

VISIT CHICAGO SOUTHLAND

# 2024 REQUEST FOR PROPOSAL (RFP)

For  
**Homewood 3-D Event Letters**

RFP Issue Date: May 2, 2024

Bid Proposal Due Date: May 13, 2024



# I. INTRODUCTION AND BACKGROUND

## INTRODUCTION

Visit Chicago Southland is issuing this Request for Proposals (RFP) for design and delivery of custom fabricated Homewood letters.

### **Purpose**

These signs provide social media photo ops with the ultimate result of exposure and engagement not only by visitors but locals as well. Visitors' posts will help spread the word about Cook County municipalities through "word of mouth" posts. Locals can post and build their sense of pride in their hometowns.

### **Process**

The proposal submission and review process will consist of following:

The issuance of the RFP, receiving proposals and the review process. At the conclusion of the evaluation process, a successful applicant may be chosen at the discretion of the bureau.

### **Qualified Vendors (Applicants)**

- Demonstrated success in design and delivery of 3-D signs.

### **Questions**

Kim Kislowksi, Vice President of Marketing

[Kim@VisitChicagoSouthland.com](mailto:Kim@VisitChicagoSouthland.com)

## BACKGROUND

### **History**

Visit Chicago Southland was founded 35 years ago as a subsidiary of the South Suburban Regional Economic Development Coordinating Corporation. In 1993, the Visit Chicago Southland separated from that parent organization, service marked the name "Chicago Southland," and became an independent 501(c)(6) organization. As a regional marketing cooperative, the Visit Chicago Southland represents south and southwest municipalities, approximately 25 miles south of downtown Chicago.

### **Mission**

Visit Chicago Southland's mission is as follows:

*As the official destination management organization, the mission of Visit Chicago Southland is to market the communities within the Chicago Southland region as a meetings and leisure destination; soliciting conventions, exhibitions, sporting events and other related group business; engaging in visitor promotions including those which generate overnight stays for the region; promoting lodging, food and beverage, attractions, festivals and events; and other visitor related businesses; to promote and aid in tourism-related product development, thereby enhancing and developing the image, economic fabric and vitality of the Southland.*

### **Who We Are**

Visit Chicago Southland represents hotels with 5,000+ sleeping rooms, in addition to restaurants, attractions, and other tourism-related businesses.

## II. TIMETABLE

The schedule provided is an estimate of deadlines. Visit Chicago Southland reserves the right to amend the RFP at any time and any changes to this schedule will be posted to our website with the date of the change stated.

Distribution of RFP	May 2, 2024
Proposal Submissions Due	May 13, 2024, before 3:30 pm CDT to <a href="mailto:Kim@VisitChicagoSouthland.com">Kim@VisitChicagoSouthland.com</a>
Notice of Selection	by May 15, 2024
CONTRACT ACTIVITIES	
Start of Initial Contract Period	May 15, 2024
End of Initial Contract Period	Until job is completed

## III. PROPOSAL OUTLINE

The proposal should utilize a numerical outline, with titles/subtitles that are consistent with the following outline:

- I. Introductory Letter
- II. 3-D Letter Specifications (please notate any variance from provided specifications)
- III. Deliverables
- IV. Background and Demonstration of Past Performance

### I. Introductory Letter

The introductory letter must be on the official letterhead of the company that will provide the work and must be signed by an individual authorized to legally bind the applicant. If the signer is not the president or equivalent principal officer if not a corporation, evidence shall be submitted showing the individual's authority to bind the applicant. The letter must include complete geographic, telephonic and electronic contact information for a) the business headquarters, b) authorized signer, c) RFP contact person and d) primary person who will be responsible for performing the scope of the work described in the proposal.

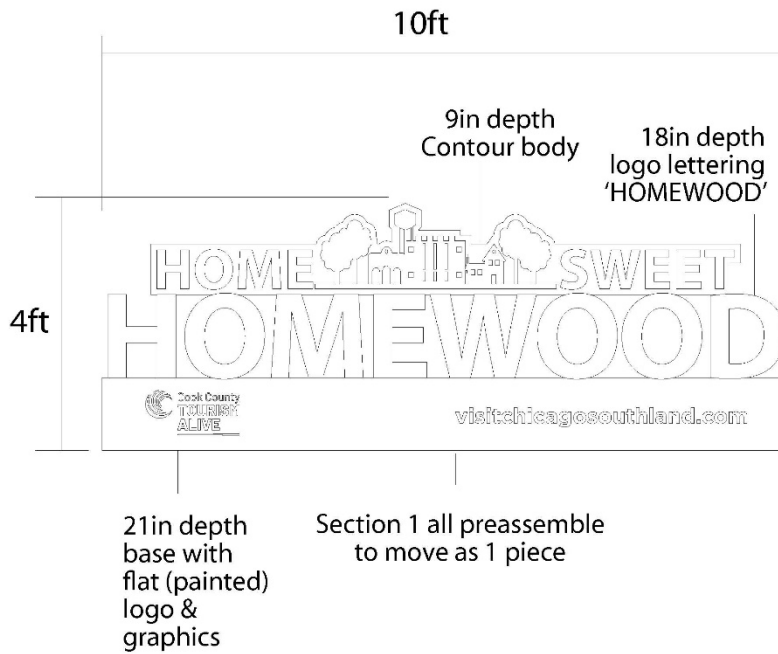
### II. Homewood 3-D Sign Specifications

Applicant must submit a comprehensive plan with estimated costs for the following:

- 4 ft tall x 10 ft wide Homewood sign
- Set of custom fabricated Homewood lettering/shape with various depths (see diagram below)
- All aluminum construction, powder coated finish all other sides-multi color
- Indoor/Outdoor durable, lightweight and modular – should be able to be moved within minutes by two-three people typically.
- Safe from spread of contagions with metal powder coated finish.
- Price should include tax and delivery to Homewood (exact address t.b.d.)

(example)





... .063 alum sheet metal aluminum engineered and assembled to provide structural integrity for photo opps with people sitting on or by 3D piece.

...All sides to have POWDER COATED finish in colors to be white, PMS/Pantone 647 Blue

...Logo & graphics to be painted to match white, PMS/Pantone 647 Blue. No vinyl stickers

...Minimum of 5 years manufacturing experience and provide minimum of 1 year warranty on construction of 3D piece.

Total maximum weight-160 pounds

The entire 3D piece is preassembled and to have access panels on the back/rear for adding additional weight (up to 300 pounds) by customer as needed, i.e. sandbags/brick/block

- Also included, Cook County Tourism Alive Logo and visitchicagosouthland.com URL on bottom
- Provide sample work of 3-D signs.

### III. Deliverables

The contract is expected to begin May 15, 2024, and should be completed within a reasonable period. Please provide an estimated product delivery date.

### IV. Background and Demonstrated Past Performance

Applicants who have not done prior work with Visit Chicago Southland must provide relevant information that clearly demonstrates the applicant's financial position and related experience and knowledge of installing exterior signage, including illumination of the exterior signage.

To be included, but not limited to:

- Locations of business headquarter and branch offices
- The number of years in business
- The number of years providing services relevant to the work described in this RFP
- Minimum of three (3) client references and a short narrative of the work provided including success stories
- List of past and or current CVB clients
- List of IL and Cook County tourism clients
- The identification of all threatened or pending litigation and business disputes involving the applicant

## IV. RFP PROCESS

### Phase I

- Issuance of the RFP on May 2, 2024
- Receipt of proposals no later than May 13, 2024
- Review of the bid proposals to assess compliance with mandatory requirements
- Detailed evaluation of proposed services

### Phase II

- Ranking of proposals
- Selection of agency
- Award decision by Visit Chicago Southland

### Submittal Procedure

Visit Chicago Southland must receive proposals electronically by **May 13, 2024, BEFORE 3:30 PM CST** to [Kim@VisitChicagoSouthland.com](mailto:Kim@VisitChicagoSouthland.com). Compliance with this deadline is mandatory. Any proposal received after this deadline will be rejected. It is the vendor's responsibility to ensure timely receipt of their bid proposals.

Applicants must furnish all information necessary to evaluate the bid proposal. Proposals that fail to meet the mandatory requirements of the RFP will be disqualified. Verbal information provided by the applicant shall not be considered part of the applicant's proposal.

Proposals can be submitted electronically by emailing a PDF to [Kim@VisitChicagoSouthland.com](mailto:Kim@VisitChicagoSouthland.com) by the required deadline. Use of a file sharing service is allowed if the document is uploaded and a notification of the upload with password and link is emailed to Kim before 3:30 pm CST on May 13, 2024. Any costs of preparation and delivery of the proposals are solely the responsibility of the applicant.

## V. RFP EVALUATION

### Evaluation Process

The evaluation process is designed to award the contract not necessarily to the vendor of least cost, but rather to the vendor with the best combination of attributes to perform the required services.

### Evaluation Criteria

Visit Chicago Southland will evaluate all proposals and make an award using the following criteria, which are listed in no order:

- Compliance with the mandatory requirements of the RFP
- Evaluation of applicant's experience and qualifications as outlined and including introductory letter, background and demonstrated past performance
- Evaluation of applicant's submitted work with 3-D signage.

## **VI. PROVISIONS, CONDITIONS, DISCLAIMERS AND DISCLOSURES**

### **Government contract restrictions and/or guidelines**

Visit Chicago Southland has the right to accept none of the proposals, reject or deny any proposal, and accept partial proposals.

### **Contracting department**

All contracts will be approved by Visit Chicago Southland and signed by the President/CEO.

### **Insurance**

Any consulting firm under contract with Visit Chicago Southland must agree to meet the minimum insurance requirements.

### **Notice of selection**

Notice of intent to award the contract will be sent electronically to all vendors submitting a timely bid proposal. Negotiation and execution of the contract shall be completed no later than April 8, 2024.

### **Conflicts of Interest**

No relationship should exist between the applicant and Visit Chicago Southland that interferes with fair competition or is a conflict of interest. Applicants must also disclose if they are working with other destination marketing organizations.

### **Insurance**

During the course of this agreement, the contractor shall, at its sole expense, procure and maintain insurance with mutually acceptable companies as noted below:

- Comprehensive General Liability Insurance with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate;
- Commercial Auto Insurance covering all owner, non-owned and/or hired autos with limits no less than \$1,000,000 per accident;
- Workers' Compensation Insurance with Statutory limits and Employer's Liability limits no less than \$100,000 per accident, \$100,000 per employee in the event of disease, and \$500,000 policy aggregate in the event of disease, and during the course of this agreement, the contractor shall provide certificate of insurance as outlined above in addition to listing Visit Chicago Southland as additional insured.