



Request for Proposal

2021 Security Services

Period of Coverage: March 11, 2021 – December 31, 2021

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 is to 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.

Old Town Merchants and Residents Association
1543 N Wells Street, Lower Level, Chicago, IL 60610
P: (312) 951-6106 E:otmra@oldtownchicago.org
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4. Contractor shall submit cost proposal for both unarmed guards and armed guards/off-duty police officers.
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 each and 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.

Bids to Include:

1. Cost of contract for private security
 - a. Cost for armed and unarmed security
 - b. Cost for an additional day of service out of scope
 - c. Proposed payment schedule
2. Methods of private security service
 - a. Number of workers on job for the area? (Minimum & Maximum)
 - b. Detail plan on how regular contact will be maintained with SSA 48 Old Town businesses
3. Response time for services

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4. Include proof of insurance
5. Method of communication with client for each plowing
 - a. Name of direct contact for OTMRA
6. Three References
7. One-Year Renewal Price Option

Bids Due: Friday, August 14, 2020 by 5PM

Please Submit Bid to:

Ian M Tobin
Executive Director
Old Town Merchants and Residents Association
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Chicago, IL 60610
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SSA 48 Old Town 2019 District Area



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