

March 20, 2021

**INSTALLATION OF PLANT MATERIAL IN AERIAL FLOWER BASKETS
REQUEST FOR PROPOSAL FROM
SPECIAL SERVICE AREA #61
AND
SOUTH EAST CHICAGO COMMISSION (SERVICE PROVIDER)**

Special Service Area #61 is requesting a proposal for installation of plant/flower material in the aerial flower baskets located in the SSA #61 corridor. The following proposal request will outline the project goals and detail the format of your submission.

Location and Provider:

This proposal will be to service the Special Service Area #61 corridor. The SSA #61 offices are located in the SECC offices at 1511 East 53rd Street, 2nd Floor, Chicago, IL 60615

Management:

This project will be managed by the Special Service Area #61, Program Administrator, Brandon Evans. Additional oversight will be provided by SECC, Executive Director, Diane Burnham.

Contact Information:

Brandon R. Evans
1511 East 53rd St, 2nd Floor
Chicago, IL 60615
Phone: (773)324-6928
Email: brandon@secc-chicago.org

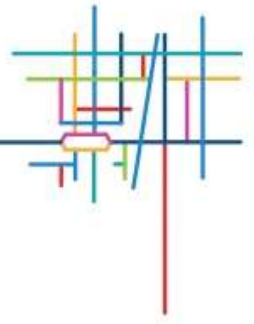
Project Term: 2 years (April 2021 – April 2023)

Project Overview:

The purpose of this request is the design and installation of plant/flower material in the Special Service Area (SSA) #61 corridor. We are requesting that this occur twice a year, coinciding with the spring/summer, fall/winter season change.

Project Specifications:

Contractor will design and install flower/plant material with the approved annuals for the eighty-six (86) hanging baskets. We are requesting that seasonal and holiday themed plants be used for the Fall/Winter installation.



Additionally, the contractor shall:

1. Furnish and provide routine water service for installation until removed
2. Furnish and provide regular fertilization when appropriate
3. Remove and dispose of all plant materials when seasonal condition permit

Proposal Submission Timeline:

Request for proposal release date	March 24, 2021
Deadline for proposal response	April 2, 2021
Project review	April 2, 2021 – April 6, 2021
Project awarded	April 7, 2021
Project start date	April 8, 2021

Summary of Proposal:

Expectations:

Contracts will be awarded based on the information presented in the proposals received. South East Chicago Commission and SSA #61 reserves the right to award more than one contract, accept the lowest price offer, and refuse any contract without obligation to South East Chicago Commission or to the company offering the proposal.

Proposal Deadlines:

All proposals must be submitted to Special Service Area #61 (brandon@secc-chicago.org) by 11:59pm April 2, 2021 to be considered.

Selection Criteria:

All proposals submitted will be considered based upon the information provided. Consideration will be given to performance projections as well as cost and staff requirements. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposal documents in the PDF format by the stated deadline
2. The perceived efficacy of the proposal as it relates to the SSA's stated need
3. The proposing company's past performance in delivering such services
4. Overall cost of the proposal



Proposal Format:

Please include the following information in your proposal.

(a) Contractor Summary

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

(b) 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

Provide a detailed list of all expected expenses.

(h) Expense Summary



Give a summary of the total costs for your proposed contract. Feel free to include a brief explanation of the contributing costs to the total.

(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.

(j) 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 projects.

Thank you for your consideration of our request.

-Brandon R. Evans
Program Administrator, SSA #61
South East Chicago Commission
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<http://www.downtownhydeparkchicago.com/>

