

GENERAL SPECIFICATION BID DOCUMENTS

INCLUDING: **INVITATION TO BID**
 INSTRUCTIONS TO BIDDERS
 GENERAL REQUIREMENTS
 GENERAL CONDITIONS
 SPECIFICATIONS
 BID FORM
 NON-COLLUSION AFFIDAVIT
 NON-DISCRIMINATION AFFIDAVIT
 TAX COMPLIANCE AFFIDAVIT
 SEXUAL HARASSMENT POLICY CERTIFICATION

BID OPENING: (Date)

LOCATION: **WINNETKA PARK DISTRICT OFFICE**
 520 GLENDALE AVENUE, SUITE 100
 WINNETKA, ILLINOIS 60093-2135

INVITATION TO BID

The Winnetka Park District shall receive sealed bids for:

Item(s)

in the Winnetka Park District Office, 520 Glendale Avenue, Winnetka, Illinois 60093-2135

A public bid opening will be held in the Winnetka Park District Office on: (Date)

Bid documents and specifications are available at the Winnetka Park District Office.

A contract will be awarded at the Board Meeting of the Winnetka Park District Board of Commissioners on

The Winnetka Park District Board of Commissioners reserves the right to waive any informalities in the bids received according to its own judgment, reserves the right to accept or reject any or all bids, reserves the right to accept only portions of each proposal and reject the remainder, and reserves the right to combine or separate any section or work if it is in the best public interest.

Winnetka Park District

INSTRUCTIONS TO BIDDERS

I BIDS

- A.** Bids shall be submitted only on the Bid Forms provided in these documents.
- B.** Bid Forms shall be completed in full and all total prices stated therein shall be the total cost of

as indicated in specifications and drawings (if included) for this project.
- C.** Bids shall be submitted in sealed envelopes with the name of the company indicated on the face of the envelope. Bids shall be addressed as follows:

**Director
Winnetka Park District
520 Glendale Avenue, Suite 100
Winnetka, Illinois 60093-2135**

Sealed Bids for:

- D.** Bids are due no later than **September 21, 1998 at 10:00 am** at the offices of the Winnetka Park District. Any bids received after that date and time shall be returned unopened to the company that attempted to submit the bid.
- E.** Bids will be opened on **September 21, 1998 at 10:00 am** at the offices of the Winnetka Park District.
- F.** All bids submitted will be considered firm for a period of sixty (60) days from the opening date unless a written statement from the Bidder to the contrary is attached.
- G.** All bids submitted will be accepted at face value. Errors and omissions will be interpreted as to the intent of the Bidder in each case.
- H.** All bids will contain the proposed delivery date for materials bid.
- I.** All bids shall be submitted in duplicate.

II SPECIFICATIONS

- A.** Specifications may be obtained at the offices of the Winnetka Park District, 520 Glendale Avenue, Suite 100, Winnetka, Illinois 60093-2135, between 8:30 A.M. and 5:00 P.M., Monday through Friday. Telephone: 847/501-2040. FAX: 847/501-5779.

III AWARDING OF CONTRACT

- A.** The Winnetka Park District Board of Commissioners will award the contract to the lowest responsible Bidder. The Board will consider the requirements of the bidding process and conformity with specifications, terms of delivery, quality and serviceability in determining the lowest responsible Bidder.
- B.** The Winnetka Park District Board of Commissioners reserves the right to waive any informalities in the bids received according to its own judgment, reserves the right to accept or reject any or all bids, reserves the right to accept only portions of each proposal and reject the remainder, and reserves the right to combine or separate any section or work if it is in the best public interest.
- C.** The Winnetka Park District Board of Commissioners will accept or reject bids within sixty (60) days of the opening date.

GENERAL REQUIREMENTS

I MINORITY BUSINESS FIRMS

- A. The Winnetka Park District encourages the use of minority businesses as suppliers.

II PRODUCTS

- A. All products specified are to be new, clean and free from defects.
- B. Where the product, material or equipment of a particular manufacturer is specified, it is intended that the Bid include that particular product, material or equipment. Where two or more manufacturers are specified, the choice is with the Bidder.
- C. Should the Bidder wish to substitute the product, material or equipment with one that is equal to or greater than the one specified, he shall obtain approval from the Owner no less than five (5) working days before bids are due. The Owner will then notify the other Bidders of the items approved.
- D. Should the Bidder wish to use any product, material or equipment not approved as equal, he is privileged to submit not more than two alternate proposals on any one item, listing the difference, if any, that will be made in his bid should such substitution be accepted.
- E. The Owner reserves the right to select the product which best meets his needs based on information provided and conforming with the specifications.

III SEXUAL HARASSMENT POLICY

- A. Pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*) ("Act"), all Bidders to this contract must have, prior to bidding on this contract, in effect and in force, a **written** sexual harassment policy which includes, at a minimum, the following provisions:
 - 1. a statement on the illegality of sexual harassment;
 - 2. the definition of sexual harassment under Illinois law;

3. a description of sexual harassment, utilizing examples;
4. an internal complaint process, including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights (“Department”) and the Illinois Human Rights Commission (“Commission”);
6. directions on how to contact the Department and the Commission; and;
7. protection against retaliation as provided by Section 6-101 of the Act.

B. The Bidder understands and warrants to the Winnetka Park District that by submitting a bid on this Contract, it is in compliance with Section 2-105 of the Act and will remain in compliance with Section 2-105 for the entirety of the Contract. A violation of Section 2-105 is grounds for the immediate cancellation of this Contract. However, any forbearance or delay by the Winnetka Park District in canceling this Contract shall not be construed as Winnetka Park District’s consent to such violation and shall not constitute a waiver of any rights the Winnetka Park District may have, including, without limitation, cancellation of this Contract.

C. If the Bidder does not complete the Sexual Harassment Policy Certification Form and submit it with his Bid, the Bid shall be regarded as incomplete and shall not be considered in awarding the Contract.

GENERAL CONDITIONS

I TAXES

- A.** The Winnetka Park District is tax-exempt. Upon the awarding of the contract, the Winnetka Park District will, if requested, provide to the Bidder a letter with the tax-exempt number of the Winnetka Park District.

II ARBITRATION

- A.** The exclusive venue for the litigation of any disputes between or among the Owner and the Bidder or any cause or action arising out of the Contract shall be the Circuit Court of Cook County, Illinois.

1998 Winter Program Brochure
1999 Spring Program Brochure
SPECIFICATIONS & FORM

2-52-page seasonal brochure

7,000 Pieces – Bundled by route for postal delivery.

Cover: 8 pt. coated one side, Carolina Cover

Body: 70# white offset

Inks: Cover: Four color one side, two color second

Body: Two color on all

Proof: Three proofs and one Color key and dylux proof for all.

(Quote should include typesetting)

\$_____

2-52-page seasonal brochure

7,000 Pieces – Bundled by route for postal delivery.

Cover: 8 pt. coated one side, Carolina Cover

Body: 70# white offset

Inks: Cover: Four color one side, two color second

Body: Two color on all

Proof: Color key and dylux proof for all.

Disk provided, software Quark Express for Windows

\$_____

Price per page for typesetting

\$_____

Price per screen

\$_____

Price for additional four pages

\$_____

Price for reduction of four pages

\$_____

1999 Golf/Tennis Lottery Brochure

SPECIFICATIONS & FORM

1-16-page lottery brochure

7,000 Pieces – Bundled by route for postal delivery.

Cover: 8 pt. coated one side, Carolina Cover

Body: 70# white offset

Inks: Cover: Two color one side, two color second

Body: Two color on all

Proof: Three proofs and one Color key and dylux proof for all.

(Quote should include typesetting)

\$_____

1-16-page seasonal brochure

7,000 Pieces – Bundled by route for postal delivery.

Cover: 8 pt. coated one side, Carolina Cover

Body: 70# white offset

Inks: Cover: Two color one side, two color second

Body: Two color on all

Proof: Color key and dylux proof for all.

Disk provided, software Quark Express for Windows

\$_____

Price per page for typesetting

\$_____

Price per screen

\$_____

Price for additional four pages

\$_____

Price for reduction of four pages

\$_____

BID TO: Winnetka Park District Board of Commissioners
Winnetka Park District
520 Glendale Avenue, Suite 100
Winnetka, Illinois 60093-2135

1. The following is our proposal to provide the items as described in the specifications.
2. Having carefully examined all specifications as prepared by the Winnetka Park District, we offer the following bid.
3. The Bidder hereby states that the price quoted herein constitutes the gross total cost to the Winnetka Park District for all equipment/supplies bid and that this cost also includes all taxes (other than Illinois Sales Tax), insurance, royalties, transportation charges, use of all tools and equipment, superintendence, bond and overhead expense, all profits and all other work, services and conditions necessarily involved in the materials furnished, in accordance with the requirements of the "Bidder's Documents" considered severally and collectively.
4. We hereby agree that this proposal may be accepted by the Board of Commissioners without change at any time during a period stipulated in the specifications.

Bidder: _____
(Print Name of Bidder)

Address: _____

City, State, Zip: _____

Phone/Fax: _____

Signed: _____
(Signature of Authorized Officer)

Printed Name of Signatory: _____

As Its: _____
(Title of Signatory)

Dated: _____, 199__

The Bidder acknowledges receipt of the following Addenda. Failure to acknowledge may result in the rejection of this proposal:

.....
STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Bidder, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Bidder.

Dated: _____, 199__

(Notary Public)

[Notary Seal]

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NOTES:

1. To be delivered as described in Instructions to Bidders.
2. Bid Form to be filled out completely.
3. All Affidavits and Certification Forms to be filled out completely.

NON-COLLUSION AFFIDAVIT

I, the undersigned, being duly sworn and as an authorized representative of the Bidder, do state as follows:

1. That the said bid is made without any connection or common interest in the profits with any other persons making any bid or proposal for said work;
2. This contract is in all respects fair and entered into without collusion or fraud;
3. That no head of any department or any employee therein, or any officer of the Winnetka Park District is directly or indirectly interested therein.

Bidder: _____

(Print Name of Bidder)

Signed: _____

(Signature of Authorized Officer)

Printed Name of Signatory: _____

As Its: _____

(Title of Signatory)

Date: _____, 199__

.....

STATE OF ILLINOIS)	
)	SS
COUNTY OF COOK)	

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Bidder, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Bidder.

Dated: _____, 199__

(Notary Public)

[Notary Seal]

NON-DISCRIMINATION AFFIDAVIT

I, the undersigned, being duly sworn and as an authorized representative of the Bidder, do state as follows:

1. That the bidder has not, does not, and will not engage in discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, military service or sensory, physical or mental disability, in the hiring or firing of employees; and
2. That the bidder is, in fact, an equal opportunity employer; and
3. That the bidder shall not commit an unfair employment practice and shall take affirmative action to ensure that no unfair employment practice is committed.

Bidder: _____

(Print Name of Bidder)

Signed: _____

(Signature of Authorized Officer)

Printed Name of Signatory: _____

As Its: _____

(Title of Signatory)

Dated: _____, 199__

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Bidder, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Contractor.

Dated: _____, 199__

(Notary Public)

[Notary Seal]

I, the undersigned, being duly sworn and as an authorized representative of the Bidder, do state as follows:

I, the undersigned, being duly sworn and as an authorized representative of the Bidder, do state as follows:

1. The individual or entity making the foregoing proposal or bid certifies that he or she is not barred from contraction with the Winnetka Park District because of any delinquency in the payment of any tax administered by the Department of Revenue unless it is being contested.
2. The individual or entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

2. The individual or entity making the proposal or bid understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

Bidder: _____

(Print Name of Bidder)

Signed: _____

(Signature of Authorized Officer)

Printed Name of Signatory: _____

As Its: _____

(Title of Signatory)

Dated: _____, 199__

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Bidder, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Bidder.

Dated: _____, 199__

(Notary Public)

[Notary Seal]

SEXUAL HARASSMENT POLICY CERTIFICATION

As part of his/her proposal on the enclosed Contract, the undersigned hereby certifies that Bidder has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including at least the following:

1. a statement on the illegality of sexual harassment;
3. a description of sexual harassment, utilizing examples;
4. an internal complaint process, including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights Commission ("Commission");
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation, as provided by Section 6-101 of the Act.

Bidder further certifies that such policy shall remain in full force and effect throughout the term of the Contract.

Bidder: _____
(Print Name of Bidder)

Signed: _____
(Signature of Authorized Officer)

Printed Name of Signatory: _____

As Its: _____
(Title of Signatory)

Dated: _____, 199__

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Bidder, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Bidder

Dated: _____, 199__

(Notary Public)

[Notary Seal]