



Request for Proposal For Holiday Decoration

**Roderick Burch, Director of Operations, WCA, Sole Service
Provider SSA#16
& Frank Caputo, Chairman, SSA #16**

Submissions are due no later than May 16, 2023 at 5 PM

**West Central Association
917 W. Washington Blvd #173
Chicago, IL 60607**

Phone: 312.902.4922

SUBMITTALS WILL BE OPENED PROMPTLY AT THE TIME AND PLACE SPECIFIED. SUBMITTALS RECEIVED AFTER THE SUBMISSION DUE DATE WILL NOT BE OPENED AND WILL NOT BE CONSIDERED. THE RESPONSIBILITY FOR SUBMITTING A PROPOSAL TO WCA ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE RESPONDENT. THE WCA IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE. LATE OR MISDELIVERED PROPOSALS SHALL NOT BE CONSIDERED.

Special Service Area #16 (“SSA #16”)

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REQUEST FOR QUALIFICATIONS

REGISTRATION FORM

This form will be used to communicate information with respect to questions and addenda as needed. Please fill out and email to rod@wcachechicago.org. If we do not receive a form, there is a risk that you will not receive important information.

Applicant Name: _____

Address: _____

Contact: _____

Telephone: _____

Fax: _____

E-Mail: _____

SECTION 1.0 OVERVIEW

1.1 RFP Objective

The West Central Association (WCA), sole service provider for Special Service Area #16, is requesting proposals for Holiday decoration services within the [SSA 16 district boundary](#). The contract will be awarded to a company that can provide all labor and materials for the installation and removal of Holiday decorations.

We are seeking one year bids with the possibility for preferred vendor renewal for up to three year service. Vendor must submit Liability Insurance before any work has begun.

1.2 Special Service Area #16 Greektown (“SSA #16”)

Special Service Areas (SSA), known as Business Improvement Districts or BIDs in other cities, are local tax districts that fund expanded services and programs through a localized property tax levy within contiguous areas. The enhanced services and programs are in addition to those currently provided through the City.

SSA-funded projects typically include but are not limited to: public way maintenance and beautification; district marketing and advertising; business retention/attraction, special events and promotional activities; auto and bike transit; security; façade improvements; and other commercial and economic development initiatives.

The City contracts with local non-profits, called Service Providers, to manage SSAs. Mayorally-appointed SSA Commissioners for each SSA district oversee and recommend the annual services, budget and Service Provider Agency to the City. There are currently more than 50 active SSAs in Chicago and 800 Nationwide.

The SSA #16 provides services in the following areas:

- Strategic Planning
- Market Research
- Marketing
- Business Assistance and Recruitment
- Clean and Safe Programs
- Capital Improvement Projects
- Community Building
- Economic Programming and Business Recruitment

SECTION 2.0 SCOPE OF WORK

Proposals from vendors must include the following:

Installation

1. Trees: add commercial grade lights to (68) trees. Alternate colors of trees using solid warm white and then solid blue. Bark wrap base & individual branches into canopy about 18-20' on each.
2. Light posts: add red ribbon to (50) posts on Halsted from Madison to Van Buren.
3. Contractor will connect power to street pole connection at piggy back lights. Contractor will ensure power. Provide time and material pricing for any work to maintain power.
4. Supply 15ft Holiday tree, with blue and warm white lights, decorate with holiday ornaments, star on top, inside Elysian Field Monument at Van Buren and Halsted.
5. Add commercial grade lights (double stranded) to columns on (2) monuments at the corner of Van Buren and Halsted and the corner of Monroe and Halsted.

Removal

Removal of holiday decorations by (Epiphany) January 8, 2024

Removal of Holiday lights by (Greek Independence Day Parade) TBD. Anticipated on April 1, 2024

Frequency of Service

Once for Installation and again for removal of lights/decorations.

Installation to be scheduled before November 23, 2023

Report

Provide and end of season reports of services rendered with time spent for installation and removal as well as if there are any damaged lights/decorations.

Payment

Payments will be made to the selected vendor in three installments: A deposit before scope of work has begun, after installation, and after removal of all holiday materials. Payments will only be made after an invoice has been submitted.

Service Area

Within the boundaries of SSA #16, trees and light posts decorated are on Halsted St. between Van Buren and Madison.

SECTION 3.0 QUALIFICATIONS SUBMITTAL / REQUIREMENTS

The qualified company may be required, at the request of the client, to submit a specific proposal including assigned staff, account manager, account representative, scope of work, and cost estimates. This information may be included in the preparation and execution of professional services agreement or contract or for their services.

The WCA requests (3) printed copies and digital copy of a Statement of Qualifications. Please include the following information with your response.

3.1 Letter of Interest and Executive Summary

Attach a letter of interest that explains your company's interest in working on this Project. Include an "Executive Summary" which explains your company's qualifications and experience as they pertain to this particular Project. Also, include the names and titles of the persons who will be authorized to make representations for the Proposer.

3.2 Proposer Profile

Provide the following information regarding your company. If you intend to subcontract some of the proposed work to another company, similar information should be provided for each subcontractor/sub-consultant.

- Provide a brief history of your company, including the year it was established.
- Provide the names and curriculum vitae of your firm's principals. Indicate the amount of involvement the principal(s) will have on this account.
- Provide the curriculum vitae of the team leader that will have the primary responsibility of managing the day-to-day oversight of this account. Include curriculum vitae on other key personnel that will work on this project.
- Provide a list of ongoing contracts/project with their current status and projected termination dates.
- Provide an organizational chart.
- Provide most recent annual report and related informational brochures.
- Provide relevant work samples
- Provide sample contract

3.3 Proposer's Experience, Past Performance, and Approach

Provide the following information regarding your company:

- *Past Performance*: Describe the company's past performance and experience
- *Company Strengths*: Describe the company's strengths and approach in

the following areas

1. The client
2. A description of work
3. The duration of project
4. The contact person and phone number for reference
5. The results/deliverables of the project

3.4 References

Provide names, addresses, and phone numbers of up to 4 references that would be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein.