



REQUEST FOR PROPOSAL 2018 Security Services for SSA #48 Old Town

The Old Town Merchants and Residents Association is a non-profit 501(c)(6) community-based organization with a focus on economic development and neighborhood stewardship. OTMRA is the sole service provider for SSA #48 Old Town and seeks proposals for comprehensive Security services.

Background: SSA #48 (refer to *Exhibit A: SSA #48 Old Town Boundary Map*) is a special service area created on December 2, 2009 by the Chicago City Council. A Mayoral-appointed Commission directs the activities and expenditures of SSA #48 Old Town. The security services sought are for the area of SSA #48 Old Town only.

The selected contractor will demonstrate:

1. The ability to maintain order and reasonable noise levels.
2. An understanding of the nature of the neighborhood and its unique needs.
3. An understanding of the most heavily-trafficked spots/times to maximize visual presence and effectiveness.
4. Encourage orderly and respectful departure from the street as patrons exit businesses and the SSA 48 area.

Scope of Service: The focus of the work will be the public way within the Old Town SSA 48 area. This includes:

- The west side of Wells Street from Schiller (north curb) to n. property line of 1620 N. Wells
- The east side of Wells Street from Schiller (north curb) to n. property line of 1601 N. Wells
- The south side of North Ave. from LaSalle (west curb) to Orleans (east curb)
- The north side of North Ave. from LaSalle (west curb) to North Park (east curb)
- Burton Place Park (1449 N. Wells), including routine inspection of adjacent alleys.

The approximate distance of the entire area of proposed security service is just over one mile. The contract will begin on March 9, 2018 and end on December 31, 2018, with an **option for SSA #48 Old Town to renew** for the same period in 2019.

Contract Specifics:

1. Hours of Service (1): Fridays beginning at 10:30pm and concluding on Saturday at 4:30am..
2. Hours of Service (2): Saturdays beginning at 11:30pm and concluding on Sunday at 5:30am.
3. Schedule two (2) personnel (off-duty CPD officers preferred) for the duration of each six-hour service shift.
4. Personnel shall be on-foot for at least 85% of each shift; up to 15% may be spent in marked security vehicle.
5. Personnel shall communicate regularly with businesses' door staff/management, as well as taxi cab stands.
6. Personnel shall communicate with CPD beat officers, patrols and 18th District CPD office.
7. Personnel shall address any illegal or obscene activity, including destruction of property, public indecency, narcotics, physical or verbal altercations, excessive noise or intoxication, and other disturbances.

8. Daily Shift Reports: Contractor shall email daily shift reports by end-of-business day (5:00pm) on the Monday following the weekend of record, detailing activities/experiences in half-hourly segments. In the event a Monday falls on a holiday, end-of-business the following day will suffice. For each day a weekly report is delinquent, SSA #48 shall be discounted two (2) hours of service on the next invoice.
9. Monthly Security Review: Contractor shall email a monthly review within five (5) business days after the end of the month of record detailing general experiences and trends, total infractions and disturbances addressed, and specific interactions.
10. Contractor shall produce/deliver a letter to SSA 48 businesses and condo boards with contact numbers.
11. Contractor shall attend at least two (2) SSA 48 Regular Commission Meetings, at no additional charge.
12. Contractor shall park a marked security vehicle in the SSA 48 area during shifts, at no additional charge.

Contractor Requirements:

1. Maintain weekly log documenting # of workers, date/time work began, and date/time work ended.
2. Meet subcontractor requirements as currently specified by the City of Chicago's documentation on Special Service Areas; and as specified in subsequent documentation should details be changed.
3. Appropriate licensing through the State of Illinois.
4. Provide a Certificate of Insurance (COI), naming the SSA #48 Old Town and the City of Chicago – Department of Planning and Development as additional insured.

Selection Process and Criteria: This RFP is for security services. If identifying a same-cost renewal option, SSA #48 Old Town may do so at its discretion. There will be a full review of the firm's performance by the SSA #48 Commission to determine whether to engage the same firm for the next year. Commissioners from SSA #48 Old Town and staff will participate in the process of selecting the Security Service. Proposals are evaluated based on:

1. Understanding of the security service requirements, the specific needs of the SSA 48 Old Town area, and the final expectations of services provided
2. Technical approach to services provided, including on-site Personnel methods and tactics, as well as the Contractor's ability to schedule staff and provide accurate and timely reporting on such.
3. Qualifications of the security service, based on provided referrals.

Information provided in response to the RFP, including cost and thoroughness of proposal.

Submission of Proposal:

1. Your qualifications and how the above contract specifics will be carried out, tracked and reported
2. A 43-week (86 days) price estimate that includes hourly rates and any potential additional expenses.
3. An example of an agreement for similar contracts and an example of accompanying reporting materials.
4. Supply three references, preferably from existing SSAs, Neighborhood Associations or Chambers.
5. Add identifying language if you wish to include a renewal option for 2019 at the **same** cost as in 2018.
6. Submit proposals to :

itobin@oldtownchicago.org
(email is preferred)

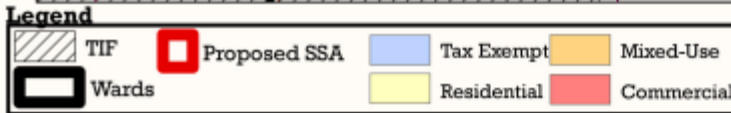
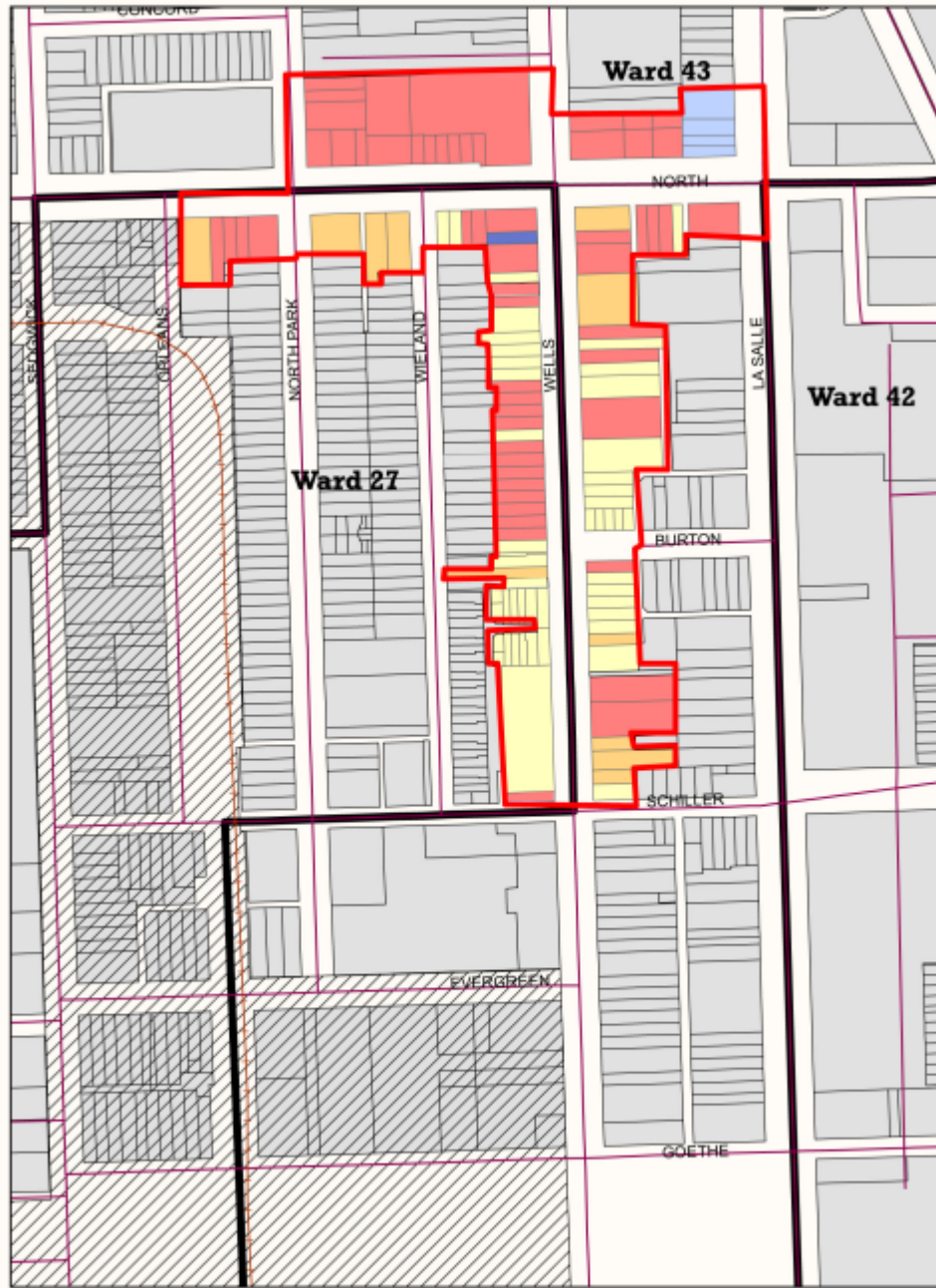
OR

Ian M Tobin
SSA 48 Old Town
Old Town Merchants and Residents Association

1520 N. Wells Street, Lower Level
Chicago, IL 60610

Please submit a proposal no later than **August 31, 2017 at 3:00pm**. The proposal should address all contract specifics and contractor requirements, including qualifications, references and pricing.

Attachment #1: Old Town SSA Boundary Map



Created: January, 2009

PLACE Consulting

