



ORLAND PARK

RFP Compliance Summary

RFP Number: 25-011
RFP Issue: 3/7/2025
RFP Opening: 3/21/2025

Project Title: **Special Events Gate Staffing**
Department: **Recreation & Parks**
Addenda: No. 1 - 3/14/2025

BIDDER	PROPOSAL PRICE	CONTACT INFORMATION
Autus Group LLC DBA Property First (Electronic Submittal)	SEE PROPOSAL SUMMARY SHEET AND UNIT PRICE SHEET	Jeremy Jordan 16752 Park Ave Hazel Crest, IL 60429 P: 708-299-6308 Email: jeremy@theautusgroup.com
Premium Event Staffing (Electronic Submittal)	SEE PROPOSAL SUMMARY SHEET AND UNIT PRICE SHEET	David Phillips 13009 South Parker Road, 106 Parker, Colorado 80134 P: 773-901-0900 - Ext 5001. david@premiumeventstaffing.com

Proposals are subject to review for completeness, accuracy, and compliance with all terms and conditions of the bid specifications
Prepared by: Brandi Watson, Management Analyst - Village of Orland Park

Village of Orland Park RFP Responsiveness Check

RFP Number: 25-011

Project Title: Special Events Gate Staffing

Bid Requirements	Autus Group LLC DBA Property First (Electronic Submittal)	Premium Event Staffing (Electronic Submittal)
Submitted a Technical Proposal	√	V1
Submitted a completed Proposal Summary Sheet	√	V2
Submitted a completed Certificate of Compliance	√	V3
Submitted three (3) references	√	V4
Submitted signed Insurance Requirements form	√	√
Submitted completed Unit Price Sheet	√	√
Acknowledgement of Addendum No. 1	√	√
Grand Total Proposal Price	SEE PROPOSAL SUMMARY SHEET AND UNIT PRICE SHEET	SEE PROPOSAL SUMMARY SHEET AND UNIT PRICE SHEET

*A check mark in the box indicates inclusion of the required form with the proposal package.
A "V#" indicates a variance that will be explained below.

V1 - Vendor did not submit a Technical Proposal.
V2 - Vendor did not provide a completed Proposal Summary Sheet.
V3 - Vendor did not provide a completed Certificate of Compliance.
V4 - Vendor did not provide three (3) references.

Prepared by: Brandi Watson, Management Analyst - Village of Orland Park

PROPOSAL SUMMARY SHEET
RFP # 5-011
Special Events Gate Staffing

Business Name: AUTUS GROUP LLC dba Property First

Street Address: 16752 Park Ave

City, State, Zip: Hazel Crest IL 60429

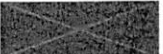
Contact Name: JEREMY JORDAN

Title: CEO

Phone: 708-299-6308 Fax: _____

E-Mail address: jeremy@theautusgroup.com

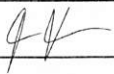
Price Proposal

2025 PROPOSAL GRAND TOTAL	\$ 	<u>44,954.00</u>
2026 PROPOSAL GRAND TOTAL	\$ 	<u>46,280.00</u>
2027 PROPOSAL GRAND TOTAL	\$ 	<u>47,585.20</u>

*Please provide unit pricing for additional events as needed on Unit Price Sheet.

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Jeremy Jordan

Signature of Authorized Signee: 

Title: CEO Date: 03/20/2025



Unit Price Sheet

ORLAND PARK

RFP # 25-011 Special Event Gate Staffing

Proposer agrees to furnish to the VILLAGE all necessary materials, equipment, labor, etc. to complete the PROJECT in accordance with provisions, instructions, and specifications of the VILLAGE for the prices as follows. The Village has the right to increase or decrease the type and number of staff as it deems necessary to successfully support and produce shows.

Special Event Gate Staffing - Independence Celebration (1 day)

	Description	Quantity per year (Projected)	Number of Hours (Projected)	Unit Price per hour 2025	Unit Price per hour 2026	Unit Price per hour 2027	2025 Total	2026 Total	2027 Total
1	Experienced Gate Staff	30	7	\$63.00	\$ 63.00	\$ 63.00	\$ 13,230.00	\$ 13,230.00	\$ 13,230.00
2	Gate Staff Lead/Supervisor	2	7	\$73.00	\$ 73.00	\$ 73.00	\$ 1,022.00	\$ 15,330.00	\$ 15,330.00
3	Admin Fee	Lump	n/a	0%	\$ -	\$ -	\$ -	\$ -	\$ -
4	Travel	Lump	n/a	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00

Special Event Gate Staffing - Centennial Park West Concert Series (3 concertst)

	Description	Quantity per year (Projected)	Number of Hours (Projected)	Unit Price per hour 2025	Unit Price per hour 2026	Unit Price per hour 2027	2025 Total	2026 Total	2027 Total
1	Experienced Gate Staff	30	22.5	\$ 42.00	\$ 42.00	\$ 45.00	\$ 28,350.00	\$ 28,350.00	\$ 30,375.00
2	Gate Staff Lead/Supervisor	2	22.5	\$ 52.00	\$ 52.00	\$ 55.00	\$ 2,340.00	\$ 35,100.00	\$ 37,125.00
3	Admin Fee	Lump	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Travel	Lump	n/a	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00

Special Event Gate Staffing - Taste of Orland Park (3 day total)

	Description	Quantity per year (Projected)	Number of Hours (Projected)	Unit Price per hour 2025	Unit Price per hour 2026	Unit Price per hour 2027	2025 Total	2026 Total	2027 Total
1	Experienced Gate Staff	30	22.5	\$ 42.00	\$ 42.00	\$ 45.00	\$ 28,350.00	\$ 28,350.00	\$ 30,375.00
2	Gate Staff Lead/Supervisor	2	22.5	\$ 52.00	\$ 52.00	\$ 55.00	\$ 2,340.00	\$ 35,100.00	\$ 37,125.00
3	Admin Fee	Lump	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Travel	Lump	n/a	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00	\$ 1,240.00

GRAND TOTAL: \$ 79,352.00 \$ 159,180.00 \$ 167,280.00

Special Event Gate Staffing - Additional Events as Needed

	Description	UNIT	Unit Price per hour 2025	Unit Price per hour 2026	Unit Price per hour 2027
1	Experienced Gate Staff	1	\$ 42.00	\$ 42.00	\$ 45.00
2	Gate Staff Lead/Supervisor	1	\$ 52.00	\$ 42.00	\$ 55.00
3	Admin Fee	Lump	\$ -	\$ -	\$ -
4	Travel	Lump	\$ 20.00	\$ 20.00	\$ 20.00

Proposer: _____ David Phillips

Firm Name: _____ Premium Event Staffing

Signed: _____ David Phillips

Title: _____ CEO

Dated: _____ 3/10/2025

Unit Price Sheet



ORLAND PARK

RFP # 25-011 Special Event Gate Staffing

Proposer agrees to furnish to the VILLAGE all necessary materials, equipment, labor, etc. to complete the PROJECT in accordance with provisions, instructions, and specifications of the VILLAGE for the prices as follows. The Village has the right to increase or decrease the type and number of staff as it deems necessary to successfully support and produce shows.

Special Event Gate Staffing - Independence Celebration (1 day)

	Description	Quantity per year (Projected)	Number of Hours (Projected)	Unit Price per hour 2025	Unit Price per hour 2026	Unit Price per hour 2027	2025 Total	2026 Total	2027 Total
1	Experienced Gate Staff	30	7	\$ 26.75	\$ 27.55	\$ 28.35	\$ 5,617.50	\$ 5,785.50	\$ 5,953.50
2	Gate Staff Lead/ Supervisor	2	7	\$ 31.00	\$ 31.75	\$ 32.30	\$ 434.00	\$ 444.50	\$ 452.20
3	Admin Fee	Lump	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Travel	Lump	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Special Event Gate Staffing - Centennial Park West Concert Series (3 concertst)

	Description	Quantity per year (Projected)	Number of Hours (Projected)	Unit Price per hour 2025	Unit Price per hour 2026	Unit Price per hour 2027	2025 Total	2026 Total	2027 Total
1	Experienced Gate Staff	30	22.5	\$ 26.75	\$ 27.55	\$ 28.35	\$ 18,056.25	\$ 18,596.25	\$ 19,136.25
2	Gate Staff Lead/ Supervisor	2	22.5	\$ 31.00	\$ 31.75	\$ 32.30	\$ 1,395.00	\$ 1,428.75	\$ 1,453.50
3	Admin Fee	Lump	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Travel	Lump	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Special Event Gate Staffing - Taste of Orland Park (3 day total)

	Description	Quantity per year (Projected)	Number of Hours (Projected)	Unit Price per hour 2025	Unit Price per hour 2026	Unit Price per hour 2027	2025 Total	2026 Total	2027 Total
1	Experienced Gate Staff	30	22.5	\$ 26.75	\$ 27.55	\$ 28.35	\$ 18,056.25	\$ 18,596.25	\$ 19,136.25
2	Gate Staff Lead/ Supervisor	2	22.5	\$ 31.00	\$ 31.75	\$ 32.30	\$ 1,395.00	\$ 1,428.75	\$ 1,453.50
3	Admin Fee	Lump	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Travel	Lump	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

GRAND TOTAL: \$ 44,954.00 \$ 46,280.00 \$ 47,585.20

Special Event Gate Staffing - Additional Events as Needed

\$ 138,819.20

	Description	UNIT	Unit Price per hour 2025	Unit Price per hour 2026	Unit Price per hour 2027
1	Experienced Gate Staff	1	\$ 27.00	\$ 28.00	\$ 29.00
2	Gate Staff Lead/ Supervisor	1	\$ 34.00	\$ 35.00	\$ 36.00
3	Admin Fee	Lump	\$ -	\$ -	\$ -
4	Travel	Lump	\$ -	\$ -	\$ -

Proposer: Jeremy Jordan

Firm Name: Autus Group dba Property First

Signed:

Title: CEO

Dated: 3/21/25