



REQUEST FOR PROPOSAL 2018 Sidewalk Litter Abatement Services for SSA #48 Old Town

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 Sidewalk Cleaning 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 sidewalk litter abatement 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:

- West side of Wells Street from Schiller (north curb) to n. property line of 1620 N. Wells.
- East side of Wells Street from Schiller (north curb) to n. property line of 1601 N. Wells.
- South side of North Ave. from LaSalle (west curb) to Orleans (east curb)
- North side of North Ave. from LaSalle (west curb) to North Park (east curb)
- All of Burton Place Park (1449 N. Wells) from Wells Street through the alley
- Rear alley behind 1437 N. Wells north through Burton Place to 1513 N. Wells.
- East and West side of Wieland Street south of North Ave. to the s. property line of 219 W. North (Old Town Ale House) and 229 W. North.
- East and West side of North Park Avenue south of North Ave. to the s. property lines of 245 W. North (Thomas Masters Gallery) and 301 W. North Ave (Valet Parking Lot).
- East side of Orleans Street south of North Ave. to the s. property line of 319 W. North.
- East side of North Park Avenue north of North Ave. to the n. property line of 230 W. North (X-Sport Fitness/Parking Garage)
- West side of LaSalle Street south of North Ave. to the s. property line of 145 W. North Ave.
- North side of Schiller Street to the e. property line of 1401 N. Wells (Orso's Restaurant) and the w. property line of 1400 N. Wells (Broken English)

The approximate distance of the entire area of proposed sidewalk litter abatement is just over 1 mile. The contract will begin March 12, 2018 and end on December 31, 2018, with an **option for SSA #48 Old Town to renew** for the same period in 2019.

Contract Specifics

1. Remove all loose debris (litter, leaves, sand, dirt, etc.) on the sidewalks within SSA #48 Old Town.
2. Top off all public garbage cans in SSA #48 Old Town.
3. Litter abatement services will occur Wednesday, Saturday, and Sunday between 7am and 11am.
4. Litter abatement services may be added or removed by SSA 48 Old Town (with advance notice) as needed for special circumstances such as street festivals, citywide events, etc.
5. Remove all refuse from raised planting beds located in SSA #48 Old Town.
6. Cleaning crew must wear branded SSA #48 vests (provided by SSA #48 Old Town during service).
7. Cleaning crew may use machinery and manual tools, depending on nature of the work.
8. Include a proposed budget detailing costs to SSA #48 Old Town for hourly and/or daily service.
9. Detail litter abatement staffing schedule, and role of on-site/field supervision.

Information to be provided in proposal:

1. What is the total charge for one day of service? What is the total charge for the duration of the contract?
2. Should special cleanings need to be scheduled, what is the charge and how much notice must be given?
3. How many workers are required to complete routine cleanings in SSA #48 Old Town?
4. What is the total number of workers available should an emergency cleaning be needed?
5. If utilizing machinery, what type and how many machines does your company own? What are the dimensions of this machinery? Describe how the machine(s) will clear debris/dirt.
6. Where will your company dispose of debris/dirt cleared from SSA #48 Old Town?
7. What special equipment or capabilities does your company have for graffiti removal? What additional costs, if any, are associated with graffiti removal services?
8. What is the proposed payment schedule for your services?
9. Specify any expected additional costs such as travel, communications, and expendable supplies.
10. Supply three references, preferably from existing SSAs, Neighborhood Associations or Chambers.
11. Add identifying language if you wish to include a renewal option for 2019 at the **same** cost as in 2018.

Selection Process and Criteria: This RFP is for sidewalk litter abatement services. If identifying a same-cost renewal option, SSA #48 Old Town may do so at its discretion. There will be a full review of the firm's performance by the SSA #48 Commission 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 Sidewalk Cleaning Service. Proposals will be evaluated based on:

1. Understanding of the sidewalk litter abatement requirements, including the needs of this specific area and the final expectations of service.
2. Technical approach to the litter abatement, including the meeting of the Contractor's specific deadlines and other requirements.
3. Qualifications of the sidewalk cleaning company, based on provided referrals.
4. An example of an agreement for similar work and any accompanying reporting.
5. Information provided in response to the RFP, including cost and thoroughness of proposal.

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Proposals should be sent to:

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

Please submit a proposal no later than August **31, 2017 at 3:00pm**. Your proposal should include a scope of services, timelines, and all related fees. Please email or call (312-951-6106) with any questions.