



INVITATION TO BID

The Arlington Heights Park District will receive sealed bids for a **F450 Chassis with 16' Stake Bed or Equivalent** at the Park District office at 410 N. Arlington Heights Road, until 1:00 PM on Wednesday, November 6, 2024. Bid documents and specifications are available online at www.ahpd.org/about-us/documents/bids/.

A public bid opening will be held at 1:00 PM on Wednesday, November 6, 2024 at the Park District office at: 410 N. Arlington Heights Rd., Arlington Heights, Illinois 60004.

The bid may be awarded at the Board Meeting of the Park Board of Commissioners on November 12 or 26, 2024, at 6:30 p.m., in the Park District Administration Center, 410 N. Arlington Heights Rd., Arlington Heights, Illinois 60004.

The Board of Park Commissioners of the Arlington Heights Park District reserves the right to waive any irregularities and to accept or reject any proposal.

By Order of:
Board of Park Commissioners
Arlington Heights Park District
10/24/2024

INSTRUCTIONS TO BIDDERS

A. DEFINITIONS

The following words and phrases, used herein, shall have the meaning ascribed to them as follows:

1. "Owner", "Park District" or "AHPD" shall mean the Arlington Heights Park District
2. "Bidder" shall mean each company, offeror or vendor providing a bid
3. "Bid" means the price offered by the bidder for the services or project.
4. "Successful Bidder" or "Vendor" shall mean the Bidder that receives the award of a contract from the Owner.
5. "Director" shall mean the Executive Director of Parks and Recreation of the Arlington Heights Park District or his designated representative.
6. "Contract Documents" shall mean (i) these General Conditions and Instructions to Bidders and General Requirements, (ii) including but not limited to all Plans, Specifications and Drawings referenced therein prepared by the Owner, Engineer, Architect or other Consultant; (iii) the Bid Form to be submitted on a form furnished in this document, (iv) the Agreement, a copy of which is attached hereto and incorporated herein (the "Agreement"), (v) Performance Bond and Payment Bond or irrevocable letter of credit as described in the Agreement.
7. Whenever the term "*addenda*" appears in any of the Contract Documents, it will be understood to refer to any written or graphic instruments issued before the bid opening which modify or interpret the Contract Documents, by additions, deletions, clarifications, or corrections. The addenda will become part of the Contract Documents when the Contract is executed. Changes or corrections may be made by the Arlington Heights Park District to the Contract Documents after they have been issued and before the Bid Opening. In such cases, a written addendum describing the change or corrections will be issued by the Park District or Engineer to all bidders on record. Such addendum or addenda shall take precedence over that portion of the documents concerned and shall become part of the Contract Documents.

B. PROJECT IDENTIFICATION AND LOCATION

Location: Arlington Heights Park District
 Davis Service Center
 1436 Davis Street
 Arlington Heights, IL 60005

Contact Person: John Kramer
 Director of Parks and Planning
 847-577-506-7145
jkramer@ahpd.org

C. DELIVERY DATE

1. The vehicle shall be delivered to the Arlington Heights Park District no later than October 31, 2025.
2. The successful bidder shall provide an update on the purchase, in writing upon request by the District.

D. RECEIPT AND OPENING OF BIDS

1. All bids are due no later than **1:00 PM on Wednesday, November 6, 2024.**
2. The Park District reserves the right to reject any or all bids and to waive any formality or technicality in any Proposal in the interest of the Park District.
3. The bidder shall assume full responsibility for timely delivery at the location designated for receipt of bids. Any bid received after specified bid opening time will not be considered.
4. Oral, telephonic, telegraphic, facsimile or other electronically transmitted bids will not be considered.
5. Contractor is required to hold total bid price for ninety days (90) calendar days after bid opening.

E. PREPARATION OF BIDS

1. Each bid shall be submitted on the Bid Form furnished in these documents. The bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the proposal forms.
2. All bids must be written in black ink or typewritten, and signed with the legal signature of the Bidder, and enclosed in an opaque envelope, sealed, and clearly addressed as follows:

SEALED BID: 1-Ton Chassis with 16' Flatbed

The envelope shall also contain the name and address of the bidder. The Park District will not be responsible for premature opened envelopes that are not properly marked.

3. Bid sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.
4. Interlineations, alterations and erasures must be initialed by the signer of the bid.

F. EXAMINATION

1. Each bidder shall first examine specifications, taking into consideration all such conditions that may affect this purchase. A submission of a proposal implies that this examination has been made. If the bid is accepted, the Bidder will be responsible for all errors in its bid resulting from its failure or neglect to comply with these instructions. The Arlington Heights Park District will not, in any case, be responsible for any change in anticipated profits or any unanticipated losses resulting from such failure or neglect.

2. The Bidder shall make intelligent observations and inquiry as necessary with the project contact to conditions of the vehicle purchase. No pleas of ignorance, oversight or miscalculation of the conditions prevailing shall suffice to permit withdrawal of a Proposal submitted or to invalidate the Contract or Bond after its execution.

G. QUALIFICATIONS OF BIDDER

The Park District may take action deemed necessary to investigate the qualifications of each bidder. Each bidder shall complete the Affidavit of Experience form in these Bid Documents and submit such form with the bid form. The Park District reserves the right to qualify or disqualify bidders as a result of lack of similar project experience and/or any other information obtained from the affidavit of experience form.

H. AWARDING OF CONTRACT

1. It is anticipated that a recommendation will be presented to the Board of Commissioners for approval at a regularly scheduled Park Board Meeting in November 2025. The Arlington Heights Park District reserves the right to review all bids submitted for a period of ninety (90) days after the bid due date, and by submitting a bid, the Bidder agrees that the amount specified in its bids shall remain in full force and effect for such sixty (60) day period. No Bidder shall modify, withdraw, or cancel its bid, or any part thereof, for sixty (60) days after said bid due date, and no attempted modification, withdrawal, or cancellation shall be valid.
2. Award, Rejection or Negotiation of Bids – The contract will be awarded to the lowest responsible and responsive Bidder complying with all the provisions of the General Conditions and Instructions to Bidders, provided the bid price is reasonable and it is to the interest of the Arlington Heights Park District to accept it. The Arlington Heights Park District reserves the right to reject the bid or a Bidder who (a) has previously failed to perform properly or complete on-time contracts of a similar nature, (b) when investigation shows that the Bidder is not in a position to perform the contract, (c) is delinquent on any state or federal taxes, (d) is barred from bidding on this contract or any other contract under 720 ILCS 5/33E-3 and 720 ILCS 5/33E-4 and/or (e) is not actively engaged in work of similar size, scope and complexity as the Project Work and/or has not satisfactorily completed the minimum project work set forth herein.
3. Notwithstanding the foregoing, the Arlington Heights Park District also reserves the right to reject any or all bids and to waive or not to waive any irregularities, informalities or variances therein, or to accept any bid considered by the Arlington Heights Park District to be in the best interest of the Arlington Heights Park District. The Owner also reserves the right to accept all or part of a bid when the Arlington Heights Park District Park Board of Commissioners determines that it is in the best interest of the Arlington Heights Park District.

I. COLLUSIVE BIDDING

The Bidder represents and warrants that its bid is made without any previous understanding, agreement or connection with any person, firm or corporation making a bid for the same vehicle; without prior knowledge or competitive prices; and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

<p><u>BID FORM</u></p> <p>F450 Chassis with 16' Stake Bed or Equivalent</p>

October 24, 2024	November 6, 2024	October 31, 2025
DATED	BID OPENING DATE	DELIVERY DEADLINE

Sealed bids will be received by the Arlington Heights Park District until 1:00 PM on Wednesday, November 6, 2024 and then publicly opened for furnishing the following supplies and/or services to be delivered in accordance with the following instructions:

Bid Opening at: Arlington Heights Park District Administration Center
 410 N. Arlington Heights Road
 Arlington Heights, IL 60004

It is anticipated the successful bidder shall be notified of purchase no later than **11/27/2024**, and shall so order this equipment so the equipment is delivered and ready no later than **10/31/25**.



The bidder hereby acknowledges receipt of the following addenda, if any, distributed by the Arlington Heights Park District.

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Contractor: _____

Contact: _____

Phone: _____

Email: _____

BID FORM

F450 Chassis with 16' Stake Bed or Equivalent

	Meets	Deviates	Cost
<u>Model</u>			
• F-450 Chassis 4X4 Regular Cab 120" CA DRW	_____	_____	\$ _____
• 205" Wheelbase	_____	_____	\$ _____
• 7.3L V8 Gas Engine	_____	_____	\$ _____
• 4.88 Rear Axle	_____	_____	\$ _____
• 10-Speed Automatic Transmission	_____	_____	\$ _____
<u>Exterior</u>			
• Paint: Green	_____	_____	\$ _____
• Painted Steel Wheels	_____	_____	\$ _____
• 225/70R19.5 BSW All-Season Tires with Spare	_____	_____	\$ _____
• Exterior Backup Alarm	_____	_____	\$ _____
<u>Interior</u>			
• Vinyl 40/20/40 split bench seat	_____	_____	\$ _____
• Trailer Brake Controller	_____	_____	\$ _____
• Power Mirrors	_____	_____	\$ _____
• Power Locks	_____	_____	\$ _____
• Power Windows	_____	_____	\$ _____
• AM/FM Stereo	_____	_____	\$ _____
• (5) Key Fobs Total	_____	_____	\$ _____
• User-Defined Factory-Installed Upfitter Switches	_____	_____	\$ _____
• Rear View Camera	_____	_____	\$ _____
• Cruise Control	_____	_____	\$ _____
<u>Upfitting</u>			
• 16' steel floor stake body black powder coated w/ 40" high sides with bulkhead, 1600lb steel liftgate with 41" deep platform, pintle plate with 2" receiver, and 7-way plug wiring to brake controller, LED 4-corner amber strobes controlled by upfitter position 1, Acari no drill bracket w/ Whelen amber Responder LP controlled by upfitter position 2, and a black curbside 20"x14"x14" underbody box.	_____	_____	\$ _____
		Subtotal \$	_____
<u>Documentation</u>			
• Illinois Municipal Plates	_____	_____	\$ _____
• Illinois Title	_____	_____	\$ _____
• Factory Service Manual	_____	_____	\$ _____
		Subtotal \$	_____
<u>Delivery</u>			
• To: 1436 E Davis St. Arlington Heights, IL 60005	_____	_____	\$ _____
		Subtotal \$	_____
<u>Warranty</u>			
• 3 year/36,000mi bumper to bumper, 5 year/100,000mi powertrain	_____	_____	\$ _____
		Subtotal \$	_____
		Total \$	_____

Vehicle Total (Written Form): _____

AFFIDAVIT of EXPERIENCE/REFERENCES

List three clients for reference checks. Bidder must have supplied equipment of a similar nature for these clients within the last twenty four (24) months.

<u>Company Name</u>	<u>Contact Person</u>	<u>Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

In compliance with the invitation for bids, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid be accepted within ninety (90) days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item and, unless otherwise specified within ninety (90) days after receipt of order.

Date: _____

(Please Print)
Name of Bidder _____

Address _____

Phone Number _____

Authorized Signature

Name and Title

ANTI-COLLUSION AFFIDAVIT AND CONTRACTOR'S CERTIFICATION

_____, being first duly sworn, deposes and says:

That he is _____ of
(Partner, Officer, Owner, etc.)

(Bidder/Vendor)

The party making the foregoing proposal or bid, that such bid is genuine and not collusive, or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and sworn to this _____ day of _____, 20_____.

Notary Public

SEXUAL HARASSMENT POLICY

The undersigned, on behalf of the entity making this proposal or bid, certified that a written sexual harassment policy is in place, pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 A).

This Act has been amended to provide that every party to a public contract must have a written sexual harassment policy that includes, at a minimum, the following information:

1. The illegality of sexual harassment;
2. The definition of sexual harassment, under State law;
3. A description of sexual harassment, utilizing examples;
4. The vendor’s internal complaint process including penalties;
5. The legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission;
7. Protection against retaliation as provided by 6-101 of the Act.

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER AND AWARD MADE UNDER THE TERMS AND PROVISION OF THIS BID.

SIGNATURE: _____

NAME: _____ TITLE: _____

Subscribed and sworn to me on this ____ day of _____ 20____, A.D.

By: _____
(Notary Public)

Seal

ILLINOIS DRUG FREE WORK PLACE STATEMENT

The undersigned will publish a statement:

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place.
2. Specifying the actions that will be taken against employees for violating this provision;
3. Notifying the employees that, as a condition of their employment to do work under the contract with the Arlington Heights Park District, the employee will
 - a) Abide by the terms of the statement;
 - b) Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction;
4. Establishing a drug free awareness program to inform employees about:
 - a) The dangers of drug abuse in the work place;
 - b) The policy of maintaining a drug-free work place;
 - c) Any available drug counseling, rehab or employee assistance program;
 - d) The penalties that may be imposed upon an employee for drug violations;
5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Arlington Heights Park District, and shall post the statement in a prominent place in the work place;
6. The undersigned will notify the Arlington Heights Park District within ten (10) days of receiving notice of an employee's conviction;
7. Make a good faith effort to maintain a drug free work place through the implementation of these policies;
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place, he shall:
 - a) Take appropriate action against such employee up to and including termination; or
 - b) Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.

SIGNATURE _____

NAME: _____ TITLE: _____

Subscribed and sworn to me on this ____ day of _____ 20____, A.D.

By: _____
(Notary Public)

*****Seal*****

GENERAL NOTES

1. Any alterations or modifications of the work herein specified shall be made only by written agreement between the Bidder and the Park District and shall be made prior to the commencement of any such alterations or modifications. No claims for any extra work or materials will be allowed unless covered by written agreement.
2. All bids submitted will be considered firm for 90 days from the bid opening date.
3. The vehicle shall be a NEW and untitled 2024 or newer model year
4. The complete unit shall comply with the applicable requirements of the Vehicle Code and OSHA. All visual warning devices and decals shall be applied.
5. SALES TAXES - This purchase is being done under the auspices of the Arlington Heights Park District and therefore is exempt from the Illinois sales tax and the Regional Transportation Authority sales tax. The proposal shall not include any costs for these taxes.
6. DELIVERY CHARGES - All bid prices should include both shipping and delivery charges. These charges shall be freight (F.O.B.) to the Park District. Delivery should be to a desired point within the Park District unless otherwise stated in the call for bids. Any variation from the advertised terms should be clearly stated in the Bidder's proposal.
7. PAYMENT - Payment will be made to the Vendor within thirty (30) days of completion and acceptance of the vehicle by the Park District. As required by the IRS, a W-9 Request For Taxpayer Identification Number and Certification Form must be submitted to the accounting department prior to releasing payment for the project. The form and instructions are located at the back of this document.
8. WARRANTY- The vehicle shall carry: bumper to bumper (3 year / 36,000 mile) and Powertrain (5 year / 100,000 mile) factory warranties.
9. INSURANCE –
 - a. Contractor shall maintain throughout the agreement, as a minimum, the following insurance policies:
 - i. Workers compensation and occupational disease statutory limits covering all employees who perform any obligations assumed under this contract.
 - ii. Public liability and property damage liability insurance covering all operations under the contract; limits for bodily injury or death not less than \$1,000,000 for each accident; for property damage, not less than \$500,000 each accident.
 - iii. In addition to the above coverage, contractor shall maintain a blanket umbrella liability policy in the amount of \$2,000,000.

- iv. All vehicles whether owned or non-owned, hired or in any way connected with this agreement shall be insured for public liability limits of not less than \$1,000,000 aggregate for each accident.
- b. The Contractor awarded the bid shall furnish to District a certificates of insurance made in favor of the Arlington Heights Park District and the Contractor.