



Request for Proposals

**Equipment and Supplies
February 22nd, 2019**

2019 Summer Staff and Camper Apparel

Proposals Due: March 19th, 2019, 2:00pm.
Delivery Day: May 17th, 2019.

**Mariana Henriques, Recreation Manager
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035**

*Park District of Highland Park
2019 Summer Staff and Camper Apparel*

February 22nd, 2019.

Dear Vendor:

The Park District of Highland Park is seeking proposals for vendors to supply a variety of summer staff and camper apparel, including staff shirts, camper t-shirts, and backpacks.

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 Mariana Henriques via [mhenriques @pdhp.org](mailto:mhenriques@pdhp.org) or (847) 579-3120.** 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 Summer Staff and Camper Apparel

Proposals should be delivered to the following address:

Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035
ATTN:Mariana Henriques

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 Mariana Henriques at mhenriques@pdhp.org or (847) 579-3120.

Sincerely,

Mariana Henriques
Recreation Manager

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GENERAL TERMS

Introduction

The Park District of Highland Park is seeking proposals for vendors to supply a variety of summer staff and camper apparel, including staff shirts, camper t-shirts, and backpacks.

Intention

The District is soliciting proposals from qualified Contractors 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 staff and camper 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 17th, 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 Contractor 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 Contractors.

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.

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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 Contractor, 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 Contractor 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 Contractors in replying to this RFP.

Award

A Contractor 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.**

Corporate Partnership Program

The District's Corporate Partnership Program seeks opportunities for the District to generate revenue from partnerships with the corporate community. The District defines a marketing partnership as a mutually beneficial business arrangement between the District and another party, wherein the other party provides cash and/or in-kind services and/or a discount for goods and services to District in return for access to the commercial marketing potential associated with the Park District of Highland Park. Companies responding to this RFP are encouraged to consider the benefits of entering into a marketing partnership with the District. Examples of such marketing benefits may be, but are not limited to:

- Recognition in Park District of Highland Park's publications
- Mailings and/or other communications about your company's services to other park districts
- Use of the Park District of Highland Park's name and logo in participant's promotional materials

The development of a meaningful marketing partnership will be based upon the unique marketing needs and business strategies of interested participants and benefits may be tailored to those strategies.

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If you are interested in discussing the potential for a Corporate Partnership with the District, you must submit a Statement of Interest within your response to this Request for Proposal. Your Statement of Interest is an indication that you are interested in meeting with representatives of the District to discuss the potential for a Corporate Partnership with the District.

The Statement of Interest can be limited to the following: “I am interested in discussing the potential for a Corporate Partnership between the District and my company.” You are encouraged, but not required, to include any preliminary ideas, suggestions, benefits desired, related sponsorships or other information regarding your company’s sponsorship experience at the time you submit your Statement.

Additional Information

Should the Contractor require additional information about this proposal, please contact Mariana Henriques either by e-mail, mhenriques@pdhp.org or by phone 847-579-3120, 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 Contractors. No interpretation of the meaning of the plans, specifications or other documents will be made orally. Failure of any Contractor 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 Contractor 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
- Three (3) references

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 RFP 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.

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Completion Of Contract

Failure of the Proposer 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 Date

Prices quoted must include delivery. Delivery arrangements will be made with the successful Proposer(s) immediately after board approval.

A deduction of 1% of the quoted price will be assessed for each calendar day that elapses after the specified delivery day.

Invoicing And Payment

Invoicing and payment shall be in accordance with the Illinois Local Government Prompt Payment Act. Contractor 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

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

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PROPOSAL SPECIFICATIONS FOR EQUIPMENT/SUPPLIES

Exhibit A - 2019 Summer Staff & Camper Apparel

Item	Color	Y-XS	Y-S	Y-M	Y-L	Y-XL	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total	Price/Unit Youth Sizes	Price/Unit Adult - S	Price/Unit Adult - XL	Price/Unit Adult - XXL	Price/Unit Adult - XXXL	Front Screen:	Back Screen:	
Staff Apparel																					
Staff t-shirt A-VL 980	Caribbean Blue	0	0	0	0	0	12	92	130	87	25	6	352						1 color - WHITE - PDHP Logo on left chest with "STAFF" under the logo	1 color - WHITE - "Come Explore" logo centered on back	
Staff t-shirt A-VL 980	Red	0	0	0	0	0	10	51	83	45	38	19	252						2 color - WHITE - BLUE - 4th of July Logo	1 color - WHITE - sponsors thank you	
Hooded Sweatshirt 9 oz. 50/50 Dry/Blend	Grey	0	0	0	0	0	0	38	68	46	11	1	158						1 color - ROYAL BLUE - PDHP Logo on left chest with "STAFF" under the logo	1 color - ROYAL BLUE - "Come Explore" logo centered on back	
Total		0	0	0	0	0	22	181	281	172	74	26	762								

Item	Color	Y-XS	Y-S	Y-M	Y-L	Y-XL	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total	Price/Unit Youth Sizes	Price/Unit Adult - S	Price/Unit Adult - XL	Price/Unit Adult - XXL	Price/Unit Adult - XXXL	Front Screen:	Back Screen:	
Camper Apparel																					
Gilman Youth 50-50 Dry/Blend 5.6oz	white	0	0	25	10	0	0	5	5	0	0	0	45						1 color - ROYAL BLUE - "Coast Guardians" logo on center	1 color - ROYAL BLUE - "Come Explore" logo centered on back	
Gilman Youth 50/50 Dry/Blend 5.6	white	0	0	8	24	0	0	20	6	4	0	0	62						1 color - ROYAL BLUE - "Trekkers" Logo Screen on Center	1 color - ROYAL BLUE - "Come Explore" logo centered on back	
Gilman Youth 50/50 Dry/Blend 5.6	Gray	0	0	0	18	0	27	45	45	20	0	0	155						1 color - WHITE - "C.I.T." logo center chest (White)	1 color - WHITE - "Come Explore" logo centered on back	
Jerzees Dry-Power Active Youth 50/50 5.6oz	Gold	80	75	15	0	0	0	0	0	0	0	0	170						1 color - WHITE - "Camp Sunshine" with PDHP Logo White Screen on Center	1 color - WHITE - "Come Explore" logo centered on back	
Gilman Youth 50/50 Dry/Blend 5.6	Daisy	10	35	25	8	2	0	0	0	0	0	0	80						1 color - SAPPHIRE BLUE - "Junior Crew" logo centered on chest	1 color - SAPPHIRE BLUE - "Come Explore" logo centered on back	
Gilman Youth 50/50 Dry/Blend 5.6	Sapphire	0	0	15	15	0	18	5	2	0	0	0	55						1 color - DAISY YELLOW - "Senior Crew" logo centered on chest	1 color - DAISY YELLOW - "Come Explore" logo centered on back	
Gilman Youth 50/50 Dry/Blend 5.6	Jade Dome	0	0	0	5	5	0	20	15	10	0	0	55						1 color - DAISY YELLOW - "Senior Spottlighters" logo centered on chest	1 color - DAISY YELLOW - "Come Explore" logo centered on back	
Gilman Youth 50/50 Dry/Blend 5.6	Heliconia	0	28	12	2	1	0	1	0	0	0	0	44						2 color - ROYAL BLUE - "Junior Spottlighters" logo centered on chest	1 color - HELICONIA PINK - "Senior Spottlighters" logo centered on back	
Gilman Youth 50/50 Dry/Blend 5.6	Royal	0	0	18	20	0	4	4	2	0	0	0	48						1 color - BLACK - "Spottlighters" script	1 color - BLACK - TBD logo	
Gilman Youth 50/50 Dry/Blend 5.6	White	0	28	28	22	0	2	2	2	0	0	0	84						3 color - "Big Top Little Top" logo centered on chest	1 color - WHITE - "Come Explore" logo centered on back	
Gilman Youth 50/50 Dry/Blend 5.6	Kelly Green	0	0	0	0	0	0	0	0	0	0	0	0						1 color - ROYAL BLUE - "Diac" Logo Screen on Center	1 color - ROYAL BLUE - "Come Explore" logo centered on back	
Gilman Youth 50/50 Dry/Blend 5.6	Gray	0	0	0	0	0	0	10	5	5	0	0	20								
Total		90	165	146	124	8	33	125	85	41	0	0	818								

Item	Color	Y-XS	Y-S	Y-M	Y-L	Y-XL	A-S	A-M	A-L	A-XL	A-XXL	A-XXXL	Total	Price/Unit Youth Sizes	Price/Unit Adult - S	Price/Unit Adult - XL	Price/Unit Adult - XXL	Price/Unit Adult - XXXL	Front Screen:	Back Screen:	
Parks & Golf Apparel																					
Hooded Sweatshirt 50% cotton, 50% polyester blend 9 oz. min.	Royal Blue	0	0	0	0	0	0	0	25	25	50	15	115						1 color - WHITE - PDHP Logo on left chest with "STAFF" under the logo	N/A	
Crew Neck Sweatshirt 50% cotton, 50% polyester blend 9 oz. min.	Royal Blue	0	0	0	0	0	0	0	25	25	25	25	100						1 color - WHITE - PDHP Logo on left chest with "STAFF" under the logo	N/A	
Long Sleeve t-shirt 100% cotton 6oz min to 7oz max	Medium Gray	0	0	0	0	0	0	0	25	50	50	15	140						1 color - NAVY BLUE - PDHP Logo on left chest with "STAFF" under the logo	N/A	
t-shirt 100% cotton 5oz min to 6oz max	Medium Gray	0	0	0	0	0	0	5	25	50	50	15	150						1 color - NAVY BLUE - PDHP Logo on left chest with "STAFF" under the logo	N/A	
Total		0	0	0	0	0	0	5	100	150	175	70	595								



Camper Backpacks	Total	Price Per Unit	Total	Front Screen:	Acceptable Choices:
Blue & Gray	190	\$	-	PDHP Logo on name plate (white on front pocket)	Good Value 15719 Two Main Compartments Sport Backpack
Red & Gray	465	\$	-	PDHP Logo on name plate (white on front pocket)	Atchison Tri-Tone Sport Backpack Style #: 4048-AP390

Screen set-up charges	Price Per Unit	Total	Notes:
One Color Front	10	\$	-
Two Color Front	1	\$	-
3 Color Front	1	\$	-
4 color front	4	\$	-
1 color back	2	\$	-
2 color back	0	\$	-
Total	14	\$	-

Set-Up Charges	Price Per Unit	Total
Delivery Charge		
Total		\$0.00

Total order (including screen & delivery charge)

PROPOSAL FORM

2019 Summer Staff & Camper Apparel

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

Staff Apparel \$ _____

Camper Apparel \$ _____

Parks & Golf Apparel \$ _____

Set-Up Charges \$ _____

Delivery Charge \$(_____)

Net Delivered Price
(Less federal and state tax) \$ _____

BASE PROPOSAL

_____ Dollars and _____ Cents.

Alternate #1 – Camper Backpacks \$ _____

*If awarded the contract on the basis of the above, we agree to deliver All Apparel included in Exhibit A to the Park District by May 17th, 2019.

Receipt of Addenda: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____

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 his 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: _____, 20____
Notary Public _____

[Notary Seal]

References

Please provide at least five (5) business references:

Name _____
Address _____
City, State, Zip Code _____
Contact Person _____
Telephone Number _____
E-Mail _____

Name _____
Address _____
City, State, Zip Code _____
Contact Person _____
Telephone Number _____
E-Mail _____

Name _____
Address _____
City, State, Zip Code _____
Contact Person _____
Telephone Number _____
E-Mail _____

Name _____
Address _____
City, State, Zip Code _____
Contact Person _____
Telephone Number _____
E-Mail _____

Name _____
Address _____
City, State, Zip Code _____
Contact Person _____
Telephone Number _____
E-Mail _____