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**CITY OF ELGIN, ILLINOIS, REQUEST FOR PROPOSALS  
INSTRUCTIONS TO VENDORS**

The City of Elgin requests proposals for Ticketing, Entry Gate, and Security Services for Nightmare on Chicago Street. This proposal process and award of the contract are made in conformance with Elgin Municipal Code Title 5. The City of Elgin reserves the right to reject any or all proposals, or any part thereof, or to accept any proposal or any part thereof, or to waive informalities in any proposal, if deemed to be in the best interest of the City. PLEASE SUBMIT PROPOSAL WITH ONE ORIGINAL AND ONE CD with the proposal number and name, time of opening, and company name clearly marked on the envelope to the City of Elgin Purchasing Department, 150 Dexter Court, Elgin, IL 60120-5555.

Prior to proposal opening, a Vendor may correct, modify or withdraw its proposal by making the request in writing prior to the time and date for the proposal opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction to the original proposal submitted, and identifying the proposal by name, number and opening date.

Proposal awards made by the City Council of the City of Elgin may be corrected or amended in the sole discretion of the City Council prior to the city's execution and delivery of a signed agreement to a Vendor.

Proposals must be signed by an authorized official of the Vendor's organization, and the name of the official and title typed below the signature. Proposals must be sealed in an envelope clearly marked with proposal name and due date written thereon. Faxed proposals will not be accepted. No proposal may be withdrawn after the scheduled closing time for receipt of proposals for 60 days. Award shall be made within 60 days unless award date is extended.

Purchases made by the City of Elgin are exempt from the payment of federal excise tax and State of Illinois sales tax and any such taxes must not be included in the proposal prices. Unless otherwise indicated, deliveries are FOB destination Elgin, Illinois.

In the case of a conflict between unit price and extended price, unit price shall take precedence. If goods are not delivered or services are not performed within the time frame specified in the Request for Proposal (or where no time is specified, within a reasonable time frame) the City of Elgin reserves the right to cancel the order or any part thereof.

If required in the specifications, the Vendor must submit with its proposal a certified check or bid bond in the amount of five percent (5%) of the total base proposal, or other amount indicated herein, payable to the City of Elgin, as a guarantee that the selected Vendor will sign a contract and provide any required bonds or insurance within fifteen days of receiving the contract. The proceeds of the proposal guarantee shall become the property of the City if, for any reason, the selected Vendor withdraws its proposal before its expiration or cannot provide a signed contract, bonds and/or insurance within ten days after award.

Proposals will be considered on goods complying substantially with specifications provided each deviation or alternative is identified and described in an attachment to the proposal. The City of Elgin reserves the right to determine whether such deviations or alternatives are acceptable. Brand names that may be mentioned in specifications as used only as a reference to the type and quality of goods desired unless otherwise indicated.

The selected Vendor(s) must comply with all laws, rules and regulations pertaining to public contracts as adopted by the State of Illinois and the City of Elgin, including but not limited to the payment of prevailing wages.

**Proposals must contain:**

1. A signed Tax/Collusion/Debarment Affidavit
2. A signed Agreement. If awarded a contract, a fully executed copy will be sent to you.
3. A completed Bidder's Employee Utilization Form (if you employ 5 or more persons).
4. A signed Sexual Harassment Form
5. Any other information or materials required in the specifications.

**Bid announcements can be found on the City of Elgin Home Page at [www.cityofelgin.org](http://www.cityofelgin.org)**

# **CITY OF ELGIN INVITATION FOR REQUEST FOR PROPOSALS (RFP)**

## **INSTRUCTIONS TO VENDORS**

The City of Elgin is currently accepting proposals to provide ticketing, entry gate and security services for the city's premier annual festival, *Nightmare on Chicago Street* (NOCS) scheduled to take place on Saturday, October 19, 2019. The City of Elgin reserves the right to reject any or all RFQs, or any part thereof, or to accept any RFQ or any part thereof, or to waive informalities in any RFQ, if deemed to be in the best interest of the city.

### **Background**

Nightmare on Chicago Street is a post-apocalyptic themed street festival that takes place in downtown Elgin each October. Since its inception in 2011, the event has grown from an attendance of approximately 3,500 to over 18,000 in 2017. The growth of the event has made it difficult for the City to continue to operate the ticketing, entry and security required in-house while still retaining the guest experience expected by our attendees.

### **Scope of Services and Qualification Requirements**

Anticipated Scope of Services: Fully manage, administer and staff the ticketing services, entry gates and security required to insure the efficient and effective admission of attendees to NOCS. Required services shall include, but not be limit to:

- Conduct site surveys as necessary and produce maps and/or plans for distribution;
- Develop a gate operations budget detailing all fixed and variable expenses;
- Hire certified, bonded and insured ticket sellers for day of event ticket sales;
- Provide gate staff – ticket scanners;
- Hire security for event and gate operations;
- Security vendor shall supply all necessary equipment including, but not limited to metal detectors, flashlights, etc.;
- Assist in the development and implementation of a security plan;
- Determine quantities and specifications for equipment and materials used for the Event;
- Coordinate with ticket vendor (to be mutually agreed upon) for advance ticket sales and day of event ticket sales;
- Ticket vendor shall supply all necessary equipment – including, but not limited to a minimum of 20 ticket scanners, stamps/pads required for re-entry, etc.;
- Draft schedule for pre-production, load-in, and event day;
- Physical layout/minimum staffing to include:
  - Four ticket booths with at least five tickets sellers and one supervisor per location plus one overall manager;
  - Four entry gates with at least five lanes per location;
  - Ticket takers/scanners for each lane plus one supervisor per entry location plus one overall manager;
  - Security personnel for bag check and/or wandung for each lane and one supervisor per entry location; one security office per four backstage locations

- plus one overall manager. An Elgin Police Officer will be assigned to each ticket booth location;
  - Crew to distribute tables, chairs, barricades, signage, etc. to box office and gate locations;
  - Tents, chairs and tables provided by the City.
- Gate Operation Schedule:
  - 4pm Gates and backstage areas shut to public and security personnel in place;
  - 5pm On site ticket sales begin;
  - 6pm Festival opens – *If all aspects of production, security, etc. are in place, it is preferable to open to the public as early as 5pm;*
  - 10:45pm On site ticket sales ends;
  - 11pm Festival closes – Entry gate personnel and security released.

**General Contractor Qualification Requirements:** Proposals are intended to solicit creative, high quality individuals/organizations with a proven track record of providing the requested services for events of similar scope and scale; and the ability and connections required to translate that experience to NOCS. To facilitate this, the potential contractor is welcome to inquire and request additional information as is necessary to produce the best solution. All requests for information, clarification, and additional information should be directed in writing, to Butch Wilhelmi, Cultural Center Director at [Wilhelmi\\_b@cityofelgin.org](mailto:Wilhelmi_b@cityofelgin.org).

Please feel free to add any other information that you feel would more completely describe your project team’s interests, experience and expertise.

## **Evaluation Criteria**

The following criteria will be used in the evaluation of the statements of qualifications:

1. Statement of qualifications and proposal is complete including, but not limited to:
  - a. Complete description of services to be provided;
  - b. Description and or diagrams of locations of ticket booths, entry aisles, staff, etc.;
  - c. Proposed staffing schedules;
  - d. List of management staff (pre-event, on site and post-event contacts);
  - e. List of sub-contractors.
2. Demonstrated knowledge & experience with producing events of similar size and scope;
3. Innovation of proposal.

## **General Process for Selection**

The City will select a qualifications review team to review and evaluate all submittals. City staff will choose the winning contractor based their own review of the proposal and the suggestion of the review team.

## **Pre-Submittal Conference**

A Pre-Submittal Conference is scheduled to be held at 3pm on Monday, February 25, 2019 in the lobby of The Hemmens Cultural Center. Attendance at the Pre-Submittal Conference is optional but strongly encouraged. From The Hemmens, attendees will walk the festival site so comfortable shoes and weather appropriate clothing is recommended. All questions should be addressed to Butch Wilhelmi at [Wilhelmi\\_b@cityofelgin.org](mailto:Wilhelmi_b@cityofelgin.org).

## **RFQ Schedule**

Proposals must be submitted in person or via mail on a **flash drive or CD** to The City of Elgin Purchasing Department, attention Butch Wilhelmi, 150 Dexter Ct. Elgin, IL 60120, no later than Friday, March 8, 2019 at 12 noon. The City will not be responsible for late, lost or misdirected mail. The City will not be responsible for late, lost or misdirected mail. Working timetable is as follows:

- |                              |                                |
|------------------------------|--------------------------------|
| 1. Release of RFP to public: | Monday, February 11, 2019      |
| 2. Pre-Submittal Conference: | Monday, February 25, 2019      |
| 3. Proposals Due:            | Friday, March 8, 2019, 12:00pm |
| 4. Selection of Contractor:  | Monday, March 18, 2019         |

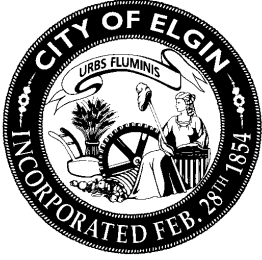
## **Required Paperwork**

To be considered, contractor must provide the following:

1. Signed Certification Requirements
2. Signed Bidders Employee Utilization Form (not required for companies with less than 5 employees);
3. Signed Sexual Harassment Policy;
4. Signed Tax/Collusion/Debarment/Prevailing Wage/Legal Status of Employees Affidavit;

Upon selection, contractor will be required to provide the following:

1. Signed Agreement;
2. Certificate of Insurance evidencing general liability insurance with limits of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate and listing the City of Elgin as additional insured. The certificate holder shall be the City of Elgin, 150 Dexter Court, Elgin, IL 60120;
3. Completed W9 form

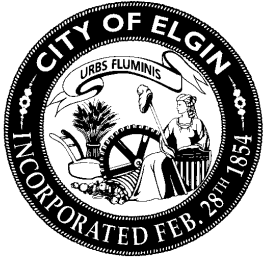


## City of Elgin, Illinois Certification Requirements

Please submit all required forms and documentation, fully completed and signed, with your proposal. **No proposal will be accepted without this information.**

1. To assure compliance with the City of Elgin’s Affirmative Action Ordinance, all contractors and vendors. Herein referred to as “bidders”, are requested to submit the following information:
  - A. Workforce analysis using the enclosed Bidder’s Employee Utilization form.
  - B. Provide the information required in Item #3 on the employee utilization form if the answer to Question # 2 on the form is “Yes”.
  - C. Provide a written commitment outlining the steps that the bidder plans to take in the area of recruitment and promotion of minorities and females to assure equal employment opportunity. (A copy of the bidder’s affirmative action plan may be submitted in lieu of this requirement.)
2. To assure compliance with the City of Elgin’s Sexual Harassment Ordinance, all bidders must submit a signed sexual harassment form enclosed with the Invitation to Bid.
3. The undersigned certifies that the offerer is not delinquent in the payment of any tax administered by the Illinois Department of Revenue unless there is a pending proceeding contesting the tax.
4. The undersigned certifies that the offerer is not barred from offering on this solicitation as a result of a conviction for the violation of State law prohibiting bid-rigging or bid-rotating.
5. The successful bidder agrees that upon acceptance by the City of Elgin, the executed Invitation to Bid along with all instructions, conditions, and specifications attached thereto constitute a binding contract which may be enforced by the city.

<b>Signature / Title</b>	_____
<b>Company Name</b>	_____
<b>Address</b>	_____
	_____
<b>Phone Number</b>	_____
<b>Email Address</b>	_____
<b>FEIN No.</b>	_____



## City of Elgin, Illinois

### Equal Employment Written Commitment Guideline

The written commitment required in Item #4 of the Bidder's Employee Utilization Form shall:

1. Set out the name and phone number of the bidder's Equal Employment Officer.
2. Clearly identify the bidder's recruitment area and the percentage of minorities and females in the area's population and labor force.
3. Set out what the bidder has done and has set as a goal to ensure the recruitment of minority and female employees.
4. Set out the bidder's specific goals to recruit minorities and females for training programs or other similar opportunities available through the bidder's organization.
5. Indicate bidder's consent to submit to the City of Elgin, upon request, statistical data concerning its employee composition and recruitment efforts anytime during the term of the contract.
6. Show bidder's consent to distribute copies of the written commitment to all persons who participate in recruitment, screening, referral, and selection and hiring of job applicants for the bidder.
7. Clearly show that the bidder shall require all subcontractors, if any, to submit a written commitment complying with the above requirements of their affirmative action plan to the City of Elgin.
8. Clearly state the bidder agrees that:  
"Bidder (company name) shall not discriminate against any employee or applicant on the basis of race, color, religion, sex, national origin, age, place of birth, ancestry, marital status, or disability (physical or mental) which will not interfere with the performance of the job in question."

#### Description of Groups for Classification Purposes

**White:** all persons having origins in Europe, North America, or the Middle East

**Black:** all persons having origins in any of the Black racial groups of Africa

**Hispanic:** all persons of Mexican, Puerto Rican, Cuban, Central South American, or other Spanish culture or origin, regardless of race

**Asian American:** all persons having origins in the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands

**Native American:** all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition



## City of Elgin, Illinois Sexual Harassment - - Policies and Programs

Effective July 1, 1993, every party to any contract with the City of Elgin and every eligible bidder is required to have written sexual harassment policies that include, at a minimum, the following information:

- the illegality of sexual harassment
- the definition of sexual harassment under state law
- a description of sexual harassment, utilizing examples
- a vendor’s internal complaint process including penalties
- the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights, and the Illinois Human Rights Commission
- directions on how to contact the department and commission
- protection against retaliation as provided by Section 6-101 of the Human Rights Act

**I hereby affirm that the organization which I represent has in place sexual harassment policies which include the required information set forth above, and I hereby agree to furnish the City of Elgin - Human Resources Department with a copy of these policies if they so request.**

Signature/Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Date \_\_\_\_\_

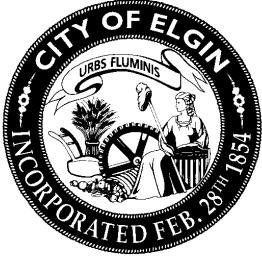
Sexual harassment is defined as follows:

“Sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Any questions by contracting parties or eligible bidders concerning compliance with these requirements should be directed to the City of Elgin - Human Resources Department at (847) 931-5607.

**I hereby agree to fully indemnify and hold the City of Elgin harmless from any and all liability, loss or damage including costs of defense or claim, demands, costs of judgment against it arising from any sexual harassment complaint resulting from the act of any member of my organization in the performance of this contract.**

Signature/Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Date \_\_\_\_\_



**City of Elgin, Illinois**

**BIDDER'S EMPLOYEE UTILIZATION FORM**

This report is required by the City of Elgin and must be submitted before the contract can be awarded.  
 Chapter 3.12.1000 Affirmative Action - City Contracts

1. Name and Address of Bidder

2. Description of Project

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

JOB CATEGORIES	Total Employees	White	Black	Hispanic	Asians or Pacific Islander	Native American	Minority (M & F) %	Female (All Categories) %
		M/ F	M/ F	M/ F	M/F	M/F		
Example: Managers	18	3 / 5	3 / 2	4 / 0	0 / 1	0 / 0	55.6% (10/18)	44.4% (8/18)
<b>TOTALS</b>								

Signature of Company Official	Title	Telephone Number	Date Signed	Page ____ of ____
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- Have you ever been awarded a bid by the City of Elgin?  
 \_\_\_ Yes      \_\_\_ No
- If the answer to question #2 is yes, please submit a copy of the Employee Utilization Form that was submitted with your last successful bid along with a fully completed copy of this form.
- Please submit, according to the guideline provided in the attached document, a written commitment to provide equal employment opportunity. An Employee Utilization Form is required for any subcontractors.

**NOTE:** In the event that a contractor or vendor, etc., fails to comply with the fair employment and affirmative action provisions of the City of Elgin, the City amongst other actions may cancel, terminate, or suspend the contract in whole or in part.



**CITY OF ELGIN, ILLINOIS  
TAX/COLLUSION/DEBARMENT/PREVAILING WAGE/LEGAL STATUS OF  
EMPLOYEES AFFIDAVIT**

State of \_\_\_\_\_ ss.

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, hereby  
deposes and states:

(1) That s/he is the \_\_\_\_\_  
of the party making the foregoing bid.

(2) That the bidder is not barred from contracting with any unit of local government for any reason, including but not limited to debarment as a result of a violation of 720 Illinois Compiled Statutes, Section 5/33E-3 or 5/33E-4, as amended.

(3) That no collusion or agreement among other bidders or prospective bidders to bid a fixed price or otherwise restrain competition by agreement has taken place.

(4) That the bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue unless there is a pending proceeding contesting any such tax.

(5) That the bidder hereby certifies: [check all that apply]

- \_\_\_\_\_ Bidder has not received any notices of violations of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*)
- \_\_\_\_\_ In the event any such notice has been received by bidder, a copy of any such notice is attached hereto.
- \_\_\_\_\_ In the event that bidder has received such a notice, any documentation demonstrating the resolution of any such notice is attached hereto.
- \_\_\_\_\_ For each such notice received by bidder, the matter has been resolved as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(6) That the bidder hereby certifies that it shall comply with the provisions of the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*).

(7) That the bidder hereby certifies, represents and warrants that all of bidder's employees and/or agents who will be providing products and/or services with respect to the subject bid and contract are and shall be legal residents of the United States, are and shall be legally authorized to perform any such applicable work and/or services.

Signature of Bidder, if an individual:

\_\_\_\_\_

Signature of Bidder, if a partnership:

\_\_\_\_\_

Partner (indicate General or Limited)

Signature of Bidder, if a corporation:

\_\_\_\_\_

President

\_\_\_\_\_

Secretary

Signature of Bidder, if a limited liability company:

\_\_\_\_\_

Member or Manager

Subscribed and sworn to  
before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_  
My commission expires:  
\_\_\_\_\_