



Chicago Chinatown Chamber of Commerce Request for Proposals SSA #73 Waste Disposal Services

The Chicago Chinatown Chamber of Commerce (CCCC) is seeking proposals from Contractors to coordinate and provide waste disposal services. The Contractor shall perform the following general services:

- Routine Waste Disposal Services- regularly emptying ten (10) trash receptacles and disposing of their contents
- On Demand Services- Relocate trash receptacles as needed

- 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: SSA #73 Chinatown Map
- Exhibit B: Trash Receptacle Locations
- Exhibit C: Trash Receptacle Example
- 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:**

For waste disposal, the Contractor will submit pay applications to 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. Pay applications shall include a summary of the daily service visits completed, and the pay rate shall be the cost per service visit times the number of visits.

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 waste disposal services for SSA #73 as described in the following specifications. The service area is the extents of Chicago Chinatown SSA #73 as shown in Exhibit A, and the locations are shown in Exhibit B.

2. Scope of Services and Specifications

It is the responsibility of the successful Responder to meet the requirements of the scope of services and specifications as detailed below.

A. Routine Waste Disposal Services

Contractor shall remove and dispose of waste, emptying ten (10) trash receptacles and disposing their contents in a dumpster approved by the City of Chicago, for the public property described in paragraph 2.a. below, according to the schedule described in paragraph 2.b. below. See Exhibit C for an example image of the trash receptacles. Services shall include all intersections up to, but not including, the alleys.

a. **Service Area.** The work shall take place at ten (10) locations within Chicago Chinatown SSA #73 (see Exhibit B). The area covered by the Contractor should comprise the length of Wentworth Ave. between Cullerton and 24th, Cermak Ave. between La Salle and Stewart. Intersecting streets will receive cleaning services up to the mouth of the alley.

b. **Frequency of Services.** Contractor will provide the above services according to the following schedule:

January 1st through May 31st – Service visits 4 times per week, once per day on Tuesday Thursday, Saturday and Sunday.

June 1st through September 30th - Service visits 9 times per week, once per day Monday through Friday and twice per day on Saturday and Sunday.

October 1st through December 31st - Service visits 4 times per week, once per day on Tuesday Thursday, Saturday and Sunday.

In the event that the one of the above mentioned days is a recognized holiday (e.g., New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas or Martin Luther King, Jr.

Day), the work shall be performed prior to, or immediately following, the holiday. The CCCC may request additional service visits as needed in order to accommodate special events or unforeseen circumstances throughout the year as needed.

- c. **Materials, Equipment and Supplies.** In providing the trash disposal services described above, Contractor agrees to equip each crew member with all necessary materials, equipment and supplies, such as brooms, barrels, shovels and garbage bags, as necessary to perform their duties.

B. On Demand Trash Receptacle Relocation Services

The CCCC may request the contractor to relocate any or all of the ten (10) trash receptacles from their existing locations, as shown on Exhibit B, to new locations within the SSA, the extents of which are shown on Exhibit A. The relocated trash receptacles shall be attached to the sidewalk in the new locations in the same manner as they are now, and all existing hardware shall be removed from the existing locations.

III. RFP SUBMISSION REQUIREMENTS

1. Scope of Services & 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 Saturday, and between 9:00 AM and 5:00 PM on Sunday, 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 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.

Exhibit A: SSA #73 Chinatown Map

Red = SSA Boundary

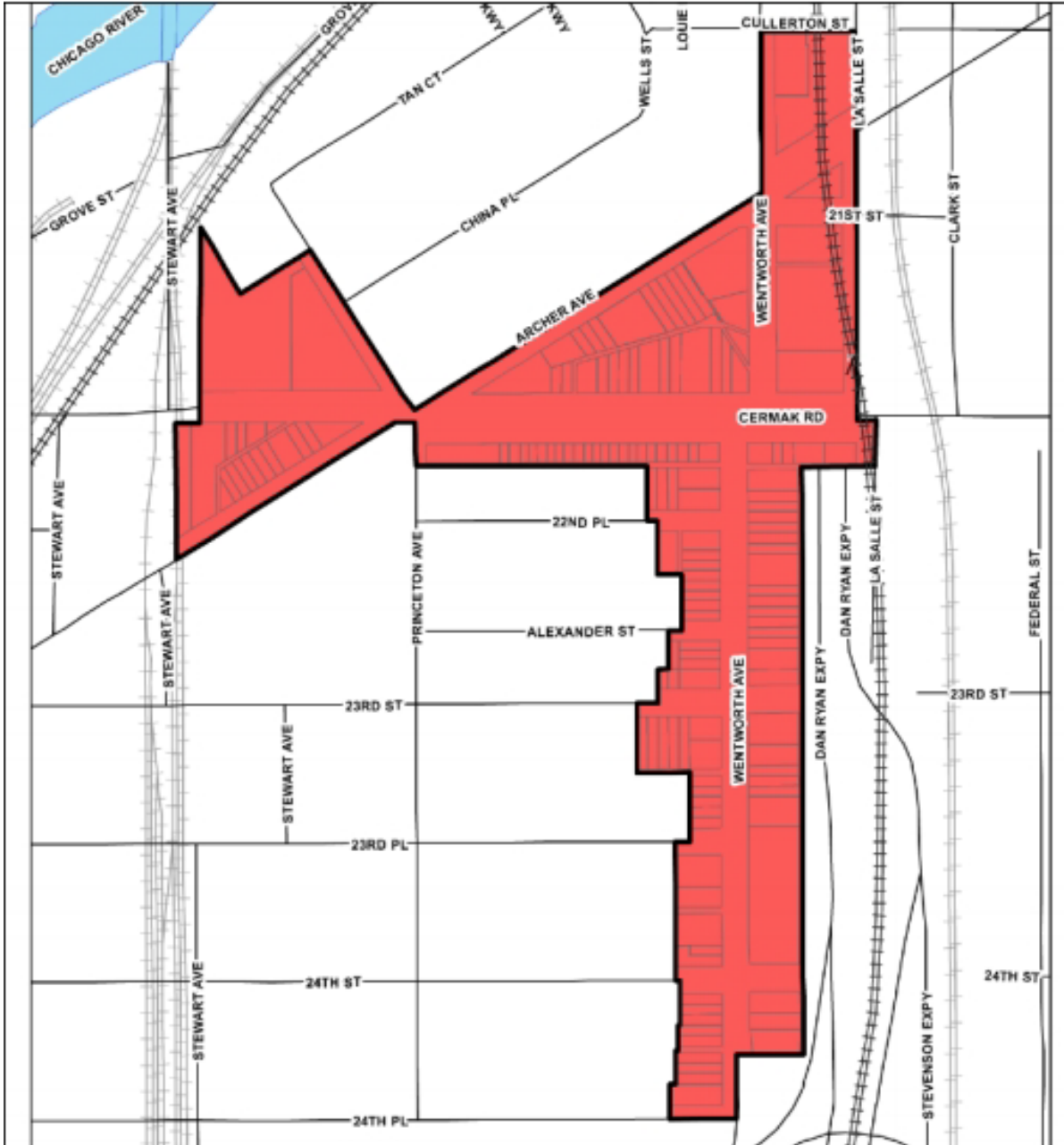


Exhibit B: Trash Receptacle Locations

X – Trash Receptacle



Exhibit C: Trash Receptacle Example



Waste Disposal Services- Pricing Tab
 Chicago Chinatown Chamber of Commerce
 Due 2/26/2024

A: ROUTINE WASTE DISPOSAL SERVICES

Dates of Service	Cost Per Receptacle, Per Service Visit	Quantity of Trash Receptacles	Weekly Frequency of Service Visits*	Estimated Number of Weeks*	Estimated Number of Service Visits*	Annual Total Cost (Emptying Per Receptacle X Est. Qty.)
January 1st - May 31st	\$ -	10	4	22	880	\$ -
June 1st - September 30th	\$ -	10	9	18	1620	\$ -
October 1st - December 31st	\$ -	10	4	14	560	\$ -
PROJECT TOTALS						\$ -

*Actual number of service visits will vary in any given year, CCCC may also request additional service visits as needed

B: ON-DEMAND TRASH RECEPTACLE RELOCATION SERVICES

Dates of Service	Cost Per Receptacle Relocated
TBD- Requested As Needed	\$ -