



## INVITATION TO BID

The Arlington Heights Park District will receive sealed bids for: **Wearing Apparel Bid 2022** at the Park District office at 410 N. Arlington Heights Road, until **April 5, 2022 at 1:00 PM**. Bid documents and specifications are available at the Park District Office at the address listed above.

A public bid opening will be held at **April 5, 2022 at 1:00 PM** 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, 2022**, 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 Bid 2022-Attn: Bid Dept.**", 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: **3/23/2022**

**Bid Documents For: WEARING APPAREL 2022**

**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 **3/23/2022** 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, Supt. Of Recreation 847-506-7870 or [sneill@ahpd.org](mailto:sneill@ahpd.org)**

**Bid Opening:** All bids are due no later than **1 pm** on **April 5, 2022** at 410 N. Arlington Heights Rd., Arlington Heights, IL 60004. Bids shall be submitted in sealed envelopes, plainly marked "Bid- **WEARING APPAREL 2022 Attn: Bid Dept**".

SPECIFICATIONS FOR  
**WEARING APPAREL 2022**

ARLINGTON HEIGHTS PARK DISTRICT

ARLINGTON HEIGHTS, ILLINOIS

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

1. Prices must be valid on all reorders through **February 28, 2023** 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 vendor cost.

Majority of items will be **delivered between May 9 and June 3, 2022**- specific delivery schedule will be provided to successful bidder.

Sizes throughout the bid document will be as follows:

**Youth Small- YS**  
**Youth Medium- YM**  
**Youth Large- YL**  
**Small**  
**Medium**  
**Large**  
**X-Large**  
**XX Large**

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 February 28, 2023 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.

**Majority of items will be delivered between May 9 and June 3, 2022**

specific delivery schedule will be provided to the successful bidder

**Sizes throughout the bid document will be as follows:**

**Youth Small - YS**

**Youth Medium - YM**

**Youth Large - YL**

**Small**

**Medium**

**Large**

**X-Large**

**XX Large**

**If you have any questions, contact Steve Neill, 847 506 7870, [sneill@ahpd.org](mailto:sneill@ahpd.org)**

**This bid contains 6 pages, 49 items**

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

Item #	Description of Item and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost	GL
1 TL	Screen on front of shirt to be 2"x 3" Park District Aquatics logo over heart. Screen on back to be: "LIFEGUARD" in all capitals. Please use Impact font	White shirt with three color logo over heart, green lettering on the back	50	Small			022540-532400
2 KK	Full front screen with <b>Youth Sailing Camp</b> logo. AHPD logo on left sleeve.	Light Blue shirt with white letters	30 60 60 20 10	YL Small Medium Large XL			027725-532400
3 KK	Full front screen with Lake Staff logo. AHPD logo on left sleeve. STAFF on back.	Royal Blue shirt with white letters	10 10 10 5	Small Medium Large XL			027725-532400
4 KW	Screen on front of shirt to be Park District logo over heart. On back, <b>CAMP STAFF</b> in 3" letters.	Cool Mint with black logo & lettering.	20 80 40 15 10	Small Medium Large XL XXL			02-09.55-507925
5 KD	Screen of front of shirt to be 2 color dance recital logo. Screen on back to be 1 color artwork with names.	Light pastel blue shirt with light pink/lavendar ink front and black on back	40 30 25 30 30 10 5	YS YM YL AS AM AL AXL			02-09.60-503700
6 RG	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 " <b>Heritage Hurricanes</b> ". Park District logo shall be at the back nape of the neck.	Purple shirt with White lettering.	15 20 15 5 10	YS YM YL Medium Large			021940-503180
7 RG	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 " <b>Camelot Crocodiles</b> ". Park District logo shall be at the back nape of the neck.	Kelly Green shirt with Yellow lettering.	10 10 5 10 10	YS YM YL Small Medium			021540-503180
8 RG	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 " <b>Pioneer Piranhas</b> ". Park District logo shall be at the back nape of the neck.	Navy shirt with White lettering.	15 20 20 20 15	YS YM YL Medium Large			022140-503180

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

Item #	Description of Item and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost	GL
9 RG	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 " <b>Recreation Racers</b> ". Park District logo shall be at back neck nape.	Orange shirt with White lettering.	10 10 10 10	YS YM YL Medium			022340-503180
10 RG	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 " <b>Recreation Stingrays</b> ". Park District logo shall be at the back nape of the neck.	Yellow shirt with Black lettering.	20 20 20 20	YS YM YL Medium			022340-503180
11 RG	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 " <b>Frontier Flyers</b> ". Park District logo shall be at the back nape of the neck.	Light Blue shirt with White lettering.	10 10 20 20 10 10	YS YM YL Small Medium Large			021740-503180
12 RG	Screen on front shirt to be artwork logo centered across front of the shirt. Logo should read "AMST" and underneath in small letters <b>Arlington Muskies Swim Team</b> . AHPD logo to be on back nape of neck.	Royal Blue with Lime Green lettering	20 25 15 10 10	YS YM YL Small Medium			022540-5034175
13 CB	Screen on front of shirt to be <b>Pre-Tee Ball</b> logo. Park District logo on back-on nape of neck.	Lime shirt with navy lettering.	37	YS			020950-503455
15 CB	Screen on front of shirt to be <b>Pre-Tee Ball</b> logo. Park District logo on back-on nape of neck.	Navy shirt with white lettering.	36	YS			020950-503455
15 CB	Screen on front of shirt to be <b>Tee Ball</b> logo. Park District logo on back-on nape of neck.	Red shirt with white lettering.	33 41	YS YM			020950-503455
16 CB	Screen on front of shirt to be <b>Tee Ball</b> logo. Park District logo on back-on nape of neck.	Yellow shirt with navy lettering.	41 40	YS YM			020950-503455
17 CB	Screen on front of shirt to be <b>Rookie Ball</b> logo. Park District logo on back-on nape of neck.	Ash shirt with black lettering.	33 10	YM YL			020950-503455
18 CB	Screen on front of shirt to be <b>Rookie Ball</b> logo. Park District logo on back-on nape of neck.	Royal shirt with red lettering.	33 10	YM YL			020950-503455
19 KW	CAP logo in front of shirt- center.	Kiwi Color with Navy lettering	120 40 40	YM YL AS			02-09.64-507997
20 DS	50/50 T shirt, screen on front to be Arlington Club Soda logo centered across the front of the shirt	white shirt, red screen	5 5 5	Small Medium Large			081108-533000

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

Item #	Description of Item and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost	GL
21 DS	Screen on front with Farmer's Market logo centered across front of shirt.	Lime Green with white logo	5 5 4	Small Medium Large			081108-532400
22 KW	Screen on front of shirt to be the Park District logo over heart.	Violet shirt with white lettering and logo.	30 45 45 25 10 3	Small Medium Large XL XXL 3XL			02-09.64-507997
23 KW	Screen on front of shirt to be the Park District logo over heart.	Royal shirt with white lettering and logo.	30 45 45 25 10 3	Small Medium Large XL XXL 3XL			02-09.64-507997
24 MP	Screen on front of shirt to be 10.5" wide <b>Heritage Tennis Club</b> logo in center. Screen on back of shirt to be "STAFF" in block letters ("College" font).	Heather Sapphire shirt with white logo & lettering	10 30 30 15	Small Medium Large XL			171100-532400

**Polo Shirts: Gildan - Performance® Jersey Sport Shirt - 44800**

Item #	Description of Item and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost	GL
25 TL	Ebroidered on front of shirt to be Park District Aquatics logo over heart in white	Marbled Royal	15 15 15 0 0	Small Medium Large XL XXL			022540-532400

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

Item #	Description of Item and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost	GL
26 TL	Screen on front of shirt to be 2"x 3" Park District Aquatics logo over heart. Screen on back should read: "LIFEGUARD" in all capitals. Please use Impact font.	White shirt with three color logo over heart, green lettering on the back	50 75 100	Small Medium Large XL XXL			022540-532400

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

Item #	Description of Item and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost	GL
27 CB	Screen on front of hat to be Park District logo.	Navy hat with white logo	408	One size			020950-503455



**Gildan - Heavy Blend Hooded Sweatshirt or approved equal**

Item #	Description of Item and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost	GL
28	Park District Aquatics logo over heart. Back to have GUARD in Impact font	Navy with White lettering	15	Small			022540-532400
TL			30	Medium			
			30	Large			
			15	XL			

**Gildan 50/50 Dryblend 5.6 oz t-shirt**

Item #	Description of Item and Screen	Shirt Color	Qty.	Sizes	Unit Cost	Total Cost	GL
29	Screen on front of shirt to be 6" x 6" <b>Chicago Legends Softball League logo</b> centered on chest. Park District logo on left sleeve.	Ash shirt w/white logos	5	Large			02-91-50-503430
NW			8	XL			
			2	XXL			
30	Screen on front of shirt to be 6" x 6" <b>Chicago Legends Softball League logo</b> centered on chest. Park District logo on left sleeve.	Black shirt w/white logos	5	Large			02-91-50-503430
NW			8	XL			
			2	XXL			
31	Screen on front of shirt to be 6" x 6" <b>Chicago Legends Softball League logo</b> centered on chest. Park District logo on left sleeve.	Burgundy shirt w/white logos	5	Large			02-91-50-503430
NW			8	XL			
			2	XXL			
32	Screen on front of shirt to be 6" x 6" <b>Chicago Legends Softball League logo</b> centered on chest. Park District logo on left sleeve.	Royal shirt w/white logos	5	Large			02-91-50-503430
NW			8	XL			
			2	XXL			
33	Screen on front of shirt to be 6" x 6" <b>Chicago Legends Softball League logo</b> centered on chest. Park District logo on left sleeve.	Gold shirt w/white logos	5	Large			02-91-50-503430
NW			8	XL			
			2	XXL			
34	Screen on front of shirt to be 6" x 6" <b>Chicago Legends Softball League logo</b> centered on chest. Park District logo on left sleeve.	Red shirt w/white logos	5	Large			02-91-50-503430
NW			8	XL			
			2	XXL			
35	Screen on front of shirt to be 6" x 6" <b>Chicago Legends Softball League logo</b> centered on chest. Park District logo on left sleeve.	Orange shirt w/white logos	5	Large			02-91-50-503430
NW			8	XL			
			2	XXL			
36	Screen on front of shirt to be 6" x 6" <b>Chicago Legends Softball League logo</b> centered on chest. Park District logo on left sleeve.	Kelly shirt w/white logos	5	Large			02-91-50-503430
NW			8	XL			
			2	XXL			

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

Item #	Description of Item and Screen	Shirt Color		Sizes	Unit Cost	Total Cost	GL
37 KvW	Screen on front is 10" AHPD logo centered on chest. Screen on back is 6" number centered at same ht as front in Tahoma font. #s match sizes, #1-10 is sz YM, #11-20 is sz YL, #21-30 is sz 34-36. SHIPMENT: pack separately in bundles of 10 jerseys sorted by number: ie, bundles of 1-10, 11-20 , & 21-30	Reversible white tank with black lettering/black tank with white lettering	640 320 20	YM YL Small			020950-503400

**Port Authority Fashion Visor or approved equal**

Item #	Description of Item and Screen	Item Color	Qty.	Sizes	Unit Cost	Total Cost	GL
38 TL	Park District Aquatics logo to be screened in navy on the front center of visor.	Stone visor	75	one size			022540-532400

**Port Authority Outback Hat**

Item #	Description of Item and Screen	Item Color	Qty.	Sizes	Unit Cost	Total Cost	GL
39 TL	Park District Aquatics logo to be screened in navy on the front center of hat.	Canvas hat	15	one size			022540-532400

**Other Items**

Item #	Description of Item and Screen	Item Color	Qty.	Sizes	Unit Cost	Total Cost	GL
40 TL	Sweatpants. Hanes eco-smart sweatpants (P650) or approved alternative. AHPD Aquatics logo on left hip.	light steel pant, navy logo	15 15 20	Small Medium Large			022540-532400
41 NW	Gildan/ American Apparel TR401W Unisex Tri-blend Track T-shirt. Screen on front of the shirt 2"x3" AHPD logo over heart with ATHLETIC STAFF centered under the logo in 3/16" Tahoma font	Athletic blue shirt navy logo and lettering	18 34 22 14 2	Small Medium Large XL XXL			split 25/25//50 020950-503400- 25% 020950-503455- 50% 02-91-50-503430- 25%
42 TL	Augusta 2430 Women's Wayfayer Shorts	Navy	30 15	Small Medium			022540-532400

**Other Items**

Item #	Description of Item and Screen	Item Color	Qty.	Sizes	Unit Cost	Total Cost	GL
43 MH	Gildan 44800L Women's Performance Polo – Marbled Charcoal with white embroidery – ARC horizontal logo left chest	Marbled Charcoal w white embroidery	12 10	small large			
44 MH	Sport-Tek Full-Zip Sweatshirt ST259, Mens	Vintage Heatehr full color ARC logo, left chest, embroidery	10	Medium			
45 KW	Jerzees- Nublend Cadet Collar Quarter Zip Sweatshirt logo over heart	Oxford sweatshirt with white park district logo	30 45 45 25 10 3	Small Medium Large XL XXL 3XL			02-02-64-507997
46 DS	Polo Shirts: Hanes Polo Shirts 50% cotton, 50% blend or approved equal. Specify brand of equal. embroidering on front of shirt over heart to be Museum Logo	Navy blue shirt white lettering	8	Large			81108-532400
47 KW	Liberty bag- Rain Poncho- A-001	Black with white logo and lettering, STAFF on back	10 7 3	Small Medium Large XL XXL			02-09.55-507925
48 KW	Screen on front of shirt to be 5 1/2" X 9" Day Camp Logo	Jade Green shirt with black lettering	20 150 75 5	YS YM YL Medium			02-09.55-507925
49 KW	Preschool logo on front of shirt- center.	Kiwi Color with Navy lettering	50 75 20	YS YM YL			02.09-55-503620

**End of item list**



**REFERENCES:**

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

<b><u>Company Name</u></b>	<b><u>Contact Person</u></b>	<b><u>Phone Number</u></b>
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**

## AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2022\_\_\_\_\_, 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 2022**

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 9, 2022** and shall be completed **April 15, 2023**. **However, the majority of items to be delivered by June 3, 2022. Specific delivery schedule provided to winning vendor.**

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 **3/25/2022** 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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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 \_\_\_\_\_ 2022, 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 \_\_\_\_\_ 2022, A.D.

By: \_\_\_\_\_

*(Notary Public)* \*\*\*Seal\*\*\*

## **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.