SSA 26 BROADWAY

Edgewater Chamber of Commerce

REQUEST FOR PROPOSAL FOR LANDSCAPING/WEED REMOVAL
SSA #26

Request for Proposal by: **Wednesday, October 21, 2026**
Work period: **January 1, 2027 to December 31, 2027**

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 and floral displays, maintain planters and conduct weeding in 2027. The contractor will supply personnel and related equipment from January 1, 2027 to December 31, 2027, for the scope of work described below.

B. Scope of Work

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

Planters

Spring, Summer, Fall and Winter

(73) 46" round planters on Broadway Ave.
(10) 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
(27) 30”x 36" in-ground planters on Devon

***Please note:** the service area has been extended on Devon to include the blocks between Glenwood and Clark. This extension adds 14 additional planters. These planters have not been maintained and will need extra cleanup in the spring)

Contractor will maintain plant health and attractive appearance for all plants during the service months. April-October (7 months) – watering planters 3 times per week, 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 in-ground planters)
- Replace dead plants as needed

Tree Pit Maintenance

- Replace mulch in open tree pits (those without grates) in May and October
- Ongoing tree pit weed removal (~470 tree pits)
    - 5 times per year in May, June, July, August, and September

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 Wednesday, October 21, 2026. The Edgewater Chamber of Commerce 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:* Labor and material cost estimate per season, activity, and any additional pricing. Planting and weed removal shall be billed upon occurrence, while maintenance shall be invoiced monthly.
    - Watering: Cost per month for seasonal watering May to October 2027
    - Maintenance: Break out plans and schedule for plant care and tree pit treatments including fertilization, reconditioning, and weed control.
    - Plantings: Cost per planter based on below planting specifications, to be used as a pricing guide.
        - All planters are expected to have similar plant rotations; please 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).
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 Litter 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 Landscaping RFP cannot be combined with the Litter RFP. **Combining the two RFPs will automatically disqualify the vendor**. The Edgewater Chamber of Commerce reserves the right to award all, part or none of this solicitation.

Business Ownership: Owners of the business 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: The 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.