

Holiday Decorating Services for SSA 77: West Garfield Park

Request for Proposal 2025 - WHA seeks a holiday designer and artist to help spread holiday cheer along SSA 77 West Garfield Park which runs Madison and Pulaski (see SSA 77 MAP). WHA would identify strategic sites for where Holiday installations and/or cosmetic decorations would be installed. Additionally, WHA seeks to unify the Holiday motif with temporary artistic window installations for the holidays in partnership with local businesses. This effort will culminate with a Tree Lighting at POP Grove, 4453 W Madison Street. In early December, we will hold our first West Garfield Park holiday tree lighting to bring together members of the community, local elected officials, and business owners to celebrate the start of the Holiday season. At this event, all decoration lights are turned on simultaneously during a community gathering.

Period of Coverage: Holiday season 2025 - all decorations must be up and functional by Sunday, December 6, 2025.

Holiday Decorator Scope of Work:

- Holiday decorations for POP GROVE (i.e., Giant Christmas tree, garlands along the poles within the Court, and festive ribbons)
- Plan for electrical set-up for tree lights and other decorations. Selected vendor, Property Director, and SSA Program Manager to coordinate access to the source of electricity.
- Lighting/decorations in the park/overhead, such as decorative bulbs, snowflakes, icicles, etc. The use of LED lights is preferred.
- Decorations on the poles along SSA 77 the light fixtures (e.g., festive ribbon and/or garland displays and strands of lights).
- Please try to incorporate the re-use of holiday decorations already SSA #77.

Bids to Include:

1. Cost.
2. Description of items to be provided, including the number of each item, whether the item(s) will be rented or owned by SSA #77 beyond the holiday season and the atmosphere the vendor is looking to create.
3. Demonstration of creativity.
4. Holiday decoration design and installation schedule for 2025.

Bids Due: *November 24, 2025*

5:00pm NOTE: Creativity of holiday designs will be weighed heavily in the decision-making process.

Please Submit Bid to:

Justin L. Hill
SSA#77 Program Manager
Westside Health Authority
4234 W Madison Street

