

**Friends of Lake Forest Parks and Recreation Foundation
400 Hastings Road
Lake Forest, IL 60045**

**Strategic Master Plan Bidding for the
City of Lake Forest Parks and
Recreation Department**

Bid Specification

Bid Specifications

Prepared By:
Patrick Marshall
September 21, 2017

NOTICE TO BIDDERS

Notice is hereby given that the Friends of Lake Forest Parks and Recreation Foundation will receive bids until the hour of 11:00 a.m. on Friday October 6, 2017 at 400 Hastings Road, Lake Forest, IL 60045 to provide the City of Lake Forest a Long Range Master Plan for the Parks and Recreation Department in accordance with instruction to bidders and specifications as attached.

Bids will be opened at 11:00 a.m. on Friday October 6, 2017 at which time the bids will be publicly read and recorded. Bids should be submitted, as per instructions, on the appropriate bid form.

Dated this 21st day of September 2017

Sincerely,
Patrick Marshall, Planning Committee Chairman
Friends of Lake Forest Parks and Recreation Foundation
friendslfpr@yahoo.com

Legal Notice

The Friends of Lake Forest Parks and Recreation is accepting bids for the development of a strategic master plan for the ~~Park District of Lake Forest~~ for the City of Lake Forest Parks and Recreation Department. Bid specifications may be obtained at the Friends of Lake Forest Parks and Recreation, 400 Hastings Road, Lake Forest, IL 60045 or are available for download on the Foundation's website at <http://friendsoflakeforestparksandrec.weebly.com>

Bids are due at the Friends of Lake Forest Parks and Recreation by 11:00 a.m. on Friday October 6, 2017. All bids will be opened, publicly read and recorded at 11:00 a.m. on Friday October 6, 2017. Please also submit an electronic copy to the email address: friendslfpr@yahoo.com. The Foundation reserves the right to reject any or all bids, to waive or not to waive any informality therein or to accept the bid considered to be in the best interest of the Friends of Lake Forest Parks and Recreation. Dated this 21st day of September 2017

Publication date of September 21, 2017

**INSTRUCTIONS TO BIDDERS AND GENERAL INFORMATION
BACKGROUND**

The Friends of Lake Forest Parks and Recreation Foundation is soliciting bids to develop a strategic master plan for the City of Lake Forest Parks and Recreation Department.

LOCATION AND DESCRIPTION

The Friends of Lake Forest Parks and Recreation Foundation is located at 400 Hastings Road in Lake Forest, Illinois. The Foundation's mission is to promote the Lake Forest Parks and Recreation Department and Lake Forest's beautiful natural environment.

AWARD OF BID – REJECTION OF BID

The Friends of Lake Forest Parks and Recreation Foundation reserves the right to accept one vendor's bid or partial bids from multiple vendors. At the time of acceptance, the Recreation Department also reserves the right to increase or decrease quantities of any item at the same price bid. The Friends of Lake Forest Parks and Recreation reserves the right to reject any or all bids or to accept any bid that in its judgment will be in the best interest of the Foundation. It is the intention to award the bid to the lowest responsible bidder best meeting the requirements of the Foundation

EXEMPTIONS FROM TAXES

Contracts and vendors supplying equipment and materials to the Friends of Lake Forest Parks and Recreation Foundation shall not charge Federal Excise Tax or State of Illinois Retailers Occupational Tax, since the Friends of Lake Forest Parks and Recreation Foundation is exempt from these taxes.

BID FORM

The attached bid form must be used in submitting the bid for consideration. All bids shall be submitted in a sealed envelope and marked and addressed as follows: "Friends of Lake Forest Parks and Recreation Foundation – Strategic Master Plan for the ~~Park District~~ City of Lake Forest Parks and Recreation Department". The name and address of the bidding firm and/or agency should be shown in the upper left hand corner of the envelope. Each submittal must be signed in the firm or corporate name and must bear the longhand signature of a principal duly authorized to make contracts for the printing bidding party. The bidder's name must be fully stated. Where submittals are signed by an agent of the bidder, evidence of his/her authority to act as the bidder's agent shall accompany the proposal.

AVAILABILITY OF BID DOCUMENTS

Bid documents are available at the Friends of Lake Forest Parks and Recreation Foundation, 400 Hastings Road, Lake Forest, Illinois 60045 and can be obtained between the hours of 9:00 AM and 8:00 PM Monday through Friday or are available for download on the Foundation's website at <http://friendsoflakeforestparksandrec.weebly.com>. For more information, contact Patrick Marshall at Pmarshall1998@yahoo.com.

TIME AND PLACE FOR RECEIPT OF BIDS

Sealed bids shall be delivered to the Friends of Lake Forest Parks and Recreation Foundation at the address above on or before 11:00 a.m. on Friday October 6, 2017. All bids will be opened, publicly read and recorded at 11:00 a.m. on Friday October 8, 2017.

WITHDRAWAL OF BID

The Friends of Lake Forest Parks and Recreation Foundation reserves the right to hold all bids for a period of 60 days after the due date of said bids and the bidder shall not withdraw their bid during the 60 day period.

REFERENCES

Bidders must submit 3 references upon request related to similar work as specified herein.

SUBMITTAL REQUIREMENTS

Each bidder shall submit their bidding proposal in the format supplied in this bid package with attached specifications. Each proposal shall be sealed in an envelope marked "Friends of Lake Forest

Parks and Recreation Foundation – Strategic Master Plan for the ~~Park District of Lake Forest~~ City of Lake Forest Parks and Recreation Department”. Please also submit a signed electronic copy of the final RFP response via email to friendslfpr@yahoo.com.

LAKE FOREST RECREATION DEPARTMENT BID FORM

Having carefully examined your specifications for the Strategic Master Plan for the City of Lake Forest Parks and Recreation Department specified in the bid dated this ____, day of _____2017 the undersigned does propose to provide the Friends of Lake Forest Parks and Recreation Foundation:

Name	Timing (weeks)	Price
Assessment Phase		
Feasibility Phase		

Proposals must be submitted with bid. Questions regarding the specifications can be directed to Friends of Lake Forest Parks and Recs at **friendslfpr@yahoo.com**. Bidders desiring for an “approved equal” must notify the Friends of Lake Forest Parks and Recreation Foundation and supply specifications a minimum of 5 business days prior to the closing of bids.

The Friends of Lake Forest Parks and Recreation Foundation is exempt of Federal Excise Tax and State of Illinois Sales Tax.

Signed _____

Title _____

Firm _____

Address _____

OFFICE USE

Opened _____

By _____

Accepted _____