



## REQUEST FOR PROPOSAL for SECURITY SERVICES

### CHATHAM BUSINESS ASSOCIATION SBDI, SERVICE PROVIDER (SSA #51)

Request for Proposal (RFP) for SECURITY SERVICES for Chatham Cottage Grove Area #51 ("SSA 51)

#### REQUEST FOR PROPOSAL SECURITY SERVICES

The Chatham Business Association SBDI ("CBA") is seeking proposals from qualified contractors to provide uniformed security services and twenty-four surveillance for the Chatham Cottage Grove Commercial Corridor(s) Special Service Area #51. This document is a request for proposals and does not obligate CBA to accept responses from eligible contractors. This RFP simply establishes the minimum requirements a bidder must meet to be considered.

#### Submission of proposals

Responses to this RFP are due by November 13, 2012 at 5:00 PM. All (3 copies) proposals are to be delivered to:

Melinda Kelly, Executive Director  
CHATHAM BUSINESS ASSOCIATION SBDI ("CBAWorks.org")  
8441 South Cottage Grove, Chicago, Illinois 60619

#### Contract Term

The term of this contract shall be for a period of one year, with the option of two one-year extensions at the CBA's discretion. The contract may be terminated for convenience by either party with thirty (30) days written notice.

#### Scope of Services

Contractor shall provide uniformed security services in and around the Chatham Cottage Grove Commercial corridor(s) from 3:00 p.m. Friday to 1:00 a.m. Monday, with the addition of 12:00 p.m. to 2:00 a.m. Thursday through Saturday during the months of June, July, August and September, for a total of 56 to 88 hours per week. The Proposal should also cover security services during the holiday months of November, December and January. Proposal should include use of technology to assist in providing 24 hour monitoring of the corridor.

The boundaries of the Chatham Cottage Grove SSA#51 commercial corridor area begin along Cottage Grove between 75th St. To 92nd St. both sides to 95th St east side of street; both sides of 75th St. between Indiana Ave. and Drexel Ave.; both sides of 79th St. between Indiana Ave. and Greenwood Ave., both sides of 87th St. between Ingleside Ave. and Cottage Grove Ave.; the north side of 95th St. between Cottage Grove Ave. and Stony Island Ave.; then the south side of 95th St. between Dobson Ave. and Kimbark Ave. (see SSA #51 Map & SSA #51 Establishment Ordinance to confirm SSA#51 boundaries).

Contract security personnel will provide a variety of services, implementing the Chatham Business Association SBDI's security objectives according to policies and procedures which may include, but is not limited to the following general tasks: entry and egress access control, roving patrols of interior and exterior building areas, visitor and building employee identification verification, incident and daily operating reports, monitoring and responding to base building intrusion detection systems, alarms and



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fire detection equipment, responding as necessary to support other security duties as identified in post orders and standard operating procedures.

Contractor shall provide appropriate and necessary management and supervision for all Contractor's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties.

Contractor shall develop a comprehensive set of Post Orders documenting both general procedures as well as site-specific responsibilities. Post Orders shall be prepared prior to the commencement of the contract and must be reviewed and approved by the CBA management with thirty (30) days from commencement of Contractor's services to the CBA. All security officers will be required to read and verify they understand the Post Orders and at minimum, shall be tested during the On-The-Job Training (OJT) period, annually, or more frequently during site inspections. Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and the CBA's standards. Contractor is responsible for the daily personal appearance of security personnel. Contractor shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support continuous performance of contract requirements.

Contractor shall agree to remove from the site, whenever required to do so by the Chatham Business Association SBDI, any employee considered by the CBA to be unsatisfactory or undesirable to the CBA, within the limits of any applicable laws. Contractor shall administer all cost accounting and billing relative to this contract. Contractor shall respond as necessary to accommodate additional duty hours as may be requested by the CBA.

#### Instructions to Bidders

- Bidders are to address the following subjects in their response to the RFP:
- Company History and Organization
- Management Approach
- Personnel Selection process
- Personnel Training process
- Quality Management Program (i.e. administrative controls, monitoring, and quality control programs)
- Cost Proposal
- Insurance
- City Employees are not eligible to respond to this RFP