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SECTION 1  
REQUEST FOR BIDS  
INSTRUCTIONS AND SPECIFICATIONS FOR:

Fire Department Uniform Supply  
Issuance Date: March 16, 2022

The Village of Oak Park will be accepting Proposals from qualified vendors to supply the Village's Fire Department with uniforms as further described in this Request for Bids.

Bids will be accepted at the Oak Park Fire Department, 100 N. Euclid Ave. Oak Park, IL. 60301, Monday through Friday, 7:30 a.m. to 4:00 p.m., until 3:00 p.m. local time on Wednesday, March 30, 2022.

Specifications and Proposal forms may be obtained at the Fire Department or on the Village's website <http://www.oak-park.us/your-government/finance-department>.

The Oak Park Fire Department is open to the public. To hand deliver proposals, proposers may leave the proposals in the Fire House mailbox or drop off to the Fire Department during business hours Monday-Friday 7:30-4:00. There will not be a formal 'bid opening' for the contract. Electronic signatures will be accepted on all documents. Proposals or questions may also be emailed to Ron Kobyleski, Fire Chief at [rkobyleski@oak-park.us](mailto:rkobyleski@oak-park.us).

The Village reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal.

Submission of Proposals

The Proposal shall be submitted on the Proposal form included herewith. The Proposal shall be submitted in a sealed envelope marked:

"Fire Department Uniform Supply"

Shall bear the return address of the Proposer, and shall be addressed as follows:

TO: Ron Kobyleski, Fire Chief  
Oak Park Fire Department  
100 N. Euclid Ave.  
Oak Park, Illinois 60301

SECTION 2  
PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS

Preparation and Submission of Proposal

All proposals must be delivered to the Fire Department by the specific time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed Proposals that are received by the Village after the specified hour will not be accepted regardless of the post-marked time on the envelope. Proposals must be signed by an officer of the company who is authorized to enter into agreements on behalf of the company. Proposals shall be sealed in an envelope and marked as stated on the cover page.

Award of Agreement

The selected proposer shall enter into an Agreement with the Village in a form substantially similar to the Agreement attached hereto. The Agreement shall be executed by the Vendor and returned within ten (10) calendar days after the Agreement has been mailed to the Vendor. The Vendor shall execute three copies of the Agreement. One fully executed copy will be returned to the Vendor. See Section XI for a sample copy of the agreement.

The Agreement will be awarded in whole or in parts, to the responsible proposer or proposers whose Proposal, conforming to the Request for Proposals, will be most advantageous to the Village; price and other factors considered.

Costs of Preparation

The Village will not be responsible for any expenses incurred in preparing and submitting a Proposal or entering into the applicable Agreement.

Taxes not Applicable

The Village of Oak Park as an Illinois municipality pays neither Illinois Sales Tax nor Federal Excise Tax. Vendor s should exclude these taxes from their prices.

Withdrawal of Proposals

Any Vendor may withdraw its proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of Proposals, by signing a request therefore. No Vendor may withdraw or cancel its Proposal for a period of sixty (60) calendar days after the advertised closing time for the receipt of Proposals. The successful Vendor may not withdraw or cancel its Proposal after having been notified that the Proposal was accepted by the Village Board of Trustees.

### Investigation of Vendors

The Village will make such investigations as are necessary to determine the ability of the Vendor to fulfill proposal requirements. If requested, the Vendor should be prepared to present evidence to the Village of Oak Park of ability and possession of necessary facilities and financial resources to comply with the terms of the attached specifications and proposals. In addition, the Vendor shall furnish the Village with any information the Village may request and shall be prepared to show completed work of a similar nature to that included in its Proposal. The Village reserves the right to visit and inspect the premises and operation of any Vendor.

### Rejection of Vendor

The Village will reject any proposal from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The Village will reject any Proposal from a Vendor that failed to satisfactorily complete work for the Village under any previous agreement.

### Conditions

Vendors are advised to become familiar with all conditions, instructions and specifications governing the work. Vendors shall be presumed to have investigated the requirements, conditions and scope of the work before submitting a Proposal. The Village reserves the right to accept or reject any and all proposals or to waive technicalities. The selected vendor will enter into the Professional Services Agreement as approved and authorized by the Village of Oak Park Board of Trustees as applicable, and executed by the Village Manager. The contractor is advised that Village staff, other than the Village Manager, have no authority to sign agreements or modify existing agreements on behalf of the Village and that any such agreements are null and void.

### Compliance with Applicable Laws

The proposer will strictly comply with all ordinances of the Village of Oak Park and Village Code and laws of the State of Illinois.

### Governing Law

All agreements entered into by the Village of Oak Park are governed by the laws of the State of Illinois without regard to conflicts of law. Any action brought to enforce an agreement with the Village of Oak Park must be brought in the state and federal courts located in Cook County, Illinois.



### Subletting of Agreement

No agreement awarded by the Village of Oak Park shall be assigned or any part sub-agreement without the written consent of the Village of Oak Park or as noted in the vendor 's Proposal. In no case shall such consent relieve the vendor from its obligations or change the terms of the Agreement.

### Interpretation of Agreement Documents

Any Vendor with a question about this Request for Proposals may request an interpretation thereof from the Village. If the Village changes this Request for Proposals, either by clarifying it or by changing the specifications, the Village will issue a written addendum, and will mail a copy of the addendum to all prospective Vendors. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the vendor 's responsibility to obtain all addenda issued. Vendors will provide written acknowledgment of receipt of each addendum issued with the proposal submission.

### Minority Business and Women Business Enterprise Requirements

The Village of Oak Park, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of vendors and sub-vendors to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

### Fees and Cost

In the event any action is brought to enforce any agreement entered into by the Village of Oak Park, or to collect any unpaid amount from the Village of Oak Park, each party bears the responsibility of paying its own attorneys' fees and costs.

### Dispute Resolution

The Village of Oak Park does not agree to the mandatory arbitration of any dispute.



### **SECTION 3**

#### **DETAILED SPECIFICATIONS**

**Intent:** The Village of Oak Park is seeking a qualified vendor to purchase of uniforms and equipment used by its Fire Department personnel. The successful vendor will be required to obtain measurements of Village personnel and deliver all uniforms and equipment as stated in the specification.

**Contract Term:** The initial term of this contract shall begin on January 1, 2022 and through December 31, 2022 subject, however, to the right of the Village to cancel and terminate the same at any time by giving notice in writing to the vendor. In the event of such termination, the vendor shall be entitled to receive payment for services and work performed and materials and equipment furnished under the terms of the contract prior to the effective date of such cancellation, but will not be entitled to receive any damages on account of such or any further payment whatsoever.

Upon mutual agreement, this contract may be extended for three one-year optional extensions. An economic adjustment for labor, material, and equipment costs may be negotiated for each one-year extension to the contract after the initial one-year contract period.

**Alternate Products:** Reference to a specific brand is intended as an indication of the Village's minimum product requirements. Bidders may submit those products they deem "equal to" or "better than" those specified, unless specifically noted as "*NO EXCEPTION*". The burden of proof as to the acceptability of the alternate shall be on the Bidder. Following the bid opening, the Village will review the alternate product for acceptability. The Village's decision will be final.

When submitting an alternate product, the vendor shall provide detailed information for the alternate product on the *Detail Exception Sheet* at the time of bid submittal. The Village reserves the right to request that the Bidder provide samples of clothing or uniform related items for all equivalent or alternate items listed. Failure to submit the sample clothing items, if requested, may be cause for rejection of the bid. Upon request of a sample, Bidders who wish the return of their sample clothing items may specify this. It will, however, remain the Bidder's responsibility to contact the Village following the award of contract to arrange pick-up of their samples.

**References:** Bidders shall provide a list of at least three (3) municipalities with whom they have done business with in the past five (5) years. Information shall include company name, contact names, phone number, and e-mail address. The Village may contact any and all references during the review process.

**Initial Fitting:** The vendor must provide initial fitting services for all members of the fire department, on-site at the Village's fire department. For all future members or members that must change sizes, the Supplier must provide a fitting center/location where the department members can go to get sized within a 15-mile radius. The vendor will provide on line appointment system for fire department members to schedule fittings Monday thru Friday during normal business hours.

**Order Placement:** The Supplier must provide a web-based ordering system and the ordering page must be developed by the Supplier as specified by the Village. This system must be able to handle a quarter-master system. A "check-and-balance" component must be present in the system, so orders do not get processed until approved by the Quartermaster from the fire department. Orders cannot be phoned in, faxed or placed in any way other than the web-based ordering system. The fire department members must have access to the website 24/7 365 days a year with set categories for each rank determined by the Village to include a "New Hire Initial Issue" section. Admittance to the website will be password protected with access by authorized personnel only. Only the approved selection of products will be displayed for each rank to order. The Supplier must provide a section that would allow members to order fire department issued quartermaster items such as flashlights, FF glove etc. and track the inventory that has been issued to those members. Upon request from the Village, the Supplier will provide a demonstration of the web-based ordering system.

**Backorders:** All backorders shall be shipped to the Village immediately upon availability. Shipping of any individual backorder shall not be delayed in order to ship it with a group of other backorders. Vendors shall advise the average length of time required for backorders on the *Bid Sheet*. The Village understands this is an estimate only based on the Bidder's previous experience with the required products.

**Delivery:** Orders shall be delivered within thirty (60) business days of receipt of the order by the Supplier. If there are any issues or delays beyond thirty (60) days, the Supplier shall contact the fire department Quartermaster and advise him/her as to the reason for the issue/delay and the expected date of delivery.

All orders shall be checked for accuracy by the Supplier and then sent to The Village of Oak Park Fire Department Main Fire Station at 100 N. Euclid Ave, Oak Park, IL. 60301. The Supplier shall provide a system where the Quartermaster will verify the orders when he/she receives it, so any discrepancies can be handled between the Quartermaster and the Supplier.

**Return Policy:** A return policy will be established where the Supplier will be responsible for the return item pick up and any delivery charges that may be incurred. If the bidder has a Return/Exchange Policy, a copy of the policy shall be included at time of bid submittal for the Village's review. It is expected that all credits for returns or exchanges will be received by the Village within two weeks of the actual date of the return or exchange.

**Invoicing:** All invoicing and credits will be processed through the Village of Oak Park payment process. A Village purchase order tracking number will be used to reference each order.

**Warranty:** All uniforms and equipment shall carry the standard manufacturer's warranty. Bid submittals shall include warranty information for each item bid.

**Required Reporting:** The Administrative page must also feature a built-in reporting system that the Quartermaster can access 24/7, 365 to create usage and budget reports based on a number of criteria outlined by the department to include, budget and spending by rank, customer and product usage.

**Additional Detail:** Upon request, the Village will supply pictures displaying badge, hat badge, name tag collar pin design as well as any embroidery work for clarification. The vendor must provide full time (40 hours per week) their own in-house embroidery, screen printing, heat transfer and alteration departments in order to maintain the uniformity, quality and timeliness of work performed. A facility inspection will be performed to verify.

**Questions:** All questions shall be submitted in writing no less than five (5) business days prior to the scheduled bid opening via e-mail to [rkobyleski@oak-park.us](mailto:rkobyleski@oak-park.us) Absolutely no Bidder contact will be allowed with fire department personnel during the open solicitation period concerning this Invitation for Bid.



## Oak Park Fire Department Uniform and Equipment Description

### **Polos:**

- 5.11 Tactical polo.
- Chief Officers
  - 5.11 Tactical short sleeve polo, white, grey and red in color with matching buttons.
  - 5.11-41060
- Lieutenants
  - 5.11 Tactical short sleeve polo, grey and red in color with matching buttons.
  - 5.11-41060
- Firefighter/Paramedic
  - 5.11 Tactical short sleeve polo, dark navy in color with dark navy buttons.
  - 5.11-41060
- Polos embroidered with Oak Park Fire Department Maltese on left chest (White = navy and red shirts, Red = white and grey shirts) and name/rank on right chest (Gold = navy, white, grey, red. Red = Lt grey shirts only)

### **Job-Shirt:**

- 5.11 Tactical ¼ zip job-shirt in dark navy
  - 5.11-72314
- Job-shirt embroidered with Oak Park Fire Department Maltese on left chest in white. Name and rank in gold on right chest.

### **T-shirts:**

- Chief Officers
  - Hanes Beefy T S/S T-Shirt in white or grey
  - LU-761MWH
- Lieutenants
  - Hanes Beefy T S/S T-Shirt in grey
  - LU-761MWH
- Firefighter/Paramedic
  - Hanes Beefy T S/S T-Shirt in navy
  - LU-761MWH

### **Work Pants:**

- First Tactical V2 Tactical Pant with comfort waistband, Teflon coating, gusseted construction, and mechanical stretch fabric in dark navy.
  - 114011-729

**Work Shorts:**

- 5.11 TacLight Pro shorts with comfort waistband, Teflon coating, gusseted construction, and 6.14 oz polyester/cotton TACLITE ripstop fabric in dark navy.
  - 5.11-73308

**Dress Pants:**

- Anchor Uniforms 100% Polyester dress pant with permanent military creases with four pockets and ¾" belt loops in dark navy.
  - AU-230PY

**Class A Jacket:**

- Anchor Uniforms, Command Single Breasted 100% Polyester Dress Coat.  
Description: Dark Navy dress Jacket with four single-breasted OPFD front buttons, notched lapels, two box pleated breast pockets with scalloped flaps with OPFD buttons, two lower simulated pockets with scalloped flaps and OPFD buttons, back center vent design, shoulder pads, lined sweat shields, badge tab, and crossed stitched shoulder straps with OPFD buttons. OPFD buttons to be supplied by the Village.
- Chief Officers
  - OPFD buttons are to be gold according to rank or position.
  - Sleeve stripes are to be gold according to rank or position.
  - Years of service Maltese crosses embroidered on left wrist in gold.
  - AU-210PY
- Lieutenants
  - OPFD buttons are to be silver according to rank or position.
  - Sleeve single stripe to be silver.
  - Years of service Maltese crosses embroidered on left wrist in silver.
  - AU-210PY
- Firefighter/Paramedic
  - OPFD buttons are to be silver according to rank or position.
  - Years of service Maltese crosses embroidered on left wrist in red.
  - AU-210PY

**Class A Dress Shirts:**

- Horace Small or its equivalent description: Shirts shall have permanent military creases, epaulets, badge holder, name plate holes, and two pleated breast pockets with pocket flaps secured to pockets by Velcro-type fasteners at each end point. Left breast pocket will provide a 1-1/4" concealed pencil/pen opening. Oak Park Fire

Department fire department patch on left shoulder, and reverse gold border flag patch on right shoulder.

- Chief Officers, Lieutenants and Firefighter/Paramedic
  - Horace Small short sleeve poly-cotton blend, white in color with clear buttons.
    - Male style HS1212
  - Horace Small long sleeve poly-cotton blend, white in color with clear buttons.
    - Male style HS1116

#### **Footwear (work):**

- Redback 6" Slip on. Description: Leather composite toe shoe that meets or exceeds OSHA and ASTM F2413-05 standards for electrical hazards. Steel/composite toe must meet or exceed OSHA and ASTM F2413-05 standards for impact and compression.
  - RB-USBBK-BLK

#### **Footwear (dress):**

- Thorogood Poromeric Academy Oxford shoe or equivalent. Description: High gloss (Corofram) upper, breathable lining, cushioned removable insert, non-marking outsole, Goodyear welt construction.
  - WB-8316031

#### **Outerwear:**

- Anchor Class A Trench Coat with removable liner in dark navy.
  - AU-210PY
- Game The Bravest quilted jacket in dark navy.
  - GS-1221-J
- Bravest jacket outer shell embroidered with Oak Park Fire Department Maltese on right chest (Gold = Chiefs, Silver = Capt./LT., Red = FIREFIGHTER/PARAMEDIC) and name (name/rank for officers) on right chest below Maltese.

#### **Headwear:**

- Dress hat – Keystone Round top-Class A cap . Description:
- Chief Officers
  - White leatherette construction, 6 flame black velvet bill, with black velvet base of hat, gold chin strap, cap to have hole for badge, black rosette and OPFD gold buttons.
- Lieutenants



- White leatherette construction, black high gloss bill with black velvet base of hat, silver chin strap, cap to have hole for badge, black rosette, and OPFD silver buttons.
- FIREFIGHTER/PARAMEDIC
  - Dark Navy blue in color, cloth construction to match uniform, black high gloss bill, black high gloss chin strap, cap to have hole for badge, black rosette, and OPFD silver buttons.
- New Era Flex-fit and adjustable dark navy baseball cap
  - Sizes S/M & L/XL and adjustable
    - NE-1020-D6725 and NE-200-D6725
  - Chief Officers: Embroidered OPFD logo in gold. Rank optional on rear.
  - Lieutenant: Embroidered OPFD logo in gold. Rank optional on rear.
  - Firefighter/Paramedic: Embroidered OPFD logo in gold
- Fold over knit 12" dark black winter cap or its equivalent.
  - All Ranks: Embroidered OPFD in red outlined in white.

#### **Exercise wear:**

- 9" Badger Pro Mesh pocketed short in dark navy with Embroidered OPFD logo in gold on left thigh area.
  - Style 7219

#### **Miscellaneous:**

- Boston Leather belt, black in color, plain, 1.75"
  - Buckles, silver or gold per rank designation
- Clip on tie or four in hand tie: Black in color, wool blend, assorted lengths
- Name plate: Smith & Warren
  - Chief Officers: Polished gold with rank on top and name on bottom.
  - Lieutenants, and FIREFIGHTER/PARAMEDICS: Polished silver with rank on top and name on bottom.

#### **Insignia:**

- Chief
  - Smith & Warren style SW-121XL five gold crossed bugles cutout hat badge or equivalent.
  - Smith & Warren style SW-C189R five gold crossed bugles with red enamel background or equivalent.
- Deputy Chief
  - Smith & Warren style SW-122XL four gold crossed bugles cutout hat badge or equivalent.

- Smith & Warren style SW-C187R four gold crossed bugles with red enamel background or equivalent.
- Battalion Chief
  - Smith & Warren style SW-118XL three gold crossed bugles cutout hat badge or equivalent.
  - Smith & Warren style SW-C175R three gold crossed bugles with red enamel background or equivalent.
- Lieutenant
  - Smith & Warren style SW-115XL one silver bugle cutout hat badge or equivalent.
  - Smith & Warren style SW-C181R one silver bugle with red enamel background or equivalent.

## SECTION 4

### Uniform and Equipment Contract

#### Detailed Cost/Proposal Sheets

\*The descriptions provided in this spreadsheet are minimal. Bidders shall refer to the written specification for more detailed descriptions and shall respond to each item below as if written the same as the written specification. All marking and lettering will be as indicated in the written specification.

Alternates: If providing an alternate manufacturer for consideration, list the brand/manufacturer name and part number. During review of all submittals received, the Village may request samples of alternates. If identified an "NO EXCEPTION", no alternate will be approved.

No	Item	If alternate, provide Brand/Manufacturer Name	If alternate, provide Brand/Manufacturer Part No.	Cost
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#### Shirts:

1	Horace Small short sleeve white #HS1212			\$ 44 <sup>00</sup>
2	Horace Small long sleeve white #HS1116			\$ 48 <sup>00</sup>
4	5.11 Tactical short sleeve polo # 5.11-41060	NO EXCEPTIONS	NO EXCEPTIONS	\$ 46 <sup>00</sup>
5	5.11 Tactical ¼ zip job-shirt in dark navy #5.11-72314	NO EXCEPTIONS	NO EXCEPTIONS	\$ 69 <sup>00</sup>
6	Cotton short sleeve t-shirt Hanes Beefy T S/S T-Shirt LU-761MWH			\$ 13 <sup>00</sup>



**Pants:**

7	First Tactical V2 pant in dark navy #114001-729	NO EXCEPTIONS	NO EXCEPTIONS	\$ 59 <sup>00</sup>
8	Horace Small 100% poly Class A pant #HS2149			\$ 49 <sup>00</sup>

**Class A jacket:**

9	Anchor Uniforms Class A dress jacket #AU-210PY			\$ 149 <sup>00</sup>
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**Footwear:**

10	Redback 6" Slip on composite toe station boot #RB-USBBK-BLK	NO EXCEPTIONS	NO EXCEPTIONS	\$ 179 <sup>00</sup>
11	Thorogood Class A dress shoe #WB-8316031			\$ 69 <sup>00</sup>

**Outerwear:**

12	Game The Bravest quilted jacket in dark navy. GS-1221-J	NO EXCEPTIONS	NO EXCEPTIONS	\$ 69 <sup>00</sup>
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**Headwear:**

13	Dress hat – Round top-Class A leatherette cap in white for officers #			\$ 99 <sup>00</sup>
14	Dress hat – Round top-Class A cap in dark navy for FIREFIGHTER/PARAMEDIC			\$ 59 <sup>00</sup>

15	New Era Flex-fit and adjustable dark navy baseball cap #NE-1020-D6725 and NE-200-D6725	NO EXCEPTIONS	NO EXCEPTIONS	\$ 22 <sup>00</sup>
16	Fold Over knit 12" navy winter cap			\$ 14 <sup>00</sup>

**Exercise Wear:**

17	9" Badger Pro Mesh pocketed short in dark navy #7219			\$ 22 <sup>00</sup>
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**Miscellaneous:**

18	Boston Leather belt, black in color 1.75"	NO EXCEPTIONS	NO EXCEPTIONS	\$ 29 <sup>00</sup>
20	Clip on tie or four in hand tie with various lengths			\$ 9 <sup>00</sup>

**Insignia:**

**CHIEF**

21	S&W five gold crossed bugles cutout hat / epaulet badge #SW-121XL			\$ 26 <sup>00</sup>
22	S&W five gold crossed bugles collar pins with red enamel back #SW-C189R			\$ 17 <sup>00</sup>

**DEPUTY CHIEF**

23	S&W four gold crossed bugles cutout hat / epaulet badge #SW-122XL			\$ 26 <sup>00</sup>
24	S&W four gold crossed bugles collar pins with red enamel back #SW-C187R			\$ 17 <sup>00</sup>

**BATTALION CHIEF**

25	S&W three gold crossed bugles cutout hat / epaulet badge #SW-118XL			\$ 26 <sup>00</sup>
26	S&W three gold crossed bugles collar pins with red enamel back #SW-C175R			\$ 17 <sup>00</sup>

**LIEUTENANT**

28	S&W one silver vertical bugle cutout hat / epaulet badge #SW-115XL			\$ 23 <sup>00</sup>
29	S&W one silver vertical bugle collar pins with red enamel back #SW-C181R			\$ 13 <sup>00</sup>



## BID SHEET

**Note: the Bidder must complete all portions of the Bid Sheet.**

The undersigned, having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor, and incidentals specified for the price below.

The undersigned Bidder certifies that they are not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating, (720 ILCS 5/33E-1, et seq.) and is not delinquent in any taxes to the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

It is understood at the Village reserves the right to reject any and all bids and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than sixty (60) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

**Bidding Company Name:** ON TIME EMBROIDERY, INC.  
OBA/UNIQUE APPAREL SOLUTIONS

If it is the Contractor's intention to utilize a subcontractor(s) to fulfill the requirements of this contract, the Village must be advised of the subcontractor's company name, address, telephone number and fax numbers, and a contact person's name at the time of bid submittal.		
Will you be utilizing a subcontractor?	YES	<u>NO</u>
If yes, have you included all required information with your bid submittal?	YES	NO

-OR-

NO BID – Keep our company on your Bidders List	:Signature :Date
NO BID – Remove our company from your Bidders List	:Signature :Date

- Note: Please feel free to attach further explanation if desired as to your reasons for not submitting a bid.

I hereby certify that the item(s) proposed is/are in accordance with the specifications as noted and that the prices quoted are not subject to change; and that

ON TIME EMBROIDERY, INC. (Company Name) is not barred by law from submitting a bid to the Village for the project contemplated herein because of a conviction

for prior violations of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33-4 (Bid rotating); and that

ON TIME EMBROIDERY, INC. (Company Name) is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1; and that

ON TIME EMBROIDERY, INC. (Company Name) provides a drug free workplace pursuant 30 ILCS 580/1, et seq.; and that

ON TIME EMBROIDERY, INC. (Company Name) certifies they have a substance-abuse program and provide drug testing in accordance with 820 ILCS 265/1 et. Seq., Public Act 095-0635; and that

ON TIME EMBROIDERY, INC. (Company Name) is in compliance with the Illinois Human Rights Act 775 ILCS 5/1.101, et seq. including establishment and maintenance of sexual harassment policies and program.

ON TIME EMBROIDERY, INC.  
Bidder's Firm Name

2201 LIVERY Blvd.  
Street Address

Elk Grove, IL 60007  
City State Zip

847-364-4371  
Phone Number

3/28/22  
Date

 CEO  
Signed Name and Title

JAMES CLIFTON CEO  
Print Name and Title

Jim@LSUNS.COM  
E-mail Address

847-364-4381  
Fax Number

## DETAILED EXCEPTION SHEET

**EXCEPTIONS:** Any exception must be clearly noted on the *Detail Exceptions Sheet(s)*. Failure to do so may be reason for rejection of the bid. It is not our intention to prohibit any potential bidder from bidding by virtue of the specifications, but to describe the material(s) and services(s) actually required. The Village reserves the right to accept or reject any or all exceptions.

DETAIL EXCEPTIONS SHEET MUST BE ENCLOSED WITH BID SHEET.

Bidder's exceptions are:

DNA

### MUNICIPAL QUALIFICATION REFERENCE SHEET

Proposers shall furnish a minimum of three (3) references from projects similar in scope within the last two (2) years.

MUNICIPALITY

ADDRESS

CONTACT

PHONE

WORK

PERFORMED

MUNICIPALITY

ADDRESS

CONTACT

PHONE

WORK

PERFORMED

MUNICIPALITY

ADDRESS

CONTACT

PHONE

WORK

PERFORMED

SEE ATTACHED

## **RFP REFERENCES FOR**

On Time Embroidery, Inc. dba/Unique Apparel Solutions  
2201 Lively Blvd. - Elk Grove, IL 60007

### **DES PLAINES FIRE DEPARTMENT - [www.dpfuniforms.com](http://www.dpfuniforms.com)**

DIVISION CHIEF ANDERSON

p - 847-391-5333

e – [danderson@desplaines.org](mailto:danderson@desplaines.org)

### **ORLAND FIRE PROTECTION DISTRICT - [www.ofpduniforms.com](http://www.ofpduniforms.com)**

BATTALION CHIEF JOHN PURTILL

p - 708-349-0074

e – [j.purtill@orlandfire.org](mailto:j.purtill@orlandfire.org)

### **SCHAUMBURG FIRE DEPARTMENT - [www.sfduniforms.com](http://www.sfduniforms.com)**

LISA PERRI - CHIEF'S ADMINISTRATIVE ASST.

e – [lperri@schaumburg.com](mailto:lperri@schaumburg.com)

p – 847-923-6750

### **LISLE - WOODRIDGE FIRE PROTECTION DISTRICT - [www.liwduniforms.com](http://www.liwduniforms.com)**

DIVISION CHIEF JAMES WEAVER

p - 630-353-3057

e – [jweaver@lwfd.org](mailto:jweaver@lwfd.org)

### **GLENVIEW FIRE DEPARTMENT - [www.glenviewuniforms.com](http://www.glenviewuniforms.com)**

LIEUTENANT BRIAN BOS - Quartermaster

p – 847-833-5463

e – [bbos@glenview.il.us](mailto:bbos@glenview.il.us)



**SECTION 5**  
**ORGANIZATION OF FIRM**

Please fill out the applicable section:

**A. Corporation:**

The Contractor is a corporation, legally named ON TIME EMBROIDERY INC. and is organized and existing in good standing under the laws of the State of IL. The full names of its Officers are:

President CHRISTINA CLIFTON

Secretary CHRISTINA CLIFTON

Treasurer JAMES CLIFTON

Registered Agent Name and Address: JAMES CLIFTON  
3201 LIVERY BLVD., SIK GROVE, IL 60007

The corporation has a corporate seal. (In the event that this Proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

**B. Sole Proprietor:**

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name, the

Assumed Name is \_\_\_\_\_, which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**C. Partnership:**

The Contractor is a Partnership which operates under the name \_\_\_\_\_

The following are the names, addresses and signatures of all partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Signature

(Attach additional sheets if necessary.) If so, check here \_\_\_\_\_.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**D. Affiliates:** The name and address of any affiliated entity of the business, including a description of the affiliation: \_\_\_\_\_

\_\_\_\_\_

Signature of Owner

[THIS SPACE LEFT INTENTIONALLY BLANK]

## SECTION 6

### COMPLIANCE AFFIDAVIT

I, JAMES E. CLIFTON, (Print Name) being first duly sworn on oath depose and state:

1. I am the (title) C.E.O. of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Proposal based on the request and have verified the facts contained in the Proposal in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates<sup>1</sup> are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 related to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements."
6. The Proposing Firm has completed the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates are barred from enter into an agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the agreement in civil action.
8. I am familiar with Section 13-312 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code and Federal Executive Orders #11246 and #11375 which are

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<sup>1</sup> Affiliates means: (i) any subsidiary or parent of the agreeing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreeing business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the agreeing business entity.

incorporated herein by reference. Also complete the attached EEO Report or Submit an EEO-1.

9. I certify that the Firm is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

Signature: \_\_\_\_\_

Name and address of Business: ON TIME EMBROIDERY, INC.  
2201 LIVERY BLVD., ELK GROVE, IL 60007

Telephone

847-364-4371

E-Mail

JIM@LSURS.COM

Subscribed to and sworn before me this 28 day of March, 2022.

\_\_\_\_\_  
Notary Public

- Notary Public Seal -



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## SECTION 7

### M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal.

1. Contractor Name: ON TIME EMBROIDERY, INC.

2. Check here if your firm is:

- ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- ☒ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- ☐ None of the above

[Submit copies of any M/W/DBE certifications]

3. What is the size of the firm's current stable work force?

15 Number of full-time employees

0 Number of part-time employees

4. Similar information will be requested of all sub-contractors performing work pursuant to the applicable agreement. Forms will be furnished to the lowest responsible contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: [Signature]

Date: 3/28/22



## EEO Report

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. An incomplete form will disqualify your Proposal.

An EEO-1 Report may be submitted in lieu of this report

Contractor Name ON TIME EMBROIDERY, INC.

Total Employees 17

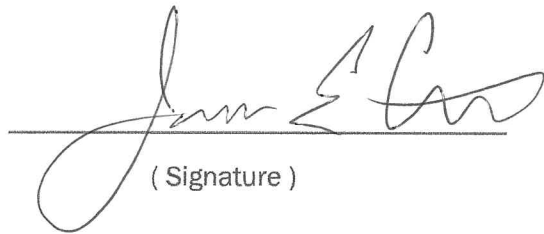
Job Category	Total # of Empl.	Total Males	Total Females	Black	Males				Females				Total Minorities
					Hispanic	American Indian	Alaskan Native	Asian & Pacific Islander	Hispanic	American Indian	Alaskan Native	Asian & Pacific Islander	
Officials & Managers	4	2	2										0
Professionals													
Technicians													
Sales Workers	1		1										0
Office & Clerical	1		1										0
Semi-Skilled													
Laborers	9	4	5		3								3
Service Workers	2	1	1										0
Management Trainees													
Apprentices													

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal may disqualify you from consideration.

JAMES E. CLIFTON, being first duly sworn, deposes and says that he/she is  
(Name of Person Making Affidavit)

CEO of ON TIME EMBROIDERY, INC. and that the  
above EEO  
(Title or Officer)

Report is true and accurate and is submitted with the intent that it be relied upon.

  
( Signature )

3/28/22  
(Date)