



January, 2025

Dear Potential Bidder:

The Champaign Park District is requesting sealed bids for mowing services, at various sites throughout the District, for the 2025 & 2026 mowing seasons.

Enclosed is a copy of the bid information and maps of each location. Please review this information before compiling your bids.

Sealed bids shall be delivered or mailed to Tommy Buhr, Grounds Supervisor, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821 by 1:00 p.m. prevailing time on Wednesday, January 22, 2025. Sealed bid packets shall be clearly marked with the words: “**Bid Document: Mowing Services**”, along with the bidder’s name and address, on the outside of the envelope.

A non-mandatory pre-bid conference will be held on Thursday, January 16, 2025 at 1 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, 61821.

When submitting your sealed bid, please make sure to enclose the following:

1. Bid Forms, with all blanks filled in (pages 6-8)
2. Commitment to Engage in Affirmative Action Practices forms (pages 9-11)

If you have any questions regarding the information enclosed, please contact me at 217-819-3847 or via e-mail at tommy.buhr@champaignparks.org from 7:30 a.m. to 4:00 p.m., weekdays.

Sincerely,

Tommy Buhr
Grounds Supervisor

Champaign Park District
706 Kenwood Road
Champaign, Illinois 61821-4112
217.398.2550 Phone
217.355.8421 Fax
www.champaignparks.org

Park Commissioners
Craig W. Hays
Barbara J. Kuhl
Timothy P. McMahon
Jane L. Solon
Mike Somers

Officers
Jarrod Scheunemann, *Secretary*
Guy C. Hall, *Attorney*
Sarah Sandquist, *Executive Director*

Champaign Park District: Invitation for Bids for Mowing Services

SECTION I. INSTRUCTIONS TO BIDDERS

- 1.01 Invitation to Bid: The Champaign Park District is requesting bids from contractor(s) to furnish all labor, material, supplies and equipment to perform mowing services for the 2025 & 2026 mowing seasons as outlined in the specifications.
- 1.02 Due Date: Sealed bids shall be delivered or mailed to **Tommy Buhr, Champaign Park District, 706 Kenwood Road, Champaign, Illinois 61821, by 1 p.m.** prevailing time on **Wednesday, January 22, 2025**, at which time bids will be opened and publicly read. Facsimile copies and late bids will not be accepted.
- 1.03 Pre-Bid Conference: **A non-mandatory pre-bidders conference will be held on Thursday, January 16, 2025 at 1:00 p.m. in the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois 61821.** The purpose of the pre-bid conference is to provide a structured and formal opportunity for the District to accept questions from potential bidders on the bid documents as well as clarify the contents of the Bid. Any major revisions to the Bid as a result of the pre-bid conference, or answers to deferred questions, shall be made in the form of a written addendum to the original Bid.
- 1.04 Bid Understanding: By submitting a bid, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions, specifications and requirements of work to be completed. Failure to do so will be at the bidder's risk and they cannot secure relief on the plea of error.
- 1.05 Submission of Bid: All bids shall be submitted on the **Bid Forms (Pages 6-8)** and accompanied by requested information including the **Champaign Park District Commitment to Engage in Affirmative Action Practices forms (Pages 9-11)**. All blank spaces shall be properly filled in, in ink or typewritten, in both words and figures, and with no other conditions, changes, erasures or interlineations. Bids shall be signed and executed by a principal duly authorized to make contracts.
- Bids shall be enclosed in an envelope sealed and clearly marked with the words: **"BID DOCUMENT: MOWING SERVICES."** The bidder shall put their name and address on the outside of the envelope.
- The Champaign Park District shall not be responsible for the premature opening of bid envelopes, which are not properly filled out in accordance with the instructions.
- 1.06 Site Visits: It shall be the sole responsibility of the bidder to inspect the location(s) prior to submitting a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid shall be considered evidence that the bidder has familiarized himself/herself with the nature and extent of the work, and the equipment, materials and labor required.
- 1.07 Awards Criteria: Award will be to the lowest priced, responsible bidder if all other requirements are satisfactorily met. Bidder must include three (3) commercial references of comparable nature to location bid on. The Champaign Park District reserves the right to reject any and all bids, waive technicalities and irregularities and/or to award the contract only to a bidder who is equipped, competent and experienced in the class of work and whose bid is deemed to be advantageous to the interests of the Champaign Park District.
- 1.08 Rejection of Bids: The Park District reserves the right to reject any, all, or any part of a bid, and waive any or all irregularities and select the bid that is in its best interest. The Park District reserves the right to reject the bid of any bidder who previously failed to perform adequately for the Park District or any other governmental agency or company.
- 1.09 Withdrawal: Bidder may make a written request to modify or withdraw the offer at any time prior to the opening. Bids may not be modified after submittal or withdrawn or modified after bid opening. Withdrawal of bids will be allowed if award of contract has been delayed more than 60 days, after date of actual bid opening.

Champaign Park District: Invitations for Bids for Mowing Services

- 1.10 Inquiries: Questions and comments regarding this solicitation should be directed to the **Tommy Buhr, Grounds Supervisor**, at Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois 61821 or by calling **217-819-3847**. Written answers to questions of a general nature or which would affect the solicitation will be provided to all eligible bidders. Only written answers to the questions shall be binding.

SECTION II. TERMS AND CONDITIONS

- 2.01 Definitions: *Owner* shall mean the Champaign Park District. *Contractor* shall mean party of the second part to this contract, acting directly or through his or its legal representative(s) or agent(s). *Subcontractor* shall mean persons, firms or corporations having a direct contract with the contractor, and those who contract to furnish labor or labor and materials at the site of the project.
- 2.02 Contract Documents: The contract entered into by the parties shall consist of the Instructions to Bidder, Terms and Conditions, Specifications, and Mowing Bid Forms including all modifications thereof, and a purchase order, if applicable, requiring signatures of the Champaign Park District and the Contractor, all of which shall be referred to collectively as the Contract Documents.
- 2.03 Payments: Contractor shall submit invoice to the District by the 1st Wednesday of the month. Late submissions will be pushed to the next month's billing by the Park District. Payment will be monthly after Board approval of the bills, which is the 2nd Wednesday of each month. In the case of the first month of the year, a request can be made at the end of the second week of April for payment to be received after the third Wednesday of said month. This request is due by Friday of the second week of Mowing in the month of April.
- 2.04 Taxes: The District is exempt from any taxes imposed by State and/or Federal Government. Exemption certificates will be provided upon request.
- 2.05 Cancellation/Termination: The Park District may cancel this contract for convenience by providing thirty (30) calendar days advance notice to the contractor.
- The Park District may cancel this contract for cause (i.e., fails to meet deadlines, fails to provide agreed upon service, etc.) at any time by giving one week's written notice to the contractor. The termination of the contract will be issued only after the District deems that the contractor has failed to remedy the problem after being forewarned.
- The Contractor may cancel this contract for convenience or cause by providing thirty (30) calendar days advance notice to the District.
- 2.06 Compliance or Deviation to Specifications: Bidder hereby agrees that the equipment or services offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Bidder's response. Bidder may submit an attachment entitled "Exceptions for Specification", which must be signed by Bidder's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Bids failing to comply with this requirement will be considered non-responsive.
- 2.07 Compliance with Ordinances and Statutes and Notice of Special Conditions: Every bidder shall comply with the requirements of the Affirmative Action Regulations of the Champaign Park District, Illinois Fair Employment Act, Equal Opportunity regulations and other Federal and State of Illinois regulations and guidelines applicable to the contract.
- 2.08 Assignment and Subcontracts: The Contractor shall not assign this contract or any part thereof without written consent of the Park District, nor shall the Contractor award any work under this contract to any subcontractor without prior written approval from the Director of Operations or the Executive Director. Nothing contained in the contract documents shall create a contractual relation between any subcontractor and the Owner. Any subcontractor assigned must meet the same requirements as the Contractor awarded the bid.

Champaign Park District: Invitation for Bids for Mowing Services

- 2.09 Independent Contractor: The contractor acknowledges and agrees that the Contractor is not an employee of the Park District, is not entitled to any benefits or protections afforded employees of the Park District, nor bound by any obligations of employees of the Park District. Nevertheless, the Contractor will not act contrary to the policies of the Park District. The Contractor understands and fully agrees that the Contractor will not be insured under provisions of the unemployment compensation insurance of the Park District or the workers' compensation insurance of the Park District, and that any injury or property damage in connection with the work performed will be the Contractor's sole responsibility and not that of the Park District. It is also understood that the Contractor is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and, therefore, the Contractor will be solely responsible for the Contractor's own acts or omissions, and those of the Contractor's employees and agents, if any. The Park District will not in any manner whatsoever be obligated to defend, indemnify or hold harmless the Contractor, or the Contractor's employees and agents, if any, in matters of liability.
- 2.10 Indemnification: Contractor shall indemnify and hold harmless District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs) arising out of or resulting from the performance of Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use therefrom, and (ii) is caused in whole or in part by any wrongful or negligent act or omission of Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnification which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Agreement.
- 2.11 Insurance: The Contractor shall purchase and maintain such insurance as will protect him/her from claims under worker's compensation acts and from claims or damages because of bodily injury, including death, and all property damage, including without limitation, which might arise during operations under this contract, whether such operations be by himself/herself or by any subcontractor or anyone directly or indirectly employed by either of them. After award of bids by the Park Board of Commissioners at their Regular Board Meeting on February 12, 2025, **Contractor shall provide a Certificate of Insurance, effective April 1, 2025 through November, 2026, naming the Park District as an additional insured, no later than March 1, 2025.** Each sequential year of this contract the insurance requirements must be turned in for same time period corresponding to the dates above. Failure to do so will result in loss of the contract, which will be awarded to the next lowest responsible bidder. Contractor shall maintain minimum limits of insurance no less than:
- (a) Workman's Compensation as required by statute and Employers Liability Insurance:
Employers Liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.
 - (b) General Liability: a limit of not less than \$1,000,000 each occurrence
 - (c) Automobile Liability: limit of not less than \$500,0000 each accident
- Failure to maintain the required insurance may result in termination of this Contract.
- 2.12 Bid Rigging or Bid Rotating: The bidder by affixing his or her signature to the bid, certifies that he/she has not been barred from being awarded a contract with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961.
- 2.13 Sexual Harassment Policy: Contractor certifies that it has a written sexual harassment policy that includes the following information:
- a. The illegality of sexual harassment.

Champaign Park District: Invitations for Bids for Mowing Services

- b. The definition of sexual harassment under State Law.
- c. A description of sexual harassment utilizing examples.
- d. The Contractors internal complaint process including penalties.
- e. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and Equal Employment Opportunity Commission.
- f. Protection against retaliation against a person because he or she has opposed that which he or she reasonably and in good faith believes to be sexual harassment or because he or she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceedings or hearing under the Illinois Human Rights Act or any other civil rights statute.

A copy of the policies shall be provided to the District upon request.

- 2.13 **Protest:** If bidder objects to any provision of the bid, believes the District improperly rejected your offer, or believes the selected offer is not in the Champaign Park District's best interests, bidder may submit a written protest to the Executive Director within five (5) days after the opening. Owner will consider only written protests that are properly and timely filed with the District. Owner will issue a written decision and that decision is final.

SECTION III. MOWING SPECIFICATIONS

- 3.01 **Hours of Work:** The contractor agrees to complete all required mowing between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday of each week during the term of the contract. No mowing will be allowed after this time or on the weekend without prior approval of the Grounds Supervisor.
- 3.02 **Trash and Debris:** All contracted sites to be mowed shall be cleared of trash and debris by the contractor prior to mowing. All branches shall be picked up and piled in a general location within the park.
- 3.03 **Height of Cut:** Contractor shall set his equipment to cut at 3" (grass when cut shall be at 3"). The Grounds Supervisor shall have the right to check contractors' equipment for compliance.
- 3.04 **Frequency of Mowing:** All contracted sites shall be mowed every seven (7) days. **During drought conditions, contractors will be notified by noon on the Friday of the preceding week as to any changes in the mowing frequency of the next week. The District will determine the extent of service for that time frame and payment rates, as follows:**
- **Continue mowing at 100% (normal requirements.)** **100% pay**
 - **String trim and trash/debris/branch pickup only** **50% pay**

During wet periods it may not be possible to mow a contracted site. However, the contractor shall contact the Grounds Supervisor for this determination. Mowing of all contracted sites must be started at the first day when mowing can be completed without undue damage to the turf (rutting, etc.). The contractor agrees to make the District's parks the number one priority for mowing completion on the first day mowing resumes after a rain event for a Contractor. Parks must be mowed within the seven (7) days unless otherwise released by the Grounds Supervisor. The Park District reserves the right to determine when mowing can or cannot be completed due to wet weather.

The contractor shall declare to the Park District in writing, which day of the week each location will be mowed after the contracts are assigned. This declared day will be the day that said location shall be mowed every seven (7) days. This day may be changed by the contractor by submitting in writing to the Park District such request at the beginning of each season or during the season in situations that make it in the best interest for the contractor to adjust scheduling.

- 3.05 **Non-Performance Penalties:** In the event the contractor fails to meet the specifications for mowing of a contracted site as determined by the Grounds Supervisor, the contractor shall be notified in writing. If the contractor does not perform the service the following seven (7) days to the Grounds Supervisor's satisfaction, the contractor's payment shall be reduced to a reasonable amount to

Champaign Park District: Invitation for Bids for Mowing Services

compensate for such failure. The amount shall be determined by the Grounds Supervisor based on one quarter (1/4) of the monthly contractual amount.

If the contractor continues to fail to perform as specified, the Champaign Park District reserves the right to revoke the contract, re-bid the site, or offer the bid to the next lowest qualified bidder, upon giving the contractor one week's written notice of termination of contract.

- 3.06 **Inspection:** Each week, upon completion of all sites the contractor shall notify the Grounds Supervisor the dates of when each site was completed. The Grounds Supervisor will inspect all contracted sites beginning each week as the sites are completed.
- 3.07 **Trimming:** Final trimming around permanent objects such as trees, posts, shrubs, fences, play equipment, bleachers, signs, etc. will be accomplished with suitable mechanical equipment and at the same cutting height as the rest of the turf areas on the same seven (7) day cycle as the mowing.
- 3.08 **Final Appearance:** Mowing patterns shall be such that the clippings are evenly distributed and not windrowed, or blown into **playground or fountain areas, sidewalks or roadways**. Mowing patterns shall involve cut outs parallel to walks, curbs and streets whenever possible, with the centers cut in alternating directions, rotated weekly. Equipment shall be operated so that the height of cut is uniform and no scalping occurs especially on bermed areas in the park. Trees, shrubs, and other plants shall not be "barked" by running into them with the mowing equipment and string trimmers.
- 3.09 **Equipment Condition:** Mowing equipment shall be kept in good, safe operating conditions with sharp blades so that the grass is cut properly and in such condition that oil and fuel is not leaked. Mowing shoots must be in the down position for safety whenever mower is running.
- 3.10 **Fueling and Oiling:** Spilled fuel and oil kills grass. Mowers may not be fueled or oiled in grass areas; they should be moved to paved areas for the function.
- 3.11 **Replacement Penalty:** Any damage caused during fueling or by mowers and equipment to trees and park amenities will be deducted from the Contractors payment to compensate for tree and material replacement. Contractor will receive written notice of damage and a meeting will be set up to discuss said damage prior to deduction of funds.
- 3.12 **Term of the Contract:** The term of the contract shall be for two (2) years, commencing on the date the Contract is executed by the Contractor and the Park District. The terms and bid prices must remain firm throughout the term of the contract. The term of the contract will be from the first week of April to the last week of October. We reserve the right to set season start date back and extend the contract into November if needed. Any deletions in spring or additions in fall that do not constitute a full month will be calculated out for billing at 1/4 of the monthly contract amount for each new week mowed in a partial month.

Mowing months will be set with the following dates listed below. **Contractor is responsible for 5 mowing events per month for the months noted below and will only be paid the Monthly Bid price approved for such months.**

| YEAR 2025 | | | | | | |
|------------|-----------|-----------|------------|-------------|-------------|-------------|
| # of Weeks | Month | Dates | | | | |
| 5 | April | 3/31-4/4 | 4/7-4/11 | 4/14-4/18 | 4/22-4/25 | 4/28-5/2 |
| 4 | May | 5/5-5/9 | 5/12-5/16 | 5/19-5/23 | 5/26-5/30 | |
| 4 | June | 6/2-6/6 | 6/9-6/13 | 6/16-6/20 | 6/23-6/27 | |
| 5 | July | 6/30-7/4 | 7/7-7/11 | 7/14-7/18 | 7/21-7/25 | 7/28-8/1 |
| 4 | August | 8/4-8/8 | 8/11-8/15 | 8/18-8/22 | 8/25-8/29 | |
| 4 | September | 9/1-9/5 | 9/8-9/12 | 9/15-9/19 | 9/22-9/26 | |
| 5 | October | 9/29-10/3 | 10/6-10/10 | 10/13-10/17 | 10/20-10/24 | 10/27-10/31 |

Champaign Park District: Invitations for Bids for Mowing Services

| YEAR 2026 | | | | | | |
|------------|-----------|-----------|-------------|-------------|-------------|-----------|
| # of Weeks | Month | Dates | | | | |
| 5 | April | 3/30-4/3 | 4/6-4/10 | 4/13-4/17 | 4/20-4/24 | 4/27-5/1 |
| 4 | May | 5/4-5/8 | 5/11-5/15 | 5/18-5/22 | 5/25-5/29 | |
| 4 | June | 6/1-6/5 | 6/8-6/12 | 6/15-6/19 | 6/22-6/26 | |
| 5 | July | 6/29-7/3 | 7/6-7/10 | 7/13-7/17 | 7/20-7/24 | 7/27-7/31 |
| 4 | August | 8/3-8/7 | 8/10-8/14 | 8/17-8/21 | 8/24-8/28 | |
| 5 | September | 8/31-9/4 | 9/7-9/11 | 9/14-9/18 | 9/21-9/25 | 9/28-10/2 |
| 4 | October | 10/5-10/9 | 10/12-10/16 | 10/19-10/23 | 10/26-10/30 | |

3.13 Appropriation Contingency: The contractor and the District recognize that the continuation of any contract after the close of any given fiscal year of the District which fiscal years end on April 30 of each year, shall be subject to approval of the budget of the District providing for or covering such contract item as an expenditure therein. The District does not represent that said budget item will be actually adopted, said determination being the determination of the Park Board of Commissioners at the time of the adoption of the budget.

SECTION IV. BID FORMS

4.01.1 Mowing Sites: **Acreages that are listed at the bottom of the maps are not to be used as a means to determine acres mowed.** It is the responsibility of each bidder to view each site according to the map included to determine acres to be mowed for each location.

Bid prices in response to this solicitation shall be firm for the full term of the contract. Contract bid areas are as defined on the map included in the bid package.

ALL MONTHLY PRICE LINES BELOW, ARE REQUIRED TO BE FILLED IN

| Area/Contract Length | Group/Map # | Monthly Price |
|--|-------------|----------------------|
| 2 Year Contract | | |
| Mattis Park, H.E. Moore and Boulware Trail | 1 | Mattis Park _____ |
| | | H.E. Moore _____ |
| | | Boulware Trail _____ |
| | | Total _____ |

Champaign Park District: Invitation for Bids for Mowing Services

4.02 List of Equipment: Below list equipment and width of cut to be used in the performance of this contract, if awarded.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

4.03 Inspection of Equipment: The Grounds Supervisor reserves the right to inspect all equipment to be used in performance of this contract to insure that said equipment is of sufficient quality and quantity to perform to the Park District expectations. Inspections of equipment shall be conducted at an interval deemed necessary by the Grounds Supervisor. The first inspection of all equipment to be used in performance of this contract shall be performed prior to recommendation of award of a contract.

4.04 References: Please provide a list of three (3) commercial references from past and/or current mowing contracts of similar size bidding on below:

Company Name: _____ Contact Person: _____
Address: _____ Phone #: _____
Scope of Work: _____

Company Name: _____ Contact Person: _____
Address: _____ Phone #: _____
Scope of Work: _____

Company Name: _____ Contact Person: _____
Address: _____ Phone #: _____
Scope of Work: _____

4.05 Insurance Statement: By signing the bid documents, bidder hereby certifies that the bidder has reviewed and understands the insurance coverage requirements specified in the Bid specifications.

Champaign Park District: Invitations for Bids for Mowing Services

I hereby certify that I am duly authorized to sign as a representative for the contractor submitting the attached bid to the Champaign Park District, and that they have read, fully understand, and accept the items detailed in this bid.

Signed this _____ day of _____, 20____.

SUBMITTED BY:

Company

Address

Phone Fax

Cell

Email

Authorized Agent (print or type)

Signature of Authorized Agent

FIN or SS # _____

Champaign Park District: Invitation for Bids for Mowing Services

SECTION V: COMMITMENT TO ENGAGE IN AFFIRMATIVE ACTION PRACTICES

A. The undersigned bidder/contractor/supplier/vendor understands and agrees:

It is the policy of _____ (*name of company*) that all applicants for employment and all employees be recruited, hired and assigned on the basis of merit without discrimination because of race, creed, color, national origin, sex, age or disability. The employment practices of this company have been and will continue to be such as to insure that all employees are treated equally and that no distinctions are made in rates of pay, benefits or opportunities for advancement.

Therefore employment of individuals, their assignment to jobs, their transfers and their promotions shall be determined by matching the requirements of an open position with the candidate's skills and qualifications without regard to race, creed, color, national origin, sex, age or disability.

All management and supervisory personnel shall continue to take positive action to insure that all principles and objectives of the affirmative action program are complied with to carry out the provisions of the laws governing non-discrimination in employment.

- B. The undersigned bidder/contractor/supplier/vendor understands and agrees: to submit to the park district upon request written evidence of the effectiveness of the above-required practices, policies and goals.
- C. The undersigned bidder/contractor/supplier/vendor understands and agrees: to submit to the park district upon request statistical data concerning employee composition or membership composition by race, color, sex, age, disability and job description.
- D. The undersigned bidder/contractor/supplier/vendor understands and agrees: to distribute copies of the above commitment (A) to all persons who participate in recruitment, screening, referral and selection of job applicants and prospective job applicants or members.
- E. The undersigned bidder/contractor/supplier/vendor understands and agrees: to require any subcontractor to submit to the District a written commitment with who he/she contracts with in the amount of \$5,000.00/Sub-Contract or \$1,000.00/Supplier/Vendor (per purchase or in accumulated amount in any fiscal year of the District) or more to engage in Affirmative Action practices.

I certify that I have answered all the foregoing questions and provided all the foregoing information correctly and truthfully to the best of my knowledge and ability.

Signature of Authorized Agent

Date

Title

Telephone Number

All information provided the Champaign Park District will be held in strictest confidence.

Champaign Park District: Invitations for Bids for Mowing Services

SECTION VI: AFFIRMATIVE ACTION CONTRACTOR'S COMPLIANCE REPORT

Part I: Identification

1. Company's main office address: _____

Telephone: _____ Fax: _____
Federal employer's identification number: _____

2. In what capacity would the company do business with the Park District?
 Contractor Sub-contractor Vendor Supplier Other _____

3. Major activity of company (principle product or service). _____

4. Is the company presently pre-qualified to do business with the Park District or other local and/or state government?
 Yes No *If yes with what agency(ies)?* _____

During the last 12 months has the company performed business with any governmental agency federal, state, county, municipal, school districts, etc.)?
 Yes No *If yes with what agency(ies)?* _____

Part II: Policies and Practices

A. Is the company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, religion, sex, national origin or ancestry, age or disability? Yes No

B. Has the company developed a written affirmative action policy?
 Yes No *If yes, a copy of the policy shall be provided to the District upon request.*

C. Does the company have an affirmative action officer or person responsible for affirmative action?
 Yes *If yes please complete.* No

Name: _____

Title: _____

Telephone: _____

C. Does the company have bargaining agreements with employee organizations?
 Yes No

If yes, have such organizations been notified of the company's responsibility to comply with the Champaign Park District's affirmative action program? Yes No

Comments: _____

Champaign Park District: Invitation for Bids for Mowing Services

SECTION VI: AFFIRMATIVE ACTION CONTRACTOR'S COMPLIANCE REPORT (CONTINUED)

E. Has the company notified all of its sub-contractors of their obligations to comply with the Champaign Park District's affirmative action program? Yes No

Comments: _____

Part III: Personnel Inventory

| Occupations | White | | Black | | Hispanic | | Other | |
|------------------------------------|-------|--------|-------|--------|----------|--------|-------|--------|
| | Male | Female | Male | Female | Male | Female | Male | Female |
| Officials & Managers | | | | | | | | |
| Professionals | | | | | | | | |
| Technical | | | | | | | | |
| Sales Workers | | | | | | | | |
| Office & Clerical | | | | | | | | |
| Crafts (skilled) | | | | | | | | |
| Operatives (semi-skilled) | | | | | | | | |
| Laborers (unskilled) | | | | | | | | |
| Service Workers | | | | | | | | |
| Apprentices (blue collar) | | | | | | | | |
| On the job trainees (blue collar) | | | | | | | | |
| On the job trainees (white collar) | | | | | | | | |
| Totals | | | | | | | | |

The undersigned bidder/contractor/vendor/supplier has analyzed the workforce and submits the following workforce figures. The Champaign Park District will hold all information in the strictest confidence.

Above employee figures were obtained from: Visual check Employment records

 Signature of Authorized Agent

 Date

 Title

 Telephone Number



Bresnan Meeting Center
706 Kenwood Road
Champaign IL 61821
217 398 2550
champaignparkdistrict.com

December 2022

Mowing Bid Champaign Park District

Group 1
Sheet 1 of 4



Note: For informational purposes only. Not for construction.
Depicted boundaries and acreage approximate.
Acreage provided is the boundary of the entire property and includes non turf areas such as paths, structures, and parking.



Bresnan Meeting Center
706 Kenwood Road
Champaign IL 61821

217 398 2550
champaignparkdistrict.com

December 2022

Mowing Bid
Champaign Park District
Mattis Park
601 Devonshire Dr
Champaign, IL



Approximate turf acreage: 18.4

Note: For informational purposes only. Not for construction.
Depicted boundaries and acreage approximate.
Acreage provided is the boundary of the entire property and includes non turf areas such as paths, structures, and parking.





Bresnan Meeting Center
706 Kenwood Road
Champaign IL 61821
217 398 2550
champaignparkdistrict.com

December 2022

Mowing Bid
Champaign Park District
Moore Park
578 W Windsor Rd
Champaign, IL



Approximate turf acreage: 2.3

Note: For informational purposes only. Not for construction.
Depicted boundaries and acreage approximate.
Acreage provided is the boundary of the entire property and includes non turf areas such as paths, structures, and parking.



Group 1
Sheet 3 of 4

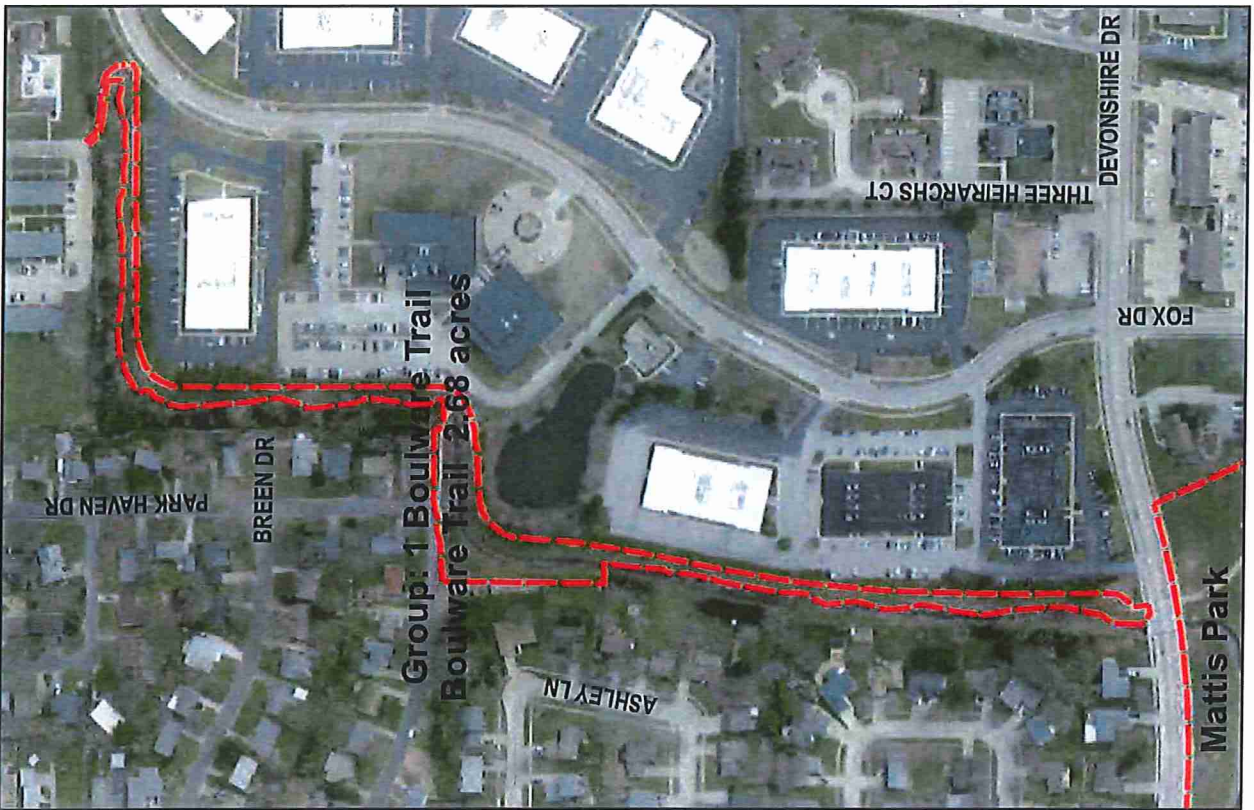
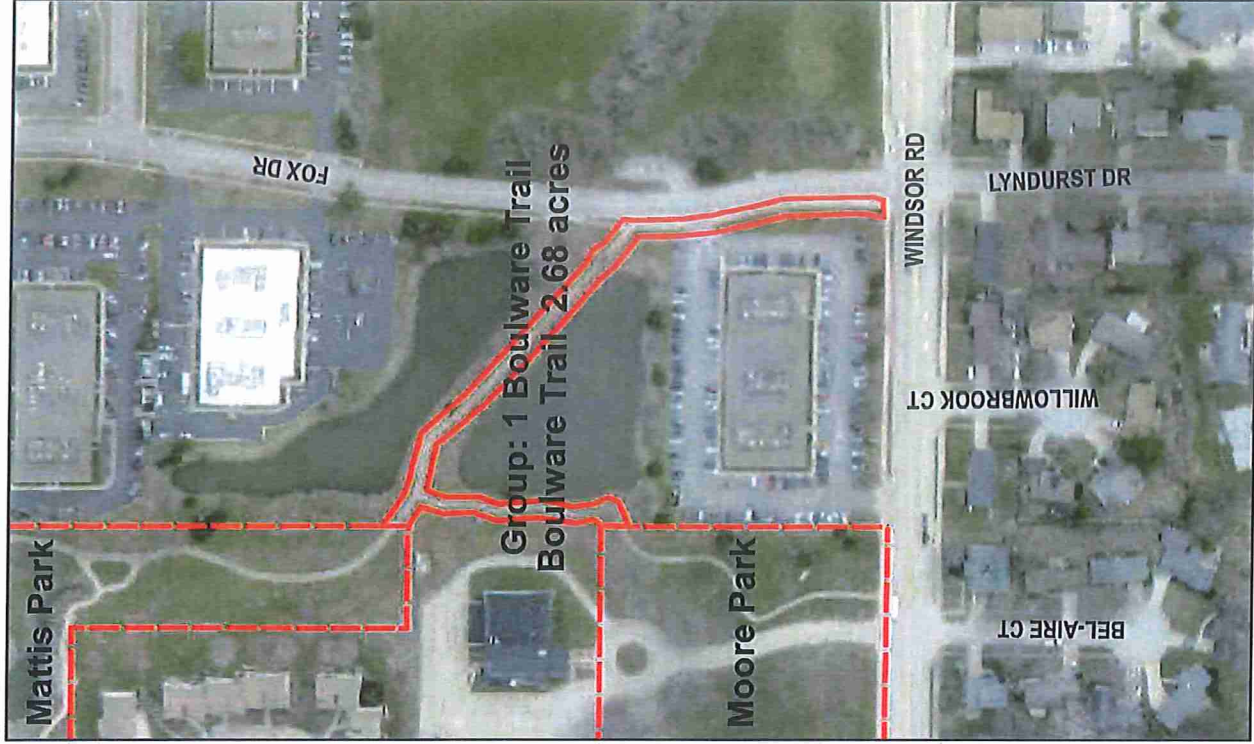


Bresnan Meeting Center
706 Kenwood Road
Champaign IL 61821

217.398.2550
champaignparkdistrict.com

December 2022

Mowing Bid Champaign Park District Boulevard Trail State and Fox Drive Champaign, IL



Note: For informational purposes only. Not for construction.
Depicted boundaries and acreage approximate.
Acreage provided is the boundary of the entire property and includes non turf areas such as paths, structures, and parking.

