



**City of Evanston
Business District Planters and Landscaping Maintenance**

RFP # 26-11

ADDENDUM # 1

March 2, 2026

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the proposal due date to all who are known to have received a complete bid document. Each respondent must acknowledge receipt of any addenda by indicating on the Bid Form. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of three (3) pages including this cover sheet.

Please contact me at 847-866-2971 feel free to email (cstuart@cityofevanston.org) with any questions or comments.

Sincerely,

Cheryl Stuart

Purchasing Specialist

City of Evanston
Business District Planters and Landscaping Maintenance

RFP # 26-11

ADDENDUM #1

March 2, 2026

This addendum forms a part of the Specifications and Bid Documents for RFP #26-11 and modifies these documents. This addendum consists of the following:

The last day to submit questions for RFP 26-11 was February 23, 2026.

Question Received:

Question 1

For the purchase of new planters on Howard: Can a scope or specifications be provided for this work? Seeking manufacturer specifications for pricing, as planters vary wild in shape and material.

When are these planters required to be purchased and delivered? Will there be consideration given for shipping, freight or backorder of the planters should the City of Evanston provide a specification?

If no specification, is the planter type and shape at the discretion of the Contractor? Does this require prior approval?

Should a (4) Season rotation of annual flowers (Spring, Summer, Fall, Winter) be included in the cost of the planters? If not, should these planters receive annual flowers? If so, under which line item should this material be?

Response: There are no required specifications for the purchase of the additional planters on Howard Street. We would like them to match the existing planters as best as you can. We would like them ordered as soon as the contract is executed and they should be included in the seasonal rotations.

Question 2

For Central Street: Can a size of planter, location or description be added to this line item? Many planters exist along Central Ave Scope of Work area. It is not abundantly clear which planters are specified and/or which planters belong to the City of Evanston, and which for the businesses along the street.

Response: Please disregard the Central Street planters. This is no longer part of the scope of work. The City is not responsible for the Central Street planters.

Question 3

First one is how would you like your bid submitted?

Response: Your response should be submitted through DemandStar. Please review the table of contents under Additional documents DemandStar –E-bidding Instructions (2 pages)

Question 4

What type of insurance is needed for this contract?

Response: Please review the insurance requirements in section 3.0 Insurance that is listed in the table of contents. (page 7)

Question 5

Do you happen to have site maps of the locations that the city of Evanston is requesting work to be performed for each scope of work?

Response: We have some of the districts catalogued in this map:

https://www.google.com/maps/d/u/0/edit?mid=1gk8oFm5BVA90Eh_HMAhs5J29V40-8Mw&ll=42.053641319112174%2C-87.6913795&z=16

The boundaries for the other business districts can be found here:

<https://www.google.com/maps/d/u/0/edit?mid=11spL29oe-u4FPy23YZF3HHfJEcbKZIM&ll=42.04422230228306%2C-87.69638470000001&z=13>

Here is the map of the streetscapes:

<https://www.google.com/maps/d/u/0/edit?mid=1Q27HQnMeFic1yWjBvOjyDjg7BSd4-3g&ll=42.03393069088365%2C-87.67907525000001&z=14>

Note: Acknowledgment of this Addendum is required in the RFP.