



October 8, 2021

Dear Potential Bidder:

The Champaign Park District is requesting two (2) separate bids for the provision of two (2) bedding plant orders: **1).** 2022 Park Flower Program Order, and **2).** 2022 Flower Island Program Order. Enclosed is a copy of the bid information. Complete bid packets and addendum (if issued) can be accessed at <https://champaignparks.com/bids-rfps/>.

Sealed bids shall be delivered or mailed to Daniel Olson, Champaign Park District, 706 Kenwood Road, Champaign, IL 61821 on or before 10:00 a.m. Tues. Nov. 2, 2021 at which time bids will be read aloud. When submitting your sealed bid, please make sure to enclose the following:

1. Bedding Plants for 2022 Park Flower Program Order List
2. Bedding Plants for 2022 Flower Island Program Order List
3. Bid Signature Page(s)
4. Affirmative Action Forms

If you have any questions regarding the specifications, please contact Daniel Olson at (217) 819-3812 or e-mail [dan.olson@champaignparks.org](mailto:dan.olson@champaignparks.org).

Sincerely,

Daniel Olson  
Director of Operations  
Champaign Park District

**Champaign Park District**  
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