



Andersonville SSA #22  
Holiday Decoration RFP  
www.andersonville.org

**Commissioners:**

Farah Essa  
Lake Shore Schools and property  
owner, 5611 N. Clark

Andy Peters  
TrueNorth, 5507 N. Clark

Mike Sullivan  
The Sofo Tap, 5052 N. Clark

Nadeen Kieren  
Property Owner, 5357 N. Ashland

Pete Valavanis  
Property Owner, 5225 N. Clark

Frank Uhler  
Business Owner, 5147 N Clark

**Staff:**

Laura Austin  
Associate Director

David Oakes  
Director of Business Services and District  
Manager

**\*\*Do to the effects of Covid-19 we anticipate that all SSA Budgets will be greatly impacted going into 2021. We appreciate working with our vendors during this time to come up with innovative solutions to what normally is a straight forward process.** With that said, the Andersonville Chamber of Commerce (ACC), sole service provider for Special Service Area #22, is requesting proposals for Holiday decorations services within the [SSA 22 district boundary](#). The contract will be awarded to a company that can provide all labor and materials for the installation and removal of Holiday decorations.

We are seeking one year bids with the possibility for preferred vendor renewal for up to three year service. Vendor must submit Liability Insurance before any work has begun.

Proposals from vendors must include the following:

**Installation**

1. There are 155 decorative light posts within the SSA. Work with the Andersonville Chamber of Commerce's Holiday Master Plan to install lit decorations on specific poles the week of Thanksgiving. Picking up Holiday decorations from storage and install them on according to SSA 22 Holiday Master Plan. Make sure all post outlets work and accommodate decoration. If the outlet does not work please let us know as soon as possible.

**Removal**

2. Removal of lights by date requested by the Andersonville Chamber of Commerce and placed back in storage. Please report any damaged decoration to the ACC.

**Frequency of Service**

Once for Installation and again for removal of decorations.

If there is a government issued Holiday we ask to make arrangements for the following day as to not miss our scheduled number of days per week.

**Report**

Provide and end of season reports of services rendered with time spent for installation and removal as well as if there are any damaged decorations.

### **Payment**

Payments will be made to the selected vendor in three installments: A deposit before scope of work has begun, after installation, and after removal of all holiday materials. Payments will only be made after an invoice has been submitted.

### **Service Area**

Within the boundaries of SSA #22, including Clark St. between Ainslie and Victoria and the adjoining side streets up to the alleys, plus the south sides of Foster and Balmoral from the alleys west of Clark to Ashland.

Due to the confusing cut off points of some side streets, we will provide staff with a detailed map of our district

**Proposals are due by Friday, August 16<sup>th</sup> at 5:00pm.** Please submit by email to David Oakes, Business Services Manager, at [doakes@andersonville.org](mailto:doakes@andersonville.org). Please let us know if you have any additional questions or require more information such as detailed map, photos, etc.

**We will follow up with contracts after voting on proposals at our August 26<sup>th</sup> SSA 22 meeting. Thank you for your patients.**