



Request for Proposal **2023 Holiday Decorating** **Services**

Period of Coverage: November 1, 2023 – December 31, 2023

Scope of Work:

- Holiday decorations for Wells Street between North Avenue and Hill Street, ornamentation/lighting for Old Town streetlights on Wells Street between Eugenie Street and Division Street and on both sides of North Avenue between Orleans Street and LaSalle Street, and a community tree lighting display at Burton Place Park.
- Total number includes 72 light poles on Wells Street between Division Street and Eugenie Street, 20 street poles on North Avenue between Orleans Street and LaSalle Street, and 3 in Burton Place. North Avenue has 10 traffic poles and Wells Street has 4 traffic poles.
- Decorative lighting for street trees along Wells Street (see exhibit A for an example).
- Impressive holiday displays on Old Town Archways at North Avenue and Division that act as gateways to the shopping district.
- Festive ribbon and/or garland displays on the streetlight poles on Wells Street that could include wreaths, iridescent (warm) strands of bulbs with about 3 strands per pole, and globe-style ornaments (see exhibit B for an example).
- Proposal for large, festive tree display in Burton Place Park to go in between Nov 12, 2023 - November 20, 2023, as directed by Old Town Merchants & Residents Association. Vendor can propose one large tree or multiple smaller trees.

Bids to Include:

1. Cost.
2. Demonstration of creativity in holiday displays (Creativity of holiday designs will be weighed heavily in the decision-making process)
3. Holiday decoration design and installation schedule for 2023.
4. Method of communication with client.
2. Three References
3. One-Year Renewal Price Option

As of 7/31/2023, 25 outlets on 60 decorate streetlamps on Wells Street are not functioning.

While the vendor should include lights on these decorate streetlamp poles in the bid, that vendor can propose a rebate or alternate service to lights on these 25 street pole lamps if these outlets are still not functional by Nov 1, 2023.

Bids Due: Bids Due: Sept 8, 2023 by 5:00pm

NOTE: Creativity of holiday designs will be weighed heavily in the decision-making process.

Please Submit Bid to:

Marcy Huttas
Executive
Director
Old Town Merchants and Residents
Association 1543 N Wells Street, Lower
Level
Chicago, IL 60610
312.951.6106
mhuttas@oldtownchicago.org

Exhibit A.



Exhibit B.

