



# Chicago Park District

## Legislation Text

File #: 15-2252-0311, Version: 1

### **AUTHORIZATION TO ENTER INTO CONTRACTS FOR THE SERVICE, MAINTENANCE, AND REPAIR OF SMALL AND LARGE EQUIPMENT SPECIFICATION P-15005**

**To: The Honorable Board of Commissioners of the Chicago Park District**

It is recommended that an order be entered authorizing the General Superintendent or his designee to enter into contracts with three companies for the Service, Maintenance, and Repair of Small and Large Equipment. The contractors were selected pursuant to a publicly advertised Invitation for Bids. No work may commence and no payment shall be made prior to the execution of a written agreement.

#### **II. Award Information**

Contractors: See Exhibit A for a list of the contractors.

Contract Period: One (1) year initial contract term with four (4) additional one year extension options.

Contract Amount: Not-to-Exceed \$960,830.00 for the initial contract term Expenditures for services under each extension term will be authorized by annual appropriation and subject to each year's budget.

Scope of Services: To service, maintain, and repair small and large equipment on an as needed basis.

Affirmative Action Goals: The Minority- and Women-Owned Business Enterprise participation for this contract include: 25% MBE and 5% WBE.

Authorization: Authorize the General Counsel to include other relevant terms and conditions in the written Agreement. Authorize the General Superintendent to execute the Agreement and the Secretary to attest as to the signing of the Agreement and keep an original copy of the Agreement on file.

#### **III. Budget and Financial Information**

Budget Classification: Operating  
Fiscal Year: 2015  
Source of Funds: 001.8450.8450.623100.0001.01.01.000001

#### **IV. Procurement Information**

Specification Number: P-15005  
Date Advertised: February 11, 2015  
Date of Pre-bid Meeting: None  
Bid Due Date: March 2, 2015  
Number of Bids Received: Five (5)  
Bid Award Detail: Lowest responsible and responsive bidder

This contract was publicly advertised as an Invitation for Bids (“IFB”), and there were 10 categories for bid and bidders could bid on one, some, or all categories. Five (5) bids were received, opened, and read aloud on the bids due date. The Department of Purchasing (“Purchasing”) reviewed all bids received and found one to be non-responsive and the other to be non-compliant and removed from consideration. Three (3) responsive and compliant bids remained, and with two (2) bids removed this meant there were single bids in six (6) categories. The Chapter XI of the Code of the Chicago Park District permits single bid awards where the price submitted was fair and reasonable and where other bidders had a reasonable opportunity to respond. The Department of Cultural and Natural Resources (“DCNR”) reviewed the bids for each category and found them to be fair and reasonable. Further, the DCNR reviewed the bid from the lowest bidder for each category and determined that they are responsible bidders. Additionally, this IFB was advertised for three weeks and no requests for a time extension were received in Purchasing.

Accordingly, the lowest responsive and responsible bidder for each category is as follows:

Category	Awardee
A - Small Equipment	Shorewood Home & Auto
B - Large Equipment	Arlington Power Equipment *
C - Trailers	Arlington Power Equipment *
D - Marine	Baltic Marine Services *
E - Off-Road	Shorewood Home & Auto *
F - UTV	Shorewood Home & Auto
G - ATV	Shorewood Home & Auto
H - Golf Carts	Arlington Power Equipment *
I - Tractors	Shorewood Home & Auto
J - Salt Spreaders	Arlington Power Equipment *

\*indicates a single bid for that category

## V. Explanation

The Department of Cultural and Natural Resources requires the services of companies that will maintain and repair small and large equipment on an as needed basis year round. The equipment to be maintained and repaired is essential to the maintenance of parks district wide and includes, but is not limited to: aerators, ATVs, augers, blowers, boat motors, chain saws, concrete saws, edgers, fork lifts, gators, generators, golf carts, power washers, push mowers, salt spreaders, tractors, trailers, utility vehicles, and weed eaters.

Arlington Power Equipment, Baltic Marine Services, and Shorewood Home & Auto have the experience, capacity, and ability to provide all of the services required to service, maintain, and repair the equipment and vehicles. They have many years’ experience servicing, maintaining, and repairing equipment and all have previous experience with the Chicago Park District. Further, they have the capacity regarding personnel and equipment to provide these services to the standards of the Chicago Park District.

Therefore, it is in the best of the Chicago Park District to award Arlington Power Equipment, Baltic Marine Services, and Shorewood Home & Auto the contracts service, maintain, and repair large and small equipment for the categories in which they are the lowest responsible and responsive bidder.

## VI. General Conditions

1. *Conflicts*: No agreement authorized herein shall be legally binding on the Chicago Park District if entered into in violation of the provisions of the Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 *et seq.*

2. *Ethics*: The Chicago Park District’s Ethics Code, Chapter III of the Code of the Chicago Park District, shall be incorporated into and made part of all agreements authorized herein.

3. *Contingent Liability*: Any agreement lawfully entered into for a period of more than one year shall be executory only for the amounts for which the Park District may become liable in succeeding fiscal years pursuant to Section 17(i) of the Chicago Park District Act, 70 ILCS 1505/17(i). All agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year budget.

4. *Economic Disclosure Statement (“EDS”)*: Contractor has submitted a full and complete EDS prior to execution of the contract.

