



Albany Park  
Chamber of  
Commerce



Albany Park & Irving Park  
Special Service Area 60

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## North River Commission: Request for Proposals (RFP)

### Albany Park & Irving Park Special Service Area #60

#### Service: Snow removal and deicing

North River Commission (NRC) issues this RFP to secure a contractor for sidewalk snow removal and deicing services within the service area boundaries of SSA #60.

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**Issued by:** North River Commission, service provider for Albany Park & Irving Park Special Service Area #60

**Due date:** Proposals must be received no later than  
**4:00pm Central Time on 08-22-2022**

**Format:** Email PDF of signed proposal

**Email:** Benjamin Corpuz, Special Service Area Manager  
[bcorpuz@northrivercommission.org](mailto:bcorpuz@northrivercommission.org)

**Questions:** Benjamin Corpuz, Special Service Area Manager  
312-860-7884

## General Invitation

North River Commission (NRC) invites the submission of proposals for sidewalk snow removal and deicing services within the boundaries of SSA #60, see Exhibit A for SSA #60 Map.

The SSA boundaries are:

- Lawrence Avenue from the North Branch of the Chicago River to Pulaski
- Montrose Avenue from the North Branch to Central Park
- Kedzie Avenue from Ainslie to Irving Park Road, and
- Irving Park Road from California to Central Park

The boundary includes approximately 9.5 miles of street frontage.

A digital PDF proposal must be signed by an authorized representative, enclosed, and submitted to Benjamin Corpuz at [bcorpuz@northrivercommission.org](mailto:bcorpuz@northrivercommission.org).

## Scope of Services

- Remove snow and apply salt after accumulation of **2 inches or more** and upon request, if accumulation is questionable for the SSA boundary. Term: November 15, 2022 - April 15, 2023.
- All sidewalks will be cleared on any day that snow accumulates 2 inches or more on all SSA streets in the contract area, **including** intersecting side streets up to the first alley or 50 feet from the main street, with a minimum four-foot pathway.
- Sidewalks will be cleared with the use of ATVs and/or other appropriate machinery with snow blades approximately 4' wide with automatic deicer spreaders attached.
- An environmentally safe deicer will be applied to sidewalks.
- In areas hard to reach or too small for the ATVs, contractor will remove snow with shovels, a snow broom and/or a snow blower.
- Includes bus stops.
- Follow up 48 hours after initial snowfall to clear sidewalks of any snow blown, shoveled, fallen from awnings, or as directed by SSA #60 staff, etc.

## Proposal to Include:

- Two contract options
  - **Cost of season rate of service contract.** Please list additional fees or charges not included in the price. Seasonal rate should also include payment schedule and amount owed.
  - **Cost of per occurrence service contract.** Please provide your company's definition of a snow occurrence. List additional fees or charges not included in the price, and provide payment schedule options.
- Communication plan
  - Describe how and when you will communicate with NRC staff prior to, during, and following up to a snow occurrence.
  - Follow ups 48 hours after snow occurrence should note the amount of snow removed.
  - Please provide contact information for main point of contact.

- Labor plan
  - Number of workers on job for both contract options.
  - Total number of workers available should there be unusually heavy accumulation, snow event that lasts several days, etc
- Method proposed to determine snow depth of 2 inches.
- Description of environmentally-safe deicer. Cost of deicer application at the request of NRC when there is 2” or less of snow accumulation.
- Photographs, number and descriptions of machinery used, and blade widths
- Response time and 24 hours/7 days a week availability
- Three references

### **Project Eligibility**

- All vendors must be licensed and insured.
- All vendors must have prior experience in sidewalk snow removal and provide referrals upon request

### **Project Payment Terms**

NRC will pay the vendor directly. A final price, as well as payment terms, must be agreed upon before services begin.

### **Project Timeline**

Contract will start on November 15, 2022.

### **Proposal Submittal Requirements**

- **Format.** Proposals must be prepared in a single PDF document formatted to standard 8 ½ x 11 letter size paper.
- **Cover Letter.** Cover letter must be signed by an authorized representative of the company and commit the company to provide the services within the proposal.
- **Executive Summary.** A brief narrative must delineate the general understanding of the project and the approach/methodology the Respondent is proposing to complete the required Services. Please reference projects of comparable size, scope, and magnitude where the above-proposed approach/methodology was successfully implemented. The proposal must contain the signature of a duly authorized agent of the company submitting the proposal.

### **Evaluation Criteria**

NRC will review the submittals in accordance with the following criteria:

- Accurate and full understanding of the project scale, type, unique elements, and general approach to achieve the project goals.
- Demonstrated success of proposed approach/methodology in past or current similar projects.
- Availability of committed personnel; organized staffing plan to accomplish the goals and objectives of the project.
- Capacity to perform the services within a reasonable time.

## Selection

Proposals will be reviewed by the Board of Directors of North River Commission and SSA #60 Commissioners. NRC may choose to conduct interviews, oral presentations, and/or seek clarification from selected Respondents. The final selection(s) will be based on the proposal that is most advantageous to NRC and SSA #60 on a project-by-project basis.

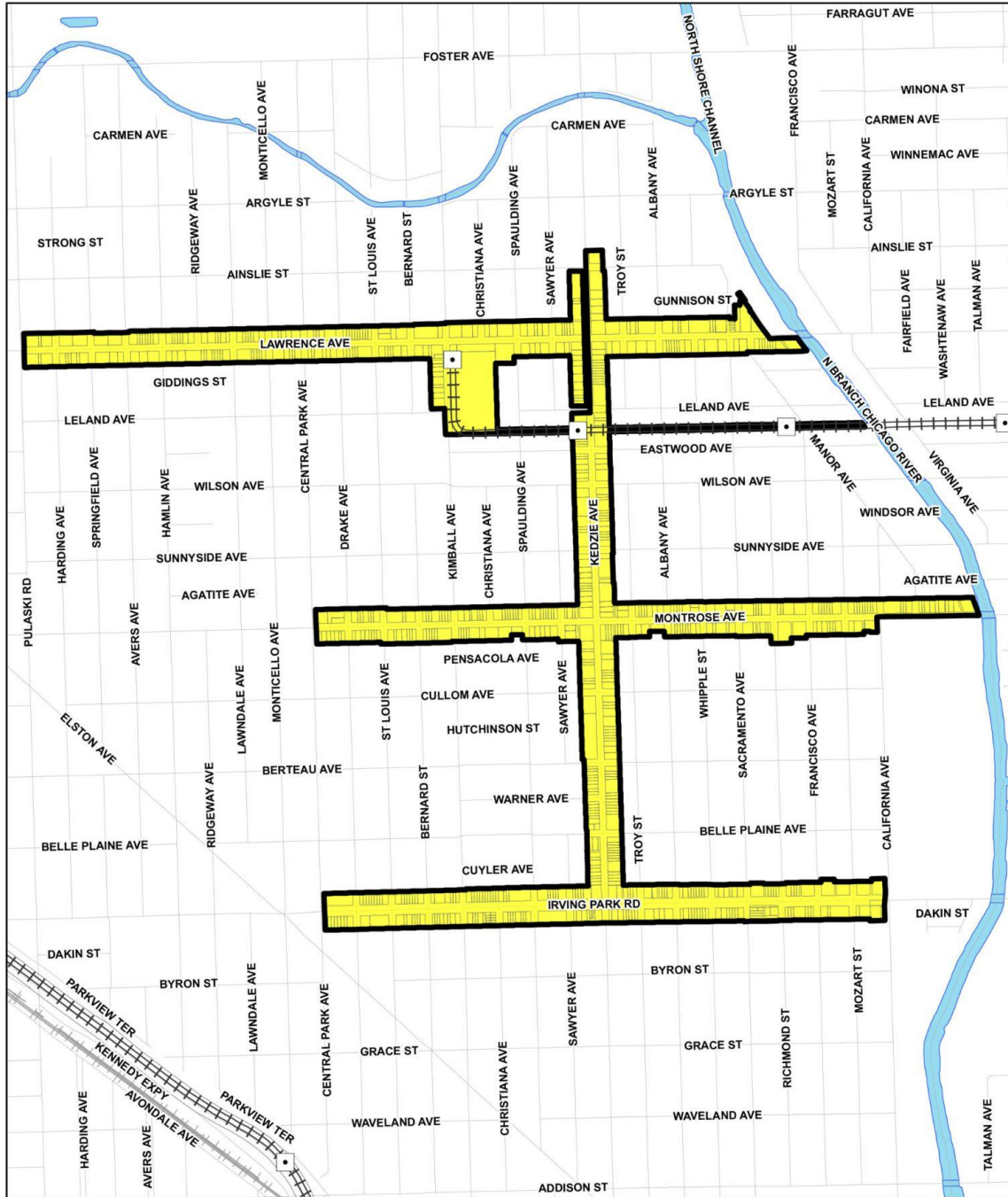
## Important Notes

- NRC accepts no responsibility for the timely delivery of materials, and Respondents are solely responsible for submitting necessary information and/or materials.
- The price quoted should be inclusive. If the price excludes certain fees or charges, the Respondent must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
- If the proposal requires the hiring of subcontractors, this must be clearly stated in the proposal. Subcontractors must be identified and the work they will perform must be defined. Provide the name, address, and EIN of the subcontractor. NRC will not reject a proposal solely based upon the use of subcontractors, however, NRC retains the right to reject the subcontractors proposed.
- Provisions of this RFP and the contents of the successful proposal are considered available for inclusion in final contractual obligations.
- **The Respondent is responsible for delivery of the proposal before the due date and time.** If the proposal is received by NRC after the date and hour set for the receipt, the proposal will not be considered. Any false statement(s) made by the Respondent(s) will void the proposal and eliminate the Respondent(s) from further consideration.

For further information, please contact Benjamin Corpuz at 312-860-7884.

# EXHIBIT A

## Map of Special Service Area #60



**Albany Park**  
**SSA #60**



WORK PRODUCT  
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