



# **Request for Proposals**

**Equipment and Supplies**

**February 22, 2019**

## **2019 Aquatics Apparel**

Proposals Due: March 19th, 2019 2:00pm  
Delivery Day: May 10th, 2019

Kari Acevedo, Manager of Aquatics  
**Park District of Highland Park**  
**636 Ridge Road**  
**Highland Park, IL 60035**

**February 22, 2019**

Dear Vendor:

The Park District of Highland Park is seeking proposals for vendors to supply a variety of summer aquatic staff apparel, including staff shirts/tanks, sweatshirts/ pants, polos and shorts.

The RFP packet is available on our website at <http://www.pdhp.org/bids-rfps/> and specifies required qualifications, scope of work, submittal instructions and a set of proposal forms. **Please note that if you intend to submit a proposal for this project, then it is your responsibility to register with Kari Acevedo via [kacevedo@pdhp.org](mailto:kacevedo@pdhp.org) or (847) 579-4051.** This will identify you as a registered plan holder and therefore, you will receive any addenda that may be issued. Addenda will be sent only to those contractors that complete such registration. The contractor remains responsible for obtaining all addenda to the original specification.

Proposals must be submitted in sealed envelopes and marked as follows:

2019 Aquatics Apparel

Proposals should be delivered to the following address:

Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035  
ATTN: Kari Acevedo

Proposals will be received no later than Tuesday, March 19th, 2019, 2:00pm.

Questions regarding this project or the enclosed documents can be directed to Kari Acevedo at [kacevedo@pdhp.org](mailto:kacevedo@pdhp.org) or (847) 579-4051.

Sincerely,

Kari Acevedo  
Manager of Aquatics

## **GENERAL TERMS**

### **Introduction**

The Park District of Highland Park is seeking proposals for vendors to supply a variety of aquatics apparel, including t-shirts, sweat pants, sweat shirts and shorts.

### **Intention**

The District is soliciting proposals from qualified Vendors interested in this project as specified herein. The District reserves the right not to award any contract for the project.

### **Service to Be Provided**

Vendor shall purchase, screen, package, and deliver all summer aquatic apparel according to the specifications are detailed within Exhibit A.

Proposal must include all labor, material, set up, packing and delivery costs.

Proposal is divided into multiple apparel items. Apparel items must be invoiced according to screen label and item.

All items detailed within Exhibit A must be delivered May 1, 2019, between the hours of 9:00am and 4:00pm.

All prices per unit submitted with this proposal will be valid for 90 days from submission date, including any additional orders. Additional orders must be delivered by July 12th, 2019.

### **Interpretation or Correction of Request for Proposals**

Vendors shall promptly notify the District of any ambiguity, inconsistency or error which they may discover upon examination of the Request for Proposals. Interpretation, correction and changes to the Request for Proposals will be made by written addendum and sent to all registered Vendors. Interpretation, corrections or changes made in any other manner will not be binding. Any and all addenda must be acknowledged in the Proposal.

### **Discussion of Proposals**

The Park District may conduct discussions with any Vendor that submits a proposal. During the course of such discussions, the District shall not disclose any information marked confidential within any proposal and may discuss comparative pricing with one or more Vendors

### **Negotiations**

The Park District reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP.

After a review of the proposals, the District intends to enter into an agreement with the selected contractor. If an agreement is not finalized in a reasonable amount of time as determined by the District in its sole discretion, then the District reserves the right to negotiate with other contractors as may best serve the interests of the Park District.

### **Reserved Rights**

The Park District reserves the right at any time and for any reason to cancel this Request for Proposals or any portion thereof, to reject any or all proposals, or to accept an alternate proposal.

The District reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Vendor, the District has ninety (90) days from the published submission date to enter into an agreement with a Contractor. The District may seek clarification from a Vendor at any time and failure to respond promptly is cause for rejection.

**Incurred Costs**

Park District of Highland Park will not be liable, under any circumstance, for any costs incurred by Vendors in replying to this RFP.

**Award**

A Vendor to whom an offer is made shall be required to enter into a written contractual agreement with the District in a form approved by legal counsel for the Park District. This RFP and the proposal, or any part thereof, may be incorporated into and made part of the final written agreement. The District reserves the right to negotiate the terms and conditions of the agreement with the selected Contractor. Payment may be by credit card.

**Tax exemption**

The Park District is not subject to federal excise tax or Illinois Retailer's Occupation Tax. The Park District's Tax Exempt ID # is available by request.

**Total pricing**

Quote all prices F.O.B. Highland Park, Illinois. F.O.B. Highland Park, Illinois, is defined as the total price to the Park District, including all freight and delivery charges to its facility. **Under no circumstances may prepaid charges be added to the invoice.**

**Additional Information**

Should the Vendeor require additional information about this proposal, please contact Kari Acevedo either by e-mail, [kacevedo@pdhp.org](mailto:kacevedo@pdhp.org) or by phone 847-579-4051, no less than seven (7) days prior to the proposal opening date. ANY and ALL changes to these specifications are valid only if they are included by written addendum to all Vendors. No interpretation of the meaning of the plans, specifications or other documents will be made orally. Failure of any Vendor to receive any such addendum or interpretation shall not relieve the Contractor from obligation under this proposal as submitted. All addenda so issued shall become part of the proposal documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Vendor to improperly submit a proposal.

## **Terms and Conditions**

### **Proposer Qualifications**

The Park District may take action deemed necessary to investigate the qualifications of each Vendor and the equipment or supplies offered. Each vendor shall supply the information requested herein in order to be considered.

### **Items to be Submitted**

Contractors shall submit:

- Proposal Form
- Contractor's Certification of Eligibility Form

Vendors lacking these completed forms may not be considered for award.

We encourage Vendors to include additional documentation supporting Vendors's performance record, financial resources, experience, and reliability to execute this agreement as described herein. Any and all exceptions to these Request for Purposal terms and specifications must be clearly documented.

### **Responsibility and Default**

The Vendor shall be required to assume responsibility for fulfillment of all items listed in this Request for Proposals. The successful Vendor shall be considered the sole point of contact for purposes of this contract agreement.

### **Addenda and interpretation**

All interpretations and requests for interpretations of the Proposal Documents must be made in writing. Any addenda shall become part of the Contract Documents.

### **Timely submissions**

The receipt of proposals will cease at the date and time set forth above. Proposals received after the scheduled date and time likely will not be considered.

### **Signature and Legibility**

The prices for work and the names, addresses, and signatures of the Vendors shall be clearly and legibly written. Signatures shall be signed in the space provided and in compliance with all legal requirements.

### **Award Selection**

The Park District will make an award, if any, based upon the basis of the best interests of the Park District as determined by the Park District in the exercise of its sole discretion.

### **Contract**

The Vendor to whom the project is awarded will enter into a contract with the Park District of Highland Park in the form of this purchase order or other purchase authorization document.

### **Completion Of Contract**

Failure of the Vendor to complete the work or furnish the equipment or supplies in accordance with the Specifications shall constitute a breach of the Contract.

### **Substitutions**

The equipment and supplies stated in the Specifications are for the purpose of establishing a quality required or performance goal to be achieved as a minimum requirement. Because the Park District does not wish to rule out other competition, whenever a specific item and description is stated, the District has added the phrase "or approved equal." Proposers proposing to use an alternate must request approval in writing from the Park District no later than five (5) business days prior to the proposal opening. Proposals which propose to use a non-approved alternate will be rejected. **The Park District shall be the sole judge as to whether any substitute is of equivalent or better quality and the Vendors waive any right to challenge such decision.**

### **Delivery**

Prices quoted must include delivery. Delivery arrangements will be made with the successful Vendor(s) immediately after approval. Delivery dates are listed on the Proposal Form.

### **Invoicing And Payment**

Invoicing and payment shall be in accordance with the Illinois Local Government Prompt Payment Act. Vendor is advised that the Park District may choose to pay by credit card.

### **Compliance With Laws**

The provision of any goods, and the goods themselves, must comply with all applicable federal, state, county and local laws, ordinances, rules and regulations and orders.

### **Parking And Traffic**

Parking of construction or delivery vehicles on the site by the Vendor shall not inhibit public access nor prevent access for emergency or other official vehicles. Parking of private vehicles on the site by the Vendor is prohibited unless said vehicle is necessary in the execution of the Contract. No construction or delivery vehicles shall be parked near or under any existing vegetation on the site.

### **Warranty/Guarantee**

The Vendor warrants to the Park District that the equipment and supplies furnished under the Contract Documents will be of good quality, unless otherwise required or permitted under the Specifications, that the work and materials will be free from defects not inherent in the quality required or permitted, and that the goods will conform to the requirements of the Specifications, and that the Vendor has completed products insurance coverage for all products supplied for this Proposal.

Defective materials, equipment or workmanship occurring within the Warranty period may be repaired where such produces results conforming to the Contract Documents relating to appearance, performance and reliability. Where the nature of the defective materials, equipment or workmanship is such that acceptable results cannot be obtained by repair, such defective items shall be removed and replaced with new materials, equipment or workmanship complying with the Contract Documents.

**Scope**

The Vendor shall provide all requested quantities and shall furnish all equipment to complete the delivery as indicated in these Contract Documents and Specifications. The total quantities in the following Proposal Form are approximate only. Payment shall be based upon the unit prices listed and the actual amount of product delivered. Delivery dates are listed with the individual products on the Proposal Form.

**FOIA Responsibilities**

The Vendor that is awarded the contract agrees to maintain, without charge to the Park District, all records and documents for projects of the Park District in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Vendor shall produce records which are responsive to a request received by the Park District under the Freedom of Information Act so that the Park District may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Vendor shall so notify the Park District and if possible, the Park District shall request an extension so as to comply with the Act. In the event that the Park District is found to have not complied with the Freedom of Information Act due to Vendor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Vendor shall indemnify and hold the Park District harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

**Indemnification**

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the 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 (attorney's and paralegals' fees and court costs), arising out of or resulting from the equipment and supplies purchased herein.

*The Vendor, by signing the Proposal Form, acknowledges, understands and agrees to all of the above "General Conditions."*

## **PROPOSAL SPECIFICATIONS FOR EQUIPMENT/SUPPLIES**

See Exhibit A for specifications for the following:

- T-Shirts
- Tank shirts
- Sweatshirts
- Sweat pants
- Polo shirts
- Shorts



# PROPOSAL FORM

## 2019 Aquatics Apparel

TO:     PARK DISTRICT OF HIGHLAND PARK  
           Attn: Kari Acevedo  
           636 RIDGE ROAD  
           HIGHLAND PARK, ILLINOIS 60035

Lifeguard 6oz/yd2 100% cotton Tanks – (White)	\$ _____
Head Guard 6oz/yd2 100% cotton Tanks (White)	\$ _____
Lifeguard T-Shirt 6oz/yd 100% cotton (White)	\$ _____
Staff T-shirt 6oz/yd2 100% cotton (Kelly Green)	\$ _____
Supervisor Polo 5.4oz, pre-shrunk 60/40 cotton/ polyester moisture-wicking properties (Black)	\$ _____
Soffee Cheer Shorts (Navy)	\$ _____
Sweatpants 9oz/yd2 50% cotton/ 50%polyester (Navy)	\$ _____
Sweatshirts 9oz/yd2 50% cotton/ 50%polyester (Red)	\$ _____
Set-Up Charges	\$ _____
Delivery Charge	\$( _____ )
Net Delivered Price (Less federal and state tax)	\$ _____
	<b>BASE PROPOSAL</b>

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents.

\*If awarded the contract on the basis of the above, we agree to deliver 2019 Aquatics Apparel or Approved Equal to the Park District by May 10, 2019

BY: \_\_\_\_\_  
 (Company)  
 \_\_\_\_\_  
 (Authorized Signature)  
 \_\_\_\_\_  
 (Address)  
 \_\_\_\_\_  
 (City, State, Zip)  
 \_\_\_\_\_  
 (Phone)  
 \_\_\_\_\_  
 (Date)  
 \_\_\_\_\_  
 (Tax I.D. No.)

**Contractor's Certification of Eligibility**

In Compliance 720 ILCS 5/33E-11:

\_\_\_\_\_,a(n) \_\_\_\_\_  
Print name of Contractor Individual, Partnership, Corporation

as part of this bid or proposal on the above referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract or entering into a contract with the Park District of Highland Park as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1, *et. seq.*, as amended.

\_\_\_\_\_  
Date

Contractor

By:\_\_\_\_\_

Its:\_\_\_\_\_ Title

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF                )

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 Contractor, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Contractor.

DATED: \_\_\_\_\_, 2019  
Notary Public \_\_\_\_\_

[Notary Seal]

# PROPOSAL SPECIFICATIONS FOR EQUIPMENT/SUPPLIES

## Exhibit A 2019 Aquatic Staff Apparel

	Color	Price Per Unit Adult										Total	Front Screen	Back Screen	
		A-XS	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total						
Tank - 6oz/yd2 100% cotton	White		20	30	30	30	20	10	0	0	110		\$ -	PDHP logo on left chest in red	"GUARD" in all CAPS red
T-Shirt - 6oz/yd2 100% cotton	White		20	30	30	30	20	10	0	110		\$ -	PDHP logo on left chest in red	"GUARD" in all CAPS red	
Sweatshirts - 9oz/yd2 50% cotton / 50% Polyester	RED		20	30	30	30	20	10	0	110		\$ -	PDHP logo on left chest in white	"Guard" in all CAPS white (Reflective White)	
Softie Cheer shorts	Navy		10	15	15	15	5	5	0	50		\$ -	PDHP logo left leg front facing in white		
Sweatpants - 9oz/yd2 50% cotton / 50% Polyester	Navy		20	30	30	30	20	5	0	105		\$ -	PDHP logo upper left leg front facing in white	"Guard" in all CAPS white going down leg (Reflective White)	
<b>Total</b>	<b>Total</b>	<b>0</b>	<b>90</b>	<b>135</b>	<b>135</b>	<b>85</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>485</b>		\$ -			

	Color	Price Per Unit Adult										Total	Front Screen	Back Screen
		A-XS	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total					
Tank - 6oz/yd2 100% cotton	White		5	5	5	5	5	0	0	20		\$ -	PDHP logo on left chest in red	"HEADGUARD" in all CAPS red
T-Shirt - 6oz/yd2 100% cotton	White		5	5	5	5	5	0	0	20		\$ -	PDHP logo on left chest in red	"HEADGUARD" in all CAPS red
<b>Total</b>	<b>Total</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>40</b>		\$ -		

	Color	Price Per Unit Adult										Total	Front Screen	Back Screen
		A-XS	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total					
Polo - 5.4oz. pre-shrunk 60/40 cotton/polyester moisture-wicking properties	Black		0	5	5	5	5	2	0	17		\$ -	PDHP logo on left chest in white	
Dry-fit quarter zip pull over	Black		5	5	5	5	2	0	0	17		\$ -	PDHP logo on left chest in white	
<b>Total</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>34</b>		\$ -		

	Color	Price Per Unit Adult										Total	Front Screen	Back Screen
		A-XS	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total					
T-Shirt - 6oz/yd2 100% cotton	Kelly Green		0	10	20	20	20	5	0	75		\$ -	PDHP logo on left chest in white	"STAFF" in CAPS in white
Sweatshirts - 9oz/yd2 50% cotton / 50% Polyester	Kelly Green		0	10	20	20	20	5	0	75		\$ -	PDHP logo on left chest in white	"STAFF" in CAPS in white
<b>Total</b>	<b>Total</b>	<b>0</b>	<b>20</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>10</b>	<b>0</b>	<b>150</b>		\$ -	PDHP logo on left chest in white	"STAFF" in CAPS in white	

Set-up Charges		Set-up Charges	Delivery Charge	Total Base Order
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -