

To: Companies Desiring to Submit Proposals to the 2010-11 IPRA Cooperative Purchase Program

From: Heather Weishaar, Cooperative Purchase Program Coordinator

Date: August 2, 2010

Subject: IPRA Cooperative Purchase Program

The IPRA Cooperative Purchase Program will once again be soliciting proposals for a wide variety of supplies and products on behalf of approximately 110 park districts, municipal recreation agencies, forest preserves and private agencies throughout Illinois. In particular, this cooperative will be soliciting proposals for recreation products including: athletic supplies, arts & crafts, aquatic supplies, office products and sports nets. Maintenance products include custodial supplies, first aid/safety products, pool chemicals, power tools, signage, drums/trash containers, stepladders, turf supplies and lighting. The IPRA Cooperative Purchase Committee has prepared specifications for each of these groups and agency orders will be taken.

In order to partially recover the direct and indirect costs involved in the distribution of specifications and results, we are assessing a nominal bid specification fee to all companies desiring to submit proposals. A non-refundable \$60.00 fee will be required before either recreation or maintenance specifications will be distributed. If you wish to receive both recreation and maintenance specifications, the fee is \$80.00. Please complete and send the attached form with your check payable to the Illinois Park & Recreation Association. No specifications will be mailed prior to receipt of payment.

Upon receipt of your payment, the Illinois Park and Recreation Association, acting on behalf of the Cooperative Purchase Committee, will mail the specifications of your choice. Please indicate which set of specifications you wish to receive, Recreation, Maintenance or Both. Specifications will be available after October 4, 2010 and must be returned no later than November 17, 2010 at 9:30 am local time at which time all proposals will be opened and read publicly.

The final awarding of bids will take place on February 9, 2011 by the committee and participating agencies, after which a complete copy of the results will be mailed to all companies who purchase specifications.

When you receive the Contract Documents and the bids specifications, please take the time to familiarize yourself with them. Incomplete submission of forms or non-compliance of the contract will result in a non-responsive bid and will be deemed null and void with an evaluation of the bid security pending. The contract is issued in good faith and is an effort to improve the Cooperative Purchase Program through accountability and good business practice. Any discrepancies found in the bid specifications should be brought to IPRA's Cooperative Purchase Program Coordinator before you submit your bid to IPRA.

If you have any questions about the program and documents, please feel free to contact: Heather Weishaar, Cooperative Purchase Coordinator, at 630-376-1911 x202.

Thank you for your interest in the IPRA Cooperative Purchase Program.

2010-11 Cooperative Purchase Program - Request for Specifications

We at _____ would like to receive specifications for and participate in the bidding process with the Illinois Park and Recreation Association’s Cooperative Purchase Program.

Please send us the following specifications:

- _____ Recreation Supplies \$60.00
- _____ Maintenance Supplies \$60.00
- _____ Both Recreation & Maintenance Supplies \$80.00

We understand that the cost of the specifications is a non-refundable specification fee to cover direct and in-direct costs associated with the program.

Company: _____

Contact Person: _____

Mailing Address: _____

Phone: () _____ Fax: () _____

Email (required): _____ Company Website: _____

Signature: _____

Please complete the credit card information or send check made payable to Illinois Park & Recreation Association for the correct amount associated with the desired specifications. Specifications will be mailed after October 4, 2010.

Mail to: Illinois Park & Recreation Association, Cooperative Purchase Program, PO Box 697, Lombard, IL 60148-0697

Credit Card Information

Amount \$ _____ Exp. Date: _____

Please Charge my: Visa Mastercard

Card # _____

Name on Card: _____

Authorized Signature: _____

Address: _____
