

SECURITY REQUEST FOR PROPOSAL

Introduction

Center on Halsted issues this Request for Proposal (RFP) for the purpose of having security contractors prepare a written response and oral presentation to provide security guard coverage for the Midwest's most comprehensive LGBTQ community center dedicated to advancing community and securing the health and well-being of the Lesbian, Gay, Bisexual, Transgender, and Queer people of Chicagoland.

This RFP is intended to solicit information and proposals from qualified Security Guard Services suppliers capable of meeting Center on Halsted's ("CLIENT") needs for its 3656 N. Halsted St., Chicago location. The Supplier ("Supplier") selected by CLIENT will have significant expertise in the areas necessary to meet the needs and requirements set forth in this RFP, including, without limitation, the ability to provide innovative solutions and introduce CLIENT to opportunities. Critical criteria in CLIENT's evaluation process will include the Provider's ability to provide trauma-informed security guards with experience working directly with LGBTQA people of all ages from diverse racial, ethnic, and socioeconomic background. The ideal security guard would have experience in working with patrons of diverse mental capacity and those experiencing homelessness. Through this RFP process, CLIENT desires to enhance service efficiency and minimize costs and risk, while at the same time providing the Supplier with the incentive to successfully perform based upon pricing, the operational parameters set forth herein, the negotiations between the parties and a formal written agreement documenting the parties' relationship.

CLIENT Company Information

Center on Halsted is the Midwest's most comprehensive community center dedicated to advancing community and securing the health and well-being of the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) people of Chicagoland. More than 1,400 community members visit the Center every day, located in the heart of Chicago's Lakeview Neighborhood.

COH open to the public every day from 8:00 a.m. to 9:00 p.m. and provides a multitude of social services and community programming. COH also provides rental venues available to the public.

Center staff work hard in collaboration with security to provide a safe and welcoming environment with programs and services for the entire community. Our programs range from volleyball, dance performances and cooking classes to rapid HIV testing, group therapy and vocational training. We partner regularly with other organizations and groups from across Chicago and the nation to provide additional programming for the community.

The building itself is unique in that we have a retail tenant on the first floor, Whole Foods, that shares our lobby on the first floor. There are two floors of underground parking that belong exclusively to Whole Foods.

Information & Data

Suppliers are invited to submit proposals for unarmed security guard services to CLIENT in connection with its facilities located at 3656 N. Halsted St., Chicago. This RFP is being provided to Suppliers so that they may develop a comprehensive cost and performance proposal for meeting some or all of CLIENT's needs, but is not intended to limit proposal content. Suppliers are encouraged to provide proposals which include alternative service methods or operations. The information provided by CLIENT in this RFP is the most accurate and quantifiable data presently available to us, and is provided solely for the purpose of assisting you in submitting a proposal. In addition, all information contained in this RFP is confidential and proprietary to CLIENT, and:

- (i) shall not be used for any purpose other than in your preparation of a proposal
- (ii) may only be disclosed to your company's principals, directors, officers and employees on a need-to-know basis relating directly to your proposal, and only after they have been made aware of and agreed to the confidential nature and restrictions on such information
- (iii) may not be disclosed to any third party for any reason, except as is provided for herein or as is approved by CLIENT in advance in writing

_____ **I agree to the above conditions in Information and Data section.**

Evaluation and Selection Process

CLIENT will evaluate and analyze Suppliers' responses to this RFP utilizing multiple criteria including, without limitation:

- Experience and depth of organization
- Demonstrated successful experience in implementing services similar to those requested in this RFP
- Ability to meet the contractual requirements set forth in this RFP
- Ability to meet all requested specifications
- Process improvement/cost savings ideas presented by supplier
- Licensing
- Membership in industry related professional organizations
- Safety record
- Employee Training, including Racial Equity and Inclusion, LGBTQ sensitivity, Understanding Trauma, and Active Shooter
- References
- The proposal's completeness, thoroughness, accuracy, compliance with instructions, timeliness, and the organization and conciseness of the text materials
- Any other criteria that CLIENT in its reasonable discretion deems applicable to the evaluation of proposals

In addition to the requirements and qualifications identified above, the evaluation process will include a review of the Supplier's breadth of knowledge of the Security Guard Service industry, as well as their stability and organizational structure which will be demonstrated through their response to this RFP and the following information:

- Company history
- Company philosophy
- Overview of services
- Unique company strengths
- Major customers and services provided
- Organizational chart
- Management Strengths
- Technology Capabilities
- Personnel qualifications
- Required personnel trainings

Key Deliverables

Suppliers shall provide CLIENT with a solution that addresses the following general areas, many of which may be discussed in greater detail elsewhere in this RFP:

- Ability to provide a full spectrum of services
- Solid results-oriented organizational structure
- Organizational abilities
- Relationship philosophy
- Competitive advantages
- Innovative programs
- Value added services
- Regional capacities/capabilities
- Customer service tools

Rights of CLIENT

CLIENT reserves the right to select the bid which we feel best meets our business requirements. This also means that we reserve the right to select or not to select any proposal, re-bid this business, negotiate with one (1) or more Suppliers for services at a given facility before awarding the bid to a Supplier, or manage the security guard services internally.

Formal Agreement

Supplier will be required to enter into an Agreement with CLIENT which incorporates the terms specified in the RFP and any other normal and customary or additional terms at CLIENT's discretion. As such, this RFP is not an offer capable of being accepted.

Costs Incurred

This RFP does not commit CLIENT to pay any costs incurred in the preparation or submission of any proposal or any costs incurred by a Potential Supplier in connection with the negotiation and execution of a contract with CLIENT.

Ownership

All proposals submitted in response to this RFP will become the sole property of CLIENT and shall not be returned to the Supplier. All supporting material and other documentation submitted with any proposal will also become the property of CLIENT, unless otherwise requested by the Supplier in writing at the time of proposal submission. All information not already known to CLIENT, or not considered to be in the public domain, will be considered confidential.

Business Objectives

CLIENT is seeking a supplier who will:

- Make recommendations concerning aspects of the business within their sphere of its expertise and help CLIENT stay up-to-date in regard to changes in Security Guard Services
- Provide technical expertise considering CLIENT's unique needs
- Provide business expertise that will bring additional value-added services to CLIENT
- Gain knowledge of CLIENT's operations so that operational and cost saving opportunities can be explored to the mutual benefit of both companies and demonstrates Process Efficiencies: Delivery of Security Guard Services in the most efficient manner to meet CLIENT's needs and requirements
- Cost Reduction: Best Practices and efficiencies to maintain the lowest possible cost at the highest possible quality of services Innovation: that provides CLIENT with an edge to better serve its customers
- Continuous Improvement: Improvement in quality and consistency for the services through collaboration, innovation and continuous improvement processes

General Procedures

RFP Administration

Any questions and/or communications pertaining to this RFP and your proposal must be directed only to Jim Klein, CTOO via the security@centeronhalsted.org email address. Suppliers may not contact any other CLIENT employee or representative to discuss this RFP or any information relating thereto. Such contact may subject your company to disqualification from this RFP process. Suppliers will be informed of the status of their written proposal upon the completion of CLIENT evaluation and selection process.

RFP Schedule

Suppliers' responses to this RFP must be sent via email and must be received by CLIENT before 5pm Central on November 1, 2019. Email responses to security@centeronhalsted.org. Any proposals that are received late or are not in compliance with the instructions and/or requested elements found in this RFP may be rejected and eliminated from consideration. In addition, Suppliers may be required to present their proposal to CLIENT personnel. You may be contacted concerning such presentations once your proposal has been received and reviewed. Projected commencement of service date is December 1, 2019. All dates are subject to change at CLIENT's sole discretion.

RFP Terms and Conditions Applied to the Agreement

The terms and conditions of the RFP, including any specifications and the completed proposal, may become, at CLIENT's sole discretion, part of the Agreement. If you fail to object to any term or condition in this RFP, it shall conclusively mean you agree with and will comply with all such terms and conditions. All objections must be submitted to CLIENT in writing as a part of your response to this RFP. Suppliers must clearly set forth any restriction within their proposals where they are unable to meet the CLIENT specification. Unless expressly indicated, CLIENT will assume that the supplier's proposal meets the required specifications. Any restrictions will be considered during the evaluation phase and may influence the RFP awards.

Indemnification

The supplier agrees to indemnify, defend and hold harmless Center on Halsted, its affiliates, officers, directors, employees, and agents (each an "Indemnified Party" from and against any losses, costs, damages, actions, suits, demands, fines penalties, judgments, and expenses (including reasonable attorneys' fees and costs) arising out of (i) a breach or alleged breach of this Agreement; (ii) death, personal injury or property damage cause, directly or indirectly, by [Supplier] and any subcontractor, if applicable, and any of their respective officers, employees or representatives, or (iii) any matter that [supplier] is required to insure against under this Agreement. Upon receipt by an Indemnified Party of notice of a claim, action or proceeding in respect of which indemnity may be sought hereunder; CLIENT shall within a commercially reasonable time notify the [Supplier] in writing with respect thereto. [Supplier] shall assume and control the defense of any litigation or proceeding in respect of which indemnity is sought hereunder with counsel reasonably acceptable to CLIENT.

_____ I have read the Indemnification language and my company agrees.

Confidentiality

"Confidential Information" shall mean all non-public information of CLIENT or its affiliates, subsidiaries, customers, vendors, and contractors (whether oral, written or electronic), including any analyses, compilations, studies, notes or other documents which contain or otherwise reflect such information. Confidential Information includes but is not limited to financial, commercial, and technical data, analysis and information; strategies, projections,

forecasts, assumptions and results; inventory; procurement practices; customer, supplier, vendor, contractor and pricing lists and information; management structure and organizational needs; methods of production, distribution, or operation; technology in any stage of development, trade secrets, techniques, processes, concepts, ideas, inventions, know-how, and all copies, compilations and derivative works thereof and any visual observations or conversations overheard by the Company or its Personnel.

Codes and Compliance

Supplier shall be responsible for performing all work in accordance with all applicable federal, state and local laws, regulations, codes, ordinances and other applicable governmental requirements, including obtaining applicable permits (hereinafter "Legal Requirements"). In addition to the Legal Requirements described above, Supplier shall comply with all applicable CLIENT safety requirements while on CLIENT premises. Supplier shall ensure that any third party utilized to perform the services described in this RFP, if such use of third parties is allowed and approved in advance by CLIENT, shall similarly meet all Legal Requirements in performing the work and in the materials utilized in performing such work.

Assignment

Supplier shall not assign or subcontract any portion of its obligations under the Agreement without the prior written consent of CLIENT. Assignment or subcontracting shall in no way relieve the supplier of any of its obligations under this Agreement.

Representations and Warranties of Supplier

The Supplier represents and warrants the following in connection with the Services: it and its employees possess the requisite skill, knowledge, background, and experience to perform the Services in a good and workmanlike manner; (ii) it shall and it shall cause its employees to perform the Services in accordance with all applicable federal, state, and local laws, rules, codes, and regulations; (iii) it has and it shall maintain in good standing during the term any and all necessary licenses, permits and permissions required (if any) to perform the Services; (iv) it has verified and will verify on an ongoing basis that all employees used to perform the Services are United States citizens or legally authorized to work in the United States; and (v) it shall and it shall cause its employees to comply with any and all security, health, safety, and other operational policies or procedures of CLIENT, which are made known to the Supplier, while on the premises of CLIENT or any of its affiliates or subsidiaries.

News Release

The Supplier shall not issue any press release, publicity statement or other public notice relating to this RFP and shall not use the CLIENT name, logo, or service marks without the prior written approval of CLIENT.

Contract

Supplier shall be required to sign a Services Agreement with CLIENT. Supplier must clearly set forth any specific objections to the terms and conditions of the Agreement as a redlined agreement. CLIENT shall assume that the Supplier agrees to the terms and conditions of the Agreement. Attach your redlined Security Guards Services Agreement.

RFP Certification

All proposals must include a cover letter on company stationery that is signed by an officer, managing member or partner authorized to bind the Supplier.

Service Specifications

General Service Specifications

These requirements will be incorporated into the contract for Security Guard Services. Proposal responses will be considered acceptance of these requirements unless expressly stated otherwise as a redline to the Security Guard Service Agreement. Suppliers must be capable of meeting or exceeding the following service level specifications:

- All Contract Guards will be for officer level guards
- Supplier will provide supervision for all guards and who will serve as a liaison between the Supplier and CLIENT with respect to any and all issues, concerns, and relevant information including communicating CLIENT policies and procedures to the other guards and enforcing those policies and procedures with respect to its guards.
- Guards will need to be equipped with uniforms that foster a professional consistent appearance
- Uniforms will be provided by the supplier
- CLIENT will reserve the right, at its sole discretion, to require the Supplier to remove any guard for any lawful reason and request a suitable replacement from the Supplier.
- Supplier will be responsible for the hiring and training of all guards, including any replacement of existing guards
- CLIENT will not pay for training costs
- To the extent permitted by law, and at Supplier's sole cost and expense, Supplier shall be responsible for conducting criminal background checks on all guards used to perform any services for CLIENT and for certifying to CLIENT that there is nothing revealed by such background checks of said guards that would create a reasonable doubt about the utilization of same for the services in a safe manner and with proper regard for the security of CLIENT and its employees, affiliates, subsidiaries, customers, vendors and other third parties.
- Supplier shall be responsible for certifying that any and all guards whose background checks indicate the following convictions shall not be assigned to CLIENT or any of its affiliates or subsidiaries:
 - any felony conviction -any conviction resulting in time spent in jail -more than one misdemeanor of any kind (excluding traffic violations) -any sex offense -any

offense involving a weapon -any offense involving violence -any crime against a previous employer -and any crime involving fraud -theft -deception, etc.

- Supplier shall be responsible for ensuring that its guards strictly comply with CLIENT's drug-free workplace policies, as the same may be amended by CLIENT in its sole discretion.

Guard Responsibilities/Duties

The responsibilities and duties of the guard may include but are not limited to:

- Provide assistance, give directions, answer questions and otherwise serve as a central or visible source of information for employees, customers, visitors and vendors.
- Greet all patrons entering the building
- Since Security will be working in an environment with members of the LGBTQ community, it is expected they are culturally competent with this population and demonstrate racial equity and inclusion
- Undergo trainings identified by CLIENT, e.g. gender pronoun training, Trans 101, Active Shooter, etc.
- Have CPR certification and/or undergo CPR training as needed
- Demonstrate understanding of working with clients who have experienced trauma
- Ensure patron compliance with CLIENT's Code of Conduct by addressing infractions
- Maintain security log sheets and complete necessary paperwork when needed
- Sign complaints and attend court when needed
- Notify the CLIENT of any hazards, safety violations or other conditions that warrant an unsafe condition.
- Perform additional duties unique to specific posts as required by CLIENT.
- A majority of the duties will be stationary, but occasionally walking and routinely checking out sidewalks and other areas of the building is required.
- Guards will not carry weapons of any kind.

Employment Requirements

Shifts In addition to ensuring strict compliance with all applicable laws governing the hours of work and wages, no guard shall:

- Work longer than a 12-hour shift without at least an 8-hour break
- Work more than 12 hours in any 24-hour period.

_____ **Does your company agree to this requirement?**

Job Descriptions

The following job description is used at CLIENT internally and provided as reference. Please attach a copy of your job description and comment where there are gaps between your company's job description which most closely reflect the CLIENT requirement.

Security Guard – Officer

Weekly Hours: Average 40 hours Recommended Education: GED or High School Diploma required. Recommended Experience: 6 - 12 Months Required Certificates: Where applicable by law, must maintain security certifications and/or valid driver's license; IL requires PERC card; CPR certification preferred

Position Summary:

- Secure and protect all company property including buildings, equipment and product inventory as well as all associates by maintaining control of traffic flow and access to the facility.
- Respond to emergency situations with a sense of urgency and maintain open communication flow with management staff.
- Adhere to established policies and procedures.
- Essential duties following other duties may be assigned.
- Check employee ID's before allowing access to facility.
- Log in all visitors and notify department before access is given to visitor.
- Deny access of unauthorized individuals/vehicles
- Perform facility rounds, door seal checks, pilferage checks, and temperature checks
- Complete all paperwork and reports as necessary
- Other duties as assigned

Physical Requirements:

- Constant- Seeing and hearing; frequent- feeling, standing, walking, and sitting
- Occasional- reaching, stooping, climbing, balancing, driving, bending, twisting, handling of paperwork. Carrying, lifting, pushing, pulling and gripping of objects ranging in weight from under 20 lbs. to over 60 lbs.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Competencies: Communication Skills, Quick thinking, Interpersonal Understanding, Team Player, Adaptability, Self-Driven, Use of technology

Please attach/include a copy of your job description which most closely reflects the CLIENT requirement.

Supplier Proposal Requirements

Additional Proposal Elements

If you wish to provide any additional information or propose alternative solutions you may do so in the form of materials submitted IN ADDITION TO THE REQUIRED DOCUMENTS. Additional materials are not required, but will be considered in the proposal evaluation.

Insurance Requirements

Vendor, at its sole cost and expense, shall at all times during the term of the Agreement, carry and maintain the following insurance coverage with insurance companies authorized to do business within the State of Illinois with a minimum A.M. Best's rating of A. Before commencing work, Vendor shall furnish Owner with certificate(s) of said insurance policy or policies and shall assume responsibility for placement and renewal of all such policies.

- (a) Commercial general liability insurance, on an occurrence form, adequate to protect the interest of the parties hereto, which shall name Owner and Manager as additional insureds; shall waive all rights of subrogation against Owner and Manager; and shall be the primary liability insurance, and not excess over any liability policy carried by Owner or Manager, for all claims or liabilities arising from, or incidental to this Agreement. General liability risks and key exposures to be covered shall include, but not be limited to, the Property and Vendor's operations in connection with the Property, blanket contractual, personal injury, and completed operations. The limits of each policy shall not be less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage;
- (b) Workers' Compensation insurance in full compliance with all applicable state and federal laws and regulations covering all employees of Vendor. Coverage shall include employer's liability insurance in an amount of not less than \$500,000. Such policy shall contain a waiver of subrogation as to the Owner and Manager;
- (c) Umbrella liability insurance written on an occurrence form; providing coverage in an amount of not less than \$1,000,000. Such insurance shall be in excess of all liability coverages required herein; and shall name the Owner and Manager as additional insureds, and shall waive all rights of subrogation against Owner and Manager.

To the extent that the Vendor employs, utilizes or contracts with subcontractors and/or independent contractors for some or all of the services to be provided hereunder and pursuant to the Agreement, the Vendor shall require such subcontractors and/or independent contractors to comply with the same insurance requirements as set forth in this section.

All insurance policies shall be issued by companies in forms satisfactory to Owner and Manager and shall expressly provide that the insurance company or companies shall notify Owner and Manager in writing at least thirty (30) days prior to any alteration or cancellation thereof. Vendor will forthwith provide Owner and Manager with current certificates of such insurance upon issuance.

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_____ I have read the insurance requirements and will provide insurance at the level designated by CLIENT.

Supplier Overview

General Information

Company Information

Legal Company Name:

Parent Company Name:

Street Address:

City:

State:

Zip Code:

Country:

Are visits to your site(s) available by appointment?

Contact Information

Primary Contact Name:

Phone:

Fax:

Email:

Secondary Contact Name:

Phone:

Fax:

Email:

Senior Management Contact Name:

Phone:

Fax:

Email:

Legal Contact Name:

Phone:

Fax:

Email:

Technical Service Contact Name:

Phone:

Fax:

Email:

Ownership Information

If public, where does your company trade, and under what stock symbol?

If private, who are the top three principle owners, and what is the related ownership percentage of each?

Please give a brief overview of your company including commodities and / or services provided.

What business segments do you service?

Please list your affiliates.

Which year was your company established?

What is your state of incorporation?

What is your web URL?

SIC/NASIC#

DUNS/DB#

Federal Tax ID#

Do you have any local, state, and/or national industry/professional affiliations?

If "yes" please list the industry/professional affiliations.

Do you have any local, state, and/or national industry/professional licenses?

If "yes" list industry/professional licenses

Customer References

Please provide 5 customer references.

Has your company provided product or services to CLIENT or its affiliates in the past 5 years?

If previously, when?

If yes, what companies, locations and dates.

CLIENT shall have the right to audit supplier, providing reasonable prior notice, to inspect pertinent records to confirm compliance with its agreed obligations at time of business award.

Do you agree to allow CLIENT to inspect those records?

Legal

Has your company ever filed bankruptcy?

If "Yes", when?

Is your company currently contemplating mergers or acquisitions?

Are you currently going through any litigation that may impact services?

What Geographic Locations do you service?

Safety & Regulatory

Do you have a formal/written safety program? If yes, please attach.

Do you have a disaster recovery plan in place? If yes, please attach policy plan.

Human Resources

Recruiting

Outline the recruiting procedures used to meet the qualifications for each position being staffed at CLIENT.

Describe how you establish compensation and benefit levels for geographic areas where you are placing employees.

BACKGROUND CHECKS: Supplier shall be responsible for conducting background checks on all guards deployed to perform services for CLIENT and for certifying to CLIENT that guards whose background checks reveal/indicate the following convictions shall not be assigned to CLIENT or any of its affiliates or subsidiaries: felony conviction, any conviction resulting in time spent in jail, more than one misdemeanor of any kind (excluding traffic violations), any sex offense, offense involving a weapon, offense involving violating a crime against a previous employer, or any crime involving fraud, theft, etc. I have read and understand this requirement.

Tenure

What is your company turn-over rate?

How many guard service employees were on your payroll as of January 1, 2014?

How many of your current guard service employees have been employed by your company longer than twelve months?

Describe the performance measurement methods, compensation system and incentive programs to reward and retain competent employees.

Describe any media coverage of your company in the past five years.

Benefits

How soon after employment is an employee eligible for vacation?

How soon after employment is an employee eligible for paid holidays?

How soon after employment is an employee eligible for medical / dental coverage?

Are employees charged for uniforms? If yes, describe.

Are employees charged for uniform maintenance? If yes, describe.

Drug Testing

The company shall perform drug testing on all employees being placed at a CLIENT or any of its affiliates or subsidiaries.

Have you won any industry or customer quality/service awards? If yes, please provide details.

What percentage (%) of the employee healthcare benefit is the employee responsible for pay?

Single coverage? Family Coverage?

Customer Relationship Management

Account Management

Describe your new client account set-up process.

Describe your processes for escalating issues to your clients

What provisions does your organization have in place to supervise your employees at the client's location? (Supervision includes but is not limited to performance management, conduct, schedules, hours worked, etc.)

How does your company define, measure and improve customer satisfaction?

Customer Service Center

Does your company maintain a 24/7 customer service center?

If your company does not maintain 24/7 availability, provide the hours below that it maintains for its customer service center.

If your company does not maintain 24/7 availability, describe how you would handle issues after hours.

Do you have a call center?

If you have a call center, what are the hours of operation?

Quality & Training Program

Describe your management and internal control processes for assuring quality security service delivery

Can your company customize training programs based on CLIENT requirements?

Does your organization provide any training in the following areas to potential guards? (Please check all that apply)

- Racial Equity and Inclusion
- Mental Health First Aid
- LGBTQ Sensitivity
- Transgender 101
- Active Shooter Training
- Trauma-Informed Approach
- Working with Youth
- CPR

Please provide details on the certification/licensing of your employees and any state specific requirements for any of the locations you are including in your proposal. You may attach copies of certifications or license samples.

Please provide details on training (or attach training documents to this section) that you provide to your employees to prepare them to be placed on a customer's site.

Issue Resolution

Outline your training program for each level of employees, including pre-placement and on-site. How are requests/feedback handled at the local level and then communicated to the corporate level within your organization?

Technical Overview

What current technologies do you use that promote efficient and smooth operations?

How does your company keep up with the latest advances with technology and methods in your industry?

How would you introduce these changes to CLIENT?

Invoicing

Do you offer electronic billing and remittance processing capability?

CLIENT requires weekly invoicing for proceeding week, does your organization agree to comply with this requirement?

CLIENT minimum invoice requirements include, but are not limited to:

- Location Served
- Name of Guard
- Rate Charged
- Type of Pay (Regular, Holiday, Overtime)
- Date of Service
- Number of Hours Worked

_____ **Does your organization agree to comply with this requirement?**

Reporting

Can your company provide the following reports on demand? (Check all that apply)

Guard name and hours worked, organized by date or by name during reporting period

Incident reports created by each guard during reporting period

Number of times guard attends court during reporting period

Number of excused and unexcused absences during reporting period

Number of times tardy during reporting period

Summary and detail of hours guards worked

Trainings completed and completion dates

CPR Certification and expiration dates for all security guards

Security

Security Guard Service - Questions

Describe the processes/agreements necessary to deliver additional emergency staffing when provided with a 24 hours' notice?

Are you capable of providing more than four staff members on a 24 hours' notice?

In the Pricing section you will be provided with the number of hours required by facility. How do you determine the number of staff members required to fulfill the service requirement?

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Pricing

Discount Terms

CLIENT requires Net 45 day terms; does your organization agree to comply with this requirement?

Please provide pricing for the following coverage options; CLIENT may expand or contract coverage when needed.

Option One (Total of 88 hours weekly)

- o MON-FRI
One guard: 12p-8p – Typically stationed in lobby
One guard: 3p-9p – Typically stationed at second floor landing
(14 hours daily/70 hours weekly)
- o SAT-SUN
12p-9p (9 hours daily/18 hours weekly)

Option Two (Total of 131.5 hours weekly)

- o MON-FRI
One guard: 8a-10:30p – Typically stationed in lobby
One guard: 3p-9p – Typically stationed at second floor landing
(20.5 hours daily/102.5 hours weekly)
- o SAT-SUN
One guard: 8a-10:30p – Typically stationed in lobby
(14.5 hours daily/29 hours weekly)