

**REQUEST FOR PROPOSALS (RFP) FOR SOUTH EUCLID MUNICIPAL COURT
(SEMC) PROBATION SECURITY BARRIER**

Issued by:

South Euclid Municipal Court
C/O Evan Szirony, Clerk of Court
1349 South Green Road
South Euclid, OH 44121

Contact:

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Overview

The South Euclid Municipal Court is now accepting proposals from companies to plan and install a security barrier for a probation office. The court would like proposals for barriers with and without level 3 ballistic protection. The barrier shall also have a secure door through which the officer can enter.

The selected company shall begin operations at their earliest convenience, with a proposed completion by the end of November 2025.

The awarding of the contract for services shall be determined on various factors, including but not limited to:

- The breadth and depth of services proposed to be rendered
- Demonstrated experience in projects of a similar scope and type
- References to clients of similar projects
- Pricing for the room examples given as part of this request

Respondents should describe a plan of action for accomplishing the installations if selected and include a project timeline.

Respondents should list the experience and/or qualifications of all key personnel.

Respondents should describe how they will ensure the project is completed on time and how they will manage the challenges of hardware procurement.

The proposed compensation for products and services should be clearly established in the respondent's proposal.

Discussions and/or negotiations may be conducted with respondents who submit proposals for the purpose of clarification and/or correction, including any clarification relating to a revision that may occur during negotiation to promote full understanding of and responsiveness to the requirements, terms, conditions, and specifications of the RFP.

Proposals must be received no later than 4:00 p.m. EST on September 26, 2025.

Dates of Importance

Date Issued: September 12th, 2025.

Intent to Submit Proposal (Notice Due): September 24th, 2025.

An Intent to Submit Proposal is a non-binding indication of interest. This notice ensures those responding will receive e-mail correspondence regarding the RFP process and answers to questions posed during the question and answer period.

Question & Answer Period: Through 12:00pm September 24th, 2025

Questions must be e-mailed to Evan Szirony:

eszirony@secourt.org

The e-mail subject line should be: PROBATION SECURITY BARRIER RFP QUESTIONS. Questions will be answered within two business days, and responses will be made to companies that submitted an Intent to Submit Proposals.

Proposals Due: September 26th, 2025, 4:00 p.m. EST

Estimated Contract Beginning Date: September 29th, 2025.

Vendor Disclosures

Responding vendors must provide a disclosure of any pending or threatened court actions and/or claims against the vendor. This information may not cause rejection of the proposal; but withholding the information may be cause to reject the proposal.

Conflict of Interest

No vendor will promise or give to any SEMC employee, representative, or official anything of value that could influence the decision on awarding a contract. No vendor will try to influence an employee, representative, or official of the SEMC to violate county procurement policies or provisions of the Ohio Revised Code.

Contractual Requirements

- As a condition of receiving a contract with SEMC, the contractor shall certify compliance with any court order for the withholding of child support which is issued pursuant to Section 3113.217 of the ORC. The contractor must also agree to cooperate with FCJFS

and any Ohio Child Support Enforcement Agency in ensuring that the contractor or employees of the contractor meet child support obligations established under state law.

- By signing a contract with SEMC, a vendor agrees that all necessary insurance is in effect.
- The selected vendor will indemnify and hold harmless SEMC and the City of South Euclid against any loss, penalties, damage, settlements, costs, professional fees, and/or related expenses incurred through the provision of services.
- The selected vendor shall be required to comply with prevailing wage standards applicable to the state of Ohio and Cuyahoga County.
- The selected vendor agrees that as a condition to any contract, there shall be no discrimination against any client or any employee because of race, color, sex, religion, disability, national origin, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973 and subsequent amendments. It is further agreed that the vendor will comply with all appropriate federal and state laws regarding such discrimination.
- ORC Section 9.24 prohibits awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, the vendor warrants that it is not now (and will not become subject to an “unresolved” finding for recovery under R.C. 9.24) prior to the award of any contract arising out of the RFP without notifying SEMC of such finding. SEMC will review the Auditor of State’s website prior to completion of evaluation of proposals submitted pursuant to this RFP. SEMC will not evaluate a proposal from any vendor whose name (or the name of any subcontractors proposed by the vendor) appears on the website of the Auditor of State of Ohio as having an “unresolved” finding for recovery.

Vendor Examination of the RFP

Vendors are expected to be familiar with the entire RFP. The vendor is expected to respond to the RFP in a manner that makes it clear they understand and have responded to all sections of the RFP.

Changes to RFP

SEMC may make changes to this RFP no later than 4:00 p.m. September 26th, 2025 by sending changes to all vendors who register with Intent to Submit Proposal for the RFP. Revisions and additions to any portion of the RFP will be provided to all registered vendors.

Availability of Funds

This RFP and all agency contracts are contingent on the availability of funds. If, during the RFP process, funds are not available for the proposed services, the RFP process will be canceled. The vendor will be notified at the earliest possible time. SEMC is not required to compensate the vendor for any expenses incurred as a result of the RFP process.

Confidentiality and Security

Any vendor that has access to confidential information will be required to keep that information confidential. Disclosure of information to any party beyond SEMC or county personnel and/or a court of law without written consent of the party served is prohibited.

In the event of a material breach of contractor obligations under this section, SEMC may at its option terminate the contract according to provisions within the contract for termination.