



Chicago Chinatown Chamber of Commerce Request for Proposals SSA #73 Landscape Maintenance

The Chicago Chinatown Chamber of Commerce (CCCC) is seeking proposals from Contractors to coordinate and provide seasonal landscape bed and lawn maintenance services. The Contractor shall perform the following general services throughout the growing season:

- Landscape Beds Maintenance: Provide maintenance services for trees, shrubs and perennial beds, including weed management, mulching, edging, pruning, seasonal cleanups, vegetation management and other related work.
- Lawn Maintenance: Provide complete lawn care including mowing, edging and weed whipping and other related work.
- Paved Areas Maintenance: Provide weed control services on select paved areas, and other related work.

GENERAL REQUIREMENTS: Respondents are to submit their proposals in PDF format via email to Stephy Liu stephy@chicagochinatown.org.

SUBMISSION DATE: Monday, February 26, 2024 by 5:00 p.m.
Responses received after the time specified will not be opened.

CONTACT QUESTIONS: Submit questions via email to: Stephy Liu stephy@chicagochinatown.org. Questions are required no less than one (1) week prior to the RFP opening date. Absolutely no informal communication shall occur regarding this RFP, including requests for information or speculation between Proposers or any of their individual members and any CCCC official or employee. All questions will be answered with a copy of the question and answer to each proposer that the CCCC is aware of and may be answered by addendum.

CONTENTS:

The following sections shall be considered integral parts of this solicitation:

- Notice of RFP
- General Terms and Conditions
- Project Overview & Scope of Services
- Submission Requirements
- Requirements and Expectations
- Contract Termination & Term
- Exhibit A: Map of Wentworth Ave Landscape Maintenance – Cermak to Cullerton
- Pricing Tab

I. GENERAL TERMS AND CONDITIONS

1. Negotiations:

The CCCC reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. Nothing in this RFP is intended as a contract or as any kind of promise or commitment to enter into an agreement.

2. Reserved Rights:

The CCCC reserves the right at any time and for any reason to cancel this RFP or any portion thereof, to reject any or all proposals, and to take any other action determined to be in its best interests. The CCCC reserves the right to waive any immaterial defect in any RFP. The CCCC may seek clarification from a responder at any time, after the submission date, and failure to respond promptly is cause for rejection.

3. Incurred Costs:

The CCCC will not be liable for any costs incurred by responders in replying to this RFP.

4. Discussion of RFP:

The CCCC may conduct discussions with any responder who submits a response. During the course of such discussions, the CCCC shall not disclose any information derived from one RFP to any other responder.

5. Time and Effort:

Timely service is essential. The Contractor shall be able to devote sufficient resources to the contract work.

6. Responsibility & Default:

The responder shall be required to assume responsibility for all items listed in this RFP. The successful responder shall be considered the sole point of contact for the purposes of this contract.

7. Payments:

The Contractor will bill CCCC monthly at the end of each month. Payment will be due by the 15th of the month following the month in which services were provided. For example: Invoice for work performed in January will be billed on January 31st and due to contractor on February 15th. Monthly pay applications to include work reports.

8. Interpretations or Correction of Request for Proposals:

Responders shall promptly notify the CCCC contact of any ambiguity, inconsistency, or error that they may discover upon examination of the RFP's. Interpretations, corrections and changes to the RFP's will be made by written addendum. Interpretations, corrections or changes made in any other manner will not be binding.

9. Addenda:

Addenda are written instruments issued by the CCCC prior to the date of receipt of responses, which modify or interpret the RFP by addition, deletions, clarifications or corrections. Each respondent shall ascertain prior to submitting a packet that all addenda issued have been received, and by submission of a packet, such act shall be taken to mean that such respondent has received and understands fully the contents of the addenda.

10. Insurance:

A copy of the Certificate of Liability Insurance should be included with the submittal.

11. Change in Status:

The Contractor shall notify the CCCC immediately of any change in its status resulting from any of the following: (a) Contractor is acquired by another party; (b) Contractor becomes insolvent; (c) Contractor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Contractor ceases to conduct its operations in normal course of business. The CCCC shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

12. Precedence:

Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Owner and Contractor Agreement; The CCCC Request for Proposals; and the Contractor's Response to RFP.

13. Submittal and Evaluation Factors:

The contract will be awarded to the Contractor determined by the CCCC to be in the best interest of the CCCC, who meets or exceeds the criteria and provisions sought by the CCCC. The CCCC reserves the right to reject any or all responses or to waive any details in the responses received whenever such rejection or waiver is in the best interests of the CCCC. The CCCC also reserves the right to reject the RFP of a Contractor who has previously failed to satisfactorily perform a contract.

II. PROJECT OVERVIEW & SCOPE OF SERVICES

1. Introduction and Purpose

The CCCC as the Sole Service Provider for Special Service Area #73 ("SSA #73"), is requesting proposals for landscape maintenance services for SSA #73 as described in the following specifications. The service area is the focused along the corridor of Wentworth Ave from W Cermak Rd to W Cullerton St, (see Exhibit A Wentworth Landscape Maintenance Map)

2. Scope of Services and Specifications

Working under the direction of the CCCC, the contract work includes providing all personnel and equipment necessary to complete the following landscape bed maintenance and mowing work at numerous sites throughout SSA #73. It is the responsibility of the successful Responder to meet the requirements of the scope of services and specifications as detailed below.

A. Mowing and Lawn Maintenance

Lawn/Mowing areas require the following list of maintenance services:

1. Mowing, Trimming- Contractor shall mow each site weekly throughout the mowing season as needed. String trimming will be needed around curb and sidewalk edge as well as around fences, poles, signs and other obstructions.
2. Cleanup- Remove all litter, leaves, debris and twigs from each site on a weekly basis prior to each mowing. Grass clippings shall be cleaned up and removed from the site and any adjacent sidewalks or curbs. Any larger or more concentrated trash pickup or fly dumping cleanup needs should be reported to the CCCC.
3. Controlling Weeds- Lawn/Mowing areas to be inspected and weeded weekly as necessary either by hand or string trimming methods.
4. Regular Work Reporting- On a monthly basis with pay applications, provide a summary of the dates and locations mowed.

- B. Landscape Beds Maintenance- Plaza Planters
1. Spring Cleanup- At the beginning of the maintenance season, the Contractor shall remove all leaves and debris from landscape beds and adjacent sidewalks and curbs where applicable. Cut down any perennials and grasses that were not cut down the previous fall, according to proper horticultural practice, as directed by the CCCC. The exact timing of the spring cleanups may vary from year to year as coordinated with and approved by the CCCC.
 2. Regular Landscape Beds Maintenance- Throughout the growing season, the Contractor shall perform regular landscape bed maintenance visits at all sites, at a minimum of once every two weeks.
Regular beds maintenance visits shall include the following services:
 - a. Controlling Weeds- Landscape beds to be inspected and weeded as necessary either by pulling, spraying, hand or string trimming methods as is required to keep the areas completely weed free at all times.
 - b. Trash Pickup- Incidental trash pickup in the form of items that have blown into the planting beds from adjacent areas shall be included within the scope of the contract work during regular maintenance visits. Any larger or more concentrated trash pickup or fly dumping cleanup needs should be reported to the CCCC.
 - c. Pruning- Prune shrubs as needed. Shearing techniques shall be used only when necessary to maintain evergreen hedges or shrubs where shaping them in this manner is appropriate. Hand pruning to maintain the natural form of the plant shall be the predominant pruning technique.
 - d. Edging- Spade edge all bed lines and tree rings in lawn/mowing areas as needed to maintain a clean edge.
 - e. Plant Health Care Monitoring- Contractor shall monitor and identify any plant diseases and pests, and suggest treatment strategies with the Street Superintendent. Any treatments chosen will be considered "on demand/new work" services, and are subject to approval through a new proposal. Monitoring results shall be noted in the monthly reports.
 - f. Dead/ Declining Plant Monitoring- Any dead plants or plants that are in a state of decline within the specified landscape beds areas shall be immediately reported to the Street Superintendent or representative. Upon approval from the Street Superintendent, these plants shall be removed and replaced as an on-demand service. The Street Superintendent or representative shall inform the Contractor whether or not the replacement plants shall be of the same or of a new species. Upon replacement, these plants shall be maintained within the landscape beds at no additional charge. The costs incurred to remove these dead or declining plants shall be within the scope of the regular Landscape Bed Maintenance. The replacement plant material supply and installation is considered "On Demand", and is beyond the scope of the regular Landscape Bed maintenance.
 - g. Regular Work Reporting- On a monthly basis with pay applications, provide logs of daily work, including the locations visited, the dates and the types of work completed. Provide a general summary of the work completed, including planting opportunities, any pest or disease issues, watering needs, plant health care or other concerns noted in regular site visits.
 3. Fall Cleanup- At the end of the maintenance season, the Contractor shall remove all leaves and debris from landscape beds and adjacent sidewalks and curbs where applicable. Cut down perennials and grasses according to proper horticultural practice,

as directed by the CCCC. The exact timing of the fall cleanups may vary from year to year as coordinated with and approved by the CCCC.

4. Mulching- Mulch shall be premium quality, double ground hardwood bark mulch, natural in color, free from deleterious materials.
 - a. Existing Mulch vs New Mulch- All mulch areas indicated as planters on Exhibit A shall have the top one inch (1") of the mulch beds redressed with new mulch once each spring by May 1st. If mulch from the previous year has completely broken down or blown away, or if no mulch is currently present, the entire 3" depth will need to be supplied, rather than a top dressing.
 - b. A mulch sample must be submitted to and approved by CCCC prior to any mulching work by the Contractor.
 - c. Landscape Bed Mulching- All landscape beds shall have a mulch bed three inches (3") deep.
 - d. Tree Mulching- All trees within lawn/mowing areas (as indicated in Exhibit A) shall be mulched with a mulch ring at least two feet (2') in radius from the trunk. Mulch shall be placed in a saucer shape and be clear of the trunk so the root flare is visible. Mulch shall be three inches (3") deep. Mulch shall be premium quality, double ground hardwood bark mulch, natural in color, free from deleterious materials
 - e. "Volcano Mulching" must be avoided. Mulch should not be piled up around the base of the trunks of trees, and excessive mulch depth must also be avoided.
5. Parkway Tree Pit/Mulch Ring Weeding- Parkway tree pits where tree grates are present and grass parkways where mulch rings are present, shall be weeded on a regular basis as part of the landscape beds site maintenance visits.

C. Paved Areas Maintenance

1. Controlling Weeds- Paved/sidewalk areas (as indicated on Exhibit A) to be sprayed with herbicide and weed whipped as necessary, four times per growing season and inspected weekly for any supplementary weeding needs. Notify CCCC prior to completing each round of work. Weed control includes any weeds present along sidewalks, curbs and paved roadways for the areas listed.
2. Decomposed Granite Tree Pit/ Parkway Weed Control- Weed control to be completed on a more regular basis in the gravel filled tree pits for the areas listed.
3. Trash Pickup- Incidental trash pickup in the form of items that have blown into the paved areas from adjacent areas shall be included within the scope of the contract work during regular maintenance visits. Any larger or more concentrated trash pickup or fly dumping cleanup needs should be reported to the CCCC.
4. Decomposed Granite- Tree pits in parkway areas with decomposed granite (as indicated on Exhibit A) to be maintained by adding additional decomposed granite material where needed, and applying a stabilizing product throughout. The stabilized granite areas are to be filled within ½" below the sidewalk pavement. Specific suppliers and/or products for both the stabilized granite and stabilizer product are to be included in the proposal and will need to be approved by the CCCC prior to installation.

D. Growing Season

1. The growing season is estimated at 32 weeks, roughly April 1st to December 1st. Actual mowing and beds maintenance seasons will begin and end at the direction of

the CCCC since it is possible the seasonal conditions may require a slightly earlier or later start or end to the maintenance seasons.

2. Lawn/Mowing Maintenance Season- Mowings for the season are estimated at 32, 1 mowing per week. The contract will be in effect for the entire 2024 growing season.
3. Beds Maintenance Season- The CCCC has estimated 16 visits will be needed during the growing season, 14 regular maintenance visits plus the spring and fall cleanups.
4. Paved Areas Maintenance Season- The CCCC has estimated 16 visits will be needed during the growing season for trash pickup and weed control in stabilized granite tree pits, while only 4 visits are estimated for spraying and weed whipping any weeds in the remaining paved ROW areas.

III. RFP SUBMISSION REQUIREMENTS

1. Scope of Services & Completed Pricing Tab
 2. Full company contact information
 3. Evidence of capacity to complete job, including staff and equipment
 4. Proof of City of Chicago licensing and bonding
 5. List of 3 client references with contact information
 6. List of previous SSA or related experience
- Insurance Certificate- A copy of the Certificate of Liability Insurance should be included with the submittal.

IV. REQUIREMENTS AND EXPECTATIONS

The following are general requirements and expectations of the selected Contractor:

1. The Contractor shall perform all work in accordance with Federal, State, and Local laws, regulations, codes and ordinances;
2. The Contractor must be able to receive requests via e-mail.
3. The Contractor is expected to have all necessary supplies, equipment, personnel, and skills to complete the project in a timely manner;
4. Hours of work are 7:00 AM through 7:00 PM, Monday through Friday, and between 9:00 AM and 5:00 PM on Saturday, unless otherwise authorized at the sole discretion of the CCCC.
5. The surrounding area shall have a neat, professional looking appearance upon completion of each workday.
6. All Contractor employees shall wear suitable uniforms during the time they are on site
7. performing contract services.

V. CONTRACT TERMINATION

The CCCC may, by written notice, and at any time, terminate the agreement if, in the judgment of the CCCC, the Contractor has failed to comply with the terms of the agreement. In the event of such termination, the Contractor shall be entitled to payment for work performed through the date notice is delivered to Contractor. No sums shall be owed to the Contractor for work performed after such notice is delivered.

VI. TERM OF CONTRACT

The CCCC will enter into a subcontractor Agreement with the selected vendor for a term from **April 1, 2024 through December 31, 2024**. The CCCC also reserves the right to limit or extend the scope, timeline or contract period for this project, with the potential to create a 3-year term, renewable annually, based on meeting performance requirements and acceptable pricing terms.

Landscape Maintenance Services- Pricing Tab
Chicago Chinatown Chamber of Commerce
Due 2/26/2024

Mowing and Lawn Maintenance

ITEM #	Name/Description	2024 Per Mowing Price	Estimated Yearly Occurrences	2025 Per Mowing Price	Estimated Yearly Occurrences	2026 Per Mowing Price	Estimated Yearly Occurrences
M01	Mowing and Lawn Maintenance		32		32		32
SUBTOTAL FOR MOWING SITES		\$ -		\$ -		\$ -	

Landscape Beds Maintenance-Plaza Planters

ITEM #	Name/Description	2024 Per Service Visit Price	Estimated Yearly Occurrences	2025 Per Service Visit Price	Estimated Yearly Occurrences	2026 Per Service Visit Price	Estimated Yearly Occurrences
B01	Spring Cleanup		1		1		1
B02	Regular Beds Maintenance		14		14		14
B03	Fall Cleanup		1		1		1
B04	Mulching		1		1		1
B05	Parkway Tree Pit/ Mulch Ring Weeding		16		16		16
SUBTOTAL FOR LANDSCAPE BEDS MAINTENANCE SITES		\$ -		\$ -		\$ -	

Paved Areas Maintenance- Weed Control and Trash Pickup

ITEM #	Name/Description	2024 Per Service Visit Price	Estimated Yearly Occurrences	2025 Per Service Visit Price	Estimated Yearly Occurrences	2026 Per Service Visit Price	Estimated Yearly Occurrences
P01	Weed Control- Spray & Weed Whip Paved ROW Areas		4		4		4
P02	Weed Control- Weeding Stabilized Granite Parkway Tree Pits		16		16		16
P03	Trash Pickup- Paved ROW Areas		16		16		16
SUBTOTAL FOR WEED CONTROL AND TRASH PICKUP		\$ -		\$ -		\$ -	

Decomposed Granite and Stabilizer

ITEM #	Name/Description	2024 Unit Pricing (Lump Sum)	Estimated Yearly Occurrences	2025 Unit Pricing (Lump Sum)	Estimated Yearly Occurrences	2026 Unit Pricing (Lump Sum)	Estimated Yearly Occurrences
DG	Decomposed Granite, Installed		1		1		1
DGS	Stabilizer Product, Applied		1		1		1
SUBTOTAL FOR DECOMPOSED GRANITE AND STABILIZER		\$ -		\$ -		\$ -	

TOTAL COSTS 2024 (MOWING SITES + LANDSCAPE BEDS MAINTENANCE SITES+ PAVED AREAS MAINTENANCE + STABILIZED GRANITE AND STABILIZER)		\$ -					
TOTAL COSTS FOR OPTIONAL RENEWAL YEARS 2025 AND 2026				\$ -		\$ -	

WENTWORTH AVE LANDSCAPE MAINTENANCE EXHIBIT - CERMAK TO CULLERTON

LEGEND

- PLAZA PLANTERS
- DECOMPOSED GRANITE TREE PITS
- PAVED/SIDEWALK AREAS IN THE ROW
- LAWN/MOWING AREAS

