



REQUEST FOR PROPOSALS (RFP)
SNOW REMOVAL SERVICES FOR SPECIAL SERVICE AREA (SSA) #32-2024
Chatham Business Association (CBA), Small Business Development Inc.

INTRODUCTION

The Chatham Business Association Small Business Development Inc. (CBASBDI), as the managing Local Service Provider (LSP) of Special Service Area (SSA) #32-2024, invites proposals from qualified contractors for Snow Removal Services for the upcoming season from **January 1, 2024, to April 1, 2025**. This RFP is intended to solicit proposals from contractors with proven expertise in snow removal, related materials, and equipment management.

Proposals are sought to ensure safe, timely, and professional snow removal services in the designated SSA boundaries. The awarded contractor will work collaboratively with CBASBDI to fulfill all contract terms effectively and comply with local ordinances.

CONTRACT TERM

The contract period for snow removal services is **January 1, 2025 - April 1, 2025**, with an option to renew for up to **two one-year extensions** at CBASBDI's discretion. Termination of the contract is without cause and may occur with a **45-day written notice** from either party.

SCOPE OF SERVICES

The contractor will provide snow removal services to maintain safe pedestrian and vehicular access along sidewalks, curbs, and public areas within the SSA #32-2024 boundaries.

Responsibilities

1. Snow Removal

- Clear sidewalks, stairs, and walkways within designated areas as defined in the SSA #32-2024 map.
- Mobilize snow removal services at a **2-inch trigger level**, using appropriate equipment and techniques to ensure safety.
- Perform services for snowfalls exceeding 2 inches, with pre-and post-service photographic documentation to verify completion and quality.

2. De-Icing Applications

- Use environmentally friendly and pet-safe de-icing agents approved for use on concrete and asphalt.



- Apply de-icing materials after each snow removal occurrence unless directed otherwise by CBASBDI.
3. **Snow Relocation**
- Ensure snow piles are placed to prevent meltwater from draining onto cleared areas and causing refreezing.
4. **Preemptive and Reactive Services**
- For snow events **3 inches or less**, commence operations after snowfall ceases.
 - For snow events **above 6 inches**, perform pushes following each 3 inches snow fall during the storm, ensuring accessibility.
5. **Reporting and Documentation**
- Provide pre-and post-snow removal photographic evidence for each occurrence to CBASBDI.
 - Submit weekly activity logs summarizing services rendered.
6. **Equipment**
- Equipment for this project includes, but is not limited to:
 - 36-inch sidewalk snow blowers
 - Snow sweepers
 - Snowrators
 - Skid steers

SSA #32-2024 BOUNDARIES

The boundaries of SSA #32-2024 include:

- **79th Street Corridor:** Lafayette to Damen, both sides.
- **Vincennes:** 79th - 77th east side only
- 77th Vincennes to 77th Perry (southside only)
- **Halsted:** 79th - 80th (both sides)
- **Ashland:** 79th - 80th (both sides)

PRICING STRUCTURE

Contractors must submit a detailed pricing proposal that includes the following elements:

- **Per occurrence costs for snow removal** when snowfall exceeds 2 inches.
- **Costs for de-icing and salt application services**, with specific attention to standalone salt-only events, if applicable.
- All proposed costs should include labor, materials, equipment, and any associated maintenance.

Documentation

- **Pre- and Post-Snow Removal Photos:** Included as part of services required for each occurrence to validate performance.

Payment Terms

- A **season startup fee** may be required to secure services for the contract term.
- Invoices should be issued weekly and are payable within **10 days** of receipt of invoice.

SUBMITTAL REQUIREMENTS

Proposals must include the following elements:

1. **Cover Letter of Interest:**

- Signed by an authorized representative of the respondent.
- Include contact information and a summary of qualifications.

2. **Company Details:**

- Description of organizational structure, ownership, and principal contacts.
- Proof of Illinois Secretary of State registration (Certificate of Good Standing or Existence).

3. **Experience and Capacity:**

- Examples of at least three relevant projects, including contact references.
- Detailed staffing plan, including job titles, responsibilities, and working hours.

4. **Insurance and Licenses:**

- Evidence of insurance covering liability, workers' compensation, and automobile use.
- Licenses or certifications relevant to snow removal.

5. **Financial Stability:**

- Three years of financial statements or tax returns.

6. **Conflict of Interest Statement:**

- Declare any conflicts of interest in operations or relationships with CBASBDI.

7. **Pricing Proposal:**

- Provide fixed pricing for services, including labor, materials, and equipment costs.



8. Sustainability Practices:

- Highlight eco-friendly initiatives, such as the use of green de-icing materials or community engagement efforts.

9. MBE/WBE/DBE/BEPD Participation:

- Include certification copies if applicable and outline commitments to supplier diversity.

EVALUATION CRITERIA

Proposals will be scored out of 100 points based on the following criteria:

- **Experience & Capacity (25 Points):** Proven ability to manage similar projects.
- **Familiarity with Local Conditions (25 Points):** Knowledge of SSA #32-2024 boundaries and collaboration with City of Chicago entities.
- **Pricing (25 Points):** Competitive and transparent cost structure.
- **Innovation & Community Engagement (25 Points):** Incorporating community hiring, sustainable practices, partnerships, and collaborations with community stakeholders.

SUBMISSION INSTRUCTIONS

Submit one original and five copies of your proposal in hard copy and an electronic version via email. Proposals must be received no later than **October 1, 2024, at 12:00 PM.**

Delivery Address:

Chatham Business Association, SBDI
800 E. 78th Street
Chicago, IL 60619
Attn: Gloria Jenkins, SSA #32-2024 Program Manager

Email Submissions: gloriajenkins@cbaworks.org

QUESTIONS

Submit all inquiries regarding this RFP via email to gloriajenkins@cbaworks.org with the subject line "Snow Removal RFP Questions." Responses to questions will be distributed via email.

ADDITIONAL REQUIREMENTS

The contractor must comply with all federal, state, and city regulations, including wage ordinances and safety standards. Any amendments or updates to the contract must be agreed upon in writing by both parties.



This proposal will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal, state and city agencies (HUD, EPA, OSHA, DNR, DCH, and DOT) and any other local regulations and standards (i.e. local ordinance and building codes) that may apply.

This contract is binding with CBASBDI and the successful Respondent, their successors and assigns. Neither CBASBDI nor the successful Respondent will assign or transfer its interest in this contract without written consent of the other. Changes mutually agreed upon by CBASBDI and the successful Respondent will be incorporated into this contract by written amendments signed by both parties.

Termination shall be without cause. Either party may terminate the contract by giving forty-five (45) day written notice to the other party.

The successful Respondent is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect CBASBDI against such liability.