



Edgewater Chamber of Commerce  
REQUEST FOR PROPOSAL FOR SNOW REMOVAL  
SSA #26

Proposals due by: **Wednesday, July 3, 2024, 5 p.m.**  
Contract period: **November 15, 2024 to April 15, 2025**

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 in the SSA #26 district for the 2024-2025 season. Contractor will supply personnel and related equipment for snow removal from all public pedestrian areas in the below-described section from November 15, 2024 to April 15, 2025.

**Scope of Work**

Guidelines:

- Clear all sidewalks, crosswalks, paths to pay boxes and bus shelters of snow and ice
- 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 plows, the contractor shall utilize a combination of snow blowers or shovels.
- 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 and freezing rain /icing events.

Timing:

- Crews should be mobilized and on site within two hours of reaching accumulation of the agreed upon tolerance.
- If snow falls overnight, sidewalks must be cleared by 7 a.m.
- If snow falls during the day, sidewalks must be cleared by 5 p.m.
- 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.
- Invoices shall include a detailed list of dates and times of services rendered, work performed and locations of such work.

**Proposal**

Please note: this service will be awarded in two contracts- the North Section and the South Section. Bids may be for one section or both sections. If the selected contractor will be providing service to both

sections, the sections must be treated as two separate contracts and service shall be provided by separate crews.

The boundaries of the sections are:

- **North section of SSA #26**, which is defined as follows:

Broadway from Devon to Thorndale, Devon Avenue between Glenwood and Broadway, Granville Avenue between Broadway and Kenmore, Thorndale Avenue between Broadway and Winthrop, including wrap-arounds **totaling approximately 12,356 linear feet of sidewalk.**

- **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 with the north and south sections highlighted can [be found here](#).

Response must include the following:

- 1) *Qualifications*: Statement of qualifications including number of years of service providing snow removal.
- 2) *Personnel*: Number of full-time, part-time, and contractual personnel, if applicable.
- 3) *Equipment*: List of equipment, number and types of machinery used. Please specify the type of de-icing agent you plan to utilize.
- 4) *Pricing*: Labor and material cost estimate at 1" tolerance, 2" tolerance and 4" tolerance for the contract season and per occurrence.  
Detail preferred billing schedule.
- 5) *References*: Three references of similar size and scope including dates of services provided and contact information.

### **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. 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.

**Submittal:**

Responses are due **by 5 PM on Wednesday, July 3, 2024.**

Please submit by email to Jessica Wobbekind, [jessica@edgwater.org](mailto:jessica@edgwater.org)