Request For Proposal

2024 - 2025 Sidewalk Litter Abatement Services

**Period of Coverage:** July 1, 2024 to June 30, 2025

**OVERVIEW OF SPECIAL SERVICE AREA 5:**

Formed in 1983, SSA #5-Commercial Avenue provides a range of services to help make the Commercial Avenue corridor a neighborhood-based and locally-focused economy. SSA 5 keeps the commercial area clean and attractive, draws shoppers and businesses and ensures the district's safety.

SSA 5 serves the Far South community of South Chicago within the 10th Ward. The general boundaries of SSA 5 consist of properties contained from 87th on the north to 93rd on the south along South Commercial Avenue; properties on 91st Street frontage from Exchange on the west to Houston on the east; and 92nd frontage properties from Exchange on the west to Harbor on the east.

**SCOPE OF WORK:**

Litter will be removed on the sidewalks within the Commercial Avenue SSA 5 general boundaries. Litter will be removed from around all corners and in certain alleys on Commercial Avenue.

See attached map for full-service area.
SERVICES REQUESTED:

1. Remove all loose debris (litter, leaves, sand, dirt, cigarette butts, etc.) on the sidewalks within Commercial Avenue SSA 5 general boundaries.

2. Litter abatement services will occur Monday through Friday, between the hours of 8:30 am and 12:30pm.

3. Litter abatement services may be added or removed by Commercial Avenue SSA 5 (with advance notice) as needed for special circumstances such as street festivals, citywide events, etc.

4. Remove all refuse from raised planting beds / planters located in Commercial Avenue SSA 5 general boundaries. Cleaning crew must wear branded Commercial Avenue SSA 5 vests (provided by Commercial Avenue SSA 5) during service.

5. Cleaning crew may use machinery and manual tools, depending on nature of the work.

6. Detail litter abatement staffing schedule, and role of on-site/field supervision.

SUBMITTAL REQUIREMENTS:

RFP responses must be submitted both via hard copy and scanned e-mail copy sent to cgguerra@scpf-inc.org. Hard copy should be delivered to the address listed on this RFP. Each respondent shall submit one (1) original and one (1) copy of the following documents in an 8.5 by 11-inch format. Responses not submitted both via hard copy and e-mail will not be considered.

South Chicago Parents & Friends, Inc. reserves the right to seek additional information to clarify responses to this RFP.

Each response must include the following:

Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.

2. A brief summary of the qualifications of the Respondent and team.
3. Description of the organization (i.e. Corporation, Limited Liability Company, or Joint Venture).

4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.

5. If the Respondent is a partially-owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

6. The Certification Form attached at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

Threshold Requirements

These documents must be submitted and acceptable before the Service Provider will review the Experience and Capacity proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Illinois Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)

2. Evidence of Insurance: Commercial General Liability (Primary and Umbrella) with limits not less than $1,000,000 per occurrence for bodily injury, personal injury, and property damage; Workers Compensation and Employers Liability with limits not less than $500,000 each accident, illness and/or disease; and, Automobile Liability (Primary and Umbrella) with limits not less than $1,000,000 per occurrence for bodily injury and property damage. Professional Liability covering acts, errors, or omissions must be maintained with limits not less than $1,000,000. The Special Service Area Commission, City of Chicago, and South Chicago Parents & Friends, Inc. are to be named as additional insured on a primary, non-contributory basis for any liability arising directly or indirectly for work/services.

3. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the scope of services.

4. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the SSA and SCP&F.
Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in performing the range of Litter Abatement Services in various areas.

2. Include a staffing plan indicating the number of employees, job titles, responsibilities for the contract work, tasks, full/part time employment status, and the number of hours per week they would be assigned to perform the work.

3. Narrative examples of three (3) projects that are similar in nature to projects described in this RFP.

4. Pricing proposal should include the hourly/daily/monthly rates for the services. List the new cost to the SCP&F. New cost to SCP&F should include all labor and materials needed to complete the scope of services. The Respondent should sign a fixed price contract to include all work and services as identified in the scope of services.

5. State MBE/WBE/DBE and BEPD certifications, if any. If so, please provide a copy of a current MBE/WBE/DBE and BEPD certification letter(s).

SELECTION PROCESS:

The Service Provider staff and SSA Commissioners, will review qualifications in accordance with the Professional Service Requirements set forth herein and the SSA objectives and policies. Proposals that are submitted timely and comply with the requirements of this RFP will be evaluated in accordance with the terms of this RFP.

QUESTIONS:

Questions regarding this RFP should be submitted via email to cguerra@scpf-inc.org with “RFP for Litter Abatement Services Questions” in the subject line or via telephone with the SSA 5 Program Manager, Crystal Vance-Guerra – (773) 251-4581.

SUBMITTAL DUE DATE:

Responses to this RFP are due by 12:00 p.m. on Wednesday, June 26, 2024. Responses to this RFP can be e-mailed to: Crystal Vance-Guerra, cguerra@scpf-inc.org

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal name, proposal due date and time, and Contractors name.
Hard copies must be delivered to:

ATTN: Crystal Vance-Guerra SSA 5 Program Manager
South Chicago Parents & Friends, Inc.
3039 East 91st Street, Unit 130
Chicago, IL 60617
CERTIFICATION FORM

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification that the information provided in this RFP submittal to South Chicago Parents & Friends, Inc. is accurate and complete, and I am duly authorized for its submittal. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)
Special Service area #5 Boundaries and map
CONFLICT OF INTEREST STATEMENT

[Respondent] Conflict of Interest Statement

The owner(s), corporate member(s) or employee(s) of [Respondent], shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with South Chicago Parents & Friends, Inc. Each individual shall disclose to South Chicago parents & Friends, Inc. any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [Respondent] who is an officer, board member, committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the SCP&F, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.

At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This is to certify that I, except as described below, am not now nor at any time during the past year have been:

1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the SCP&F which has resulted or could result in personal benefit to me.

2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service, discounts or other fees from or on behalf of any person or organization engaged in any transaction with the SCP&F.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the SCP&F.

________________________________________________________________________

________________________________________________________________________

Date: ______________________

Signature: __________________________

Printed name: __________________________

Respondent:

Address:

Telephone:
CITY OF CHICAGO
DEPARTMENT OF PLANNING AND DEVELOPMENT
SPECIAL SERVICE AREA
SUBCONTRACTOR AFFIDAVIT

Section 35 ILCS 200/27-100(b) of the Illinois Special Service Area Tax Code:
“No business owned by an employee or elected official of the municipality [City of Chicago] may, for valuable consideration, provide goods or services as a subcontractor of a service provider agency pursuant to a services contract for any special service area located within that municipality.”

Date: _______________ Special Service Area # __________

SSA Subcontractor Information:

Business Name: ____________________________________________

Business Address: __________________________________________

City, State, ZIP: ____________________________________________

Service or Goods being provided: ________________________________

Owner’s name: ____________________________

Contact’s name: ____________________________________________

Contact’s title: _____________________________________________

Telephone: ________________________________

Email address: _____________________________________________

By signing below, I confirm that this business is not owned by an employee of elected official of the City of Chicago.

Signature: ____________________________ Printed Name: ____________________________

Title: ____________________________ Date: ______________

Failure to comply with this statute will result in, but may not be limited to immediate revocation of this subcontract agreement. This affidavit must accompany the SSA subcontractor agreement and be maintained in the files of the SSA Service Provider.
RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

☐ Cover Letter of Interest

☐ Certification Form

☐ Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Illinois Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)

☐ Evidence of Insurance

☐ References

☐ Conflict of Interest Statement & Supporting Documentation

☐ Subcontractor Affidavit

☐ City of Chicago Business License (if applicable)

☐ Description of Company

☐ Capacity of Company

☐ Pricing Proposal

☐ MBE/WBE/DBE and BEPD certifications, if applicable

☐ RFP Submittal Requirements Checklist