Request for Proposals (RFP)

For: SSA #80 Planters Landscaping

Issued: September 1, 2026

Deadline for final submission of questions: September 25, 2026

Submission Deadline: October 15, 2026

ALL QUESTIONS PERTAINING TO THIS RFP MUST BE SUBMITTED BY
September 25, 2026

There will be an RFP workshop "Doing Business with the SSA"
Date: September 25, 2026
Time: 9:30 - 11:00 AM
Location: The Community Room, GECDC Building at 815 W 63rd St, 4th Floor (US Bank Building), Chicago, IL 60621

Contact Details

Charlene Raickett
SSA80@gecdc.org

ALL QUESTIONS WILL BE ANSWERED BY THE APPROPRIATE GECDC CONTACT WITHIN 48HOURS VIA E-MAIL.

Introduction

Greater Englewood Community Development Corporation (GECDC) (owner) is requesting proposals from experienced and qualified vendors to complete planters landscaping for Special Service Area #80.

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) - - NO EXCEPTIONS.

Background

The Greater Englewood Community Development Corporation is a 501(c)3, not-for-profit corporation, that exists to address the stalled economic development within the Greater Englewood community. We believe that by empowering and educating small business owners and entrepreneurs within Englewood and the surrounding Chicagoland area, true transformation will happen.

Its mission is to rebrand, rebuild, revitalize Greater Englewood and beyond, through Entrepreneurship, Employment and Economic Empowerment by collaborating with community, partners and key stakeholders.

We provide technical assistance to small businesses; manage commercial corridor maintenance and place-making

initiatives; develop safety and violence prevention programs; direct business attraction and retention programs.

Submission Procedure

Please email proposals to SSA80@gecdc.org no later than than the deadline listed above. A single PDF file should be submitted with all requested information.

Greater Englewood Community Development Corporation reserves the right to waive irregularities and to reject any or all bids. The Owner also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

Greater Englewood Community Development Corporation may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids.

Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals. Modifications will be submitted as such and will not reveal the total amount of either the original or revised bids.

Opening, Evaluation and Contracting

Proposals may be opened by Greater Englewood Community Development Corporation at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offerors best fulfills the needs of Greater Englewood Community Development Corporation and this project. Greater Englewood Community Development Corporation anticipates entering into a contract with this/these offeror(s) to execute the proposed work. This Request for Proposals, however, does not commit Greater Englewood Community Development Corporation to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. Greater Englewood Community Development Corporation reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interests of Greater Englewood Community Development Corporation to do so. The decision of the Special Service Area #80 Commissioners and Greater Englewood Community Development Corporation will be final.

Project Completion

The Contract work period may tentatively begin on October 1, 2026 to September 30, 2027. There will be 2 options for renewal for October 1, 2027 to September 30, 2028 and October 1, 2028 - September 30, 2029. The final work period is predicated on the installation of the planters, which is not confirmed yet.

Proposal Contents

Proposals should include the bidder's description of the work that would be performed and the following information:

• Furnish two - three design options per season , descriptions of the services provided, staffing capacity, materials and treatments customarily used in the completion of this project.

• Itemized pricing schedule for services provided.

• Names, addresses and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance. Any subcontractors must be identified in the bid. Greater Englewood Community Development Corporation must know if work is being done outside of the firm. Please see the contract for details of subcontractors. Please remember that after contract signing Greater Englewood Community Development Corporation reserves the right to approve all subcontractors that were not approved during the RFP process. Denial of a subcontractor by Greater Englewood Community Development Corporation will NOT absolve the bidder from getting the work done for the contracted price.

• The name of the person in your firm who would be the official contact person for any contractual relationship.

• At least two comparable previous projects in which the bidder has engaged, with names and telephone numbers of contacts with whom the bidder's previous performance can be discussed.

• Examples from past projects that reflect the deliverables and scope that are listed in the scope of work.

• A schedule for the work, including maintenance and the range of start dates to which your firm is prepared to commit and anticipated completion dates. This schedule should work within the timeframes outlined by Greater Englewood Community Development Corporation. Any conflict between the two should be described. The schedule should include a list of all anticipated meetings with Greater Englewood Community Development Corporation and their locations.

• Certificate of Liability Insurance

• Proof that your firm is licensed to operate in the State of Illinois & the City of Chicago

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

a. Relevant Experience – Demonstrated experience providing planter installation, landscaping, and maintenance services for similar projects.
b. Qualifications – Qualifications and expertise of the firm and project team.
c. Work Plan & Capacity – Ability to complete the project within the proposed timeline and maintain the required level of service.
d. References & Past Performance – Quality of previous work and client references.
e. Cost & Value – Overall competitiveness, reasonableness, and value of the proposed pricing, including unit pricing and total project cost.
f. Responsiveness – Completeness of the proposal and adherence to the requirements outlined in this RFP.

PROPOSED SCOPE OF WORK

Description of Services Needed

The scope of work includes the furnishing of labor, materials, and equipment required to complete seasonal plant container design, installation and maintenance as specified below.

1. Location: Special Service Area #80

a. Ashland Ave from 57th Street on the north to 63rd Street on the South and along 63rd Street from Wallace on the east to Ashland on the West (see the attached map)

SSA 80 Map

b. Anticipated (not confirmed) installation locations may include:
   - 1138 W. 63rd St. (3)
   - 1118 W. 63rd St. (1)
   - 1438 W. 63rd St. (1)

2. Project Scope for Planter Landscape Design
   a. Provide seasonal plant container design options with a variety of plant materials that are tolerant to street conditions, (higher exhaust fumes, periods of drought or heavy rain), and not requiring "dead heading" for flowering plants. Contractor should be encouraged to provide a cohesive color scheme with seasonal longevity for the contract period.
   b. SSA preference is for unique, creative and specific arrangements that highlight the character and vibrancy of the SSA service area.
   c. Container design should have a centerpiece, surrounded by filler varieties that include hanging plant types. Design should incorporate both flowering and foliage plants.

3. Scope of Installation Schedule: The Contractor will perform the work in compliance with the following schedule :

   a. Initial Installation (winter 2026) install agreed upon plan design materials no later than December 21.
   b. Spring Rotation (2027 and 2028) install agreed upon plan design materials no later than March 20.
   c. Summer Rotation (2027 and 2028) install agreed upon plant design materials no later than June 21. Prior to installation soil should be replaced by ½ and supplemented with a slow release granular fertilizer.
   d. Fall Rotation (2026 - 2028) install agreed upon plant design materials no later than October 15th. Leave the centerpiece ONLY if in good condition. Centerpiece should be removed and replaced if plants are falling or excessively tattered.
   e. Winter Rotation (2026 - 2028) install agreed upon plant design materials no later than December 7th.
   f. The contract should provide a schedule of applicable non-service days due to holidays, in staff service days and/or any scheduling conflicts that will impact service delivery.

4. Maintenance Schedule:
   a. Water all planters within the service area as necessary
   b. Recommended site visits for watering approximately 3 times per week June through August, twice per week September through December.
   c. Weed dead head flowers and remove debris from planters.
   d. When plant material theft has occurred, the contractor should notify GECDC to discuss replacement materials and costs.
   e. Fertilizer should be applied monthly from July to December.

f. The SSA preference is to encourage the use of treatments and materials that are safe and environmentally conscious.

5. Materials: The Contractor will provide all equipment necessary for installation, maintenance of all services provided.

Proposal Pricing: Vendors should provide pricing for all five (5) planters, including design, plant materials, installation, and maintenance as applicable. Vendors should also provide unit pricing per planter so that pricing can be adjusted if the final number or locations change.

Other Work:

If a bidder has identified a scope of work not listed in either the section called "Proposed Scope of Work" that the bidder feels is required to complete the project, then the bidder should assume that scope falls within the bidder's responsibilities. Any work identified as such must be listed and described separately in the Request for Proposals response and detailed estimates of costs provided.

Bidding & Award Schedule:

The Contractor's schedule of work must fit within the following estimated project schedule.

RFP Issued: September 1, 2026

RFP Due: October 15, 2026

RFP Awarded: October 29, 2026

Work Commences: Q4 2026 (anticipated)

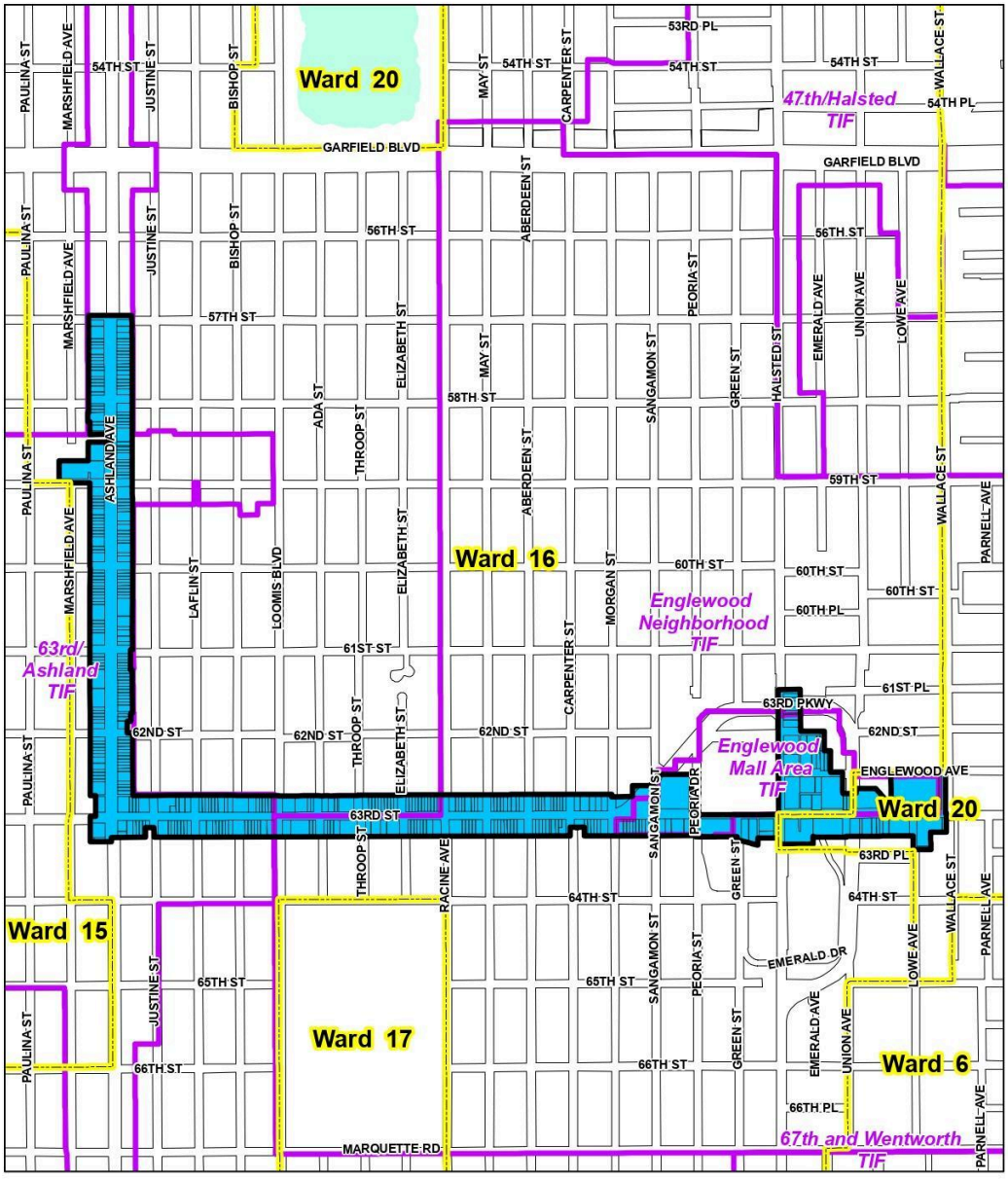
Invoicing: The bidder is required to submit payment terms. All invoices submitted to Greater Englewood Community Development Corporation will be paid no more than 30 days from the receipt of the invoice.

Subcontractor Bid: Please list any subcontractor that you intend to use on this project, their scope of work, and the amount that was included in the bid to cover their work.

Subcontractor's Scope of Work Bid (Example: John Doe Acoustics – acoustic set up $XXXX)

EXHIBIT A

SSA #80 MAP



Legend
- Englewood
- Other SSA
- TIF
- Wards (2023)

Englewood SSA #80

NORTH

WORK PRODUCT

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