

## **RFP for Holiday Decoration Maintenance Services for Wicker Park Bucktown SSA #33 District**

The Wicker Park Bucktown Chamber of Commerce is seeking a company to maintain holiday “snowflake” decorations in the SSA district (refer to attached map). Snowflakes are typically hung before Thanksgiving and taken down after New Year’s Day, *by a separate vendor*.

Maintenance contract will be for services to be provided during the 2018-2019 holiday season with an option to renew for two additional holiday seasons (2019-20, 2020-21), with contract to begin November 1, 2018. The requested services are described below:

### **Services requested:**

- Provide maintenance on up to 525 5-6’ snowflake holiday decorations that are hung on streetlights within the SSA #33 boundaries by another vendor. Maintenance will typically involve re-securing snowflakes that have started to come loose and/or have shifted down the streetlight poles.
- In the case of snowflakes that have shifted down streetlight poles, the vendor must place them back at their original height that matches the height of nearby snowflakes.
- Provide replacement brackets or any other hardware or equipment needed for maintenance, on an as-needed basis.
- Remove and temporarily store any snowflakes, on an as-needed basis and by request of the Wicker Park Bucktown Chamber of Commerce.
- ***Maintenance or removal requests must be actioned within 24 hours of notice by the Wicker Park Bucktown Chamber of Commerce, especially in the case of a potential public safety risk.*** More than 24 hours may be granted by the Chamber on an as-needed basis.

Proposals should include a scope of services and pricing (per incident and/or for the entire holiday season). If you have questions, please call Samantha at 773.384.2672 x214 or email at the address below.

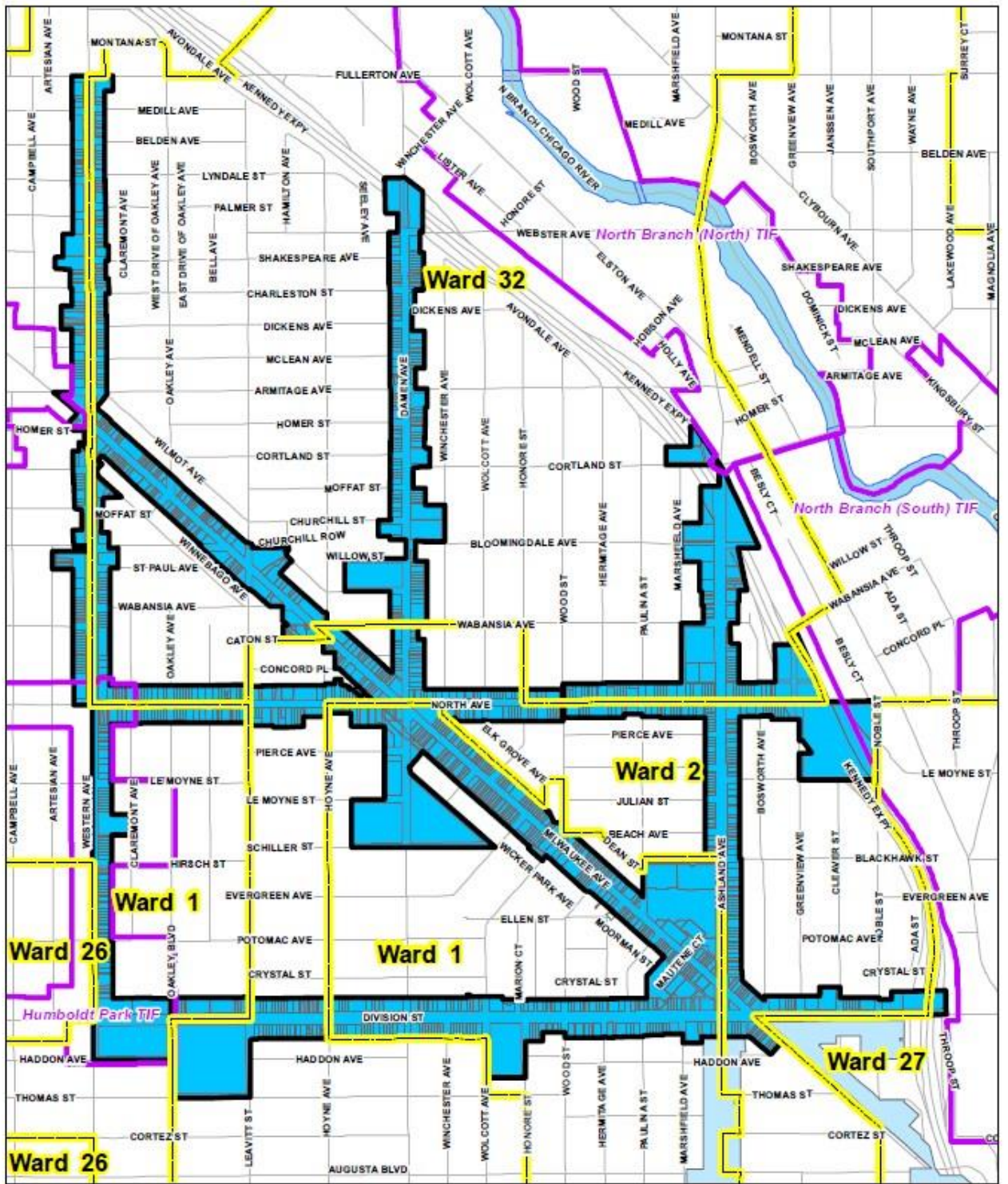
### **Proposals should be sent to:**

[info@wickerparkbucktown.com](mailto:info@wickerparkbucktown.com)

(email is preferred)

Or

Alice Howe  
WPB SSA #33 Program Specialist  
Wicker Park Bucktown Chamber of Commerce  
1414 N. Ashland  
Chicago, IL 60622



**Legend**

- Wards
- TIFs Existing
- Other SSAs
- Wicker Park/Bucktown

**Wicker Park / Bucktown  
SSA #33**

