Request for Proposals (RFP)

For: SSA #80 Trashcan Emptying with Snow Removal over 2 inches

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 48 HOURS VIA E-MAIL.

Introduction

Greater Englewood Community Development Corporation (Owner) is requesting proposals from experienced and qualified vendors to provide trashcan and snow removal services within SSA #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

Greater Englewood Community Development Corporation

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.

Our 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 may not be considered.

Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the deadline in the Request for Proposals.

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 SSA#80. 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 and Greater Englewood Community Development Corporation shall be final. While the Contractor should assume work may not begin upon notification that they have been selected, the Final Scope will be defined by editing, redlining or adding superseding documents or drawings to the Proposed Scope of Work as attached hereto. Once contracted, with respect to the Exhibit Documentation, Contractor warrants to Owner that the Scope of Work reflected therein can be completed by Contractor, in a form substantially similar to the preliminary scope, for the amount of the compensation in the submitted bid.

Project Completion

The Contract work period may tentatively begin on November 15, 2026 to October 31, 2027. There will be 2 options for renewal for November 1, 2027 to October 31, 2028 and November 1, 2028 - October 31, 2029. The final work period is predicated on the installation of the trash cans, 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 a capabilities statement for trash removal options 2 and 3 days a week, descriptions of the services provided, staffing capacity, materials and treatments customarily used in the completion of this project. Ideally with services scheduled in a window of 3pm - 5pm during the work week (Monday - Friday).

• Itemized pricing schedule for services provided.

• Itemized unit pricing for each trash receptacle.

• 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
- Affidavit that your firm is not owned (fully or partially) by an employee of 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 the trash and snow removal as specified below.

A. **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. **Project Scope**

Services: Trash Receptacle Emptying & Event-Based Snow Removal

1. Objective & Overview

The purpose of this Scope of Work (SOW) is to define the operational requirements for ongoing trash receptacle maintenance and seasonal, event-based snow removal services. The goal is to maintain a clean, safe, and accessible environment for all staff, visitors, and tenants.

2. Scope of Services

Service A: Trashcan Emptying & Maintenance

The Contractor shall provide routine waste management for all designated outdoor and common-area trash receptacles.

- **Frequency:** Every Monday, Wednesday and Friday for a 3 day service week; Monday and Thursday for a 2 day service week between the hours of 3pm - 5pm.
- **Debris Collection:** Empty all designated trash cans, remove used liners, and replace them with heavy-duty, properly sized fresh liners (Contractor-provided).
- **Litter Abatement:** Pick up and dispose of any loose trash, debris, or overflow within a **5-foot radius** of each receptacle.
- **Hauling:** Transport all collected waste to the off-site dumpster/compactor. It is the responsibility of the contractor to dispose of trash in a manner that meets all regulations
- **Sanitization:** Wipe down the exterior lids and surfaces of the receptacles as needed to remove spills, residue, or grime.
- **Reporting:** Provide weekly reports indicating the amount of trash either in bags or pounds that has been removed.

Number and Location of Receptacles: The final inventory of designated trash receptacles will be confirmed by GECDC. Vendors should provide unit pricing per receptacle/service visit in addition to their proposed total price to allow for adjustments if the final number of receptacles changes.

Service B: Snow Removal (Triggered at 2+ Inches)

Snow removal services are **event-based** and automatically triggered when snow accumulation reaches or exceeds **2 inches** during a single weather event.

- **Trigger Threshold:** Accumulation will be determined by official local weather reports or an agreed-upon on-site measurement method.
- **Commencement:** Operations must begin within **2 hours** of snow reaching the 2-inch threshold or immediately following the conclusion of the snowfall event, whichever comes first.
- **Clearance Zones:**
  - **Trash Enclosures:** Ensure clear, slip-free access pathways to all trash receptacles so waste services are never interrupted.
  - **Corners and crosswalks:** Not the entire street or sidewalks but the corners and ADA ramps.
  - **Bus Stops**: cleaning the locations of the bus shelters and around it
  - **Ice Control (Salting/Sanding):** Apply calcium chloride or an approved eco-friendly ice melt to all cleared walkways immediately following snow removal to prevent black ice and freezing.

3. Contractor Responsibilities & Equipment

- **Labor & Equipment:** The Contractor will supply all necessary trained personnel, safety gear, snow blowers, shovels, de-icing agents, and trash liners.
- **Property Damage:** The Contractor is responsible for repairing any damage to property (e.g., cracked curbs, damaged trash cans, ruined landscaping) caused by snowplows, shovels, or improper chemical application.
- **Safety Compliance:** All work must be performed in accordance with local safety regulations. High-visibility vests must be worn during snow removal operations.

4. Performance Metrics & Quality Control

Inspection Standards:

- **Trash:** Receptacles must not overflow, and liners must be fitted securely.
- **Snow:** Pathways must be wide enough to support safe two-way pedestrian traffic and wheelchair access.
- **Reporting:** For snow events, the Contractor must send a confirmation text/email with "before and after" photos to the Organizational Coordinator and Executive Director within 1 hour of job completion.
- **Missed Services:** If a scheduled trash pickup is missed, the Contractor must remedy the issue within 4 hours of notification at no additional cost.
- **Invoicing:** Submit invoices monthly. Snow removal invoices must include the event date and recorded snow depth.

5. Period of Performance & Termination

This SOW is effective as of Start Date and will continue until End Date. Either party may terminate this agreement with 30 days written notice if performance standards are not met.

C. **Scope of Work Schedule**: The Contractor shall perform the work in compliance with the following tentative schedule of November 15, 2026 to October 31, 2027 and within 2 options to renew if exercised.

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: November 15, 2026 (tentative)

Budget: Project budget not to exceed $18, 500.00

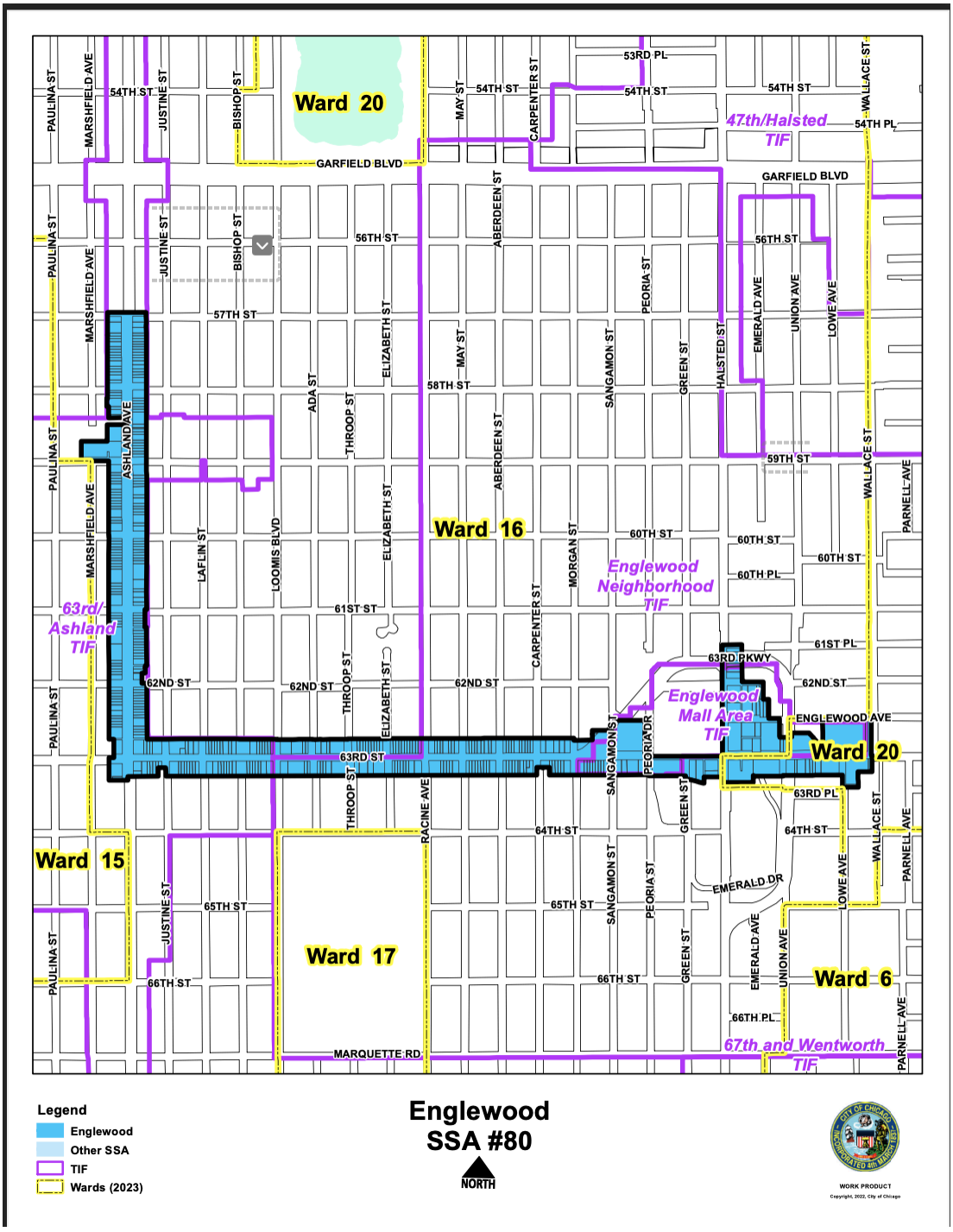
Invoicing: The bidder is required to submit payment terms. All invoices submitted to Greater Englewood Community Development Corporation will pay no more than 30 days from the receipt of the invoice. GECDC will not be responsible for paying overages from project work once the budget is set. The contractor must adhere to the established budget and if they cannot, they will not be considered for renewal options.

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



SSA #80 Trashcan Removal with Snow Removal
August 2026