



June, 2021

Dear Potential Bidder:

The Champaign Park District is requesting bids for the purchase of 34 LED flood lighting fixtures, 4- 30 ft tapered poles, and 6 fixture crossarms.

Sealed bids shall be delivered or mailed to Bret Johnson, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821 **by 1:00 p.m. prevailing time on Wednesday, June 30, 2021.** 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.org](mailto:bret.johnson@champaignparks.org)

Sincerely,

Bret Johnson  
Assistant Director of Operations

Enc.

**Champaign Park District**  
706 Kenwood Road  
Champaign, Illinois 61821-4112  
217.398.2550 Phone  
217.355.8421 Fax  
[www.champaignparks.com](http://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*

## Champaign Park District: Request for Bid- LED Lighting, Crossarms, and Poles Purchase

### SECTION I. INSTRUCTIONS TO BIDDERS

- 1.01 Request for Bid: The Champaign Park District is requesting bids for thirty-four (34) LED lighting fixtures, six (6) crossarms, & four (4) round poles.
- 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, Assistant Director of Operations, c/o Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821, no later than 1:00 P.M. (Central Time) on Wednesday, June 30, 2021**, 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, Assistant Director of Operations, by calling 217-819-3850 or at [bret.johnson@champaignparks.org](mailto:bret.johnson@champaignparks.org)**. 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, Assistant Director of Operations, 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**

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- 3.01 Bidder shall provide **LED Lighting Fixtures, Crossarms, & Poles** in accordance with specifications listed below.
- A. Lighting fixtures
- a. HYLITE AEON LED flood light or approved equal
  - b. 230 watts
  - c. 33,100 lumens
  - d. Input line current is 480V
  - e. Less than 30lbs
  - f. NEMA 4 Spread, Beam Angle 30°, Field Angle 64°
  - g. 5000K
  - h. Black in color
  - i. 6 ft sheathed whip

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j. Ability to angle

**B. Crossarms**

- a. Lithonia or approved equal
- b. ACR3 series
- c. Black finish
- d. Ability to hold 3 fixtures
- e. 5.5' wide

**C. Poles**

- a. Hapco RTS or approved equal
- b. grade A steel poles
- c. 30 ft round tapered
- d. Black powder coated
- e. Must have hand hole
- f. 4 bolt base with cover
- g. Removable cap
- h. 11 gauge
- i. 7.5" butt diameter

**SECTION IV. BIDDER'S FORM**

Bidder shall provide LED lighting fixtures, crossarms, and poles 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>	<b>YES</b>	<b>NO</b>
34	Hylite	HLAF230WD50KN4480BK	LED Sports flood light	_____	_____

**CROSSARMS**

<u>Qty.</u>	<u>MFR</u>	<u>Catalog #</u>	<u>Description</u>	<b>YES</b>	<b>NO</b>
6	Lithonia	ACR3DBLXD	3 fixture crossarm	_____	_____

**POLES**

<u>Qty.</u>	<u>MFR</u>	<u>Catalog #</u>	<u>Description</u>	<b>YES</b>	<b>NO</b>
4	Hapco	RTS30B754D000LABBA	30 ft tapered black	_____	_____

**DELIVERY**

State the estimated delivery time: \_\_\_\_\_

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**Bid Amount for Fixtures:** \_\_\_\_\_

**Bid Amount for Crossarms:** \_\_\_\_\_

**BID Amount for Poles:** \_\_\_\_\_

**TOTAL BID AMOUNT:** \_\_\_\_\_

Warranty \_\_\_\_\_

Bidder agrees to provide LED lighting fixtures, crossarms, and poles 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# \_\_\_\_\_

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**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.*

**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