

# Request For Proposal

## Holly Hills Special Business District Security Patrols

### Client

Holly Hills Special Business District Board  
PO Box 22166  
St Louis, MO 63116

### Contact

[HollyHillsSBD@gmail.com](mailto:HollyHillsSBD@gmail.com)

### 1. Purpose

Contractor shall provide security officer(s) to safeguard any and all residents, visitors, and property in the Holly Hills Special Business District, which is defined by the center of the intersection of Grand Boulevard and Bates Street; then southward along the center of Grand Boulevard to the intersection with the center line of Loughborough Avenue; then westward along the center line of Loughborough Avenue to the intersection with the center line of Morganford Road; then northward along the center line of Morganford Road to Bates Street; then continuing on the center line of Bates Street to Grand Boulevard. This does include Carondelet Park.

### 2. Responsibilities

A. Security officers must be fully trained security officers in good standing with their current employers, hold a valid certified peace officer license, be armed at all times, and have the power of arrest. Officers must be highly visible in a recognizable uniform while on patrol; and be polite and courteous while interacting with residents and any visitors. Officers must be drug free while on patrol.

B. Reporting, in writing or email, on a biweekly basis to include, at a minimum, the date/time, location (street and block), type, and outcome of all non-casual security issues/incidents. An in-person briefing at the end of each quarter will be required during a monthly meeting of the Safety and Security Committee.

C. Include your GPS monitoring procedures and protocols used for vehicles and/or officers.

D. Ensure that all non-authorized individuals have vacated Carondelet Park and then locking all gates at the entrances to the park at the beginning of each scheduled shift (or at 10:00 PM).

E. If possible, include only the function listed in D. above on days with non-scheduled shifts.

F. Shifts will be required on all Fridays, Saturdays, Sundays, and holidays from late evening to very early morning. Other days added if needed and budgeting will allow. Initially these shifts should be a minimum of 3-4 hours. Length, number, and days of shifts, and number of officers may be subject to change when statistics and number of incidences would suggest modification, with the agreement of both parties.

- G. List type(s) of vehicles that are feasible to be used for the patrols (car, bikes, golf carts, etc.).
- H. List the fee rates for any of the types of services to be provided, including but not limited to hourly rates for regular shifts, holiday shifts, vehicles used, and administrative services.
- I. A phone number shall be made available for committee members to call during patrol hours to report non-emergency activity so that officers on patrol can be notified for immediate response.
- J. Company must provide proof of a certificate of insurance with the submission of this RFP and at the time of insurance is renewed. The minimum of this insurance will be \$1,000,000 and shall include commercial general liability and worker's compensation coverage.
- K. Contract will be for 1 year, beginning on the agreed to at time of signing of the contract. Contract can be extended for two one-year periods and be executed 60 days prior to the end of the existing contract. Both parties must agree to any changes in the contract which could include, but not limited to fees, hours, and number and scheduling of shifts.
- L. Contract can be terminated in writing by either party at least 30 days prior to the termination date. Reasons for the termination must be stated in the termination notification.
- M. Contractor will provide biweekly, itemized invoices for services rendered to the treasurer of the Holly Hills Special Business District at the address at top of the first page.

### 3. Process

- A. Proposals must be submitted (postmarked) in writing by the end of day April 15, 2023 and mailed to PO Box 22166, St Louis, MO 63116, or overnighted to 4455 Ridgewood Ave, Unit 22166, St Louis, MO 63116. Proposals must be received by April 18.
- B. Proposals will be opened, and evaluation will begin on April 20.
- C. Committee may require an in-person presentation and/or question and answer session as part of the evaluation process.
- D. Contract to be issued, signed, and implemented as soon as possible after the selection process is completed, but no later than Friday May 23.
- E. Contact the email address at top of first page with any questions you have about this RFP. Responses will be made within 24 hours.