



DESCRIPTION OF SERVICES REQUIRED BY CHATHAM BUSINESS ASSOCIATION SBDI, SERVICE PROVIDER (SSA #51)

for SNOW REMOVAL, activities within Chatham Cottage Grove Special Service Area #51 ("SSA 51)

REQUEST FOR SERVICES

The Chatham Business Association SBDI ("CBA") is seeking proposals from qualified contractors to provide uniformed SNOW REMOVAL, activities for the Chatham Cottage Grove Commercial Corridor(s), Special Service Area #51. This document is a description of services provided and does not obligate CBA to accept responses from eligible contractors, it simply establishes the minimum requirements a contractor must meet to be considered.

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).

Submission of Contracts/Invoices

Contracts and Agreements are due by December 7, 2015 at 5:00 PM. All (3 copies) proposals are to be delivered to:

Melinda Kelly, Executive Director
CHATHAM BUSINESS ASSOCIATION SBDI ("CBAWorks.org")
800 East 78th Street, Chicago, Illinois 60619
ATTN: Richard Willis

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 shall provide uniformed personnel while performing any of the following services:

A. Snow Removal Activities and Guidelines:

1. The contractor will remove snow from public walkway at a minimum of three occurrences per month when the snow levels exceed two (2) inches in a professional manner. Contractor will distribute commercial salt to ensure safe public walkways. The contractor will ensure that bus stops and handicap public egress points are clear of snow mounds and piles.

- ✓ Contractor will provide Chatham Business Association with weekly reports that will be reviewed and shared with appropriate parties. Failure to provide monthly report may result in late or non-payment of invoices as a result of this contract.



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- ✓ Contractor will be subject to an "out clause" and performance score cards created by the SSA Program Manager.
- ✓ Contractor personnel will provide a variety of services that may include communicating and supporting City of Chicago ordinances that support a safe, clean and well lighted pedestrian walkway; implementing CBA's objectives according to policies and procedures as establish by the City of Chicago for commercial corridor, which may include, but is not limited to the following general tasks: , reporting excess trash or other City of Chicago ordinance violations to Service Provider and/or roving SSA#51 Security contractor patrols, , responding as necessary to support other security duties.
- ✓ 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 a site-specific responsibilities. Post Orders shall be prepared prior to the commencement of the contract and must be reviewed and approved by the CBA management within thirty (30) days from commencement of Contractor's services to the CBA. All Contractor 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 that meet or exceed both Contractor's and the CBA's standards.
- ✓ Contractor is responsible for the daily personal appearance of uniformed 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 the Chatham Business Association SBDI, any employee considered by the CBA to be unsatisfactory or undesirable to the 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 the CBA.
- ✓ Contractor must be licensed to do business in Illinois
- ✓ Contractor must have insurance.



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- ✓ Contractor must take and provided date and time stamped before and after Pictures of all SNOW REMOVAL activities.

For Questions regarding the contract: Richard Willis, (773) 994-5006, x1007; Questions re the program, please call Karletta Kelly, SSA #51 Program Manager (773) 994-5006, x1006.