



DOWNTOWN COMMUNITY
IMPROVEMENT DISTRICT

Downtown St. Louis
Community Improvement District

Request for Proposals
Armed Off-Duty Police Patrol Services
For the Downtown St. Louis Community Improvement District
Closing Date & Time: March 11, 2022, 5:00 PM CST

Solicitation Schedule

Events	Date
RFP Issued	February 9, 2022
Deadline for Submission of Questions	February 25, 2022, 5:00 PM
Answers to Contractors' Questions to be Posted on Website	March 4, 2022, 5:00 PM
Proposals Due to the CID	March 11, 2022, 5:00 PM
Contract to be Let	April 2022 (tentative)

**PROPOSALS MUST BE RECEIVED ELECTRONICALLY ON OR BEFORE THE DUE DATE AND TIME
AS INDICATED IN THE RESPONSE TO RFP SECTION**

REQUEST FOR PROPOSALS

For

ARMED OFF-DUTY POLICE PATROL SERVICES

Introduction and Purpose

The Downtown St. Louis Community Improvement District (“CID”), a community improvement district organized pursuant to the Missouri Community Improvement District Act as a 501(c) (3) Missouri non-profit corporation, is issuing this Request for Proposal to secure a contractor (“Contractor”) for the provision of Off-Duty Police and Mobile Patrol Services to be conducted within the boundaries of the community improvement district for the purpose of improving actual safety and the perception of safety in the Downtown region.

The Downtown St. Louis Community Improvement District will be entering into a three-year contract for this work. This is a strictly confidential Request for Proposal. Contractors may not contact other executives, managers, employees, or Board Members of the CID without permission of the Executive Director.

All questions related to this RFP must be directed to Kelli McCrary, Executive Director, and must be submitted electronically, to the email address listed below, no later than 5:00 PM CST on Friday, February 25, 2022. If a determination is made that a clarification or change to the RFP is required, a written addendum will be posted on the appropriate sections of the CID website by 5:00 PM CST on Friday, March 4, 2022. *Contractors are responsible for obtaining all RFP updates: <https://downtownstl.cid.org/bids/>*

Response to RFP

Contractors interested in responding to the RFP must electronically submit their Proposal in PDF format only. No hard copies will be accepted. If your proposal file is over 10MB we encourage the use of a cloud file sharing service and email the CID a link to access your file. **The electronic copy must be received no later than 5:00 PM CST on Friday, March 11, 2022.** Late submittals will be rejected. Proposals may be electronically submitted to the primary contact and email address listed below with the subject line: “**RFP for Off-Duty Police Patrol Services**”

Kelli McCrary
Executive Director
Downtown St. Louis Community Improvement District
911 Washington Avenue, Suite 210
St. Louis, MO 63101
rfp@downtownstl.cid.org

Issuance of this RFP does not commit the CID to award any contract, to pay any costs incurred in preparation and/or submission of a proposal, or to procure or contract for services or supplies. All proposals submitted shall become the property of the CID. The CID reserves the right to accept or reject any and all proposals as is deemed to be in the best interest of the CID. Additionally, the CID reserves the right to delay making an award in order to permit additional or needed study and analysis of the proposals received. The CID also reserves the right to schedule interviews and/or formal presentations with any or all Contractors.

By responding to this Request for Proposals (RFP), Contractor acknowledges and agrees that it has read and understands all documents.

I. Background.

The CID provides services and programs related to security, maintenance, and beautification to the Downtown St. Louis area within the district's boundaries. As it relates to this RFP, the CID's security programs, services, and initiatives are dedicated to reducing crime and improving the perception of public safety within the district. As part of its security program, the CID currently collaborates with the City of St. Louis Metropolitan Police Department and a private secondary-police officer firm to reduce incidents of crime, violence, and quality of life nuisances within the CID's district boundaries. The successful contractor will report directly to the CID Executive Director or authorized designate.

The CID is hiring a firm to assist with authorized police presence and response time to incidents within the boundaries of the CID. The CID expects the responding officer to take appropriate action, if necessary.

II. Scope of Work.

Patrols

- Contractor security personnel shall provide foot or mobile vehicle patrols within the boundaries of the community improvement district in the City of St. Louis, Missouri, as shown in the Map in section III below, as requested by the CID and mutually agreed upon with the successful vendor. Specific shift needs, times, and locations will be determined by The CID and transmitted to Contractor's Project Manager.
- When requested by the CID, and mutually agreed upon with Contractor, the Contractor's security personnel will use a marked mobile vehicle for patrols to increase visibility and efficiency. Such mobile vehicle shall be equipped with police lights, siren, loud speaker, and a radio communications system.
- Contractor security personnel shall, after arrival at the selected site, patrol by foot or mobile vehicle, the community improvement district areas and sites as determined by the CID. The security personnel shall be flexible in location assignment and hours to be worked, in accordance with the CID's needs. The Contractor shall be prepared to collaborate with the CID and its authorized partners in the interest of broadening safety practices within the community improvement district.
- During shift times, the Contractor shall monitor the CID's radio security communications network and require assigned security personnel to respond to calls for Service. The CID shall provide a sufficient number of handheld radio units to the Contractor, and the Contractor shall be responsible for the use and inventory of such radios during the term of the Agreement. Upon termination of the Agreement, the Contractor shall return to the CID all radio units issued in accordance with the terms of the Agreement.

Administrative Duties

- The Contractor shall maintain, and make available to the CID, staffing records and shift timesheets for account management purposes.
- The Contractor shall record daily activity reports documenting security personnel activities during shift times into a cloud-based incident management database system. The CID will require real-time access to the database system for operations review.

- The successful Contractor will identify an Agency Administrator as primary point of contact and to oversee this project. The Agency Administrator must provide a 24-hour contact number in the case of emergency.
- The Agency Administrator will provide necessary management and supervision for all contract employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties.
- In consultation with the CID, the Contractor shall develop a comprehensive set of Post Orders documenting both general and operating procedures. Post Orders shall be prepared prior to the commencement of Contractor's services to the CID.
- Contractor is responsible for the provision of all authorized equipment to be used by off-duty police officers assigned to service this contract, except as otherwise provided herein. Contractor is also responsible for the personal appearance of off-duty police officers while on duty. Contractor shall provide uniforms and weather-appropriate protective clothing necessary to support continued performance of contract requirements. The CID will provide two-way radio communication for Contractor personnel use while on-duty.
- Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and the CID's standards. Upon reasonable request of the CID, Contractor shall agree to remove from the provision of services hereunder, any employee considered by the CID to be unsatisfactory, within the limits of any applicable laws.
- Contractor shall administer all cost accounting and billing relative to this contract.
- Contractor shall respond as necessary to accommodate additional duty hours as may be requested by the CID.
- Contractor shall regularly meet with the CID Executive Director or designate for the purpose of reviewing reported incidents, discussing planned events, reviewing deployment and scheduling, and general discussions regarding the off-duty police program.

The following is a map of the CID, outlining the boundaries within which the services will be provided:



III. Key Qualifications.

Contractor must be in compliance with all applicable federal, state, and city ordinances in performing services required under this RFP. In order to be eligible for consideration, Contractor must be duly authorized to operate as a private security agency within the City of St. Louis, Missouri. Contractor must be registered and in good standing with the Missouri Office of Secretary of State, and must be licensed and authorized to operate as a private security agency in the City of St. Louis. The Contractor is to be in compliance with ALL City of St. Louis requirements for subcontractors including certificates, business licenses and insurance.

IV. Proposal Requirements.

The following specific criteria will be evaluated and must be addressed in the proposal:

- Company History and Organization
- Management Approach
- Personnel Selection Process
- Development and Retention of Personnel
- Total Quality Management Program
- Cost Proposal and Invoicing***
- Shift & Personnel Accountability Systems
- Training Programs
- Value Added Performance Features*
- Insurance
- Benefits Program
- References**

*Value Added Performance Features:

Indicate features or programs not covered elsewhere in the response which are offered to enhance your firm's ability to effectively manage this project.

**References:

Provide at least three (3) client references whose facilities are comparable in size, profile and service to this CID RFP requirements. Include the company name, address, contact person, and contact information.

***Cost Proposal and Invoicing:

Contractors will submit a loaded hourly billing rate for services. The loaded billing rate will include the following:

- FICA
- Federal Unemployment Insurance
- State Unemployment Insurance
- General Liability Insurance
- Workers Compensation Insurance
- Pay Rate
- Operating Expenses
- Overhead and Administration Expenses
- Proposed Equipment
- Employee Benefits
- Corporate Profit

The examination of the financial condition of the Contractor, its ability to perform, its principals or owners and facilities may also be part of the criteria used to select an acceptable Contractor.

V. Contract Terms and Conditions

The successful Contractor will be expected to enter into a written contract with the CID. The final contract between the successful Contractor and the CID and the Contractor's Proposal is subject to the approval of the CID Board of Directors. This RFP and the Contractor's Proposal will be attached as exhibits to this contract. In addition, the terms and conditions listed in this section will be incorporated into any contract awarded as a result of this RFP. **In submitting a proposal, the Contractor agrees to the terms and conditions in this section, unless a statement is made to the contrary.** Acceptance of any proposed alternate language, terms and conditions is at the sole discretion of the CID. While the exact term of the contract is subject to final determination, the successful Contractor would be expected to commence the services on or about April 1, 2022 (tentative). The following terms and conditions are not to be considered complete, and other terms and conditions will be included in any resulting contract.

(a) Scope of Services

Contractor security personnel shall provide foot or mobile vehicle patrols within the boundaries of the community improvement district in the City of St. Louis, Missouri, as shown in the Map in section III below, as requested by The CID and mutually agreed upon with the successful vendor. Specific shift needs, times, and locations will be determined by The CID and transmitted to Contractor's Project Manager.

(b) Indemnification

Contractor agrees to indemnify, defend, and hold harmless the CID, and their respective board members, officers, employees and agents from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable attorneys' fees) which may be suffered by, incurred by or threatened against the CID, or any of their respective board members, officers, employees or agents on account of or resulting from injury, or claim of injury, to a person or property arising from Contractor's actions or omissions relating to this agreement, or arising out of Contractor's breach or failure to perform any term, covenant, condition or agreement herein provided to be performed by contractor.

(c) Insurance

Contractor shall maintain and have in effect throughout the duration of this Agreement the following insurance coverage: (i) Commercial General Liability Insurance with limits no less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate; (ii) Automobile Liability Insurance with limits no less than one million dollars (\$1,000,000.00) per occurrence; (iii) Workers' Compensation Insurance, as required by the state of Missouri, with statutory limits; (iv) Employer's Liability Insurance with limits no less than one million dollars (\$1,000,000.00) per accident for bodily injury or disease, for each of Contractor's employees who will be engaged in the performance of this Agreement; and (v) if excluded from the insurance policies required in (i) – (iv) above, liability insurance covering the Contractor's use of marked mobile vehicles with limits no less than one million dollars (\$1,000,000.00) per occurrence. Contractor will name the CID as an additional insured on Contractor's commercial general liability, automobile liability, and ATV liability policies and will provide the CID with certificates of insurance evidencing such coverage upon execution of this Agreement.

Contractor's insurance policies must be endorsed to cover the liability of Contractor hereunder. Contractor will name the CID as additional insured on Contractor's commercial general liability insurance policy and will provide the CID with certificates of insurance evidencing such coverage upon execution of this agreement. Contractor must provide renewal certificates of insurance, or such similar evidence, if the policies have expiration or renewal dates occurring during the term of the contract. The receipt of any certificate does not constitute agreement by the CID that the insurance requirements in the Agreement have been fully satisfied or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the CID to obtain certificates or other evidence from Contractor is not a waiver by the CID of any requirements for the Contractor to obtain and maintain the specified insurance coverages. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified herein.