



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

Commissioners:

Mike Sullivan | Chair

The Sofo Tap, 5052 N. Clark, Meeting
House Tavern, 5025 N Clark
Property Owner, 5042 N Clark

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

Nadeen Kieren
Property Owner, 5357 N. Ashland

Pete Valavanis
Property Owner, 5225 N. Clark

Marianne Candido
Business Owner, 5307 N Clark

Xavier Zinninger
Andersonville Insurance, 5411 N Clark

Staff:

Laura Austin
Executive Director

David Oakes
Director of Business Services and
District Manager

Charlie Wein
Director of Marketing and
Communications

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 seasonal bids with the possibility for preferred vendor renewal for up to three year service. **We are looking to start doing RFPs starting in the beginning of the year so to more accurately budget for the following year as needed. Please note this proposal will be for the 2023-2024 Winter season and starting in 2024, we will do our RFP for 2024/2025 in March.** 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.
2. Decoration of an 8ft tree with SSA 22 decorations provided by the Andersonville Chamber of Commerce.

Removal

3. Removal of lights by date requested by the Andersonville Chamber of Commerce and placed back in storage. Removal may be in February or the first week of March depending on how warm it gets. 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.

Payment

Payments will be made to the selected vendor in two installments: A deposit before scope of work has begun 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. Please include the north Ashland businesses

Due to the confusing cut off points of some side streets, we will provide staff with a detailed map of our district as well as a walk through with vendor. **Proposals are due by September 1st at 5:00pm.** Please submit by email to David Oakes, Business Services Manager, at doakes@andersonville.org. Please let us know if you have any additional questions or require more information such as detailed map, photos, etc.