



## **Request for Proposal for 2024 Security Services**

Old Town SSA #48 is seeking proposal for experienced and professional private security services to patrol the public way of the SSA #48 Old Town area, per the SSA area map in this Request for Proposal.

The Special Service Area in Old Town includes a vibrant mix of residential, day-time retail, and daytime and late-night hospitality establishments. Private security funded through SSA #48 aims to address security challenges along the corridor and provide benefit to all of these diverse businesses and stakeholders.

### **Private Security Services should focus on:**

- Visible physical presence of a professional security service to deter crime and nuisance
- Engagement with local businesses, residents, and day-time and late-night hospitality industry patrons.

### **Desired outcome:**

Crime to be deterred / reduced and stakeholders to feel safer

**Period of Coverage:** March 8, 2024 – December 31, 2024

### **Service Area:**

Security Services are to be provided within the Old Town SSA area.

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 both 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 St west to the alleyway on the east end of the park.

See attached map for full-service area.

### **Implementation Requirements**

Contractor shall provide uniformed security services within Old Town SSA #48 per the agreed schedule and the following:

1. **Police Interface:** Contractor is to interface with the 18th District police and attend CAPS/ Beat meetings overlapping the Old Town SSA #48 area.
2. **Court Appearances** Contractor must be prepared and be in attendance for any court related activities.
3. **SSA #48 Commission Meetings attendance:** Contractor must be prepared and be in attendance for any Old Town SSA #48 Commission Meetings as requested.
4. **Business Relations:** Security Officers should have regular contact with businesses in the SSA #48 Old Town area.
5. **Reporting:** Contractor must provide weekly patrol updates to the Service Provider no later than 3 days after each shift. These reports should include at a minimum, the name of businesses visited, contact person, any criminal activity, any police response and any follow up which occurred. The officers should note and report anything which could be a concern in the area. (e.g., crowd control, drug activity, negative loitering, intoxicated behavior, etc.)
6. **Real-time Communication:** Each officer must have communication with each other as well as their management. Officers are also expected to communicate with Old Town businesses via a designated app. (Currently, multiple channels on the "Group me" app are used for communication between bars/evening establishments, daytime retail, in addition to a channel for security check-ins).
7. **Uniforms:** Contractor will provide identifiable security officer uniforms with Old Town SSA #48 Logo clearly displayed. These uniforms are to be clean and professional in appearance.
8. **Security Vehicle:** Contractor will provide an insured vehicle with one million dollars in coverage (per current city of Chicago requirements) for use by the officers to patrol of the map area. This vehicle is to be clearly marked with decals on both sides identifying it as the security patrol vehicle for SSA 48 Old Town
9. **Armed/Unarmed:** Officer may be armed/unarmed or a mix per agreement. Use of off-duty or retired police officers or deputies is a plus.

**Compliance Requirements:**

- 10. Contractor will comply with all applicable federal, state, and city ordinances in performing services required under this proposal.
- 11. Contractor must be in compliance with ALL City of Chicago requirements for subcontractors including certificates, business licenses and insurance.
- 12. Signed contract between OTMRA and Security Provider must include a hold-harmless statement indemnifying OTMRA Board Members and employees, and SSA Commissioners from liability and claims resulting from security provider officer actions.

**Schedule:**

Services to be provided from Friday March 8<sup>th</sup> - Tues Dec. 31 2024

Desired Schedule: (days and hours subject to change)

Friday and Saturday evenings 11pm – 4am March 8 – Dec 31. (43 weekends)

Thursday evenings May – Sept 8 pm – 1 am (22 days)

One rotating weekday afternoon May – Sept (tentatively 2-7 pm; 22 days)

Additional days and hours: (subject to change)

Sun. March 17 (St Patrick's Celebration)

Mon. May 27 (Memorial Day)

TBD: Last Day for CPS Students

Tues. July 4<sup>th</sup> (US Independence Day)

Monday Sept 2 (Labor Day)

TBD: First day for CPS Students

Mon Sept 16 (Mexican Independence Day)

Thurs Oct 31 (Halloween)

Tues Nov 19, Wed Nov 20, or Thurs Nov 21 (Old Town Holiday Lighting)

Sat Nov 29 (Small Business Saturday)

Tues Dec 31 (New Year's Eve)

Please indicate if standard pay rate applies for holidays

**RFP Response Requirements:**

Please provide costs for the stated services and describe how implementation and compliance requirements will be met while performing these services. Please respond to each of items 1-12 in Implementation and Compliance Requirements.

Please include:

- Cost per hour for unarmed security guards
- Cost per hour for armed security guards
- Cost per hour for armed off-duty or retired police officers or deputies

Current practice has been for 5 security patrol officers per shift, who may be a mix of armed and unarmed officers. Please indicate ability to provide a mix of armed/unarmed to staff a shift and your recommendations. Some use of off-duty police officers or deputies is not a requirement, but would be a plus.

Please also indicate and provide:

- Ability to fully staff agreed upon schedule and ability to react to request to add hours and change schedule during the year as requested.
- Experience of security officers who will be on patrol and their training.
- Training Program Description – both for new employees and ongoing officer training.
- Your experience providing security services – particularly to an SSA and commercial/residential corridor.
- Your proposed approach to providing security services to a commercial and residential corridor.
- Billing & Payment Schedule.
- Method of Communication with client.
- 3 References.
- One-Year Renewal Price Option.

**Bids Due: Wednesday Jan 10, 2024, by 5PM**

**Please Submit Responses to:**

otmra@oldtownchicago.org

Old Town Merchants and Residents Association

Attn: Marcy Huttas, Executive Director

1551 N Mohawk Street, Chicago, IL 60610

312.951.6106

**SSA 48 Old Town District Area**

*(shaded properties are part of the SSA area)*

