



## INVITATION TO BID

Sealed quotations will be received for the City Council of The City of Lake Forest in the office of Chuck Myers, Superintendent of Parks, Forestry and Special Facilities, 800 N. Field Drive, Lake Forest, Illinois, 60045, until 11:00 a.m. on Wednesday, September 30, 2020 for the furnishing of:

<u>Qty.</u>	<u>Item</u>
1	Outdoor Ice Rink

**NOTES:** The bid opening will occur at 11:00 a.m. on Wednesday, September 30, 2020 in the Municipal Services Building - Savanna Conference Room, 800 N. Field Drive, Lake Forest, Illinois.

Bid documents and specifications are available electronically for download on the City's website at <http://www.cityoflakeforest.com/city-government/rfp-and-bid-projects/>

Any addendums will be sent the same way the specifications were requested.

The City of Lake Forest reserves the right to reject any or all proposals, or to accept the proposal, or any item of any proposal, deemed by the City Council to be the most favorable to the interests of the municipality. **Separate envelopes should be submitted for each proposal, sealed and plainly marked with the item of the bid.** For example "**ProWall-ICE® Rink System**" and addressed to Chuck Myers, Superintendent of Parks, Forestry and Special Facilities, 800 N. Field Drive, Lake Forest, Illinois, 60045.

**For Publication: September 16, 2020**

## THE CITY OF LAKE FOREST

### **BID SPECIFICATIONS FOR ONE (1) PROWALL-ICE® RINK SYSTEM**

The rink is proposed to be **one stand-alone rink**, measuring 180'-0" x 84'-0" (inside playing dimensions). The outside-to-outside dimensions including the thickness of the boards will be 181'-4" x 81'-4". This project is to be an **outdoor rink** with **steel post anchoring (not included in bid proposal)** and will be used for ice hockey and more.

ProWall-ICE® Rink System, acceptable to The City of Lake Forest must meet the following specifications:

#### **PROWALL PRODUCT**

- All panels are 42" high and 8" wide. (Due to minimal expansion and contraction of medium density polyethylene, all sizes are approximate) + ½" "kickplate".
- All panels rotationally molded of UV stabilized SURPASS polyethylene – **Natural Color**
- All panels securely joined with patented "No Tool" assembly

#### **ITEM 1 – PROWALL-ICE 180'-0" X 84'-0" RINK MATERIALS INCLUDED:**

- 42 each 8' Straight Panels
- 4 each 4' Straight Panel
- 2 each 8' Gate Panels (Door panels include a 36" door)
- 16 each 8' Radius Corner Panels (4 per corner)
- 2 each 8' Straight Panels
- 2 each 8' Straight Panels

**\*Bid proposals must include cost for all equipment, delivery, training, and manuals.**

## PROPOSAL

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**Manufacturer:** \_\_\_\_\_

**Model #:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Taxes:** Prices shall not include any taxes whatsoever, and includes delivery.

BID AMOUNT FOR PROWALL-ICE® RINK SYSTEM:

**TOTAL PRICE QUOTED:** \$ \_\_\_\_\_

**Estimated Delivery Date:** \_\_\_\_\_

**Deviations from Referenced Specifications:**

\_\_\_\_\_  
\_\_\_\_\_

**Brief Description of Warranty:**

\_\_\_\_\_  
\_\_\_\_\_

**Address of Service Shop:**

\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

## SPECIFICATIONS

The above referenced items shall be in accordance with the attached City of Lake Forest Specification.

**BID:** In compliance with the foregoing invitation for bid and subject to all conditions thereof, the undersigned offers and agrees to enter into a Contract in accordance with the prices stated herein, said Contract to be represented by a Purchase Order issued by The City of Lake Forest.

**NOTE:** Each bid must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the president, vice president or person authorized to bind it in the matter.

**NOTE:** "The (contractor/engineer) certifies that he/she and his/her principals have not been barred from signing this agreement as a result of a violation of Sections 33E-3 and 33E-4 of the Criminal Code of 1961 (Chapter 38 of the Illinois Revised Statutes)."

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**PLEASE PRINT THE INFORMATION BELOW**

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

**CAUTION: HAVE YOU PROPERLY SIGNED YOUR BID?  
THESE SHEETS SHOULD REMAIN INTACT --- DO NOT DETACH!**

## **VEHICLE & EQUIPMENT SPECIFICATION ADMINISTRATIVE ITEMS**

**1. CONTACT INFORMATION**

The Superintendent of Parks, Forestry & Special Facilities, Chuck Myers, may be contacted at (847) 810-3565, for questions concerning bid specifications.

**2. TAX EXCEPTIONS**

The vendor's attention is drawn to the exemption of the City, a government agency, from federal, state, and local taxes on the sale or delivery of equipment directly to the City. Appropriate exemption certificates will be furnished by the City upon request.

**3. COMPLIANCE WITH RULES AND REGULATIONS**

The vehicle and associated equipment furnished, shall comply with all provisions including those of the Occupational Safety and Health Act (OSHA) of 1970, the Federal Motor Vehicle Standards of the U.S. Department of Transportation, and the Illinois Vehicle Code which would be applicable if the City were a private corporation; of Federal and State laws, ordinances, codes, rules, regulations, orders, permits and licenses; and with Fire Underwriter's requirements; except that where the weight and dimension requirements set forth in the specifications exceed such provisions, these specifications shall prevail. The vehicle or piece of equipment shall be capable of passing any applicable State motor vehicle inspection.

**4. VENDOR REQUIREMENTS**

The City reserves the right to reject bids of any vendor who cannot satisfactorily produce evidence that they can promptly furnish all spare parts and ordinary service or repair of the equipment specified herein.

**5. GENERAL REQUIREMENTS**

The vehicle or piece of equipment shall be furnished complete and in readiness for use.

In the event of an offering of vehicle, auxiliary or accessory of a make or model other than specifically mentioned herein, the vendor shall submit with his bid all brochures, drawings, and technical information required for a complete evaluation of the product offered. All material used for construction of the vehicle or piece of equipment shall be new unless otherwise specified.

**6. ERRORS AND OMISSIONS**

If the vendor discovers any errors or omissions in the specifications, or in the work undertaken and executed by the vendor, he/she shall immediately notify the Shop Supervisor and the Shop Supervisor shall promptly verify the same. If, with the knowledge of such error or omission and prior to the correction thereof, the vendor proceeds with any work affected thereby, he/she shall do so at his/her own risk,

and the completed work shall not be considered as work performed under this agreement unless and until approved and accepted.

7. **DELIVERY**

The vendor shall notify the Parks Supervisor, Rich Paulsen (847) 810-3567 three days in advance informing him when and how he/she intends to deliver the vehicle or piece of equipment.

All vehicles or pieces of equipment shall be delivered to **800 N. Field Drive, Lake Forest, IL. 60045.**

8. **OPERATION MAINTENANCE AND REPAIR DATA**

Upon delivery of the vehicle or piece of equipment, the vendor shall forward directly to the Parks Supervisor, operating, maintenance and repair manuals and parts lists as specified.

The operating and maintenance manuals shall be the latest manufacturer's handbook covering in detail the recommended operating maintenance and service procedures.

The repair or shop manual shall include detail drawings, schematic electric and hydraulic or other piping diagrams, and complete parts lists for all components of the unit and associated equipment furnished. *If* shop drawings are required (elsewhere in these specifications) the vendor shall include a complete set of shop drawings as part of each shop manual.

Where components or equipment of several manufacturers have been used in assembling the unit, the manuals shall include operating, maintenance, and repair manuals and parts lists of all manufacturers covering all of the components used.

Where the vendor or manufacturer used components manufactured by other manufacturers in building equipment which he/she sells under his/her own trade name, the vendor shall furnish the part numbers and full data of the original manufacturers of all components used, as well as the part numbers assigned to these components as being parts of the product.

9. **PREVENTIVE MAINTENANCE SCHEDULES**

In addition to the manuals specified above, the vehicle or piece of equipment shall be furnished with preventive maintenance instructions. These instructions shall consist of manufacturer's recommendations for periodic lubrication, cleaning, and other preventive maintenance.

**10. MANUFACTURER'S PRODUCTION SHEET**

The vendor shall furnish one copy of the actual factory production sheet ("line" or "as-built" sheet) for each basic vehicle or piece of equipment. The production sheet shall be forwarded to the Parks Supervisor immediately after the basic unit has been delivered to the vendor's shop from the factory.

**11. INSTRUCTIONS TO OPERATE VEHICLE / PIECE OF EQUIPMENT**

The vendor shall suitably and adequately instruct a sufficient number of City employees in the operation and maintenance of the vehicle or piece of equipment furnished.

**NOTE:** Final payment for the vehicle or piece of equipment under these specifications will not be made until the requirements of sections 10 and 11 have been satisfied.

**12. FACTORY AUTHORIZED TRAINING**

If applicable, authorized factory training must be made available to the City at no or reasonable cost over the useful life of the vehicle or piece of equipment.

**13. QUESTIONS?**

Questions regarding the above information may be directed to Chuck Myers, Superintendent of Parks, Forestry and Special Facilities, (847) 810-3565.