



## Edgewater Chamber of Commerce

### HOLIDAY DECORATIONS REQUEST FOR PROPOSAL SSA #26

Proposal due by: **Tuesday, September 3, 2024, 5 p.m.**

Estimated work period: **November 25, 2024 to February 1, 2025**

#### **A. Project Intent**

Edgewater Chamber of Commerce, the sole service provider for Special Service Area #26 (SSA #26), seeks a qualified, full-service holiday decoration installation vendor to provide holiday decorations within the SSA 26 boundaries (see attached map, SSA highlighted in blue) for the 2024/25 holiday season.

#### **B. Scope of Work**

- Provide garland and deco mesh ribbon in three colors (teal, dark blue and silver) for:

**Broadway, Foster to Devon:** 145 poles

**Devon, Broadway/Sheridan to Glenwood:** 14 large poles and 12 small acorn poles

**Thorndale, Broadway to Winthrop:** 12 poles

**Granville, Broadway to Kenmore:** 8 poles

**Ridge, Broadway to Magnolia:** 6 poles

**Berwyn, Broadway to Winthrop:** 6 poles

**Bryn Mawr, Broadway to Kenmore:** 23 Coach light poles

- Wreaths and blue and silver deco mesh bows in Bryn Mawr historic district (SSA #26 poles only).  
23 Coach light poles with (2) 36" Fraser single-faced
- Provide any brackets or other hardware and equipment needed for installation
- Installation no later than November 25, 2024. Décor must be installed before Thanksgiving.
- Maintenance of decorations while installed, including replacement of damaged or missing decorations
- Removal no later than February 1, 2025

#### **C. Proposal**

Please submit proposals by 5 p.m. on **Tuesday, September 3, 2024**. No late proposals will be accepted. The Edgewater Chamber of Commerce reserves the right to request additional information after receipt of responses.



## Edgewater Chamber of Commerce

### HOLIDAY DECORATIONS REQUEST FOR PROPOSAL SSA #26

Response must include the following:

- 1) *Pricing*: Labor and material cost estimate and any additional pricing including down payment requirement.
- 2) *Optional Services*: In addition to what has been requested in this RFP the respondent may provide optional services and provide the cost for each.
- 3) *References*: Three references of similar size and scope including dates of services provided and contact information.

#### **D. RFP Terms and Requirements**

*Selection Criteria*: Applicants will be evaluated on their cost effectiveness, capacity, technical skills, ability to work with a diverse group of stakeholders. Contracts will be issued following the commission meeting vote. Any deviation from the RFP automatically disqualifies the potential contractor. Edgewater Chamber of Commerce reserves the right to award all, part or none of this solicitation.

*Business Ownership*: Owners of the firm cannot be current employees of the City of Chicago. State statute prohibits businesses owned by City of Chicago employees or elected officials from contracting with SSA Service providers. All subcontractors must sign an affidavit attesting the above is true.

*Proof of insurance*: Liability insurance with limits of at least one million dollars, along with Workers Compensation. The SSA #26 Commission, City of Chicago, and Edgewater Chamber of Commerce are to be named as additional insured on a primary, non-contributory basis for any liability arising directly or indirectly for work/services. Proof of proper insurance certificate and additional insured must be submitted within 10-days of contract award and before any contract will be fully executed.

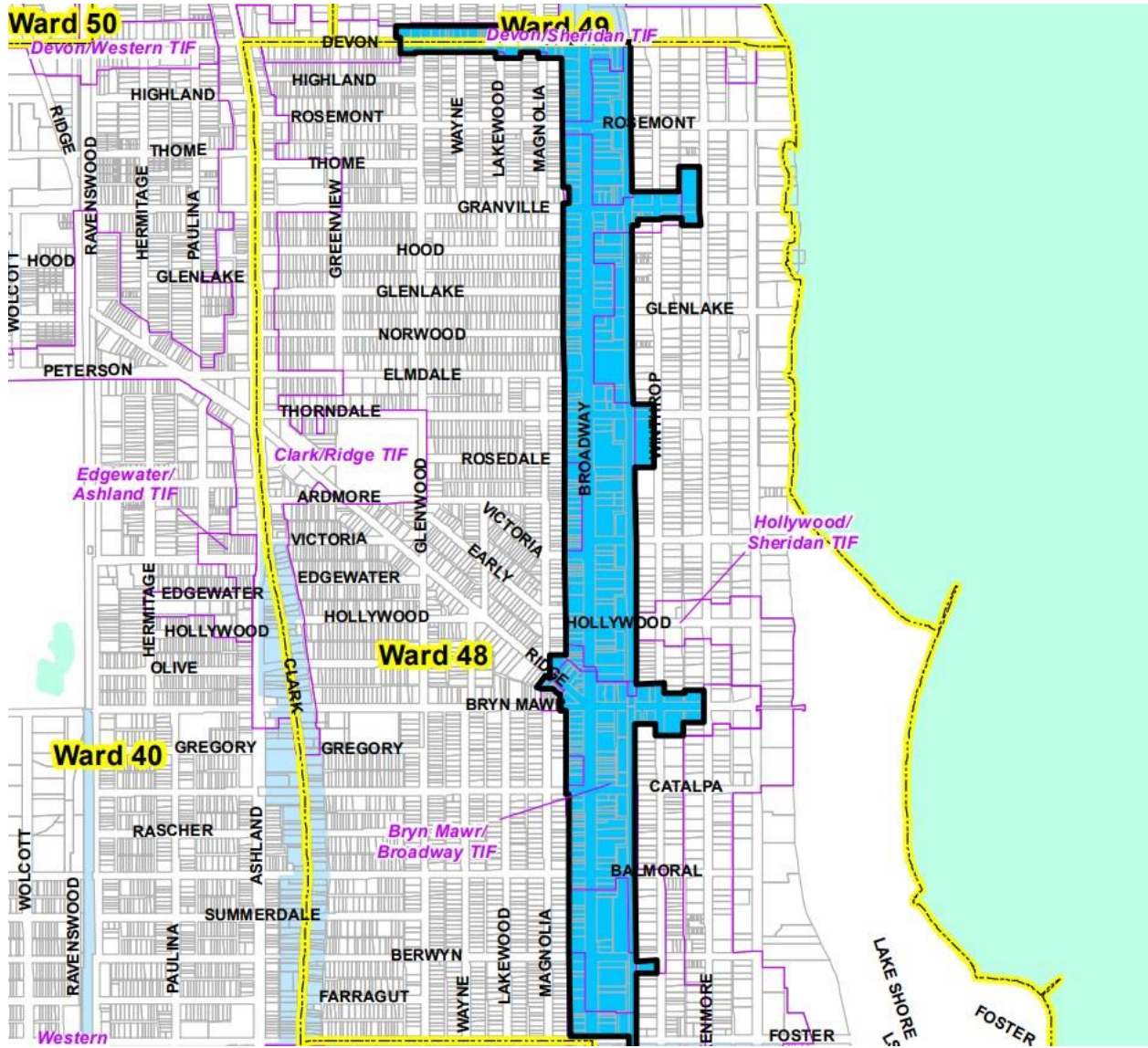
*Damages*: Any damage caused by contractor to vehicles, store fronts, windows, planters or other personal or public property shall be reported to Edgewater Chamber of Commerce immediately. Failure to report damage or accidents within 24 hours will be considered a breach of contractual duty. The contractor shall be solely responsible for the cost of any damage caused by the contractor's personnel or equipment.

*Equal Opportunity*: Edgewater Chamber of Commerce strongly encourages the utilization of local and minority and women owned business and a diverse workforce and are interested in receiving proposals from a broad spectrum of individuals committed to creating an inclusive and equitable work environment. Edgewater Chamber of Commerce does not discriminate against applicants on the basis of race, gender, disability, age, veteran status, national origin, religion, sexual orientation, or political affiliation.



Edgewater Chamber of Commerce

HOLIDAY DECORATIONS REQUEST FOR PROPOSAL  
SSA #26



Map of SSA #26