



REQUEST FOR PROPOSAL CONCRETE CLEANING/ACID ETCHING REMOVING
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 acid etching removal and/or concrete cleaning services from a qualified expert in this field 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 October 31, 2012 at 5:00 PM. All (3 copies) proposals are to be delivered to:

Richard Willis, SSA Finance Manager
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 ninety days, and the work is expected to commence and be completed on or before December 31, 2012, with the option of an extension at CBA's discretion. The contract may be terminated for convenience by either party with fifteen (15) days written notice.

Scope of Services

Contractor will Observe and report any and all graffiti any business storefront window or door and clean the concrete within the SSA "boundaries".

- ✓ Environmentally clean and remove dirt and debris from concrete located within SSA
- ✓ Provide the store manager/property owner with a work request form (provided by the SSA) for special request for graffiti removal or stained concrete areas.
(Work will not be approved for a specific property or properties unless a request form has been collected from the business(s))
- ✓ These forms can be filled out immediately, can be faxed to our office at **773.855.8905**, or emailed to the SSA at **richardwilliscbaworks@gmail.com**.
- ✓ Once a series of bids are approved, work would commence.
- ✓ It is understood that the SSA is a government funded program being provided by Chatham Business Association SBDI
- ✓ It is understood that the SSA typically pays all invoices within 30 days, however there may be instances where the we do not receive our funding from the City of Chicago Finance Department

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. Contractors submitting a proposal are to include cost proposals for personnel. Contractor will inspect work sites on a weekly basis.



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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).

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 will work with SSA provider for cost effective utilization of SSA Community Patrol unit when necessary.

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 including year was established
- Name and address of Firm
- Professional references
- An overall fee estimate based on per tasks basis for this year (2012).
- Quality Management Program (i.e. administrative controls, monitoring, and quality control programs)
- Cost Proposal
- Proof of License, insurance and bond