

## **Request for Proposal (“RFP”)**

**Provide Landscaping Services for Businesses within Special Service Area #03 and #59**

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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 12<sup>th</sup>, 2019**

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**AVDULLA HOTZA  
SSA 03 BOARD PRESIDENT**

**RITA ORTIZ  
SSA 59 BOARD PRESIDENT**

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## **GENERAL INVITATION**

Greater Southwest Development Corporation (GSDC) invites the submission of proposals for Landscaping Services 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**

### **Landscaping for Special Service Area #3 AND #59**

Greater Southwest Development Corporation (GSDC) is currently accepting proposals from landscaping companies for various landscaping maintenance projects that promote small businesses located within Special Service Area #3 and #59. The program is funded through a local tax collected from property owners within a pre-determined geographical area.

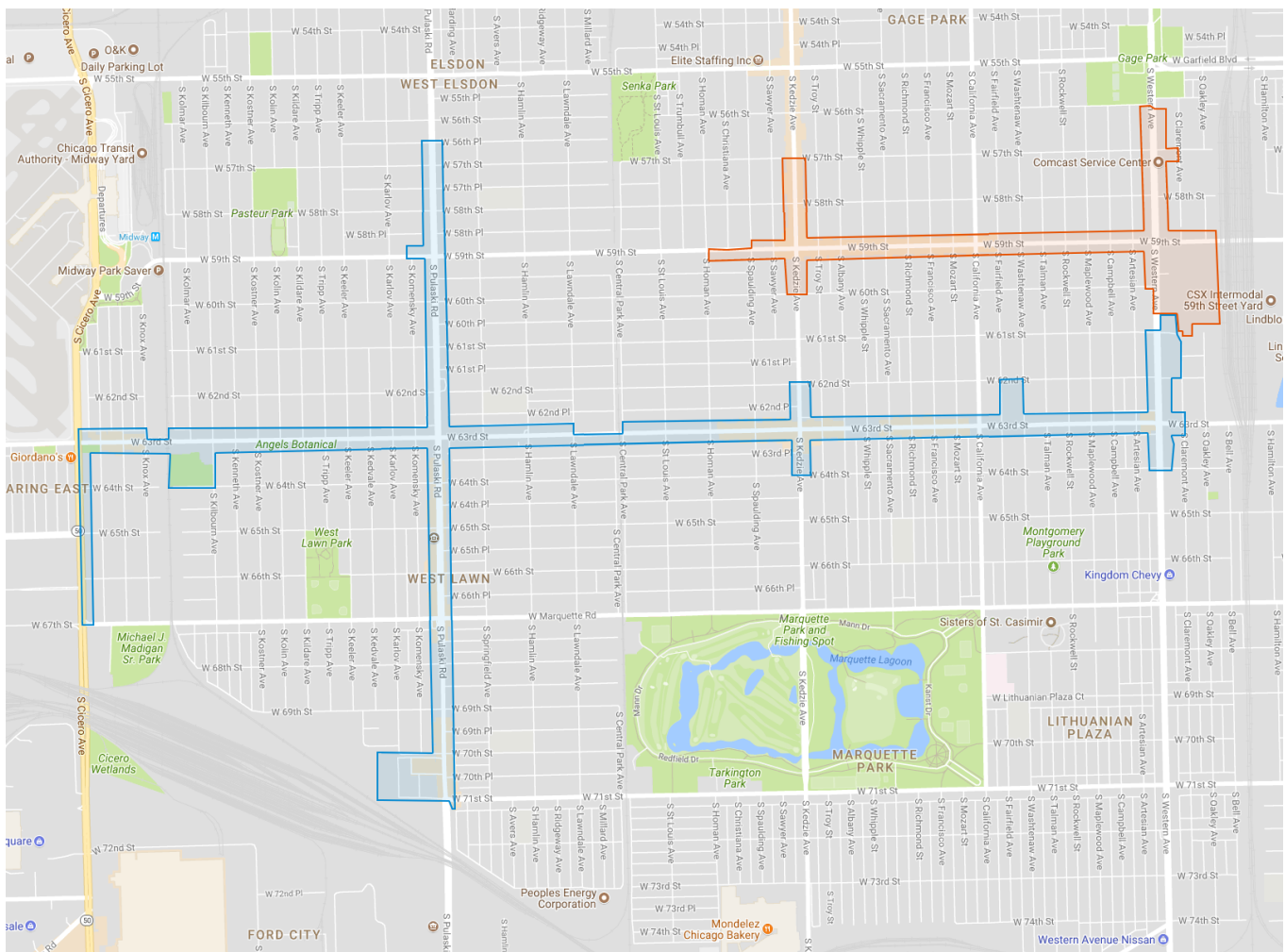
GSDC and a Board of Commissioners manage the money and use the funds to pay for services that will be funneled directly back into the district through a variety of services and programs. GSDC is seeking vendors to outsource the installation of banners during 2014.

### **PLEASE INDICATE YOUR PRICING FOR THE FOLLOWING SERVICES**

1. One time spring cleanup of a neighborhood park at the northeast corner of 63<sup>rd</sup> Street & Washtenaw in Chicago Lawn.
2. 28 weekly lawn cuts & general cleanups of a neighborhood park at the northeast corner of 63rd Street & Washtenaw in Chicago Lawn.
3. Trimming service twice a year of a neighborhood park at the northeast corner of 63rd Street & Washtenaw in Chicago Lawn.
4. Mulch replacement once a year of a neighborhood park at the northeast corner of 63rd Street & Washtenaw in Chicago Lawn.
5. Seasonal flower setting on garden areas once a year in a neighborhood park at the northeast corner of 63rd Street & Washtenaw in Chicago Lawn.
6. Core Aeration twice a year of a neighborhood park at the northeast corner of 63rd Street & Washtenaw in Chicago Lawn.
7. Fertilizing and Weeds Control Service Once a month for eight months in a neighborhood park at the northeast corner of 63rd Street & Washtenaw in Chicago Lawn.
8. 60 Tree Round Maintenance (cleanup, weeds control spray, fabric setting to prevent weeds & Mulch laying) from 63<sup>rd</sup> Street & Central Park to 63<sup>rd</sup> Street & Western Avenue – once a year.
9. 90 Tree Round Maintenance (cleanup, weeds control spray, fabric setting to prevent weeds & Mulch laying) from 63rd Street & Central Park to 63rd Street & Cicero Avenue. On Cicero Avenue from 63<sup>rd</sup> Street to Marquette Rd & on Pulaksi Road from 56<sup>th</sup> Street to 70<sup>th</sup> Street – once a year.

10. Monthly Weeds control Spray in sidewalks, corners & trees. From 63<sup>rd</sup> Street & Central Park to 63<sup>rd</sup> Street & Western Avenue for seven months
11. Monthly Weeds control Spray in sidewalks, corners & trees. From 63<sup>rd</sup> Street & Central Park to Cicero Avenue. On Cicero Avenue from 63<sup>rd</sup> Street to Marquette Rd & On Pulaski Road from 56<sup>th</sup> Street to 70<sup>th</sup> Street for seven months
12. Benches repair inside a neighborhood park at the northeast corner of 63<sup>rd</sup> Street & Washtenaw in Chicago Lawn. The repair and proposed price should include labor and materials for all repairs, lacquer and sealer for the application on all the park's benches and timbers
13. Benches repair inside a neighborhood park at the northeast corner of 63<sup>rd</sup> Street & Rockwell in Chicago Lawn. The repair and proposed price should include labor and materials for all repairs, lacquer and sealer for the application on all the park's benches and timbers

## 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 landscaping 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.



## **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.