

PRAIRIE STATE COLLEGE
Office of Finance and Administration

Bid Specifications: Security Company
Main Campus overnight shift and Matteson Campus 6:00 pm to 10:00 pm Shift

Item #	Specifications	Quantity	Cost per hour/ (include holiday pay)	Total Annual Cost
1	Private Security Company	1	/	
	<p>Main Campus: The security company selected, will provide PSC; two (2) company uniformed security officers each midnight shift, (11:00pm to 7:00am), every night. Each night, one (1) security officer will provide interior, foot patrol of the four (4) tower main, academic building and one (1) security officer will provide motorized vehicle patrol of the parking lots, to include; A, B, C, D, E, F, TWL, and CLC parking lots and outlying buildings that make up the total PSC main campus, to include; ATOC Building, Children’s Learning Center Building, Health Tech Building, K Building, TWL Building, H and J Buildings, and any new buildings along the Halsted Street corridor that are purchased and placed in to service by the college at a future date. This officer will also provide foot patrol of these outlying buildings’ interiors. (PSC will provide the vehicle for this patrol function).</p>			
	<p>Matteson Area Center Campus: The security company selected, will provide PSC; one (1) company uniformed security officers, Monday through Thursday, from 6:00 pm to 10:00. The assigned Security Officer shall remain vigilant and attentive to all persons entering upon the MAC Center building and adjacent parking areas. All visitors shall be required to sign-in and out during their visit. Unauthorized visitors shall be reported to the police officer on duty at the main campus. Vehicular patrols will not be used at the MAC. Security personnel shall report campus conditions hourly to the Main campus. The security officer at this location will be required to follow instructions provided by PSC police or building manager.</p>			
	<p>Security officers provided will have criminal background checks conducted by the security company and have no criminal convictions.</p> <p>Security officers assigned to PSC will have valid driver’s licenses.</p> <p>Security officers assigned to PSC will be licensed through the State of Illinois, (Valid PERC Card).</p> <p>Security officers assigned to PSC will be covered by worker’s compensation benefits by the security company.</p> <p>Security company will be licensed and insured up to \$1,000,000.00 per incident.</p> <p>Security company will have insurance to cover security officers driving PSC vehicles.</p> <p>Security company will be responsible for hiring, screening, training, compensating, outfitting, supervising, and disciplining all security officers provided to Prairie State College. Security Service Employees will also be subject to supervision and direction from PSC Police and Campus Safety Personnel.</p>			
	<p>ALL QUESTIONS MUST BE EMAILED TO, ANTHONY MARTIN, SR., CHIEF OF POLICE amartin@prairiestate.edu, by 8:00 AM FRIDAY, DECEMBER 20, 2019.</p>			
	<p>Date to Begin Must be able to begin service: Monday, February 10, 2020</p>			

Company Name: _____

Signature: _____

Phone Number: _____ Date: _____