

January 2, 2024

REQUEST FOR PROPOSAL: 2024 NORTHCENTER STREET POLE BANNER

The Northcenter Chamber of Commerce and SSA #38 Northcenter seek proposals to print 30" x 72" street pole banners, remove all existing banners and install the new banners.

Please email proposals to Executive Director Eileen Keleghan, eileen@northcenterchamber.com. If you have any questions about this RFP, please call or email Eileen at 773-525-3609 or eileen@northcenterchamber.com.

OVERVIEW

The Northcenter Chamber of Commerce is partnering with SSA #38 to provide street banners that promote Northcenter businesses and brand and identify the Northcenter community. The proposal is divided into three parts: 1) banners ***billed to SSA #38 Northcenter***, 2) banners ***billed to the Northcenter Chamber of Commerce***, and 3) maintenance, ***billed to the Chamber***.

- The RFP is for 250 banners, brackets as needed, removal of all existing banners, install of new banners. NOTE: Many of the banners will be removed and installed on the same pole.
- Currently there are 271 banners using previously purchased brackets. It is requested that the brackets be re-used and only damaged brackets be replaced.
- Installation of banners should begin the first week in February 2024, pending weather conditions and/or street construction, completed in February 2024.
- Banners not placed correctly will be moved and re-installed at the vendor's expense and at no cost to the Northcenter Chamber of Commerce or SSA #38 Northcenter.
- The Chamber will supply the vendor with information for banner placement.

Banner Program

- The program allows members to sponsor street pole banners for a two-year period. During that two-year period, the Chamber covers the cost of replacing banners that become damaged. At the conclusion of the two-year period, all banners are removed and new banners are installed for the new two-year term. Members purchasing sponsored banner/s select the location where to display the banner/s.
- The Chamber is partnering with Northcenter SSA #38 to purchase photo banners that brand and promote the Northcenter community and SSA for the same two-year period.

PRICING

- The Chamber will provide the vendor with all artwork at actual size. The banners will be designed in either the most current version of Adobe Illustrator or Adobe Photoshop.
- All banners are a final size 30 inches wide x 72 inches tall and are to be printed on 18 ounce Vinyl. All inks used should be manufactured for heavy outdoor use and be able to endure direct sunlight.
- All banners should include a minimum of two wind slits to be placed no lower than 50" from the top of the banner so as not to interfere with the sponsor's logo or text.
- Please indicate the file type preferred (jpg, eps).
- Vendor must supply a template or specifications regarding depth of pole pocket and safe area for sponsor logo/text or other artwork preparation by January 12, 2024.

PRICING (cont'd)

- State turnaround time from receipt of artwork to installation.
- State if you require having all the files at the same time.
- State if you prefer to collect the artwork via Dropbox, Google Drive or have uploaded to vendor FTP site.
- Whom from your company may we reach out to about artwork requirements?
- Please submit your bid in line items for each of the three parts below.

Part I: Banners billed to and paid by SSA #38 Northcenter – provide pricing itemized by:

Printing: 100 banners: a combination of SSA branded and photo banners

Installation: Cost to remove and install banners on same pole, cost to remove or install on a different pole

Brackets: Please provide the cost to replace a pair of brackets (top and bottom)

Strapping: Please indicate if there is any charge to replace strapping and the cost per pole (total number of straps needed for one pole)

Sales Tax: Please indicate the how the sales tax is calculated

Part II: Banners billed to and paid by the Northcenter Chamber - provide pricing itemized by:

Printing: 150 banners: a combination of sponsored and photo banners

Installation: Cost to remove and install banners on same pole, cost to remove or install on a different pole

Brackets: Please provide the cost to replace a pair of brackets (top and bottom)

Strapping: Please indicate if there is any charge to replace strapping and the cost per pole (total number of straps needed for one pole)

Sales Tax: Please indicate the how the sales tax is calculated

PART III: Maintenance billed to and paid by the Northcenter Chamber - provide pricing itemized by:

Quarterly Inspection: Cost to survey banners once every three months and tighten and adjust brackets as needed. Provide report to the Northcenter Chamber of Commerce.

Reprint Banners: Cost to re-print damaged banners.

Installation: Costs to remove damaged banners and replace:

If done on an as needed basis

If done at time of quarterly inspection

Thank you and we look forward to receiving your proposal.

Sincerely,

Eileen Keleghan

Executive Director, Northcenter Chamber of Commerce
SSA #38 Northcenter