



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

REQUEST FOR PROPOSAL- SNOW REMOVAL IN PUBLIC WAY-

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 December 31, 2023 at 5:00 PM. All (3 copies) proposals are to be delivered to the address below. Direct all inquiries to: jennipheradkins@cbaworks.org

Jennipher Adkins, Interim Executive Director
CHATHAM BUSINESS ASSOCIATION SBDI (“CBAWorks.org”)
800 E 79th Street, Chicago, Illinois 60619

Contract Term

The term of this contract shall be for a period of one year (during the months of snowfall or whichever period of time is longest and necessary according to weather forecasts), 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 remove snow along curbs and sidewalks in the “boundaries”. The Contractor will conduct daily weather check up for snow fall predicted for SSA #51 commercial corridors and will communicate with SSA #51 field manager on snow removal schedule accordingly. 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 snow removal within the SSA boundaries.

Contractor shall be responsible for and maintain all equipment used as per the terms provided in this scope of work, during the term of the contract. Contractor shall provide a list of all equipment, vehicles.

Contractor shall be responsible for all maintenance and insurance of equipment. Proof of insurance shall be provided and paid in advance for all motorized vehicles that will be driven in the public way. Contractor understands that a lapse in said insurance is a breach of contract, and is subject to cancellation of the contract.

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).



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

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 responding incidents of 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 provide the following in their response to the RFP:

*** Organization's Legal Name Contact Information**

***Management Approach**

- Weather Forecast monitoring plan , work schedule, notification guidelines and procedures to work crew and CBA

***Personnel List**

- Include names of work crew, provide valid driver's license(s) to be on file at all times

***Management and Quality Control Program**

- Monitor snow removal activity and salt application during work hours, record keeping)

***Cost Proposal**

- Insurance
- Vehicle and equipment list
- Maintenance

