



INVITATION TO BID

The Arlington Heights Park District will receive sealed bids for: **Green Slopes Park Pickleball Attenuation** at the Park District office at 410 N. Arlington Heights Road, until **1:00 PM** on **May 7, 2024**.. Sealed proposals will be received until **1:00 PM** at which time a public bid opening will take place. The Bid may be awarded at the Park Board Meeting on **Tuesday, May 14** at 6:30 p.m. at the Administration Center, 410 N. Arlington Heights Rd., Arlington Heights, Illinois 60004

Copies of documents required for bidding can be downloaded from our website: www.ahpd.org .

Bidders must note:

- I. Proposals are to be enclosed in a sealed envelope addressed to: Arlington Heights Park District, 410 N. Arlington Heights Road, Arlington Heights, Illinois 60004, **Attention: Bid Dept.** and marked on the outside "**BID: Green Slopes Pickleball Attenuation**".
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.

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.

By Order Of: Board of Park Commissioners
Arlington Heights Park District

Posted: 4/19/2024



INSTRUCTIONS TO BIDDERS

1. The following information is enclosed in your Bid Packet.
 - Instructions to Bidders
 - Invitation to Bid
 - Bid 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
 - Signed Anti-Collusion Affidavit, Sexual Harassment, Illinois Drug Free Affidavits
 - Specifications
 - Detailed Specifications (if any)
 - Addenda (if any)
 - Conditions of the Bid

Date: 4/19/2024

Bid Documents For: Green Slopes Park Pickleball Attenuation

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 **4/19/2024** and any authorized change orders there to which have been signed by both parties hereto, and which are hereby incorporated herein by reference.

Delivery Location: Davis Service Center
1440 E. Davis St.
Arlington Heights, IL 60005

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

Contact Person: John Kramer, Director of Parks and Planning (847) 506-7145

Bid Opening: All bids are due no later than **1:00 PM** on **May 7, 2024**. at 410 N. Arlington Heights Rd., Arlington Heights, IL 60004. Bids shall be submitted in sealed envelopes, plainly marked "**Green Slopes Park Pickleball Attenuation - Attn: Bid Dept**"



SPECIFICATIONS FOR
Green Slopes Park Pickleball Attenuation
ARLINGTON HEIGHTS PARK DISTRICT
ARLINGTON HEIGHTS, ILLINOIS

I DESCRIPTION OF BID MATERIALS

Includes: Delivery of exterior grade acoustic sound panels for an outdoor Pickleball Court located at Green Slopes Park. Panels will be attached to a vinyl coated chain link fence by District staff. Panels shall include all mounting hardware. Vendor shall guarantee a minimum 10 decibel reduction in noise from pre-installation sound reading levels. Panels shall be black in color and fit the following sizes as listed on the bid form.

The district reserves the right to choose the product that most closely meets these specifications with considerations for quality, conformance and prices. Delivery time from date of order shall be no more than 60 days. Any reference to a particular trademark, trade name, patent, design type, specification, producer or supplier is not intended to restrict this quote to any manufacturer or proprietor or to constitute an endorsement of any good or service and the district may consider clearly identified offers or substantially equivalent goods and services in response to such reference. Quotes including items other than specified must submit adequate manufactures' s literature to allow comparison with specification. Literature is requested with all quotes.

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.

The quoted price shall include all the shipping costs.

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



Bid Form Worksheet

Project: Green Slopes Park Pickleball Attenuation

Company Bidding: _____

Address: _____

City _____ **State** _____ **Zip Code** _____

Contact Person: _____

Ph# _____ **Email:** _____

Panel	Dimensions	Price
SE GATE (single)	81.75"H x 32"W	
SE GATE HEADER	32"H x 37.5"W	
EAST FENCE	10'H x 114'-2"W	
NE GATE (single)	81.25"H x 32.5"W	
NE GATE HEADER	32"H x 37.5"L	
NORTH FENCE	10'H x 921"L (76'-9")	
NW GATE (single)	81.25"H x 42.5"W	
NW GATE HEADER	32"H x 47"L	
WEST FENCE A	10'H x 273"L (22'-9")	
DOUBLE GATE	(LEFT = 116.75"H x 43.75"W)	
DOUBLE GATE	(RIGHT = 116.75"H X 43.75"W)	
WEST FENCE B	10'H X 973"L (81'-1")	
SW GATE	(single): 82"H x 42.75"W	
SW GATE HEADER	32"H x 47.25"L	
Shipping & Handling		
Total Bid Price:		\$

Manufacture's literature is requested with all quotes



BID FORM

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

4/19/2024	5/7/2024	6/30/2024
DATED	BID OPENING DATE	FINAL COMPLETION DATE

Sealed bids will be received by the Arlington Heights Park District until **1:00 PM** on **May 7, 2024**, 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 equipment so the equipment is **delivered by 6/30/2024**.

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

Addendum No. _____ Date _____

TOTAL BASE BID FOR:
(Green Slopes Park Pickleball Attenuation) \$ _____

(IN WORDS)

**DELIVERY OF MATERIALS TO: Davis Service Center
1440 E. Davis St.
Arlington Heights, IL 60005**

REFERENCES:

List three clients for reference checks. These should be from organizations for which you have provided services in the last year, selecting those for whom the work was most similar to the work requested. Bidder must have supplied equipment of a similar nature for these clients within the last two years.

<u>Municipality/Firm Name</u>	<u>Contact Person</u>	<u>Phone Number</u>
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1. _____

Describe service provided: _____

2. _____

Describe service provided: _____

3. _____

Describe service provided: _____

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 (30) 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 _____

Authorized Signature

Name and Title

**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 _____, 2024.

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 to: **Davis Service Center, 1440 E. Davis St., Arlington Heights, IL 60005.**

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 along with a Vendor Application prior to releasing payment for the project. IRS form, Vendor Application and an ACH Authorization Form (for direct deposit payments) will be included with the Award Letter to the contractor awarded this project.

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.