



**Andersonville SSA #22  
SSA Landscaping 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 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 a one and a quarter year bids with the possibility for preferred vendor renewal for up to three years of 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 2024. Starting in 2025 we will host RFPs in March.** Vendor must submit Liability Insurance before any work has begun.

Proposals from vendors must include the following:

**Season maintenance of 48 planters (size: 5 feet diameter)**

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

-Schedule a meeting early on in the year to plan maintenance, watering, meet ups and walk about of the SSA, and submit materials for reporting.

-Planting Native Bulbs, seeds, or roots in spring or Fall

-Thinning of plant materials in the spring or fall to be harvested, transplanted or donated at the discretion of the Andersonville Chamber of Commerce. A date in each season will be selected to discuss action items.

-Seasonal walks along the SSA will be scheduled for reports and recommendations.

-Work with the Sole Service Provider Plan to source, install native plants, shrubs and trees.

**Catalpa Plaza (NEW!)**

We are currently working with the DPD and our community to develop a community space on Catalpa between Clark and Ashland. The timeline is currently set to begin construction early next year. Our maintenance plan has been budget for an increase to cover the area for landscaping. We would need the coverage weeding and watering the additional area. A separate contract or amendment would allow for a better scope of our maintenance agreement once plans are finalized with the city.

**Season maintenance of Parkways for Pollinators (sizes vary)**

We are continuing our transformation of our parkways to native gardens for pollinators. Please contact David Oakes with plots, size and desired native species

Established Beds:

Bryn Mawr near Ashland — one large bed  
Ashland near Olive — seven parkway beds vary in size  
Carmen and Clark — one large bed  
Argyle and Clark — three beds  
Winnemac and Clark - 2 long beds

Plant maintenance and care to prepare for winter and holiday decorations

**Watering for Planters and Parkway (May be submitted as a separate proposal)**

1. Watering 2-3 times in May, June, September and October 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. Watering of planters and filling oayas each watering.
3. The Sole Service Provider will provide a watering calendar in partnership with our contractor to record dates of watering and hold off on days where it rained so that we are not wasting time or resources. A yearly report can then be produced on watering for the SSA 22 at the end of the season.

**General Maintenance**

1. -Weeding both inside the planters of unintentional plants around the base of the planters.
2. Trash removal
3. Removing dead organic materials by pruning and cleaning up perennials and composting them through the Andersonville Chamber of Commerce's service with WasteNot Compost.

**Frequency of service**

Planting perennials can be done according to seasonal planting schedule. Perennial bulbs, seeds, and roots can be done in spring and fall. October/November for prepping them for the holiday/winter season. Winter installation must be done before Thanksgiving.

**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. Ashland includes the northern tip/triangle of Clark to Olive to Ashland to Victoria. Please see the attached map of our SSA 22 District.

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 thorough walk through of service area at the beginning of the season.

**Proposals are due by September 1<sup>st</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.