

# VILLAGE OF BRIDGEVIEW, ILLINOIS



## REQUEST FOR PROPOSALS FOR SECURITY SERVICES

ISSUE DATE: SEPTEMBER 7, 2022

PROPOSAL DUE DATE: OCTOBER 14, 2022

## Table of Contents

Section	Page Number
I. General Information	3
II. Scope of Services	5
III. RFP Response	8
IV. Evaluation Criteria	10

## I. GENERAL INFORMATION

A. Introduction. The Village of Bridgeview, Illinois (the “Village”) is proud to issue this request for proposals (“RFP”) to qualified entities to supply security services in relation the Village’s multi-purpose entertainment and sports stadium located at 7000 South Harlem Avenue, Bridgeview, IL. Written proposals submitted in response to this RFP shall comply with the instructions and procedures set forth herein.

This RFP is available on the Village of Bridgeview website at <http://www.bridgeview-il.gov> Parties interested in receiving a hard copy of this RFP must provide a contact name, address, telephone number and email address to the Village.

B. Purpose. The Village is seeking proposals from qualified entities to provide professional security services discussed in further detail in Section II of this RFP, for a multi-purpose entertainment and sports stadium located at 7000 South Harlem, Bridgeview, Illinois (the “Venue”).

The selected entity shall perform and oversee all aspects of the requested security services. A detailed discussion of the Services is to be found below in Section II. The Village reserves the sole and exclusive right to: (1) reject all proposals submitted in whole or in part; and/or (2) award the Services to multiple vendors. Entities responding to this RFP must be prepared to undertake all aspects of the requested services. The Village reserves the right, in its sole and absolute discretion, to cancel or modify this RFP in part or in its entirety.

C. About the Village. The Village of Bridgeview is a home rule municipality located in southwestern Cook County, Illinois, approximately thirteen (13) miles from downtown Chicago. The Village was incorporated in 1947 and is interesting and diverse, offering a blend of residential, commercial, and industrial development. The Village has a population of 16,791 with a median age of 38 years. The population within a three-mile radius of the Village is approximately 115,457. The general boundaries of the Village include 70th Street on the north and 103rd Street on the south. It encompasses 4.5 square miles, is 16 miles southeast of Downtown Chicago, 5.8 miles from Midway Airport and 19 miles from O’Hare Airport.

D. About the Venue. The Venue is a 20,000-seat open air sports and entertainment venue situated on site that is approximately 100 acres in size with ample parking. Owned and operated by the Village of Bridgeview, the facility hosts a number of world-class concerts and large-scale music festivals, professional and amateur sporting events including MLS, NWSL, international and collegiate soccer, as well as numerous recreational soccer leagues in the Southwest Corridor. The Venue includes several adjacent state-of-the-art turf fields and a 90,000 square-foot dome. Additional information on the Venue can be found at <https://www.seatgeekstadium.com/>

D. Response Format. Proposals sent in response to this RFP must include the name of the entity and the name of the person submitting the response. Responses should follow the format as outlined in the RFP Questions section. All responses must be signed by a representative authorized to make a binding commitment on behalf of the entity submitting the response.

E. Instructions. The Village must receive three (3) hard copies and one (1) electronic PDF copy (in searchable format on a USB drive to be included with the hard copies) of all proposals no later than 2:00 p.m. on October 14, 2022. Late responses will not be accepted. Responses submitted by facsimile will not be accepted. All responses should be delivered as addressed below:

Village of Bridgeview  
RFP for Security Services 2022  
Attn: Mr. Kenneth Panaralla  
7500 South Oketo Avenue  
Bridgeview, Illinois 60455

All questions regarding the RFP should be sent to the RFP Contact: Mark Jamil at [mjamil@bbp-chicago.com](mailto:mjamil@bbp-chicago.com)

Any and all questions pertaining to this RFP must be submitted in writing and submitted to the RFP Contact identified above and must be submitted on or before October 7, 2022. All questions and responses will be posted on the Village website.

F. Communications. The Proposers considering responding to this RFP are strictly prohibited from communicating with any member of the Village, Village Board or staff of the Village with regard to this RFP as any and all questions should be directed to the RFP Contact identified in Section E above.

G. Remuneration. Interested parties are to present a pricing proposal in connection with the presented services as specified in Section II of this RFP.

H. Interviews. After receipt of all responses, the Village will review and evaluate submissions based on all of the criteria stated in this RFP. The Village may, in its sole and absolute discretion, request interviews to allow the most qualified candidates to clarify their proposals or further define their offer. All interviews shall be at the expense of the party granted the interview.

I. Proposal Timetable. The Village anticipates a timely completion of the RFP process resulting in the successful negotiation of a contract. The Village reserves the right, in its sole and absolute discretion, to make adjustments to the timetable below as required throughout the process.

RFP Issue Date:	September 7, 2022
Proposal Due Date:	October 14, 2022
Selection Date:	Estimated to be on or aboutt the week of October 31, 2022 in the Village's sole discretion

J. Public Records. Any proposal received in response to this RFP constitutes a public document that may be made available to the public upon request under the Illinois Freedom of Information Act ("FOIA") (5 ILCS 140/1, *et seq.*) and other applicable laws and rules.

K. Amendment. This RFP shall be modified only by written amendment issued by the Village. It is the responsibility of the Proposers to verify that they have received, and incorporated into their proposals, all changes to this RFP due to amendments.

## II. SCOPE OF SERVICES

The Village seeks proposals from qualified entities to provide the following security services (each a "Service" and collectively referenced as the "Services"):

- (1) Develop event security operations plans for stadium-related events and operations;
- (2) Manage and operate a properly trained and highly effective event security staff;
- (3) Provide staffing, administration, management and operation of security services and crowd management in designated areas of the Venue;
- (4) Draft policies and procedures with respect to Venue security staffing, administration, management, crowd management and operations subject to the approval of the Village or its agents and the selected firms shall provide services in accordance with such rules and regulations. The Village or its agents may reasonably modify such rules and regulations at any time at its sole discretion;
- (5) The selected firm(s) shall provide all necessary working capital, inventory, personnel, and additional equipment to manage the Services. All employees of the successful firm(s) will be employees of the firms and not the Village or its designees;
- (6) The Village, or its designees, will have the final approval on all suppliers and prices and at no time will the selected firm(s) offer an exclusive to any supplier without the Village's prior written consent. The Village will decide any and all matters which may arise as to the acceptability of services rendered, levels of staffing, manner and level of performance, questions which arise as to the interpretation of the conditions and specifications, and all questions as to acceptable fulfillment of any resulting agreements. The Village reserves the final right of approval of the selected firms' sources of product supply so long as they are competitive in terms of quality and price with the marketplace. Selected firm(s) shall not retain any advertising rights at or around the Venue;
- (7) Security services shall be of the highest quality attainable. Services shall be provided in a professional manner in accordance with health and safety standards of the State of Illinois and all applicable statutes, rules, and regulations. All designated security staff provided by the selected firm(s) are to be properly certified and licensed by the State of Illinois, including without limitation any and all background checks, required training and classroom instruction, all at the selected firm's sole expense. Selected firms will provide a comprehensive list of the certified staff upon request;
- (8) The selected firm(s) will not be permitted to subcontract any area of security staffing unless approved by the Village;
- (9) Selected firms shall appoint a manager with approval from the Village or its designees for the term of the agreement. An office (on event day(s) only) will be provided for security staff services at the Venue for event operations. In addition, the selected firm(s) shall appoint an operations coordinator with approval from Village for the term of any agreement.
- (10) All employees, agents, and sub-contractors of the selected firm(s) shall be properly attired, trained, courteous and efficient in the performance of their duties. All staff are to be properly credentialed and assigned to designated areas with a full understanding of their

duties and properly supervised. All uniforms to be mutually agreed upon by the Village and the selected firm(s).

- (11) The selected firm(s) will provide the Village with a written summary of each event within twenty four (24) hours of that event. The summary will include any incident reports, injury reports, ejections and any other relevant event incidents.
- (12) At the conclusion of each event or sooner if requested, the selected firm(s) shall provide the Village with final invoices for all security services.
- (13) The selected firm(s) shall provide the Village no later than sixty (60) days prior the start of each fiscal year (July 1) in writing and drawing a projected organization structure and goals for the ensuing year. These projections will reflect different attendance levels at the Venue and shall include tactics to accomplish said structure and goals. A recap of the previous event season will also be required identifying positives and development areas.

The selected firms will report directly to the Village or its designees. This section provides the minimal requirements that may be expected from the proposing entity pertaining to the needs of the Village. Proposing entities not meeting the minimum requirements may be eliminated from further consideration.

The Village contemplates entering into a two (2) year initial term with one or more successful firms with three (3) additional terms of one year in length under the provisions agreed to herein other than pay rates which will be subject to the mutual agreement of both Village and the successful firm(s).

A. Minimum Qualifications.

(1) Three (3) years of collective experience within the proposing firm providing the Services specified in this RFP. Proposers shall provide a list of professional sports venue projects where the Proposer provided or currently provides services similar to the Services set forth in this RFP over the past three (3) years.

(2) To the extent applicable, provide evidence that Proposer holds active licenses necessary in the State of Illinois to provide the Services set forth in this RFP.

(3) Proposers shall submit evidence of compliance with all equal opportunity employment and affirmative action laws when and to the extent these requirements are applicable (which will be satisfied by an affirmative certification to the same).

(4) Proposers shall comply with all applicable federal, state and local laws, ordinances, rules and regulations.

B. Additional Service Requirements.

- (1) Prior to performing any of the Services indicated in this RFP, the selected firm(s) shall shall purchase and maintain, and require all sub-subcontractors to purchase and maintain, insurance of the following minimum types of coverage and limits of liability:  
Workers' Compensation Insurance:  
Illinois Statutory Employers Liability:  
\$1,000,000 Each accident  
\$1,000,000 Disease – Each employee

\$1,000,000 Disease – Policy limit  
Coverage for federal acts (if applicable)  
Any individuals excluded from Workers’ Compensation are not allowed onto the Licensed Premises.

Commercial General Liability Insurance: Full comprehensive general liability including XC&U protection, contractual liability coverage insuring to the fullest extent possible the indemnification agreement contracted herein, for the following minimum limits:  
\$2,000,000 General Aggregate  
\$1,000,000 Each Occurrence  
\$1,000,000 Personal / Advertising Injury

Automobile Liability Insurance: Comprehensive auto liability protection insuring owned, non-owned, and hired automobiles for the following minimum limits:  
\$1,000,000 Combined Single Limit

Umbrella/Excess Liability Insurance: \$10,000,000 Per Occurrence and Aggregate providing coverage excess of General Liability (including Liquor Liability if applicable) and Auto Liability.

**Additional Requirements:**

The following shall be named as primary and non-contributory additional insureds on all policies, including Liquor Liability, except the Workers’ Compensation and Automobile Liability policies:

Village of Bridgeview dba Seatgeek Stadium; Village of Bridgeview,

Any deductibles under any policies maintained by the selected firm(s) or its subcontractors shall be the sole responsibility of the selected firm(s) or subcontractors. Failure to provide evidence of insurance before the start of any event in no way will be deemed a waiver of the insurance requirements.

Worker’s Compensation (for Licensee’s own employees), Auto and General liability policies should include Waivers of Subrogation in favor of the Village.

(2) The successful Proposer shall preserve for a period no less than seven (7) years from creation of the same, all original books and records disclosing information pertaining to gross sales at the Venue and such other information regarding the Proposer’s business operations on the Venue as directed by the Village.

(3) To the extent applicable, the Proposer shall be required to collect and disburse all taxes required by any federal, state, or municipal authority, including but not limited to gross sales tax, sales and use taxes personal property taxes, commercial rent tax or any other tax related to the venue.

**III. RFP RESPONSE**

**A. Background.**

(1) Please describe the proposing entity’s history, ownership, financial condition and client base including, but not limited to: 1) years in business; 2) total number of employees in the proposing entity or related entities ; 3) management and organizational structure; 4) and 5) latest annual report/financial statements.

(2) Please indicate the total number of your public sector and stadium clients, and a provide summary of services provided to the same. Please provide information regarding the name, address, contact person, length of service, size of the stadium, number and type of events. Provide a detailed description of the services provided.

**B. Service Team.**

(1) Describe the proposing entity’s expertise in the delivery of the Services at large venues.

(2) Describe the exact individuals that would be assigned by you to undertake and perform the Services. Briefly describe the duties and responsibilities that each individual will have regarding the Village and the requested Services.

(3) Describe the number of workers that will be deployed to perform the Services including any and all labor and supervisory personnel.

**C. Pricing.**

Year One

Security Manager \$\_\_\_\_ per hour  
Security Supervisor \$\_\_\_\_ per hour  
Security Officer \$\_\_\_\_ per hour

Year Two

Security Manager \$\_\_\_\_ per hour  
Security Supervisor \$\_\_\_\_ per hour  
Security Officer \$\_\_\_\_ per hour

**D. Licenses and Taxes.**

The selected firm(s) shall be responsible for obtaining all licenses and permits necessary for the successful performance of the Services. The selected firm(s) shall also pay all Federal, State, and local taxes including sales tax, social security, workers’ compensation, unemployment insurance, and any other tax which may be chargeable against labor, material, equipment, or real estate.

**E. Indemnification.**

To the fullest extent permitted by law, the selected firm(s) hereby agrees to defend, indemnify, and hold harmless the Village, its officials, agents and employees, against any and all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses which may in any manner accrue against the Village, its officials, agents and employees, arising in



whole or in part in consequence of the performance of the Services by the selected firm(s), its employees, or subcontractors, or which may in any matter result therefore, except that arising out of the sole legal cause of the Village, its agents or employees, the selected entity shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefor or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents and employees, in any such action the selected entity shall, at its own expense, satisfy and discharge same.

F. Reserved.

G. Prevailing Wage Rates.

The selected firm(s) shall comply, if applicable, with the prevailing wage rates for public works projects as issued by the State of Illinois Department of Labor, current edition at date of proposal submission, and each year thereafter.

H. Certification.

The selected firm(s) shall certify that it is not barred from submitting a proposal for this contract as a result of a violation of either Section 5/33E-3 or Section 5/33E-4 of Chapter 38 of the Illinois Compiled Statutes concerning bid rigging, rotating, kickbacks, bribery, and interference with public contracts.

I. Client References.

(1) Provide a listing of representative clients.

(2) Provide at least three (3) references of current clients, include their company name, address, contact person, phone number, email address and length of service.

(3) Provide a list of clients that have terminated your services in the last three (3) years. Include company name, address, contact person, phone number, email address and length of service.

(4) Include a list of all lawsuits filed against the proposing entity or any of its principals regarding services rendered.

#### IV. EVALUATION CRITERIA

Please be prepared to discuss the proposing entity's advantages over others in the industry, particularly as it relates to maximizing the Venue's profitability, the proposing entity's commitment to customer service, the ability to coordinate a successful transition and the proposing entity's ability to enhance the overall fan experience.

An Evaluation Committee ("EC") will review and evaluate the responses to the RFP. The Village reserves the right to engage independent consultants or other third parties to assist with the evaluation of all or any portion of submitted responses or proposals. The EC will first assess the responding entity's compliance with and adherence to the requirements of the solicitation. Any proposal that is incomplete, missing key components necessary to fully evaluate the response, or fails to meet the stated requirements, may be rejected from further consideration as non-responsive. The Village reserves the right to seek clarification of any information that is submitted by any responding entity in any portion of its proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a responding entity may void the proposal and eliminate the said entity from further consideration.

Pricing will not be the only factors upon which the Village will make its selection. The following factors will be used to determine a proposing entity's qualifications to service the Village. The order of the following factors does not determine any relative ranking:

- (1) The proposing firm meets all of the Village's requirements;
- (2) Demonstrated knowledge and experience;
- (3) Conformance with specifications of the RFP and completeness of the responses;
- (4) The proposing firm's ability to provide the products and services that are in the best interests of the Village and the Venue;
- (5) References; and
- (6) Other matters not herein specifically enumerated.

**Selection does not guarantee the award of a contract.** This RFP shall not create any legal obligation of the Village to evaluate any proposal that is submitted or to enter into any contract or any other agreement with an individual or party who submits a proposal except on terms and conditions that the Village deems, in its sole and absolute discretion, to be satisfactory and desirable. The Village reserves the right to award the services to multiple vendors. All proposals should contain an affirmative statement that there is no "conflict of interest" with the Village and the proposing entity and its principals.

The Village reserves the right to cancel at any time for any reason this RFP and to reject all proposals received and the right to waive non-material formalities and technicalities according to the best interests of the Village. The Village shall not have any liability to any Proposer arising out of such cancellation or rejection. The Village reserves the right to waive variations in the selection process. Any proposals submitted shall be binding for one hundred twenty (120) days following the Village's opening and review of the same. The Village reserves the right to select one party or multiple parties

to satisfy the services sought. The Village reserves the right to terminate the services provided by the successful Proposer. In-person interviews may be scheduled to finalize the selection.

By submitting a response, the entity providing the qualifications acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.

The Village assumes no responsibility for the costs incurred in the preparation, submission, presentation or negotiation of the proposals in response to or agreements arising out of this RFP, including negotiation of any management agreement that results therefrom.