



BID INSTRUCTION PACKET

FOR

WINNETKA PARK DISTRICT
LLOYD BEACH FENCED-IN
STORAGE AND SERVICE

**BID DOCUMENTS FOR: WINNETKA PARK DISTRICT
LLOYD BEACH FENCED-IN STORAGE AND SERVICE**

**PACKET INCLUDES: BID INVITATION
BID INSTRUCTIONS
BID FORM**

**BID OPENING: RESIDENTS: 11:00 a.m., TUESDAY, FEBRUARY 16, 2021
NON-RESIDENTS: 11:00 a.m., WEDNESDAY, FEBRUARY 17, 2021
(IF APPLICABLE. SEE SECTION IV – SUBMITTING A BID, ITEM D.)**

**STORAGE LOCATION: LLOYD BEACH
799 SHERIDAN ROAD
WINNETKA, ILLINOIS 60093**

**CONTACT INFORMATION: JOHN PETERSON
EXECUTIVE DIRECTOR
WINNETKA PARK DISTRICT
540 HIBBARD ROAD
WINNETKA, ILLINOIS 60093
jpeterson@winpark.org
+1.847.501.2074**

I. INVITATION TO BID

The Winnetka Park District (“WPD”) shall receive sealed bids for fenced-in boat storage spaces and service at Lloyd Beach, located at 799 Sheridan Road, Winnetka, IL.

WPD will receive sealed bids for each of the following individual boat storage spaces and service for the specified term. Each boat storage space and service and its corresponding term will be awarded to the highest Bidder submitting a complete bid in accordance with these bid documents, as determined by WPD, for such boat space and service and corresponding term.

The seven (7) boat storage spaces and services are available for the following corresponding terms:

- A single ten-year term beginning May 2021 and ending April 2031
- A single nine-year term beginning May 2021 and ending April 2030
- A single eight-year term beginning May 2021 and ending April 2029
- A single seven-year term beginning May 2021 and ending April 2028
- A single six-year term beginning May 2021 and ending April 2027
- A single five year-term beginning May 2021 and ending April 2026
- A single four-year term beginning May 2021 and ending April 2025

II. QUALIFICATIONS TO BID

- A. An individual bidding for a fenced-in storage space and service (“Bidder”) must also be the boat owner as identified on the title or current registration card of the boat for which a bid is submitted.
- B. Each Bidder must submit a copy of the current year’s boater registration identification card with her/his bid.
- C. Each Bidder must review and understand all information listed in this Bid Instruction Packet. The Bid Instruction Packet governs the bid process, includes rules and guidelines for the bidding process, and the general conditions regarding the successful Bidder’s use of the boat space, boat service, boat improvement fee, and payment obligations. A qualified bid requires the Bidder to sign the submitted Bid Form confirming the Bidder has received, understands, and will agree to all requirements should the individual’s bid result in the individual being awarded a storage and service term.
- D. An individual can submit one (1) bid for an individual term, or, can submit one (1) bid for two or more terms. An individual can submit a bid for each of the seven (7) terms.
- E. If Bidder submits a bid for two (2) or more spaces, the boat owner must submit an individual Bid Form for each space and note the specific term corresponding to the bid.
- F. The successful Bidder must comply with Section VI below, General Conditions.

III. MINIMUM BID FOR EACH TERM IS AS FOLLOWS:

- For an ten-year term, resident minimum bid is \$25,000; non-resident minimum bid is \$37,500
- For an nine-year term, resident minimum bid is \$22,500; non-resident minimum bid is \$33,750
- For an eight-year term, resident minimum bid is \$20,000; non-resident minimum bid is \$30,000

- For a seven-year term, resident minimum bid is \$17,500; non-resident minimum bid is \$26,250
- For a six-year term, resident minimum bid is \$15,000; non-resident minimum bid is \$22,500
- For a five-year term, resident minimum bid is \$12,500; non-resident minimum bid is \$18,750
- For a four-year term, resident minimum bid is \$10,000; non-resident minimum bid is \$15,000

IV. SUBMITTING A BID

- A. The Bid Form (attached) is to be used for each bid. The Bid Form shall be executed properly and all writing, including all signatures, shall be with black ink. **The Winnetka Park District reserves the right to reject any bid that is not complete or is submitted in a manner other than the Bid Form.**
- B. Each bid must be submitted in a sealed, opaque / non-transparent envelope, clearly marked on the outside of the envelope with the first and last name of the individual placing the bid, home address, preferred telephone number, email address, the name of the bid event, and the multi-year term associated with the bid (see below):

Full name of individual who is submitting a bid
Street address
City, state and zip code
Phone Number
Email address

Sealed bid for the Winnetka Park District Lloyd Beach Fenced-In Storage and Service

Term Length Desired:

Each bid must be submitted no later than 11:00 a.m. (Central), Tuesday, February 16, 2021. Bids may be hand-delivered to WPD administrative offices or mailed to the address below:

John Peterson, Executive Director
Winnetka Park District
540 Hibbard Road
Winnetka, Illinois 60093

- C. Bids shall be delivered or mailed in time to the Winnetka Park District, 540 Hibbard Rd., Winnetka, Illinois 60093, **no later than 11:00 a.m. (Central), Tuesday, February 16, 2021**. At 11:00 a.m. of that day, the Winnetka Park District representative will open and read aloud all Resident bids. The bid openings will be held at the Winnetka Park District Community Room, located at 540 Hibbard Rd., Winnetka, Illinois 60093. The bid openings also will be presented live via Zoom.
- D. If none of the Winnetka Park District Resident bids meet the minimum amount for each term length or no resident bids are received, Non-Resident bids submitted to the Winnetka Park District will be opened and read aloud during a meeting **11:00 a.m. (Central), Wednesday, February 17, 2021**. The Non-Resident bid openings also will be presented live via Zoom.
- E. WPD will not accept any oral bids or any written or oral modifications to a bid. WPD may ask for clarification regarding a bid. It is the sole responsibility of the individual to see that her/his bid is

received in proper time. **Bids will not be accepted via fax or email, and WPD will not accept any modification to a bid.** WPD is not responsible for the premature opening of bids not marked as required. Any bid prematurely opened due to the failure of the Bidder to mark the envelope in accordance with these bid documents will be deemed non-responsive and the bid will be disqualified.

- F. A bid cannot be withdrawn prior to the opening of the bids unless a written request for any such withdrawal is delivered to John Peterson at the Winnetka Park District Administrative Office. The written request must be received and recognized by WPD prior to commencement of the opening of bids. An individual may not withdraw a bid after opening of the bids. It is the sole responsibility of the individual to see that her/his written request to withdraw a bid is received and properly recognized.
- G. Each bid proposal submitted by a Resident of the Winnetka Park District must include a check payable to the Winnetka Park District for the first year's fenced-in storage service fee of \$4,000 and the annual boat launch improvement fee of 10% of the service fee (a total of \$4,400). A bid will be considered non-responsive and will be disqualified unless accompanied by such payment.
- H. Each bid proposal submitted by a Non-Resident of the Winnetka Park District must include a check payable to the Winnetka Park District for the first year's fenced-in storage service fee of \$6,000 and the annual boat launch improvement fee of 10% of the service fee (a total of \$6,600). A bid will be considered non-responsive and will be disqualified unless accompanied by such payment.
- I. If an individual is not awarded a storage space and service, WPD will return her/his check of the first year's storage fee and the boat launch improvement fee, via regular mail to the address as identified on the Bid Form, within ten (10) business days of the bid opening.

V. AWARD OF BID

A boat storage space and service will be awarded to one (1) individual for the given multi-year term as outlined in Section 1 of these bid documents. The award will be made to the individual with the highest bid for each multi-year term submitted in compliance with the requirements of these bid documents as determined by WPD. The Bidder understands and agrees that WPD reserves the right to accept or reject any or all bids.

- A. Only one (1) fenced-in storage space and service will be awarded to a specific household, as identified on the boater identification card.
- B. If an individual is the highest Bidder for two (2) or more terms/storage spaces, the individual will be awarded the space with the longest term. All other terms for which the individual was the highest Bidder will be awarded to the next highest bid.

VI. GENERAL CONDITIONS

Each successful Bidder shall sign and deliver to WPD for execution by WPD, the Agreement for Use of Board Storage Space (the "Agreement"), substantially in the same form included in these bid documents, within ten (10) business days (March 2, 2021) after bid award. The following conditions are incorporated into and shall become part of the Agreement:

A. General Use Requirements

1. The successful Bidder's boat must comply with the following:
 - a. The boat must be in good working order and with no fluids leaking.
 - b. The **overall length of the boat and its trailer must not exceed 27 feet**. This measurement is from the tongue of the trailer to the end of the propeller.
 - c. The **width of the boat and its trailer must not exceed ten (10) feet**.
 - d. **If either the length or the width of the boat and its trailer is greater than the stated measurement at any time during a multi-year term, a boat owner will forfeit the boat owner's fenced-in storage space and service and WPD will not refund to the boat owner any of her/his bid amount or any fees due and owing through the date of forfeiture.**
 - e. Trailers must be equipped to fit a 2" (two inch) ball for the WPD staff to tow the boat.
 - f. The boat must be covered when being stored/sitting idle in the fenced-in area.
2. Each storage space is only for one (1) motorized boat or two (2) personal watercrafts on a single trailer (following the measurements stated above).
3. No other items can be stored within the fenced-in storage area. A boat owner can store equipment within the boat but the boat cover must still properly fit the boat.
4. The boat owner will be responsible for any damages within the fenced-in area, to include damage to the fenced-in storage structure, damage to the boat owner's boat and trailer, and damage to other boats and trailers.
5. The successful Bidder must review and comply with all Lloyd Boat Launch and Fenced-In Rules and Regulations.
 - a. The Rules and Regulations can be found at <https://www.winpark.org/boating/boat-storage/>

B. Annual Fees

1. A successful bid for one (1) of the seven (7) multi-year terms will have the right to use and access a storage space for the multi-year term duration, subject to the terms and conditions of the Agreement. During such term, an annual storage service fee is required. The annual Winnetka Park District Resident storage service fee for the 2021-2022 term is \$4,000. The annual Winnetka Park District Non-Resident storage service fee for the 2021-2022 term is \$6,000. The annual storage service fee is subject to change each year.
2. For each year following the 2021-2022 annual term (the annual term is May 1st through April 30th), the annual storage fee is to be paid to WPD no later than March 1st for such annual term.
3. In addition to the annual storage service fee, a boat launch improvement fee equal to 10% of the annual storage fee will be due at the time of payment with the annual storage service

fee. For 2021-2022, the boat launch improvement Winnetka Park District Resident fee is \$400 and \$600 for Winnetka Park District Non-Residents.

4. The annual boat launch improvement fee is for costs incurred by WPD to maintain and improve the Lloyd Boat Launch, to address costs specific to the boat launch, the storage area, and related operations and services, and to support future development of, and enhancements to, the Lloyd Beach and Lloyd Park.
5. The fenced-in storage service fee provides unlimited boat launching during the boating season, exclusive access to the Lloyd Boat Launch, and secured, year-round boat storage for the annual term.
6. **If WPD does not receive a boater's annual storage service fee and boat launch improvement fee by March 1st for such annual term, the boat owner forfeits the storage space.**
 - a. For any forfeited storage space, WPD will conduct a sealed bid process for the remaining years of said spot;
 - b. The sealed bid process for the forfeited storage space will be conducted as soon as possible; and
 - c. No refunds will be provided.

C. Payment Upon Bid Award

1. An individual who is awarded a multi-year term will have ten (10) business days from bid award (March 2, 2021) to submit payment for their bid amount, along with an executed Agreement. The bid amount is to be paid as a donation to the Winnetka Parks Foundation.
 - a. A credit card payment can be made using the Winnetka Parks Foundation website (www.winnetkaparks.org).
 - b. A check payment can be send to:

**John Peterson, Executive Director
Winnetka Park District
540 Hibbard Road
Winnetka, Illinois 60093**
 - c. A donation also can be made using stock. Please contact John Peterson for more information.
2. As with the requirements associated with the annual storage service fee and the boat launch improvement fee, if the executed Agreement and bid payment is not received within ten (10) business days from bid award (March 2, 2021), the individual will forfeit the boat storage space and such boat storage space will be awarded to the next highest bid for the specific storage term.
3. Bid payments are not refundable.
4. Storage spaces are not transferable.

5. If an individual does not want to continue her/his right to use the space and service, the individual may discontinue this right by sending written request to WPD. In the event the individual provides this notice on or before January 15th of any year of the term:
 - a. The individual will comply with WPD's requirements for removal of all property from the space;
 - b. The individual will not be responsible for the payment of any remaining storage service fees or boat launch improvement fees;
 - c. WPD will not refund any portion of the bid amount;
 - d. The remaining years of the storage space will be awarded through a sealed bid process; and
 - e. The bid process will apply only to the remaining year(s) of such term.

Bid documents are available at the Winnetka Park District's Administrative Office, located at 540 Hibbard Road, Winnetka, Illinois 60093, by telephone or email request, or online at www.winpark.org.

John Peterson
Executive Director
Winnetka Park District

BID FORM
WINNETKA PARK DISTRICT
WINNETKA PARK DISTRICT LLOYD BEACH FENCED-IN STORAGE AND SERVICE
(Please print/type and complete the form using black ink)

BID TO: John Peterson, Executive Director
Winnetka Park District
540 Hibbard Road
Winnetka, Illinois 60093

FOR: Winnetka Park District Lloyd Beach Fenced-In Storage and Service

By submission of its bid, the undersigned individual acknowledges, agrees, represents, declares, and warrants:

- A. The Bidder meets all qualifications to bid for the Lloyd Beach Fenced-In Storage and Service and has visited Lloyd Beach and has a clear understanding of the services to be provided, if awarded a storage space.
- B. The Bidder has carefully reviewed her/his bid amount and understands she/he is responsible for any error(s) within the Bid Form.
- C. The Bidder understands and agrees that the Winnetka Park District reserves the right to accept or reject any or all bids.
- D. If Bidder's bid is accepted, she/he will provide all of the necessary paperwork as outlined in the Qualifications to Bid, will comply with all General Conditions, and will make the bid payment and all payments for the annual storage fees and the boat launch improvement fees.

The Bidder agrees to the term, annual storage service fee, an annual 10% boat launch improvement fee, and to execute the Agreement within 10 business days after award.

Winnetka Park District Lloyd Beach Fenced-In Storage and Service

Item	Description	
1	Term Length	4 5 6 7 8 9 10 years (Please circle which term this bid represents)
2	Overall Bid	\$
3	If I am awarded a fenced-in storage space, I agree and understand I am required to pay an annual boat storage service fee, as specified by WPD, and an annual boat launch improvement fee of 10% of the annual boat storage service fee.	Please accept my signature as I agree to these terms X _____ (Signature of Individual)
4	If I am awarded a fenced-in storage space, I agree and understand I am required to pay the bid amount to the Winnetka Parks Foundation by March 2, 2021.	Please accept my signature as I agree to these terms X _____ (Signature of Individual)

A boat storage space will be awarded to one (1) individual for the given multi-year term. The seven (7) available multi-year terms are as follows:

- A single ten-year term beginning May 2021 and ending April 2031
- A single nine-year term beginning May 2021 and ending April 2030
- A single eight-year term beginning May 2021 and ending April 2029
- A single seven-year term beginning May 2021 and ending April 2028
- A single six-year term beginning May 2021 and ending April 2027
- A single five year-term beginning May 2021 and ending April 2026
- A single four-year term beginning May 2021 and ending April 2025

For the 2021-2022 annual term, the successful Bidder shall begin storing her/his boat beginning May 17, 2021 or on such other date as may be agreed upon by the boat owner and WPD.

The undersigned individual agrees if her/his bid is identified by the Winnetka Park District as the successful bid, she/he will commit to the overall term length in accordance with her/his bid, will abide by all Winnetka Park District Lloyd Beach Fenced-In Storage and Launching Rules and Regulations and will comply with all other terms and conditions of the Agreement.

DATED THIS _____ DAY OF _____, 2021.

Print Full Name of Bidder

Full Name of Bidder (Signature)

Illinois Boat Registration Number

Street Address

City/State/Zip

Preferred telephone number

Email