



INVITATION TO BID

The Arlington Heights Park District will receive sealed bids for: **Wearing Apparel Bid 2016** at the Park District office at 410 N. Arlington Heights Road, until **11:00 AM** on **March 18, 2016**. Bid documents and specifications are available at the Park District Office at the address listed above.

A public bid opening will be held at **11:00 AM** on **March 18, 2016** at the Park District office at 410 N. Arlington Heights Rd., Arlington Heights, Illinois 60004.

The bid may be awarded at the Board Meeting of the Park Board of Commissioners on **April 12, 2016**, at 7:00 p.m., in the Park District Administration Center, 410 N. Arlington Heights Rd., Arlington Heights, Illinois 60004.

The Board of Park Commissioners of the Arlington Heights Park District reserves the right to waive any irregularities and to accept or reject any proposal.

Bidders must note:

1. Bids must be submitted in sealed envelopes, and plainly marked "BID: **WEARING APPAREL 2016**", and have the bidder's company name indicated on the face of the envelope.
2. Bids shall be submitted only on the bid form provided. The bid form must be completed in full and all total prices must include all work as stated in the specifications.
3. All bids submitted will be considered firm for a period of 60 days from the bid opening date.
4. All bidders are required to demonstrate to the satisfaction of the Park District, that they are capable and able to complete the work as required in the specifications. Each bidder shall submit with his bid, proof that he satisfactorily performed work of a similar nature to that specified within the preceding two years, together with the locations and the names of the responsible individuals in charge of such projects.



INSTRUCTIONS TO BIDDERS

1. The following information is enclosed in your Bid Packet.
 - Instructions to Bidders
 - Invitation to Bid
 - Cover Letter
 - Bid Form
 - Agreement Form
 - Anti Collusion, Sexual Harassment, Illinois Drug Free Affidavits
 - Specifications
 - Detail Specifications (if any)
 - Addenda (if any)
 - Conditions of the bid

2. Please read through the material carefully. All figures must be presented on the Bid Form in order to be considered. Information from any other source will be considered supplemental and not as a part of the bid itself.

3. The following items are to be returned as your completed bid:
 - Bid Form - containing all totals
 - Agreement - with the bidder's name completed on line two
 - Signed Anti-Collusion Affidavit, Sexual Harassment, Illinois Drug Free Affidavits
 - Specifications
 - Detailed Specifications (if any)
 - Addenda (if any)
 - Conditions of the Bid

Date: 3/7/2016

Bid Documents For: WEARING APPAREL 2016

Project: The scope of work involves furnishing all of the required labor, materials, equipment, or parts and supplies in accordance with the plans, specifications and drawings dated **3/7/2016** and any authorized change orders there to which have been signed by both parties hereto, and which are hereby incorporated herein by reference.

Location: Administration Center

Owner: Arlington Heights Park District
410 N. Arlington Heights Road
Arlington Heights, IL 60004
(847) 577-3000

Contact Person: Steve Neill, Facility Services Manager 847-506-7870 or sneill@ahpd.org

Bid Opening: All bids are due no later than **11:00 AM** on **March 18, 2016** at 410 N. Arlington Heights Rd., Arlington Heights, IL 60004. Bids shall be submitted in sealed envelopes, plainly marked "Bid- **WEARING APPAREL 2016**".



BID FORM

ARLINGTON HEIGHTS PARK DISTRICT
410 N. ARLINGTON HEIGHTS ROAD
ARLINGTON HEIGHTS, IL 60004
(847) 577-3000

3/7/2016 3/18/2016 5/15/2016
DATED BID OPENING DATE FINAL COMPLETION DATE

Sealed bids will be received by the Arlington Heights Park District until **11:00 AM** on **March 18, 2016** and then publicly opened for furnishing the following supplies and/or services to be delivered in accordance with the following instructions:

Bid Opening at: Arlington Heights Park District Administration Center
410 N. Arlington Heights Road
Arlington Heights, IL 60004

The contractor shall be notified of purchase no later than 24 hours after Board approval, and shall so order this material so the apparel is delivered and ready no later than May 15, 2016.

The bidder hereby acknowledges receipt of the following addenda, if any, distributed by the Arlington Heights Park District.

Addendum No. _____ Date _____
Addendum No. _____ Date _____
Addendum No. _____ Date _____

TOTAL BID INCLUDING ALTERNATES:
FOR :WEARING APPAREL 2016 \$ _____

(IN WORDS) _____

DELIVERY OF MATERIALS TO: Administration Center
410 N. Arlington Heights Road
Arlington Heights, IL 60004

REFERENCES:

List three clients for reference checks. Bidder must have supplied equipment of a similar nature for these clients within the last two years.

<u>Company Name</u>	<u>Contact Person</u>	<u>Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

In compliance with the invitation for bids, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid be accepted within sixty (60) days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item and, unless otherwise specified within sixty (60) days after receipt of order.

Date: _____

(Please Print)
Name of Bidder _____

Address _____

Phone Number _____

Authorized Signature

Name and Title

SAMPLE AGREEMENT

This Agreement made this _____ day of _____, 20_____, by and between _____, hereinafter called the "CONTRACTOR" and the ARLINGTON HEIGHTS PARK DISTRICT, hereinafter called the "PARK DISTRICT".

WITNESSETH, that the CONTRACTOR and the PARK DISTRICT for the consideration stated here-in agree as follows:

ARTICLE I - SCOPE OF WORK: The CONTRACTOR shall provide all of the materials and perform all of the work described in the specifications entitled:

WEARING APPAREL 2016

and in strict accordance with the requirements of all of the component parts of this Agreement as noted under Article V, all of which are attached hereto and made a part hereof.

ARTICLE II - TIME OF COMPLETION: This purchase will be made under this agreement and shall commence for delivery no earlier than **May 1, 2016** and shall be completed **May 15, 2016**.

ARTICLE III - CONTRACT PRICE: The PARK DISTRICT shall make payments to the CONTRACTOR for the completed performance of work included in this agreement in compliance with the prices as noted in the proposal dated **3/7/2016** and in accord with subsequent approved agreement change orders subject to all of the provisions of the component parts of this agreement.

ARTICLE IV - COMPLIANCE WITH LAW: The CONTRACTOR shall comply with all statutes, rules and regulations of all Federal, State and Local Agencies having jurisdiction over the proposed improvement at the time the proposal was submitted to the PARK DISTRICT. Any and all costs associated in complying with said statutes, rules and regulations in effect at the time proposals were submitted and due shall be included within the costs of the proposal submitted.

ARTICLE V - COMPLIANCE WITH ADA: In addition to the obligations set forth in Article IV, the contractor confirms that the materials and/or products listed in the proposal for bid do comply with the Americans with Disabilities Act, Title II, the ADA Accessibility Guidelines, the Illinois Accessibility Code, and all rules and regulations promulgated with reference thereto. In addition, if the contractor is obligated by this agreement to install the materials and/or products, the contractor shall install the materials and/or products in compliance with the Americans with Disabilities Act, Title II, ADA Accessibility Guidelines, the Illinois Accessibility Code, and all rules and regulations promulgated with reference thereto. All costs of compliance with said statutes, rules and regulations in effect at the time the contractor submitted its bid have been included in the contract price.

ARTICLE VI - COMPONENT PARTS OF THIS AGREEMENT: This agreement consists of the following component parts, all of which are as fully a part of this agreement as if herein set out verbatim, or if not attached, as if attached hereto:

- Instruction to Bidders
- Invitation to Bid
- Cover Letter
- Bid Form
- This Agreement
- Anti-Collusion, Sexual Harassment, Illinois Drug Free Affidavits
- Contractor's Certification
- Specifications
- Detailed Specifications (if any)
- Addenda,(if any)
- Conditions of the Bid

In the event that any provisions in any of the above component parts of the agreement conflict with any provision in any other component parts, the provision in the component part last enumerated above shall govern over any other component part which precedes it numerically, except as may otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in three (3) original counterparts the day, month and year first above written.

CONTRACTOR: _____

ADDRESS: _____

SIGNATURE: _____ TITLE: _____

Attest: _____ Title: _____

(SEAL)

PARK DISTRICT

ARLINGTON HEIGHTS PARK DISTRICT

SIGNATURE: _____ TITLE: _____

Attest: _____ Title: _____

(SEAL)

ARLINGTON HEIGHTS PARK DISTRICT

ANTI-COLLUSION AFFIDAVIT AND CONTRACTOR'S CERTIFICATION

_____, being first duly sworn, deposes and says:

That he is _____ of
(Partner, Officer, Owner, etc.)

(Contractor)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and sworn to this _____ day of _____, 20____.

Notary Public

ARLINGTON HEIGHTS PARK DISTRICT

SEXUAL HARASSMENT POLICY

The undersigned, on behalf of the entity making this proposal or bid, certified that a written sexual harassment policy is in place, pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 A).

This Act has been amended to provide that every party to a public contract must have a written sexual harassment policy that includes, at a minimum, the following information:

1. The illegality of sexual harassment;
2. The definition of sexual harassment, under State law;
3. A description of sexual harassment, utilizing examples;
4. The vendor's internal complaint process including penalties;
5. The legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission;
7. Protection against retaliation as provided by 6-101 of the Act.

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER AND AWARD MADE UNDER THE TERMS AND PROVISION OF THIS BID.

SIGNATURE: _____

NAME: _____ TITLE: _____

Subscribed and sworn to me on this ____ day of _____ 20____, A.D.

By: _____
(Notary Public)

Seal

**ARLINGTON HEIGHTS PARK DISTRICT
ILLINOIS DRUG FREE WORK PLACE STATEMENT**

The undersigned will publish a statement:

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place;
2. Specifying the actions that will be taken against employees for violating this provision;
3. Notifying the employees that, as a condition of their employment to do work under the contract with the Arlington Heights Park District, the employee will:
 - a) Abide by the terms of the statement;
 - b) Notify the undersigned of any criminal drug stature conviction for a violation occurring in the work place not later than five (5) days after such a conviction;
4. Establishing a drug free awareness program to inform employees about:
 - a) The dangers of drug abuse in the work place;
 - b) The policy of maintaining a drug-free work place;
 - c) Any available drug counseling, rehabilitation or employee assistance program;
 - d) The penalties that may be imposed upon an employee for drug violations;
5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Arlington Heights Park District, and shall post the statement in a prominent place in the work place;
6. The undersigned will notify the Arlington Heights Park District within ten (10) days of receiving notice of an employee's conviction;
7. Make a good faith effort to maintain a drug free work place through the implementation of these policies;
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statue occurring in the work place, he shall:
 - a) Take appropriate action against such employee up to and including termination; or
 - b) Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposed by a federal, state, or local health, law enforcement, or other appropriate agency;

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.

SIGNATURE _____

NAME: _____ TITLE: _____

Subscribed and sworn to me on this ____ day of _____ 20____, A.D.

By: _____

(Notary Public) ***Seal***

SPECIFICATIONS FOR
WEARING APPAREL 2016
ARLINGTON HEIGHTS PARK DISTRICT
ARLINGTON HEIGHTS, ILLINOIS

- I Includes: Provide hats, t-shirts, jackets, sweat shirts as outlined in attached specifications.

SEE ATTACHED SPECIFICATIONS

Any alterations or modifications of the work herein specified shall be made only by written agreement between the Bidder and the Park District, and shall be made prior to commencement of any such alterations or modifications. No claims for any extra work or materials will be allowed unless covered by written agreement.

All bids submitted will be considered firm for a period of 60 days from the bid opening date.



GENERAL DESCRIPTION

1. Prices must be valid on all reorders through December 31, 2016 with no additional screen or set-up charges.
2. Park District will provide all logos. Successful bidder to provide screens.
3. All logos, unless indicated in the description, will be one color. Price to include delivery of all items.
4. Winning vendor must meet in-person with Steve Neill in Arlington Heights, Illinois to review shirts, screens etc. All travel to be at vendors cost.

Delivery Schedule: Between May 1 and May 15, 2016

Item 88, delivery can be September 1, 2016

Sizes throughout the bid document will be as follows:

**Youth 6-8
Youth 10-12
Youth 14-16
34-36/Small
38-40/Medium
42-44/Large
46-48/X-Large
50-52/XX Large**

If you have any questions, contact Steve Neill, 847 506 7870, sjneill@ahpd.org

T-Shirts: Jerzees 50% cotton, 50% polyester blend or approved equal.

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
1 AB	Screen on front of shirt to be 2"x 3" navy & green Park District Aquatics logo over heart. Screen on back to be: " LIFEGUARD " in all capitals. Please use Impact font	White shirt with green lettering to match logo	25	34-36		
			30	38-40		
			25	42-44		
2 KK	Full front screen with Youth Sailing Camp written out below logo. Park District logo on left sleeve.	Dark grey w orange screening	60	34-36		
			40	38-40		
			10	42-44		
3 KK	Full front screen with Adventure Camp logo. Logo on the left sleeve	Black shirt with lime green lettering.	25	14-16		
			30	34-36		
			10	38-40		
			5	42-44		
4 KK	Screen to be Park District logo on left sleeve. " Come Sail Away " to be a full front logo screen.	Navy shirt with white lettering.	5	6-8		
			10	10-12		
			5	14-16		
5 LR	Screen on front of shirt to be placed center chest. Volunteer Triathlon logo provided by Park District. Screen on back to be event sponsors.	Safety green shirt with black screen print. Screen design to be provided.	20	34-36		
			20	38-40		
			15	42-44		
			15	46-48		
6 LR	Screen on front to be Park District Logo over the heart with INTERPARK underneath in News Gothic MT font. Screen on back to read CITY MEET VOLUNTEER in News Gothic MT font, between the shoulder blades, with the Interpark graphic beneath the words.	White shirt with black lettering and graphics.	10	34-36		
			20	38-40		
			20	42-44		
			10	46-48		
7 LM	Screen on front of shirt to be Park District logo. On back, CAMP STAFF in 3" letters.	Red shirt with black logo & lettering.	40	34-36		
			90	38-40		
			60	42-44		
8 LM	Screen on front of shirt to be 5 ½" x 9" Day Camp logo.	Jade Green shirt with Black lettering.	400	10-12		
			125	14-16		
			100	34-36		
9 LR	Screen on front of shirt to be " Otters " logo centered across the front of the shirt. Back of shirt has the Park District logo on the nape of the neck.	Caribbean Blue shirt with Black lettering.	15	10-12		
			35	14-16		
			10	34-36		
			10	38-40		

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
10 LR	Screen on front of shirt to be artwork logo centered across the front of the shirt. In a circular pattern around this logo, the top shall read "Interpark Swim Team" and the bottom shall read " Heritage Hurricanes ". Park District logo shall be at the back nape of the neck.	Purple shirt with White lettering.	10 15 15	10-12 14-16 34-36		
11 LR	Screen on front of shirt to be artwork logo centered across the front of the shirt. In a circular pattern around this logo, the top shall read "Interpark Swim Team" and the bottom shall read " Camelot Crocodiles ". Park District logo shall be at the back nape of the neck.	Kelly Green shirt with Yellow lettering.	10 30 20 5	10-12 14-16 34-36 38-40		
12 LR	Screen on front of shirt to be artwork logo centered across the front of the shirt. In a circular pattern around this logo, the top shall read "Interpark Swim Team" and the bottom shall read " Pioneer Piranhas ". Park District logo shall be at the back nape of the neck.	Navy shirt with White lettering.	10 30 30 20 5	10-12 14-16 34-36 38-40 42-44		
13 LR	Screen on front of shirt to be artwork logo centered across the front of the shirt. In a circular pattern around this logo, the top shall read "Interpark Swim Team" and the bottom shall read " Recreation Racers ". Park District logo shall be at back neck nape.	Orange shirt with White lettering.	15 20 15 10 5	10-12 14-16 38-40 42-44 48-50		
14 LR	Screen on front of shirt to be artwork centered across the front of the shirt. In a circular pattern around this logo, the top shall read "Interpark Swim Team" and the bottom shall read " Recreation Stingrays ". Park District logo shall be at the back nape of the neck.	Yellow shirt with Black lettering.	15 20 30 10	10-12 14-16 34-36 42-44		
15 LR	Screen on front of shirt to be artwork logo centered across the front of the shirt. In a circular pattern around this logo, the top shall read "Interpark Swim Team" and the bottom shall read " Olympic Sharks ". Park District logo shall be at the back nape of the neck.	Red shirt with White lettering.	5 10 20 20	10-12 14-16 34-36 38-40		
16 LR	Screen on front of shirt to be artwork logo centered across the front of the shirt. In a circular pattern around this logo, the top shall read "Interpark Swim Team" and the bottom shall read " Frontier Flyers ". Park District logo shall be at the back nape of the neck.	Light Blue shirt with White lettering.	15 25 25 15 5	10-12 14-16 34-36 38-40 42-44		
17 SV	Screen on front of shirt to be the Park District logo over heart.	Forest Green shirt with white lettering and logo.	40 86 80 46 30 6	34-36 38-40 42-44 46-48 50-52 3XL		

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
18 LR	Youth Water Polo - Screen on front of shirt to be artwork (to be provided by park district) logo centered across the front of the shirt. Park District logo shall be at the back nape of the neck.	Red shirt w light blue screening	20 20 20 10 5	14-16 34-36 38-40 42-44 46-48		
19 AB	Screen on front of shirt to be 2 x 3 Navy and Green. Park District logo over heart. Screen on back "STAFF"	White shirt with Green lettering.	30 30 20	34-36 38-40 42-44		
20 DS	Screen on front of shirt over the heart to be Irish Fest logo.	Kelly shirt with white lettering.	3 2 3	42-44 50-52 52-54		
21 MH	Screen on front of shirt to be Junior High Volleyball . Park District logo on left sleeve.	Royal shirt with white lettering	30 15 5	34-36 38-40 42-44		
22 MH	Screen on front of shirt to be Junior High volleyball logo. Park District logo on left sleeve.	Black shirt with white lettering.	37 13 10	34-36 38-40 42-44		
23 MH	Screen on front of shirt to be Junior High volleyball logo. Park District logo on left sleeve.	Red shirt with white lettering.	37 15 2	34-36 38-40 42-44		
24 MH	Screen on front of shirt to be Junior High volleyball logo. Park District logo on left sleeve.	Yellow shirt with black lettering.	32 20 5	34-36 38-40 42-44		
25 MH	Screen on front of shirt to be Junior High volleyball logo. Park District logo on left sleeve.	Light blue shirt with white lettering.	33 18 2	34-36 38-40 42-44		
26 MH	Screen on front of shirt to be Junior High volleyball logo. Park District logo on left sleeve.	Hunter green shirt with white lettering.	33 20 10	34-36 38-40 42-44		
27 MH	Screen on front of shirt to be Junior High volleyball logo. Park District logo on left sleeve.	Purple shirt with white lettering.	43 22 12	34-36 38-40 42-44		

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
28 MH	Screen on front of shirt to be Junior High volleyball logo. Park District logo on left sleeve.	Orange shirt with white lettering.	33 22 5	34-36 38-40 42-44		
29 MH	Screen on front of shirt to be Pre-Tee Ball logo. Park District logo on back-on nape of neck.	Lime shirt with navy lettering.	25	6-8		
30 MH	Screen on front of shirt to be Pre-Tee Ball logo. Park District logo on back-on nape of neck.	Navy shirt with white lettering.	24	6-8		
31 MH	Screen on front of shirt to be Pre-Tee Ball logo. Park District logo on back-on nape of neck.	Red shirt with white lettering.	15	6-8		
32 MH	Screen on front of shirt to be Pre-Tee Ball logo. Park District logo on back-on nape of neck.	Ash shirt with black lettering	21	6-8		
33 MH	Screen on front of shirt to be Pre-Tee Ball logo. Park District logo on back-on nape of neck.	Purple shirt with yellow lettering.	23	6-8		
34 MH	Screen on front of shirt to be Pre-Tee Ball logo. Park District logo on back-on nape of neck.	Yellow shirt with navy lettering.	23	6-8		
35 MH	Screen on front of shirt to be Pre-Tee Ball logo. Park District logo on back-on nape of neck.	Kelly shirt with yellow lettering.	9	6-8		
36 MH	Screen on front of shirt to be Pre-Tee Ball logo. Park District logo on back-on nape of neck.	Burgundy shirt with white lettering.	8	6-8		
37 MH	Screen on front of shirt to be Tee Ball logo. Park District logo on back-on nape of neck.	Orange shirt with navy lettering	14 8	6-8 10-12		
38 MH	Screen on front of shirt to be Tee Ball logo. Park District logo on back-on nape of neck.	Red shirt with white lettering.	17 9	6-8 10-12		
39 MH	Screen on front of shirt to be Tee Ball logo. Park District logo on back-on nape of neck.	Ash shirt with black lettering	15 15	6-8 10-12		
40 MH	Screen on front of shirt to be Tee Ball logo. Park District logo on back-on nape of neck.	Yellow shirt with navy lettering.	23 18	6-8 10-12		
41 MH	Screen on front of shirt to be Tee Ball logo. Park District logo on back-on nape of neck.	Burgundy shirt with white lettering.	12 9	6-8 10-12		

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
42 MH	Screen on front of shirt to be Tee Ball logo. Park District logo on back-on nape of neck.	Royal shirt with red lettering.	15 15	6-8 10-12		
43 MH	Screen on front of shirt to be Tee Ball logo. Park District logo on back-on nape of neck.	Navy shirt with white lettering.	20 18	6-8 10-12		
44 MH	Screen on front of shirt to be Tee Ball logo. Park District logo on back-on nape of neck.	Lime shirt with navy lettering.	15 21	6-8 10-12		
45 MH	Screen on front of shirt to be Rookie Ball logo. Park District logo on back-on nape of neck.	Orange shirt with navy lettering.	13 14	10-12 14-16		
46 MH	Screen on front of shirt to be Rookie Ball logo. Park District logo on back-on nape of neck.	Light blue shirt with navy lettering.	11 12	10-12 14-16		
47 MH	Screen on front of shirt to be Rookie Ball logo. Park District logo on back-on nape of neck.	Purple shirt with yellow lettering.	12 11	10-12 14-16		
48 MH	Screen on front of shirt to be Rookie Ball logo. Park District logo on back-on nape of neck.	Red shirt with white lettering.	23 20	10-12 14-16		
49 MH	Screen on front of shirt to be Rookie Ball logo. Park District logo on back-on nape of neck.	Navy shirt with white lettering.	12 2	10-12 14-16		
50 MH	Screen on front of shirt to be Rookie Ball logo. Park District logo on back-on nape of neck.	Ash shirt with black lettering.	14 24	10-12 14-16		
51 MH	Screen on front of shirt to be Rookie Ball logo. Park District logo on back-on nape of neck.	Yellow shirt with navy lettering.	10 9	10-12 14-16		
52 MH	Screen on front of shirt to be Rookie Ball logo. Park District logo on back-on nape of neck.	Royal shirt with red lettering.	20 18 3	10-12 14-16 34-36		
53 MH	Screen on front of shirt to be (Jordann designing Volleyball Jr. High Champions). AHPD logo on sleeve	Cardinal red shirt with white lettering	5 15 15 5	14-16 34-36 38-40 42-44		
54 MH	Screen on front of shirt to be (Jordann designing Volleyball High School Champions). AHPD logo on sleeve	Cardinal red shirt with white lettering	10 20 10 5	34-36 38-40 42-44 46-48		
55 MH	Screen on front of shirt to be? Jordann designing Aces summer camp shirts	White shirt with lime logo and lettering	30 100 100 50 20	6-8 10-12 14-16 34-36 38-40		

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
56 MH	Aces Pre-K shirts with navy logo centered on chest	Kiwi shirt with navy logo and lettering	200 100	6-8 10-12		
57 MH	Screen on front of shirt to be? Jordann designing Aces giveaway shirts	Athletic heather shirt with navy logo and lettering	50 75 50 25	10-12 14-16 34-36 38-40		
58 MH	Jr. Aces training T-shirts (250 total) with 3 color logo centered on chest	Kiwi shirt with 3-color logo & lettering	120 120 10	10-12 14-16 34-36		
59 MH	Aces Travel league training T-shirts (375 total) with 3 color logo centered on chest	Kiwi shirt with 3-color logo and lettering	75 125 100 50 25	10-12 14-16 34-36 38-40 42-44		
60 MH	Aces House league training T-shirts with navy logo centered on chest	Kiwi with navy logo and lettering	600 350 225 75 25	10-12 14-16 34-36 38-40 42-44		

Long Sleeve T-Shirts: Hanes 50% cotton, 50% polyester blend or approved equal.

Specify brand of equal.

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
61	Screen on front of shirt to be "2 x "3 navy & green Park District Aquatics logo over heart. Screen on back should read: "LIFEGUARD" in all capitals. Please use Impact Font	White shirt with green lettering to match logo	50	34-36		
AB			50	38-40		
			25	42-44		
			50	46-48		

Polo Shirts: Hanes Polo Shirts 50% cotton, 50% blend or approved equal. Specify brand of equal.

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
62	Screen on front of shirt to be "2 x "3 navy & green Park District Aquatics logo over heart with "AQUATIC MANAGEMENT TEAM" in capital letters under the logo. Use Century Gothic bold font.	Shirt is ash grey. Navy and green logo and lettering.	15	42-44		
AB			20	38-40		
			20	34-36		
63	Screen on front of shirt to be "2 x 3" green and navy Park District logo over heart with STAFF" in capital letters under logo. Use Century Gothic bold font.	Shirt is ash grey. Navy and green logo and lettering.	15	42-44		
AB			15	34-36		
			15	38-40		

Tank Shirts: 100% cotton tank top, non-ribbed, with full back and scoop neck. Vendor to provide sample.

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
64	Screen on front of shirt to be 2"x 3" green & navy Park District Aquatics logo over heart. Screen on back should read: "LIFEGUARD" in all capitals. Please use Impact font.	White shirt with Green lettering to match logo	100	34-36		
AB			75	38-40		
			50	42-44		
			15	46-48		

***The reversible jerseys should be a reversible micro mesh jersey (100% polyester) with two sides. Arlington Heights Park District logo with INTERPARK SWIM TEAM COACH written above the logo on the front of both sides. Across the back shoulder area print COACH on both sides. Logo on front shall be 5"x 7" and the printing shall be fitted as best as possible to accommodate the logo. Same size printing on back of jersey.**

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
65 LR	*See Above	Hunter Green shirt with White lettering.	2 2	34-36 38-40		
66 LR	*See Above	Blue shirt with White lettering.	3 3 2	34-36 38-40 42-44		
67 LR	*See Above	Red shirt with White lettering.	2 2	34-36 38-40		
68 LR	*See Above	Navy shirt with White lettering.	2 2 2	34-36 42-44 46-48		
69 LR	*See Above	Green shirt with White lettering.	2 2	34-36 38-40		
70 LR	*See Above	Orange shirt with White lettering	2 2 2	34-36 38-40 42-44		
71 LR	*See Above	Purple shirt with White lettering	2 2	34-36 38-40		

TECHNICAL, DRY FAST TYPE- short sleeve. Vendor to provide sample.

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
72 LR	Screen on front of shirt to be placed center chest. Youth Triathlon logo to be provided by Park District. Screen on back to be event sponsors.	Lime green shirt w blue or teal screening	25 50 50 50 30 10 5 5	6-8 10-12 14-16 34-36 38-40 42-44 46-48 50-52		

Hats: Daystone or equal. One size fits all five panel foam front youth hat.

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
73 MH	Screen on front of hat to be Park District logo in White.	Navy hat with white lettering	216	One size		

Gildan - Heavy Blend Hooded Sweatshirt or approved equal

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
74	Park District Aquatics logo over heart. Back to have GUARD in Impact font	Navy with White lettering	10	34-36		
AB			25	38-40		
			25	42-44		
			10	46-48		

6.1 oz. Heavyweight 100% cotton t-shirts. Specify brand.

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
75	Screen on right sleeve should be Park District logo.	Blank white shirt with black lettering on sleeve.	200	6-8		
TH			100	10-12		
			25	14-16		

Port Authority Rapid Dry Polo (K455) Mens

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
76	Embroidered on front with Park District logo over heart	Charcoal shirt with White logo.	6	38-40		
SV			4	42-44		
			2	46-48		

Port Authority Rapid Dry Polo (L455) Womens

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
77	Embroidered on front with Park District logo over heart	Moroccan Blue shirt with White logo.	12	38-40		
SV			16	42-44		
			10	46-48		
			14	50-52		
			2	3XL		

Youth Jerzees

ITEM #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
78	CAP logo in front of shirt- center.	Kiwi Color with Navy lettering	150	YM		
SV			250	YL		
			150	YXL		

Long Sleeve JerZees 50/50 Blend

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
79	Long Sleeve JerZees 50/50 Screen printed Park District Logo over heart and CAP logo on back	Navy with white logos	20	34-36		
SV			50	38-40		
			40	42-44		
			24	46-48		
			16	50-52		
	4	3XL				

Gildan 50/50 Dryblend 5.6 oz t-shirt

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
80 CT	Screen on front of shirt to be 8"x4" Heritage Tennis Club logo centered. Screen on back to be 10"x3" STAFF centered	Azalea shirt with white lettering	20	34-36		
			20	38-40		
81 CT	Screen on front of shirt to be 8"x4" Heritage Tennis Club logo centered. Screen on back to be 10"x3" STAFF centered	Sapphire shirt with white lettering	20	34-36		
			20	38-40		
			20	42-44		
82 CT	Screen on front of shirt to be 8"x4" Heritage Tennis Club logo centered. Screen on back to be 10"x3" STAFF centered	Jade Dome shirt with white lettering	20	34-36		
			20	38-40		
84 MH	Screen on front of shirt to be 3"x 3" navy Aces shield logo over heart with "COACH" in capital letters under the logo. Use Tahoma font.	White w lime green lettering	25	34-36		
			50	38-40		
			75	42-44		
			75	46-48		
			25	50-52		

Sport-Tek Posicharge micromesh polo

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
85 AB	Park District Aquatics logo embroidered over heart.	Navy with White embroidering	2	34-36		
			2	38-40		
			2	42-44		
			2	46-48		

Half zip pullover

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
86 LR	Sport Tek Sport-wick stretch ½ zip pullover. Park District logo embrodiered in white over heart.	Black shirt, white embroidering	3	34-36		
			3	38-40		
			3	42-44		
			4	46-48		
			2	50-52		

Gildan Performance Jersey Sport Shirt - 44800

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
87 MH	Screen on front of shirt to be 3" Aces 3 color logo over heart. Centered below logo in 5/16" Airstrike font: Soccer Advisory Committee	Marbled navy shirt with white lettering	1	34-36		
			1	40-42		
			2	42-44		

Reversible tank top, pro-cut fit, 2-ply, nylon/poly micro mesh

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
88 PR	Screen on front of shirt to be 10" AHPD logo centered on chest. Screen on back to be 6" numbers 1 – 10, centered at the heights as the front logo. Please ship sorted and packaged in bundles of shirts numbered 1 – 10.	Reversible white tank with black lettering/black tank with white lettering	910	10-12		

Badger BT5 Performance Fleece Quarter-Zip Pullover – 1480

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
89 MH	Screen on front of pullover is Aces logo in white – Jordann designing, confirm w/Dwayne and Lisa: 3 color logo over heart. "arlington aces" in Airstrike font, across chest or back. 3 colors	Navy pullover with 3 color logo and lettering	3 5 7 6 4	34-36 38-40 42-44 46-48 50-52		

Badger – B Core Short Sleeve T-shirt – 4120

Item #	Description of Shirt and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost
90 MH	Screen on front of shirt – Jordann designing Aces travel coach T-shirt. 3 color logo and lettering	Lime shirt with 3 color logo and lettering– 25 shirts total	3 5 7 6 4	34-36 38-40 42-44 46-48 50-52		
91 MH	Screen on front of shirt – Jordann designing Aces travel coach T-shirt. 3 color logo and lettering	Navy shirt with 3 color logo and lettering- 25 shirts total	3 5 7 6 4	34-36 38-40 42-44 46-48 50-52		

TOTAL BID COST \$ _____

ALTERNATE

Port Authority Fashion Visor or approved equal

Item #	Description of Shirt and Screen	Item Color	Qty.	Sizes	Unit Cost	Total Cost
92 AB	Park District Aquatics logo to be screened in navy on the front center of visor.	Stone visor Navy screening	150			

Port Authority Outback Hat

Item #	Description of Shirt and Screen	Item Color	Qty.	Sizes	Unit Cost	Total Cost
93 AB	Park District Aquatics logo to be screened in navy on the front center of visor.	Canvas hat Navy screening	50			

TOTAL BID COST w ALTERNATES \$ _____

ARLINGTON HEIGHTS PARK DISTRICT

II. CONDITIONS OF THE BID

DEFINITION OF TERMS

Throughout these bid documents, the following terms shall be used:

- Bidder - Any individual, firm, company or corporation submitting a sealed proposal as a bid on the designated item(s) or project.
- Contractor - Any individual, firm, company or corporation whose bid is accepted by the Arlington Heights Park District for the item(s) or project.
- Executive Director - The Executive Director of the Arlington Heights Park District or his designated representative.
- Park District - The Arlington Heights Park District of Cook and Lake Counties, Illinois.

FORMS

All bid proposals are to be submitted on the Bid Form provided, signed in ink in the proper spaces and submitted in a marked and sealed envelope.

PRE-BID CONFERENCE AND QUESTIONS

There is no pre-bid meeting. If any questions arise about the Bid documents, they should be directed, in writing, to the Park District. All questions and responses will be available to all interested persons through the Park District.

When an error is made in extending the total price, the unit price will govern. Otherwise the bidder is not relieved from errors in bid preparation.

CORRECTIONS/WITHDRAWAL

If an error is found in a bid, it must be corrected before the date and time for the bid opening. A written request for withdrawal of the original bid or any part thereof may be granted only if the request is received prior to the specified time of closing. No bid may be withdrawn or canceled after the closing time for receipt of bids and for a period of sixty (60) days thereafter.

TRADE NAMES

When an item is identified in the specifications by a manufacturer's or trade name or catalog number, the Bidder shall bid upon the item so identified. If the specifications state "or equal," bids on other items will be considered, provided the Bidder clearly identifies in his proposal the item to be furnished, together with any descriptive matter which will indicate the character of the item.

The Park District shall have the right to approve or reject as an equal, any article the Bidder proposes to furnish which contains variations from the specifications.

PRICE

1. Bidders must specify unit prices as well as the aggregate price, unless otherwise specified. Failure to specify unit prices when required may result in bid rejection.
2. Cash Discount - Offers of cash discounts will be considered in determining awards.

TAXES

This work is being done under the auspices of the Arlington Heights Park District and therefore is exempt from the Illinois sales tax and the Regional Transportation Authority sales tax. The proposal shall not include any costs for these taxes.

DELIVERY CHARGES

All bid prices should include both shipping and delivery charges. These charges shall be freight (F.O.B.) to the Park District. Delivery should be to a desired point within the Park District unless otherwise stated in the call for bids. Any variation from the advertised terms should be clearly stated in the Bidder's proposal.

PAYMENT

Payment will be made to the Contractor within thirty (30) days of completion and acceptance of the project by the Park District. As required by the IRS, a **W-9 Request For Taxpayer** Identification Number and Certification Form must be submitted to the accounting department prior to releasing payment for the project. The form and instructions are located at the back of this document.

INSURANCE

Contractor shall maintain throughout the agreement, as a minimum, the following insurance policies:

1. Workers compensation and occupational disease statutory limits covering all employees who perform any obligations assumed under this contract.
2. Public liability and property damage liability insurance covering all operations under the contract; limits for bodily injury or death not less than \$1,000,000 for each accident; for property damage, not less than \$500,000 each accident.
3. In addition to the above coverage, contractor shall maintain a blanket umbrella liability policy in the amount of \$2,000,000.
4. All vehicles whether owned or non-owned, hired or in any way connected with this agreement shall be insured for public liability limits of not less than \$1,000,000 aggregate for each accident.

The Contractor awarded the bid shall furnish to District two copies of certificates of insurance made in favor of the Arlington Heights Park District and the Contractor.

OMISSIONS AND DISCREPANCIES

Should a Bidder find discrepancies in, or omissions from bid documents, he should at once notify the Arlington Heights Park District which may send a written instruction to all Bidders.

ACCEPTANCE OR REJECTION OF BIDS

The Park District reserves the right to reject any or all bids, to award a contract for only a portion of the bid work, waive informalities or technicalities in any bid, and accept any bid it deems to be in its best interest.

The Park District may consider such factors as bid price, delivery guarantee, experience and responsibility of bidder, methods of construction and similar factors in determining which bid it deems to be in its best interest.

GUARANTEE

The Bidder shall guarantee, in writing, that all materials and workmanship are free from defects and will remain so free for a period of at least one year after completion of the work. He shall further agree to replace all defective materials furnished under this agreement for a period of one year from the date of final acceptance, at no additional charge to the District.

ANTI-COLLUSION AFFIDAVIT

Bidders shall file an affidavit of anti-collusion, contained herein, with all bids for award consideration.

If you are awarded the project, please complete this form.

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.
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Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional) Arlington Heights Park District 410 N. Arlington Heights Road Arlington Heights, IL 60004-6038
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																																														
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: center; font-size: 8px;">Social security number</th> </tr> <tr> <td style="width: 30px; height: 20px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td> </tr> <tr> <td colspan="9" style="text-align: center; font-size: 8px;">OR</td> </tr> <tr> <th colspan="9" style="text-align: center; font-size: 8px;">Employer identification number</th> </tr> <tr> <td style="width: 30px; height: 20px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td> </tr> </table>	Social security number																		OR									Employer identification number																	
Social security number																																														
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Part II Certification			
Under penalties of perjury, I certify that:			
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and			
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and			
3. I am a U.S. citizen or other U.S. person (defined below); and			
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.			
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.			
Sign Here	<table style="width: 100%;"> <tr> <td style="width: 60%;">Signature of U.S. person ▶</td> <td style="width: 40%;">Date ▶</td> </tr> </table>	Signature of U.S. person ▶	Date ▶
Signature of U.S. person ▶	Date ▶		

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**MATERIALS
BID CHECKLIST**

PROJECT **WEARING APPAREL BID 2016**

BIDDER _____

ITEM **RECEIVED** **CORRECT INFORMATION**

Bid Form

Agreement

Anti Collusion, Sexual Harassment and Illinois Drug Free Affidavits

Specifications

Detailed Specifications (if any)

Addenda (if any)

Conditions of the Bid