

THINGS TO REMEMBER

BEFORE SUBMITTING A BID, PROPOSAL, OR QUALIFICATIONS

A. Read the IFB, RFP, or RFQ carefully, including the General Conditions.

These General Conditions are the contract conditions you will be agreeing to by submitting a bid or proposal. You can also read and/or download our General Conditions from our home page.

B. Make sure that the appropriate individual signs the Signature Page.

1. The SIGNATURE PAGE must be signed by either the president of the firm or someone who is authorized by the firm (via the company's bylaws, a corporate resolution, or power of attorney) to contractually bind the company. If someone other than the president signs, then the aforementioned proof of their authorization to sign MUST be provided WITH the SIGNATURE PAGE.
2. If the signature page is not properly executed then the bid or proposal will be deemed non-responsive and removed from consideration.

EXPLANATION

The signature of the president or someone authorized to contractually bind the company certifies that:

1. The prices (and/or services) offered in the bid or proposal will be honored (or provided) by the company as set forth in the bid, proposal, or qualifications.
2. The company is not barred from submitting a bid or proposal (or is not bidding on the contract) as a result of being convicted of (or engaging in):
 - a. Bid rigging in violation of Section 3; or
 - b. Bid rotating in violation of Section 4 of the Illinois Criminal Code of 1971, as amended (720 ILCS, 5/33E-3 and 4); or
 - c. Any similar offenses of any state of the United States.
3. The bid was not made in the interest of or on behalf of any undisclosed person, partnership, company collusive, or sham, and that said bidder has not been a party to any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price, or otherwise, or to refrain from bidding, and has not directly or indirectly by agreement, communication, or conference with anyone attempted to induce action prejudicial to the interest of the Chicago Park District or of any bidder or anyone else interested in the proposed contract.

C. Acknowledge receipt of all addenda (if any) on the SIGNATURE PAGE.

If an addendum is not properly acknowledged, then the bid, proposal, or qualifications will be deemed non-responsive and removed from consideration.

EXPLANATION

Acknowledgement of an addendum confirms to us that you have the same up-to-date information as all of the other bidders or submitters, and that you are bidding on (or submitting a proposal or qualifications on) the same basis as all of the other bidders (or submitters).

D. For a bid submittal, make sure that all lines on the BID/UNIT PRICING PAGES have been filled in. Or, if the bid is divided into categories and you are bidding a category only, that all lines in that category are filled in.

1. Do NOT enter "no bid" or something similar on any line.
2. The Park District does not accept partial bids. If all line item prices are not submitted, the bid will be deemed non-responsive and removed from consideration.

E. Make sure to properly complete the MBE/WBE SCHEDULES A and B.

1. SCHEDULE A

- a. The form must be completed and signed by the bidder or submitter.
- b. All MBE and WBE subcontractors must be identified by name.
- c. The dollar amount and corresponding percentage of participation must be provided for each MBE and WBE firm.
- d. The summary page must be completed.

2. SCHEDULE B

- a. A SCHEDULE B must be completed and signed by each MBE and WBE firm listed in the SCHEDULE A.
- b. Each SCHEDULE B must be accompanied by a current certification letter for that firm.