

**NORTH RIVER COMMISSION REQUEST FOR PROPOSAL (RFP)
SSA#60 SIDEWALK LITTER ABATEMENT**

North River Commission (NRC) is issuing this RFP to secure a contractor for the provision of sidewalk litter abatement along Special Service Area (SSA) #60 boundaries of Lawrence Avenue from the North Channel to Kimball, Montrose Avenue from the North Channel to Central Park, Kedzie Avenue from Ainslie Street to Irving Park Road, and Irving Park Road from Spaulding to Sacramento. (See Exhibit A for SSA #60 Map)

Required for use by North River Commission (Special Service Area #60)

Issued by:
North River Commission
(Special Service Area #60)

ONE (1) HARDCOPY TO BE SENT TO:

Duka Dabovic, Special Service Area Manager
North River Commission
3403 W. Lawrence Ave, Suite 201
Chicago, Illinois 60625

COPIES CAN BE EMAILED (PDF) OR FAXED TO:

Email: ddabovic@northrivercommission.org

Fax: 773.478.0282

Responses must be received no later than **4:00PM Central Time on September 24, 2014.**

GENERAL INVITATION

North River Commission (NRC) invites the submission of responses for a RFP to complete litter abatement within SSA #60 boundaries of Lawrence Avenue from the North Channel to Kimball, Montrose Avenue from the North Channel to Central Park, Kedzie Avenue from Ainslie Street to Irving Park Road, and Irving Park Road from Spaulding to Sacramento. (See Exhibit A for SSA #60 Map)

If your company has demonstrated experience in the project description specified in the Scope of Services, and you are interested in making your services available, you are requested to respond to this "Request for Proposal."

An original application of the response must be signed by an authorized representative, enclosed in sealed envelope(s) or packages, addressed and submitted to Duka Dabovic, North River Commission, Special Service Area Manager, 3403 West Lawrence Ave., Chicago, Illinois 60625; hand carried applications will be accepted as well.

Important Note: North River Commission accepts no responsibility for the timely delivery of materials, and Respondents are solely responsible for acquiring necessary information and/or materials.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name, address, and EIN of the sub-contractor. North River Commission will not refuse a proposal based upon the use of sub-contractors; however we retain the right to refuse the sub-contractors you have elected.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

CAUTION: LATE SUBMITTALS – When responses are delivered by mail or messenger to the Special Service Area Manager, the Respondent is responsible for their delivery BEFORE the due date and time. If delivery is delayed beyond the date and hour set for the receipt, responses so delayed will not be considered and will be returned unopened at the expense of the Respondent.

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

For further information, contact Duka Dabovic at 773.478.0202x113.

SCOPE OF SERVICES

- Clean all sidewalks (removing all litter, including cigarette butts and broken glass) to the curb and 18 inches into the street from the curb and gutters, two feet in on vacant lots, as well as 50 feet in on every cross street. Clean 50 feet into all alleys directly off of main streets (removing all litter, including cigarette butts and broken glass)
- Remove all animal waste from pedestrian walkways.
- Remove and dispose of miscellaneous signage (political, advertising, flyers on telephone poles, *etc.*)
- Remove litter that has been placed on building ledges or windowsills.
- Clean any debris on or around catch basins located on streets.
- Clear debris that collects under garbage can liners, but within the metal receptacles, as necessary and when feasible.
- Remove debris from tree pits and planters each day, on each route. Once a month, special attention will be given to tree pits and planters to remove cigarette butts and other small debris.
- Remove overflow trash from garbage bins. Remove overflow trash from garbage bins. Separate recyclable and non-recyclable materials and place in a blue bag having a thickness of at least 1.5 millimeters as required by the City Department of Streets and Sanitation for inclusion in the City's recycling program and place non-recyclable materials in a black garbage bag. Store recyclable and non-recyclable materials in two separate garbage bins.
- Report all graffiti details (*e.g.*, exact address if known, type of surface) to the appropriate representative in the City Department of Street Operations.
- Greet business owners, local residents and all pedestrians in a friendly, professional manner.
- Weed 3 times per season, including base of trees, early summer, midsummer and late summer. Please include itemized pricing on proposal for nontoxic weeding spray. Spraying will be done during regular work times and will be scheduled with as little impact upon regular cleaning as possible. Weeding will focus on the space between each square of sidewalk and the area where sidewalk meets building front or curb.
- All employees of contracted vendor will wear branded vests.

PROJECT ELIGIBILITY

All vendors must be licensed and insured.

All vendors must have a “brick and mortar” retail/office location for their business

PROJECT PAYMENT TERMS

North River Commission (NRC) will pay the vendor directly and a final price as well as payment terms must be agreed before services begin.

PROJECT TIMELINE

North River Commission (NRC) is looking to begin contracting the cleaning company during the second quarter of 2015.

PROPOSAL SUBMITTAL REQUIREMENTS

1. **Format.** Proposals must be prepared on standard 8½x11 letter size paper. Expensive paper and bindings are discouraged. North River Commission (NRC) encourages the use of materials containing recycled content.
2. **Cover Letter.** An authorized representative of the firm committing to provide the services within the proposed RFP schedule, and stating to which project(s) the submission is directed must sign a statement. Proposers submitting for more than one project within the RFP must demonstrate the ability to do more than one project with separate teams, or demonstrate efficiencies within a team.
3. **Executive Summary.** A brief narrative must delineate the general understanding of the project and the approach/methodology the Proposer is proposing to complete the required Services. Please reference projects of comparable size, scope and magnitude where the above proposed approach/methodology were successfully implemented. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

EVALUATION CRITERIA

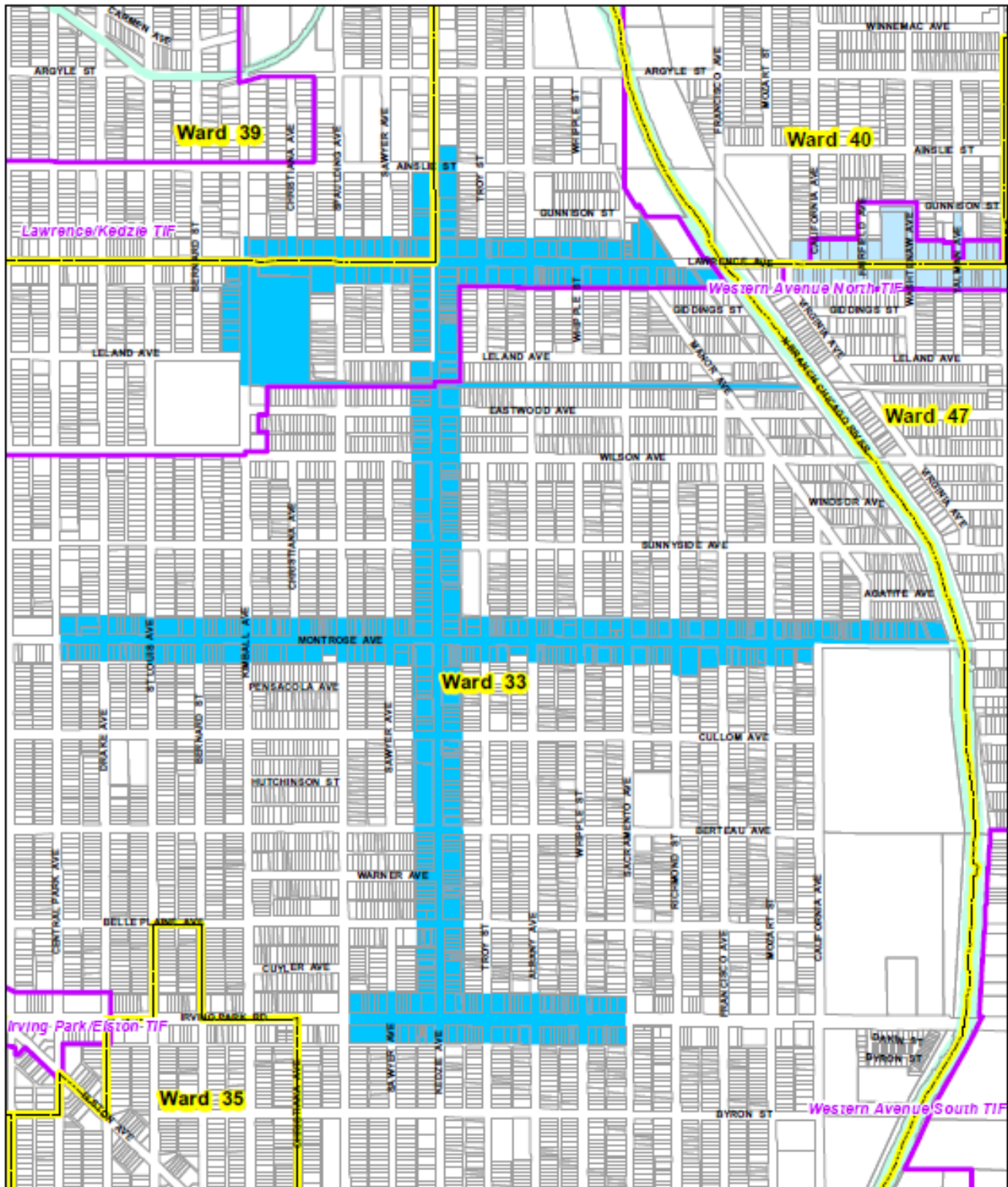
North River Commission (NRC) will review the submittals in accordance with the following criteria:

1. Quality of the Proposal:
 - a) Accurate and full understanding of the project scale, type, unique elements and general approach to achieve the project goals.
 - b) Demonstrated success of proposed approach/methodology in past or current similar projects.
 - c) Availability and strength of committed personnel and organized staffing plan to accomplish the goals and objectives of the project.
 - d) Capacity to perform the Services within a reasonable time.
2. Physical location of the firm:
 - a) All vendors must have a “brick and mortar” retail/office location for their business. In addition, all vendors must be licensed and insured.
3. Commitment to meet the MBE/WBE goals.

SELECTION

The Board of Directors of North River Commission (NRC) and SSA Commissioners will review the Request for Proposal. North River Commission (NRC) may choose to conduct interviews, oral presentations and/or seek clarification from selected proposers. The final Selection(s) will be based on the Proposal that is most advantageous to North River Commission (NRC) and SSA #60 on a project-by-project basis.

Exhibit A



- Legend**
- SSA
 - Albany Park
 - TIF
 - Ward

Albany Park SSA #60



WORK PRODUCT
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