



Request for Proposal
Clark Street Special Service Area (SSA) #23
2021-2022 Holiday and Winter Landscaping

Period of Coverage:

October 15, 2021 – March 31, 2022

Scope of Work:

Maintenance of landscaped areas within Clark Street SSA #23 (see attached map) to include the following:

- Holiday / Winter planting and removal for hanging baskets and standing planters
- Removal of red twigs and berries in January
- Removal of remaining winter greenery in February or March

Landscape Elements

Hanging Baskets:

- 104 hanging baskets on Clark

Free Standing Planters:

- 12 standing planters along Diversey
- 9 standing planters along Clark

Bids to Include:

Costs broken down into the following categories:

1. Maintenance
 - a. Weekly winter maintenance costs for
 - i. baskets
 - ii. planters
 - b. Recommended number of weeks for maintenance for each including start and end dates
 - c. Detailed plan for maintenance
2. Crew Members
 - a. Number of crew members assigned to contract
 - b. Number of weekly hours planned to complete services
 - c. Total number of crew members needed to fulfill weekly hours
3. Plantings
 - a. Winter planting
 - i. Cost per basket
 1. **These plantings should include greenery, bright red decorative twigs and berries, and other decorative materials. Please include photographs as examples of what you are proposing to provide.**
 - ii. Cost per planter



1. **Please see attached photos of the type of winter decorations we would like for our standing planters.**

iii. Plant list of choices

iv. Suggested date range for planting and removal

Detailed Description of Services:

Below is a detailed description of required services to be provided indicating the minimal requirements necessary for the work. The LPCC requires any and all work necessary to ensure healthy and vibrant floral displays.

1. PLANNING AND DESIGN

Work Plans and Cost Estimates: Submit seasonal work plans and cost estimates. The seasonal work plan should include, but not limited to, tasks, schedules, and personnel. The cost estimates must detail all direct costs and labor associated with the execution of the season's work plan. All cost estimates will be subject to the final approval of the LPCC.

Concepts: Submit conceptual ideas of the proposed season for review before actual designs. This will include items such as theme, objective, space, and color scheme.

Design: Submit a comprehensive design plan including a complete list of plant genus, species, photographs, quantities, pot size, and plant description including light, water, and pest and disease, management requirements, color, and habitat.

2. INSTALLATION

Growing Medium: At the beginning of each season all baskets must be evaluated for proper drainage and if needed, remedied prior to the installation of approved growing medium and plants.

Installation: All plants must be watered at the time of location delivery prior to installation. Install plant material according to the approved designs. Actual installation is weather dependent. To ensure establishment, install other subsequent tender plant material when spring temperatures rise to safe consistent levels. In order to achieve the design intent, the contractor must perform on-site adjustments.

Planting Site and Surrounding Area: At all times keep the project locations clean, power wash as necessary or as directed.



3. MAINTENANCE

Monitoring: Project locations must routinely be monitored throughout each season or as directed. Findings must be detailed on a weekly work report and submitted to the LPCC upon completion at the end of each week.

Watering/ Fertilization: Locations will require water and fertilizer to ensure that the original design is adhered to and all plants are in a healthy and vibrant condition throughout the entire season.

Plant Care: All plants must be properly cared for and trimmed in order to achieve the plant's maximum representative potential and original design intent. Plants will require removal of dead and dying flowers, dead or conflicting branches and stems, proliferating stems, dried foliage, or as directed by the LPCC.

Pests and Diseases: Use integrated pest management strategies to ensure that the original design is adhered to and all plants are in a healthy and vibrant condition throughout the entire season.

Litter Removal: Remove and properly dispose any refuse or litter.

Mulching: Project locations may require mulch and/ or compost to maintain adequate moisture levels.

Missing/Dead Plant Material Replacement: Replace all missing or dead plants or materials according to the original design within 48 hours.

General Clean Up: At the end of the season, project locations require the removal of all plant material and returned to its pre-planted state.

General Requirements and Standards:

1. COMMUNICATIONS:

- a. The contractor must respond to all directives and/ or inquiries within 24 hours unless otherwise directed.
- b. The contractor is required to attend seasonal meetings at the LPCC before the start of each season to go over goals, objectives, seasonal work plans, and expectations.

2. SCHEDULES AND REPORTING:

- a. **Seasonal Program Schedules:** Seasonal program schedules must be submitted with the work plan in the planning phase.



b. **Monthly Schedules:** Monthly schedules are required and must be submitted prior to the first day of each month. Monthly schedules must consist of the proposed work schedule to be accomplished that month, including but not limited to, installation, watering, fertilizing, maintenance, and removal. Monthly schedules should reflect the overall seasonal project schedule.

c. **Schedule Approval:** The LPCC must receive notification of any changes to all schedules a minimum of 48 hours prior to such changes. If required, the LPCC may change either the seasonal program or monthly schedule.

d. **Weekly Work Reports:** Weekly work reports are required for all services provided. Weekly work reports are to be completed by supervisory personnel and must consist of actual work completed, listing hours, arrival, and departure times from job sites, locations, type of work completed, findings, and recommendations. If the contractor fails to submit weekly work reports, it will be assumed that no work was performed and no payment will be made

Timeline: Bids are due by Friday, August 27 at 5:00 p.m.

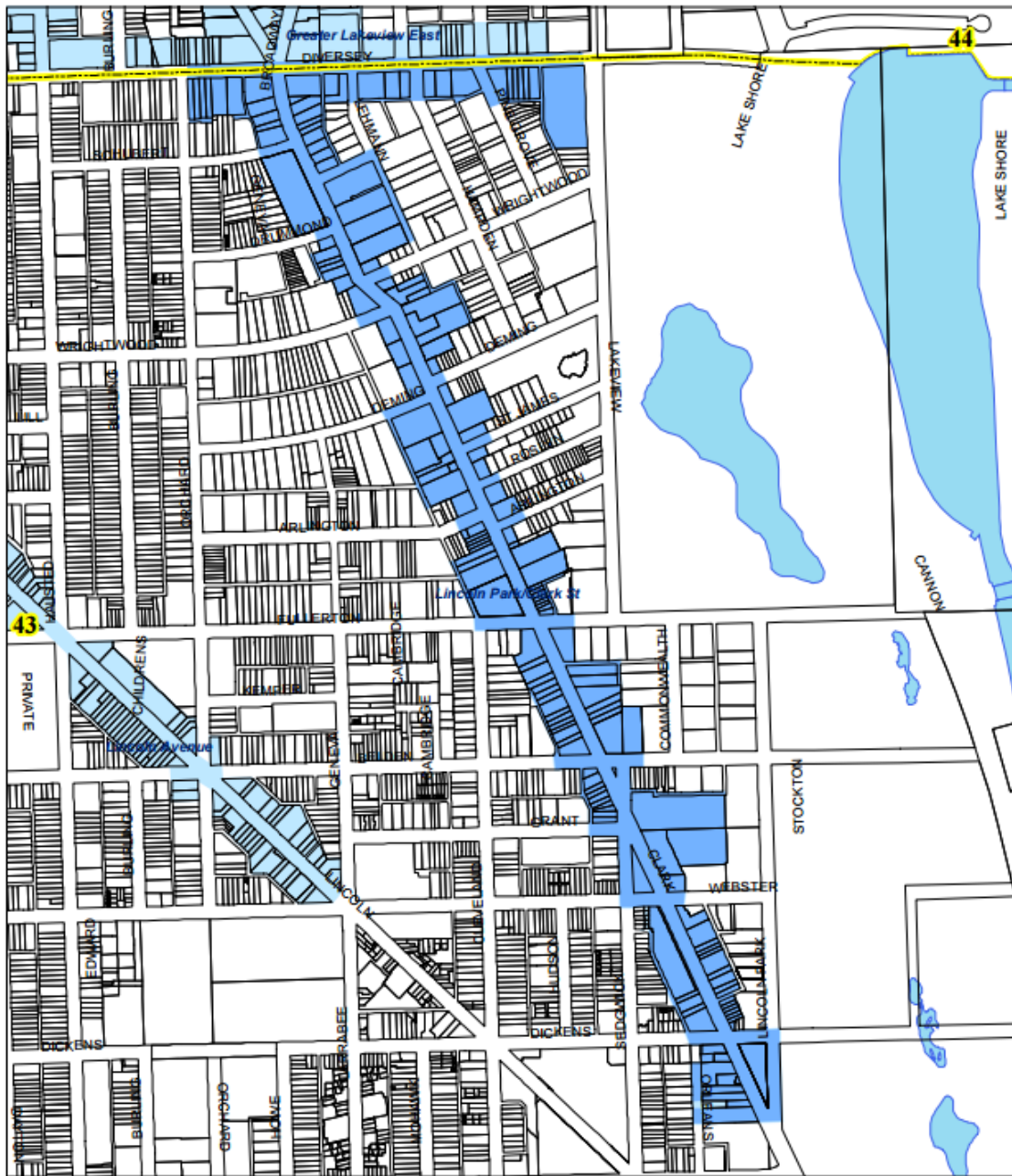
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LINCOLN PARK

• CHAMBER OF COMMERCE •



- Legend**
- SSA
 - Lincoln Park/Clark St
 - TF
 - Ward

WIKIPROJECT

Lincoln Park/ Clark St SSA #23



CITY OF CHICAGO
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