Request for Proposals (RFP): Security Patrol Services

For: Special Service Area #80 (SSA #80)

Issued By: Greater Englewood Community Development Corporation (GECDC)

Date Issued: Friday, November 12, 2026, by 5:00 p.m. CT.

Deadline for Submission of Questions: Wednesday, November 18, 2026, 5:00 p.m. CT

Submission Deadline: Saturday, November 21, 2026, 5:00 p.m. CT

1. Introduction

Greater Englewood Community Development Corporation (GECDC) (owner) is requesting proposals from experienced and qualified security vendors to provide professional patrol services for Special Service Area #80 (SSA #80).

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) — NO EXCEPTIONS.

2. Background

The Greater Englewood Community Development Corporation is a 501(c)(3), not-for-profit corporation that exists to address stalled economic development within the Greater Englewood community. We believe that by empowering and educating small business owners and entrepreneurs within Englewood and the surrounding Chicagoland area, true transformation will happen.

Its mission is to rebrand, rebuild, and revitalize Greater Englewood and beyond through Entrepreneurship, Employment, and Economic Empowerment by collaborating with community members, partners, and key stakeholders.

We provide technical assistance to small businesses; manage commercial corridor maintenance and place-making initiatives; direct business attraction and retention programs; and develop safety and violence prevention programs.

3. Submission Procedure

Please email proposals to **SSA80@gecdc.org** no later than **Saturday, November 21, 2026, at 5:00 p.m. CT**. A single PDF file should be submitted containing all requested information.

- Greater Englewood Community Development Corporation reserves the right to waive irregularities and to reject any or all bids. The Owner also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.
- Greater Englewood Community Development Corporation may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids.
- Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in this Request for Proposals. Modifications must be submitted as such and will not reveal the total amount of either the original or revised bids.

4. Opening, Evaluation, and Contracting

Proposals may be opened by Greater Englewood Community Development Corporation at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which offeror best fulfills the needs of Greater Englewood Community Development Corporation and this project.

Greater Englewood Community Development Corporation anticipates entering into a contract with the selected offeror to execute the proposed work. This Request for Proposals, however, does not commit Greater Englewood Community Development Corporation to award a contract, to pay any costs incurred in the preparation of a proposal, or to contract for the goods and/or services offered. Greater Englewood Community Development Corporation reserves the right to accept or reject any or all proposals received, to negotiate with all qualified offerors, or to cancel this RFP if it is in the best interests of Greater Englewood Community Development Corporation to do so. The

decision of the Special Service Area #80 Commissioners and Greater Englewood Community Development Corporation will be final.

5. Contract Period & Timeline

- **Initial Contract Work Period:** November 27, 2026 – January 4, 2027 (6-week holiday corridor safety initiative).

Bidding & Award Schedule:

The Contractor's schedule of work must fit within the following estimated project schedule.

Event	Date
RFP Released	Friday, November 13, 2026, by 5pm CT
Deadline for Submission of Questions	Wednesday, November 18, 2026, 5:00pm CT
Submission Deadline	Saturday, November 21, 2026, 5:00 p.m. CT
Proposal Review & Selection	Wednesday, November 23, 2026, 5:00 p.m. CT
Contract Award & Execution	Thursday, November 25, 2026, 5:00 p.m. CT
Security Patrol Services Begin	Friday, November 27, 2026, 2:00 p.m. CT
Project Budget Not to Exceed	$30,000.00

6. Proposed Scope of Work

Description of Security Patrol Services Needed

The selected vendor will furnish all labor, supervision, uniforms, communication equipment, and reporting tools required to provide visible, community-oriented security patrol services within SSA #80.

1. **Service Location & Boundaries:**
    - **Ashland Ave:** From 57th Street on the north to 63rd Street on the south.
    - **63rd Street:** From Wallace Street on the east to Ashland Avenue on the west.
2. **Patrol Specifications:**
    - **Personnel:** One (1) uniformed, unarmed security officer per shift.
    - **Patrol Days:** Friday, Saturday, and Sunday.
    - **Patrol Hours:** 2:00 PM – 10:00 PM.
    - **Total Coverage:** 24 hours per weekend across 6 weekends (144 total coverage hours).
3. **Core Responsibilities:**
    - Provide a high-visibility, professional presence along the designated commercial corridors.
    - Conduct regular foot patrols to deter vandalism, loitering, theft, and minor infractions.
    - Engender positive relationships with corridor business owners, shoppers, and community members.
    - De-escalate conflicts and coordinate with law enforcement (CPD) or emergency responders when appropriate.
4. **Mandatory Reporting Requirements:**
    - **Weekly Activity Reports:** Mandatory weekly activity reports must be submitted electronically to SSA80@gecdc.org **every Tuesday by 12:00 p.m. (noon) CT**.
    - **Report Contents:** Logs of patrol activities, documented business engagements, recorded incidents or security concerns, foot traffic observations, and actionable recommendations for follow-up.
5. **Equipment & Standards:**
    - Officers must maintain a professional, neat, and clearly identifiable uniform displaying the security firm's name/logo.

- The contractor will provide all communication equipment, flashlight tools, weather gear, and electronic logging device/software required to execute patrol duties.

7. Proposal Contents

Proposals must include the bidder's detailed approach to executing the scope of work and the following items:

1. **Company Profile & Approach:** Description of services provided, operational capacity, officer recruitment/vetting procedures, and training standards (e.g., de-escalation, community engagement, emergency response).
2. **Itemized Pricing Schedule:**
    - Hourly billing rate for uniformed, unarmed security officer(s).
    - Total cost calculation for 144 coverage hours.
    - Any applicable holiday rates or administrative fees (if any).
3. **Subcontractor Information:** Names, addresses, key contacts, and background materials for any proposed subcontractors. *If no work is being subcontracted, explicitly state so.*
4. **Account Lead & Contact Person:** Direct contact details for the designated contract supervisor/manager.
5. **Comparable Experience & References:** Minimum of two (2) previous or current commercial corridor, municipal, or business improvement district (BID/SSA) security projects, including client contact names and phone numbers.
6. **Past Project Deliverables:** Sample daily/weekly activity reports from past engagement demonstrating reporting quality.
7. **Proof of Licensing & Insurance:**
    - Valid license to operate a security agency in the State of Illinois and City of Chicago.
    - Certificate of Liability Insurance (naming GECDC / SSA #80 as additional insured upon award).

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Relevant Experience:** Demonstrated track record of providing commercial corridor, street-level, or SSA security services.
- **Qualifications & Staffing:** Verification of officer training standards, management oversight, and operational reliability.
- **Work Plan & Capacity:** Ability to meet the immediate start date (November 27, 2026) and maintain consistent staffing across all 144 scheduled hours.
- **References & Past Performance:** Feedback from provided client contacts and quality of sample reporting.
- **Cost & Value:** Competitiveness and clarity of hourly rates and total project cost.
- **Responsiveness:** Completeness of proposal submission and adherence to all requirements set forth in this RFP.

9. Invoicing & Payment Terms

Vendors must state their payment terms within the proposal. All invoices submitted to Greater Englewood Community Development Corporation will be paid within **30 days** of receipt of a verified invoice alongside corresponding weekly patrol logs.

10. Subcontractor Bid Form

Bidders must list any subcontractor intended for use on this project, their scope of work, and the total bid allocation for their services.

Subcontractor Name & Contact	**Subcontractor Scope of Work**	**Bid Amount ($)**
Example: Apex Guard Logistics – Shift Relief Patrol	*Covers backup officer scheduling*	*$XXXX.XX*

EXHIBIT A SSA #80 MAP

