



1/11/2018

Dear Service Provider,

Special Service Area #38 Northcenter requests a one-year contract proposal for 2018 to landscape all streetscape elements four (4) times per year – Spring, Summer, Fall, and Winter, (except for the Irving Park hanging baskets, which will receive two (2) seasonal plantings in Summer and Winter) and water landscape elements as needed. Dates for the contract are February 15, 2018 – February 14, 2019. Attached to this email are an SSA map and an ethics disclosure statement you will be required to sign if you are awarded the contract.

**Elements to be landscaped and watered are as follows:**

- **92 sidewalk flower planters, 36” diameter across the top** (4 Seasonal Rotations)
- **88 hanging baskets along Irving Park Road streetscape** (2 Seasonal Rotations, Summer & Winter)
- **10 pedestal flower planters and maintenance of surrounding plant beds along Irving Park Road streetscape** (4 Seasonal Rotations)
- **Four large and two medium planters in Northcenter Town Square at Damen Avenue and Belle Plaine and maintenance of greenery along the fence** (4 Seasonal Rotations)

**In your application, please address the following:**

- Proposals must show cost per instance of water service for all landscape elements within the SSA.
- Proposals may be submitted for only landscape service or only water service, or both.
- Bidders understand Special Service Area #38 Northcenter reserves the right to separately contract for landscape and water services.
- In addition to the cost of service, please give a brief description of your company and answer the following questions in when you submit your proposal:
  - Has your company maintained any streetscape projects?
  - Will your company sub-contract any of the proposed services? If so, please describe your sub-contracting procedures.
  - List three references.
  - Please include drawings, photos or other materials which demonstrate past work and/or your company’s proposed designs for SSA #38 Northcenter.
- Outline how your company will complete the services requested.
- Please outline invoicing and payment schedule.



Northcenter  
CHAMBER OF COMMERCE

4054 N. LINCOLN AVENUE | CHICAGO, IL 60618

All proposals are due by 5:00 pm, Friday, February 2<sup>nd</sup>, 2018.

Please email complete proposals to Lindsay Eanet at [info@northcenterchamber.com](mailto:info@northcenterchamber.com). If you have questions or concerns, please contact Lindsay Eanet at the Northcenter Chamber of Commerce at (773) 525-3609 or the email listed above.

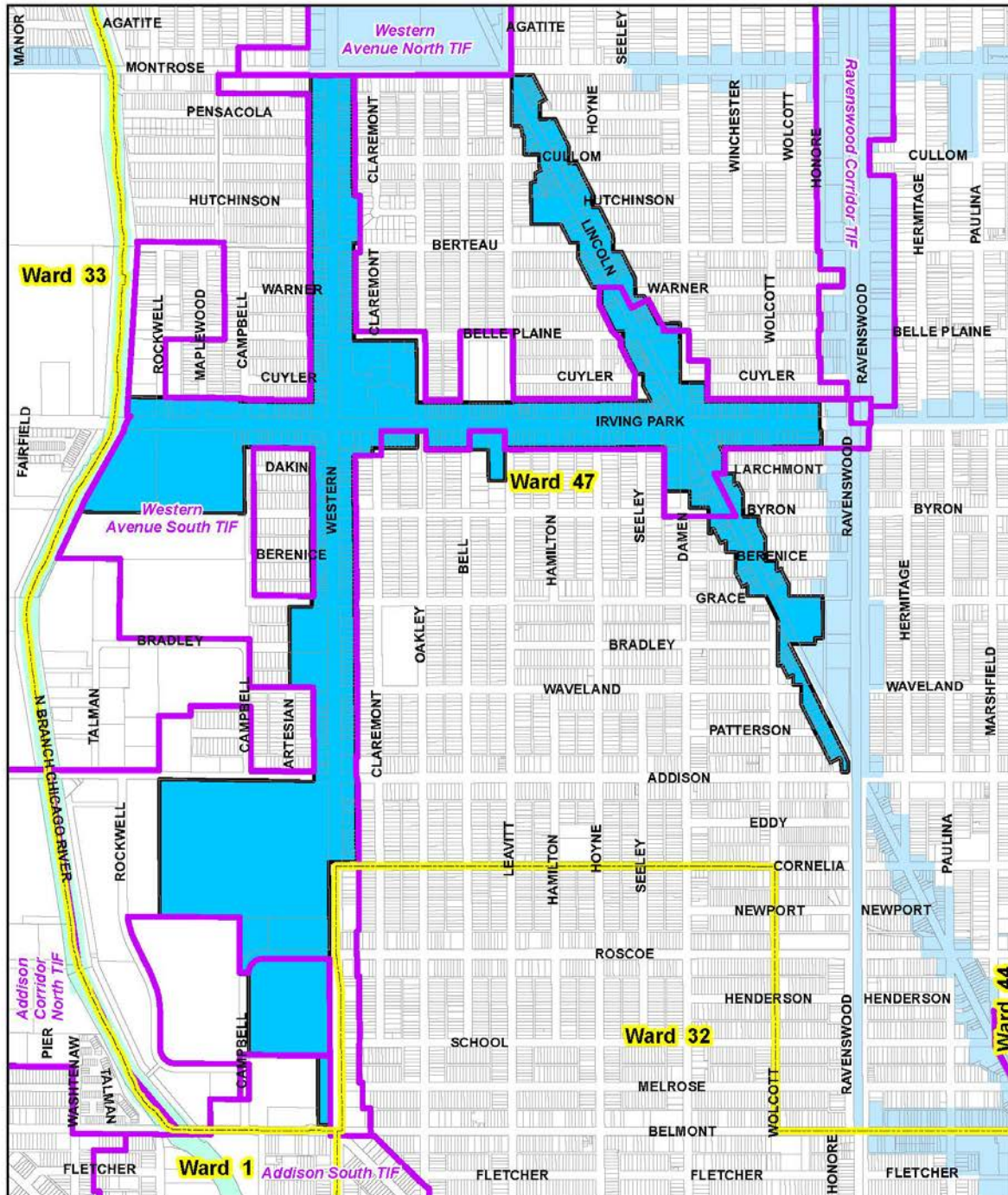
Thank you for your time and consideration. We look forward to receiving your proposals.

Regards,

Lindsay Eanet  
Executive Director, Northcenter Chamber of Commerce  
Special Service Area #38



### Map of Special Service Area #38



- Legend**
- SSA
  - Northcenter
  - TIF
  - Ward

### Northcenter SSA #38



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