



Edgewater Chamber of Commerce

REQUEST FOR PROPOSAL FOR LITTER ABATEMENT SSA #26

Request for Proposal by: **Friday, September 6, 2024**

Estimated work period: **January 1, 2025 to December 31, 2025**

A. Project Intent

The Edgewater Chamber of Commerce (ECC), the sole service provider for Special Service Area #26 (SSA #26), seeks a qualified vendor to provide sidewalk and streetscape cleaning for 2025. Contractor will supply personnel and related equipment for the below-described section from January 1, 2025 to December 31, 2025

B. Scope of Work

- On a weekly work schedule, the contractor will remove debris and trash along curbs and sidewalks in the “boundaries”, including wrap-arounds.
 - **Please include pricing for 3 days of service per week as well as 5 days of service per week**
- Remove litter, cigarette butts, and debris from the public way, including but not limited to: sidewalks, tree grates, tree pits, curbs and gutters, sidewalk cracks, concrete planters, plant beds, bioswales, viaducts and the adjacent sidewalks, sidewalk bump-outs, wrap-arounds and greenways.
- Top off trash cans as needed.
- Remove signs/stickers taped to light posts and street furniture, including but not limited to: benches and seating, trash bins and street poles.
- Report graffiti to 311 and/or ECC.
- Provide a monthly report to the ECC that includes the total pounds of trash collected, graffiti reported and posters removed.
- Provide a set crew schedule for litter removal, including days and times the entire crew will be in the community. This schedule can only be adjusted with the SSA Manager’s approval, and a make-up day will be required.

C. Proposal

To receive consideration, proposals must be submitted digitally (PDF) to Jessica Wobbekind at jessica@edgewater.org. Responses are due by 5 PM on Friday, September 6, 2024. Respond only to what is proposed. If you wish to offer additional services, please provide that as a different line item. SSA #26 reserves the right to request additional information after receipt of responses.

Response must include the following:

- 1) *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.
- 2) *Pricing*: Include monthly fees for **3 day per week service and 5 day per week service** and please note fees for additional hours provided ‘as needed to complete the task’.
- 3) *Optional Services*: In addition to what has been requested in this RFP the respondent may provide optional services and provide the cost for each.
- 4) *References*: Three references of similar size and scope including dates of services provided and contact information.

- 5) Only RFPs containing the above requirements will be considered. Any RFPs submitted with the Landscaping RFP included will not be considered.

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. The Litter RFP cannot be combined with the Landscaping RFP. **Combining the two RFPs will automatically disqualify the vendor.** 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!