



Edgewater Chamber of Commerce

REQUEST FOR PROPOSAL FOR SNOW REMOVAL
SSA #26

South Section

Request for Proposal due by: **Monday, August 14, 2023**
Estimated work period: **October 15, 2023 to April 15, 2025**

A. Project Intent

The Edgewater Chamber of Commerce (ECC), the sole service provider for Special Service Area #26 (SSA #26), seeks a qualified provider of snow removal services for the 2022-2023 season. The selected contractor will supply personnel and related equipment for snow removal from all public pedestrian areas in the below-described section from October 15, 2023 to April 15, 2024.

B. Scope of Work

This proposal will provide for public way snow removal for the **South section of SSA #26**, which is defined as follows:

Broadway from Thorndale to Foster, Bryn Mawr Avenue from Broadway to Kenmore and Berwyn Avenue from Broadway to Winthrop, including wrap-arounds, **totaling approximately 13,452 linear feet of sidewalk.**

A map of SSA #26 and the South section can [be found here](#).

Guidelines:

- Clear all sidewalks, crosswalks, paths to pay boxes and bus shelters of snow and ice. Contractor shall remove snow covering traffic or street signs with appropriate equipment.
- Tractors or plows shall provide a clear path of 5 feet on sidewalks including sidewalk ramps.
- In all areas deemed too small or hard to reach by using tractors or plows, the contractor shall utilize a combination of snow blowers, shovels, or snow brooms.
- Should melting snow flood intersections, crosswalks or bus shelters, the contractor shall remove accumulated snow from storm drains to allow for drainage.
- Apply environmental and pet friendly de-icing agent after accumulation.

Timing:

- If the snowfall reaches a four (4") inch accumulation between 10 am and 2 pm, snow must be cleared within three hours and no later than 5 PM on the day of the snowfall.
- If the four (4") inch accumulation is reached from 2 pm and 4 am, snow must be cleared by 7 am.
- Crews should be mobilized and on site within one (1) hour of reaching snow accumulation of four (4") inches.
- 24/7 availability during the snow season including holidays and weekends.

Performance:

- Measurement tools for snow accumulation will be agreed upon prior to the contract execution.
- Contractor will provide a written report of services provided after each occurrence.

- Invoices shall include a detailed list of dates and times of services rendered, work performed and locations of such work.
- Crews will greet business owners, residents, and all pedestrians in a professional manner at all times.

C. Proposal

To receive consideration, proposals must be submitted digitally (PDF) to Katrina Balog, interim executive director, katrina@edgewater.org. Responses are due **by 5 PM on Monday, August 14, 2023**. SSA #26 reserves the right to request additional information after receipt of responses.

Response must include the following:

- 1) *Qualifications*: Statement of qualifications including number of years of service providing snow removal. Address and contact information for principal respondent and onsite single point of contact.
- 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) *Equipment*: List of equipment, number and types of machinery used, including blade widths. Please specify the type of de-icing agent you plan to utilize.
- 4) *Pricing*: Labor and material cost estimate at 4" tolerance per occurrence, or as requested, include additional pricing in increments of 4" up to 12" of snowfall with seasonal cap. Detail preferred billing schedule.
- 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, capacity and ability to work with a diverse group of stakeholders. Contracts will be issued in September 2023. 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!