



Request for Proposal **2024 Holiday Decorating** **Services for** **Burton Place Plaza**

Old Town Merchants & Residents Association SSA #48 is requesting proposals for holiday decorations in Burton Place Plaza (the public space just north of 1447 N. Wells). Mid-November every year, our annual community holiday tree lighting brings together members of the community, local elected officials, and business owners to celebrate the start of the Holiday season. At this event, all decoration lights are turned on simultaneously during a community gathering. Secular decorations are preferred.

Period of Coverage: Holiday season 2024 - all decorations must be up and functional by Sunday, November 16, 2024.

Scope of Work:

- Holiday decorations for Burton Place Park
- Plan for electrical set-up for tree lights and other decorations. Selected vendor and SSA Program Manager to coordinate access to the source of electricity.
- The use of LED lights is preferred.
- Decorations on the three light poles in Burton Place such as festive ribbon and/or garland displays and strands of lights.
- Proposal for large, festive tree display in Burton Place Park. Vendor can propose one large tree or multiple smaller trees.
- Lighting/decorations in the park/overhead, such as decorative bulbs, snowflakes, icicles, etc.
- Please try to incorporate the re-use of holiday decorations already

owned by SSA #48 (details available upon request).

Bids to Include:

1. Cost.
2. Description of items to be provided, including the number of each item, whether the item(s) will be rented or owned by SSA #48 beyond the holiday season and the atmosphere the vendor is looking to create.
3. Demonstration of creativity.
4. Holiday decoration design and installation schedule for 2024.
5. One-Year Renewal Price Option.

Bids Due: Bids Due: October 4, 2024 by

5:00pm

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

Please Submit Bid to:

Colleen Sweeney
SSA #48 Program Manager
Old Town Merchants & Residents Association
1551 N. Mohawk
Chicago, IL. 60610
csweeney@oldtownchicago.org

Exhibit A.

