

## RFP FOR 2022 LANDSCAPING SERVICES FOR LITTLE VILLAGE SPECIAL SERVICE AREA # 25 (SSA #25)

### A. PURPOSE

The Little Village Chamber of Commerce is seeking proposals for landscaping services for the Special Service Area #25. (See attached map for locations) The contract begins April 1<sup>st</sup>, 2022, through November 30<sup>th</sup>, 2022.

### B. SCOPE OF WORK

The maintenance, care and housekeeping of all exterior free-standing containers (Total of 166 free standing containers, to be verified by Contractor), LV Arch containers and a garden bed measuring 110' x 5'4" in the Manuel Perez, Jr. Memorial Plaza located at 26<sup>th</sup> Street and Kolin Avenue.

#### Containers to be installed with 4 displays (seasonal):

1. Containers will be installed in April with a spring display consisting of flowers grown in 4" pots which will include Pansies, violas and Ivy (Colors and varieties to be determined.)
2. Spring flowers will be removed and replaced with a summer display consisting of flowers grown in 4" pots which will include Petunias along with Cannas in center.
3. Summer flowers will be removed and replaced with a fall display consisting of flowers grown in 8" pots which will include Chrysanthemums, Lupines Mixture and Kale (Colors and varieties to be determined) and Purple Foundation Grass.
4. In November, install celosias and mums

#### Garden at Manuel Perez, Jr. Memorial Plaza located at 26<sup>th</sup> Street and Kolin Avenue:

1. Garden bed measuring 110' x 5'4" located on the east side of the plaza to be installed with mulch.

#### LV Arch Garden Beds

2. Garden bed under the LV Arch to be installed with season display mentioned above.

#### Care and Maintenance:

1. Flowerpots shall be watered as necessary April-November at a minimum of 2 times a week, as weather conditions dictate.
2. Flowerpots shall be fertilized 10 times and faded blossoms removed weekly.
3. Weekly maintenance of flower containers consisting of weeding area located within the containers along with immediate area surrounding the container base on sidewalk and garden bed located in the Manuel Perez, Jr. Memorial Plaza.
4. Removal of waste and debris from all flower containers and garden bed located in the Manuel Perez, Jr. Memorial Plaza and removed from the site at the end of each day at no additional cost.
5. Flowers shall be removed after the first frost.
6. All Boughs and branching to be removed by January 31, 2023.

**(Optional)** If and when a planter is broken or damaged beyond repair, we will need to replace.

Provide a separate bid to provide and install (1) new pre-cast concrete planter.

Planter specification: TF 4100-R360D with drainage system and three chains to tie down plants to match existing planters (model and finish).

Pricing is to be all inclusive of labor, material and equipment for removal and installation.

### C. GENERAL

1. All work shall be performed by trained, properly supervised personnel in accordance with accepted horticultural practices. Chemicals will be applied by licensed personnel.
2. All final dollar amounts must not exceed the specified amounts indicated on signed contract.
3. All payments are contingent on SSA #25 Commission approval accompanied by typed invoice and may require a maximum of 60 days before completion of payment.
4. Payments will be mailed out monthly.
5. All work is to be performed at a time best suitable for task so as not to disrupt vehicular and/or pedestrian traffic at no additional cost.
6. Monthly performance reports are required.

### D. INSURANCE

Liability insurance and Workers Compensation Insurance are required. Certificate of Insurance shall be provided naming Little Village Chamber of Commerce and SSA #25 as additional insured.

### E. DAMAGES

The contractor shall be solely responsible for the cost of any damage caused by the contractor's personnel or equipment.

Please include the following in your proposal:

1. Statement of qualification
2. Years in business
3. Three references from clients
4. Number of personnel and schedule
5. Weekly field reports on work performed, include reports on condition of containers (i.e. missing, damaged, vandalized)
6. Labor, material, and maintenance cost estimate:

**Option1:**

4 Seasonal Displays

**Option 2:**

3 Seasonal Displays

-Forgo fall display

-Will need to care and maintain summer display through November installation.

7. Indicate quantity of pots to be used per container.
8. Provide separate line item for partial container plant replacement based on seasonal display pricing to address damaged or stolen plants.
9. Include optional bid for planter replacement and installation.

Proposals are to be submitted by **5:00 pm Monday, January 24, 2022.**

Please direct all correspondence to:

SSA#25/Little Village Chamber of Commerce

3610 W. 26<sup>th</sup> Street, Second Floor

Chicago, IL 60623

773.521.5387 Or by email to: [info@littlevillagechamber.org](mailto:info@littlevillagechamber.org)