



## ORLAND PARK

RFP #25-011

### Special Events Gate Staffing

## PROJECT DETAILS

### Overview

The Village of Orland Park is seeking proposals from qualified and experienced vendors to provide event gate staff that will manage attendee entrance/exit at the Village' Independence Day Celebration (Concert & Fireworks), the Centennial Park West Concert Series (one day concerts) and the Taste of Orland Park (Three-day festival) for three (3) years from 2025, 2026 and 2027.

**LOCATION OF WORK AND SPECIFICATIONS:** Centennial Park West (CPW) opened in 2024. This event venue is located at 15609 Park Station Blvd, Orland Park IL 60462. Ample staff parking is available in the Metra Parking just north of the venue. CPW has an estimated capacity of 8,000. Each event is expected to have a total of 6 - 8 entry lines. Each entry line requires 4 staff.

See Exhibit A for event location, venue layout and gate entry points.

See Unit Price Sheet

### DATES, HOURS AND EVENT TIMES SERVICES

#### **Independence Day Concert and Fireworks**

Date: July 4, 2025 (July 4, 2026 and July 4, 2027)

Gates Open: 4:30pm

Service Hours: 3:30-10:30pm

Projected total of staff hours: 7 hours per person

Required staff: 32 (8 lanes with 4pp per lane)

#### **Centennial Park West Concert Series**

Date: One date in June, July and August (dates TBD 2025-2027)

Gates Open: 4pm

Service Hours: 3-10:30pm

Projected total of staff hours: 7.5 hours per person/per concert

Required staff: 32 (8 lanes with 4pp per lane) per concert

#### **Taste of Orland Park**

Date: August 1-3, 2025 (July 31-August 2, 2026 and August 6-8, 2027)

Gates Open: 5pm (August 1) and 3pm (August 2 & 3)

Service Hours: 4-11:30pm (Aug. 1); 2-11:30pm (Aug. 2) and 2-9:30pm (Aug. 3)

Projected total of staff hours: 24.5 total hours per person

Required staff: 32 (8 lanes with 4pp per lane) per day for three days

### **Scope of Work**

- Vendor personnel are expected to manage attendee event entry through \*metal detectors or by the use of metal detector wands, searching bags, purses, strollers, wagon, chairs/chair bags, coolers and all other personal belongings of event attendees as instructed by Village personnel at the main gates (2) of Centennial Park West or other locations per Village direction. Additionally, gate personnel will address and enforce entry and exit gate rules as provided by the Village of Orland Park.

*\*provided by the Village of Orland Park*



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- Entry will include professionally and respectfully addressing attendees to ensure a cordial, experience upon entry, while thoroughly checking personal belongings and addressing occasions in which attendees set-off a metal detector and reenter until cleared.
- Communicate and cooperate with Orland Park Police personnel, and/or Village event staff when instances of prohibited items are discovered, guests are unruly or uncooperative, Orland Park Police personnel will be present and available at each entry gate.
- Enforce event entry and exit rules of prohibited items provided by the Village.

#### **PROPOSAL SUBMISSION / EVALUATION CRITERIA**

Each proposal submitted to the Village of Orland Park shall include, without limitation, the following information:

- 1. Experience:** Describe the experience of the company and your involvement in projects of similar size and scope. Include the names of at least three (3) references and provide address and telephone information for each reference. The vendors grant the Village permission to contact said references and ask questions regarding prior work performance.
- 2. Operating History:** Provide background information on your company, including, but not limited to, the age of the business, the number of employees and pertinent financial data that will permit the Village to determine the capability of the vendor to meet all contractual requirements.
- 3. Qualifications:** List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts.
- 4. Detailed Unit Price Sheet:** Provide a detailed unit price sheet per event that indicates the number of proposed experienced gate staff and supervisors with an additional travel or administrative fees indicated.

The Village is tax exempt from all Federal and State tax proposals must quote prices which do not include such tax.

The Village reserves the right to waive minor informalities or irregularities in the proposals received, to accept any proposal deemed advantageous to the Village, or to reject any and all proposals submitted. Conditional proposal, or those which take exception to the Contract documents without prior written approval from the Village, may be considered non-responsive and may be rejected.



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It is expressly understood and agreed to by both Parties that in no event shall the total amount to be paid by the Village for the complete and satisfactory performance of services, exceed the proposed amount. Said price shall be the total compensation for Consultant's performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, sub-Consultant's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by Consultant. In the event the Consultant incurs cost in excess of the sum authorized for service, the Consultant shall pay such excess from its own funds, and the Village shall not be required to pay any part of such excess, and the Consultant shall have no claim against the Village on account thereof. For the avoidance of doubt, in no event shall Consultant be entitled to receive more than the proposed amount and this amount includes all costs incurred by Consultant in connection with the work and services authorized hereby, including, but not limited to: (i) any known or unknown and/or unexpected condition(s); (ii) any and all unforeseen difficulties; (iii) any unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions made by others; (iv) the character of the work and/or services to be performed; and (v) any overrun in the time or cost necessary for the Consultant to complete the work due to any causes, within or beyond its control. Under no circumstances shall the Village be liable for any additional charges if Consultant's actual costs and reimbursable expenses for such work, service or deliverable exceed the proposed amount. Accordingly, Consultant represents, warrants and covenants to the Village that it will not, nor will Consultant have anyone on its behalf, attempt to collect an amount in excess of the proposed amount agreed to by the Consultant.