



# REQUEST FOR PROPOSALS FOR LANDSCAPING SERVICES

## A. PURPOSE

The Roger Park Business Alliance (RPBA), which is the business, community and economic development agency for Rogers Park, seeks a landscaping company to plant and maintain planters and plant beds in Devon Special Service Area (“SSA”) #43. Services will be provided during an 8-month period to beginning April 1, 2017 and conclude December 31, 2017.

Depending on the selected vendor, there may be an option to renew the landscape service contract for an additional two years. See Exhibit A for the map of SSA #43.

## B. SERVICES SCOPE REQUESTED

### Inventory

- 23 in-ground planting beds – various sizes (provide a cost per square foot)
- 120 above ground planter vessels – 27” diameter/27” tall (See Exhibit B) (provide a cost per planter as well as a total cost for 120 planters)
- Public way trees (provide a cost per tree)
  
- *Plantings* for planters - Spring, Summer and Winter
  - Provide a plant list and planting plan for each season including timeline
  - Each planter must include a mix of perennials and annuals
  - All planter vessels are expected to have similar plant rotations
  - Replace dead or removed plants as needed
  
- Plantings for planter beds
  - All plants should be perennial and hardy to zone 3
  - Plant material may vary between planting beds
  - Provide a plant list and planting plan for each season including timeline
  - Hardy perennial that will return every year are preferred
  - Replace dead or removed plants as needed
  
- Trees
  - Trim trees in planter beds
  - Diagnose tree health
  
- Watering
  - Water all planting vessels, beds and trees as needed to avoid wilted or dead plants (provide a cost per water visit)

## C. DAMAGES

Any damage to planters or other personal or public property shall be reported to the Rogers Park Business Alliance Maintenance Director immediately. Failure to report damage or accidents within 24 hours will be considered a breach of contractual duty.

The contractor shall be solely responsible for the cost of any damage caused by the contractor's personnel or equipment.

**D. VENDOR SELECTION**

Final vendor selection will be made based on these factors and proposed fee. Preference will be given for companies located the City of Chicago. Proposals should include:

- a scope of services
- proposed timelines
- related fees
- at least three references

The selected vendor shall attend a mandatory pre-planting meeting with RPBA staff.

**Submit proposal for all services by 5:00pm CST Friday, March 3, 2017.** Proposals must be emailed to the attention of Gina Caruso at [ssa43@rpba.org](mailto:ssa43@rpba.org) or sent to Gina at the RPBA offices at 1448 W. Morse Ave. Chicago, IL 60626.

For questions concerning this request for proposal, contact Gina Caruso at 773-372-0391 or [ssa43@rpba.org](mailto:ssa43@rpba.org). When submitting your proposal, include the name, phone number and email of the contact person at the company.

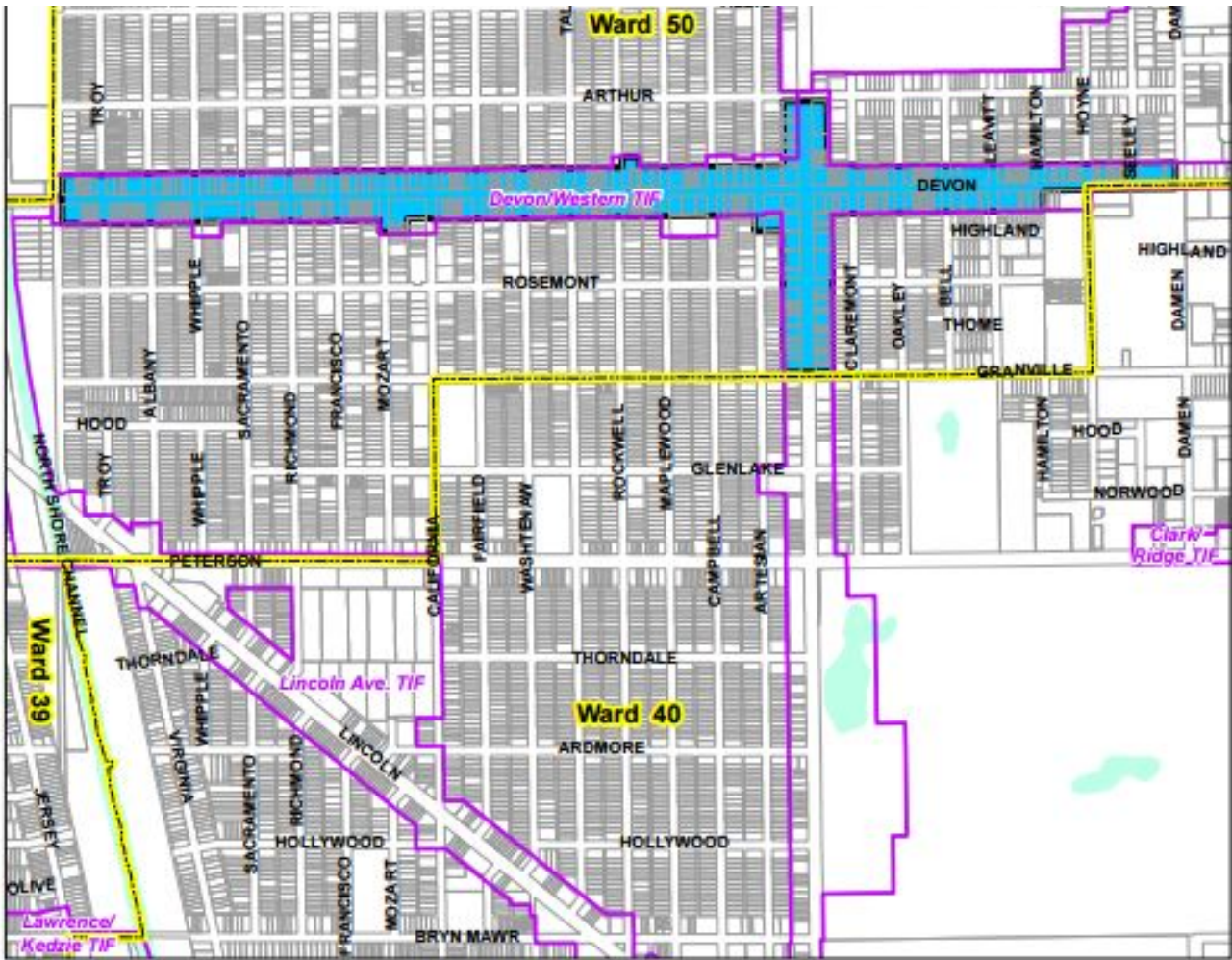
This letter is not to be construed as a contract or commitment of any kind.

Sincerely,



Sandi Price  
Executive Director

Exhibit A



**Devon Ave  
SSA #43**



ISSN: PRODUCT  
Map Date: 01/15/2014

**Exhibit B**

