

REQUEST FOR PROPOSALS (“RFP”) FOR PROVISION OF SECURITY SERVICES FOR THE ILLINOIS INTERNATIONAL PORT DISTRICT

Required for use by:

**Illinois International Port District
(IIPD)**



All proposals and other communications must be addressed and returned to:

Mr. Clayton Harris III
Executive Director
Illinois International Port District
3600 E. 95th Street
95th and the Lakefront
Chicago, Illinois 60617-5193
director@IIPD.com

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M., ON, May 31, 2017

**MICHAEL K. FORDE
CHAIRMAN**

**CLAYTON HARRIS III
EXECUTIVE DIRECTOR**

**Illinois International Port District
REQUEST FOR PROPOSALS (RFP)**

RFP HIGHLIGHTS

- ❖ The Illinois International Port District (“IIPD” or “Port District”) is hereby issuing this request for proposals (“RFP”) seeking proposals from qualified and experienced contractors and businesses interested in providing and performing security services at four IIPD facilities including:
 - 1) Iroquois Landing (95th Street and the Lake);
 - 2) Lake Calumet (130th Street and Butler Drive, just off the Bishop Ford Freeway);
 - 3) 12700 S. Doty Road East; and
 - 4) 12100 S. Doty Road East.

- ❖ The security contractor will provide a number of security guards as designated the Port District. This number and the hours are subject to change by the Port District, however Respondents should anticipate the following hours (all stated in Central Standard Time, CST) in relation to staffing:
 - Iroquois Landing:
 - 24/7, plus an additional guard from 6:00 a.m. – 2:00 p.m.;
 - Lake Calumet:
 - 12800 S. Butler Drive - 24/7;
 - 12700 S. Doty Road East – from 5:00 a.m. – 5:00 p.m.;
 - 12100 S. Doty Road East - from 4:00 a.m. – 3:00 p.m., or varies as needed.

- ❖ The Port District anticipates offering a one-year contract and the Port District will have the option of two one-year renewals at the same rates. The Port District has the right to terminate the contract upon thirty (30) days’ notice.

RFP SCHEDULE

Event	Target Date
RFP Issuance	March 31, 2017
Due Date for Sealed Proposals	May 31, 2017 at 4:00 pm (CST)
Opening of Sealed Proposals	June 2, 2017 at 4:00 pm (CST)
Commencement of Awards (if any)	June 9, 2017

Respondents that download a proposal from the IIPD's website: <http://www.iipd.com>, instead of obtaining the hard copy paper proposal from the IIPD's Central Office, are responsible for checking the IIPD's website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the IIPD's website will not relieve the Respondent from being bound by any additional terms and/or conditions. For all information concerning this RFP, including questions from Respondent(s) and responses from IIPD, and any updates to this RFP, Respondent(s) are urged to frequently refer to IIPD's website at: <http://www.iipd.com>

COMMUNICATION DURING THE RFP PROCESS

All questions or requests for clarification shall be in writing and must be sent by email to director@iipd.com, and directed to the attention of Clayton Harris, III, Executive Director. Emails must clearly indicate "Questions and Requests for Clarification" in the subject line and must refer to "Request for Proposals (RFP) for Provision of Security Services for the IIPD."

CAUTION: DEADLINES AND PROCEDURES FOR SUBMITTING PROPOSALS

To be assured of consideration, proposals must be received by the Executive Director, at the immediately above-listed address, no later than 4:00 p.m. Central Standard Time on May 31, 2017. Respondent must submit one (1) hard copy original, five (5) duplicate hardcopies and five (5) electronic copies in .pdf format on a CD-ROM, of the respondent's proposal(s). The original documents must be clearly marked as "ORIGINAL", and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

When responses are delivered by mail or messenger to the Executive Director, the Respondent is responsible for their delivery BEFORE the due date and time. If delivery is delayed beyond the date and hour set for the receipt, said responses so delayed will not be considered and will be returned unopened at the expense of the Respondent.

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

The Executive Director reserves the right to reject any submittal that deviates from the submittal requirements. No additional or missing documents will be accepted after the due date and time except as may be requested by the Executive Director.

TABLE OF CONTENTS

- I. Background
- II. General Information
- III. Response Requirements
- IV. Communication during RFP Process
- V. Deadline and Procedures for Submitting Proposals
- VI. Resident Businesses / M/WBE Participation / Hiring Practices
- VII. IIPD's Rights to Reject Proposals
- VIII. Miscellaneous

RFP ENCLOSURES:

- 1 – Proposal Form
- 2 – Ownership Disclosure Form

REQUEST FOR PROPOSALS (RFP)

I. Background

The Illinois International Port District (IIPD) is an Illinois municipal corporation created to promote the shipment of cargoes and commerce through its facilities. IIPD is the owner and master landlord controlling two land areas in South Chicago: Iroquois Landing, an open paved terminal with 3,000 linear feet of ship and barge berthing space located at the mouth of the Calumet River in the southwest corner of Lake Michigan; and Senator Dan Dougherty Harbor (Lake Calumet) which currently is home to various harbor operations and terminals located at the junction of the Grand Calumet and Little Calumet Rivers, situated six miles inland from Lake Michigan. IIPD's harbor facilities are served by rail facilities and are adjacent to three interstate highways and feature an abundance of warehouse facilities.

II. General Information

The Illinois International Port District ("IIPD" or "Port District") is hereby issuing this request for proposals ("RFP") seeking proposals from qualified and experienced contractors and businesses interested in providing and performing security services at four IIPD facilities including:

- 1) Iroquois Landing (95th Street and the Lake);
- 2) Lake Calumet (130th Street and Butler Drive, just off the Bishop Ford Freeway);
- 3) 12700 S. Doty Road East; and
- 4) 12100 S. Doty Road East.

The security contractor will provide a number of security guards as designated the Port District. This number and the hours are subject to change by the Port District, however Respondents should anticipate the following hours (all stated in Central Standard Time, CST) in relation to staffing:

- Iroquois Landing:
 - 24/7, plus an additional guard from 6:00 a.m. – 2:00 p.m.;
- Lake Calumet:
 - 12800 S. Butler Drive - 24/7;
 - 12700 S. Doty Road East – from 5:00 a.m. – 5:00 p.m.;
 - 12100 S. Doty Road East - from 4:00 a.m. – 3:00 p.m., or varies as needed.

The Port District anticipates offering a one-year contract and the Port District will have the option of two one-year renewals at the same rates. The Port District has the right to terminate the contract upon thirty (30) days' notice.

III. Response Requirements

- A. *Minimum Response Requirements:* In order to be considered, all Respondent(s) proposals must meet the following Minimum Requirements:
1. Information must be received on time. Information must be complete, in conformance with the specifications and other requirements of this RFP and include all documentation, evidence or verification requested.
 2. All respondents must complete and submit the Proposal Form enclosed herewith as RFP Enclosure 1, therein specifying an hourly rate, per security guard, and further providing all information requested by said Proposal Form. This hourly rate is to include the employee, all fringe benefits, all premium work, uniform, communication equipment, vehicle use and mileage and supervisory time for this individual. The hourly rate will be applicable for a three (3) year period beginning July 1, 2017.
 3. All respondents are to complete and submit the Ownership Disclosure Form enclosed herewith as RFP Enclosure 2.
 4. Respondents, as part of their proposal, must provide a description of their employee screening and background review process.
 5. Respondents must provide a general description and background concerning Respondent's organization, including size and structure of firm. State whether respondent will self-perform proposed services and/or include any joint venture arrangements. If joint venture, discuss portions of the work to be performed by each joint venture partner, contractor and/or subcontractor. Provide a statement of relevant experience and/or qualifications relevant to any portion of the work being proposed, and include additional statements for all joint venture partners relevant to the portion of work to be performed by each such partner to outline their technical experience and qualifications.
 6. Respondents are required to provide a listing of their current clients and contacts for the firms.
 7. Respondents should identify all licensures, certifications and/or accreditations that Respondent has received or attained. Respondents should demonstrate understanding of all applicable standards for performance applicable to this RFP and explain plans for compliance with applicable standards.

8. Respondents, to be eligible to bid this project, are required to be in business a minimum of five (5) years and to be licensed in both the City of Chicago and the State of Illinois and to provide a listing of any litigation they have been involved in for the past five (5) years, as well as any debarment or disciplinary actions taken against respondent in the past five (5) years.
 9. Respondent(s) must agree to comply with applicable local, state and federal laws and regulations governing the conduct of firms in business with the State of Illinois.
- B. *General Respondent Requirements:* Proposals should be as thorough and as detailed as possible so that IIPD may properly evaluate a respondent(s)' capabilities, and should affirmatively acknowledge that Respondents understand and will meet the following requirements and/or provide the following services, if selected:
1. Security personnel will not be provided with vehicles by the Port District, however will need vehicles to move to various locations of each of the facilities. Respondent shall ensure one vehicle for each security person situated at each location and one vehicle for the supervisor. No specific type of vehicle is recommended and no specific estimation of mileage averaged per day per vehicle is provided.
 2. The guards will be unarmed. Guards will be required to be completely outfitted with a uniform and a badge bearing the words, "Security Officer" and the employee's name. The security firm will provide communications equipment and designate in its proposal the type of equipment intended to be provided, (i.e., mobile phones and walkie-talkies, etc.). Respondent shall ensure communications equipment for each guard situated at each location and for each supervisor as well as supplying same compatible equipment to the Facility Security Officer (FSO) and Assistant Facility Security Officer (AFSO) as designated by the IIPD. The security guards will be responsible for completing log forms and incident forms and will not be allowed radio, television, books, or newspapers at their stations.
 3. All security personnel will report to and through the IIPD FSO or AFSO.
 4. The security firm will provide supervision for the assigned guards including a roving supervisor for each shift. In addition to a site and communication equipment checks with security personal, the supervisor will spend a minimum of forty (40) hours at the Port District per week processing and summarizing reports and data collected by the security guards and coordinating their activities.
 5. Security guards will be responsible for access control and must understand MARSEC levels and their required actions. Security personnel shall be fully trained in all appropriate means, methods, and manners of providing security services. Staff would also be responsible for conducting Homeland Security

drills at least once every three (3) months, as required by MARSEC 33CFR105.220.

6. The security firm must exercise due diligence in the investigating and the screening of employee backgrounds and provide a description of this process. This screening process must include at a minimum a criminal history background check, drug test, fingerprinting and an examination to determine if the individual suffers from physical or mental ailment or illness which affects their ability to perform the security services required.
 7. All guards and supervisors are required to have Illinois Department of Registration and Education Permanent Employee Registration Card for Private Detectives, Alarm, and Security Personnel (PERC, Blue Cards). Copies of the PERC Blue Cards are to be provided to the Port District before any employee begins. Additionally, security guards are required to have a high school degree and must have a valid TWIC card and Homeland Security Training in accordance with 33 CFR 105.210 and NVIC 03-07 TWIC Guidance, Enclosure 3, Paragraph 3.3(g)(2). Staff must have advanced classes in Homeland Security.
 8. Security contractors are required to provide the following insurance and to name the Port District as an additional insured for each of these policies:
 - a) Bodily injury and property damage combined, \$1 million.
 - b) Personal injury, \$1 million.
 - c) Automobile, \$1 million.
 - d) Workman's Compensation, \$1 million.
 - e) Umbrella Coverage \$3 million.
 9. The Port District retains the right to replace any individual guard or supervisor.
- C. *Changes by Respondent(s)*. If Respondent(s) changes any element(s) of its bid, IIPD, in its discretion, may disqualify the Respondent(s).
- D. *Proprietary Information*. Respondent(s) are hereby advised that the IIPD is subject to the Illinois State Freedom of Information Act, ("FOIA"), (5 ILCS 140/1, et seq.). Confidential information will be treated as such to the extent consistent with the Port District's legal obligations under FOIA and other applicable laws, regulation or legal process and the provisions of any Confidentiality Agreement between IIPD and Respondent(s). Upon the request of a Respondent(s), IIPD will entertain reasonable confidentiality agreements concerning confidential or proprietary information a Respondent(s) wishes to protect from public disclosure, provided, however, any such agreement shall be subject to FOIA and other applicable legal requirements as set forth above.

IV. Communication during RFP Process

IIPD's contact person for this solicitation is Clayton Harris, III, who can be reached at:

Clayton Harris, III, Executive Director

director@iipd.com

All questions or requests for clarification shall be in writing and must be sent by email to director@iipd.com, and directed to the attention of Clayton Harris, III, Executive Director. Emails must clearly indicate "Questions and Requests for Clarification" in the subject line and must refer to "Request for Proposals (RFP) for Provision of Security Services for the IIPD."

Unless otherwise agreed in advance with TBD, Respondent(s) must not communicate directly or indirectly with any IIPD Trustee, officer, employee, or other representative of IIPD or its advisors or customer or their advisors on matters related to this RFP other than the contact person specified above or his designee.

Answers to questions of general interest, updates and addenda will be posted on the IIPD website: <http://www.iipd.com>

The Port District will review all properly submitted responses and if necessary, may request additional information (in writing and/or through presentations or interviews) or written clarification.

V. Deadline and Procedures for Submitting Proposals

To be assured of consideration, proposals must be received by the Executive Director, at the immediately above-listed address, no later than 4:00 p.m. Central Standard Time on May 31, 2017.

Respondent must submit one (1) hard copy original, five (5) duplicate hardcopies and five (5) electronic copies in .pdf format on a CD-ROM, of the respondent's proposal(s). The original documents must be clearly marked as "ORIGINAL", and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

VI. Resident Businesses / M/WBE Participation / Hiring Practices

Preference will be given to Illinois resident businesses and M/WBE certified businesses, when possible. IIPD seeks to reach goals of (26%) Minority Business Enterprise ("MBE") participation and (6%) Women Business Enterprise ("WBE") participation in goods and/or services relating to its contracting matters. Respondent shall indicate any plans to address the IIPD's M/WBE goals.

The Respondent shall agree to comply with the constitution of the United States, the Civil Rights Act of 1964 (42 U.S.C. 1971, et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794, et seq.), the Americans With Disabilities Act of 1990 (42 U.S.C. 1210, et seq.), the Fair Labor Standards Act of 1938 (29 U.S.C. 201, et seq.), the Constitution of the State of Illinois, the Illinois Human Rights Act (Ill. Comp. Stat. 1992, Ch. 775, Sec. 5/1-101 et seq.), the Cook County Human Rights Ordinance.

VII. IIPD's Rights to Reject Proposals

The Port District reserves the right to accept or reject any and all Proposals.

VIII. Miscellaneous

Respondent(s) are urged to refer frequently to IIPD's website. IIPD will post questions from Respondent(s) and IIPD's responses as well as corrections, addenda and updates to this RFP, if any on IIPD's website located at: www.iipd.com

“RFP ENCLOSURE 1”

**ILLINOIS INTERNATIONAL PORT DISTRICT
REQUEST FOR PROPOSALS TO PROVIDE SECURITY SERVICES
PROPOSAL FORM**

NAME OF FIRM: _____

ADDRESS OF FIRM: _____
(No Post Office Box Number)

CONTACT INDIVIDUAL _____

PHONE NO. _____ FAX NO. _____

Based on the attached Illinois International Port District Request for Proposals dated November 1, 2013, our proposal to provide security services consistent with this document is \$_____ per hour, per security guard.

Additionally, we have attached copies of our: (1) Qualifications, (2) City and State Licenses, (3) Articles of Incorporation or establishment of the firm, (4) Listing of Litigation over the past five years, (5) Listing of clients and references, (6) Copies of Insurance Certificates, and (7) Listing of type of communication equipment to be provided, and (8) Ownership Disclosure.

SIGNED: _____ DATE: _____

TITLE : _____

NOTARIZED: _____ DATE: _____
(seal)

Note: All proposals must be sealed and marked in large letters:

SECURITY SERVICES PROPOSAL ENCLOSED

“RFP ENCLOSURE 2”

ALL OWNERSHIP DISCLOSURE

**SECURITY SERVICE CONTRACT REQUEST FOR
PROPOSALS ILLINOIS INTERNATIONAL PORT DISTRICT
PROPOSERS MUST COMPLETE THE FOLLOWING PAGES**

INFORMATION TO BE PROVIDED:

1. Date Submitted:
2. Submitted by (Name and address as it would appear in Proposal):
3. Check one: Partnership
Corporation
Limited Liability Company
Limited Partnership with a Corporate General Partner
4. Principal Office Address:
5. Official representative (with title):
6. If a PARTNERSHIP, complete the following:
 - A. The undersigned is duly authorized partner of a firm, doing business under the name of:
in the City of:
in the County of:
State of:
 - B. That the firm is a (describe type of firm, i.e., partnership, limited partnership, limited partnership with corporate general partner, joint venture, etc.), organized on
, and the papers of organization, if any, are recorded in
(County, State).
 - C. That the following is a complete and accurate list of the names of the members of the
firm, participants, partners, joint venturers, and beneficiaries, and the ownership interest
of each: (Attach separate sheet if necessary).

NAME

BUSINESS ADDRESS

That said firm is or will be represented by the following resident agents in the Chicago Area:

NAME	BUSINESS ADDRESS
_____	_____
_____	_____
_____	_____

Attach the following:

- A copy of the Partnership Agreement
- A copy of the firm's most recent Certificate of Good Standing

7. If a CORPORATION, complete the following:

- A. It is a duly authorized, qualified, and acting corporation organized on _____(date) and existing under the laws of the State of _____.
- B. That the following is a complete and accurate list of officers, directors, and shareholders of said corporation (attach separate list, or organization chart, if preferred or if necessary). Note: if the Corporation is listed on the New York or American Stock Exchange and its last annual statement and report is submitted, the names of shareholders need not be listed in this form.

President:

Vice President:

Secretary:

Treasurer:

Local Contact or Agent:

List of Shareholders:

List of Directors:

C. Attach the following:

- A copy of the Articles of Incorporation.
- A copy of the firm's most recent Certificate of Good Standing

8. If the firm is a LIMITED LIABILITY COMPANY, provide the following:

- A copy of the firm's Management Agreement or Equivalent Documents.
- A copy of the firm's most recent Certificate of Good Standing.
- A statement of membership comprising a list of members and notation as to which members are entitled to a distributional interest.

All of the above documents should be certified by an authorized member or manager.

9. If the firm is a PARTNERSHIP WITH A CORPORATE GENERAL PARTNER, or if any Entity of the firm is owned or controlled by another business entity, provide the following information for the controlling entity:

- A. The entity was organized on the State of _____ (Date) and exists under the laws of the State of _____.
- B. That the following is a complete and accurate list of officers, directors, and shareholders of said firm (attach separate list, or organization chart, if preferred or if necessary). Note if the firm is listed on the New York or American Stock Exchange and its last annual statement and report is submitted herewith, the names of shareholders need not be listed in this form.

President:

Vice President:

Secretary:

Treasurer:

Local Contact or Agent:

List of Shareholders:

List of Directors:

C. Attach the following:

- A copy of the Articles of Incorporation or Other Organizing Documents.

- A copy of the firm's most recent Certificate of Good Standing.

10. Please submit:

- A. List of references:
- B. Copies of Insurance Certificates
- C. List of Vehicles and Equipment to be provided for this assignment.
- D. List of qualifications and number of supervisors to be assigned to the project.