreement also agree to comply with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its amendments, rules, procedures, and regulations. The Parties to this Agreement acknowledges that HIPAA may require the Parties to this Agreement to sign a Business Associates Agreement or other documents for compliance purposes, including but not limited to a Business Associate Agreement.
  
- C. The awarded Party will agree to sign and comply with a Business Associates Agreement.

## **VIII. CONTRACT**

Each proposal is received with the understanding that the acceptance in writing by the Owner of the offer to furnish any or all commodities or services described therein shall constitute a contract between the proposer and the Owner which shall bind the proposer on his part to furnish and deliver the commodities and services quoted at the prices stated in accordance with the conditions of said accepted proposal. The Owner, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered. The Owner's normal payment terms are net thirty (30) days after receipt of invoice.

## **IX. DEFAULT**

The contract may be cancelled or annulled by the Owner in whole or in part by written notice of default to the contractor upon non-performance or violation of contract terms. An award may be made to the next low responsive and responsible proposer, or articles

specified may be purchased on the open market similar to those so terminated. In either event, the defaulting contractor (or his surety) shall be liable to the Owner for costs to the Owner in excess of the defaulted contract prices; provided, however, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the contractor to deliver materials or services within the time stipulated on his proposal, unless extending in writing by the Owner, shall constitute contract default.

**X. DISPUTES**

Except as otherwise provided in the contract documents, any dispute concerning a question of fact arising under the contract which is not disposed of shall be decided after a hearing by the Administration Director, who shall reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the contractor. The decision of the Administration Director shall be final and binding; however, the contractor shall have the right to appeal said decision to a court of competent jurisdiction.

**XI. TERMINATION for CONVENIENCE**

The Owner, by written notice, may terminate this contract, in whole or in part, when it is in the Owner's interest. If this contract is terminated, the Owner shall be liable only for goods or services delivered or accepted. The Owner's Notice of Termination may provide the contractor thirty (30) days prior notice before it becomes effective. However, at the Owner's sole option a termination of convenience may be effective immediately and may apply to delivery orders (if applicable) or to the contract in whole.

**XII. INDEMNIFICATION and HOLD HARMLESS**

By submission of a proposal, the selected responding firm agrees to the fullest extent permitted by law to indemnify Cobb & Douglas Public Health and protect, defend, indemnify and hold harmless Cobb & Douglas Public Health, its officers, officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), or costs arising out of any actual or alleged a) bodily injury, sickness, disease, or death; or injury to or destruction of tangible property including the loss of use resulting there from; or any other damage or loss arising out of or resulting claims resulting

in whole or part from any actual or alleged act or omission of the responding firm, sub-consultant, anyone directly or indirectly employed by any firm or sub-consultant; or anyone for whose acts any of them may be liable in the performance of work; b) violation of any law, statute, ordinance, governmental administrative order, rule, regulation, or infringements of patent rights or other intellectual property rights by the responding firm in the performance of work; or c) liens, claims or actions made by the responding firm or other party performing the work, as approved by Cobb & Douglas Public Health. The indemnification obligations herein shall not be limited by any limitation on the amount, type of damages, compensation, or benefits payable by or for the responding firm or its sub-consultant(s), as approved by the Cobb & Douglas Public Health, under workers' compensation acts, disability benefit acts, other employee benefit acts, or any statutory bar or insurance.

### **XIII. SPECIAL TERMS and CONDITIONS**

Should these General Terms and Conditions conflict with any attached Special Terms and Conditions, the Special Terms and Conditions will control.

### **XIV. CONTRACTOR AFFIDAVIT for E-VERIFY (APPENDIX III)**

A Contractor Affidavit must be signed and submitted to Cobb & Douglas Public Health which verifies its compliance with O.C.G.A. 13-10-91, stating affirmingly that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, and or subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91.

**APPENDIX I**  
**FACILITY LOCATIONS**

**Cobb County**

**Acworth/Kennesaw Public Health Center (10,000 Sq. Ft.)**

3810 Old Highway 41

Kennesaw, Georgia 30144 Phone: 770-974-3330 Fax: 770 966-9192

**Building A. Marietta Public Health Center (64,000 Sq. Ft.)**

1650 County Services Parkway, SW

Marietta, GA 30008 Phone: 770-514-2300 Fax: 770-514-2811

**Building B. Marietta Public Health Center (44,000 Sq. Ft.)**

1738 County Services Parkway, SW

Marietta, GA 30008 Phone: 770-514-2300 Fax: 770-514-2811

**Smyrna Public Health Center (14,000 Sq. Ft.)**

3001 South Cobb Drive,

Smyrna, GA 30080 Phone: 770-438-5105 Fax: 319-8245

**South Cobb Public Health Center (4,200 Sq. Ft.)**

875 Six Flags Dr.

Austell, GA 30168 Phone: 678-385-1360 Fax: 678-385-1376

**Douglas County**

**Douglasville Public Health Center (12,400 Sq. Ft.)**

6770 Selman Dr.

Douglasville, GA 30134 Phone: 770-949-1970 Fax: 770-942-9469

**APPENDIX II**  
**HOURS OF OPERATION BY LOCATION**

<b>Facility</b>	<b># Guards</b>	<b>Days</b>	<b>Schedule</b>	<b>Hours</b>
Marietta Public Health Building A	1 (Supervisor)	Mon-Fri	7:30 AM– 5:30 PM	50.00
	1	Mon-Fri	7:30AM – 5:30 PM	50.00
	1	Tuesday	5:30 PM – 8:30 PM	3.00
	1	Saturday	7:30 AM – 1:30 PM	6.00
Marietta Public Health Building B	1	Mon-Fri	7:30AM – 5:30 PM	10.00
	1	Tuesday	5:30 PM - 7:30 PM	2.00
	1	1 <sup>st</sup> Saturday	8:00 AM – 4:30 PM	8.50
	1	3 <sup>rd</sup> Saturday	8:00 AM – 4:30 PM	8.50
Acworth Public Health	1	Mon-Fri	7:30 AM – 5:00 PM	9.50
Smyrna Public Health	1	Mon-Fri	7:30AM – 5:30 PM	10.00
South Cobb Public Health	1	Mon-Fri	7:30 AM – 5:30 PM	10.00
Douglas Public Health	1	Mon-Thurs	7:30 AM – 5:30 PM	10.00
	1	Friday	7:30 AM – 5:00 PM	9.50
	1	2 <sup>nd</sup> Saturday	8:00 AM – 5:00 PM	9.00

### APPENDIX III

#### E-Verify AFFIDAVIT & AGREEMENT

**This affidavit must be signed, notarized, and submitted with any proposal requiring the performance of physical services. If the affidavit is not submitted at the time of the proposal, the proposal will be determined non-responsive and will be disqualified.**

By executing this affidavit, the undersigned contractor verifies compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with CDPH, has registered with, is authorized to use, and is participating in a federal work authorization program (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned Business/Contractor agrees to maintain records of such compliance and provide a copy of such verification to CDPH upon any request and agrees to maintain such records for a period of five (5) years.

\_\_\_\_\_  
EEV (E-Verify) Program Number

\_\_\_\_\_  
EEV Program Date of Authorization

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Contractor Business Name

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

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED BEFORE ME

ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2022.

\_\_\_\_\_

Notary Public Commission Expires: \_\_\_\_\_



## APPENDIX IV

### STATEMENT OF POLICY

#### NON-DISCRIMINATION & SEXUAL HARASSMENT

- A. Non-discrimination in Employment Practices: The Contractor agrees to comply with Federal and State laws, rules and regulations and the Rules and Regulations of the State Personnel Board if applicable relative to non-discrimination in employment practices because of political affiliation, religion, race, color, sex, handicap, age, or national origin.
- B. Non-discrimination in Client/Client Service Practices: The Contractor agrees to comply with Federal and State laws, rules, and regulations relative to non-discrimination in client and client service practices because of political affiliation, religion, race, color, sex, handicap, age, or national origin.
- C. Compliance with Applicable Provisions of the Americans with Disabilities Act: The Contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules, and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
- D. Sexual Harassment Prevention: CDPH promotes respect and dignity and does not tolerate sexual harassment in the workplace. CDPH is committed to providing a workplace and environment free from sexual harassment for its employees and for all persons who interact with state government. All CDPH agency personnel are expected and required to interact with all persons including other employees, contractors, and customers in a professional manner that contributes to a respectful work environment free from sexual harassment. Furthermore, CDPH maintains an expectation that its contractors will interact with entities of CDPH, their customers, and other contractors of CDPH in a professional manner that contributes to a respectful work environment free from sexual harassment.

Pursuant to the State of Georgia's Statewide Sexual Harassment Prevention Policy (the "Policy"), all contractors who are regularly on State/CDPH premises or who regularly interact with State/CDPH personnel must read and acknowledge the State sexual harassment prevention policy on an annual basis.

If the Contractor violates the Policy, including but not limited to engaging in sexual harassment and/or retaliation, the Contractor may be subject to appropriate corrective action. Such action may include, but is not limited to, notification to the employer, removal from CDPH premises, restricted access to CDPH premises and/or personnel, termination of contract, and/or other corrective action(s) deemed necessary by CDPH.

E. If Contractor is an individual who is regularly on CDPH premises or who will regularly interact with CDPH personnel, Contractor certifies that

1. Contractor has received, reviewed, and agreed to comply with the State of Georgia's Statewide Sexual Harassment Prevention Policy located at <http://doas.ga.gov/human-resources-administration/board-rules-policy-and-compliance/jointly-issued-statewide-policies/sexual-harassment-prevention-policy>;
2. Contractor has completed sexual harassment prevention training in the last year and will continue to do so on an annual basis; or will complete the Georgia Department of Administrative Services' sexual harassment prevention training located at this direct link <https://www.youtube.com/embed/NjVt0DDnc2s?rel=0> prior to accessing CDPH premises and prior to interacting with CDPH employees; and on an annual basis thereafter; and,
3. Upon request by CDPH, Contractor will provide documentation substantiating the completion of sexual harassment training.