

NOTICE OF
AVAILABILITY: N-2202

For Commercial Office Space in 31st Street Harbor

Westrec SMI
9-23-2022

Notice of Availability

for Commercial Office Space in 31st Street Harbor

Issued September 23, 2022

Offered by:

Westrec SMI, Manager of the Chicago Park District Harbors

1521 S. Linn White Drive, 1st Floor South

Chicago, Illinois 60605

(312) 741-3601

Attn: Roberta Kane bids@chicagoharbors.com

Any questions and/or requests for clarifications must be submitted in writing to Westrec SMI no later than October 7, 2022 at 1:00 p.m. C.S.T. Answers will be posted and emailed by October 11, 2022.

Responses Due: October 21, 2022 by 1 p.m. C.S.T.

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Summary

Dear Applicant,

Westrec SMI, Manager of the Chicago Park District's 10 harbors, is pleased to provide you with information pertaining to the availability of commercial office space for the 2023 boating season.

In 2014, Westrec installed a floating deck with swimming pool, bathrooms, and office space. For the 2023 season we are offering one of the offices for a commercial permittee.

All questions must be submitted in writing by October 7, 2022 at 1:00 pm C.S.T. Questions may also be emailed to bids@chicagoharbors.com. Please include the title and number of the NOA with all questions submitted.

If you are interested in the opportunity to operate the available location, then read carefully, complete the attached "Notice of Availability" application (pages 6 and 7), and submit it to Westrec SMI no later than 1:00 p.m. C.S.T. on October 21, 2022.

Applications must be submitted to the Chicago Harbors Main Office located at 1521 S. Linn White Drive, 1st Floor South, Chicago, IL 60605, either in person or in the drop box or by email to bids@chicagoharbors.com.

After the application deadline, you will be contacted within thirty (30) days regarding the status of your application. The application review and selection process, including the criteria used in reviewing the applications are explained within this packet. For additional information please contact Westrec SMI at 312-741-3601 or email bids@chicagoharbors.com. Thank you for your interest.

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General Conditions

Westrec SMI has identified an approximately 10-foot by 18-foot commercial office space for the 2023 season.

Minimum bid for the space per year is \$3,500.

- Payment for 2023 term will be due as follows:
 - One-half due by April 15, 2023.
 - Balance due by August 15, 2023
- Payments for each subsequent year term are due as follows:
 - One-half by December 15th
 - Balance due by June 15th
- Lease expires on December 31 of each year.
- Lessee responsible for any damage to office space.
- If lessee fails to renew or lease term expires, lessee must vacate office space and remove all possessions.
- Lessee must comply with all CPD and harbor rules.
- Lessee must have a Chicago Park District Commercial Permit, including any applicable local, state or federal permits or licenses.
- Application for the Chicago Park District Commercial Permit may be found at <https://www.chicagoharbors.info/forms>
- Commercial Permit fee is not included in bid.
- One parking pass included with office space.
- Internet access not included.
- Special event notices
- Advertising will be allowed on office windows only with approval of Marina Manager.
- Westrec SMI and the Chicago Park District reserve our right to access the office space for safety, maintenance, and inspection purposes.
- No alterations to the space without prior "written" approval from the Marina Manager.
- Space is provided in "as-is" condition.
- Awards and/or permits are non-transferable.
- Space adjacent to office is available for rent at the seasonal mooring rate. The space will only be available for the duration of the office contract.

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31st Street Harbor

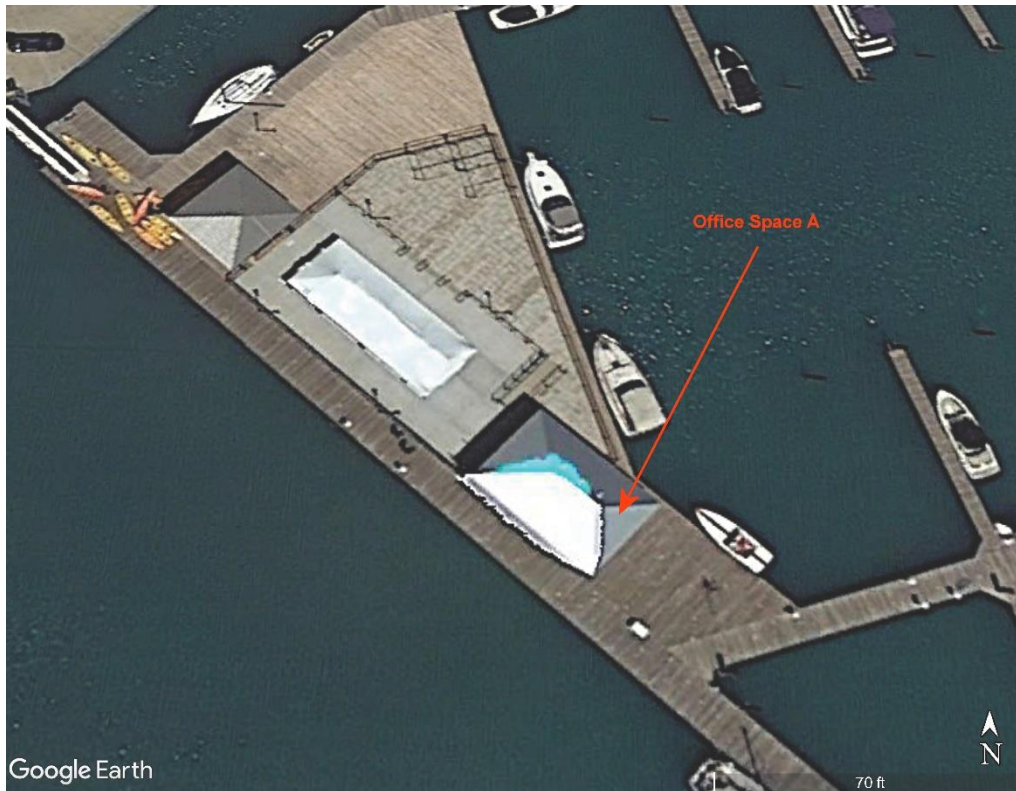


Figure 1-For reference only

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Submittal

Please provide a submittal package including the documents listed below. Each submittal package must include:

1. A signed Bid Page (Page 6 of this Document)
2. A signed Signature Page (Page 7 of this document)
3. Description of Bidder including past experience, business plan, and any other information the bidder believes is relevant.

Each submittal package must be submitted to the Chicago Harbors Main Office located at 1521 S. Linn White Drive, 1st Floor South, Chicago, IL 60605, either in person or in the drop box or by email to bids@chicagoharbors.com no later than 1:00 p.m. C.S.T. on October 21, 2022.

Bidder is solely responsible for delivery by due date and time.

Selection

The selection process will involve four steps.

1. A staff committee will review all submittals and determine submittals to advance to the semi-finals for interviews.
2. The Committee may decide to interview the semi-finalists. The interviews will provide an opportunity for the parties to share detailed information about proposed information and the experience of the bidder.
3. The staff committee will review the preliminary proposals and recommend selected bidders to the Chicago Park District.
4. If approved by the Chicago Park District, the Chicago Harbors staff will enter into contracts with the selected bidders.

Selection will be based on the revenue to the Chicago Park District, bidder's business plan, experience and any other criteria determined to be applicable by the staff.

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Bid Page

Applicant: _____
(Print or Type Name of Company/Firm)

Name and Title: _____
(Print or Type Name and Title of President or Authorized Office/Representative)

Signature: _____
(Written Signature of President or Authorized Office/Representative)

Bid Amounts (per year):

<u>Year</u>	<u>31st Street Office A</u>
2023	_____
2024	_____
2025	_____
2026 (optional)	_____

Additional Financial Offers: _____

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Signature

If someone other than the President of the company signs, submit a copy of the company's by-laws, a resolution, or power of attorney demonstrating that person's authority to bind the company contractually.

I, (typed or printed name of person signing below), do solemnly swear (or affirm) that I have read and understood the contents of this application and to the best of my knowledge, information and belief, the facts and representations set forth in this application are true and correct and no material facts have been omitted.

Criminal Code: By signing this document, the applicant hereby certifies that they are not barred from submitting an application for this NOA as a result of engaging in or being convicted of: (a) bid-rigging in violation of Section 3; or (b) bid rotating in violation of Section 4, of the Illinois Criminal Code of 1971, as amended (720 ILCS, 5/33E-3 and 4), or any similar offenses of any state of the United States. An applicant who makes a false statement material to this certification commits a Class 3 felony.

Debts, Debarment, and Suspension: The applicant hereby certifies that they do not owe any debts to the City of Chicago or CPD. The applicant further certifies that they are neither debarred nor suspended from doing business with the CPD.

Anti-Collusion: The applicant hereby certifies the application was not made in the interest of or on behalf of any undisclosed person, partnership, company collusive or sham, and they have not been a party to any agreement or collusion among applicants or prospective applicants in restraint of freedom of competition by agreement to propose a fixed price, or otherwise, or to refrain from proposing, and has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the CPD or of any applicant or anyone else interested in the proposed NOA.

Tax Delinquencies: The applicant hereby certifies that they will comply with all applicable conditions of Section 65 ILCS 5/11-42.1-1 of the Illinois Municipal Code and Illinois Department of Revenue 65 ILCS 5/11-UZ 1-1 (1992) concerning delinquent taxes and certifies that it is not delinquent on any such tax.

Applicant: _____
(Print or Type Name of Company/Firm)

Name and Title: _____
(Print or Type Name and Title of President or Authorized Office/Representative)

Signature: _____
(Written Signature of President or Authorized Office/Representative)

Address: _____

City/State/Zip: _____

Telephone No: _____