

Security RFP Response Questions

To Be Posted on City Web Site on 03/20/23

- 1. How many guards you will need in each event, including armed/unarmed?**
This will vary depending on the type of event, the location and the expected crowd attendance size. For example, an event conducted during Q4 of 2022 in the Ravinia Business District, two armed private uniformed security guards were utilized to supplement police staff. The RFP is specifically for “armed security personnel.” Higher volume may be needed for larger events such as July 4th activities and larger events at The Lot such as the Taste of HP. The selected firm will work with City staff including the Police Department to determine number of needed persons for each event.
- 2. An event schedule is provided in the documents, but how many guards are needed at each event?** See the aforementioned question and response.
- 3. Are you looking for armed or unarmed service at all locations and different events, can you be more specific here please?** The RFP is specifically for “armed security personnel.” Locations will be determined depending upon type of event, location, crowd attendance estimates and police staff availability. If companies wish to also present costs for unarmed uniformed security, the City will also take that information into consideration.
- 4. If additional service or increase in the number of guards is needed, how long of a lead time do you provide?** City staff will make every effort to plan well in advance of the event, however, some events can occur on short notice. City staff will make every effort to communicate security needs in a timely manner as information is made available. For set events for The Lot and July 4th City staff including the Police Department will sit down with the selected firm to create a schedule for the known event season needs asap.
- 5. What company is currently providing this service, what is the rate they are charging the City of Highland Park and what was the budget for 2022?** As private security needs evolved over the last few years due to public security expectations, demand and police staffing challenges, the City and private entities utilized different private security options as needed. Rates varied widely depending on managing entity, event, location, crowd attendance estimates, uniformed vs. non-uniformed, armed vs. unarmed and use of marked security vehicles.
- 6. Do you allow for overtime and holiday higher bill rates?** The City understands that staffing security assignments may be a challenge and that there may be competing interests. The City defers to the security company and their best practices when submitting proposals. With regards to holidays, the City understands that there may be

higher rates billed to secure staff to work holiday events and details. Please include any holiday or overtime rate structures in your proposal.

7. **Do you want all officers armed, or would you also like an unarmed officer rate to be quoted as well?** The RFP is specifically for “armed security personnel.” If companies wish to also present costs for unarmed uniformed security, the City will also take that information into consideration.
8. **Less than lethal- Typically, when we have armed officers, we train and supply them with less than lethal tools. These include handcuffs and OC Pepper spray. Would you also want them to be trained and carry expandable batons and tasers?** Less than lethal options are desirable as they align with the City Police Department’s de-escalation, reasonable response to aggression and resistance efforts and the Police Department’s commitment to the “Shared Principles of Public Safety.” Highland Park Police are currently equipped with handcuffs, expandable batons, pepper spray and conducted energy weapons (commonly referred to as Tasers).
9. **The RFP mentions the officers be trained in emergency communications. Would these communications be via cell phone, or two-way radio? If radio, does the City provide the radios?** Verbal emergency communication skills (clear, concise and understandable verbal communication during emergencies) are needed. Security staff may be reporting various police-fire-medical emergencies to the dispatch center or to City police, fire, medical supervisors and staff in-person, via phone or via radio systems. Private security companies and staff may utilize their own radio systems. The City will not provide the private security company with radios.
10. **The RFP states “availability and use of professional security service marked vehicles at events are beneficial and desirable but not required.” How many vehicles would be needed for most of the events? As far as the company markings, would temporary markings, such as magnetic signage meet that need?** Having a marked security vehicle at some events is beneficial to demonstrate security presence, deter crime and provide citizens with a sense of security. Usually one marked security vehicle is beneficial for most events. The City is not opposed to the use of magnetic signage as long as it is neat, professional and consistent in appearance.
11. **Specialized training- Is there a requirement for any specialized training such as cpr/aed/first aid?** The RFP Project Scope, #5 indicates that professional security service personnel will be trained in a number of topics, including first aid. CPR, AE, and basic first aid are the desired areas of first aid training.

Are you able to define armed officers? With regards to the Professional Security Services for Special Events RFP, the City is seeking armed uniformed/non-uniformed security professionals which means armed with a sidearm. **Is the request for civilian armed officers or off duty law enforcement? Or both?** The City seeks qualified and/or certified professional armed security guards which are licensed or certified by the State of Illinois.

This may include civilians and or/off-duty police officers which are employed by professional security companies.