



Edgewater Chamber of Commerce

REQUEST FOR PROPOSAL FOR LANDSCAPE/WEED REMOVAL SSA #26

Request for Proposal by: **Friday, October 23, 2020**
Estimated work period: **January 1, 2021 to December 31, 2021**

A. Project Intent

The Edgewater Chamber of Commerce (ECC), the sole service provider for Special Service Area #26 (SSA #26), seeks a qualified landscaper to install plants, maintain planters and conduct weeding for the 2021 season. Contractor will supply personnel and related equipment for the below-described section from January 1, 2021 to December 31, 2021.

B. Scope of Work

This proposal for SSA #26 includes three seasonal plantings (spring, summer and winter/holiday), monthly maintenance, watering and weeding, as detailed below:

Planters

Spring, Summer and Winter

- (73) 46" round planters on Broadway Ave.
- (12) 44"x44" Square planters on Bryn Mawr Ave.
- (39) 48"x18" Rectangle planters on Granville/Thorndale/Berwyn
- (7) 36"x60" Rectangle planters at Broadway Armory

Summer and Winter Only: Garden planting along Devon Ave.

- (12) 30"x 36" in-ground planters

Contractor will maintain plant health and attractive appearance for all plants during the service months. May-October (6 months) - 3 times per week water planters, adding days when temperatures are over 90 degrees. During the service contract:

- Clean out any litter from planters
- Cultivate soil, apply application of fertilizer, deadhead and prune
- Remove weeds (including Devon Ave. In-ground planters)
- Replace stolen or dead plants as needed

Holiday Decor

Installation of Fraser Fir garland with ribbon to light poles in SSA #26

Broadway: 145 poles (Broadway Ave to Foster Ave)

Devon Ave.: 14 large poles and 12 small acorn poles

Thorndale Ave.: 12 poles

Granville Ave.: 5 poles

Ridge Ave.: 6 poles from Broadway to Magnolia Ave.

Berwyn Ave.: 6 poles from Broadway to Winthrop Ave.

Installation of Fraser Fir garland with ribbon and wreaths on Bryn Mawr historic district (SSA #26 poles only)

23 Coachlight poles with (2) 36" Fraser single faced wreaths and red bows

Tree Pit Maintenance

- Replace mulch in open tree pits (those without grates) in May and at end of October
- Ongoing mechanical tree pit maintenance program (639 Trees)
 - 2 times per year between May – October remove weeds

C. Proposal

To receive consideration, proposals must be submitted digitally (PDF) to Christina Pfitzinger, Executive Director at Christina@edgewater.org. Responses are due by 5 PM on Friday, October 23, 2020. SSA #26 reserves the right to request additional information after receipt of responses.

Response must include the following:

- 1) *Qualifications*: List the physical address, name, email and phone number for person(s) responsible for proposal submission. Statement of qualifications should include respondent's background, number of years of experience, management, unique capabilities.
- 2) *Personnel*: Number of full-time, part-time, and contractual personnel, if applicable. Include a description of crew and schedule that will serve to implement this project.
- 3) *Pricing*: Labor and material cost estimate per season, activity and any additional pricing. Planting and weeding shall be billed upon occurrence, while maintenance shall be invoiced monthly.
 - Watering: Cost per month for seasonal watering May to October 2021
 - Maintenance: Break out plans for both plant care and tree pits including fertilization, reconditioning and weed control recommended treatments and schedule.
 - Plantings: Cost per planter based on below planting specifications, to be used as a pricing guide.
 - All planter vessels are expected to have similar plant rotations, include suggested date range for planting and removal
 - Provide a plant list and planting plan for each season including timeline (include example photos if applicable)
- 4) *Optional Services*: In addition to what has been requested in this RFP the respondent may provide optional services and provide the cost for each.
- 5) *References*: Three references of similar size and scope including dates of services provided and contact information.

D. RFP Terms and Requirements

Selection Criteria: Applicants will be evaluated on their cost effectiveness, technical skills, ability to work with a diverse group of stakeholders. Contracts will be issued following the commission meeting on Wednesday, September 30, 2020. Edgewater Chamber of Commerce reserves the right to award all, part or none of this solicitation.

Business Ownership: Owners of the firm cannot be current employees of the City of Chicago. State statute prohibits businesses owned by City of Chicago employees or elected officials from contracting with SSA Service providers. All subcontractors must sign an affidavit attesting the above is true.

Proof of insurance: Liability insurance with limits of at least one million dollars, along with Workers Compensation. The SSA #26 Commission, City of Chicago, and the Edgewater Chamber of Commerce are to be named as additional insured on a primary, non-contributory basis for any liability arising directly or indirectly for work/services. Proof of proper insurance certificate and additional insured must be submitted within 10-days of contract award and before any contract will be fully executed.

Damages: Any damage caused by contractor to vehicles, store fronts, windows, planters or other personal or public property shall be reported to the ECC immediately. Failure to report damage or accidents within 24 hours will be considered a breach of contractual duty. The contractor shall be solely responsible for the cost of any damage caused by the contractor's personnel or equipment.

Equal Opportunity: ECC strongly encourages the utilization of local and minority and women owned business and a diverse workforce and are interested in receiving proposals from a broad spectrum of individuals committed to creating an inclusive and equitable work environment. ECC does not discriminate against applicants on the basis of race, gender, disability, age, veteran status, national origin, religion, sexual orientation, or political affiliation.

Thank you for your time and consideration!