



Downtown Hyde Park Chicago (Special Service Area #61)

REQUEST FOR PROPOSAL Installation of Plant Material in Aerial Flower Baskets



Downtown Hyde Park Chicago
1511 East 53rd Street
Chicago, Illinois 60615
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January 30, 2018

REQUEST FOR PROPOSAL
Downtown Hyde Park Chicago Beautification
Chicago, Illinois



Article I. Introduction

South East Chicago Commission (SSA #61 Service Provider) requests that your company make a proposal for your services for Special Service Area #61 d/b/a Downtown Hyde Park Chicago. The following proposal request will outline the project goals and detail the format you used submit your proposal. Please read the timeline carefully. For your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.02.

Section 1.01 Location and Sponsor

Your bid is for operation for Downtown Hyde Park Chicago located at 1511 East 53rd Street, Chicago (Hyde Park Neighborhood), Illinois, 60615.

Section 1.02 Management

Eric E. Reaves, will be managing this project. Eric will be responsible for the project's timely completion.

Section 1.03 Contact Information

Please contact Eric E. Reaves for questions about the proposal submission details:

Phone: 773-324-6926

Fax: 773-324-6685

E-mail: ereaves@secc-chicago.org

Article II. The Project

Section 2.01 Mission

We hope to achieve the following:

The purpose of this project is to design and install plant material in the Special Service Area (SSA) #61 in the Hyde Park area. Generally, 53rd and 55th Streets. This would be done twice yearly to coincide with the season change. (Spring & Summer) (Fall & Winter)

Section 2.02 Project Specifications

Contractor will design and install plant materials with a recommended growing mix soil and seasonal plants for eighty-six hanging baskets. Seasonal and Holiday themed plants should be used accordingly for Fall & Winter. Enough plants should be supplied to fill baskets, so they appear full and lush.



Contractor shall:

1. Furnish and provide routine water service, up to three times a week, from installation until removal where applicable.
2. Furnish and provide regular fertilization, up to one time a week, to promote healthy, full and lush growth.
3. Remove all annuals and vines in mid-October, or as seasonal conditions permit.

Section 2.03 Contractor Requirements

Should your proposal be accepted, we expect you to contribute the following to the project.

Responsibility of the contractor is to carry out all specifications outlined in Sections 2.02-2.04 of this document.

Section 2.04 Timeline

To complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

Milestone:	Date:
Requests for Proposals Sent Out	February 01, 2018
Letter of Intent or No-Bid Letters	February 23, 2018
Deadline for Proposals	March 02, 2018
Estimated Project Start Date	April 07, 2018
Quote Review	March 09, 2018
Project Award Date	March 16, 2018



Article III. The Proposal

Section 3.01 Summary of Proposal

(a) Expectations

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. South East Chicago Commission reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to South East Chicago Commission or to the company offering the proposal. This is for years 2018 and 2019 (two year commitment)

(b) Response Deadline

Please forward a letter of intent by February 23, 2018 if you intend to submit a proposal. Likewise, if you do not intend to make a proposal, please forward a no-bid letter by the same date.

(c) Proposal Deadline

All proposals must be submitted to South East Chicago Commission by March 02, 2018 to be considered for their contribution to Downtown Hyde Park.

(d) Selection Criteria

All offers submitted will be considered based upon the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the PDF format by the stated deadline.
2. The perceived effectiveness of the proposal's solution for South East Chicago Commission's stated mission.
3. The perceived ability for the proposing company's ability to deliver their services set forth in their proposal.



4. The proposing company's past performance in delivering such services.
5. Availability of sufficient high-quality personnel with the required skills for the specific approach proposed.
6. Overall cost of the proposal.

South East Chicago Commission may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

(e) Proposal Format: South East Chicago Commission suggests that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

- (i) Contractor Summary
- (ii) Capabilities and Methodology
- (iii) Expected Results
- (iv) Executives, Staffing, and Management
- (v) Communication
- (vi) Equipment
- (vii) Expense Breakdown
- (viii) Expense Summary
- (ix) Licensing and Bonding (x) Insurance
- (x) References



Section 3.02 Proposal Details

(a) Contractor Summary

Include a brief history of your company including your past experience in dealing with similar projects. Also include the owners' names or those persons authorized to sign contracts for your business.

(b) Capabilities and Methodology

Detail your company's capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving your goal. This should include a detailed timeline of milestones for completing the project.

(c) Expected Results

Use this section to summarize the expected results of your methodology listed above. This should include a summary of your timeline for completing the project.

(d) Executives, Staffing, and Management

List the high-level executives or officers in charge of completing the project and a summary of their background. You should also use this section to list the projected staffing and management necessities and their estimated cost. Specify how you will obtain the staff to complete the project.

(e) Communication

Explain how you intend to communicate between executives, management, and staff in addition to how you will communicate to the project manager to ensure the project stays on schedule.

(f) Equipment

Detail the equipment necessities as well as their estimated cost. If you will need additional services or space from South East Chicago Commission, you should list those requirements here with a brief explanation.

(g) Expense Breakdown

Build a detailed list of all expected expenses.



(h) Expense Summary

Give a summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.

(i) Licensing and Bonding

If applicable, include the details of your licenses and bonds for the services you are proposing. If possible, enclose proof of your licenses and bonds.

G) Insurance

If applicable, provide the details of insurance your company will provide for your staff and the project.

(k) References

Provide 3 references for similar past projects.

Thank you very much for the consideration of submitting a proposal for Downtown Hyde Park Chicago.

Warm Regards,

Eric E. Reaves
Director
Downtown Hyde Park Chicago (SSA #61)