



Peoria Park District

Request for Proposal

Management of Zambezi River Lodge & Luthy Botanical Garden Rentals 21-01-RFP

Zambezi Lodge Located at the Peoria Zoo: 2320 N Prospect Rd., Peoria, IL 61603
Luthy Botanical Garden Located at: 2520 N. Prospect Rd., Peoria, IL 61603

**Proposal Due Date: Friday, April 16, 2021 by
2:00 PM (local prevailing Peoria
Time)
Proposals received after this
time will not be accepted.**

Sealed proposals will be received at the office of the

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

Release Date: March 8, 2021

**Contact Information:
Nicole Staley
Purchasing Supervisor
Peoria Park District
1314 N. Park Rd
Peoria, IL 61604
309-686-3357 phone
309-686-3388 fax
nstaley@peoriaparks.org**

Submitted By

Company

REQUEST FOR PROPOSALS - ADVERTISEMENT

Sealed Proposals will be received by the Peoria Park District, Peoria, Illinois, hereinafter known as the District, for the following project:

Management of Zambezi River Lodge & Luthy Botanical Garden Rentals
21-01-RFP

Sealed Proposals will be received until 2:00 pm, Friday, April 16, 2021 prevailing Peoria time, by the District, at the Park District Administrative Office, 1125 W. Lake Ave., Peoria, Illinois 61614. (The Board Room clock shall be the official time keeping device in respect to the proposal submission deadline.)

An electronic file including Proposal Documents is available at www.peoriaparks-planning.org at no charge. Plans, Specifications and Interpretations for this project may be examined and/or obtained at the Park District Administrative Office, 1125 W. Lake Ave, Peoria, IL Telephone (309) 682-1200.

The Peoria Park District reserves the right to reject any or all proposals and to waive any informalities in the proposal process and subsequent award.

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 terms “Bid” and “Proposal” are interchangeable as used within this package. This project is a Request for Proposal. 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 an order, or orders, as it sees fit by selecting the lowest individual bid on each article 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 Quoted - 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 quoted 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 proposal sheet will be allowed. Prices bid shall be held for no less than ninety (90) days from the date of the proposal 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 - The Park District Purchasing Supervisor is designated to act on all matter pertaining to the bid proposal and questions thereon.

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 Vendor, the Peoria Park District will procure the products or services from other sources and shall hold the Vendor 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 Purchasing Department of the Peoria Park District and will be distributed to all bidders via fax and/or email with return receipt request. All communication or questions pertaining to the bid shall be directed to the Purchasing Supervisor via email nstaley@peoriaparks.org no later than 4:00 pm CT on Thursday, April 8, 2021. 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 at no cost from the Peoria Park District Purchasing Supervisor.

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 – Bidder agrees to meet the Peoria Park District’s minority participation goals. Lowest responsible bidder not meeting the Park District’s goal of 12% for minority / women participation, must provide proof of efforts made in contacting an adequate number of minority and women owned firms and/or labor. The Peoria Park District is an AA/EEO organization and encourages participation by minority and female-owned firms.

PEORIA PARK DISTRICT
REQUEST FOR PROPOSALS
FOR MANAGEMENT OF ZAMBEZI LODGE &
LUTHY BOTANICAL GARDEN RENTALS
2320 N. PROSPECT RD &
2520 N. PROSPECT RD
PEORIA, IL

Goal of RFP:

The Peoria Park District (District) is seeking proposals from business organizations who are interested in assuming the management of the Zambezi River Lodge & Luthy Botanical Garden's private rentals. The Zambezi River Lodge is located within the Peoria Zoo while Luthy Botanical Garden sits adjacent to Peoria Zoo in Glen Oak Park. This Request for Proposals (RFP) is intended to solicit responses from only those business organizations that are interested and able to oversee the management of private rentals at these locations.

The District's overall goal is to enhance private rentals at the Zambezi River Lodge and Luthy Botanical Gardens so that the spaces are utilized more effectively, efficiently and compliment the ongoing efforts of the District in Glen Oak Park, Peoria Zoo, and Luthy. All viable ideas that meet the District's goals for the management of private rentals in each facility will be considered.

Due to restrictions on the use of public property, religious and political uses for the spaces will not be entertained without prior Board of Trustee approval.

Background:

Zambezi River Lodge

The Zambezi River Lodge is an indoor banquet facility conveniently located inside Peoria Zoo that opened in 2009. There is 3400 square feet of space inside the Lodge and it can hold up to 200 guests, seated banquet style.

Combined with the Zambezi River Village, the outdoor space adjacent to the Lodge can accommodate more than 1000 guests. This area overlooks the lush green vegetation of *Africa!* where animals such as rhinos, giraffes, zebras, lions, and mandrills can be viewed peacefully, during regular Zoo operational hours. A floor plan for the Zambezi River Lodge kitchen/grill area is included with the packet.



Additional Information on the Zambezi River Lodge:

- General event equipment in the Lodge includes:
 - 20 – 6' banquet tables
 - 200 brown banquet chairs
 - 10 – 2' high-top cocktail tables
 - 20 high-top chairs
 - 4 rectangular tables (for gifts, cake, etc.)
 - *Linens and chair covers are not included

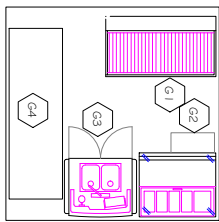
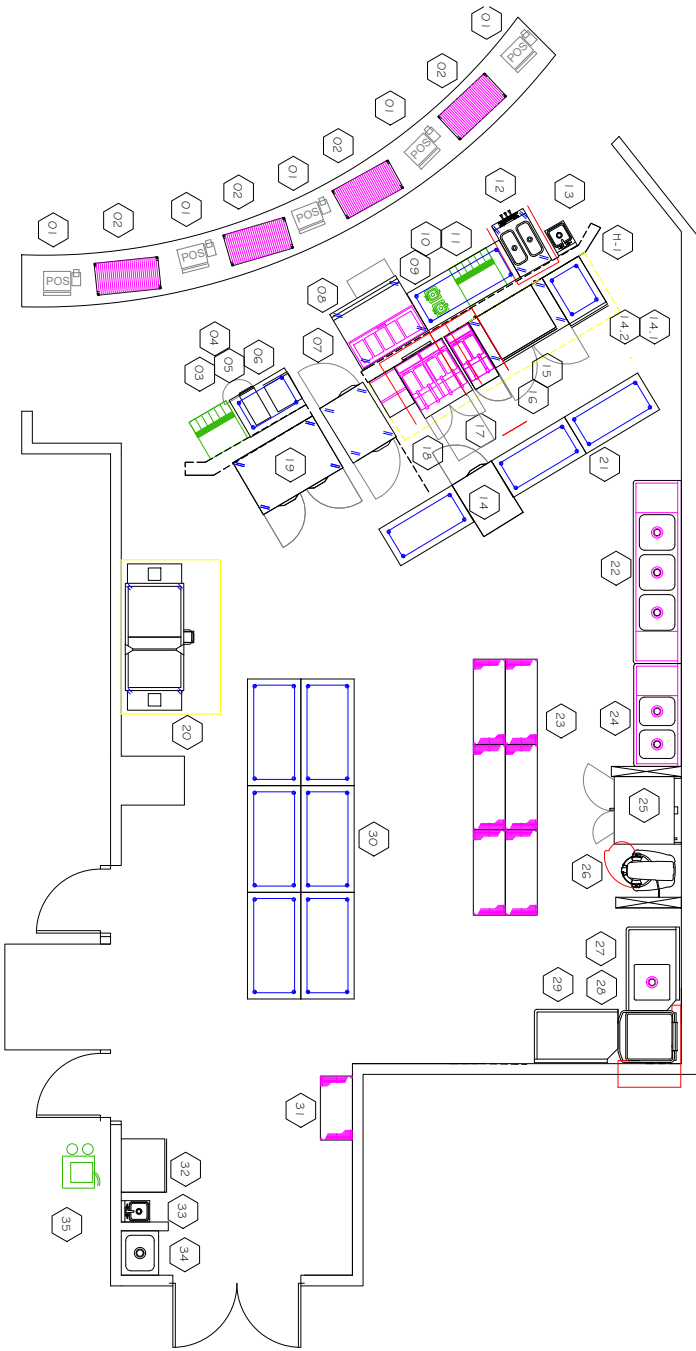
- Kitchen equipment includes:
 - Wire Shelving (11)
 - Dishwasher
 - Work Table, Stainless Steel Top (2)
 - Work Table (6)
 - Ice Machine
 - Hand Sink (2)
 - Hot Food Dispenser
 - Display Case, Hot Food, Countertop
 - Pass-Through Heated Cabinet
 - Pizza Preparation Refrigerator
 - Blender, Bar
 - Soft Serve Machine
 - Reach-In Refrigerator
 - Range, 24", Charbroiler
 - Undercounter Refrigerator
 - Electric Countertop Fryer
 - Gas Floor Fryer (2)
 - French Fry Warmer
 - Reach-In Freezer

- Popcorn Popper Table
 - 3 Compartment Sink
 - Prep Sink
 - Convection Oven
 - Planetary Mixer
 - Soiled Dishtable
 - Mop Sink
 - Pizza Preparation Refrigerator
 - Soda Fountain
- Audio Visual equipment in the Lodge includes:
 - Access to WiFi
 - Projector & Screen
 - 6 TV Screen's (for graphics/slideshows/pre-recorded videos)
 - Sound System
 - The Zambezi River Lodge is ADA accessible
 - Restrooms are located inside the Zambezi River Lodge
 - Parking information: Guests can park along the inner and outer loop roads of Glen Oak Park. They will enter the Zoo on foot through a designated gate. Special accommodations can be made for those that require parking closer to the Lodge.
 - Peoria Zoo is open to the public from 10:00 AM - 5:00 PM daily.
 - The Zambezi River Lodge also hosts Peoria Zoo concession operations – rentals will need to work in conjunction with general Zoo and concession operations to maintain a cohesive plan.
 - Concession Hours:
 - March (weekends only): 11am-3pm
 - April & September (daily): 11am-3pm
 - May – August (daily): Sunday-Friday 10am-4pm, Saturday 10am-3pm
 - The Zambezi River Lodge is currently undergoing renovations pertaining to the concession operations. Renovations are targeted for completion by: May 24, 2021
 - Smaller classrooms at the Peoria Zoo offer additional flexible rental space
 - Tropics Classroom (25'x47') is located in the Tropics Building - southwest corner on the property and former entrance to the Zoo. Restrooms are in the Tropics Building – approximately 165' away from the classroom
 - Treetops Classroom (25'x30') is in Africa! at northern most part of the Zoo; on top of boardwalk overlooking the giraffe yard and barn. Restrooms are in an adjacent building to this location and are approximately 20' away.

- Additional rental add-on's that can be negotiated with the District:
 - Animals on Exhibit
 - Animal Program
 - Behind the Scenes Tour
 - Early Entry
 - Photos with a Giraffe
 - Shuttle Service
 - Smart Board (in Classroom)
 - Tour of the Zoo
 - Zoo Speaker

Number of Private Rentals at Zambezi River Lodge (2016-2019; 2020 excluded due to COVID)

- 2016: 24
- 2017: 21
- 2018: 20
- 2019: 22



ZAMBEZI RIVER GRILL LAYOUT
3/8" = 10'

REVISION	REMARKS	BY	DATE

DESIGN APPROVAL
 APPROVED
 APPROVED AS NOTED
 RESUBMIT WITH NEW DESIGN
 APPROVED BY: _____
 TITLE: _____ DATE: _____

PROJECT NAME & ADDRESS
ZAMBEZI RIVER GRILL
 2320 N PROSPECT RD
 PEORIA, IL 61603



SHEET NAME:
ZAMBEZI RIVER GRILL LAYOUT


SCALE: P1/P1
 DATE: 1/30/2021
 SHEET NUMBER: **3/8" = 10'**

KS-1



CREATING CONNECTIONS TO ENCOURAGE ACTION!

 **Feed the Giraffes**
12pm & 2pm
Daily: Memorial Day - Labor Day
Weekends: September

 **Feed the Budgies**
11am & 4pm
Daily: Memorial Day - Labor Day
Weekends: September



LEGEND

- Entrance / Exit
- Australia Entrance / Exit
- Accessible Parking
- Giraffe Overlook
- WiFi
- Restrooms
- Dining
- Gift Shop
- Ask a Keeper
- Classrooms:
 - A. Tropics Classroom
 - B. Treeless Classroom
- Nursing Nook

CONSERVATION ACTION

- Eco Hut
- Recycling Containers
- Water Bottle Refill Fountains

- Asian Trail
- Australia Walk-About
- African
- Tropics Building
- Conservation Center
- Contact Barn

AUSTRALIA

Come eye-to-eye with an emu as you walk with the wallabies through this exhibit. 10am - 4:30pm, weekends May and October. 10am - 4:30pm, daily Memorial Day through September.

See  on map for entry and exit. Aussie animals can also be viewed from viewing stations outside the exhibit.

Avalary will be open 11am - 4pm (weather dependent) when the Australia Walk-About is open.



The Zoo is committed to providing you with an outstanding experience while also providing the best care for the animals and their habitats. Periodic exhibit maintenance or animal management needs may prevent you from viewing all the animals during your visit.

Peoria Zoo Map: Zambezi River Lodge marked with a 

Luthy Botanical Garden

Established in 1951, Luthy Botanical Garden encompasses five acres and offers over a dozen theme gardens, a Conservatory, educational programming, numerous events, a rotating sculpture exhibit and magnificent floral displays. Luthy has become a prime destination for wedding ceremonies with the District and offers six (6) spaces that are available for private rental.

- **Rose Garden** – seating capacity up to 300. The Rose Garden, at the heart of the Garden, features a grand arbor. Classic roses and floral displays provide season-long color.
- **Woodland Garden** – seating capacity up to 200. The Woodland Garden captures the spirit of our native Illinois woodland in spring, summer or fall. It features majestic trees, wooded paths and a verdant glade and provides a lush, shaded backdrop for your ceremony.
- **Learning Circle** – seating capacity up to 125. The Learning Circle features a circular flagstone amphitheatre.
- **Conservatory** – Available for evening weddings only. Seating capacity up to 75. The Conservatory features an extensive collection of tropical plants and provides a lush, tropical backdrop for your wedding.
- **Wildlife Garden** – seating capacity up to 50. The Wildlife Garden features a cascading waterfall, extensive plantings and a wooded clearing.
- **Gazebo** – seating capacity up to 20. The classic gazebo, echoing a Victorian garden, is location near the fountain and serves as an intimate setting for a small wedding.



Rose Garden



Woodland Garden



Learning Circle



Conservatory



Wildlife Garden



Gazebo

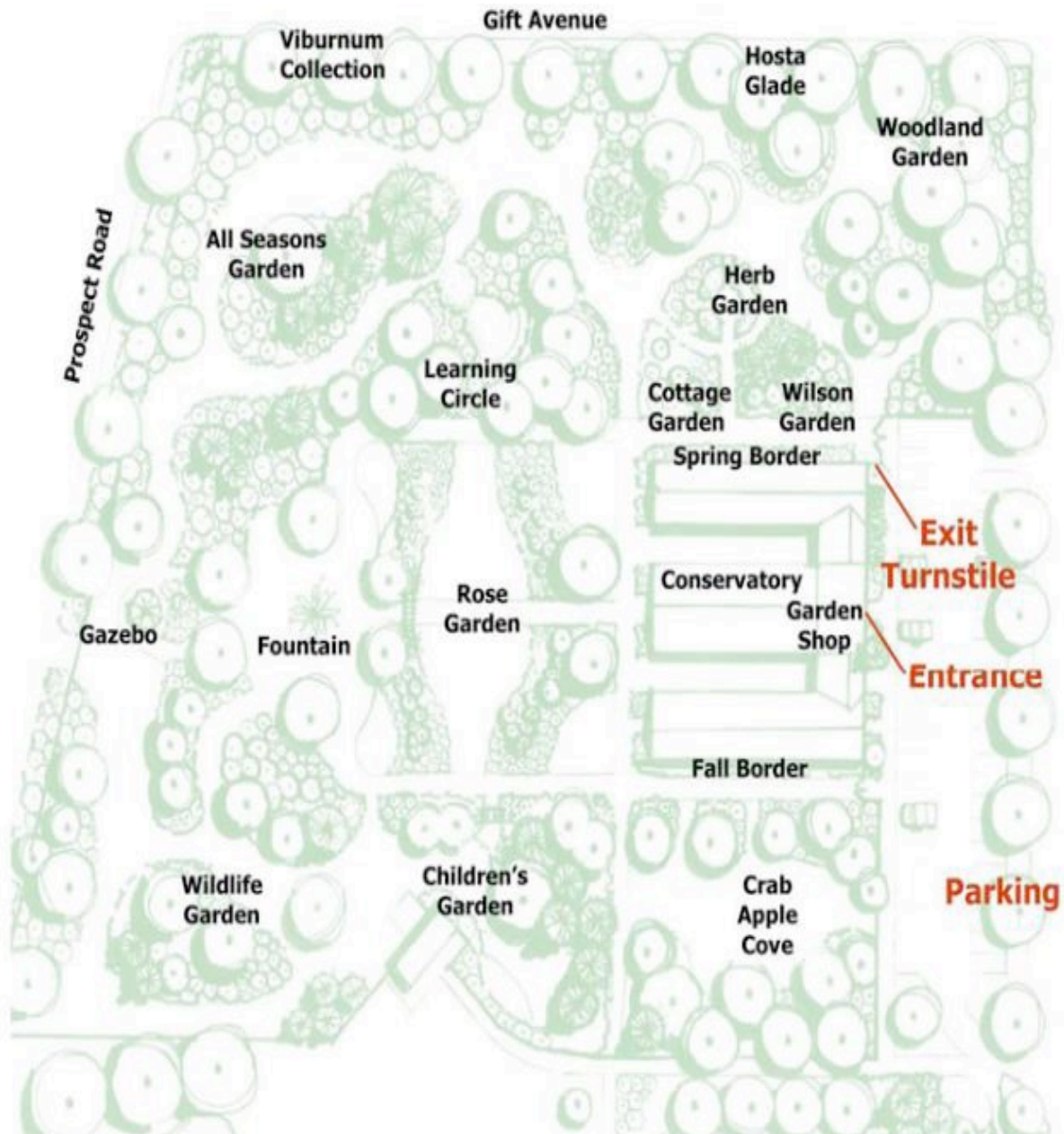
Additional Information on Luthy Botanical Garden:

- Equipment in Luthy Botanical Garden includes: 300 white, plastic folding chairs
- ADA Accessible with the exception of the Conservatory, which has ADA access on the east side only
- 110v outlets are positioned near wedding ceremony locations
- Restrooms are located in the Conservatory – main entryway into Luthy Botanical Garden
- Parking information: There is a parking lot outside the main entrance to the Garden that has 60 parking spaces
- Luthy Botanical Garden is currently open to the public from 10:00 AM - 5:00 PM daily.

- Due to the unique elements and the District's desire to protect the integrity of the Garden, the following items are not allowed: silly string, rice, artificial flower petals, balloons and birdseed.

Number of Private Rentals at Luthy Botanical Garden (2016-2019; 2020 excluded due to COVID)

- 2016: 43
- 2017: 58
- 2018: 63
- 2019: 64



Luthy Botanical Garden

Scope of Work:

The Peoria Park District is seeking proposals from qualified and experienced businesses providing rental management services to include the following:

- a. Businesses shall state in their proposal the base fee and/or percentage of sales that shall be paid to the District
- b. Businesses shall be responsible for filing a monthly report on a form supplied by the District. The sample report form is included with the RFP packet. **Refer to Attachment A**
- c. Records: The District shall have the right at all times to examine books and records and verify rental income. Any errors or omissions shall be adjusted.
- d. Maintenance. The District will perform all major and minor repairs in the Zambezi River Lodge and Luthy Botanical Garden.
 1. Business shall promptly notify the Supervisor of Maintenance and Repair of any needed repairs immediately and within 24 hours of breakdown or damage found.
- e. Utilities: The District shall provide and pay for all utilities at the Zambezi River Lodge and Luthy Botanical Garden.
- f. It is the District's expectation that the Business shall utilize their own liquor license for events, provided business has the ability to obtain the necessary local and state licenses and meet insurance requirements.
- g. Rights and Duties of Business. Proponent agrees to the following:
 1. Conduct said business as not to interfere with other uses or activities on the property.
 - i. The District reserves the right to block off a maximum of ten (10) dates annually, and no more than five (5) Saturday's at the Zambezi River Lodge and Luthy Botanical Garden for internal events. The District will provide dates a minimum of one year in advance.
 2. Work harmoniously with Peoria Zoo and Luthy Botanical Garden staff in regards to scheduling events that do not conflict with regular operations at each facility.
 3. Comply with all local, state and federal laws, rules, regulations, orders, guidelines, and/or directions, including, but not limited to, sales tax, payroll tax and Peoria City/County Health Department regulations
 4. Maintain, protect, and secure the premises during and after rental events have concluded.
 - i. The District has in-house security available for a fee.
 5. Be responsible for replacing facility equipment if equipment is damaged beyond normal wear or damaged at the fault of the awarded entity. This includes damage done by any subcontractors the Business may select for work.
 6. Park District equipment cannot be loaned or removed from the park premises without permission from Park staff.
 7. Clean premises immediately following private rentals to allow for facilities to be returned to their original condition prior to opening to the public the next day.
 8. Storage: No interior storage is available at either location. However, the District is willing to discuss strategies for mobile storage units.
 9. Not advertise or solicit any third-party business without prior written permission from the Peoria Park District.

Process, Selection Criteria, and Timeline:

KEY PROPOSED DATES	
Release of RFP	March 8, 2021
Tour Facilities - Scheduled with District Staff	Week of March 22, 2021
Proposals Due	April 16, 2021 by 2:00 PM CST
Conduct Interviews with Businesses	Week of April, 26, 2021
Agreement Finalized	Week of May 17, 2021
Contract to Be Voted on By Board of Trustees	May 26, 2021
Begin Management of Rentals	May 27, 2021

Each applicant will have the opportunity to schedule one site visit during the week of March 22, 2021 to tour the Zambezi River Lodge and Luthy Botanical Gardens. Site visits **must be scheduled with District staff no later than 4:00 PM CST on Friday, March 19, 2021 for times during the week of March 22, 2021.** Conducting a site visit is not mandatory.

Sealed Proposals will be received until 2:00pm, Friday, April 16, 2021 prevailing Peoria time, by the District, at the Park District Administrative Office, 1125 W. Lake Ave., Peoria, Illinois 61614. (The Board Room clock shall be the official time keeping device in respect to the proposal submission deadline.)

The Park District's Project Review Team will conduct interviews of those qualified businesses submitting the most promising proposals. After the interviews, the preferred business will be selected and the Project Review Team will enter into negotiations with that business. The Park District reserves the right to reject all proposals and to waive any deviation from the guidance provided. All costs incurred by the businesses associated with this process are the sole responsibility of the business.

Selection Criteria:

- A business will be selected based on, but not limited to, the following criteria:
 - Compliance with the RFP submission requirements
 - Proposed plan for management of rentals at the Zambezi River Lodge and Luthy Botanical Garden
 - Team qualifications and experience with similar venue(s)
 - Benefit to the Peoria Park District

Questions or Inquiries:

Questions and requests for site visits should be directed to: Nicole Staley

Phone: 309-686-3357

Email: nstaley@peoriaparks.org

Proposal/Submittal Requirements:

These requirements are designed to establish the applicant's overall capacity to meet the requirements and obligations associated with management of private rentals at the Zambezi River Lodge and Luthy Botanical Gardens.

1. Project Narrative:

- a) Provide a response to the Scope of Work and a description of how applicant business would oversee rental management services; which can include, but is not limited to:
 - i. Proposed food & beverage operations as part of rentals
 - ii. Marketing plans
 - iii. Collaboration with Peoria Park District staff on previously contracted rentals – proposed transition plan
 - iv. A description of the team structure that would be implemented to oversee rentals
 - v. A list of key personnel that would provide rental management services and specific functions each would perform
- b) Proposed base fee and percentage of sales business would remit to the Peoria Park District
- c) Explanation of ownership entity (single owner, partnership, LLC, other)
- d) Proposed length of rental management contract

2. Relevant Rental Management Experience:

- a) Include brief description of current and/or past experience in the event rental industry
- b) A brief overview of your business' history and philosophy
- c) A description of how your business differentiates from competitors
- d) References: strong references include previous clients – including testimonials, local event vendors, or current business owners where your company may oversee rentals

3. Financial Capacity:

- a) Detailed description of Business' ability to finance costs associated with event rentals

4. Budget:

- a) Preliminary draft budget for the management of Zambezi River Lodge & Luthy Botanical Garden rentals

General Information:

The Peoria Park District is not liable for any costs incurred by proponent prior to issuance of an agreement or contract. All costs associated with the development of the proposals, oral presentation, or any other such expenses incurred by the proponent in responding to the RFP are entirely the responsibility of the proponent, and shall not be reimbursed in any manner by the Peoria Park District.

REQUIRED DOCUMENTS

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

- **Contractor Certification** – Bidder must complete and sign at least one of the two Contractor Certification forms, depending on the business structure, included in this package.
- **Illinois Drug Free Workplace Certification** – Bidder must complete and sign the form included in the proposal package. Copies of the Illinois Drug Free Workplace Act of 1991, 30 ILCS 580, will be provided upon request.
- **Substance Abuse Prevention Program Certification** – Bidder must complete and sign the form included in the proposal package.
- **Certificate of Equal Employment Opportunity Compliance** – Bidder must complete, sign and notarize the form included in the proposal package.
- **Workplace Profile** – This report must be completed and returned with your bid package. Workforce Profile Instructions are included with the proposal package for reference when completing the profile.
- **Sexual Harassment Policy** – A copy of the bidders Sexual Harassment Policy must be included with the proposal submission. A sample policy is included for reference.
- **Certificate of Insurance** – Bidder must provide a current Certificate of Insurance, ACORD 25-S per attachment listing the Peoria Park District as additional insured.
- **W-9 Request for Taxpayer Identification Number and Certification** – Bidder must complete and sign the form included in the proposal package.
- **Proposal Form** – Bidder must complete fully and legibly the proposal form included in the package.



Contractor Certification
Individual Contractor Form

I, _____, do hereby certify that I am a
(Contractor)
contractor who has not been barred from bidding on a public contract as a result
of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating)
of the Illinois Criminal Code, Illinois Compiled Statutes 720 ILCS 5/33E-3 and
5/33E-4.

Contractor

By: _____
Signature

FEIN

Subscribed and Sworn before me this _____ day of _____, 20__

Notary Public

My Commission Expires _____, 20__



Contractor Certification

Corporate or Partnership Contractor Form

I, _____, a duly authorized agent of
(Agent)
_____, do hereby certify that neither
(Contractor)
_____ nor any individual presently affiliated
(Contractor)
with _____ has been barred from bidding on a
(Contractor)
public contract as a result of a violation of either Section 33E-3 (bid-rigging) or
Section 33E-4 (bid rotating) of the Illinois Criminal Code, contained in Chapter 38
of the Illinois Revised Statutes.

Contractor

By: _____
Signature

FEIN

Subscribed and Sworn before me this _____ day of _____, 20__

Notary Public

My Commission Expires _____, 20__



Illinois Drug Free Workplace Certification

The undersigned contractor/vendor hereby certifies that it will comply with all provisions of the Illinois Drug Free Workplace Act of 1991 and shall supply a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violation of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract of grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon employees for drug violations.
- (c) Making it a requirement to give a copy of the statement required by subsection (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the Purchasing Office within 10 days after receiving notice under part (B) of paragraph (3) of subsection (a) from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by Section 5.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

Signature

Date

Company



SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

Project Name: _____

Location: _____

The Substance Abuse Prevention on Public Works Act Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

A. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635.

Contractor/Subcontractor

Name of Authorized Representative (type or print)

Title of Authorized Representative (type or print)

Signature of Authorized Representative

Date

B. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has in place, for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act, the attached substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

Contractor/Subcontractor

Name of Authorized Representative (type or print)

Title of Authorized Representative (type or print)

Signature of Authorized Representative

Date



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 INSTRUCTIONS

RACE/ETHNIC IDENTIFICATION

WHITE (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BLACK (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN or PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

NATIVE AMERICAN or ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CLASSIFICATIONS

OFFICIALS, MANAGERS, AND SUPERVISORS - Occupations requiring administrative personnel who set broad policies, and exercise over-all responsibility for the execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers/superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

PROFESSIONALS - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants/auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

TECHNICIANS - Occupations requiring combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: drafters, engineering aids, junior engineers, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic physical sciences), and kindred workers.

SALES WORKERS - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents/salespersons, insurance agents/brokers, real estate agents/brokers, stock and bond salespersons, demonstrators, salespersons and sales clerks, and kindred workers.

OFFICE AND CLERICAL WORKERS - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office couriers, office machine operators, shipping and receiving clerks, stenographers, typist and secretaries, telegraph and telephone operators, and kindred workers.

WHITE COLLAR TRAINEES - Persons engaged in formal training for official, managerial, professional, technical, sales, office and clerical occupations.

SKILLED CRAFTS - Manual worker of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. Includes: the building trades hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

APPRENTICES - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.

ON-THE-JOB TRAINEES - Persons engaged in formal training for craftsmen when not trained under apprentice programs; semi-skilled, unskilled and service occupations.

SEMI-SKILLED WORKERS - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

SERVICE WORKERS - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, fire fighters, guards, watchmen and doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

UNSKILLED WORKERS - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgement. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, craftsmen and wood choppers, laborers performing lifting, digging, mixing loading and pulling operations, and kindred workers.

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 an individual who submits (voluntarily or under coercion) 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:

- ⇒ 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

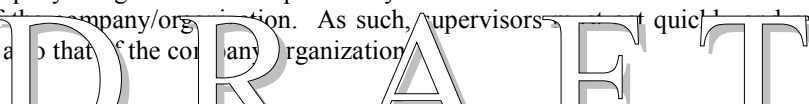
Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who harasses a fellow worker is, of course, liable for his or her individual conduct. The harassing employee will be subject to disciplinary action up to and including discharge 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’s/organization’s responsibility to maintain a certain level of order and 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 of the company/organization.



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.

**ADDENDUM FOR QUOTES AND PROPOSALS
ROUTINE MAINTENANCE AND REPAIR PROJECTS**

**Peoria Park District
Contractor Insurance Requirements**

This addendum must be included as a contractor requirement on all quotes and/or proposals solicited for routine maintenance and repair projects.

Prior to performing work for the Peoria Park District, contractors shall obtain insurance of the types and in the amounts listed below.

- 1. Contractor must provide proof of commercial general liability (CGL), automobile liability and if necessary commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence.** If such CGL contains an aggregate limit, it shall apply separately to the Peoria Park District.

The CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 1093, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The Peoria Park District shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any.

- 2. Contractor must provide proof of workers compensation as required by state statute and employers liability insurance.**

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions.

You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**Proposal Form
Management of Zambezi River Lodge &
Luthy Botanical Garden Rentals
21-01-RFP**

The proponent acknowledges the following addenda, if any:

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

The undersigned certifies that this proposal 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 and certify that the company is not barred from bidding on a public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid-rotating) of the Illinois Criminal Code, contained in Chapter 38 of the Illinois Revised Statutes.

Proposal Submitted By:

Business Name

Business Address

City

State

Zip Code

Phone

Fax

Name of Authorized Representative (type or print)

Signature of Authorized Representative

Date

Zambezi River Lodge & Luthy Botanical Gardens Monthly Rental Form

MONTH: _____

YEAR: _____

Number of Rentals Contracted at Zambezi River Lodge: _____

Number of Rentals Contracted at Luthy Botanical Gardens: _____

Gross Revenues from Rentals at Zambezi River Lodge: _____

Gross Revenues from Rentals at Luthy Botanical Gardens: _____

TOTAL Gross Revenues from Both Locations: _____

Percentage Payable to Peoria Park District: _____

TOTAL Amount Payable to Peoria Park District: _____

Business Representative/Date

Peoria Park District/Date