

Request for Proposal (“RFP”)

Provide Holiday Decorations Services for Businesses within Special Service Area #03 and #59

Required for use by

**GREATER SOUTHWEST DEVELOPMENT CORPORATION
&
Special Service Area #03 AND #59 Board Members**

(In an effort to remain Green, we encourage submission of Digital Copies)

All of the responses must be addressed and returned to:

**AVDULLA HOTZA, SSA 03 President
al3amdcomm@comcast.net**

AND

**RITA ORTIZ, SSA 59 President
r_o_ortiz@yahoo.com**

**Responses must be received no later
SUNDAY, MAY 12th, 2019**

- Please Fill Out and Submit Page 4 of this RFP -

**AVDULLA HOTZA
SSA 03 BOARD PRESIDENT**

**RITA ORTIZ
SSA 59 BOARD PRESIDENT**

GENERAL INVITATION

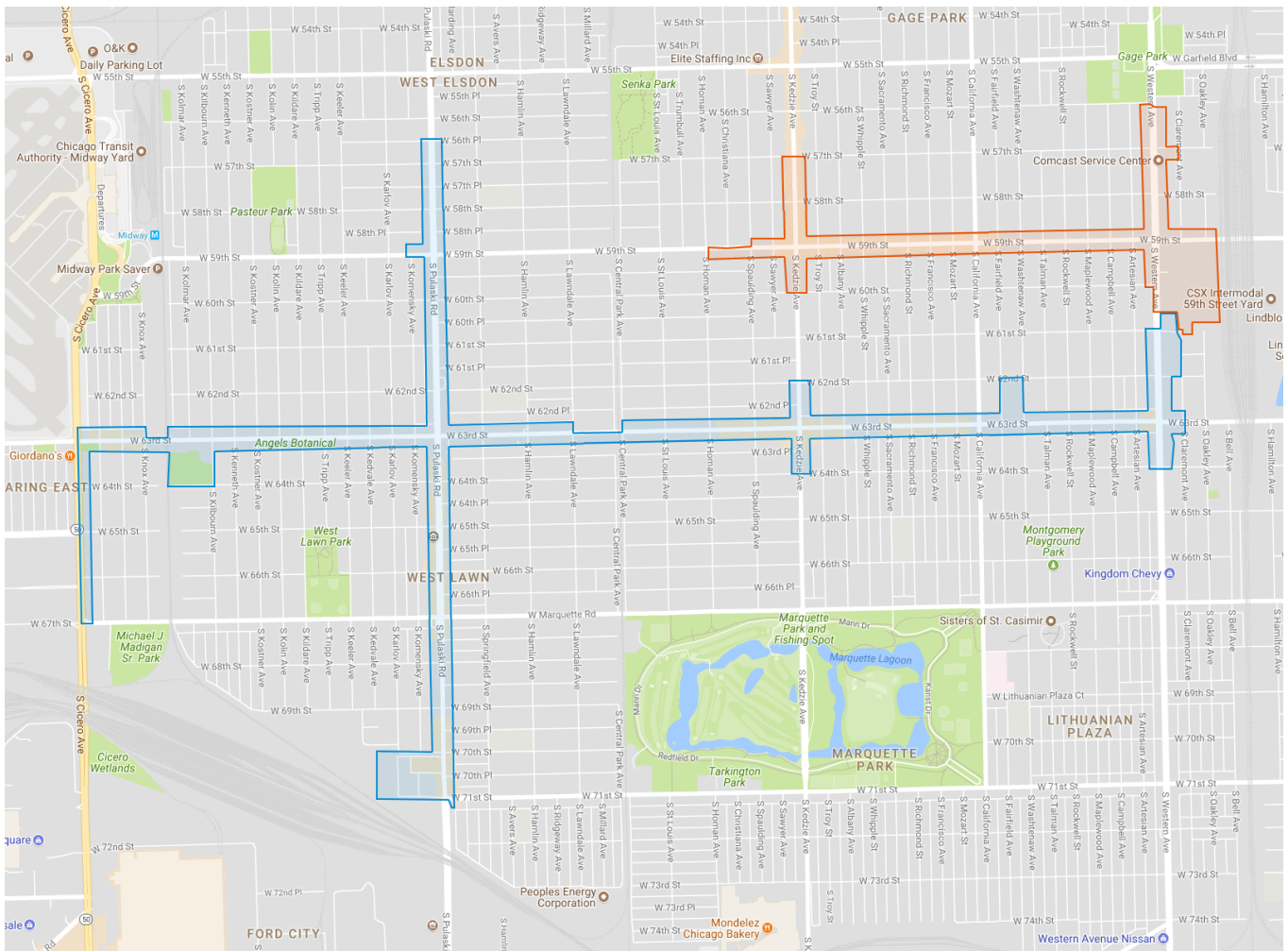
Greater Southwest Development Corporation (GSDC) invites the submission of proposals for Design, Manufacturing & Installation of approximately 400 Holiday Decorations within Special Service Area #3 and #59. If your firm has demonstrated experience in the project description specified in the Scope of Services, and you are interested in making your services available to GSDC and Special Service Area #3 & #59, you are requested to respond to this "Request for Proposal."

SCOPE OF SERVICES

Holiday Decorations Services for Businesses within SSA #03 and #59

Greater Southwest Development Corporation (GSDC) is currently accepting proposals from Holiday Decoration companies for services that promote small businesses located within a Special Service Areas #03 and #59. The program is funded through a small tax collected from property owners within a pre-determined geographical area highlighted in the map below.

Special Service Area #03 and #59 Map



GSDC and two Boards of SSA Commissioners manage the money and use the funds to pay for services that will be funneled directly back into the district through a variety of services and programs. GSDC is seeking a vendor to offer light pole holiday decoration services along the SSAs during 2020, 2021 and 2022

Each proposal submitted will be evaluated by GSDC and the Board of SSA Commissioners for final decision. Applicants will be notified as quickly as possible.

Project Narrative

The SSA operates several programs to help improve the appearance, identity and safety of the business district. The program was implemented to promote businesses in the area and to potentially increase sales and profitability with an overall better retail environment.

Project Budget

Greater Southwest Development Corporation, the organization contracted by the City of Chicago to manage the two Special Service Area programs, will pay the vendor directly and a final billable hourly rate must be agreed upon before service begins.

Project Timeline

Greater Southwest Development Corporation is looking to begin working with the selected vendor during the first quarter of 2020.

EXAMPLE OF HOLIDAY DECORATIONS



Greater Southwest Development Corporation is seeking marketing companies, to provide the following quotes and information for SSA advisory board members to consider during the applicants’ evaluation process.

		Indicate Rate/Hour (This is what you will charge GSDC)	Indicate Overtime/Holiday Bill Rate/Hour
Install Holiday Decoration (up to 400 light poles total project)		Cost per pole \$ _____	Cost per pole \$ _____
Remove Holiday Decoration (up to 400 light poles total project)		Cost per pole \$ _____	Cost per pole \$ _____
Indicate which of the following payment terms your company could manage. If all, please make a note of it in your proposal.	Net 30 Days	Net 60 Days	Net 90 Days
Indicate which of the following billing cycles your company would prefer.	Bi-weekly	Monthly	Quarterly
Indicate the number of days it takes your firm to install up to 400 light pole holiday decorations.	0 to 20 poles per day	20 to 50 poles per day	50 to 100 poles per day

EVALUATION CRITERIA

Greater Southwest Development Corporation will review the submittals in accordance with the following criteria:

1. Quality of the Proposal:

- A. Accurate and full understanding of the project scale, type, unique elements and general approach to achieve the project goals.
- B. Demonstrated success of proposed approach/methodology in past or current similar projects.
- C. Availability and strength of committed personnel and organized staffing plan to accomplish the goals and objectives of the project.
- D. Capacity to perform the Services and provide an analytical reporting system.

2. Physical location of the firm:

- A. All vendors must have a “brick and mortar” retail location for their business. In addition, all vendors must be licensed by the City of Chicago, bonded and insured.

SELECTION

The proposals will be reviewed by representative(s) from GSDC and the SSA Commissioners. GSDC may choose to conduct interviews, oral presentations and/or seek clarification from selected proposers. The final selection will be based on the proposal which is most advantageous to GSDC and SSAs on a project by project basis.

Selection of vendors does not guarantee an annual contract but only approval on the GSDC vendor list for the 2020, 2021 and 2022 SSA security services. GSDC reserves the right to terminate its business relationship with the selected vendor at any time if the vendor's performance deliverables fall under the proposed standards set in the vendor's proposal.

Upon satisfactory completion of the project, Greater Southwest Development Corporation and/or the SSA Board members might be extending the winning proposal into further project opportunities for the selected company.