

March 20th, 2019

Dear Service Provider,

Special Service Area #38 Northcenter requests a one-year contract proposal for 2020 to landscape streetscape elements four (4) times per year – Spring, Summer, Fall, and Winter and water landscape elements as needed. Attached to this email is 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 seasons – Summer and Winter)
- 10 pedestal flower planters and surrounding beds (Irving Park Rd) (4 seasonal rotations)
- Weed and maintain planters and plants in Northcenter Town Square (4100 N. Damen Ave. – scope to be determined once Town Square renovations have completed in 2019)

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

- Indicate approximate start and end dates, beginning with Spring 2020 installation and ending with Winter 2020 removal.
- Proposals must show cost per instance of water service for landscape elements.
- Proposals must show separate cost of water service for 92 planters, 88 hanging baskets and water service for Irving Park streetscape elements (pedestal planters and plant beds).
- Proposals may include a combination service price.
- Proposals may be submitted for only landscape service or only water service.
- 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.

All proposals are due by 5:00 pm, Friday, April 19th, 2019.



Northcenter  
CHAMBER OF COMMERCE

4054 N. LINCOLN AVENUE | CHICAGO, IL 60618

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,

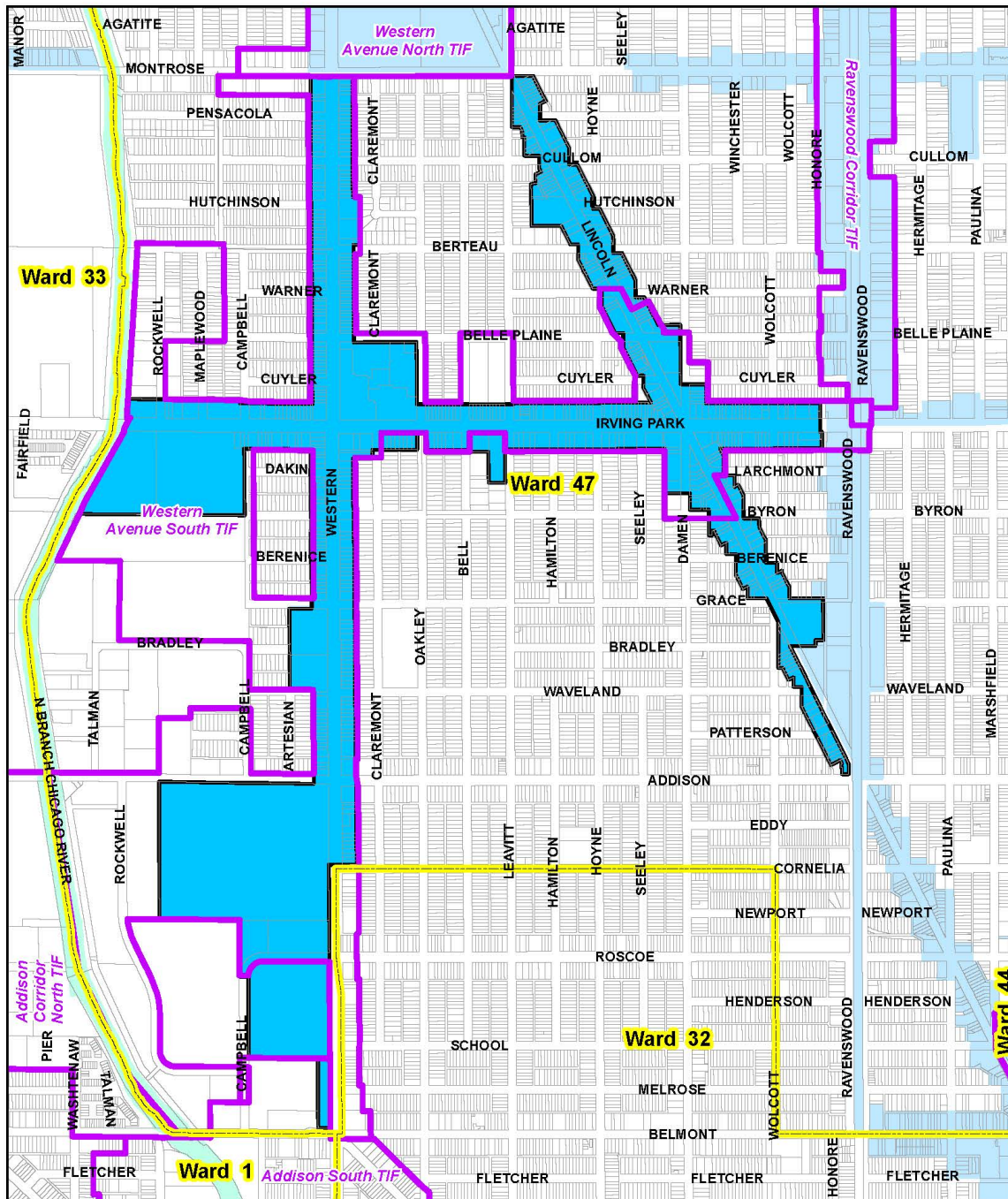
Lindsay Eanet  
Executive Director, Northcenter Chamber of Commerce  
Special Service Area #38



**Northcenter**  
CHAMBER OF COMMERCE

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**Map of Special Service Area #38 – includes portions of Lincoln Ave, Damen Ave, Irving Park Rd, and Western Ave.**



- Legend
- SSA
  - Northcenter
  - TIF
  - Ward

Northcenter  
SSA #38



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