



September 25, 2021

Dear Potential Bidder:

The Champaign Park District is requesting bids for the **Robeson Park Playground Installation and ADA Compliant Sidewalk** in Champaign, Illinois. Enclosed are the specifications.

Bids shall be delivered or mailed to Daniel Olson, Director of Operations, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821 by **10:00 am prevailing time on Tues. Oct. 19, 2021** (Bresnan Meeting Center). Bids shall be clearly marked with the words: **“Bid Document: Robeson Playground Installation”**, along with the bidder’s name and address, on the outside of the envelope.

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

1. Bid Bond
2. Bid Forms
3. Commitment to Engage in Affirmative Action Practices forms

Please also note that the bid document has the following supporting documents:

1. Robeson Playground Exhibit A through C – Access and detail aerials.
2. Robeson Playground Exhibit D – Playground installation instructions Part 1.
3. Robeson Playground Exhibit E – Playground installation instructions Part 2.
4. Robeson Playground Exhibit F – Playground footprint drawing.

If you have any questions regarding the information enclosed, please contact me at dan.olson@champaignparks.org or 217-819-3812, 7:30 a.m. to 4:00 p.m., weekdays.

Sincerely,

Daniel J. Olson
Director of Operations

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

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

Officers
Jarrod Scheunemann, *Secretary*
Guy C. Hall, *Attorney*
Brenda Timmons, *Treasurer*
Joseph C. DeLuce, *Executive Director*

SECTION I. INSTRUCTIONS TO BIDDERS

- 1.01 Request for Bid: The Champaign Park District is requesting bids for the installation of playground equipment and installation of an ADA compliant sidewalk at Robeson Park in, Champaign, IL.
- 1.02 Definition of Parties: The Champaign Park District will hereinafter be referred to as the "District." Respondents to the Request for Bids 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 **Daniel Olson, Director of Operations, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821, no later than 10:00 am prevailing time on Tues. Oct. 19, 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: ROBESON PARK PLAYGROUND INSTALLATION"**. 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. Where there are tie bids, there shall be a preference for "in state-bidders".
- 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 modified after submittal or 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 **Daniel Olson, Director of Operations**, at Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois 61821 or by calling **217-819-3812** or by email at **dan.olson@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. Inquiries must be received by **5:00 p.m., Wednesday Oct. 13, 2021**. Written responses to questions or bid addenda will be posted to

the Champaign Park District "Bids & RFPs" web page by **5:00 p.m., Thurs. Oct. 14, 2021**. It is the bidders' responsibility to check for bid addenda and written responses to questions.

- 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 to Specifications", 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 all Federal, State, and Local statutory requirements pertaining to prevailing wages, Affirmative Action Regulations of the Champaign Park District, Illinois Fair Employment Act, Employment of Illinois Workers on Public Works Act, Equal Opportunity regulations and other regulations and guidelines applicable to the contract.
- 1.11 Bid Bond: Bidder must submit as a bid surety a bid bond equal to 10% of the construction contract as a proposal guarantee in conformity with Illinois Statutes.
- 1.12 Performance Bond: The successful bidder shall furnish a Performance Bond in an amount equal to one hundred percent (100%) of the construction contract awarded and payment of all obligations thereunder. Bond form shall be A1A-311 or equivalent acceptable to the District. Failure to supply required bonds within ten (10) days after the bid acceptance, or within such extended period as the District may grant, shall constitute a default, and the District may award the contract to the next responsible bidder or elect to re-advertise the bid. A defaulting bidder may be deemed liable for the difference between the bid originally accepted and that amount for which an award is subsequently executed.

SECTION II. TERMS AND CONDITIONS

- 2.01 Payments: Contractor shall submit invoice to the District (Attn: **Daniel Olson**) by the 1st Friday of the month. Payment will be monthly after Board approval of the bills, which is the 2nd Wednesday of each month. Invoices must include District issued purchase order number.
- 2.02 Taxes: The District is exempt from any taxes by State and/or Federal Government. Exemption certificates will be provided upon request.
- 2.03 Assignment and Subcontractors: The Contractor shall not assign this contract or any part thereof without written consent of Owner, nor shall the Contractor award any work under this contract to any subcontractor without prior written approval from the Executive Director. Nothing contained in the contract documents shall create contractual relationship between any subcontractor and Owner.
- 2.04 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).
- 2.05 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

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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.

2.06 Insurance. Contractor shall keep in full force and effect at all times during this Agreement a comprehensive general liability insurance policy, with contractual liability coverage, with minimum limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate together with property damage insurance of not less than \$1,000,000. All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and shall be reasonably satisfactory to District. All insurance coverage provided by Contractor shall be primary insurance as to District. Any insurance or self-insurance maintained by District shall be in excess of Contractor's insurance and shall not contribute with it. The District, its commissioners, officers, employees, agents, representatives, and volunteers shall be covered as additional insured's under the general liability coverage which shall contain no special limitation on the scope of protection afforded to the additional insured's, and shall contain appropriate extensions or riders necessary to assure coverage. The policy shall not be cancelled or amended without at least ten (10) days prior written notice having been given to the District. Cancellation of any such coverage without a substitute policy containing the required coverage's being put in force, shall be grounds for the District to immediately terminate this Agreement with no further rights afforded Contractor. At its option, District may continue such insurance at its cost and obtain reimbursement and repayment thereof from Contractor. In such event, Contractor shall pay the amount due within ten (10) days of payment by District. The Parties acknowledge that Contractor may from time to time change insurers; provided that, the District shall be provided with a certificate of such insurance otherwise conforming to and in compliance with the terms hereof, promptly upon such change.

Contractor shall maintain in effect at its sole expense the following insurance applicable to the work performed hereunder:

- (a) Workers' Compensation:
 - State Statutory
 - Applicable Federal Statutory
 - Must show policy number on certificate of insurance if workman's compensation is provided.

- (b) Comprehensive General Liability:
 - General Liability: \$1,000,000 each occurrence (including completed operation and products liability)
 - Property Damage: \$1,000,000 each occurrence
 - General Aggregate: \$2,000,000 or a combined single limit of \$2,000,000
 - Property damage liability insurance will provide Explosion, Collapse and underground coverages where applicable.

- (c) Contractual Liability (Hold Harmless Coverage):
 - Bodily Injury: \$1,000,000
 - Property Damage: \$1,000,000 each occurrence
 - Annual Aggregate: \$2,000,000 each occurrence

- (c) Comprehensive Automobile Liability:
 - Bodily Injury: \$1,000,000 Per Person and \$1,000,000 Per CONTRACTOR
 - Property Damage: \$500,000 each occurrence or combined single limit of \$500,000

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- (d) Umbrella Liability:
- \$5,000,000 each occurrence

The District, its commissioners, officers, employees, agents, representatives, and volunteers ~~The District, its officers, agents and employees~~ are to be covered and named as additional insureds under the General Liability coverage and shall contain no special limitation on the scope of protection afforded to the additional insureds. The policy and/or coverage shall also contain a “contractual liability” clause.

Prior to beginning work, Contractor shall furnish the District with certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days written notice to District prior to cancellation or material change of any insurance referred to therein. Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the District to identify a deficiency from the evidence that is provided shall not be construed as a waiver of Contractor’s obligation to maintain such insurance.

All insurance carriers providing the coverage set forth herein shall have a rating of A as assigned by A.M. Best and Co. and satisfactory to the District at its sole discretion. All insurance coverage provided by the Contractor shall be primary coverage as to the District. Any insurance or self-insurance maintained by the District shall be excess of the Contractor’s and shall not contribute to it.

2.07 Indemnification: Contractor shall indemnify, defend and hold harmless the District and any of its commissioners, directors, officers, employees, agents, representatives, and volunteers from and against any and all liability, loss, costs, causes of actions, demands, attorney’s fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against District that arises solely from an act, failure or omission on the part of Contractor or any of its trustees, directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

2.08 Independent Contractors acknowledges and agrees that Contractor is not an employee of the District, is not entitled to any benefits or protections afforded employees of the District, nor bound by any obligations of employees of the District. Nevertheless, Contractor will not act contrary to the policies of the District. Contractor understands and fully agrees that Contractor will not be insured under provisions of the unemployment compensation insurance of the District or the workers’ compensation insurance of the District, and that any injury or property damage in connection with the work performed will be Contractor’s sole responsibility and not that of the District. It is also understood that Contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the District and, therefore, Contractor will be solely responsible for Contractor’s own acts or omissions, and those of Contractor’s employees and agents, if any. The District will not in any manner whatsoever be obligated to defend, indemnify or hold harmless Contractor, or Contractor’s employees and agents, if any, in matters of liability.

Contractor acknowledges and agrees that Contractor is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed pursuant to Social Security, unemployment insurance and worker’s compensation insurance on behalf of Contractor and those employees and agents, if any, employed by Contractor.

- 2.09 Sexual Harassment Policy: The Bidder by affixing his or her signature to the bid, certifies that is has a written sexual harassment policy that includes the following information:
- A. The illegality of sexual harassment.
 - B. The definition of sexual harassment under State Law.
 - C. A description of sexual harassment utilizing examples.
 - D. The Contractor's internal complaint process including penalties.
 - E. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and Equal Employment Opportunity Commission.
 - F. Protection against retaliation against a person because he or she has opposed that which he or she reasonably and in good faith believes to be sexual harassment or because he or she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceedings or hearing under the Illinois Human Rights Act or any other civil rights statute.

SECTION III. GENERAL REQUIREMENTS

3.1 General

- 3.1.1 Contractor must review provided documents and specifications. Contractor is responsible for notifying District if any discrepancies or conflicts are detected in the bid documents.
- 3.1.2 Construction access shall be from Southmoor Drive (Exhibit A). Can access over sidewalk or over grass area. Care must be taken while driving or crossing sidewalks as they will remain open during the project. Sidewalk or turf damaged during construction must be replaced back to existing condition. Contractors will distance their routes as far as they can from trees to reduce root damage.
- 3.1.3 Contractor to attend a pre-construction kickoff meeting or call with District. A proposed schedule of work is to be provided by Contractor to District during this time.
- 3.1.4 Contractor to submit as-built drawings if installation significantly differs from provided plans.
- 3.1.5 Contractor to submit company site safety plan for review and approval.
- 3.1.6 Contractor is responsible for notifying J.U.L.I.E. before work begins to locate all existing utilities. The Park District will locate in-house utilities to within 6 feet either side of a painted line. Both the Park District and J.U.L.I.E. require a 48 hour notice before work begins to locate utilities. Damage to utilities cause by the contractor shall be repaired to the satisfaction of the owner at the sole expense of the contractor.
- 3.1.7 It is the responsibility of the bidder to inspect the locations prior to submitting a bid. No variance in price or conditions shall be permitted based upon a claim of ignorance. Submission of bid shall be considered evidence that the Bidder has familiarized himself/herself with the nature and extent of the work, equipment, materials and labor required. Provided measurements and quantities are approximations.
- 3.1.8 It is the responsibility of the Contractor to provide safety fencing that shall be installed and in place prior to any construction activity. Contractor is responsible for the integrity of the fence for the full duration of the construction project. Contractor shall assume full responsibility for the safety within the construction site for the duration of the project and up to 3 months after the start of the project or as District representative deem fit. All fencing shall be chain-link and locked when contractor or owner's representative is not on site. Gates shall be double locked with both the contractor's lock and District locks to allow for dual access to the site. Fencing to be sealed to prevent children from entering project site for the full duration of the project. All fencing and posts shall be a minimum of six feet (6') in height.
- 3.1.9 Contractor is responsible for repairing or replacing any existing pavement, vegetation, or amenities damaged during construction at no cost to Owner.
- 3.1.10 Contractor shall pay employees and subcontractors prevailing wage for the State of Illinois.

3.2 Work Definition

- 3.2.1 Provide all labor, supervision and appropriate equipment for the installation of new playground equipment and new ADA compliant sidewalk. It also includes minor grading, seeding, and concrete work. Site work is limited to area surrounding existing playground in Robeson Park and the length of sidewalk approaching the playground. Playground equipment and associated hardware/fasteners, signage, layout plans, and installation instructions will be provided by the Park District (Owner). Contractor to provide all material, equipment and labor for removal of existing and installation of playground approach sidewalk to meet ADA standards.

- 3.2.2 Playground equipment includes, but is not limited to: Two (2) bobble riders, one (1) spinner, one (1) zip line, a bank of five (5) swings, two (2) large climb-on structure that include multiple slides, platforms, panels and climbers, and one (1) small climb-on structure with multiple slides, platforms, panels and climbers. The approximate area of the playground is 6,110 square feet.
- 3.2.3 Contractor will **not** be responsible for the removal of the existing playground equipment, signs, benches, playground surface, playground subsurface (pea gravel and fabric), or playground border. These items will be removed by the Park District prior to contractor installation.

SECTION IV. GRADING AND LANDSCAPING

4.1 Grading and Site Restoration

- 4.1.1 Contractor to maximize cut/fill ratios and refrain from removing soil from the site or importing soil to the site.
- 4.1.2 Contractor shall be responsible for checking all grades to ensure positive drainage throughout site.
- 4.1.3 District must approve rough grade on site prior to beginning fine grade application.
- 4.1.4 Erosion Control - The site should be mulched following seeding using one of the following methods: Straw, Hydro-mulch, Erosion control blanket.

4.2 Seeding

- 4.2.1 Seedbed preparation - Areas to be seeded shall be dressed to a smooth, firm surface. The seedbed shall be adequately loosened to a depth of 3-6 inches. Rocks larger than 6 inches in diameter, trash, weeds, and other debris that will interfere with seeding or maintenance operations shall be removed or disposed of prior to seeding.
- 4.2.2 Seeding Methods - All seeding operations shall be performed in such a manner that the seed is applied in the specified quantities uniformly in the designated areas using one of the following methods: Slit Seeding, Drop or Broadcast seeding, Hydro-seeding.
- 4.2.3 Seed Mixtures and Rates – Cool Season, Premium Athletic Mixture to be applied at manufactures' recommended rate.

SECTION V. ADA COMPLIANT SIDEWALK CONCRETE WORK

5.1 Scope and Preparation

- 5.1.1 Contractor shall remove and replace an approximately seventy-foot (70') length of sidewalk from the playground to the area of low sidewalk in order to correct the running slope and trip hazards of the sidewalk approaching the playground. An ADA audit found that portions of the sidewalk slope were greater than 5%, and suggests, "Correct or repair running slope of accessible route to a maximum of 5%". Sidewalk is currently five feet (5') wide. Please see Exhibit B.
- 5.1.2 Contractor shall also install under-sidewalk drainage at the low point of the sidewalk consisting of six inch (6"0) double pipe PVC storm culvert with headwalls at both upstream and downstream side. Culverts will run under sidewalk position in the best location for natural drainage to occur. Please see exhibit B.
- 5.1.3 Contractor shall also install the following new ADA compliant concrete slabs adjacent to and continuous with the new sidewalk. Please see Exhibit C:
 - 5.1.3.1 A ten foot (10') by five foot (5') level concrete bench seating area with companion seating. A surface mounted bench will be supplied and installed by Park District (Owner) at a later date.

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5.1.3.2 A ten foot (10') by five foot (5') level slab to accommodate a bike rack area shall be installed. A surface mounted bike rack will be supplied and installed by Park District (Owner) at a later date.
5.1.3.3 An eight foot (8') by four foot (4') trash and recyclable receptacle area shall be installed. Trash and recyclable receptacles will be supplied and installed by Park District (Owner) at a later date.

- 5.1.4 Final product must meet current ADA compliance in the State of Illinois for sidewalks and/or ramps.
- 5.1.4 Owner will provide contractor with a rough location/layout/concept plan. Contractor is responsible for staking out the project. Work shall not begin in an area until staking is completed and approved by Owner.
- 5.1.5 Variations to the sidewalk and slab concepts may be acceptable, but must be approved by Park District staff prior to work beginning.

5.2 Rough Grading

- 5.2.1 Contractor shall be responsible for checking all grades and keeping work in agreement with the set grades. No grading shall be considered complete until work is approved by Owner. Contractor shall comply with all reasonable requests for changes or regrading.
- 5.2.2 Grades not otherwise indicated shall be uniform levels or slopes between such points where elevations are given or between such points and existing finished grades. Abrupt changes in slopes shall be rounded as directed by Owner.
- 5.2.3 Subgrades shall be formed and maintained to provide proper drainage at all times during the course of work.
- 5.2.4 Rough grading: All grading shall be done to conform to all lines and grades as set in the field and shall not be below finished subgrade as specified except where removal of unsuitable material is required.
- 5.2.5 Fill: If fill material is used, it shall not be placed until area has been inspected and approved by Owner. No fill material shall be placed on frozen ground; neither shall frozen fill material be placed.

5.3 Removal and Installation of ADA Compliant Sidewalk and Amenity Slabs

- 5.3.1 Contractor will remove and replace approximately seventy linear feet (70') of five foot (5') wide sidewalk in order to bring the sidewalk into ADA compliance. Exact measurements to be determined by the bidder.
- 5.3.2 Excavation and Backfill: Area beneath the proposed site shall be excavated or filled to the required subgrade. In areas where fill is required, only six (6) inch layers of fill shall be placed and each layer compacted prior to placement of fill material.
- 5.3.3 Base: Six (6) inch base course beneath sidewalk shall consist of CA6 gravel and uniformly graded.
- 5.3.4 Forms: Forms shall conform to the shape, lines, grades and dimensions of the concrete as staked. Lumber used in forms shall be free from loose knots or other defects. Forms shall be anchored securely to assure form will remain in place when concrete is poured. Forms shall be checked by the Owner prior to pouring of any concrete.
- 5.3.5 Concrete: Concrete shall be ready mix which has a fourteen (14) day compressive strength of 3,500 p.s.i. when tested in accordance with methods described in A.S.T.M. standards.
- 5.3.6 Sidewalk concrete shall be of Class X, Section 504 I.D.O.T. specifications, air content 4-7 percent, slump 3-5 inches, Portland cement – Type 1, ASTM-C150.

- 5.3.7 On-site testing of the concrete will only take place if the Owner sees the need.
- 5.3.8 Placing of Concrete: Care shall be taken in the placing of concrete so as not to dislodge the forms. Concrete shall be screened, floated as necessary, finished with a steel trowel to produce a smooth surface and lightly broomed with a coarse brush. Care shall be taken not to work the concrete while it is excessively wet.
- 5.3.9 Expansion and Control Joints: Expansion joints shall be one half (1/2") inch pre-molded material of an approved type and shall be recessed a minimum of one-quarter (1/4") inch below the top surface. Expansion joints shall be placed wherever new pavement abuts existing pavement or structures, or as noted in site specifications. Control joints shall be tooled, as needed, to restrict cracking.
- 5.3.10 Placing New Concrete Next to Existing Concrete: Dowels shall be placed 18 inches on center when new concrete is abutting existing concrete (unless noted otherwise in site specifications).
- 5.3.11 Curing of Sidewalk Concrete: If necessary, covering with polyethylene film or chemical curing agents shall properly cure concrete. If cured with polyethylene film, the film shall be placed as soon as possible after concrete is set to prevent marking and be kept covered for seven days. If a chemical curing agent is used, it shall be sprayed evenly and uniformly over the surface as soon as concrete has been finished.
- 5.3.12 If temperature is expected to reach 32 degrees F., spread blanketing to prevent freezing of concrete. The contractor shall be responsible for replacement of any concrete damaged due to freezing or improper pouring or curing methods, at Contractor's own expense.

5.4 Finish Grading

- 5.4.1 Finish Grading: Areas next to the sidewalk vacated by the forms shall be backfilled with clean topsoil and smoothed out so that the area is free of irregularities and depressions.

5.5 Cleanup and Guarantee

- 5.5.1 Cleanup: During the entire course of work, the site shall be kept in a clean state. All excess debris and rubbish shall be disposed of off the site unless otherwise directed by the Park District (Owner).
- 5.5.2 Guarantee: The work covered in the site specifications shall be guaranteed for a period of one (1) year from the date of final acceptance against defects of material and for workmanship.

SECTION VI. FURNISHINGS AND SURFACING

6.1 Playground Equipment

- 6.1.1 Owner will supply all playground equipment, hardware, installation instructions and layout plans to Contractor. (Exhibit D is *Robeson Park Playground Installation Instructions Part 1*. Exhibit E is *Robeson Park Playground Installation Instructions Part 2*. Exhibit F is *Robeson Park Playground Footprint Drawing*.) It is the bidder's responsibility to examine the installation instructions and layout plans prior to submitting a bid.
- 6.1.2 Contractor will supply all crushed rock and concrete needed for all supports as recommended by playground installation instructions.
- 6.1.3 All equipment installation must follow the guidelines of the manufacturer. Playground equipment is manufactured by Landscape Structures, Inc.
- 6.1.4 Contractor is responsible for picking up equipment from two Champaign locations as needed. Playground equipment is currently housed at the Champaign Park District Operations Facility at

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2311 W. John St. in Champaign, IL as well as the Champaign Park District Material Handling Facility at 709 Kenyon Rd. in Champaign, IL. Contractor can pick up all or certain parts by making arrangements with Daniel Olson, dan.olson@champaignparks.com or 217-369-5860.

- 6.1.5 Playground equipment was inventoried by owner after delivery. All components and hardware were delivered.
- 6.1.6 Equipment must be accompanied with industry standard labels. Labels will be supplied by Owner.
- 6.1.7 All footers must extend below frost line and follow manufacturers' recommendations.
- 6.1.8 All vertical posts shall be long enough to provide for a minimum of 16" of safety surfacing.
- 6.1.9 If Contractor damages any equipment or hardware, it must be replaced immediately at the Contractor's expense.

6.2 Playground Surfacing and Border (Supplied and installed by Park District)

- 6.2.1 Park District (Owner) will provide and install playground subsurface (pea gravel) and fabric as per manufacturers recommendation after contracted work is completed and playground audited.
- 6.2.2 Park District (Owner) will provide and install playground surfacing after contracted work is completed and playground audited. Surface will be engineered wood fiber (FIBAR) surfacing will meet ASTM F2075, and ASTM 1951 and follow guidelines of the Americans with Disabilities Act.
- 6.2.3 Park District (Owner) will provide and install playground border after contracted work is completed and the playground audited.

SECTION VIII. Commitment to Engage in Affirmative Action Practice

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, gender, age or disability. The employment practices of this company have been and will continue to be such as to ensure 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, gender, age or disability.

All management and supervisory personnel shall continue to take positive action to ensure 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 shall 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 shall submit to the Park District upon request statistical data concerning employee composition or membership composition by race, color, gender, age, disability and job description.
- D. The undersigned bidder/contractor/supplier/vendor shall 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 Park 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: _____

D. 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

AFFIRMATIVE ACTION CONTRACTOR'S COMPLIANCE REPORT (CONTINUED)

Comments: _____

- 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	Caucasian		African-American		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 information summary. The Champaign Park District will hold all information in the strictest confidence to the extent allowed by law.

Above employee figures were obtained from: Visual check Employment records

 Signature of Authorized Agent

 Date

 Title

 Telephone Number

Exhibit A – Yellow highlight indicates access to Robeson Park Playground from Southmoor Drive, Champaign Illinois. Contractors can park in circle Drive. Access along sidewalk or across grass as shown. Please keep distance from trees. Damage on sidewalks, turf, etc. to be restored to original condition by contractor.



Exhibit B - Robeson Park sidewalk to playground in which existing condition (slope) does not meet ADA requirements is shaded in yellow. Approximate location of placement of under-sidewalk drainage by white line. Exact slopes and measurements to be determined by bidder.



