



Andersonville SSA #22  
Landscaping RFP  
[www.andersonville.org](http://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  
Frank Uhler  
Business Owner, 5147 N Clark

**Staff:**

Laura Austin  
Executive Director

David Oakes  
Director of Business Services and  
District Manager

***\*\*Do to the ongoing effects of Covid-19 we anticipate that all SSA Budgets will be greatly impacted going into 2023. We appreciate working with our vendors during this time to come up with innovative solutions to what normally is a straight forward process.*** The Andersonville Chamber of Commerce (ACC), sole service provider for Special Service Area #22, is requesting proposals for Landscaping and Weeding services within the [SSA 22 district boundary](#). The contract will be awarded to a company that can provide all labor and materials for the cleaning of our SSA through landscaping, weed control, and general maintenance of the green spaces in SSA 22.

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

Proposals from vendors must include the following:

**Seasonal maintenance in 50 planters (size: 5 feet diameter)**

each 5'-diameter planter is full with native species of plants. We are currently trying to cultivate these natives so that they are established representations of a prairie. Current needs include but not limited to:

- Planting Native Bulbs in Spring or Fall
- Maintaining a Watering schedule and reporting
- Weeding both inside the planters of unintentional plants around the base of the planters.
- Trash removal
- Thinning of plant materials in the spring to be harvested and donated or used in other planters

We are seeking to transform some of our parkways to native gardens for pollinators. Please contact David Oakes with plots, size and desired native species. After this year, the planters will also need to be mulched and have soil added, etc.

Plant maintenance and care to prepare for winter and holiday decorations

**Watering and General Maintenance**

1. Watering 2-3 times in May and June and 3-4 times per week in July and August. We would like to see the planters drenched to accommodate the shrubs and grasses in the center of the planters.
2. Weeding of planters as needed during watering schedule
3. Removing trash and loose debris
4. Provide monthly report

### **Frequency of service**

Planting perennials can be done according to seasonal planting schedule. Perennial bulbs can be done in spring and Fall. October/November for prepping them for the holiday/winter season. Winter installation must be done before Thanksgiving. Watering will be dependent on weather and should be tailored to support our planters. In case of drought or heavy rain fall, adjustments will be made to make sure the planters are kept up.

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

### **Weeding the District**

Please give us an estimate of what it would cost to weed the district (to include but not limited to Sidewalks, designated tree grates all cracks and crevasses that weeds appear within Andersonville business district.

### **Reporting**

Provide monthly reports of services rendered.

### **Payment**

Payments will be made to the selected vendor on a monthly basis 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 August 26<sup>th</sup> at 5:00pm.** Please submit by email to David Oakes, Director of Business Services and District 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.