



Request for Proposals
Equipment and Supplies
February 13, 2023

2023 Athletic Summer Apparel

Proposals Due: March 10th, 2023, 2:00pm.
Delivery Day: May 12th, 2023.

Jessica Reyes, Manager
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

*Park District of Highland Park
2023 Athletic Summer Apparel*

February 13, 2023

Dear Vendor:

The Park District of Highland Park is seeking proposals for Vendors to supply a variety of athletic apparel, including staff tanks, athletic t-shirts and hats.

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 Jessica Reyes via jreyes@pdhp.org or (847) 579-4182.** 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 Vendors that complete such registration. The Vendor remains responsible for obtaining all addenda to the original specification.

Proposals should be e-mailed to jreyes@pdhp.org.

Proposals will be received no later than Tuesday, March 15th, 2022, 2:00pm.

Questions regarding this project or the enclosed documents can be directed to Jessica Reyes via jreyes@pdhp.org or (847) 579-4182.

Sincerely,

Jessica Reyes
Manager

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GENERAL INFORMATION

Introduction

The Park District of Highland Park is seeking proposals for vendors to supply a variety of athletic apparel, including staff tanks, athletic t-shirts and hats to be delivered by May 12th, 2023.

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 athletic summer 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 12th, 2023, 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 6th, 2023.

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 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 District reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this Request for Proposals.

After a review of the proposals, the District intends to enter into an agreement with the selected Vendor. 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 Vendors as may best serve the interests of the Park District.

Reserved Rights

The 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

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enter into an agreement with a Vendor. The District may seek clarification from a Vendor at any time and failure to respond promptly is cause for rejection.

Incurred Costs

The District 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 Vendor.

Tax exemption

The District is not subject to federal excise tax or Illinois Retailer's Occupation Tax. The 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 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 Vendor require additional information about this proposal, please contact Jessica Reyes either by e-mail, jreyes@pdhp.org or by phone 847-579-4182, 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 Vendor 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.

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TERMS AND CONDITIONS

Proposer Qualifications

The 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

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

Contract

The Vendor to whom the project is awarded will enter into a contract with the District in the form of a 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.

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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 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." Vendors proposing to use an alternate must request approval in writing from the 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 District shall be the sole judge as to whether any substitute is of equivalent or better quality and 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 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 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.

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FOIA Responsibilities

The Vendor that is awarded the contract agrees to maintain, without charge to the District, all records and documents for projects of the 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 District under the Freedom of Information Act so that the 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 District and if possible, the District shall request an extension so as to comply with the Act. In the event that the 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 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.

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PROPOSAL FORM

(Page 1 of 2)

TO: Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

FROM: _____
Company

Street Address

City, State, Zip

Phone

FOR: 2023 Athletics Summer Apparel

BASE PROPOSAL:

Staff Tanks	\$ _____
Athletic Camps	\$ _____
Hats	\$ _____
Set-Up Charge	\$ _____
Delivery Charge	\$ _____
Net Delivered Price (Less federal and state tax)	\$ _____

If awarded the contract on the basis of the above, we agree to deliver all apparel and equipment in Exhibit A or Approved Equal to the District by May 12th, 2023.

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PROPOSAL FORM

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

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Pursuant to and in compliance with the General Information, Terms and Conditions, the undersigned agrees to supply the following equipment in accordance with these contract documents for the prices and/or amounts specified herein. All amounts shall reflect the contractor's complete and thorough understanding of conditions which might affect the proposal and any and all provisions, restrictions and requirements of these contract documents.

The District reserves the right to accept any part, or all of any proposal, and to reject any and all or parts of any and all proposal. Any proposal which contains items not specified, or which does not complete all the items scheduled for proposal, shall be considered informal and may be rejected on this basis.

BY: _____
Name and Title of Authorized Agent

Authorized Signature

Date

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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: _____, 2023
Notary Public _____

[Notary Seal]

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SPECIFICATIONS

Proposal Specification for Equipment/Supplies

Exhibit A - 2023 Athletic Summer Apparel

Staff Tanks	Item	Color	Y-S	Y-M	Y-L	Y-H	A-S	A-M	A-L	A-H	A-2XL	A-3XL	Total	Price/Unit	Price/Unit	Price/Unit	Price/Unit	Price/Unit	Total	Front Screen:	Back Screen:	Sleeve Screen:	
			Small	Small	Large	Large	Small	Small	Large	Large	2XL	3XL		Tank-Short	Tank-Short	Adult-RL	Adult-2XL	Adult-3XL					
	Sport-Tek Sleeveless PosiCharge Competitor LST352	Silver (womens)	0	0	0	0	0	17	31	20	5	2	0	75						\$ -	1 color - WHITE - "ADVENTURE GUIDE" center chest with PDHP Logo under	1 color - WHITE - "STAFF" centered on back with "Park District of Highland Park" banner image under	
	Sport-Tek Sleeveless PosiCharge Competitor ST352	Silver (mens)	0	0	0	0	0	3	28	20	13	2	0	66						\$ -	1 color - WHITE - "ADVENTURE GUIDE" center chest with PDHP Logo under	1 color - WHITE - "STAFF" centered on back with "Park District of Highland Park" banner image under	
	Total		0	0	0	0	0	20	59	40	18	4	0	141									

Athletic Camps	Item	Color	Y-S	Y-M	Y-L	Y-H	A-S	A-M	A-L	A-H	A-2XL	A-3XL	Total	Price/Unit	Price/Unit	Price/Unit	Price/Unit	Price/Unit	Total	Front Screen:	Back Screen:	Sleeve Screen:	
			Small	Small	Large	Large	Small	Small	Large	Large	2XL	3XL		Tank-Short	Tank-Short	Adult-RL	Adult-2XL	Adult-3XL					
	Sport Tek (YST350 & ST350)	White	0	25	25	15	10	0	5	0	0	0	0	80						\$ -	2 Color - BLUE - GOLD - Jt. Varsity Sport Camp Logo centered on chest	1 color - BLUE - "Adventure Found" logo centered on back	1 color - WHITE - "VoldMarcus" Logo on right sleeve
	Sport Tek (YST350 & ST350)	White	0	0	0	25	20	0	20	10	5	5	0	85						\$ -	2 Color - GREEN - GOLD - Varsity Sport Camp Logo centered on chest	1 color - GREEN - "Adventure Found" logo centered on back	1 color - WHITE - "VoldMarcus" Logo on right sleeve
	Sport Tek (YST350 & ST350)	White	0	21	35	30	5	0	21	15	12	0	0	139						\$ -	2 color: Blue (PMS534) & Lime green (PMS 380C) on center chest with Deer Creek Racquet Club Tennis Academy Logo	1 color - BLUE (PMS534) - "Adventure Found" logo centered on back	1 color - WHITE - "VoldMarcus" Logo on right sleeve
	Sport Tek (YST350 & ST350)	White	0	0	0	0	0	0	0	0	0	0	0	0						\$ -	2 Color: Black and Purple - Girls Play Strong Camp Logo centered on Chest	1 Color: Black - "Adventure Found" logo centered on back	1 color - WHITE - "VoldMarcus" Logo on right sleeve
	Sport Tek (YST350 & ST350)	Kelly Green	0	0	0	0	0	8	26	26	8	2	0	70						\$ -	1 color - WHITE - "ADVENTURE GUIDE" center chest with PDHP Logo under	1 color - WHITE - "STAFF" centered on back with "Park District of Highland Park" banner image under	1 color - WHITE - "VoldMarcus" Logo on right sleeve
	Total		0	46	60	70	35	0	46	25	17	5	0	304						\$ -			

Set-Up Charges	Screen set-up charges	Price Per Unit	Total
	One Color Front	1	\$ -
	Two Color Front	4	\$ -
	Sleeve Color Front	1	\$ -
	1 color back	5	\$ -
	Total	11	\$ -
	Delivery Charge:		

HATS	Item	Color	Total	Price Per Unit	Total	Front Screen:
			Quantity			
	300 - FWT-130 Navy/white hats ADULT sizes only		28			PDHP Seal Logo (White) flat embroidered
	Flat Embroidery (Hats)		1			
	Total Cost					



Total Proposal: (including screen & Delivery charge)

\$ -