



**CHAMPAIGN
PARK DISTRICT**

June, 2019

Dear Potential Bidder:

The Champaign Park District is requesting bids for the purchase of 64 LED flood lighting fixtures.

Sealed bids shall be delivered or mailed to Bret Johnson, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821 **by 2:00 p.m. prevailing time on Thursday, June 27, 2019**. Sealed bid packets shall be clearly marked with the words: "**Bid Document: LED Lighting**", along with the bidder's name and address, on the outside of the envelope.

When submitting your sealed bid, please make sure to enclose the following:

1. Bidder's Form (page 3)
2. Commitment to Engage in Affirmative Action Practices (page 4)
3. Affirmative Action Contractor's Compliance Report (pages 5-6)

If you have any questions regarding the areas, or any of the enclosed information please contact me at 217-819-3850, 7:30 a.m. to 4:00 p.m., weekdays, or bret.johnson@champaignparks.com

Sincerely,

Bret Johnson
Grounds & Maintenance Supervisor

Enc.

Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821-4112
217.398.2550 Phone
217.355.8421 Fax
www.champaignparks.com

Park Commissioners
Craig W. Hays
Barbara J. Kuhl
Timothy P. McMahon
Kevin J. Miller
Jane L. Solon

Officers
Cindy Harvey, *Secretary*
Guy C. Hall, *Attorney*
Donna Lawson, *Treasurer*
Joseph C. DeLuce, *Executive Director*

SECTION I. INSTRUCTIONS TO BIDDERS

- 1.01 Request for Bid: The Champaign Park District is requesting bids for sixty four (64) high lumen LED flood lighting fixtures.
- 1.02 Definition of Parties: The Champaign Park District will hereinafter be referred to as the "District." Respondents to the RFB shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."
- 1.03 Due Date: Sealed bids shall be delivered or mailed to **Bret Johnson, Grounds & Maintenance Supervisor, c/o Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821, no later than 2:00 P.M. (Central Time) on Thursday, June 27, 2019**, at which time bids will be opened and publicly read aloud. Late bids and facsimile copies will not be accepted.
- 1.04 Bid Understanding: By submitting a bid, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions, and specifications. Failure to do so will be at the bidder's risk and they cannot secure relief on the plea of error.
- 1.05 Submission of Bid: All bids shall be submitted on the bid forms and accompanied by requested information including the Champaign Park District Commitment to Engage in Affirmative Action Practices forms. All blank spaces shall be properly filled in, in ink or typewritten, in both words and figures, and with no other conditions, changes, erasures or interlineations. Bids shall be signed and executed by a principal duly authorized to make contracts.

Bids shall be enclosed in an envelope sealed and clearly marked with the words: "**SEALED BID: LED Lighting**" The bidder shall put their name and address on the outside of the envelope.

The District shall not be responsible for the premature opening of bid envelopes, which are not properly filled out in accordance with the instructions.

- 1.06 Award: The District will award this bid to the lowest responsible bidder if all other requirements are satisfactorily met. The District reserves the right to reject any and all bids, in whole or in part, and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the District. The District reserves the right to waive minor irregularities and technicalities. A bid may be rejected if it is in any way incomplete or irregular.
- 1.07 Withdrawal: Bidder may make a written request to modify or withdraw the offer at any time prior to the opening. Bids may not be withdrawn or modified after bid opening. Withdrawal of bids will be allowed if award of contract has been delayed more than 60 days, after date of actual bid opening.
- 1.08 Inquiries: Questions and comments regarding this solicitation should be directed to **Bret Johnson, Grounds & Maintenance Supervisor, by calling 217-819-3850 or at bret.johnson@champaignparks.com**. Written answers to questions of a general nature or which would affect the solicitation will be provided to all eligible bidders. Only written answers to the questions shall be binding.
- 1.09 Compliance or Deviation to Specifications: Bidder hereby agrees that the equipment or services offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Bidder's response. Bidder may submit an attachment entitled "Exceptions for Specification", which must be signed by Bidder's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Bids failing to comply with this requirement will be considered non-responsive.
- 1.10 Compliance with Ordinances and Statutes and Notice of Special Conditions: Each bidder shall comply with the requirements of the Affirmative Action Regulations of the Champaign Park District, Illinois Fair Employment Act, Equal Opportunity regulations and other Local, Federal and State regulations and guidelines applicable to the contract.

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SECTION II. TERMS AND CONDITIONS

- 2.01 Delivery Notification: The District shall be notified 24 hours prior to delivery so that personnel may be available to allow access to the building and verify items received. Notification shall be made to **Bret Johnson, Grounds & Maintenance Supervisor, at 217-819-3850**.
- 2.02 Transportation Charges: Quotations must be F.O.B. to the **Operations Facility, 2311 West John St., Champaign, Illinois 61821**. Prices quoted will be considered to include all charges for transportation, packaging, crates, containers, and insurance necessary to complete delivery.
- 2.03 Payment: Payment will be made following the delivery of all invoiced equipment and after Board of Commissioners approval of the invoice at their subsequent regular meeting, which occurs on the 2nd Wednesday of each month.
- 2.04 Indemnification: Vendor shall indemnify and hold harmless District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs) arising out of or resulting from the performance of Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use therefrom, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnify which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Agreement.
- 2.05 Insurance: The Vendor shall have in effect a one million per occurrence commercial, general liability insurance policy.
- 2.06 Bid Rigging or Bid Rotating: The bidder by affixing his or her signature to the bid, certifies that he/she has not been barred from being awarded a contract with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (bid rigging or bid rotating).
- 2.07. Protest: If bidder objects to any provision of the bid, believes it improperly rejected your offer, or believes the selected offer is not in the District's best interests, bidder may submit a written protest to the Executive Director within five (5) days after the opening. The District will consider only written protests that are properly and timely filed with the District. The District will issue a written decision and that decision is final.

SECTION III. SPECIFICATIONS

- 3.01 Bidder shall provide **LED Lighting Fixtures** in accordance with specifications listed below.
- A. Lithonia Lighting – High Lumen LED Flood Luminaire (catalog # and description listed on bidder's form)
- B. EPA: 5.4 ft²
Depth: 10"
Width: 25"
Height: 22"
Overall Height: 31"
Weight: 70 lbs

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SECTION IV. BIDDER'S FORM

Bidder shall provide LED lighting fixtures listed below. All bidders must check YES if meeting or exceeding specifications and NO if exception is taken to specifications. Any exceptions taken must be explained in written detail and attached to the bid submitted.

FIXTURES

<u>Qty.</u>	<u>MFR</u>	<u>Catalog #</u>	<u>Description</u>	YES	NO
32	Lithonia	HLF2LEDP340KMFL4 80	YKC62DNAXD	_____	_____
32	Lithonia	HLF2LEDP340KMFL4 80	UBVYKC62DNAXD	_____	_____

DELIVERY

State the estimated delivery time: _____

TOTAL BID AMOUNT:\$ _____

Warranty _____

Bidder agrees to provide LED lighting fixtures in accordance with instructions to bidders, terms and conditions and specifications outlined herein.

Name of Company: _____

Address of Company: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Website: _____

Signature/Title: _____

Print Name: _____ Date: _____

FIN or SS# _____

COMMITMENT TO ENGAGE IN AFFIRMATIVE ACTION PRACTICES

A. The undersigned bidder/contractor/supplier/vendor understands and agrees:

It is the policy of _____ *(name of company)* that all applicants for employment and all employees be recruited, hired and assigned on the basis of merit without discrimination because of race, creed, color, national origin, sex, age or disability. The employment practices of this company have been and will continue to be such as to insure that all employees are treated equally and that no distinctions are made in rates of pay, benefits or opportunities for advancement.

Therefore employment of individuals, their assignment to jobs, their transfers and their promotions shall be determined by matching the requirements of an open position with the candidate's skills and qualifications without regard to race, creed, color, national origin, sex, age or disability.

All management and supervisory personnel shall continue to take positive action to insure that all principles and objectives of the affirmative action program are complied with to carry out the provisions of the laws governing non-discrimination in employment.

- B. The undersigned bidder/contractor/supplier/vendor understands and agrees: to submit to the park district upon request written evidence of the effectiveness of the above-required practices, policies and goals.
- C. The undersigned bidder/contractor/supplier/vendor understands and agrees: to submit to the park district upon request statistical data concerning employee composition or membership composition by race, color, sex, age, disability and job description.
- D. The undersigned bidder/contractor/supplier/vendor understands and agrees: to distribute copies of the above commitment (A) to all persons who participate in recruitment, screening, referral and selection of job applicants and prospective job applicants or members.
- E. The undersigned bidder/contractor/supplier/vendor understands and agrees: to require any subcontractor to submit to the District a written commitment with who he/she contracts with in the amount of \$5,000.00/Sub-Contract or \$1,000.00/Supplier/Vendor (per purchase or in accumulated amount in any fiscal year of the District) or more to engage in Affirmative Action practices.

I certify that I have answered all the foregoing questions and provided all the foregoing information correctly and truthfully to the best of my knowledge and ability.

Signature of Authorized Agent

Date

Title

Telephone Number

All information provided the Champaign Park District will be held in strictest confidence.

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AFFIRMATIVE ACTION CONTRACTOR'S COMPLIANCE REPORT

Part I: Identification

1. Company's main office address: _____

Telephone: _____ Fax: _____

Federal employer's identification number: _____

2. In what capacity would the company do business with the park district?
 Contractor Sub-contractor Vendor Supplier Other _____

3. Major activity of company (principle product or service). _____

4. Is the company presently pre-qualified to do business with the park district or other local and/or state government?
 Yes No *If yes with what agency(ies)?* _____

During the last 12 months has the company performed business with any governmental agency federal, state, county, municipal, school districts, etc.)?

Yes No *If yes with what agency(ies)?* _____

Part II: Policies and Practices

A. Is the company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, religion, sex, national origin or ancestry, age or disability? Yes No

B. Has the company developed a written affirmative action policy?
 Yes No *If yes, a copy of the policy shall be provided to the District upon request.*

C. Does the company have an affirmative action officer or person responsible for affirmative action?
 Yes *If yes please complete.* No

Name: _____

Title: _____

Telephone: _____

C. Does the company have bargaining agreements with employee organizations?
 Yes No

If yes, have such organizations been notified of the company's responsibility to comply with the Champaign Park District's affirmative action program? Yes No

Comments: _____

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AFFIRMATIVE ACTION CONTRACTOR'S COMPLIANCE REPORT (CONTINUED)

E. Has the company notified all of its sub-contractors of their obligations to comply with the Champaign Park District's affirmative action program? Yes No

Comments: _____

Part III: Personnel Inventory

Occupations	White		Black		Hispanic		Other	
	Male	Female	Male	Female	Male	Female	Male	Female
Officials & Managers								
Professionals								
Technical								
Sales Workers								
Office & Clerical								
Crafts (skilled)								
Operatives (semi-skilled)								
Laborers (unskilled)								
Service Workers								
Apprentices (blue collar)								
On the job trainees (blue collar)								
On the job trainees (white collar)								
Totals								

The undersigned bidder/contractor/vendor/supplier has analyzed the workforce and submits the following workforce figures. The Champaign Park District will hold all information in the strictest confidence.

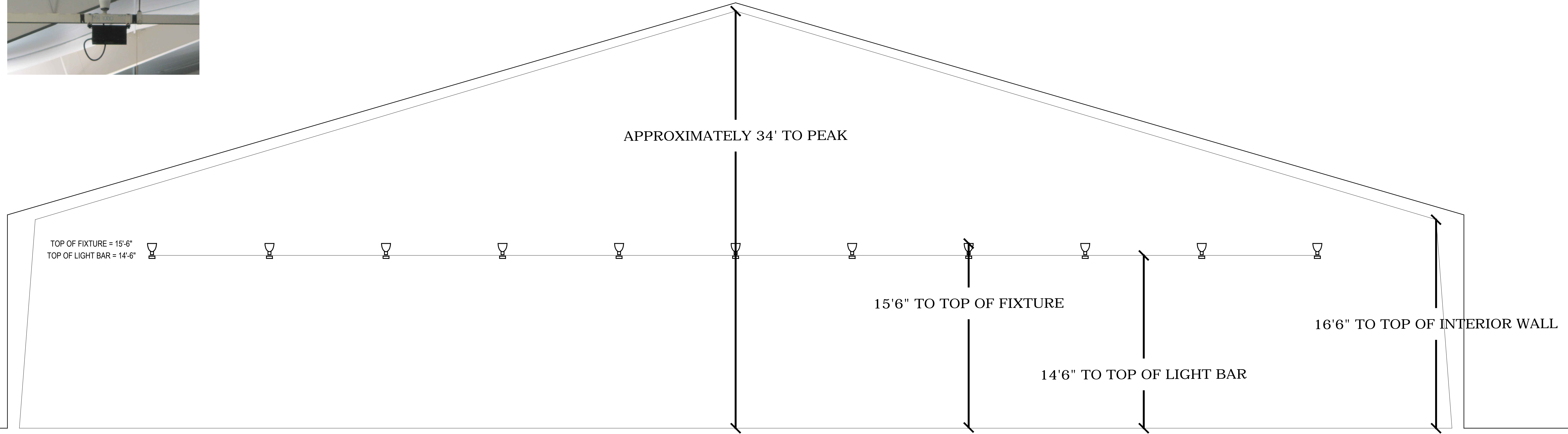
Above employee figures were obtained from: Visual check Employment records

 Signature of Authorized Agent

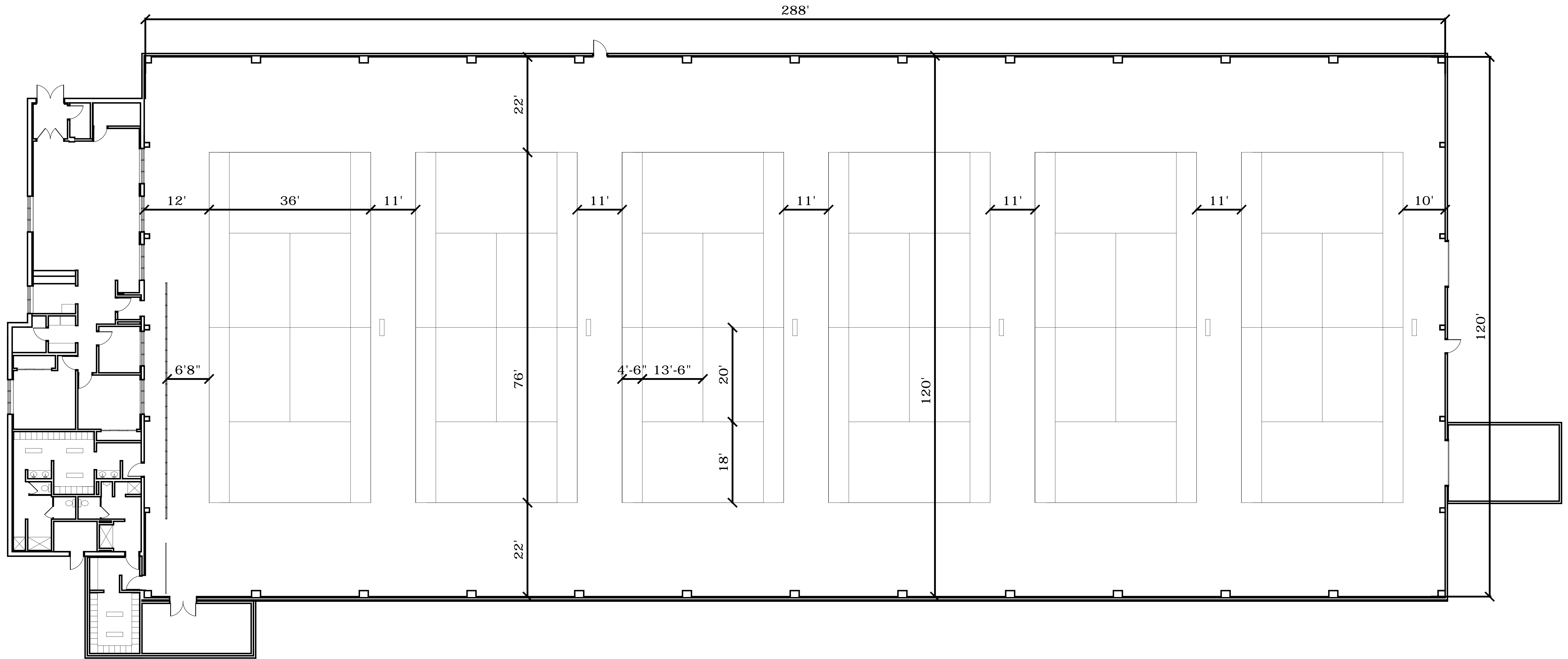
 Date

 Title

 Telephone Number



DODDS TENNIS CENTER
CROSS SECTION



DODDS TENNIS CENTER
 FLOOR PLAN
 1" = 10'-0"

