REQUEST FOR PROPOSALS:
Holiday Decorations for 2016 and 2017 Holiday Seasons
April 11, 2016

1. Description

The Lakeview Chamber of Commerce (“Chamber”), the service provider for Special Service Area 27 (SSA 27), seeks a full-service company (“Subcontractor”) to provide and install holiday decorations in the SSA 27 service boundaries (as shown in Section 5) for the 2016 and 2017 holiday seasons.

2. Proposal Submission

Proposals must be submitted to the Lakeview Chamber of Commerce no later than 12 p.m. on Friday, April 29, 2016. Please email your proposal to Dillon Goodson, SSA 27 Program Manager, at ssa27@lakeviewchamber.com and include “Holiday Decorations” in the subject line.

Qualifying proposals should include:

- Overview of experience and qualifications
- Scope of services
- At least two and no more than five holiday decoration design options, with all related fees listed for each option. At least one option should be configured for light poles and one option for focal points as explained in Section 3. Please provide pricing for leasing and purchasing, if applicable.
- Photos of any holiday displays your company has previously installed. If possible, please include renderings or specific photos to illustrate what you are recommending in this proposal.
- At least 3 references that are familiar with your work

3. Project Scope

Interested companies are asked to propose costs for holiday decorations to be hung on light poles and displayed at neighborhood focal points throughout SSA 27. Designs should be religion-neutral and tasteful. The Chamber is especially interested in designs that incorporate live garland and ribbons, but welcomes creative alternatives or enhancements that are unique, eye-catching and memorable. Proposals will be reviewed based on quality, cost and creativity.
Services Requested

- Provide holiday decorations for approximately 218 total light poles:
  - 206 full size poles
  - 12 acorn poles
- Special installations utilizing unique and enhanced holiday decorations at high-visibility focal points listed below (please include at least one location in your proposal):
  - Intersection of Lincoln/Southport/Wellington (Lincoln Hub)
  - Southport CTA station auxiliary exit
  - Intersection of Lincoln/Roscoe/Paulina
- Provide brackets or any other hardware or equipment needed for installation
- Clean and maintain decorations while installed, including replacement of items as needed
- Storage of decorations, if applicable

Timeline

- **Installation**: After November 15 and no later than the day before Thanksgiving
- **Removal**: After New Year’s Day and no later than January 15

Budget

- Not to exceed $43,000 total per year

4. Additional Requirements

- Upon selection, Subcontractor shall attend an initial planning meeting with the Chamber.
- Subcontractor shall be responsible for acquiring any licenses and permits necessary to perform the contracted services.

Compliance with Applicable Laws

Subcontractor must comply with all applicable federal and state laws and city ordinances related to performing these services as a subcontractor to the City of Chicago for a Special Service Area. Many relevant City of Chicago requirements for subcontractors can be found in the Chamber’s Service Provider Agreement at: [https://chicago.legistar.com/View.ashx?M=F&ID=4070400&GUID=B270A549-E39C-4DFA-85C9-0D51CBAEBC92](https://chicago.legistar.com/View.ashx?M=F&ID=4070400&GUID=B270A549-E39C-4DFA-85C9-0D51CBAEBC92) (PDF). Subcontractor must be licensed to do business and be in good standing in Illinois.
5. Organization Background

About the Lakeview Chamber of Commerce
The Lakeview Chamber of Commerce is organized so that the local business community shall prosper. All necessary means of promotion shall be provided and particular emphasis shall be given to retail, professional, educational and economic interests of the area.

About Special Service Area (SSA) 27
The Lakeview Chamber of Commerce is the service provider for Special Service Area (SSA) 27. The mission of the SSA is to support a vibrant local economy and high quality of life for the benefit of Lakeview businesses and residents by improving and enhancing public streets and spaces, creating memorable experiences, encouraging spending locally and promoting the neighborhood. The three Strategic Focus Areas of the SSA are as follows:

- **Diversity:** Evolve current and design new SSA programs to be more inclusive of people from different ethnicities, social backgrounds, and age groups.
- **Destination:** Position and market Lakeview as an enticing destination for visitors and other Chicago residents through programming that speaks to diverse groups.
- **Density:** Advocate for density focused around neighborhood and transportation hubs and main arteries.

Service Area
The Lakeview Chamber of Commerce service area is from Diversey on the South, to Irving Park Road on the North, and Ravenswood on the West, to Racine on the East.

More Information
Learn more about the Lakeview Chamber and SSA 27 at [www.lakeviewchamber.com](http://www.lakeviewchamber.com). You may download a copy of our annual reports at [www.lakeviewchamber.com/ssa-27.aspx](http://www.lakeviewchamber.com/ssa-27.aspx).