



REQUEST FOR PROPOSAL PUBLIC WAY SERVICES for Chatham Cottage Grove SSA #51 CHATHAM BUSINESS ASSOCIATION SBDI, SERVICE PROVIDER (SSA #51)

REQUEST FOR PROPOSAL PUBLIC WAY SERVICES

The Chatham Business Association SBDI (“CBA”) is seeking proposals from qualified contractors to provide uniformed public way services for the Chatham Cottage Grove Commercial Corridor(s), Special Service Area #51. This document is a request for proposals and does not obligate CBA to accept responses from eligible contractors. This RFP simply establishes the minimum requirements a bidder must meet to be considered.

Submission of proposals

Responses to this RFP are due by June 18, 2012 at 5:00 PM. All (3 copies) proposals are to be delivered to:

Melinda Kelly, Executive Director
CHATHAM BUSINESS ASSOCIATION SBDI (“CBAWorks.org”)
8441 South Cottage Grove, Chicago, Illinois 60619

Contract Term

The term of this contract shall be for a period of one year, with the option of two one-year extensions at CBA’s discretion. The contract may be terminated for convenience by either party with thirty (30) days written notice.

Scope of Services

Contractor will weekly remove debris and trash along curbs and sidewalks in the “boundaries”. Contractor will remove debris and trash from vacant lots, tree grates, and fence lines. Contractor will be responsible for the Collection of recyclables (bottles, and cans) The Contractor will conduct monitoring of SSA #51 commercial corridor and city trash receptacles within SSA #51. Contractor must have the ability to maintain and cut grass for the **abandoned property** within the corridors. Contractor must have the ability to provide written weekly reports and pictures electronically upon request to CBA. Contractor should have the ability to respond to CBA on behalf of the 6th & 8th ward streets and sanitation departments when in need of trash removal within the SSA boundaries.

The boundaries of the Chatham Cottage Grove SSA#51 commercial corridor area begin along Cottage Grove between 75th St. To 92nd St. both sides to 95th St east side of street; both sides of 75th St. between Indiana Ave. and Drexel Ave.; both sides of 79th St. between Indiana Ave. and Greenwood Ave., both sides of 87th St. between Ingleside Ave. and Cottage Grove Ave.; the north side of 95th St. between Cottage Grove Ave. and Stony Island Ave.; then the south side of 95th St. between Dobson Ave. and Kimbark Ave. (see SSA #51 Map & SSA #51 Establishment Ordinance for details).

Contractors submitting a proposal are to include cost proposals for personnel. Contractor will inspect sidewalks and curbs on a weekly basis

Contractors personnel will provide a variety of services, implementing the Chatham Business Association SBDI’s “good neighbor” objectives according to policies and procedures which may include, but is not limited to the following general tasks: incident and daily operating reports, monitoring and



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responding incidents of trash and un-removed snow, responding as necessary to support other Public Way Maintenance and Services as identified in post orders and standard operating procedures.

Contractor shall provide appropriate and necessary management and supervision for all Contractor's employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Contractor's rules and regulations, as well as any other policy established by the contracting parties.

Contractor shall develop a comprehensive set of Post Orders documenting both general procedures as well as site-specific responsibilities. Post Orders shall be prepared prior to the commencement of the contract and must be reviewed and approved by CBA management ten (10) days from commencement of Contractor's services to the CBA. All personnel will be required to read and verify they understand the Post Orders and at minimum, shall be tested during the On-The-Job Training (OJT) period, annually, or more frequently during site inspections. Contractor shall ensure hiring, training and administration of motivated and professional employees meet or exceed both Contractor's and the CBA's standards.

Contractor is responsible for the daily personal appearance of personnel. Contractor shall provide seasonal uniforms and weather-appropriate protective clothing necessary to support continuous performance of contract requirements. Contractor shall agree to remove from the site, whenever required to do so by CBA, any employee considered by CBA to be unsatisfactory or undesirable to CBA, within the limits of any applicable laws. Contractor shall administer all cost accounting and billing relative to this contract. Contractor shall respond as necessary to accommodate additional duty hours as may be requested by CBA.

Instructions to Bidders

- Bidders are to address the following subjects in their response to the RFP:
- Company History and Organization
- Management Approach
- Personnel Selection process
- Personnel Training process
- Quality Management Program (i.e. administrative controls, monitoring, and quality control programs)
- Cost Proposal
- Insurance