



RFP for 2018 Tree Bed Mulching for West Town SSA

The West Town Chamber of Commerce is seeking a company to mulch all the tree beds along the sidewalks in the West Town SSA (refer to Exhibit B). We are requesting a BID for two applications, once in the spring (approx. April) and once in the fall (approx October/November).

Area to be Serviced: Approximately 7.5 miles of sidewalk

- Chicago Avenue from Halsted Street to Western Avenue
- Damen Avenue from Chicago Avenue to Huron Street
- Ashland Avenue from Chicago Avenue to Division Street
- Milwaukee Avenue from Erie Street to Augusta Blvd (both sides) and Augusta to Division (east side only)
- Ogden Avenue from Fry to the Kennedy Expressway
- Division Street from Milwaukee Ave to the Kennedy Expressway (south side only)

Materials:

Provide specifications (type and safety of materials used).

Requirements:

Mulch to be applied in any tree pits that are missing tree grates along the SSA sidewalks.

Timeline:

From receipt of order, how long will it take to mulch all the tree pits along the entire SSA?

Added Value:

Indicate if the company brings added value beyond what has already been stated. For example, is the company local? Is the company invested in the West Town Community? Is the company invested in social services? Are the materials safe for the environment, pets, humans, etc? Is the company a member of the West Town Chamber of Commerce?

Submission Information:

Please submit BIDs by Monday, February 26th, 2018. If you have any questions, please call Katharine Wakem at 312-850-9390 or email her at the address below.

Proposals should be sent to:

Katharine Wakem
West Town SSA Program Director
West Town Chamber of Commerce
1819 W. Chicago Ave
Chicago, IL 60622
312-850-9390

kwakem@westtownchamber.org
(email submissions preferred)

Exhibit A - Contract Rider:

1. All contracts are made with the West Town Chicago Chamber of Commerce. Project management will be the responsibility of WTCC staff. All invoices and inquiries shall be directed to WTCC staff.
2. 15% of the full contract amount will be held until full and satisfactory completion of the contract. If the contract is to be billed in installments, then 15% of each invoice will be held until full and satisfactory completion of the contract.
3. WTCC reserves the right to pay invoices upon satisfactory inspection of work completed. Inspection of work will take place within 5 business days of receipt of invoice. If work is not deemed satisfactory, contractor will address issues identified by WTCC staff and/or the West Town SSA Commission, and will receive payment upon satisfactory inspection of work completed.
4. Proof of proper insurance certificate and additional insured must be submitted before and contract will be fully executed
5. TERMINATION CLAUSE: Either party may terminate this agreement with thirty days written notice to the other party. In the event of termination, West Town Chamber of Commerce will be invoiced for time worked and expenses incurred to the date of receipt of the notice of termination.

Exhibit B: West Town SSA 29-2014 Boundary Map (SSA streets are highlighted in yellow)

