



INVITATION TO BID FOR APPAREL SERVICES

Invitation to Bid: The Park District of Oak Park invites sealed bids for the work described in this bid packet.

Overview of Services: The services involve furnishing apparel (both screen printed and embroidery) for the Park District's programs.

Bid Packet: The bid packet may be examined at the following location:

Park District of Oak Park
218 Madison Street
Oak Park, IL 60302

Program Supervisor:

Maureen McCarthy, CPRP
Superintendent of Recreation
Park District of Oak Park
218 Madison Street
Oak Park, IL 60302
(708) 725-2021

Bid Submission and Opening: All bids must be submitted to the Park District no later than 2:30 PM CST on Wednesday, May 3, 2023, at the Park District's Administrative Center, 218 Madison Street, Oak Park, IL 60302. Bids received after this date and time will not be accepted.

Bids must be submitted in sealed envelopes, plainly marked on the envelope "**Apparel Services.**"

Bids will be publicly opened at the Park District's Administrative Center, 218 Madison Street, Oak Park, IL 60302, at 2:31 PM CST on Wednesday, May 3, 2023.

INSTRUCTIONS TO BIDDERS

A. The following information is included in the bid packet (“Bid Packet”):

- Cover Letter
- Invitation to Bid
- Instructions to Bidders
- Conditions of Bid
- Bid Form
- Reference and Questionnaire Form
- Minority/Woman-Owned Businesses
- Bid Quote Certification
- Anti-Collusion Affidavit
- Sexual Harassment Policy Certification
 - Attachment A - Sample Sexual Harassment Policy
- Contract

Please read all Bid Packet materials carefully. Bidders may submit questions regarding the Bid Packet materials to Maureen McCarthy via email no later than Wednesday, April 26, 2023 at 5:00 PM. These questions will be answered via email, usually within 2 business days as an Addendum to the Bid Packet. The Addendum will be emailed to each person recorded as having received a copy of the Bid Packet from the Park District and will be available together with all other Bid Packet documents at the Park District’s offices for inspection by prospective bidders.

B. The following items must be returned as your completed bid:

- Invitation to Bid
- Instructions to Bidders
- Bid Form including the price proposal
- Reference and Questionnaire Form
- (Optional) Verification of Minority or Female Owned Business Status (if any)
- Signed Bid Quote Certification
- Signed Anti-Collusion Affidavit
- Signed Sexual Harassment Policy Certification
- Addenda (if any)

The price proposal must be presented on the Bid Form. Pricing information from any other source will be considered supplemental.

CONDITIONS OF BID

BIDDER QUALIFICATIONS

- A. A bid will be considered only if the Bidder meets all requirements contained in the Bid Packet.
- B. To aid the Park District in determining the responsibility of any Bidder, the Bidder must, within 48 hours after being requested in writing by the Park District to do so, furnish the Bidder's ability to perform the services in a competent and professional manner.

BIDDER REPRESENTATIONS

Each person signing a bid on behalf of a Bidder represents that he or she has read and understood all materials contained in the Bid Packet.

AWARDING THE BID

The Park District reserves the right to accept the bid that is, in its judgment, the best and most favorable to the interests of Park District and the public; to reject any and all bids; to accept and incorporate corrections, clarifications or modifications following the opening of bids when to do so would not prejudice the bidding process or create an advantage for any Bidder; and to waive irregularities and informalities in the bidding process or in any bid submitted.

The Park District will award the contract only to a Bidder that furnishes satisfactory evidence that it has the requisite experience, ability, capital, facilities, organization, and staffing to enable it to perform the services successfully. The award will be made based on overall cost to the Park District and the Bidder's past performance, ability, and qualification to perform the Work, as well as eligibility under applicable law. The Park District's assessment of the Bidder's past performance may be based on the Park District's prior experience with the Bidder, the Park District's knowledge of the Bidder's performance on other relevant projects, information obtained from or related to the references supplied by the Bidder, and any additional relevant facts or matters submitted by the Bidder or mentioned in this bid packet. The decision of the Park District will be final.

FORMS

All bids must include all items specified in the Instructions to Bidders and must be submitted on the forms provided, signed in ink in the proper spaces, and submitted in a sealed envelope plainly marked "Apparel Services"

CORRECTIONS / WITHDRAWAL

If a Bidder discovers an error in its bid, then the Bidder may, before the bid submission deadline, submit a written request for withdrawal of the original bid and, if desired, a corrected bid. No bid may be withdrawn or cancelled after the deadline for receipt of bids or for a period of 60 days thereafter.

GREEN INITIATIVE

The Park District encourages its vendors to pursue green initiatives. A Bidder that has adopted any policies, procedures, or practices that forward the cause of environmental stewardship.

PRICE

Bidders must specify prices and costs for all categories and units indicated on the Bid Form. The failure to specify all prices and costs in the form specified on the Bid Form may result in rejection of the bid. All prices must include shipping and set-up fees. Provide an online store where staff and individuals can order items directly.

TAXES

The Park District is a tax exempt Government Agency and has been issued E9997-9934-06 as an identification number.

BID DATE EXTENSION

If fewer than three sealed bids are received, then the Park District may extend the bid opening date by up to two weeks and contact vendors to solicit additional Bids. Bidders submitting sealed bids by the original bid opening date may submit a revised or updated bid and a written request for withdrawal of the original bid. A withdrawn bid will not be opened.

ANTI-COLLUSION AFFIDAVIT

Each Bidder must file an affidavit of anti-collusion, in the form included in this bid packet, with its bid.

SEXUAL HARASSMENT POLICY CERTIFICATION

Each Bidder must file a sexual harassment policy certification, in the form included in this bid packet, with its bid.

REFERENCES

List three clients for reference checks with at least one Illinois Park District or Municipal Recreation Department if possible. Bidder must have completed work of a similar nature for these clients within the last two years.

Company Name

Contact Person

Phone Number

- 1. _____
- 2. _____
- 3. _____

QUESTIONNAIRE

Please answer the following questions about your company (attach additional pages if necessary):

- 1. _____ How long has your company been in business?
- 2. _____ How many customers do you currently have?
- 3. _____ How many full-time employees in the company?
- 4. Please describe any energy saving or green initiatives that your company currently upholds.

- 5. Please provide any additional information you feel might be useful in explaining your answers to any of the above or any other information we may find useful in making our decision.

MINORITY/WOMEN-OWNED BUSINESSES

The Park District encourages opportunities for qualified minority-owned and woman-owned business enterprises to compete for and participate in the Park District's supply requirements. The Park District will encourage the selected Bidder to use minority-owned and woman-owned business enterprises to supply goods and services.

The Park District does not certify vendors but will accept certification from any of the following agencies: City of Chicago, City Colleges of Chicago, U.S. Small Business Administration, Women's Business Development Center, Chicago Minority Business Development Council, State of Illinois Department of Central Management Services, Chicago Transit Authority, METRA, Cook County, and Federation of Women Contractors.

Answer all of the following questions and provide the following information on a separate page of the Response.

- Is the Bidder a recognized Minority or Woman-Owned Business Enterprise? If yes, state the appropriate category from the following: Native American, Spanish Surname, Asian American, Woman-Owned, African American or other.
- How many years has the Bidder been in business under its present name?
- State all other names by which the Bidder has been known and the length of time known by each name.

Identify all states in which the Bidder is legally qualified to do business

BID QUOTE CERTIFICATION

In compliance with your invitation for bids for the supply of T-shirts, having examined all Bid Packet documents, the undersigned proposes to provide the services as set forth in the Bid Packet at the prices stated in the attached Bid Form. These prices include all fees, costs, and expenses for performance of the services.

Date _____ Contact Person _____

Business Name _____

Address _____

City, State, Zip _____

Telephone Number _____ FAX _____

Authorized Signature _____

Name and Title _____

ANTI-COLLUSION AFFIDAVIT AND VENDER'S CERTIFICATION

I, _____, being first duly sworn, state that I am the duly authorized _____ (partner, officer, owner, other) of _____ (bidder), 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 Agreement.

The undersigned certifies that neither I nor _____ (bidder) is barred from bidding on for the services as a result of a conviction for the violation of either Section 33E-3 ("bid-rigging") or Section 33E-4 ("bid-rotating") of the Criminal Code of 1961 of the State of Illinois approved July 28, 1961, as amended.

(Signature of Bidder if the Bidder is an Individual)
(Signature of Partner if the Bidder is a Partnership)
(Signature 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 _____, 2023

Notary Public

My commission expires: _____

WRITTEN SEXUAL HARASSMENT POLICY CERTIFICATION

The undersigned bidder hereby represents and certifies to the PARK DISTRICT OF OAK PARK, Cook County, Illinois, that it either (i) has adopted and implemented a written sexual harassment policy which complies with the requirement of Section 2-105(A)(4) of the Illinois Human Rights Act [(775 ILCS 5/2-105(A) (4)] or (ii) in the event the undersigned bidder has not heretofore adopted and implemented such a written policy, then by submission of any bid to PARK DISTRICT OF OAK PARK it does thereby expressly adopt as its own sexual harassment policy, effective the date of submission of such bid, that policy set forth on and contained in Attachment A hereto and by this reference incorporated herein and made a part hereof.

Dated at _____, this _____ day of _____, 2023.

BIDDER:

By: _____

Its: _____

ATTACHMENT A

SAMPLE SEXUAL HARASSMENT POLICY

POLICY

It is the policy of _____ (*insert vendor name*) that no employee of it shall be subject to sexual harassment.

ILLEGALITY

Sexual harassment is a form of sexual discrimination and is illegal.

DEFINITION OF SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

DESCRIPTIONS OF SEXUAL HARASSMENT

Descriptions of forms of sexual harassment are as follows and are not all inclusive.

Example 1: A male supervisor suggests to a female subordinate that the best way to get ahead in the district is to make him happy. He tells her that she could really go places if she has sexual relations with him.

Example 2: A female supervisor makes repeated advances to her male assistant. He gives in to her advances and winds up having sexual intercourse with his supervisor about 40 or 50 times, sometimes in the workplace and sometimes elsewhere. He later contends that his supervisor's sexual advances toward him were unwelcome and that he had sexual relations with his superior because he was afraid he would lose his job.

Example 3: In an equipment storage area, several pictures of nude or partially nude woman appear on the walls in the form of calendars, photographs from magazines, posters, and pinups. Male employees who make up the majority of the workforce occasionally use vulgar language and tell off-color jokes. A new female employee complains about the pictures and the language but her supervisor says that the employees who work there are "just being guys" and that she is being "overly sensitive."

Example 4: A group of male and female employees report to a manager that their supervisor subjects them to a steady stream of sexual slurs. The district investigates and discovers that inappropriate sexual comments are being made, but that the comments are directed equally to male and female employees, and, therefore, does nothing.

INTERNAL COMPLAINT PROCESS

If an employee believes he or she is a victim of sexual harassment, he or she should immediately file a written complaint of same with his or her immediate supervisor, or if none, to the Director. The complaint shall include dates, times and places of the alleged sexual harassment, name(s) of the perpetrator(s) and a description of the conduct complained of, all to the best knowledge of the complainant. If after due investigation the supervisor or Director finds the complaint to be true, such supervisor or Director shall issue a written reprimand and may take more severe disciplinary action such as suspension without pay, demotion or dismissal. If suspension without pay, demotion, or dismissal is recommended, no such action may be taken without the approval of the Director.

CIVIL RIGHTS VIOLATIONS

Under the Illinois Human Rights Act, it is a civil rights violation for any employer, employee or agent of any employer, to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

It is also a civil rights violation for a person or two or more persons to conspire to retaliate against a person because he or she has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination or sexual harassment in employment, or because he or she has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

ILLINOIS HUMAN RIGHTS COMMISSION / ILLINOIS DEPARTMENT OF HUMAN RIGHTS

In addition to or as an alternative to an employee availing himself or herself of the company's internal complaint process discussed above, an employee who believes he or she is the victim of sexual harassment may bring his or her complaint to the attention of the Illinois Department of Human Rights at:

Illinois Department of Human Rights
100 West Randolph Street
Chicago, Illinois 60601
(312) 814-6245

Within 180 days after the date that a civil rights violation allegedly has been committed, a charge in writing under oath or affirmation may be filed with the Illinois Department of Human Rights by an aggrieved person. The Department must then require the respondent to file a verified response within 270 days thereafter. The complainant may reply to said response within 60 days after it is filed. After the respondent is notified, the Department is required to conduct a full investigation of the allegations. Where there is a failure to settle and charge through conciliation, the Department is required to prepare a written complaint. At any time after a charge is filed, the Department or complainant may petition the appropriate court for temporary relief, pending final determination of the proceedings under the Illinois Human Rights Act. The petition shall be filed in the Circuit Court for the county in which the respondent resides or transacts business or in which the alleged violation took place.

A copy of this policy is to be provided to the Illinois Department of Human Rights upon request.