

# PURCHASING PROCESS OVERVIEW

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## COMPETITIVE BIDS AND PROPOSALS

The Park District buys goods and services in several ways.

### A. PURCHASES FOR GOODS AND SERVICES BETWEEN \$5,000 and \$10,000

1. Park District buyers solicit quotations from firms that are in the Park District Vendor Database, the City of Chicago's MBE/WBE directory, the MBE/WBE directories of sister agencies, and the directories of the MBE/WBE assist agencies.
2. Insofar as practicable, no less than three firms will be solicited to submit quotations. Award is made to the firm that submitted the lowest acceptable quotation.

### B. PURCHASES FOR GOODS AND SERVICES ABOVE \$10,000

1. Invitations for Bids (IFBs), Requests for Proposals (RFPs), and Requests for Qualifications (RFQs) are publicly advertised in the *Chicago Sun Times*, and appear on this website on the day of that advertisement.
  - a. These IFB, RFP, and RFQ documents describe in detail what goods and/or services are required, and explain the procedures that must be followed in order to appropriately respond to them.
  - b. If an advertised IFB, RFP, or RFQ interests you, you may register and download that document free of charge, beginning at 9:00 a.m. on the day of advertisement. If you have difficulty downloading the document, please call the Department of Purchasing at 312-742-5380.
  - c. Advertised IFBs, RFPs, and RFQs are available for a minimum of 10 calendar days, excluding Sundays and legal holidays.
  - d. All bids, proposals, and RFQ submittals are due at 3:00 p.m. Central Time, on the date specified in the documents. Those received after 3:00 p.m. will not be considered.
2. Award of Contract
  - a. **IFB**

Award is made to the responsible and responsive bidder whose bid price is the lowest, if that bid fully complies with all of the terms and conditions set forth in the IFB.
  - b. **RFP**

Award is made to the responsive and responsible submitter whose proposal is determined to be the most advantageous to the Park District, taking into consideration all of the evaluation factors set forth in the RFP.
  - c. **RFQ**

Award is made to the responsive and responsible submitter(s) whose qualifications have been determined to be the most advantageous to the Park

District for the particular work involved, taking into consideration the evaluation factors set forth in the RFQ.

### **C. PURCHASES THROUGH PRE-QUALIFIED POOLS**

1. Pre-qualified pools of companies are formed through the Park District's issuance of Requests for Qualifications (RFQs). There are pre-qualified firms in many categories of service. To view the list of these categories and the firms currently in them, click on the link that reads "RFQ Pools."
2. Pre-qualified pools are used to procure services for relatively small projects in an efficient way. The Department of Purchasing issues RFPs for specific projects to all members of a pool -- or all members of a category within a pool -- without the requirement of public advertisement for each project. Submittals are restricted to firms in the category or categories.
3. Proposals received are evaluated and award is made to the firm whose proposal is determined to be the most advantageous to the Park District, taking into consideration all of the evaluation factors, including price, set forth in the RFP.
4. To view the tabulations of pool solicitations click on the link that reads "RFQ Pools Proposal Tabulations."

### **D. PRE-BID and PRE-SUBMITTAL CONFERENCES**

There are two types of these meetings:

1. Non-mandatory: Attendance is not required but is strongly recommended.
2. Mandatory: Anyone intending to submit a bid or proposal must attend. If there is no record of a firm's attendance, then that firm's bid or proposal will be removed from consideration.

The Park District may elect not to have a pre-bid/proposal conference.

### **E. BID DEPOSITS**

Bid deposits are usually required only for construction IFBs, and are typically for 5% of the amount bid. The bid deposit must be a bond provided by a surety company authorized to do business in the State of Illinois, or the equivalent in a cashier's check, money order, or certified check, made payable to the order of the Chicago Park District. Cash is not an acceptable form of bid deposit.

The bid deposit guarantees that the bidder will not withdraw the bid for a specified period of time, will accept a contract (if awarded) at the bid price, and will furnish payment and performance bonds as required -- or forfeit the deposit.

### **F. BID, PROPOSAL, and QUALIFICATIONS OPENINGS**

1. **IFB**  
All bids are due on the date and time published in the IFB or any amendment to the IFB.

- a. Any bid that arrives in the Department of Purchasing after the bid due date and time will not be considered. The Park District will not accept late bids. NOTE: The Department of Purchasing's clock controls the time, not the bidder's
- b. All bids received are opened publicly and read aloud. Any member of the public can attend any bid opening.  
  
Bids read aloud may be removed from consideration if they are subsequently found by the Department of Purchasing to be non-responsive.

2. **RFP**

All proposals are due on the date and time published in the RFP or any amendment to the RFP.

- a. Any proposal that arrives in the Department of Purchasing after the proposal due date and time will not be considered. The Park District will not accept late proposals. NOTE: The Department of Purchasing's clock controls the time, not the submitter's.
- b. Proposals are not opened publicly.

3. **RFQ**

All qualifications are due on the date and time published in the RFQ or any amendment to the RFQ.

- a. Any qualifications that arrive in the Department of Purchasing after the qualifications due date and time will not be considered. The Park District will not accept late qualifications. NOTE: The Department of Purchasing's clock controls the time, not the submitter's.
- b. Qualifications are not opened publicly.

**G. BID, PROPOSAL, AND QUALIFICATIONS TABULATIONS**

1. **IFB**

- a. The bid tabulation is uploaded to this website after the Department of Purchasing completes the responsiveness review of each bid. The tabulation identifies each responsive and responsible bidder and their bid price.
- b. To read and download the bid tabulations, click on the link that reads "Bid and Proposal Tabulations."

2. **RFP**

- a. The proposal tabulation identifies each responsive submitter and what time they submitted their proposal. The tabulation is uploaded to this website after the Department of Purchasing completes the responsiveness review of each proposal.
- b. To read and download the proposal tabulations, click on the link that reads "Bid and Proposal Tabulations."

3. **RFQ**

- a. The qualifications tabulation identifies each responsive submitter and what time they submitted their qualifications. The tabulation is uploaded to this website

after the Department of Purchasing completes the responsiveness review of each submittal.

- b. To read and download the qualifications tabulations, click on the link that reads "Bid and Proposal Tabulations."

## **H. CONTRACT TERMS AND CONDITIONS**

In addition to describing in detail what goods and/or services are required, IFB, RFP, and RFQ documents contain the terms and conditions under which the resulting contract will operate. You should confirm whether or not you can meet these contract conditions before responding to any of our publicly-advertised solicitations. To review these terms and conditions, click on the "General Conditions" link.

## **I. MINORITY- AND WOMAN-OWNED BUSINESS REQUIREMENTS**

The Park District requires that at least 25% of a contract's monetary value go to one or more minority-owned businesses (MBE, or Minority Business Enterprise), and at least 5% go to one or more woman-owned businesses (WBE, or Woman Business Enterprise).