

# RFP FOR 2024 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>, 2024, through November 30<sup>th</sup>, 2024.

## 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 3 displays (seasonal):

1. Containers preparations to begin in April/May by removing any old dirt and replace with new dirt if needed.
2. Summer flowers to be installed by 6/1/24 and will be removed in October and replaced with a fall display consisting of flowers grown in 8" pots. Flowers to be suggested by vendor in proposal.
3. Fall flowers will be removed in Mid-November and replaced with a Winter display. Vendor to suggest display in proposal.

### 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 Manuel Perez Jr. Memorial plaza to be included in the installation mentioned above.

### 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. Winter 2023 display to be removed by January 31, 2025.

**(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:

**Option 1:**

3 Seasonal Displays (Summer, Fall & Winter)

**Option 2:**

2 Seasonal Displays (Summer & Fall or Winter)

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:
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 22, 2024.**

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: [blanca@littlevillagechamber.org](mailto:blanca@littlevillagechamber.org)