



## **Request for Proposal**

### **2023 Security Services**

**Period of Coverage: March 8, 2023 – December 31, 2023**

#### **Scope of Work:**

Security Services provided within the Old Town SSA District. The boundaries of the scope of work are:

- The north side of North Avenue from North Park Avenue to Clark Street and the south side of North Avenue from Orleans Street to Clark Street.
- From the North property line of Piper's Alley and Walgreens on Wells Street south to the north end of Hill Street on bold sides of the Street.
- The north side of Division Street from the driveway of 1212 N Wells to LaSalle Street and the south side of Division Street from the western edge of the Old Town Park development to LaSalle Street.
- Burton Place Park from Wells Street west to the alleyway on the east end of the park.

See attached map for full-service area.

#### **Services Requested:**

1. Contractor will comply with all applicable federal, state, and city ordinances in performing services required under this proposal.
2. Contractor must be in compliance with ALL City of Chicago requirements for subcontractors including certificates, business licenses and insurance.
3. Contractor shall provide uniformed security services in and around Old Town SSA #48 per agreed schedule.

4. **Contractor shall submit cost proposal for armed guards/off-duty police officers and will also show hourly cost for unarmed officers if they are substituted or added on to usual coverage.**
5. Contractor is to interface with the 18th District police and attend CAPS/ Beat meetings overlapping the Old Town SSA #48 area.
6. Contractor must be prepared and be in attendance for any court related activities.
7. Contractor must be prepared and be in attendance for any Old Town SSA #48 Commission Meetings as requested.
8. Contractor via its officers is to have regular contact with every business in the SSA #48 Old Town area.
9. Contractor must provide weekly patrol updates to the Service Provider. These reports should include at a minimum, the name of businesses visited, contact person and telephone number, date and time of the visit, any criminal activity, police response and any follow up which occurred. The officers should note and report anything which could be a concern in the area.
  - a. (e.g., crowd control, drug activity, negative loitering, intoxicated behavior, etc.)
10. Each officer will have radio communication with each other as well as their office base.
11. Contractor will provide identifiable uniforms with Old Town SSA #48 Logo clearly displayed. These uniforms are to be clean and professional in appearance.
12. Contractor will provide an insured vehicle with one million dollars in coverage (per city of Chicago requirements) for use by the officers to patrol of the map area. This vehicle is to be clearly marked on both sides identifying it as the security patrol vehicle for the Old Town SSA #48.
13. **Signed Contract between OTMRA and Security Provider to include a hold-harmless statement indemnifying OTMRA, board members, SSA commissioners, agenda, and employees from liability and claims resulting from security provider officer actions.**

**Bids to Include:**

1. **Proposed Total Contract cost for security for 2023 3/8/2023-12/31/2022 (42 weeks) to include the following days of service:**
  - **Thursdays 7pm-1am (14 wks., Memorial Day – Labor Day), 2 armed guards**

- **Fridays 10:30pm-4:30am, 5 armed guards**
- **Saturday 11pm -5am, 5 armed guards**
- **Additional floating weekday every week for 4 daytime hours, 2 armed guards**

**Security Contractor to specify proposed use of a vehicle(s) in their RFP response as they see as appropriate.**

**Contractor may suggest modifications to number of officers and used of Armed vs unarmed officers.**

2. Services Cost & payment detail

- Hourly Cost for both armed and unarmed security
- Hourly Cost for an additional day of service out of scope
- **Proposed Billing & payment schedule, understanding that total cost for the year could vary from the proposed contract cost if OTMRA and the provider agree on variances in services (i.e., number of officers, more/less days, armed/unarmed, etc.)**

3. Methods of private security service

- Number of recommended officer (Minimum & Maximum, if variances to the numbers under #1 are proposed)
- Detail plan on **ongoing communication** with SSA 48 Old Town businesses

4. Include proof of insurance

5. Method of communication with client

6. Three References

7. One-Year Renewal Price Option

**Bids Due: Thursday Jan 5, 2023, by 5PM**

**Please Submit Bid to:**

**otmra@oldtownchicago.org**

Old Town Merchants and Residents Association

Attn: Marcy Huttas, Executive Director

1543 N Wells Street, Lower-Level Chicago, IL 60610

312.951.6106

SSA 48 Old Town District Area

