



Peoria Park District
Invitation for Bid
Purchase of Dredge, Trailer, and Accessories
20-063

Due Date: **Tuesday, November 3,**
2020 by 1:00 pm (local
prevailing Peoria Time)
Bids received after this
time will not be accepted.

Sealed bids will be received at the office of the

SECRETARY OF THE BOARD
Peoria Park District
1125 W. Lake Ave.
Peoria, IL 61614

Contact Information:
Michael Friberg
Planner III
Peoria Park District
1314 N. Park Rd
Peoria, IL 61604
309-686-3386 phone
309-686-3383 fax
mfriberg@peoriaparks.org

INSTRUCTIONS TO BIDDERS

Acceptance of Bids – The Board of Trustees of the Peoria Park District (hereinafter “Board”) reserves, without limitation, the right to reject any and all bids, to waive any informalities or irregularities, and to negotiate contract terms with the successful bidder. The Board reserves, without limitation, the right to accept or reject all incomplete, non-conforming, non-responsive, unbalanced, obscure, or conditional bids, or bids which contain additions not called for, erasures, alterations, or irregularities of any kind, or which do not comply with the Instructions to Bidders. The Board reserves the right to reject the bid of any bidder if the Board believes that it would not be in the best interest of the Park District to make an award to that bidder, whether because the bid is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Park District. The Board further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to be non-responsible.

The Park District may make such investigations as the Park District deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications, and financial ability of bidders to perform and furnish the materials and/or services in accordance with the contract to the Park District’s satisfaction within the prescribed time. Bidder shall furnish to the Park District, within 5 days of Park District’s request, all such information and data for this purpose as the Park District may request. Information which may be requested by the Park District may include, but shall not necessarily be limited to, financial data, previous experience, present commitments, performance records, and a description of the bidder’s plant and equipment. The Park District reserves the right to reject any bid if the information submitted by, or investigation of, such bidder fails to satisfy the Park District that such bidder is properly qualified to carry out the obligations of the contract.

Bid Amount - The Board of Trustees of Peoria Park District reserves the right to award as it sees fit by selecting the lowest individual bid by the lowest responsible qualified bidder. The quality of the articles to be supplied, their conformity with specifications, their suitability to the requirements of the Park District and the delivery terms will be taken into consideration in making the award.

Closing Time - The bid closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the bid is due. No bid will be opened after the closing time specified in the bid proposal.

Prices Bid- Prices bid will be understood to be firm prices unless otherwise qualified by a bidder. Each bidder must bid unit prices and extend totals, if applicable. In case of an error in extension, the unit prices shall govern. All prices must be typewritten or written clearly in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the bid or his/her authorized representative. The prices bid must be total prices, including such cost (when they apply) as packaging, transportation, placement in certain locations, and assembly, if any. No separate charges except those clearly recorded on this bid form will be allowed. Prices bid shall be held for no less than sixty (60) days from the date of the bid opening.

Taxes - The Peoria Park District is exempt from federal, state and local taxes. A certificate of exemption will be furnished upon request.

Payment and Cash Discount - Standard terms are Net 60. However, the Park District may take advantage of any cash discount offered in this proposal for prompt payment. Discount terms will be considered in determining the low bidder.

Parks Agent – Peoria Park District Planning Department personnel are designated to act on all matters pertaining to the bid proposal and questions thereon. Michael Friberg, Planner III is the designated Project Manager.

Laws of the State of Illinois – Contracts shall be entered into within the State of Illinois, and the laws of said state, whether substantive or procedural, shall apply to the Contract.

Cancellation - The Park District reserves the right to cancel all or part of any contract if the contractor fails to perform any provisions in the contract, fails to make delivery within the time stated or as is in the best interests of the Peoria Park District. The contractor will not be liable to perform if situations arise by reasons of strikes, acts of God or public enemy, acts of the Park District, fires or floods.

Default – In case of default by Bidder the Peoria Park District will procure the products or services from other sources and shall hold the Bidder responsible for any excess cost incurred.

Addenda to the Bid Package - Any changes, additions or deletions to the bid documents will be issued in the form of a written addendum issued by the Planning Department of the Peoria Park District and will be distributed to all bidders via email. All communication or questions pertaining to the bid shall be directed to the Project Manager, Michael Friberg at 309-648-5057 or via email mfriberg@peoriaparks.org. Contact with all other park district staff is strictly prohibited during the bid process.

Signatures - Each bid must be signed by the bidder with his/her signature or by an agent authorized to bind the company to a contract. Bids by partnerships must be signed with the partnership name and one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it in the matter. All signature must be in ink and legible.

Special Conditions - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the “Instructions to Bidders”.

Delivery – Prices bid shall be Free On Board (F.O.B.) to the location specified in the minimum specifications. Deliveries will be accepted between 8:00 A.M. and 3:00 P.M., Monday through Friday.

Additional Copies of Specifications - Bidders may secure additional copies of the bid specifications by downloading them at peoriaparks-planning.org.

Bid Preparation Costs - All costs incurred in the preparation and submission of bids and related documentation will be borne by the bidder.

Bid Envelope Identification – All bids must be returned in a sealed envelope marked with the name of the bid for identification of bid. Other forms or letters will not be accepted.

Mailing of Bids – All bid proposals are to be mailed or delivered to the following:

Secretary of the Board
Peoria Park District
1125 W. Lake Ave.
Peoria, IL 61614

The Park District assumes no responsibility for prompt and timely delivery of U.S. Mail or any other courier.

Copeland “Anti-Kick Back” Act – Bidder shall comply with the Copeland “Anti-Kick Back” Act (18 USC 874) as supplemented in the Department of Labor Regulations (29 CFR Part 3). The Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he is otherwise entitled.

Human Rights Act – The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discriminations, and having written sexual harassment policies (775 ILCS 5/2-105).

Freedom of Information Act – Procurement information shall be a public record subject to disclosure to the extent provided in the Illinois Freedom of Information Act (5 ILCS 140) and shall be available to the public as provided by the Peoria Park District Freedom of Information Policy.

Conflict of Interest – Bidder certifies that no officer, agent or employee of the Peoria Park District who has an economic interest in the bid or proposal has participated in the bid or contract negotiations on the part of the Park District. Bidder further certifies that the bid is made in good faith without collusion or fraud and is competing solely on its own behalf without obligation to any undisclosed person or firm.

Audit Rights – Bidder agrees the Peoria Park District or its representatives shall have the right to examine any and all records which directly relate to this project.

Hold Harmless and Indemnification Agreement – To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Peoria Park District and their 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 paralegal's fees and court costs), arising out of or resulting from the performance of the Vendor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act of omission of the Vendor, and Subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party of person described in this Paragraph. Vendor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Vendor's breach of any of its obligations under, or Vendor's default of, any provision of the Contract.

Participation Goals – If sub-contractors are involved or hiring of new employees is necessary for production of this product(s), Bidder agrees to meet the Peoria Park District's minority participation goals. The Peoria Park District is an AA/EEO organization and encourages participation by minority and female-owned firms.

Required Documents

The following forms must be completed and submitted with the bid. Failure to do so may result in the disqualification of the submitted bid.

- **Certification of Compliance** – Bidder must complete and sign the form included in the bid package. Copies of the Illinois Drug Free Workplace Act of 1991, 30 ILCS 580, will be provided upon request.
- **Certificate of Equal Employment Opportunity Compliance** – Bidder must complete and sign the form included in the bid package.
- **Workplace Profile** – This report must be completed and returned with your bid package. Workforce Profile Instructions are included with the bid package for reference when completing the profile.
- **Sexual Harassment Policy** – A copy of the bidders Sexual Harassment Policy must be included with the bid submission. A sample policy is included for reference.
- **W-9 Request for Taxpayer Identification Number and Certification** – Bidder must complete and sign the form included in the bid package.
- **Bid Form** – Bidder must complete fully and legibly the bid form included in the package.

Scope of Request

The Peoria Park District is requesting bids for the “PURCHASE OF DREDGE, TRAILER, AND ACCESSORIES” until **1:00 p.m., prevailing Peoria time, on Tuesday, November 3, 2020.**

Prices bid shall be inclusive of all costs. The District reserves the right to modify or cancel the invitation for bid should it be in the best interests of the Peoria Park District.

Specifications

The dredge, trailer, and accessories shall be new, current production, meeting Federal and State regulations and meeting the following minimum specifications:

Dredge:

Minimum 125 HP diesel engine for pump and hydraulics

Hydraulic motor driven auger cutter head suitable for removal of farm-field silt runoff

Steel pontoons

Maximum length of 33 feet.

Maximum width of 8'-6"

Maximum weight of 16,500 lbs.

Maximum working depth no less than 15'

Hydraulic winch cable travel system, with two complete anchor points and 400' of steel cable

8" diameter pump capable of 3,000 gpm max. output

Engine tachometer, oil pressure and coolant pressure gauges

Pump and cutterhead hydraulic pressure gauges

Life ring and fire extinguisher

1 year warranty on engine, hydraulic pumps, pontoons, winches, and structural items.

Trailer:

Trailer with hydraulic tilting bed for launch, retrieval and transport of dredge.

Hitch shall be "pintle" style for use with tandem style dump trucks

Trailer shall be public roadway approved and have all necessary lights, reflectors, etc. for public roadway use.

Accessories:

1,000 feet of 8" HDPE pipe, in 20' sections with quick disconnect fittings

500' of 8" layflat hose with quick disconnect fittings and floats

Training for 4 park employees. 2 days to include setup and operation at a test site.

Written maintenance requirements.

Options: Provide pricing for the following additional options, if available:

-Enclosed operator cab with air conditioner and heat.

-Outboard motor for maneuvering

-Flow meter on slurry discharge

-Two spare hydraulic cutterhead motors.

-500 feet of 8" HDPE pipe, in 20' sections with quick disconnect fittings

Delivery

* Delivered F.O.B. to:

Peoria Park District
1314 N. Park Rd.
Peoria, IL 61604

Questions

Questions pertaining to the bid must be submitted in writing to mfriberg@peoriaparks.org no later than **1:00 pm CT on Thursday, October 29, 2020** to allow sufficient time for an addendum to be issued to all bidders.

Bid Form
Purchase of Dredge, Trailer, and Accessories

Dredge	_____	Dollars
Trailer	_____	Dollars
Accessories	_____	Dollars
Total Bid	_____	Dollars

Options. The following options, if available, may be accepted by the Owner, and will increase the contract sum.

Enclosed operator cab	Add	_____	Dollars
Outboard motor	Add	_____	Dollars
Flow Meter on discharge	Add	_____	Dollars
Two spare cutterhead motors	Add	_____	Dollars
Additional 500' HDPE pipe	Add	_____	Dollars

The bidder acknowledges the following addenda, if any:

Addenda #: _____ Dated _____ Addenda #: _____ Dated _____

The undersigned certifies that this bid is in accordance with Peoria Park District Specifications. By signing below, I do hereby certify that I am a duly authorized agent of the company.

Bid Submitted By:

Vendor Name

Vendor Address

City State Zip Code

Phone Fax

Name of Authorized Representative (type or print)

Signature of Authorized Representative Date

**CERTIFICATION OF COMPLIANCE
OF THE LISTED PROVISIONS AND LAWS**

1) Illinois Drug Free Workplace Act of 1991

2) The Substance Abuse Prevention on Public Works Act Public Act 95-0635:

Prohibits the use of drugs and alcohol while performing work on a public works project.

The Contractor/Subcontractor has signed collective bargaining agreement for all of its employees that deal with the subject matter or the Contractor/Subcontractor has a prevention program that meets or exceeds the requirements of the Public Act for all employees not covered by a collective bargaining agreement.

3) Safety Compliance:

Contractor/Subcontractors will comply with any and all prevailing occupational safety and health standards. Such compliance may include a training component or require a written program of compliance.

4) Illinois Criminal Code, Illinois Compiled Statutes 720 ILCS 5/33E-3 and 5/33E-4:

Contractor/Subcontractor has not been barred from bidding on public contract as a result of bid rigging or bid rotating.

The undersigned representative of the Contractor/Vendor hereby certifies to comply with the laws and provisions listed above.

Contractor/Subcontractor

Name of Authorized Representative (type or print)

Signature of Authorized Representative



Peoria Park District
Certificate of Equal Employment Opportunity Compliance
for
Contractors and Vendors

Disclosure of the information requested in this form is required by the Peoria Park District. Failure to properly complete and sign this form will result in it being returned unprocessed thereby resulting in a delay or denial of eligibility to bid.

As part of the Company's commitment to equal employment opportunity practices, this company does the following:

- Recruits, trains, upgrades, promotes and disciplines persons without regard to race, color, sex, religion, national origin, veteran status, age, mental or physical ability.
- Notifies all recruitment sources that all qualified applicants will be considered for employment without regard to race, color, sex, religion, national origin, veteran status, age, mental or physical ability.
- When advertising is used, specifies that all qualified applicants will be considered for employment without regard to race, color, sex, religion, national origin, veteran status, age, mental or physical ability.
- Notifies all labor organizations which furnish this company with any skilled or non-skilled labor of the Company's responsibility to comply with the equal employment opportunity requirements required in all contracts by the Peoria Park District.
- Notifies all of its sub-contractors of their obligation to comply with the equal employment opportunity requirements required in all contracts by the Peoria Park District.
- Has an affirmative action program that assures the company's fair employment practices are understood and carried out by all of its managerial, administrative and supervisory personnel.

Is the Company a minority/woman owned business (MBE/WBE)? NO YES, if yes MBE or WBE?

The Company does not discriminate against any employees or applicants for employment because of race, color, religion, sex, national origin, veteran status, age, mental or physical ability.

The Company does not maintain segregated facilities for any of its employees on the basis of race, religion, color, national origin, because of habit, local custom, or otherwise.

The Company has a written sexual harassment policy meeting the Illinois Department of Human Rights requirements.

By signing this form, the Company attests that it complies with all statements listed above as part of the Company's commitment to equal employment opportunity practices. The Company further agrees that it has completed the attached Workforce Profile Sheet truthfully, to the best of its knowledge.

Company Name

Company Address

Signature of Company Official

Name / Title

Telephone Number & Fax Number

Email Address

WORKFORCE PROFILE

Job Classifications	Black Employees		White Employees		Hispanic Employees		Native American Employees		Asian Employees		Other Employees		TOTAL EMPLOYEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1. Officials, Managers, Supervisors														
2. Professionals														
3. Technicians														
4. Sales														
5. Office/Clerical														
6. White Collar Trainees:														
7. Skilled Crafts:														
8. Apprentices:														
9. On-the-job Trainees:														
10. Semi-skilled														
11. Service Workers														
12. Unskilled														
TOTALS														

COMPANY NAME: _____

05/2017

PLEASE BE ADVISED!

Every party to a public contract and every party bidding on public contracts are required to have a written sexual harassment policy that contains:

- (1) a definition of sexual harassment under state law;
- (2) a description of sexual harassment utilizing examples;
- (3) a formalized complaint procedure;
- (4) a statement of victims rights;
- (5) directions on how to contact the Illinois Department of Human Rights – **Illinois companies.** **Out-of-State companies must include directions on how to contact the enforcement agency within their state.** Companies that issue a standard policy for all business locations must prepare an addendum providing directions on how to contact the appropriate enforcement agency.
- (6) a recitation that there cannot be any retaliation against employees who elect to file charges.

Recommendation: Your sexual harassment policy should be drafted in language easy to understand and any revisions should be reviewed by legal counsel. A copy of your policy should be posted in a prominent and accessible location to assure all employees will be notified of the company's position.

In order to conduct business with the THE PEORIA PARK DISTRICT, you must have a written sexual harassment policy that conforms to the new ACT.

**FAILURE TO DO SO
WILL DISQUALIFY YOU AS AN ELIGIBLE VENDOR!!!**

Please be advised, effective July 1, 1993, Governor Jim Edgar established under Executive Order Number 7 (Public Act 87-1257) that every party to a public contract and every party bidding on a public contract within the State of Illinois must have a written policy statement prohibiting sexual harassment. The following model policy statement is a draft copy provided for use in formulating your company's policy statement

SEXUAL HARASSMENT POLICY STATEMENT

It is the responsibility of each individual employee to refrain from sexual harassment and it is the right of each individual employee to work in an environment free from sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature 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 decision(s) affecting such individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights act of 1964, as amended in 1991. One such example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to another individual who submits (voluntarily or under duress) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

D R A F T

- ⇒ Verbal: Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statement about other employees, even outside of their presence, of a sexual nature.
- ⇒ Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- ⇒ Visual: Posters, signs, pin-ups, slogans of a sexual nature.
- ⇒ Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine; however, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man", depending upon the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling", and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

- ⇒ “That’s an attractive dress you have on.”
- ⇒ “That’s an attractive dress. It really looks good on you.”
- ⇒ “That’s an attractive dress. You really fill it out well.”

The first statement appears to be simply a compliment. The last is most likely to be perceived as sexual harassment depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who harasses a fellow worker is, of course, liable for his or her individual conduct. The harassing employee will be subject to disciplinary action up to and including discharge in accordance with company/organization policy or a collective bargaining agreement, as appropriate.

RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining a workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.

The courts have found companies/organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with a company/organization, such as a contractor, customer, sales representative, or repair person).

Liability is based either on a company/organization's responsibility to maintain a certain level of discipline, or on the supervisor acting as an agent of the company/organization. As such, supervisors must act quickly and responsibly, not only to minimize their own liability, but also that the company/organization

DRAFT

RESOLUTION OUTSIDE THE COMPANY/ORGANIZATION

It is hoped that most sexual harassment complaints and incidents can be resolved within a company/organization. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the U.S. Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with EEOC must be filed within 300 days.

Illinois Department of Human Rights
(217) 785-5100 – Springfield
(217) 785-5125 – TDD Springfield
(312) 814-6200 – Chicago
(312) 263-1579 – TDD Chicago

Illinois Human Rights Commission
(217) 785-4350 – Springfield
(217) 785-5125 – TDD Springfield
(312) 814-6269 – Chicago
(312) 814-4760 – TDD Chicago

U.S. Equal Employment Opportunity Commission
(312) 353-2613 – Chicago District Office
(800) 669-4000 – Toll Free Within State of Illinois
(800) 669-6820 – TDD Chicago

An employee who is suddenly transferred to a lower paying job or passed for promotion, after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due 180 days (IDHR) or 300 days (EEOC) from the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

OFFICIAL DOCUMENT

State of Illinois - Department of Revenue

OFFICIAL DOCUMENT

Illinois Sales Tax Exemption Certificate



PEORIA PARK DISTRICT

1125 W LAKE AVE
PEORIA IL 61614-5935

Sales Tax Exemption Certificate

Issue date:

02/10/2020

Expiration date:

03/01/2025

Sales Tax Exemption

E99940231

Organization type:

Governmental

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.



ILLINOIS REVENUE

A handwritten signature in black ink, appearing to read "L. Mc..."

Director

OFFICIAL DOCUMENT - DO NOT DESTROY