



## **RFP for 2017/2018 Snow Clearing Services for the Old Town SSA District**

The Old Town Merchants and Residents Association is a non-profit 501(c)(6) community-based organization with a focus on economic development and neighborhood stewardship. Old Town Merchants and Residents Association is the sole service provider for SSA #48 Old Town and seeks proposals for comprehensive Snow Clearing Services for SSA #48.

**Background:** SSA #48 (refer to *Exhibit A: SSA #48 Old Town Boundary Map*) is a special service area created on December 2, 2009 by the Chicago City Council. A Mayoral-appointed Commission directs the activities and expenditures of SSA #48 Old Town. The snow removal services sought are for the area of SSA #48 Old Town only.

**Scope of Work:** The focus of the work will be the sidewalks within the Old Town SSA District. This includes the south side of North Avenue from Orleans to LaSalle, the north side of North Avenue from North Park to LaSalle, the west side of Wells Street from the northern property line of Piper's Alley to Schiller, the east side of Wells Street from the northern property line of Walgreens to Schiller. The following points will help clarify specifics of parts of the boundary:

- Include all of Burton Place from Wells Street East to the alley
- Include Schiller on the north side of the street to the first alley west from of Wells Street and east to the edge of Orso's property line.
- Include the south side of North Avenue from the west side of LaSalle Street to the east side of Orleans Street. Include the east side of Orleans south to the property line of 319 W. North Avenue.
- Include the east and west side of North Park on the south side of North Avenue south to the property line of the parking lot on the west side and south to the property line of 245 W. North Avenue on the east side.
- Include the east side of North Park on the north side of North Avenue north to the property line of Piper's Alley.
- Include the east and west side of Wieland south of North Avenue south to the property lines of 229 W. North Avenue and 219 W. North Avenue.

The approximate distance of the entire area of proposed snow removal is 1.2 miles  
The contract will begin November 1, 2017 and end on April 1, 2018 with the option for renewal for 2018-2019.

**Services Requested:**

1. Zero-tolerance - Contractor should pre-treat sidewalks in advance of all snow events and ensure clearance throughout and after a snow occurrence. The contract will cover removal of total accumulation of 48” for season as determined by the reading at O’Hare. Once the 48” threshold has been reached, **SSA 48 Old Town will evaluate need for additional snow removal on a per occurrence basis.**
2. Any total accumulations for the season that fall under the total seasonal average measured at O’Hare will result in a rebate of the following amounts:

Snow Fall	Rebate
75% of the Annual Average	25% Rebate
50% of the Annual Average	50% Rebate
25% of the Annual Average	75% Rebate

3. Clear snow from curb to building on all SSA sidewalks in the contract area including intersecting side streets up to the first alley or to the property line of the included parcel.
4. Machinery for sidewalks must be less than 4’ wide; larger vehicles will cause foot-traffic issues and may have trouble navigating the streetscape elements.
5. Apply a mixture of rock salt and magnesium or calcium chloride to the sidewalks. Machinery with automatic spreader required.
6. Remove snow with shovels or with smaller machines in areas that are too small for regular machinery.
7. Give special attention to Burton Place Park – keep the sidewalk between Wells and the planters clear and salted; remove snow completely from both side paths and the central area.
8. Follow up 24 hours after initial snowfall to clear sidewalks of any snow blown, shoveled, fallen from awnings, etc. Please note that the amount of snow removed during follow ups is *not* included in the 48” accumulation for the season.
9. Create curb-cuts from the sidewalk to the street throughout the detailed area (every 50-75 feet, so people can walk from the sidewalk to access parked vehicles).
10. Ensure snow is cleared around parking meter pay stations, utility boxes and fire hydrants.

**Information to be provided in proposal:**

1. What is the per occurrence availability and charge if accumulation totals more than 48” for the season and/or if services are needed after contract period concludes (4/30/2018)?

2. Do you offer an “all-inclusive” snow clearing package? If so, please list details of such package and cost.
3. What is the number of workers on job for the area? (Minimum & Maximum).
4. What is the total number of workers available should there be an unusually heavy accumulation or snow fall that lasts for several days?
5. How many and what type of machines does your company own? What are the dimensions of this machinery? Describe how the machine removes snow (large arc, into street, etc)
6. Go in-depth to describe cost and process of complete snow removal – hauling snow out of the SSA District
7. Who will be OTMRA’s direct contact at your firm?
8. What is your firm’s response time? Is there 24 hour/7 days availability for service?
9. Does your contract include salting in the event of a deep freeze that is preceded by rain or thawing snow? What degree does your company consider “deep freeze”.
10. Do you offer “pet-friendly” salt or other materials? If so, please list additional cost, if any.
11. For what other SSAs, neighborhood associations, or condo associations does your company provide snow removal services?
12. What is the proposed payment schedule for your services? OTMRA will make first payment after 1/1/2018.
13. A detailed proposed budget should be included. Costs shall be stated as an hourly rate and identify on-site senior managers and/or field supervisors and other staff who will oversee the services (with contact numbers included). Please be specific about any additional expected costs such as travel, communications, and expendable supplies.
14. Please provide at least three references.
15. Add identifying language if you wish to include a renewal option for 2018-2019 at the **same** cost as in 2017-2018.

**Selection Process and Criteria:** This RFP is for snow removal services with the option to renew, based upon satisfactory performance and comparable costs. There will be a full review of the firm’s performance by the Executive Committee to determine whether to engage the same firm for the next year.

Commissioners from SSA #48 Old Town and staff will participate in the process of selecting the snow removal service. Proposals will be evaluated based on:

1. The snow removal company’s understanding of the snow removal requirements, including the needs of the area and the final expectations of service
2. Soundness of technical approach to the snow removal, including the meeting of the Contractor’s specific deadlines and other requirements.
3. Qualifications of the snow removal company
4. An example of an agreement for similar work and any accompanying reporting (preferably from another SSA)
5. The information provided by respondents in response to the RFP, including cost and thoroughness of proposal.

Please submit a proposal no later than **August 31, 2017 at 5:00pm**. Your proposal should include a scope of services, timelines, related fees, and other requested materials. Please include at least three references. Please call Ian M Tobin at 312-951-6106 or email him at the address below.

**Proposals should be sent to:**

[itobin@oldtownchicago.org](mailto:itobin@oldtownchicago.org)

(email is preferred)

Or

Ian M Tobin

SSA #48 Program Manager

Old Town Merchants and Residents Association

1520 N. Wells, Lower Level

Chicago, IL 60610

# Attachment #1: Old Town SSA Boundary Map



**Legend**

	TIF		Proposed SSA		Tax Exempt		Mixed-Use
	Wards		Residential		Commercial		

Created: January, 2009

PLACE Consulting

