



The Village of Oak Park
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Addendum

Addendum Number:	1
Addendum Date:	07/11/2025
Project Name:	Municipal Court Bailiff
Project Number:	RFP 1001-0-2025
Prepared By:	Gia Willis
To:	All bidders of record

This addendum amends the original RFP. Where any part of the RFP is amended, the unaltered provisions are to remain in effect.

Proposers must acknowledge receipt of any and all addenda as required by the General Requirements of the RFP and in Section 4 of this document. The acknowledgement page should be signed and included in the proposal document.

All requirements of the Contract Documents remain unchanged.

Part 1 – Amendments to the RFP

1. None

Part 2 – Attachments

1. None

Part 3 – Questions & Answers

INCUMBENT

Who is the current incumbent?

We currently have the position staffed, but we are not disclosing specific vendor or personnel information.

When was the current incumbent awarded the contract?

This information is not being disclosed as part of this RFP.

How many hours did security officers spend in court in the last 12 months on your behalf?

We estimate approximately 240 - 350 hours annually, depending on hearing volume.

Were you happy with the work and results of the incumbent company? What did they do well?

We are seeking to build on current operations and further strengthen courtroom support. Consistency, professionalism, and clear communication are key to success in this role.

Is there more than one security company currently fulfilling the current contract?

No.

Are there specific things the incumbent could be doing better to meet your needs?

We're aiming to refine the process—particularly reducing unnecessary escorting of respondents and ensuring proper courtroom conduct procedures are followed consistently.

OPERATIONAL

Can you confirm the average number of hearings per month and their duration?

We hold approximately 4 adjudication sessions per month. Each session typically lasts 2-4 hours per day.

Can you please verify that two bailiffs are needed per shift?

Two bailiffs are not required on every shift. However, we prefer to have **two bailiffs assigned to the schedule on a rotating basis** to ensure consistent coverage, allow for flexibility, and provide backup when needed. Typically, only one bailiff is present per hearing unless circumstances require additional support.

Are there specific days or times where the bailiffs are needed? If so, what days of the week?

Hearings are primarily held on Tuesdays, Thursdays, and some Thursday evenings, subject to calendar needs.

How many hours per day are the bailiff(s) needed?

Typically 4–6 hours per day on hearing days.

Do you prefer or require off-duty or retired police officers?

This is not a requirement, but applicants with prior experience in law enforcement, the courtroom, or security are preferred.

Are there regularly held meetings with the local police department?

There are no standing meetings, but we collaborate as needed.

How many different locations are serviced under this RFP?

One primary location – Village Hall adjudication hearing room.

Is there specific parking available at the various locations for the employees?

Yes, parking is available for staff at the Village.

What are/were the major security risks/issues faced on your properties?

While incidents are rare, heightened emotions during hearings require a professional security presence to maintain order and safety.

Do we get designated office areas at certain sites for our supervisors and officers?

While we do not provide a private office, a shared office area is available on-site for use by assigned personnel. This space can be used for administrative tasks as needed during hearing days.

Do we have access to onsite Wi-Fi services for our officers?

Yes, there is Wi-Fi in Village Hall.

Are there specific systems and/or software you use that we need to incorporate into the daily operations?

No specific systems or software are required for bailiff duties. Respondent check-in is handled manually using a paper-

based process, and all materials needed for this task will be provided on-site. Bailiffs are not expected to use or interact with internal systems.

Are you flexible with the officer hiring requirements to ensure expected staffing needs are met? (Years of experience, credit checks, etc.)

We're open to proposals that ensure staffing quality while meeting operational needs. Experience and professionalism are key factors.

Are you open to adding more officers than stated in the RFP if the circumstances require it?

At this time, we are not open to adding more officers beyond what is outlined in the RFP. The current staffing structure meets our operational needs, and any changes to coverage would be addressed internally.

Will there be a time when you will need additional officers? If so, in what cases have you needed extra staffing?

No, we do not anticipate a need for additional officers beyond the staffing outlined in the RFP. Our hearing schedule and security needs are stable, and current coverage is sufficient for regular and special sessions.

Is there anything prohibiting us from extending an offer to existing personnel that you approve of and would like to keep?

Any hiring decisions must comply with Village policy, but we are open to staffing continuity that aligns with our expectations and approval process.

What has worked well with past vendors in this role, and what were some of the pain points?

What has worked well includes consistent punctuality, professional courtroom demeanor, and clear communication with staff. These qualities have contributed to a smooth and organized hearing process.

PRICING

What is the current contractual bill rate?

This information is not being disclosed as part of the RFP process.

What are the estimated billable hours?

Estimated billable hours are approximately 240 - 350 hours annually, depending on hearing volume.

Is a bid bond required? If so, how much?

No, a bid bond is **not required** for this RFP.

Are the estimated hours in this RFP an increase or decrease from the current contract?

The hours outlined are consistent with past operational needs. This RFP is formalizing an existing staffing model.

BENEFITS

Are your current security officers unionized, in a union, or part of a bargaining arrangement?

No, the current officer is not part of a union or bargaining unit.

What benefits are provided for the current officers?

All benefits are managed by the contractor. The Village does not provide direct benefits to contract personnel.

TRAINING

Who incurs the expense of training officers?

The **contractor is responsible** for all training expenses. On the job training will be provided and expense by the Village.

Are you open to negotiate the expense of training officers?

Reasonable proposals regarding training costs may be considered, but the expectation is that training costs are included in the contractor's overhead.

Are there any specific courtroom conduct requirements beyond what's listed (e.g., uniform type, badge visibility, PPE)?

Courtroom conduct should reflect **professionalism, neutrality, and attentiveness**. Uniforms must include visible identification, and PPE should be worn as required by public health guidelines. No weapons are permitted.

UNIFORMS

Are you open to negotiate the expense of uniforms?

Uniform costs are typically the responsibility of the contractor. Exceptions may be discussed if justified in the proposal.

Are there specific equipment/uniforms that you require of our officers?

Yes. Officers are expected to wear **professional security uniforms with clear identification**, including name tags or badges. No weapons are allowed.

TESTING

Who incurs the expense of the testing requirements for officers?

The **contractor is responsible** for all pre-employment and ongoing testing expenses.

Are you open to negotiate the expense of all the testing requirements?

While testing expenses are expected to be absorbed by the contractor, **reasonable negotiations** may be considered depending on scope and context.

PAYMENT TERMS

Would you negotiate prompt payment discounts?

No, the Village is not open to negotiating prompt payment discounts. All payments will be made in accordance with the Village's standard payment schedule and procedures.

We understand payments to contractors are made monthly. We typically invoice weekly for services. Is receiving a weekly invoice okay?

Monthly invoicing is preferred; however, we may be open to weekly invoicing if coordinated and agreed upon in advance.

What payment method for invoices is typically used by the Village of Oak Park?

The Village typically processes payments via **check or ACH**, in accordance with standard vendor payment procedures.

AWARD OF CONTRACT

When will the contract be awarded?

The contract is expected to be awarded **within 4–6 weeks** following the RFP deadline, depending on the review and approval timeline.

How will we be notified of who was awarded the RFP?

All vendors will be notified via **email**, and the selected vendor will be published in accordance with the Village’s procurement policy.

Part 4 – Acknowledgement

I acknowledge the receipt of this addendum for the referenced project by signing the acknowledgement and returning it with the proposal. This acknowledgement must be signed and included with proposal.

Addendum Number:	
Date:	
Name:	
Signature:	
Company:	

End of Addendum