



**Special Services Area #42
Request for Proposal (RFP) – LANDSCAPE/WEED REMOVAL
Contract Period: January 1, 2021 to December 31, 2021**

Proposals are due no later than 5:00 p.m. on Friday, October 30, 2020 via email to emoore@southshorechamberinc.org. All questions must be submitted in writing to 2021RFP-FAQ@ssa42.org

Entities submitting a response to this RFP will be hereafter referred to as Respondent.

I. SSA #42 Background

SSA #42 (Special Service Area #42) is the local business district that funds the expanded services and programs through a localized property tax levy within contiguous areas. The enhanced services are in addition to those currently provided through the City of Chicago. The services currently provided within the SSA #42 boundaries include but are not limited to litter abatement, security patrol, snow removal, and landscaping and customer attraction. SSA #42's provider is the South Shore Chamber of Commerce (Service Provider). The selected Respondent shall be subcontracted by Service Provider to perform the services as outlined in this RFP and as negotiated in its response. As a subcontractor to the Service Provider the selected Respondent shall adhere to the applicable provisions cited in Service Provider's Agreement with the City of Chicago. See the following link:

[SSA42_SPA_2020](#)

The SSA #42 "boundaries" are Stony Island Ave. from 67th St. to 79th St. on the West side of the street, from 67th St. to 73rd St. on the East side of the street and also including North and South sides of 71st street from Kimbark Ave to South Shore Drive/Exchange/Yates Ave. including up to the alley on major intersections.

I. Overview

SSA #42 is issuing this RFP to secure a contractor for the provision of Landscaping/Weed Removal Activities within the SSA #42 boundaries henceforth known as the "boundaries" which are Stony Island Ave. (67th St.-79th St. on the west side of Stony Island, from 67th St. to 73rd St. on the eastside of Stony Island and also including north and south sides of 71st street from Kimbark Ave to South Shore Drive/Exchange /Yates Ave. including up to alley on major intersections).

II. Scope of Work

The Selected Respondent shall:

1. Conduct a minimum of two spraying of weeds and grass on the public walkway. The first spray shall take place no later than June 15th, subsequent sprays as needed with the final spray no later than August 15th. The spray is to be an environmentally friendly herbicide, applied during the active growing period. After the initial spraying and the weeds have died, the contractor will clean out all debris. All large weeds/bushes not responding to the herbicide are to be cut down. Subsequent spraying will occur to maintain/control weed and grass growth in the public walkway.
2. Install plants in the hanging baskets along 71st Street. The 1st installation shall be no later than June 15th, and the second installation shall be no later than November 15th.
3. Maintain planted trees, baskets, flowers on sidewalks and corners.
4. Initiate requests to the city, by way of the Service Provider, for necessary tree trimming
5. Remove debris from planters and water plants.
6. Remove debris and weeds from tree grates.
7. Maintain garden beds, including any Streetscape gardens and tree grates, which will include litter removal and light landscaping (weeding, pruning, etc.)
8. Begin landscaping services in May and complete them in November, 2021.
9. Attend monthly scheduled SSA #42 meetings to report on and/or learn of upcoming or ongoing community needs.
10. Complete a monthly report which shall include, but not limited to troubled vacant lots or trees, and activities during the previous month.

III. Proposal

1. Submittal – Proposals are due no later than 5:00 p.m. on Friday, October 30, 2020 via email to emoore@southshorechamberinc.org. All questions must be submitted in writing to 2021RFP-FAQ@ssa42.org
2. Cover Page – to include name, physical address, email address, telephone number of person(s) responsible for proposal submission.
3. Table of Contents – list sections in respondent's proposal and their corresponding page numbers.
4. Introduction – include introductory remarks, outline respondent's background, experience, management, unique capabilities and staffing.
5. Scope of Work – Respondent shall provide a brief narrative describing the approach Respondent would take to provide the services requested. As outlined in Section III Scope of Work in this RFP. Emphasis should be on clarity, brevity and completeness of the response.
6. Challenges – Respondent shall Indicate the challenges that may be presented in providing the Scope of Work as outlined in this RFP.
7. Key Personnel – Respondent shall identify its proposed staff to perform the task identified in Section III, Scope of Work.
8. Answer to questions – Respondent must provide information and supporting documentation for each section of this RFP. If any section "does not apply"

- please indicate such in the respective area and provide a brief explanation as to why it does not apply.
9. Cost – Respondent shall provide the overall cost as outlined above and shall provide cost broken out over a 52-week service period as requested and approved by SSA #42.
 10. Optional Services – In addition to what has been requested in this RFP the Respondent may provide optional services and provide the cost for each.

V. Proposal Submittal

1. Proposals are due no later than 5:00 p.m. on Friday, October 30, 2020 via email to emoore@southshorechamberinc.org. All questions must be submitted in writing to 2021RFP-FAQ@ssa42.org
2. The Service Provider with the approval of the SSA #42 reserves the right, in its sole response content; to request clarifications or additional information from any Respondent after the submittal of RFP responses; or to reject any and all responses. The Service Provider and the SSA #42 will not be responsible for any costs incurred by a Respondent or anyone affiliated with a Respondent in connection with this RFP.

VI. Proposal Requirements

The Respondent must provide the following with its response to this RFP:

1. 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. All affidavits must be on file with the Service Provider.
2. A copy of its City of Chicago and its State of Illinois licenses.
3. Proof of having the insurance coverages and requirements, specified herein and related to the Service Provider's agreement with the City of Chicago. The selected Respondent must provide and maintain insurance at its own expense, until Contract completion and during the time period following expiration and if the selected Respondent is required to return and perform any additional work.
4. The SSA #42 strongly encourages the utilization of local and minority and women owned business and a diverse workforce prioritizing those in its footprint. Therefore, provide a listing of minority and women-owned, and local businesses and a diverse workforce within the SSA #42's boundaries that currently provide work as a business and those that currently or you will commit to working with and/or hire at a minimum during the proposed contract period.
5. A completed Subcontractor Affidavit, Exhibit 2
6. Address and submit all requested information as cited above in sections III, IV, V, VI, and this section.

VII. Background and Experience

1. Provide a brief company overview, which will describe the Respondent's corporate structure, including holding and parent companies, corporate affiliates, its legal form, and all locations.
2. Describe any changes in Respondent's ownership or management structure since January 1, 2017. Will these changes have any impact on Respondent's ability to provide the Services during the expected term of the Agreement?
3. Indicate whether the Respondent has been a party to any lawsuit from January 1, 2017 to present? If so, please provide a detailed explanation.
4. Does Respondent currently have or has Respondent had in the past ten (10) years any contracts that contain services similar to the Scope of Work outlined in this RFP for services similar in size, scope, and complexity?
5. If so, for each contract, provide the following information: The entity for which Respondent is providing or has provided services and a brief description of such entity; The contract term and cost; A description of the services Respondent is providing or has provided under the contract.
6. Provide contact name, address, phone number and email address.
7. Identify any and all other resources that will be utilized in completing project tasks.
8. Identify key personnel to be assigned to this project.
9. Provide a summary of any unique expertise, products, or services that would assist Respondent in performing the Services.
10. Please provide contact information for four (4) client references from established private firms or government agencies, (two (2) private and two (2) government preferred), that can attest to the Respondent's experience and ability to perform the Services.
11. References must be entities to which Respondent provided services most similar to the Scope of Work outlined in this RFP.
12. If privately owned, is the Respondent or its affiliates female, minority, persons with disabilities, or veteran-owned or managed? For purposes of this RFP, "female, minority, persons with disabilities, or veteran owned or managed" shall mean being owned or managed by 51% or more of a combination of female, minority, persons with disabilities, or military veteran.
13. Provide the number and percentage of Respondent's owners who are female, minority, military veterans, or persons with disabilities. Please cite with supporting data.

VII. Compliance with All Applicable Laws

1. The Respondent must be licensed to do business in Illinois.
2. The Respondent shall be responsible for acquiring any licenses and permits necessary to perform the services as outlined in this RFP.
3. The Respondent shall accept sole liability for compliance with all laws and governmental regulations and requirements related to its personnel and their employment, including without limitation such items as workers' compensation insurance coverage, unemployment insurance, OSHA requirements, Fair Labor Standards Act requirements, work safety rules, and the like as such laws and government regulations and requirements may apply to Respondents' personnel providing services.

4. The Respondent shall adhere to the applicable laws and terms as cited in the Service Provider's Agreement with the City of Chicago where cited that the Service Provider's subcontractors must adhere to. See the following the link: [SSA42_SPA_2020](#)
5. The selected Respondent, hereafter the "Subcontractor" shall furnish proof of compliance with sections of the Service Provider's Agreement with the City of Chicago upon request and in the form requested by the Service Provider or the City of Chicago.
6. The Subcontractor shall accept sole liability for compliance with all laws and governmental regulations and requirements related to its personnel and their employment, including without limitation such items as Workers' Compensation insurance coverage, unemployment insurance, OSHA requirements, Fair Labor Standards Act requirements, work safety rules, and the like as such laws and government regulations and requirements may apply to South Shore Chamber of Commerce, Inc.'s personnel providing contract services and the Subcontractor shall furnish proof of its compliance with this Section upon request and in the form requested by Service Provider or the City.
7. Chicago "Living Wage" Ordinance (i) Section 2-92-610 of the Municipal Code provides for a living wage for certain categories of workers employed in the performance of City contracts, specifically non-City employed security guards, parking attendants, day laborers, home and health care workers, cashiers, elevator operators, custodial workers and clerical workers ("Covered Employees"). Accordingly, pursuant to Section 2-92-610 and regulations promulgated under it: (A) If Contractor has 25 or more full-time employees, and (B) If at any time during the performance of this Agreement, Contractor and/or any Subcontractor or any other entity that provides any portion of the Services (collectively "Performing Parties") uses 25 or more full-time security guards, or any number of other full-time Covered Employees, then (C) Contractor must pay its Covered Employees, and must ensure that all other Performing Parties pay their Covered Employees, not less than the minimum hourly rate as determined in accordance with this provision (the "Base Wage") for all Services performed under this Agreement. (ii) Contractor's obligation to pay, and to ensure payment of, the Base Wage will begin at any time during the term of this Agreement when the conditions set forth in (a)(i) and (a)(ii) above are met, and will continue until the end of the term of this Agreement (iii) As of July 1, 2020, the Base Wage is \$14.00 per hour, and each July 1 thereafter, the Base Wage will be adjusted using the most recent federal poverty guidelines for a family of four as published annually by the U.S. Department of Health and Human Services, to constitute the following: the poverty guidelines for a family of four divided by 2000 hours or the current base wage, whichever is higher. The currently applicable Base Wage is available from the City of Chicago Department of Procurement Services. At all times during the term of the Agreement, Subcontractor and all other Performing Parties must pay the Base Wage (as adjusted in accordance with the above). If the payment of prevailing wages is required for Services done under an agreement, and the prevailing wages for Covered Employees are

higher than the Base Wage, then Subcontractor and all other Performing Parties must pay the prevailing wage rates.

IX Contract Insurance Requirements

The Respondent must provide and maintain at its own expense, until Contract completion and during the time period following expiration if Respondent is required to return and perform any additional work, the insurance coverages and requirements specified as set forth in the service provider agreement which is attached hereto and incorporated by references as though fully set forth herein.

///