



## REQUEST FOR PROPOSAL SPECIAL EVENTS 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 secure a contractor to plan and coordinate Special Event Local Buy Campaign that includes events beginning in November 2012, and culminating by December 2012 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 November 2, 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 six months, with the option of a one-year extension at CBA's discretion. The contract may be terminated for convenience by either party with thirty (30) days written notice.

### Scope of Services

1. Create and present events that can increase awareness, foot traffic, sales and profits for small and national businesses within SSA #51. Presentation should include marketing, and outreach geared towards businesses within SSA #51 and attracting consumers to SSA #51.
2. Paperwork and Permits- (exclude the cost of permits, licenses and insurance)
  - a). complete application forms
  - b). complete site location map
  - c). develop security plan
  - d). attend meetings for city departments
  - e). create, review and approve vendor applications
  - f). create coupons, certificates and receipts if necessary for businesses
  - g). work with streets & sanitation department
  - h). vendor meeting
  - i). -routing of buses and other transportation issues if necessary;
  - j). miscellaneous.
3. Operations Site Manager- (excludes the cost of laborer, tents, stage, electrical, generator, etc.)
  - a). manage site setup and breakdown
  - b). tents
  - c). stage
  - d). electrical
  - e). signs and banners
  - f). waste disposal
  - g). work with vendors/ coordinator
  - h). establish entrance and vendors sales plan etc.) Attend meetings as needed for status updates
4. Stage Operations War room(s) during local buy campaign and related events
  - a). Manage staff
  - b). Coordinate sequence of security patrols,
  - c) coordinate community patrols to ensure pedestrian friendly corridors include lighting etc.:



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5. Promotions/ negotiate discount prices; create coupons and participating poster campaign in conjunction with Chamber staff. Prepare media material and advertising statements for Alderman, arrange and coordinate in conjunction with Alderman staff.
6. Sound Equipment & Lighting for any related events
7. Identify and manage businesses and ensure that they participate in campaign and are aware of rules and regulations for participation in events; and offer website presence assistance upon request.
8. Sponsors — Work with SSA#51 Commissioners and Chatham Business Association Fundraising Committee (in conjunction with Executive Director) in identifying and securing sponsors for events in an effort to offset any costs to the SSA.
9. Audio and Video Streaming- Provide a completely integrated live streaming platform solution for SSA #51/Chatham Business Association. Provide the following: *Chatham community footage (highlighting "elements of Chatham community"), interviews with key sponsors, business community, and consumers.* All technology and crew, including audio, video and stream
10. Work with SSA#51 Program and Finance Manager(s) and Executive Director, Committee members and consultants to provide close out report by Friday January 4, 2013 to SSA#51 Commissioners and Chatham Business Association Board Members.

***Please note: There are ten (10) sections to this RFP. Your cost submission can be for the section(s) of your expertise or for the entire package. If you are awarded the work you will provide a presentation to the SSA#51 Program and Finance Manager(s) and the Executive Director prior to signing a contract. Contractor should be prepared to present to SSA #51 Commissioners and Chatham Business Association Board upon request.***

Contractor will conduct monitoring of SSA #51 commercial corridors within SSA #51. Contractor must have the ability to provide written weekly reports and submit 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 necessary 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 and to confirm SSA #51 boundaries).

Contractors submitting a proposal are to include cost proposals for personnel. Contractor will inspect corridors for the duration of each event occurrence. Contractors personnel will provide a variety of



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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 responding incidents as necessary to support the event 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 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 including year was established
- Name and address of Firm
- Professional references
- Cost Proposal
- Proof of License, insurance and bond