

Thornton Township Request for Qualifications (“RFQ”) – SEALED BIDS REQUIRED

Security Services June 4 – June 11, 2024

Thornton Township, an Illinois municipal corporation (the “Township”), is seeking responses from qualified security service firms to perform comprehensive security services for multiple locations of our government buildings. The scope of services includes onsite security guards and protection services.

The successful respondent and its employees shall not be considered employees of the Township and at all times shall be considered independent contractors. The successful respondent is hereby prohibited from subcontracting any security services without the express written permission of the Township.

Please note that the Township may select multiple firms to perform the security services.

Objectives

The primary objectives of this RFQ are:

- To ensure the safety and security of all Township personnel, guests, visitors, contractors, agents, and assets of Thornton Township.
- To maintain a secure environment conducive to the efficient operation of government activities.
- To provide certain protection services for designated officials as required.

Scope of Services

The successful respondent shall be responsible for faithfully performing the following services (the “Services”) to and on behalf of the Township:

- Provision of at least two (2) onsite security personnel at the Thornton Township, Township Hall building, located at Thornton Township Hall, 333 East 162nd, South Holland, IL, during regular hours of operations, which are 8:30 a.m. to 5:30 p.m. Two security personnel shall also be needed during all Township Board of Trustees meetings, the annual Town meeting and any special Town meetings.. For special Township functions or events, no less than four (4) security personnel will be needed and said personnel will be required to report for their assignment no less than one (1) hour before the event and stay until at least one (1) hour after the event, or until their service no longer needed for that event as informed by a Township official. Special functions and events may be held anywhere within Thornton Township.

- Additional buildings that will need to be guarded and secured, and number of security personnel needed shall include:
 - Thornton Township Food, 15340 Page Street, Harvey, IL
 - Personnel needed shall include one (1) security guard Monday to Friday from 8:00 a.m. until 5:00 p.m., except that on Wednesday, no less than three (3) security personnel will be required.

Please note that the Township may amend, reduce, or increase its security personnel services and needs at any time.

- Advise, assist and implement security protocols, including access control, perimeter security, and surveillance monitoring of township buildings, property, officials and personnel.
- Conducting regular patrols to deter unauthorized access and respond to security incidents of township property.
- Coordination and provision of protection services for government officials and the general public during official events and activities.
- Collaborating with local law enforcement agencies as necessary to ensure effective security measures related to township buildings, events and personal security.

Requirements

The successful respondent must meet the following qualifications and present written proof of same:

- Possession of all necessary licenses and certifications required to operate as a security service provider in the State of Illinois.
- Experience in providing security services for governmental or similar institutional clients.
- Ability to deploy trained and licensed security personnel capable of handling various security situations, including crowd control and event security.

Background Checks

All employees of the successful respondent will be required to give a list of the employees they intend to assign to perform the Services. All employees that the successful respondent intends to assign must have completed a criminal background check within the last six (6) months. All costs related to the background checks shall be borne by the successful respondent. Copies of the background check shall be included in the bid response. A failure to comply with this provision may result in the response or the respondent being disqualified from this process.

Cancellation

The contract with the successful respondent may be canceled by the Township in whole or in part by written notice upon non-performance or violation of contract terms, or for another reason. The Township reserves the right to terminate the Services at any time during the term of the contract for any reason upon thirty (30) days written notice to the successful respondent. Failure of the

successful respondent to deliver services within the time stipulated, unless extended in writing by the Township, shall constitute contract default.

Payment

The successful respondent shall submit monthly invoices. The Township will pay the successful respondent in accordance with the State of Illinois' Compiled Statutes Local Government Prompt Payment Act, 50 ILCS 505/1.

Hold Harmless

The successful respondent shall agree to indemnify, hold harmless and defend Thornton Township, its agents, servants and employees, and each of them against and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorney's fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the Services covered by this contract.

Insurance

The successful respondent shall name Thornton Township as an additional insured under the required insurance policies including general liability insurance as well as automobile insurance in the minimum amount of \$1 million per occurrence. Proof by means of a Certificate of Insurance shall be filed with the Township prior to the commencement of the services under this contract.

The successful contractor shall also provide Workman's Compensation Insurance for all of its employees in the amounts required by statute. The successful contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

Compliance with Laws

A successful contractor understands and agrees to pay the prevailing wage, if required by law, for any work performed for the Township, and to further comply with any and all applicable laws. The successful contractor further acknowledges and agrees to comply with the Freedom of Information Act where required by law.

Term

The term of any contract with the successful respondent shall be for a one (1) year period. The Township may, at its sole discretion, offer an extension of the terms of said contract for another term not to exceed two (2) years.

Response Due Date

Thornton Township will receive sealed responses until 3pm. June 11, 2024.

Bid opening will be at 3pm. June 12,2024 at the Township main office, 333 E. 162nd Street, South Holland, IL 60473. Responses shall be addressed to Thornton Township Clerk Loretta Wells.

Each response is to be **sealed and clearly identified on the outside of the envelope as “Response for Security Services Request for Qualifications.”**

Right to Reject Responses and Basis for Selection

Thornton Township reserves the right without prejudice to reject any and all responses, or portions thereof, or to waive any informalities or irregularities. Cost will not be the only factor in the selection of any contractor.

Confidentiality

All information provided in response to this RFQ are considered public records by the Thornton Township and will be used solely for the purpose of evaluating responses.

Amendment or Cancellation

Thornton Township reserves the right to amend or cancel this RFQ at any time and is not obligated to accept any response received.

Other Bid Documentation

1. Company profile highlighting relevant experience and qualifications related to governmental security and protection of dignitaries.
2. A detailed description of the proposed security services, including staffing levels suggested, equipment needed, and general security procedures, including but not limited to providing security services for the protection of life and property.
3. A copy of the Illinois Secretary of State's Department of Business Services online records evidencing that the respondent has a current corporate annual report on file. If the respondent is an individual, sole proprietor, or partnership, this subsection shall not apply.
4. Documents evidencing current registration with the Illinois Department of Revenue if respondent has employees (e.g. document with account number, Illinois business tax number).
5. Documents evidencing current registration with the Illinois Department of Employment Security if respondent has employees (e.g. document with UI account number).

6. Disclosure of any federal, state or local tax liens or tax delinquencies against the respondent or any officers of the respondent in the last five (5) years.

Evaluation Criteria

All responses will be evaluated based on the following criteria:

- The experience and qualifications of the respondent.
- Adequacy and effectiveness of proposed Services.
- Cost-effectiveness of the proposed Services.
- Compliance with all requirements outlined in this RFQ

Selection Process

Thornton Township will review all submitted responses and may conduct interviews or site visits with shortlisted candidates. The final selection will be based on the evaluation criteria and the best interests of Thornton Township.

Questions

Questions regarding the scope of work shall be directed to:

Keith Price
Executive Assistant
Thornton Township
kprice@thorntontwp.com

SECURITY FIRM RESPONSE FORM

Firm Information:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Estimated Costs – must include the following: pricing structure, including rates for onsite security guards and dignitary protection services and the hourly rate for all personnel and any other costs:

On a separate sheet, please provide three references (current or former clients) for your company.

Signature of Authorized Agent/Representative:

Name (Please Print): _____

Title: _____

Signature: _____