CITY OF EVANSTON

SPECIFICATIONS AND BID DOCUMENTS
Commodity Purchases

BID NUMBER: 26-57
For

Gymnastics Recreation Programming and Instruction

November 12, 2026

BID DUE DATE:	**2:00 P.M., Tuesday, December 1, 2026**
VIRTUAL BID OPENING:	**2:15 P.M., Tuesday, December 1, 2026** **Google Meet ID:** meet.google.com/erk-vjyw-pza **Phone Numbers:** (US) **PIN: 491 020 418 0044#**

ELECTRONIC BID SUBMITTAL:
Bid responses will only be accepted electronically
via E-bidding through DemandStar (WWW.DEMANDSTAR.COM)
It is highly recommended that new DemandStar users complete the account setup process prior to project due date/time.

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CITY OF EVANSTON

NOTICE TO BIDDERS

The City's Purchasing Office will receive bids until 2:00 P.M. local time Tuesday, December 1, 2026. and will be publicly read virtually via Google Meets at 2:15 P.M. Interested parties can use the following link: meet.google.com/erk-vjyw-pza or join by phone 617-675-4444 PIN: 491 020 418 0044# to access the virtual bid opening. Responses will only be accepted electronically via E-bidding through DemandStar (www.demandstar.com). Although registration is required, vendors can download solicitations and upload responses for free. Bids shall cover the following:

Gymnastics Recreation Programming and Instruction
Bid Number: 26-57

The City of Evanston's Lakefront and Athletics Division of the Evanston Parks and Recreation Department is seeking proposals from experienced firms for:
Youth, teen, and adult recreational gymnastics classes, camps, birthday parties, and private lessons.

Parties interested in submitting a bid should contact the Purchasing Office to receive a copy of the bid or see the City's website at: www.cityofevanston.org/business/bids_proposals.php or DemandStar at: www.demandstar.com.

The City of Evanston (the City) in accordance with the laws of the State of Illinois, hereby notifies all Bidders that it will affirmatively ensure that the contract(s) entered into pursuant to this Notice will be awarded to the successful Bidders without discrimination on the ground of race, color, religion, sex, age, sexual orientation, marital status, disability, familial status or national origin. The City of Evanston reserves the right to reject any or all submittals or to accept the submittal(s) deemed most advantageous to the City.

The Evanston City Council also reserves the right to award the contract to an Evanston firm if that firm's bid is within 5% of the low bid.

Each Bidder shall be required to submit with their bid a disclosure of ownership interest statement form in accordance with the provisions of City Code Section 1-18-1 *et seq*. Failure to submit such information will result in the disqualification of such bid.

Cheryl Stuart
Purchasing Specialist

INSTRUCTIONS TO BIDDERS/REQUIREMENTS FOR BIDDING (CONTRACTS OVER $25,000)

1. ON-LINE NOTIFICATION OF SOLICITATIONS

The City is utilizing Demandstar.com (www.demandstar.com) for on-line notification purposes only for sealed bids when it is anticipated that the amount of the resulting contract will be in excess of its formal bid limit of $25,000, such as this requirement. Interested Bidders are required to submit a sealed bid to the City by the date/time indicated for this requirement on the forms provided by the City.

2. SUBMISSION OF BIDS

A. The City of Evanston will no longer accept hard copy paper submittals for any solicitation. Responses will only be accepted electronically via E-bidding through DemandStar (WWW.DEMANDSTAR.COM). Although registration is required, vendors can download solicitations and upload bid responses for free. **Please refer to attached DemandStar E-bidding documents.**

B. ANY BIDS RECEIVED AFTER THE TIME AND DATE SPECIFIED FOR THE RECEIPT OF BIDS WILL NOT BE ACCEPTED. It is the sole responsibility of the Bidder to insure that his or her bid is delivered by the stated bid opening time. THE CITY IS NOT RESPONSIBLE FOR INCOMPLETE UPLOADED SUBMITTALS.

C. Bids will be opened on the date and time stated.

D. Any Bidder may withdraw his or her bid by letter or with proper identification by personally securing his or her bid at any time prior to the stated bid opening time. No telephone request for withdrawal of bids will be honored.

3. PREPARATION OF BIDS

The Bidder must prepare the bid on the attached bid forms. Unless otherwise stated, all blank spaces on the bid form or pages must be filled in. Either a unit price, lump sum price, or a "no-bid", as the case may be, must be stated for each and every item and must be either typed in or written in ink.

4. CONSIDERATION OF BIDS

The Purchasing Specialist shall represent and act for the City in all matters pertaining to this bid and the contract in conjunction therewith.

5. ERRORS IN BIDS

Bidders are cautioned to verify their bids before submission. Negligence on the part of the respondent in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened. In case of error in the extension of prices in the

bid, unit prices will govern.

6. ADDENDA

A. Any and all changes to the specifications/plans are valid only if they are included by written addendum to all Bidders. Each Bidder must acknowledge receipt of any addenda by indicating on the Bid form. Each Bidder, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge any addenda may cause the bid to be rejected.

B. Addenda information is available over the internet at www.demandstar.com, or by contacting the Purchasing Office.

7. RESERVED RIGHTS

The City of Evanston reserves the right at any time and for any reason to cancel his or her solicitation, to accept or reject any or all bids or any portion thereof, or to accept an alternate response. The City reserves the right to waive any immaterial defect in any response. The City may seek clarification from any respondent at any time, and failure to respond within a reasonable time period, or as otherwise directed, will be cause for rejection.

8. AWARD

It is the intent of the City to award a contract to the lowest responsible Bidder meeting specifications. The City reserves the right to determine the lowest responsible Bidder on the basis of an individual item, groups of items, or in any way determined to be in the best interest of the City. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the Bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

9. INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

Bidders shall promptly notify the City of any ambiguity, inconsistency, or error that they discover upon examination of the bidding documents. Interpretations, corrections, and changes will be made by addendum. Each Bidder shall ascertain prior to submitting a bid that all addenda have been received and are acknowledged in the bid.

10. INCONSISTENCIES AND OMISSIONS

These specifications and the accompanying plans, if any, are intended to include all information necessary for the work contemplated. If, by inadvertence or otherwise, the plans or specifications omit some information necessary for that purpose, the contractor shall, nevertheless, be required to perform such work at no additional cost to the City so that the project may be completed according to the true intent and purpose of the plans and specifications.

11. CONDITIONS

Bidders are advised to become familiar with all conditions, instructions, and specifications governing his or her bid. Once the award has been made, failure to have read all the conditions, instructions and specifications of this contract shall not permit the Bidder to amend contract or to request additional compensation.

12. VERIFICATIONS OF DATA

A. It is understood and agreed that the unit quantities given in these specifications are approximate only, and the contractor shall verify these quantities before bidding as no claim shall be made against the City on, or account of, any excess or deficiency in the same.

13. SPECIFICATIONS

Reference to brand names and numbers is meant to be descriptive, not restrictive, unless otherwise specified. Bids on equivalent items will be considered, provided the Bidder clearly states exactly what is proposed to be furnished, including complete specifications. Unless the Bidder specifies otherwise, it is understood the Bidder is offering a referenced brand item as specified or is bidding as specified when no brand is referenced, and does not propose to furnish an "equal." The City reserves the right to determine whether a substitute offer is equivalent to, and meets the standard of quality indicated by the brand name and number.

14. SAMPLES

When samples of items are called for by the specifications, samples must be furnished free of expense, and if not destroyed in the evaluation process will be returned at the Bidder's expense upon request. Request for the return of samples must accompany the sample and must include a UPS/Fed-Ex Pickup Slip, postage, or other acceptable mode of return. Individual samples must be labeled with Bidder's name, invitation number, item reference, manufacturer's brand name and number.

15. REGULATORY COMPLIANCE

Each Bidder represents and warrants that the goods or services furnished hereunder (including all labels, packages and containers for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State, and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture, or use for their intended purpose of said goods or services. Each Bidder must furnish a "Material Safety Data Sheet" in compliance with the Illinois Toxic Substances Disclosure to Employees Act when required.

16. PRICING

The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, materials or service costs, patent royalties, and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

17. DISCOUNTS

Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.

18. INSPECTION

Materials or equipment purchased are subject to inspection and approval at the City's destination. The City reserves the right to reject and refuse acceptance of items which are not in accordance with the instructions, specifications, drawings or data of Seller's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the Seller promptly after rejection.

19. DISPUTES

Any dispute concerning a question of fact arising under this bid shall be decided by the Purchasing Specialist, who shall issue a written decision to the Bidder. The decision of the Purchasing Specialist shall be final and binding.

20. CATALOGS

Each Bidder shall submit, when requested by the Purchasing Specialist, catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, appointments, finishes and the like not covered in the specifications, necessary to fully describe the material or work proposed to be furnished.

21. TAXES

A. Federal Excise Tax does not apply to materials purchased by the City of Evanston by virtue of Exemption Certificate No. A-208762, Illinois Retailers' Occupation Tax, Use Tax, and Municipal Retailers' Occupation Tax do not apply to materials or services purchased by the City of Evanston by virtue of Statute.

B. The City of Evanston is exempt from Illinois Sales Tax by virtue of Exemption Identification number E9998-1750.

C. The City's federal tax ID number is 36-6005870.

22. PERMITS & FEES

All Bidders awarded a contract must secure and pay for any licenses required.

23. LOCAL PREFERENCE POLICY

The Evanston City Council reserves the right to award the contract to an Evanston firm if the firm's bid is within five (5%) percent of the low bid of a non-Evanston firm.

24. POWER OF ATTORNEY

An Attorney-In-Fact, who signs any and all of the bond or contract bonds submitted

with this bid, must file with each bond a certified and effectively dated copy of their Power of Attorney. These dates should be the same or after the date of the contract.

25. WARRANTY

A. The contractor warrants that all goods and services furnished to the City shall be in accordance with specifications and free from any defects of workmanship and materials: that goods furnished to the City shall be merchantable and fit for the City's described purposes, and that no governmental law, regulation, order, or rule has been violated in the manufacture or sale of such goods.

B. The contractor warrants all equipment furnished to be in acceptable condition, and to operate satisfactorily for a period of one (1) year from delivery of, or the completion of installation, whichever is latest, unless stated otherwise in the specifications, and that if a defect in workmanship and/or quality of materials are evidenced in this period, the Seller shall remit full credit, replace, or repair at City's discretion immediately, such equipment and/or parts that are defective at no additional cost to the City.

C. The contractor warrants to the City that each item furnished hereunder, and any component part thereof, will be new and in conformity with the specifications in all respects, unless otherwise specified, and is of the best quality of its respective kind, free from faulty workmanship, materials, or design, and installed sufficiently to fulfill any operating conditions specified by the City.

D. The contractor shall repair or replace any item or component part thereof found not to be in conformity with this paragraph provided the City notified the Seller of such nonconformity within one (1) year after initial use or within eighteen (18) months after delivery, whichever occurs first. In the event Seller fails to proceed diligently to so replace or repair within a reasonable time after receipt of such notice, the City may undertake or complete such replacement or repair for Seller's account, and the seller will be responsible for any additional costs. Acceptance shall not relieve the seller of its responsibility.

26. INCURRED COSTS

The City will not be liable for any costs incurred by Bidders in replying to this invitation for bids.

27. VARIANCES

Each Bidder must state or list by reference any variations to specifications, terms and/or conditions set forth herein with its bid.

28. INDEMNIFICATION

A. The awarded Bidder/Contractor shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or

proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Contractor or Contractor's subcontractors, employees, agents or subcontractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

B. Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Contractor shall be liable for the reasonable costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

C. At the City Corporation Counsel's option, Contractor must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Contractor of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Project by Contractor must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

D. To the extent permissible by law, Contractor waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Contractor that may be subject to the Illinois Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation,* 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

29. DEFAULT

Time is of the essence as to the awarded contract and, of delivery or acceptable items or rending of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Seller, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with all losses incurred. The City shall be entitled to recover its attorney's fees and expenses in any successful action by the City to enforce this contract.

30. GOVERNING LAW

This contract shall be governed by and construed according to the laws of the State

of Illinois. In the event of litigation, the venue will be Cook County, Illinois.

31. EQUAL EMPLOYMENT OPPORTUNITY

A. In the event of the contractor's noncompliance with any provision of the Illinois Human Rights Act or Section 1-12-5 of the Evanston City Code, the contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the City of Evanston, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by Statute or regulation.

B. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry, or age or physical or mental handicap that does not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under utilization. Contractor shall comply with all requirements of City of Evanston Code Section 1-12-5.

2. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.

3. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine that availability (in accordance with the Fair Employment Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Fair Employment Practices Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations hereunder.

5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Fair Employment Practices Commission or the contracting agency, and in all respects comply with

the Illinois Fair Employment Practices Commission's Rules and regulations for Public Contracts.

6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency, the City Manager, the Commission and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Fair Employment Practices Act and the Fair Employment Practices Commission's Rules and Regulations for Public Contract.

7. That it will include verbatim or by reference the provisions of subsections (A) through (G) of this clause in every performance subcontract as defined in Section 2.10(b) of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also include the provisions of subsections (A), (E), (F), and (G) in every supply subcontract as defined in Section 2.10(a) of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Fair Employment Practices Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

32. DISCREPANCIES AND OMISSIONS

A. Before submitting a bid, bidders shall carefully examine the drawings and specifications and fully inform themselves as to all conditions and limitations.

B. Should a bidder find discrepancies in, or omissions from the drawings or specifications, or should be in doubt as to their meaning, the bidder should at once notify the Purchasing Specialist, who will issue necessary instructions to all bidders in the form of an addendum.

36. COMPLIANCE WITH LAWS

A. The bidder shall at all times observe and comply with all laws, ordinances, and regulations of the Federal, State, Local and City Governments, which may in any manner affect the preparation of bids or the performance of the contract.

37. QUALIFICATION OF BIDDERS

A. All bidders must be qualified in accordance with the instructions, procedures and methods set forth in this specification.

B. In awarding contract, City may take into consideration, skill, facilities, capacity, experience, ability, responsibility, previous work, financial standing of bidder, amount of work being carried on by bidder, quality and efficiency of construction equipment proposed to be furnished, period of time within which proposed equipment is furnished and delivered, necessity of prompt and efficient completion of work herein described. Inability of any bidder to meet requirements mentioned above may be cause for rejection of the bid. In addition, if the project covered by this contract is a minority set-aside project, the contractor's qualifications as a minority firm will determine the eligibility of the contractor to bid.

38. COMPETENCY OF BIDDER

A. No bid will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City of Evanston upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City, or had failed to perform faithfully any previous contract with the City.

B. The bidder, if requested, must present within forty eight (48) hours evidence satisfactory to the Purchasing Manager of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

39. PREFERENCE TO CITIZENS

The Contractor shall abide by the Illinois Preference Act, 30 ILCS 570 et seq., which stipulates that whenever there is a period of excessive unemployment in Illinois, defined as any month immediately following two (2) consecutive months during which the level of unemployment in Illinois exceeds five percent (5%) as measured by the U.S. Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the Contractor shall employ only Illinois laborers unless otherwise exempted as so stated in the Act. ("Illinois laborer" means any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident) Other laborers may be used IF Illinois laborers are not available or are incapable of performing the particular type of work involved if so certified by the Contractor and approved by the project engineer.

40. QUESTIONS

All questions related to this bid document should be submitted in writing to Cheryl Stuart, Purchasing Specialist at cstuart@cityofevanston.org with a copy to Tim Carter, Lakefront and Athletics Division Manager at timcarter@cityofevanston.org. Only inquiries received a minimum of seven (7) working days prior to the date set for the opening of bids, will be given any consideration.

GENERAL CONDITIONS

1. BASIS OF AWARD

The City of Evanston reserves the right to award a contract to a responsive and responsible Bidder(s) who submits the lowest total bid, or to reject any or all bids and bidding, when in its opinion the best interest of the City will be served by such action. The City reserves the right to consider the specified alternates in its evaluation of the bids.

2.

A. UNIT PRICE BID

1. The Bidder is to submit a unit price bid for each bid line on the Bid Form which includes all costs incidental to performing the specified work.

2. It is understood and agreed that the unit quantities given in the supporting pages are approximate only and the Bidder shall verify these quantities before bidding as no claim shall be made against the City on account of any excess or deficiency in the same.

3. Unit prices given in the supporting pages shall be used by the Owner and the Contractor for any subsequent changes in the contract.

4. The quantities provided in the bid documents are approximate only and are subject to increase or decrease. Actual compensation to the CONTRACTOR shall be based upon the actual quantities multiplied by the unit prices bid for each item. The unit prices submitted herewith are for the purpose of obtaining a gross sum, and for use in computing the value of additions and deductions and for the purpose of determining the lowest BIDDER. Should there be a discrepancy between the gross sum bid and that bid resulting from summation of quantities multiplied by their respective unit prices, the latter shall apply.

3. QUANTITIES

Any quantities shown on the Bid Form are estimated only for bid canvassing purposes, the City has made a good faith effort to estimate the quantity requirements for the Contract term. The City reserves the right to increase or decrease quantities ordered under this contract.

4. CONTRACT TERM

Bidder must fully complete the work within the period specified herein after award of the contract by the City.

5. PURCHASE ORDER/CONTRACT

A. Upon approval of the required bonds and insurance documents, the City will issue a Purchase Order to the Contractor for the contract amount. All Applications for Payment must reference the Purchase Order number.

B. When it is necessary to issue a Change Order that increases/decreases the contract amount, a Change Order form will be issued and a modified Purchase Order will be issued reflecting the revised contract amount.

C. When it is necessary to issue a Change Order that only increases/decreases the contract period, only a Change Order form will be issued establishing the revised contract period.

D. Upon Award the contractor shall execute the Contractor Services Agreement.

6. PAYMENT

A. Progress payments will be made in accordance with "Applications for Payment" and "Project Closeout" sections of the specifications, less a 10% retainage for each payment, which will be held until final acceptance of the work by the City. Certification of each Application for Payment will be made by the City's representative.

B. All payments will be made in accordance with *Illinois Local Government Prompt Payment Act.*

C. The City will issue a blanket purchase order to the successful contractor for each City department placing orders. The contact from each department requiring materials will place orders against the blanket purchase order. The Contractor shall submit an invoice to each department on a monthly basis that lists each order, order date, items and their respective quantities, and the total amount for all orders released and delivered during the preceding month.

7. CHANGES IN WORK

A. The City reserves the right to make changes in the plans and specifications by altering, adding to, or deducting from the work, without invalidating the contract. All such changes shall be executed under the conditions of the original contract, except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change.

B. No change shall be made unless a written Change Order and/or modified Purchase Order is issued by the City stating that the City has authorized the change, and no claim for an addition to the contract shall be valid unless so ordered.

C. If such changes diminish the quantity of work to be done they shall not constitute a claim for damage or anticipated profits on the work, such increase shall be paid in one or more of the following ways:

1. by estimate and acceptance in lump sum

2. by unit prices named in the contract's bid form or subsequently agreed upon

D. Whenever the quantity of any pay item as given in the proposal shall be increased or Decreased, payment shall be made on the basis of the actual quantity completed at the unit price for such pay item named in the proposal.

8. CITY'S RIGHT TO TERMINATE CONTRACT

The City reserves the right, in addition to other rights to termination, to terminate the contracts in accordance with all provisions of the executed contract.

9. LIENS

A. Neither the final payment nor any part of any retained percentages, shall become due until the contractor, if required, delivers to the City, a complete release of all liens arising out of this contract, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as it has knowledge or information the releases and receipts include all the labor and material for which a lien could be filed. If any lien remains unsatisfied after all payments are made the contractor shall refund to the City all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and attorney's fees.

10. SEPARATE CONTRACTS

A. The City reserves the right to let other contracts in connection with this work.

11. PREVAILING WAGE

A. Prospective Bidders shall thoroughly familiarize themselves with the provisions of the above-mentioned Act and shall prepare any and all bids/bids in strict compliance therewith.

B. All contractors and subcontractors on public works projects ***must submit certified payrolls*** on a monthly basis to the City, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the contractor is aware that filing records he or she knows to be false is a Class B misdemeanor.

C. The certified payroll record must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number and social security number. Any contractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

D. As a condition of receiving payment, Contractor must (i) be in compliance with the Agreement, (ii) pay its employees prevailing wages when required by law (Examples of prevailing wage categories include public works, printing, janitorial, window washing,

building and grounds services, site technician services, natural resource services, security guard and food services). Contractor is responsible for contacting the Illinois Dept. of Labor 217-782-6206; http://www.state.il.us/Department/Index/HTM to ensure compliance with prevailing wage requirements), (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the City upon request.

12. DEFAULT

A. The City may, subject to the provisions of this section, by written notice of default to Contractor, terminate the whole or any part of this contract in any one of the following circumstances:

1. if the Contractor fails to perform the services within the time specified herein, or any extension thereof; or
2. if the contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure failure within a period of 10 days (or such other extended period as the City may authorize in writing) after receipt of notice from the City specifying such failure

B. In the event the City terminates this contract in whole or in part as provided in this section, the City may procure, upon such terms and in such manner as the City may deem appropriate, services similar to those so terminated, and the Contractor will be liable to the City for any excess costs for such similar services.

C. The Contractor will not be liable for any excess of costs if acceptable evidence has been submitted to the City that the failure to perform the contract was due to causes beyond the control and without fault or negligence of the Contractor.

D. Contractors who default may not be considered for awards of future City contracts.

13. USE OF PREMISES

A. The contractor shall confine his apparatus, the storage of materials and the operations of his workers, to limits indicated by law, ordinances, permits or directions of the City.

14. DISCLOSURES AND POTENTIAL CONFLICTS OF INTEREST (30 ILCS 500/50-35)

A. The City of Evanston's Code of Ethics prohibits public officials or employees from performing or participating in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest. This disclosure requirement extends to the spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses.

To ensure full and fair consideration of all bids, the City of Evanston requires all Bidders including owners or employees to investigate whether a potential or actual

conflict of interest exists between the Bidder and the City of Evanston, its officials, and/or employees. If the Bidder discovers a potential or actual conflict of interest, the Bidder must disclose the conflict of interest in its bid, identifying the name of the City of Evanston official or employee with whom the conflict may exist, the nature of the conflict of interest, and any other relevant information. The existence of a potential or actual conflict of interest does NOT, on its own, disqualify the disclosing Bidder from consideration. Information provided by Bidders in this regard will allow the City of Evanston to take appropriate measures to ensure the fairness of the bidding process.

The City of Evanston requires all bidders to submit a certification, enclosed with this bid packet, that the bidder has conducted the appropriate investigation and disclosed all potential or actual conflicts of interest.

By submitting a bid, all Bidders acknowledge and accept that if the City of Evanston discovers an undisclosed potential or actual conflict of interest, the City of Evanston may disqualify the Bidder and/or refer the matter to the appropriate authorities for investigation and prosecution.

INDEMIFICATION, LIABILITY AND INSURANCE REQUIREMENTS

INDEMNIFICATION AND LIABILITY: Vendor shall defend, indemnify and hold harmless the City and its officers, elected and appointed Officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of Vendor. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement. Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. Vendor shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 ef seq.

At the City Corporation Counsel's option, Vendor must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Vendor of any of its obligations under this Agreement Any settlement of any claim or suit related to this Agreement by Vendor must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City. To the extent permissible by law, Vendor waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claims that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 et seg. or any other related law or judicial decision, including but not limited to, Kotecki v. Cyclops Welding Corporation, 146 Ill. 2d 155 (1991). The City, however, does not wake any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute. Vendor shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of his/her Work. Acceptance of the work by the City will not relieve Vendor of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

INSURANCE: Vendor shall, at its own expense, secure and maintain in effect throughout the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services and work hereunder by Vendor. If Vendor cannot secure insurance, Vendor hereby agrees to indemnify and hold harmless the City in accordance with INDEMNIFICATION AND LIABILITY SECTION for any claims arising directly out of

Vendor's Work. Vendor expressly agrees to waive its rights, benefits and entitlements under the <Other Insurance= clause of any general liability insurance policy as respects the City.

EXHIBIT A – BID FORM
For
Gymnastics Recreation Programming and Instruction

(BID No. 26-57)

1.01 BID TO:

THE CITY OF EVANSTON
909 Davis Street
Evanston, Illinois 60201

hereinafter called “OWNER”.

1.02 BID FROM:

_____
(Hereinafter call "BIDDER")

_____
Address

_____
Telephone Number

_____
Fax Number

1.03 BID FOR: GYMNASTICS RECREATION PROGRAMMING AND INSTRUCTION

1.04 ACKNOWLEDGEMENT:

A. The Bidder, in compliance with the Invitation for Bids, having carefully examined the Drawings and Project Manual with related documents and having visited the site of the proposed Work, and being familiar with all of the existing conditions and limitations surrounding the construction of the proposed project, including the structure of the ground, subsurface conditions, the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, hereby PROPOSES to perform everything required to be performed, and to provide all labor, materials, necessary tools and equipment, expendable equipment, all applicable permits and taxes and fees, and provide all utility and transportation services necessary

to perform and complete in a workmanlike manner the Project in accordance with all the plans, specifications and related Contract Documents as prepared by the City of Evanston.

B. The undersigned hereby acknowledges receipt of Invitation of Bids, Instruction to Bidder, the Project Manual, Drawings, and other Contract Documents and acknowledges receipt of the following Addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

1.05 GENERAL STATEMENTS

A. The undersigned has checked all of the figures contained in this proposal and further understands that the Owner will not be responsible for any errors or omissions made therein by the undersigned.

B. It is understood that the right is reserved by the Owner to reject any or all proposals, to waive all informality in connection therewith and to award a Contract for any part of the work or the Project as a whole.

C. The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.

D. It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

E. It is agreed that the undersigned has complied and/or will comply with all requirements concerning licensing and with all other local, state and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, and/or in the prosecution of the Work required hereunder.

F. To be considered a bona fide offer, this proposal must be completed in full and accompanied by a bid deposit or a bid bond when required by Contract Documents or Addenda.

1.06 ALTERNATES

A. When alternate proposals are required by Contract Documents or Addenda thereto, the undersigned proposes to perform alternates for herein stated additions to or deductions from hereinbefore stated Base Bid. Additions and deductions include all modifications of Work or additional Work that the undersigned may be required to perform by reason of the acceptance of alternates.

1.07 AGREEMENT

A. In submitting this Bid, the undersigned agrees:

1. To hold this Bid open for sixty (60) days from submittal date.
2. To enter into and execute a Contract with the Owner within ten (10) days after receiving Notice of Award from the Owner.
3. To accomplish the work in accordance with the Contract Documents.
4. To complete the work by the time stipulated in the General Conditions

B. The Owner reserves the right to reject any and all Bids and to waive any informalities in Bidding.

1.08 SCHEDULE

A. See General Conditions for required schedule of completion dates.

1.09 PROPOSAL SIGNATURE (REQUIRED)

A. SOLE PROPRIETOR

Signature of Bidder: _____

SUBSCRIBED AND SWORN to before me this _____ day of_____, 20__

_____
Notary Public

Commission Expires: _____

B. PARTNERSHIP
Signature of All Partners:

_____ _____
Name (typed or printed)

_____ _____
Name (typed or printed)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20___

_____
Notary Public

Commission Expires: _____

C. CORPORATION
Signature of Authorized Official: _____

Title: _____

Name above (typed or printed): _____

(If other than the president, attach a certified copy of that section of corporate by-laws or other authorization by the Corporation which permits the person to execute the offer for the Corporation.)

(Corporate Seal)

Attest: _____
Secretary

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20___

_____
Notary Public

Commission Expires: _____

1.10 DISCLOSURE

A. The undersigned duly sworn deposes and says on oath that the bidder has withheld no disclosures of ownership interest and the information provided herein to the best of its knowledge is current and said undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders and has not disclosed to any person, firm or corporation the terms of this bid or the price named herein.

Bidder: _____

Business Address: _____

_____

Telephone Number: _____

1.11 CONTACTS

A. In the event the Evanston City Council approves this bid response, list the name, address, telephone, and fax number of the person to be contacted to place an order:

Bidder: _____

Address: _____

_____

Telephone Number: _____

Fax Number: _____

1.12 REFERENCES

A. Provide three (3) references for which your firm has completed work of a similar scope in the past.

1. Name: _____

   Address: _____

   Contact Person: _____

   Phone: _____

   Contract Value: _____

   Contract Dates: _____

2. Name: _____

   Address: _____

   Contact Person: _____

   Phone: _____

   Contract Value: _____

   Contract Dates: _____

3. Name: _____

   Address: _____

   Contact Person: _____

   Phone: _____

   Contract Value: _____

   Contract Dates: _____

City of Evanston Parks and Recreation Department
Recreation Program Vendor Proposal Form

Program Name	Target Age Group	Program Hours	Program Length	Minium and Maximum Enrollment	Program Price	Program Season
Example Program	6-8	1 hr	One time	Min: 5 Max:10	$100	Spring, Fall
				Min: Max:		
				Min: Max:		
				Min: Max:		
				Min: Max:		
				Min: Max:		
				Min: Max:		
				Min: Max:		

Table Instructions
Program Name: Proposed title of class or program
Target Age Group: Identify the specific ages eligible to participate (e.g., ages 4–6 or ages 8–12, etc.)
Program Hours: Length of each induvial class or program (e.g. 30 mins or 2 hours, etc.)
Program Length: The total meetings of each program or class (e.g. 1 time class, once a week for 6 weeks or M-F for 2 weeks, etc.)
Minimum and Maximum Enrollment: minimum number of participants needed to operate and maximum number of participants the program can accommodate.
Price: The total price for that specific program offering. FYI this will be used to determine resident rate.
Program Season: Identify every season in which you would like to offer the program. Seasons are defined as:
Winter - Dec-Feb, **Spring** - March - May, **Summer** - June -August, **Summer camp** - June-August, **Fall** - Sept.-Nov.

EXHIBIT B – DISCLOSURE OF OWNERSHIP INTERESTS

City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their bid. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME:_____

APPLICANT ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

APPLICANT is (**Check One**)

1. Corporation ( ) 2. Partnership ( ) 3. Sole Owner ( ) 4. Association ( )

5. Other ( ) _____

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

_____

_____

_____

1b. (Answer only if corporation has 33 or more shareholders.) Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

_____

_____

_____

1c. (Answer only if corporation has fewer than 33 shareholders.) Names and addresses of all shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

_____

_____

_____

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

_____

_____

_____

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

_____

_____

_____

Date

Signature of Person Preparing Statement

_____
Title

ATTEST: _____ (Notary Seal)
Notary Public

Commission Expires: _____

EXHIBIT C – ADDITIONAL INFORMATION SHEET

Bid/Proposal Name: _____

Bid/Bid Number #: _____

Company Name: _____

Contact Name: _____

Address: _____

City,State, Zip: _____

Telephone/FAX: #_____

E-mail: _____

Comments: _____

_____

_____

_____

_____

_____

_____

EXHIBIT D – CONFLICT OF INTEREST

_____, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the Bidder, its owners and employees and any official or employee of the City of Evanston.

Bidder further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Bidder/proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

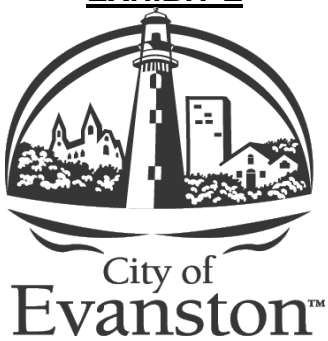
_____
(Name of Bidder/proposer if the Bidder/proposer is an Individual)
(Name of Partner if the Bidder/proposer is a Partnership)
(Name of Officer if the Bidder/proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public.
Subscribed and Sworn to this _____ day of _____, 20__

_____ (Notary Seal)
Notary Public

Commission Expires: _____

EXHIBIT E



PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT
VENDOR CONTRACT FOR SERVICES

The Parties to this Agreement are the City of Evanston and _____. This Agreement, consisting of the signature page and numbered sections listed below and any attachments referenced in this Agreement, constitutes the entire Agreement between the Parties concerning the subject matter of the Agreement, and supersedes all prior proposals, Agreements and understandings between the Parties concerning the subject matter of the Agreement. This Agreement can be signed in multiple counterparts, and signature may be electronic or digital upon agreement of the Parties.

1. TERM AND TERMINATION
2. DESCRIPTION OF SUPPLIES AND SERVICES
3. PRICING AND PAYMENT
4. STANDARD BUSINESS TERMS AND CONDITIONS
5. STANDARD CERTIFICATIONS
6. DISCLOSURES AND CONFLICTS OF INTEREST
7. SUPPLEMENTAL PROVISIONS

In consideration of the mutual covenants and agreements contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this Agreement to be executed by their duly authorized representatives on the dates shown below.

CONTRACTOR (Vendor Name)

Signature _____

Printed Name _____

Title _____ Date _____

Address _____

Phone _____ Fax _____

E-mail _____

CITY OF EVANSTON

Official Signature _____

Printed Name _____

Title _____ Date _____

Designee Signature _____

Printed Name _____

Title _____

Address _____

1. TERM AND TERMINATION
1.1 TERM OF THIS AGREEMENT: This Agreement has an initial term of _____.
If a start date is not identified, the term shall commence upon the last dated signature of the Parties. This Agreement cannot be terminated less than thirty (30) days before the agreed start date as indicated below.
Any termination less than thirty (30) days before the agreed start date must be with the written consent of the Department of Parks and Recreation.

Request for termination, either before or after the thirty (30) day period must be made in writing and submitted to the appropriate representative of the Department of Parks and Recreation.
1.2 RENEWAL: Subject to the maximum total term as identified above, the City has the option to renew for the following term(s):
_____

Pricing for the renewal term(s), or the formula for determining price is shown in the pricing section of this Agreement.

Any renewal is subject to the same terms and conditions as the original Agreement except as stated below in this subsection. The City may renew this Agreement for any or all of the option periods specified; may exercise any of the renewal options early and may exercise more than one option at a time based on continuing need and favorable market conditions when in the best interest of the City. The Agreement shall not renew automatically nor shall the Agreement renew solely at Vendor's option.
1.3 TERMINATION FOR CAUSE: The City may terminate this Agreement, in whole or in part, immediately upon notice to Vendor if: (a) the City determines that the actions or inactions of Vendor have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) Vendor has notified the City that it is unable or unwilling to perform the Agreement.

If Vendor fails to perform to the City's satisfaction any material requirement of this Agreement, or is in violation of a material provision of this Agreement, the City shall provide written notice to Vendor to cure the problem identified within the period of time specified in the City's written notice. If not cured by that date, the City may either: (a) immediately terminate the Agreement without additional written notice or (b) enforce the terms and conditions of the Agreement.

For termination due to any of the causes contained in this Section, the City retains its rights to seek any available legal or equitable remedies and damages.
1.4 TERMINATION FOR CONVENIENCE: The City may, for its convenience and with 7 days prior written notice to Vendor, terminate this Agreement in whole or in part and without payment of any penalty or incurring any further obligation to Vendor. Vendor shall be entitled to compensation upon submission of invoices and proof of claim for supplies and services provided in compliance with this Agreement up to and including the date of termination.

2. DESCRIPTION OF SERVICES
2.1 Description of Service required:
_____

2.2 WHERE SERVICES ARE TO BE PERFORMED: Unless otherwise specified in this section all services shall be performed in the City of Evanston, Illinois. Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location.

Location where services will be performed

_____

Location where services will be performed

_____

Any supplies/materials or other tangible items left on City property by Vendor is done at Vendor's risk. Vendor agrees to hold harmless the City for any damage or loss to Vendor supplies, materials or other property on City property.

2.3 SCHEDULE OF WORK: Any work performed on City premises shall be done during the hours designated by the City and performed in a manner that does not interfere with the City and its personnel.

2.4 REPORTING, STATUS AND MONITORING SPECIFICATIONS:

2.4.1 Vendor shall immediately notify the City of any event that may have a material impact on Vendors ability to perform the Agreement.

2.5 ASSIGNMENT AND SUBCONTRACTING:

This Agreement may not be assigned, transferred in whole or in part by Vendor without the prior written consent of the City.

2.5.1 For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the Agreement.

Will subcontractors be utilized? ☐ Yes ☐ No

2.5.2 Vendor shall describe below the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this Agreement, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this Agreement. Vendor shall provide a copy of any subcontracts within 20 days of execution of this Agreement for approval by the City. Vendor shall be responsible for the accuracy and quality of any subcontractor's performance.

Subcontractor Name _____	Amount to be paid _____
Address _____	Description of work _____
Subcontractor Name _____	Amount to be paid _____
Address _____	Description of work _____

2.5.3 Vendor shall obtain approval from the City prior to hiring any additional or substitute subcontractors during the term of this Agreement. Vendor may, upon request of the City, provide to the City a draft subcontractor agreement for review and approval prior to the execution of the

subcontract. Subcontractor agreements shall provide that services to be performed under the subcontracting agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the City's prior written consent.
2.5.4 All subcontracts must include the same certifications that Vendor must make as a condition of this Agreement.

3. PRICING AND PAYMENT
3.1 METHOD AND RATE OF COMPENSATION: The City will compensate Vendor for the initial term as follows:

☐ Hourly
☐ Monthly
☐ Annually
☐ Project
☐ Item (show unit of measure and rate)
_____

Compensation is based on the percentage split of the base class fee indicated below. The City charges a non-resident fee to participants not residing in zip codes 60201 and 60202. These fees are not considered part of the base class fee and contractors will not receive an additional portion of this fee.
☐ 50% Vendor/50% City of Evanston to include the following provided by the City of Evanston:
• AV set up
• Registration management
• Marketing of class/program to include promotion in program guide, when schedule permits, e-blasts, etc.
• Use of existing equipment owned by the City of Evanston as described as follows:
  o _____
  o _____
  o _____
  o _____
• AND Storage space provided, as available, by the Parks and Recreation Department, specifically described as follows:

  _____
  _____
☐ 60% Vendor/40% City of Evanston to include the following provided by the City of Evanston:
• AV set up
• Registration management
• Marketing of class/program to include promotion in program guide, when schedule permits, e-blasts, etc.

One of the following options (please select one option only):

☐ Use of existing equipment owned by the City of Evanston as described as follows:
  o _____

- o _____
- o _____
- o _____

OR

☐ Storage space provided, as available, by the Parks and Recreation Department, specifically described as follows:

- o _____
- o _____

☐ 70% Vendor/30% City of Evanston to include the following provided by the City of Evanston:

• AV set up
• Room set up and break down
• Registration management
• Marketing of class/program to include promotion in program guide, when schedule permits, e-blasts, etc.

3.2 TYPE OF PRICING: Pricing under this Agreement is

☐ Firm

☐ Estimated

3.3 RENEWAL COMPENSATION: If this Agreement is renewed, the price shall be at the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is stated in this section.

3.4 TAX: Payment will be made in full without local, state, or federal tax withheld.

3.5 PAYMENT TERMS AND CONDITIONS:

3.5.1 Payments, will be paid in accordance with all applicable laws and rules of the City of Evanston and the State of Illinois. Remedies provided for therein shall be Vendor's sole remedy for late payments by the City. Payment terms contained on Vendor's invoices shall have no force and effect.

3.5.2 The City will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this Agreement by the Parties even if the effective date of the Agreement is prior to execution.

4. STANDARD BUSINESS TERMS AND CONDITIONS

4.1 AVAILABILITY OF APPROPRIATION: This Agreement is contingent upon and subject to the availability of funds. The City, at its sole option, may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if a reduction in funding is necessary or advisable based upon actual or projected budgetary considerations. Vendor will be notified in writing of the failure of appropriation or of a reduction or decrease.

4.2 BACKGROUND CHECK AND DRUG TESTING: All Vendors must certify that staff have completed a background check prior to performing work with any vulnerable population (any minor under the age of 18, a person who is 18 years of age or older with a disability or any person who is 60 years of age or older). After completion of the initial background check, the City may, at its expense, direct a Vendor to complete an additional background check during the contract period if the City deems it reasonably necessary. The City shall direct the Vendor to provide the fingerprinting criminal background check information of their staff. Additionally, Vendors may be subjected to drug testing. Vendor shall reassign immediately any such individual who, in the opinion of the City, does not pass the background check or fails the drug testing.

4.3 POLICY MANUAL: Although Vendor is not an employee, Vendor agrees to follow the policies outlined in City of Evanston Employee Manual as it relates to but limited to Chapter III, Section

3.15: Reporting Obligations; Chapter VII, Section 7.1 Code of Ethics; 7.2 Standards of Conduct and Chapter VIII. Section 8.1 Sexual Harassment; Section 8.5 Drug and Alcohol Policy; Section 8.6 Prohibitions; Section 8.12 Smoke Free Workplace; Section 8.13 Personal Appearance; Section 8.14 Workplace Violence; Section 8.15 Weapons-Free Workplace and 8.33.d Social Media Usage.

4.4 TIME IS OF THE ESSENCE: Time is of the essence with respect to Vendor's performance of this Agreement. Vendor shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the City.

4.5 NO WAIVER OF RIGHTS: Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.

4.6 FORCE MAJEURE: Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the Agreement without penalty if performance does not resume within 30 days of the declaration.

4.7 CONFIDENTIAL INFORMATION/FOIA: Each Party, to this Agreement may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this Agreement. Vendor shall presume all information received from the City or to which it gains access pursuant to this Agreement is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/7 et. seq., shall be considered public. No confidential data collected, maintained, or used in the course of performance of the Agreement shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the Agreement or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the Agreement, in whatever form it is maintained, promptly at the end of the Agreement, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. Upon notification by the City that it has received a Freedom of Information Act request that calls for records within the Vendor's control, the Vendor shall promptly provide all requested records to the City so that the City may comply with the request within the limited statutory timeframes required by FOIA. Vendor shall indemnify and defend the City from and against all claims arising from the City's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

4.8 USE AND OWNERSHIP: All work performed or supplies created by Vendor under this Agreement, whether written documents or data, goods or deliverables of any kind, shall be deemed work-for-hire under copyright law and all intellectual property and other laws, and the City is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the City all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the City may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this Agreement. This paragraph does not apply to work or supplies created by Vendor prior to this Agreement and provided to the City during the term of this Agreement.

4.9 INDEMNIFICATION AND LIABILITY: Vendor shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of Vendor. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement. Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. Vendor shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq.

At the City Corporation Counsel's option, Vendor must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Vendor of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Vendor must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Vendor waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claims that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 et seq. or any other related law or judicial decision, including but not limited to, Kotecki v. Cyclops Welding Corporation, 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute. Vendor shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of his/her Work. Acceptance of the work by the City will not relieve Vendor of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section 4.8 shall survive completion, expiration, or termination of this Agreement.

4.10 INSURANCE: Vendor shall, at its own expense, secure and maintain in effect throughout the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services and work hereunder by Vendor. If Vendor cannot secure insurance, Vendor hereby agrees to indemnify and hold harmless the City in accordance with Section 4.8 for any claims arising directly out of Vendor's Work.

Vendor expressly agrees to waive its rights, benefits and entitlements under the "Other Insurance" clause of any general liability insurance policy as respects the City.

4.11 INDEPENDENT CONTRACTOR: Vendor shall act as an independent Vendor and not an agent or employee of, or joint venture with the City. All payments by the City shall be made on that basis.

4.12 COMPLIANCE WITH THE LAW: Vendor shall comply with all applicable federal, state, and

local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this Agreement. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this Agreement.

4.13 APPLICABLE LAW/VENUE: This Agreement shall be construed in accordance with and is subject to the laws and rules of the City of Evanston and the State of Illinois. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. The City shall not enter into binding arbitration to resolve any dispute related to this Agreement. The City does not waive tort immunity by entering into this Agreement. In compliance with the Illinois and federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the federal Rehabilitation Act and other applicable laws and rules, the City does not unlawfully discriminate in employment, contracts, or any other activity. Venue for any action out of or due to this Agreement shall be in Cook County, Illinois.

4.14 ANTI-TRUST ASSIGNMENT: If Vendor does not pursue any claim or cause of action it has arising under antitrust laws relating to the subject matter of the Agreement, then upon request of the City's Corporation Counsel, Vendor shall assign to the City rights, title and interest in and to the claim or cause of action.

4.15 CONTRACTUAL AUTHORITY: The Department that signs for the City shall be the only City entity responsible for performance and payment under the Agreement. When the City's authorized designee signs in addition to a Department, they do so as approving officer and shall have no liability to Vendor.

4.16 NOTICES: Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other similar and reliable carrier), by e-mail, or by fax showing the date and time of successful receipt. Notices shall be sent to the individuals who signed the Agreement using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change the contact information.

4.17 MODIFICATIONS AND SURVIVAL: Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this Agreement officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the City's and Vendor's terms, conditions and attachments, the City's terms, conditions and attachments shall prevail.

4.18 PERFORMANCE RECORD / SUSPENSION: Upon request of the City, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of the Agreement. The City may consider Vendor's performance under this Agreement and compliance with law and rule to determine whether to continue the Agreement, suspend Vendor from doing future business with the City for a specified period of time, or to determine whether Vendor can be considered responsible on specific future contract opportunities.

4.19 ATTENDANCE: Timely arrival is essential to ensure high-quality programming and a positive participant experience. All contracted vendors and instructors are required to arrive at least 15 minutes prior to the scheduled class start time to allow for setup, participant check-in, safety checks, and preparation to begin promptly. Failure to meet this requirement will result in progressive discipline tracked per season: a first occurrence will result in a written warning and participants

receiving a refund or credit for the affected class; a second occurrence will result in a 10% reduction in payment for the affected class(es); and a third occurrence will result in contract termination for cause. Vendors and contract holders are responsible for the conduct and punctuality of their instructors and staff. The City reserves the right to bypass progressive discipline and take immediate action, up to and including contract termination, if tardiness results in a program cancellation, participant safety concern, or significant service disruption. Documented emergencies, such as medical emergencies or vehicle accidents, will not result in penalties, and participants will receive a refund or credit. Vendors must notify the program coordinator as soon as possible if they or their staff will be late or unable to attend a scheduled program.

4.20 FREEDOM OF INFORMATION ACT: This Agreement and all related public records maintained by, provided to or required to be provided to the City are subject to the Illinois Freedom of Information Act notwithstanding any provision to the contrary that may be found in this Agreement.

4.21 NON-WAIVER OF RIGHTS: No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this Agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

4.22 SEVERABILITY: Except as otherwise provided herein, the invalidity or unenforceability of any particular provision, or part thereof, of this Agreement shall not affect the other provisions, and this Agreement shall continue in all respects as if such invalid or unenforceable provision had not been contained herein.

4.23 COUNTERPARTS: For convenience, this Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original.

4.24 SAVINGS CLAUSE: If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

4.25 DIGITAL ACCESSIBILITY FOR VENDORS: The City requires that all applicable web content, mobile applications, and electronic documents provided by our vendor partners meet WCAG 2.1 AA compliance and continues to maintain compliance with federal ADA requirements for local government platforms.

5. STANDARD CERTIFICATIONS

Vendor acknowledges and agrees that compliance with this section and each subsection for the term of the Agreement and any renewals is a material requirement and condition of this Agreement. By executing this Agreement, Vendor certifies compliance with this section and each subsection and is under a continuing obligation to remain in compliance and report any non-compliance.

This section, and each subsection, applies to subcontractors used on this Agreement. Vendor shall include these Standard Certifications in any subcontract used in the performance of the Agreement.

If this Agreement extends over multiple fiscal years including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the City by the date specified by the City and in no event later than January 1 of each year that this Agreement remains in effect.

If the Parties determine that any certification in this section is not applicable to this Agreement, it may be stricken without affecting the remaining subsections.
5.1 As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:
• the Agreement may be void by operation of law, and
• the City may void the Agreement.
Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.
5.2 Vendor certifies it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and applicable rules in performance under this Agreement.
5.3 Vendor certifies that persons having contact with any vulnerable population (any minor under the age of 18, a person who is 18 years of age or older with a disability or any person who is 60 years of age or older) must certify that they are mandated reporters by completing the CANTS 22 Form and complete the mandated reporter training prior to delivery of services under this agreement. The mandated reporter DCFS Illinois training can be found at https://mr.dcfstraining.org. Vendor must provide proof of acknowledgment and training to the City on demand.
5.4 Vendor certifies that persons having contact with any community members/patrons must certify that they will abide by the Inclusion and Accessibility Policies established by the City and will complete a review of the Inclusion and Gender Diversity resource packet provided by the City prior to delivery of services under this agreement.
5.5 If Vendor, or any officer, director, partner, or other managerial agent of Vendor, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Vendor certifies at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the City shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).
5.6 Vendor certifies that it and its affiliates are not delinquent in the payment of any fees, fines, damages, or debts to the City.
5.7 Vendor certifies it complies with the Section 1-12-5 of the City of Evanston Code and the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies (775 ILCS 5/2-105).
5.8 Vendor certifies that it shall employ only persons duly licensed by the State of Illinois to perform professional services under this Agreement for which applicable Illinois law requires a license, subject to prior approval of the City.

6. DISCLOSURES AND CONFLICTS OF INTEREST
Section 1: Conflict of Interest Prohibited

Vendor shall not have any public or private interest and shall not acquire directly or indirectly any such interest which conflicts in any manner with its performance under this Agreement.

Section 2: Debarment/Legal Proceeding Disclosure (All Vendors must complete this section).

Vendor must identify any of the following that occurred for it or any if its officers or directors within the previous 10 years:

Debarment from contracting with any governmental entity	Yes ☐ No ☐
Professional licensure discipline	Yes ☐ No ☐
Bankruptcies	Yes ☐ No ☐
Adverse civil judgments and administrative findings	Yes ☐ No ☐
Criminal felony convictions	Yes ☐ No ☐

If any of the above is checked yes, please identify with descriptive information the nature of the debarment and legal proceeding. The City reserves the right to request more information, should the information need further clarification.

_____

_____

7. SUPPLEMENTAL PROVISIONS

7.1 City Supplemental Provisions

☐ Definitions
☐ Required Federal Clauses, Certifications and Assurances
☐ ARRA Requirements (American Recovery and Reinvestment Act of 2009)
☐ Prevailing Wage (820 ILCS 130/1 et seq.)
☐ M/W/D/EBE Subcontracting Requirements
☐ Other (describe) _____

☐ CANTS 22 Attached

☐ City of Evanston Employee Manual: Chapter III (Reporting Obligations); Chapter VII (Code of Ethics, Standards of Conduct); Chapter VIII (Sexual Harassment, Drug and Alcohol Policy, Personal Appearance, Workplace Violence, Weapons-Free Workplace and Social Media Usage).

7.2 Vendor Supplemental Provisions

☐ _____

TAXPAYER IDENTIFICATION NUMBER

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. person (including a U.S. resident alien).

- If you are an individual, enter your name and SSN as it appears on your Social Security Card.
- If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.
- If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the d/b/a on the business name line and enter the owner's SSN or EIN.
- If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
- For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

Name: _____

Business Name: _____

Taxpayer Identification Number:

Social Security Number _____

or

Employer Identification Number _____

Legal Status (check one):

☐ Individual
☐ Sole Proprietor
☐ Partnership
☐ Legal Services Corporation
☐ Tax-exempt
☐ Corporation providing or billing medical and/or health care services
☐ Corporation NOT providing or billing medical and/or health care services
☐ Governmental
☐ Nonresident alien
☐ Estate or trust
☐ Pharmacy (Non-Corp.)
☐ Pharmacy/Funeral Home/Cemetery (Corp.)
☐ Limited Liability Company (select applicable tax classification)
  ☐ D = disregarded entity
  ☐ C = corporation
  ☐ P = partnership

Signature: _____ Date: _____

The selected vendor will provide gymnastics, cheer, dance, and tumbling instruction in the City's community centers.

The information below describes the minimum requirements and standards of the services to be provided for gymnastics camp programs and classes:

1. Camp programs must be held during School District 65 summer breaks and school days off.
2. Programs will be held daily, typically weekday mornings and evenings and Saturday and Sundays from 9 to 5pm.
3. The selected vendor shall provide classes and instruction for 60 classes per week with about 300 participants each session
4. The vendor shall provide gymnastic birthday party packages
5. Programs will be held at all community centers, however, primary gymnastic spaces are at Chandler-Newberger Community Center and Prieto Community Center
6. Successful vendor shall provide all labor, personnel, expertise, equipment, instruction materials, and other resources required for the performance of services.
7. The City owns and maintains gymnastics equipment on-site, however, pending availability of storage space may allow the vendor to store additional items
8. The City reserves the right to modify such dates and times as needs arise for the Initial Term and any contract renewals.
9. Vendors and the City will split the registration fees of the revenue collected. (Percentage 50/50, 60/40, or 70/30, dependent on established criteria)
    a. 50% Vendor / 50% City of Evanston: The City of Evanston will provide the following services and resources: Audio/visual (AV) setup, Program registration management, Marketing and promotion of the class or program, including placement in the program guide when scheduling permits, email blasts, and other City promotional channels as available, Use of existing City-owned equipment, as approved and specifically identified in the contract., and storage space, as available and approved by the Parks and Recreation Department, as specifically identified in the contract.
    b. 60% Vendor / 40% City of Evanston: The City of Evanston will provide the following services and resources: Audio/visual (AV) setup, Program registration management, Marketing and promotion of the class or program, including placement in the program guide when scheduling permits, email blasts, and other City promotional channels as available. In addition, the Vendor shall select one of the following options: Option A – Equipment: Use of existing City-owned equipment, as approved and specifically identified in the contract. OR Option B – Storage: Storage space, as available and approved by the Parks and Recreation Department, as specifically identified in the contract. Only one option may be selected under this category.
    c. Category 3: 70% Vendor / 30% City of Evanston: The City of Evanston will provide the following services: Audio/visual (AV) setup, Room setup and breakdown, Program registration management, Marketing and promotion of the

class or program, including placement in the program guide when scheduling permits, email blasts, and other City promotional channels as available.

10. Program curriculum must be approved by City staff prior to sessions beginning
11. Program registration fees will be determined by City staff in cooperation with selected vendor each year.
12. The selected vendor will provide the City with proof of certifications and expertise of all program instructors.
13. Selected vendor and the City have the ability to negotiate new program opportunities pending availability of space, funds and program needs at other city locations.
14. Vendors are responsible for their own program set-ups and break downs and are responsible to leave their respective room as they found it upon arrival. Appropriate buffers before and after a program will be determined by the Department.
15. Vendors must have in place an organized and comprehensive procedure for the screening, selection and assignment of their program instructors. The City reserves the right to reject proposed instructors assigned during the contract term, or require the immediate removal of instructors previously approved, who, in the sole opinion of the City, do not meet the City's criteria for the program.
16. The Vendor shall submit a Criminal History Background Check report on each of their staff members at the expense of the vendor.
17. Vendor must complete the CANTS 22 form on each of their staff. All staff members are mandated reporters.
18. The City has the right and may periodically require the Vendor to produce written proof of required background checks. Any Contractor who is unable to produce such information, as requested, within a reasonable period of time, as solely determined by City, may be immediately terminated for cause. In such case, the Contractor may be responsible to reimburse the City of any cost it may incur including lost revenue for cancelled Camps or portions thereof. The City requires that these Criminal History Background checks be renewed every two years.
19. The selected vendor must agree to the terms and conditions in the City's Independent Contract Manual
20. All registration and collection of payments are required to be accepted through the department. Vendors and their instructors are prohibited from collecting payments and/or registration forms.
21. Program rosters will be provided to the vendor for each new session. Any and all roster information provided through the department to the vendor is confidential and is prohibited from use unrelated to the specific program outlined in the agreement between the Vendor and the Department.
22. Vendor will track and report attendance for all participants in each class and submit this information to the Program Coordinator at the end of session.
23. Vendors shall submit invoices to the program coordinator providing oversight to the program each session. The payment will be based on the program revenues collected and in accordance with formulas contractually agreed upon by both parties.

24. Instructors must conduct themselves in a professional manner taking into account his/her personal appearance, maintaining appropriate communications, and supporting Department and City policies.
25. Payment of program instructors hired by the selected vendor will be paid by the vendor.
26. In the event that a facilitator is unable to run a program due to an emergency, it is the responsibility of the vendor to find a substitute that has been approved by the Department. If an approved substitute cannot be found, the vendor must contact the Department immediately in order to cancel or postpone the session. Refunds owed to participants will be determined according to the terms outlined in the Department refund policy.
27. If a program does not meet the minimum number of registered participants by the registration close date, the program coordinator will contact the vendor to discuss whether or not to extend the registration close date and/or to proceed with the program.
28. The vendor will be required to work in cooperation with the City's Inclusion Program Coordinator on providing reasonable accommodations to an individual with a disability, should they wish to participate in a program.
29. All contractors shall return any keys (if issued) upon the conclusion of the program.
30. It is the responsibility of the Contractor to train their staff on the City's camp attendance and emergency information software (also known as Amilia). Any Contractor unable to complete daily check-ins/outs and review emergency information regularly may be immediately terminated for cause. In such case, the Contractor may be responsible to reimburse the City of any cost it may incur including lost revenue for cancelled Camps or portions thereof.
31. It is the responsibility of the Contractor to maintain a clean and safe classroom or program area while using City facilities and park spaces.
32. All emergencies, incidents resulting in injury to a participant, staff member or caregiver, or any violations of City of Evanston workplace policies must be reported to the program coordinator within 24 hours.

Evanston™
Parks & Recreation

Independent Contractor

Instructor Manual

City of Evanston
Parks and Recreation Department
Lorraine H. Morton City Hall
909 Davis St.
Evanston, IL 60201

PRCS Review Date: August 24, 2026
Legal Approval Date: October 22, 2026

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1. Welcome and Purpose

Thank you for your interest in providing recreation programs and services through the City of Evanston Parks and Recreation Department. The City of Evanston offers a wide variety of recreational, educational, cultural, athletic, wellness, and enrichment opportunities for residents and visitors. Independent contractors and instructors play an important role in expanding the City's ability to provide quality programs to the community.

This manual establishes general policies, procedures, expectations, and responsibilities for independent contractors and recreation instructors providing programs, classes, camps, activities, or other contracted services on behalf of the City of Evanston.

This manual is intended as a resource and does not replace the terms and conditions of an executed contract, applicable City policies, ordinances, administrative procedures, or federal, state and local laws. Where a conflict exists, the executed contract, applicable law, City policy or City directive shall control.

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2. Definition of Independent Contractor

For purposes of this manual, an Independent Contractor is an individual or business engaged by the City of Evanston Parks and Recreation Department to provide specific recreational, educational, instructional, or related services pursuant to a written agreement.

An Independent Contractor is not a City employee unless separately appointed or employed by the City in accordance with applicable City procedures. Independent Contractors are responsible for performing the services described in their agreement and for complying with all applicable City requirements. Nothing in this manual creates an employment relationship, partnership, joint venture, or agency relationship between the City and an Independent Contractor.

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3. Working with the City of Evanston

The City of Evanston seeks to provide high-quality recreational opportunities that are safe, inclusive, accessible, and responsive to community needs.

Independent Contractors may provide programs for:

- Preschool-aged children
- Youth and teens
- Adults and seniors
- Athletes

- Individuals with disabilities
- Other populations identified by the City

The City welcomes new and innovative program ideas. All proposed programs are subject to review and approval by the appropriate City staff.

Submission of a program proposal does not guarantee approval, facility space, dates, times, enrollment, or inclusion in City promotional materials.

---

4. Becoming an Independent Contractor

The general process for becoming an independent contractor may follow one of two paths, depending on the program's anticipated annual expense. Programs with expenses under $24,999 should follow the process outlined below. Programs with expenses of $25,000 or more will follow the Request for Proposals/Request for Quote (RFP/RFQ) process as outlined in the City of Evanston Purchasing Manual. Programs exceeding $25,000 in expenses must undergo a competitive bidding process and must receive Evanston City Council approval.

1. Submission of the online program proposal form.
2. Review by the appropriate City staff.
3. Discussion or meeting regarding the proposed program, as necessary.
4. Verification of insurance, licenses, or certifications when applicable.
5. Approval of the specific program, dates, times, location, and fees.
6. Completion of required City forms

No contractor may begin providing services on behalf of the City until all required approvals and agreements have been completed.

---

5. Program and Activity Guide Deadlines

The City has deadlines for submitting programs into the seasonal program guide. Generally, this information is due to the Program Coordinator 3 months before the publishing of the seasonal program guide.

Contractors are responsible for submitting all required information by the applicable deadlines. Deadlines may change from year to year; please consult the Program Coordinator for the current due dates.

Failure to meet a published deadline may result in:

- Delayed program publication;
- Removal of a program from a seasonal guide;
- Delayed registration;
- Loss of requested facility space; or
- Cancellation of the proposed program.

Submission of a preferred date or time does not guarantee that the City will approve the requested schedule.

---

6. Instructor Requirements and Documents

Depending on the nature of the services provided, the City may require some or all of the following:

A. Program Proposal Form
Each proposed class, program, camp, or activity must be submitted for review and approval.

B.Certificate of Insurance
Contractors and instructors are required to provide proof of at least $1 million in general liability insurance coverage, or other insurance coverage as specified by the City and the contractor's agreement. The insurance certificate must name the City of Evanston as an additional insured and certificate holder.

The certificate of insurance should list the following address:

Lorraine H. Morton Civic Center
909 Davis Street
Evanston, IL

C. DCFS CANTS 22
All Independent Contractors and instructors are mandated reporters as required by law. A signed DCFS CANTS 22 Form must be completed and returned to the program coordinator.

D. Tax Form W-9 and New Vendor Form
Contractors must provide all documentation required by the City of Evanston Purchasing Manual to establish the contractor as an approved vendor and to facilitate payment.

E. Independent Contractor Contract
A written agreement must be executed before services begin.

The agreement will establish the applicable:

- Scope of services;
- Compensation;
- Insurance requirements;
- Responsibilities of the contractor;
- City responsibilities; and
- Term of the agreement.

F. Program Information
Contractors are responsible for providing accurate program descriptions, schedules, fees, age ranges, minimum and maximum enrollment numbers, equipment requirements, and other requested information.

G. Certifications
Contractors must maintain all licenses, certifications, and professional credentials required for their specific program or area of instruction.

All contractors and instructors are required to maintain current CPR, First Aid, and AED certifications through a recognized certification agency. The City of Evanston does not provide First Aid, CPR, or AED training for contractors or instructors. Contractors and instructors are responsible for obtaining and maintaining the required certifications at their own expense.

H. Contact Information
Contractors must provide current contact information so that City staff and participants can communicate with them regarding program questions, cancellations, emergencies, or other issues.

I. Acknowledgment and receipt of Independent Contractor Handbook
Contractors must acknowledge their responsibility to comply with this manual, their contract, and applicable City policies.

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7. Program Fees and Revenue

Program fees will be established through the City's applicable program approval and contracting process.

The City will establish:

- Resident fees;
- Non-resident fees; and

- Credit Card Processing fees

Any contractor compensation or revenue-sharing arrangement must be established in the contract. Contractors may not independently establish, modify, or advertise program fees without prior approval from the City.

Any materials or additional fees charged directly to participants must be approved in advance and clearly identified in program information.

8. Payment

Independent Contractor payment will be made in accordance with the executed agreement and City payment procedures.

Payment may be based on factors such as:

- Number of enrolled participants;
- Program contractual split revenue;
- Agreed percentage or flat rate;
- Number of classes delivered;
- Services completed; or
- Other terms established in the contract.

The City may adjust payments for applicable refunds, transfers, cancellations, credits, or other adjustments authorized under the agreement. Contractors should not represent expected payment amounts to participants. Contractors only receive the resident/member fee or the resident/member portion of the non-resident/non-member fee.

The Program Coordinator will provide each contractor with a roster outlining the applicable fees. Contractors are responsible for submitting an invoice to the Program Coordinator for payment.

Checks are issued and mailed to the address on file. Typically, checks are processed twice per month following the Monday City Council meeting. Note: City Council must approve all City expenditures before a check is issued.

---

9. Taxes and Independent Contractor Status

Independent Contractors are responsible for complying with all applicable federal, state, and local tax requirements associated with compensation received for their services.

The City does not withhold employment taxes from payments to independent contractors unless required by law. Contractors are responsible for maintaining their own tax records and obtaining professional tax advice when appropriate.

---

10. Managing a Class or Program

A. Rosters and Attendance
The City will provide contractors with participant information and attendance procedures as appropriate. Contractors must protect participant information and use it only for legitimate program-related purposes. Participant information must not be shared with outside parties unless authorized or required by law.

Depending on the program, instructors may be required to take attendance and/or check campers in and out using the City's Amilia software. Tablets and Wi-Fi will be provided for digital check-in and check-out.

B. Program Cancellation
If a contractor must cancel a class or program because of illness, emergency, personal conflict, or another circumstance, the contractor must notify the appropriate Program Coordinator or division manager as soon as possible. Contractors should not independently cancel a program without notifying the City.

The City will determine the appropriate notification, refund, rescheduling, and facility procedures.

C. Minimum Enrollment
Programs may be subject to minimum enrollment requirements. If enrollment does not meet the established minimum, the City may cancel the program before its scheduled start. City staff will coordinate participant notification and applicable refunds or transfers.

D. Program Changes
Contractors and instructors may not change scheduled dates, times, or locations without prior approval from the Program Coordinator. Changes should not be communicated to participants until approved by the City.

E. Participant Waivers
Programs involving heightened risk or activities for which a waiver is required must follow applicable City waiver procedures. Waivers are signed digitally at the time of registration. Contractors may not create or require participants to sign separate liability documents without City approval.

F. Facility Setup and Cleanup
Contractors are responsible for leaving facilities, fields, parks, and program spaces in the condition in which they were found.

This includes:

- Returning equipment;
- Removing program materials;
- Cleaning the program area;
- Securing doors when required; and
- Reporting damage or maintenance concerns.

Contractors may only use facilities during their approved reservation or scheduled program time unless otherwise authorized.

G. Equipment
Contractors who use City equipment must report damaged, missing, or unsafe equipment to the Program Coordinator. Contractors may not remove City property from a facility without authorization.

H. Arrival and departure
Independent contractors and their instructors are expected to be set up and ready to check in campers and participants at least 10 minutes before the program begins.

Instructors may never leave a child or participant unattended. Instructors must remain on-site until all children or participants have been picked up by an authorized parent, guardian, or other approved individual.

Penalty: All program instructors must arrive on time and begin their programs as scheduled. The City will impose a 5% penalty (for each occurrence) on the final invoice for instructors who arrive later than the time specified in Section H. Arrival and Departure.

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11. Registration Policy

Registration for all City of Evanston recreation programs must occur through the City's designated Amilia registration system.

Contractors shall not:

- Collect unauthorized program payments directly from participants;
- Allow unregistered participants to participate;
- Alter registration records;
- Provide unauthorized discounts; or

- Establish an alternative registration process.

Questions regarding registration, payment, refunds, or account issues should be directed to the appropriate Program Coordinator.

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12. Refund and Transfers

Contractors may not independently authorize or process refunds. Participants requesting refunds or program transfers should be directed to the Program Coordinator or Division Manager and are handled in accordance with the City's current refund and transfer policy. The full refund policy can be online at: https://www.cityofevanston.org/departments/prcs/programs_events/refund_policy.php

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13. Facility, Key, and Access Policy

Contractors who require facility access may be issued keys, access cards, codes, or other access credentials when authorized.

Access credentials are:

- Issued for authorized business purposes only;
- Not to be loaned to another person;
- Not to be duplicated;
- To be returned when requested by the City; and
- To be returned when the contractor's services end.

Contractors must immediately report lost, stolen, or compromised access credentials to the Program Coordinator.

Contractors may only access City facilities during authorized times. Unauthorized access may result in immediate loss of access privileges and may constitute grounds for termination of the contractor agreement.

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14. Storage

City storage space is limited. No contractor may store personal, business, or program property in a City facility without prior authorization. Any approved storage arrangement must comply with City policy and procedures. The City may require stored property to be removed at any

time.

The City of Evanston is not responsible for any loss of, theft of, or damage to personal property belonging to contractors, businesses, instructors, or their employees, agents, or representatives. Contractors, businesses, and instructors are solely responsible for securing and safeguarding their personal property and equipment. The City assumes no liability for such property, regardless of the cause of the loss, theft, or damage, except to the extent otherwise required by applicable law.

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15. Program Evaluations and Audits

The City may periodically evaluate programs to ensure that:

- The program is being delivered as approved;
- The instructor is providing the contracted services;
- Facility conditions are appropriate;
- Safety procedures are being followed;
- Program descriptions accurately reflect the activity;
- Equipment is being used appropriately; and
- Participants are receiving quality customer service.

Evaluations may include staff observations, participant feedback, attendance review, facility inspections or other methods.

The City may conduct announced or unannounced program observations.

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16. Cancellation and Program Changes

The City reserves the right to cancel, postpone, relocate, or modify a program when necessary.

Reasons may include:

- Insufficient enrollment;
- Facility availability;
- Weather;
- Emergency conditions;
- Safety concerns;
- Maintenance;

- Staffing;
- City events;
- Operational needs; or
- Other circumstances affecting the City's ability to provide the program safely and effectively.

The City will determine appropriate participant notification, refunds, transfers and rescheduling procedures.

Weather Communication to participants: If the program coordinator or contractor is aware of impending weather issues, location notifications will be issued by 3 PM the day prior. If a weather situation arises overnight, a location notification will be issued by 7 AM.

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17. Holidays and Facility Closures

Programs may not operate when a facility or location is closed unless specifically authorized. The City may establish holiday schedules, blackout dates and facility closure dates.

Official City holidays include:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Day

Contractors are responsible for reviewing their approved schedule and communicating approved skip dates to participants.

The City may close facilities because of emergencies, severe weather, maintenance, special events, or other operational circumstances. The City does not compensate instructors for City-observed holidays unless services are provided on the holiday. Instructors are paid only for services actually delivered.

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18. Promotion and Marketing

The City may promote approved programs through:

- Program recreation guides;
- City websites;
- Social media;
- Email communications;
- Flyers;
- Press releases;
- Digital advertising; and
- Other promotional channels.

Contractors may promote and advertise their programs through their own marketing methods, platforms, and communication channels. The City of Evanston does not reimburse contractors for any independent advertising, marketing, promotional efforts, or related expenses incurred by the contractor.

All marketing materials that identify the City of Evanston, City facilities, or City programs must comply with applicable City branding and communications requirements. Contractors must obtain required approval before distributing promotional materials on behalf of the City.

Contractors may not represent that the City endorses unrelated products, services, or organizations without the prior written approval of the Director of Parks and Recreation.

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19. Customer Service

Contractors represent the City when providing contracted recreation services.

Contractors are expected to:

- Treat participants, families, visitors, and City employees respectfully;
- Provide accurate program information;
- Maintain a professional demeanor;
- Follow City policies;
- Maintain appropriate boundaries with participants;

- Address concerns promptly and professionally;
- Protect participant privacy; and
- Refer issues outside their authority to the program coordinator.

Discrimination, harassment, retaliation, abusive behavior or inappropriate conduct will not be tolerated.

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20. Emergency Procedures and Incident Reporting

Contractors are responsible for taking reasonable steps to protect participants during emergencies.

Depending on the circumstances, contractors should:

1. Assess the immediate situation.
2. Contact emergency services when necessary.
3. Follow facility emergency procedures.
4. Notify appropriate City staff.
5. Protect participants from further harm.
6. Complete required digital incident or accident documentation.
7. Cooperate with any City investigation.

Accident and Incident Reports

An accident report should be completed when a participant, employee, contractor, or visitor experiences an injury during a City program.

An incident report should be completed for significant incidents involving:

- Behavioral issues;
- Property damage;
- Threats;
- Emergency response;
- Allegations of misconduct;
- Participant complaints requiring escalation; or

- Other significant events.

Independent contractors and instructors should not make public statements, provide comments to the media, or otherwise communicate publicly regarding significant incidents involving the City, its programs, facilities, staff, or participants without prior authorization from the City of Evanston.

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21. Safety and Participant Protection

Safety is a fundamental responsibility of every contractor.

Contractors must:

- Follow applicable safety rules;
- Use equipment appropriately;
- Maintain appropriate supervision;
- Follow emergency procedures;
- Report hazards;
- Report suspected abuse or neglect as required by law;
- Maintain appropriate professional boundaries; and
- Follow all applicable City policies concerning youth and vulnerable participants.

Programs involving minors must comply with applicable laws and City requirements governing youth safety and supervision.

Contractors must immediately report significant safety concerns to the appropriate City staff and emergency services when necessary.

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22. Contract Termination and Non-Renewal

The City may terminate an Independent Contractor agreement in accordance with the terms of the executed contract and applicable law. The City reserves the right to terminate any independent contractor agreement, or elect not to renew or extend any such agreement, at its sole discretion, at any time and for any reason.

Common reasons for termination or non-renewal may include:

- Failure to perform contracted services;

- Insufficient enrollment;
- Facility unavailability;
- Safety concerns;
- Failure to comply with City policies;
- Failure to maintain required insurance or certifications;
- Misconduct;
- Unauthorized use of City property;
- Repeated participant complaints;
- Failure to meet program standards;
- Violation of law; or
- Other grounds established by the contract.

Upon termination or expiration, contractors must return City property, keys, access credentials, equipment and other materials as directed.

The City will determine any final payment in accordance with the contract and applicable City procedures.

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23. Acknowledgment and Signature

I acknowledge that I have received and reviewed the City of Evanston Independent Contractor and Instructor Policy Manual.

I understand that I am responsible for complying with the policies and procedures applicable to my services, my executed contract, applicable City Employee Handbook policies, applicable summer camp parent handbook, and all applicable federal, state and local laws.

I understand that this manual does not create an employment relationship with the City of Evanston and does not supersede the terms of my executed contract.

Contractor/Instructor Name: _____

Business/Organization: _____

Signature: _____

Printed Name:_____

Date: _____

Athletics

Gymnastics Information

Contact Information

gymnastics@cityofevanston.org
Chandler-Newberger Center, 847-448-8252

Progression and Testing

At the end of each session, gymnasts will receive a recommendation from their coach as to which level to register for next. Please do not advance your child without a coach's recommendation.

Which class is right for me or my child?

Gymnastics with a Grown Up: No experience necessary. This class is loosely structured for tots to work through the curriculum at their own pace.
Preschool Gymnastics: No experience necessary. Gymnasts will participate independently without a parent or guardian's help.
Beginning I Gymnastics: Coed: No experience necessary. Gymnasts will progress through basic skills on bars, beam, floor and vault.
Beginning II Gymnastics: Coed: Coach's recommendation only. Gymnasts will build on the basic skills learned in Beginning I.



Gymnastics with a Grownup

With a parent/guardian and our instructors' assistance, your Tot will enjoy free play on the gymnastics equipment, explore new obstacle courses, and be introduced to various age appropriate gymnastics skills each week. This class is a great way for your little one to climb and play with supervision. Parents/guardians must attend with their child.
No class: Nov. 23-29
Location: Chandler-Newberger Community Center

Gymnastics with a Grownup - Ages 18-27 Months

Dates	Days	Time	Fee
Sep 26-Nov 7	Sa	9:30-10:05am	7 sess: $70R/$91.09NR
Nov 14-Dec 12	Sa	9:30-10:05am	4 sess: $40R/ $52.06NR
Sep 27-Nov 8	Su	9:30-10:05am	7 sess: $70R/$91.09NR
Nov 15-Dec 13	Su	9:30-10:05am	4 sess: $40R/ $52.06NR

Gymnastics with a Grownup - Ages 2.25-3.5 yrs

Dates	Days	Time	Location	Fee
Sep 25-Nov 6	Fr	9:30-10:15am	Chandler	7 sess: $77R/$100.21NR
Nov 13-Dec 11	Fr	9:30-10:15am	Chandler	4 sess: $44R/$57.27NR
Sep 27-Nov 8	Su	10:30-11:15am	Chandler	7 sess: $77R/$100.21NR
Nov 15-Dec 13	Su	10:30-11:15am	Chandler	4 sess: $44R/$57.27NR

Athletics

Preschool Gymnastics

Our instructors work with your child to improve their coordination, balance, flexibility and general motor skills in a fun, safe environment. Gymnasts will explore a wide variety of new movements and activities at their own pace and will be gently introduced to the more structured schedule and rules of a school-age gymnastics class.
Ages: 3.5-5.5 yrs
No class: Nov. 23-29

Preschool Gymnastics (Chandler-Newberger)

Dates	Days	Time	Fee
Sep 28-Nov 9	M	3-3:45pm	7 sess: $91R/$118.43NR
Nov 16-Dec 14	M	3-3:45pm	4 sess: $52R/$67.67NR
Sep 28-Nov 9	M	4-4:45pm	7 sess: $91R/$118.43NR
Nov 16-Dec 14	M	4-4:45pm	4 sess: $52R/$67.67NR
Sep 29-Nov 10	Tu	2-2:45pm	7 sess: $91R/$118.43NR
Nov 17-Dec 15	Tu	2-2:45pm	4 sess: $52R/$67.67NR
Sep 29-Nov 10	Tu	3-3:45pm	7 sess: $91R/$118.43NR
Nov 17-Dec 15	Tu	3-3:45pm	4 sess: $52R/$67.67NR
Sep 29-Nov 10	Tu	4-4:45pm	7 sess: $91R/$118.43NR
Nov 17-Dec 15	Tu	4-4:45pm	4 sess: $52R/$67.67NR
Sep 23-Nov 4	W	4-4:45pm	7 sess: $91R/$118.43NR
Nov 11-Dec 9	W	4-4:45pm	4 sess: $52R/$67.67NR
Sep 24-Nov 5	Th	3-3:45pm	7 sess: $91R/$118.43NR
Nov 12-Dec 10	Th	3-3:45pm	4 sess: $52R/$67.67NR
Sep 25-Nov 6	F	11:30am-12:15pm	7 sess: $91R/$118.43NR
Nov 13-Dec 11	F	11:30am-12:15pm	4 sess: $52R/$67.67NR
Sep 25-Nov 6	F	2-2:45pm	7 sess: $91R/$118.43NR
Nov 13-Dec 11	F	2-2:45pm	4 sess: $52R/$67.67NR
Sep 25-Nov 6	F	3-3:45pm	7 sess: $91R/$118.43NR
Nov 13-Dec 11	F	3-3:45pm	4 sess: $52R/$67.67NR
Sep 25-Nov 6	F	4-4:45pm	7 sess: $91R/$118.43NR
Nov 13-Dec 11	F	4-4:45pm	4 sess: $52R/$67.67NR

Preschool Gymnastics (Chandler-Newberger - con't)

Dates	Days	Time	Fee
Sep 26-Nov 7	Sa	10:15-11am	7 sess: $91R/$118.43NR
Nov 14-Dec 12	Sa	10:15-11am	4 sess: $52R/$67.67NR
Sep 26-Nov 7	Sa	11:15am-12pm	7 sess: $91R/$118.43NR
Nov 14-Dec 12	Sa	11:15am-12pm	4 sess: $52R/$67.67NR
Sep 27-Nov 8	Su	11:30am-12:15pm	7 sess: $91R/$118.43NR
Nov 15-Dec 13	Su	11:30am-12:15pm	4 sess: $52R/$67.67NR
Sep 27-Nov 8	Su	12:30-1:15pm	7 sess: $91R/$118.43NR
Nov 15-Dec 13	Su	12:30-1:15pm	4 sess: $52R/$67.67NR

Coed Beginning I Gymnastics

No experience necessary. Beginning I Gymnastics introduces skills and drills that are fun, safe, and understandable for gymnasts of varying backgrounds, while providing the structure needed to start training and perfecting basic skills on bars, beam, floor, and vault.
No class: Nov. 23-29

Coed Beginning I Gymnastics - 5-6.5 yrs (Chandler)

Dates	Days	Time	Fee
Sep 28-Nov 9	M	4-4:55pm	7 sess: $119R/$154.87NR
Nov 16-Dec 14	M	4-4:55pm	4 sess: $68R/$88.50NR
Sep 28-Nov 9	M	5-5:55pm	7 sess: $119R/$154.87NR
Nov 16-Dec 14	M	5-5:55pm	4 sess: $68R/$88.50NR
Sep 23-Nov 4	W	4-4:55pm	7 sess: $119R/$154.87NR
Nov 11-Dec 9	W	4-4:55pm	4 sess: $68R/$88.50NR
Sep 25-Nov 6	F	5-5:55pm	7 sess: $119R/$154.87NR
Nov 13-Dec 11	F	5-5:55pm	4 sess: $68R/$88.50NR
Sep 26-Nov 7	Sa	12-12:55pm	7 sess: $119R/$154.87NR
Nov 14-Dec 12	Sa	12-12:55pm	4 sess: $68R/$88.50NR
Sep 27-Nov 8	Su	11:30am-12:25pm	7 sess: $119R/$154.87NR
Nov 15-Dec 13	Su	11:30am-12:25pm	4 sess: $68R/$88.50NR

Athletics

Coed Beginning I Gymnastics -6-8 yrs (Chandler)

Dates	Days	Time	Fee
Sep 28-Nov 9	M	4-4:55pm	7 sess: $119R/$154.87NR
Nov 16-Dec 14	M	4-4:55pm	4 sess: $68R/$88.50NR
Sep 28-Nov 9	M	5-5:55pm	7 sess: $119R/$154.87NR
Nov 16-Dec 14	M	5-5:55pm	4 sess: $68R/$88.50NR
Sep 28-Nov 9	M	6-6:55pm	7 sess: $119R/$154.87NR
Nov 16-Dec 14	M	6-6:55pm	4 sess: $68R/$88.50NR
Sep 23-Nov 4	W	5-5:55pm	7 sess: $119R/$154.87NR
Nov 11-Dec 9	W	5-5:55pm	4 sess: $68R/$88.50NR
Sep 23-Nov 4	W	6-6:55pm	7 sess: $119R/$154.87NR
Nov 11-Dec 9	W	6-6:55pm	4 sess: $68R/$88.50NR
Sep 24-Nov 5	Th	4-4:55pm	7 sess: $119R/$154.87NR
Nov 12-Dec 10	Th	4-4:55pm	4 sess: $68R/$88.50NR
Sep 24-Nov 5	Th	5-5:55pm	7 sess: $119R/$154.87NR
Nov 12-Dec 10	Th	5-5:55pm	4 sess: $68R/$88.50NR
Sep 24-Nov 5	Th	6-6:55pm	7 sess: $119R/$154.87NR
Nov 12-Dec 10	Th	6-6:55pm	4 sess: $68R/$88.50NR
Sep 25-Nov 6	F	6-6:55pm	7 sess: $119R/$154.87NR
Nov 13-Dec 11	F	6-6:55pm	4 sess: $68R/$88.50NR
Sep 26-Nov 7	Sa	12-12:55pm	7 sess: $119R/$154.87NR
Nov 14-Dec 12	Sa	12-12:55pm	4 sess: $68R/$88.50NR
Sep 27-Nov 8	Su	12:30-1:25pm	7 sess: $119R/$154.87NR
Nov 15-Dec 13	Su	12:30-1:25pm	4 sess: $68R/$88.50NR

Coed Beginning I Gymnastics -9-13 yrs (Chandler)

Dates	Days	Time	Fee
Sep 28-Nov 9	M	6-6:55pm	7 sess: $119R/$154.87NR
Nov 16-Dec 14	M	6-6:55pm	4 sess: $68R/$88.50NR
Sep 23-Nov 4	W	6-6:55pm	7 sess: $119R/$154.87NR
Nov 12-Dec 10	Th	6-6:55pm	4 sess: $68R/$88.50NR
Sep 24-Nov 5	Th	6-6:55pm	7 sess: $119R/$154.87NR
Nov 12-Dec 10	Th	6-6:55pm	4 sess: $68R/$88.50NR

Coed Beginning II Gymnastics - 7-14 yrs

Beginning II students are required to have taken at least 1 year of consecutive Beginning Gymnastics and have a coaches' written recommendation. They should be able to do a vertical handstand, cartwheel, and roundoff, handstand bridge kickover off a mat, a dive roll vault, and a pullover on bars with a light spot or mat against the wall. They should have experience working on handstands, cartwheels, and dismounts on beam but do not need to be able to do them unassisted.
Ages: 7-14 yrs
No class: Nov. 23-29

Dates	Days	Time	Location	Fee
Sep 28-Nov 9	M	5-5:55pm	Chandler	7 sess: $119R/$154.87NR
Nov 16-Dec 14	M	5-5:55pm	Chandler	4 sess: $68R/$88.50NR
Sep 23-Nov 4	W	5-5:55pm	Chandler	7 sess: $119R/$154.87NR
Nov 11-Dec 9	W	5-5:55pm	Chandler	4 sess: $68R/$88.50NR
Sep 24-Nov 5	Th	5-5:55pm	Chandler	7 sess: $119R/$154.87NR
Nov 12-Dec 10	Th	5-5:55pm	Chandler	4 sess: $68R/$88.50NR
Sep 25-Nov 6	F	4-4:55pm	Chandler	7 sess: $119R/$154.87NR
Nov 13-Dec 11	F	4-4:55pm	Chandler	4 sess: $68R/$88.50NR

Athletics

Girls Advanced Beginning Gymnastics

Only students who have received a written recommendation from their coach may progress to Advanced Beginning. Advanced Beginning refines many of the skills learned in beginning gymnastics and introduces the more difficult progressions we are ready to learn after mastering the basics. In this advanced class, gymnasts prepare to perform handsprings on floor, jump to high bar, handstands and cartwheel on beam, and front handsprings over the vault table independently. Students enrolled in Advanced Beginning should have the focus, consistency, and desire to begin learning advanced skills and techniques. New students should contact gymnastics@cityofevanston.org to schedule an evaluation.
Location: Chandler-Newberger Community Center
Ages: 7-15 yrs
No class: Nov. 23-29

Dates	Days	Time	Fee
Sep 28-Nov 9	M	7-8:30pm	7 sess: $175R/$227.75NR
Nov 16-Dec 14	M	7-8:30pm	4 sess: $100R/$130.14NR

Adult Gymnastics

No experience necessary. The class will warm up together, then students will be grouped by ability to work on different tumbling skills each week, ranging from cartwheels and handstands to handsprings and saltos. Class will end with conditioning on bars and/or beam.
Location: Chandler-Newberger Community Center
Ages: 16 yrs and older
No class: Nov. 23-29

Dates	Days	Time	Fee
Sep 28-Nov 9	M	7-8:30pm	7 sess: $105R/$136.65NR
Nov 16-Dec 14	M	7-8:30pm	4 sess: $60R/$78NR
Sep 24-Nov 5	Th	7-8:30pm	7 sess: $105R/$136.65NR
Nov 12-Dec 10	Th	7-8:30pm	4 sess: $60R/$78NR



City of Evanston has partnered with **Euna OpenBids** – an online network connecting local governments with suppliers across the nation. Euna OpenBids is open and accessible to all businesses. Euna OpenBids gives you instant access to RFPs, bids, quotes, and other opportunities with City of Evanston.

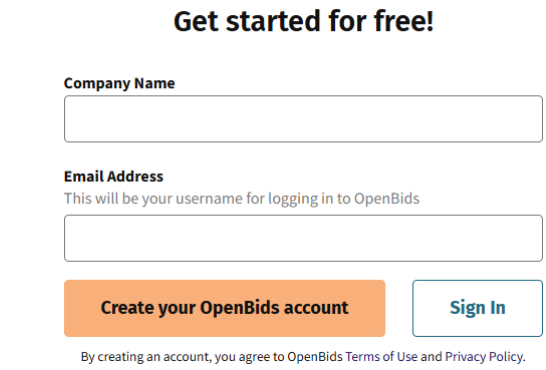
By registering for a complimentary account with Euna OpenBids, you get Instant Access to bids for City of Evanston. Your free Euna OpenBids account provides:

- **Instant** access to all bid and quotes for City of Evanston
- **Automatic** notifications from City of Evanston right to your inbox
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place.

It's Easy! Get started in 4 easy steps.

REGISTER

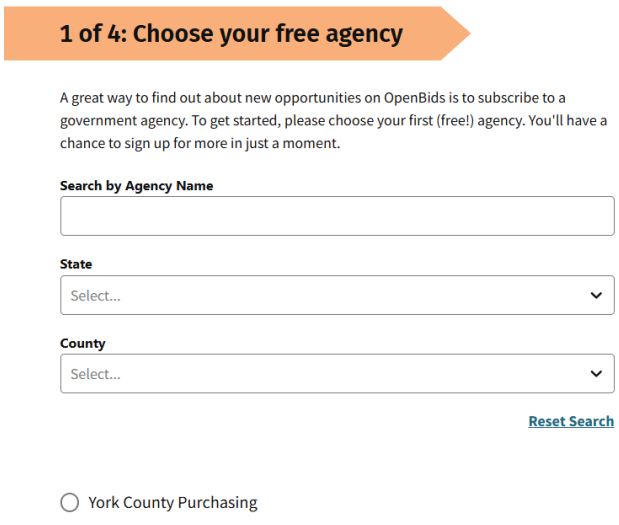
Go to
demandstar.com/registration



STEP 1

CHOOSE YOUR FREE AGENCY

Type "City of Evanston" in the Search Box, select the agency, then click "Next" .

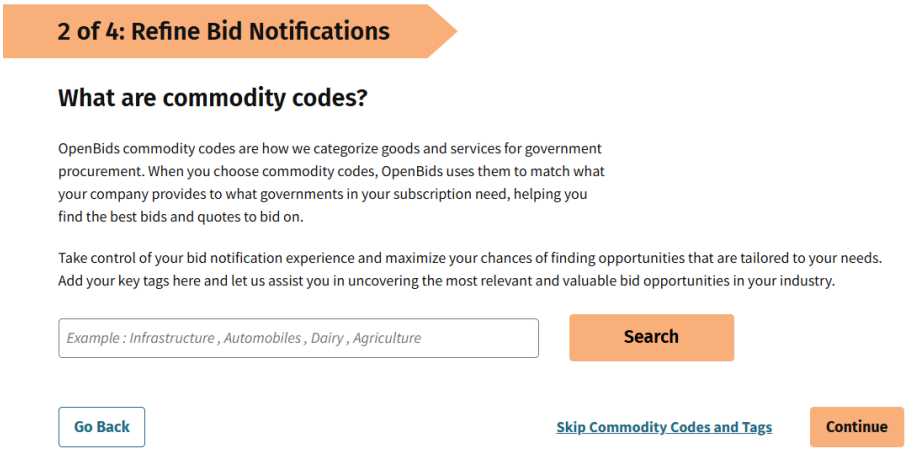


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STEP 2

CHOOSE COMMODITY CODES

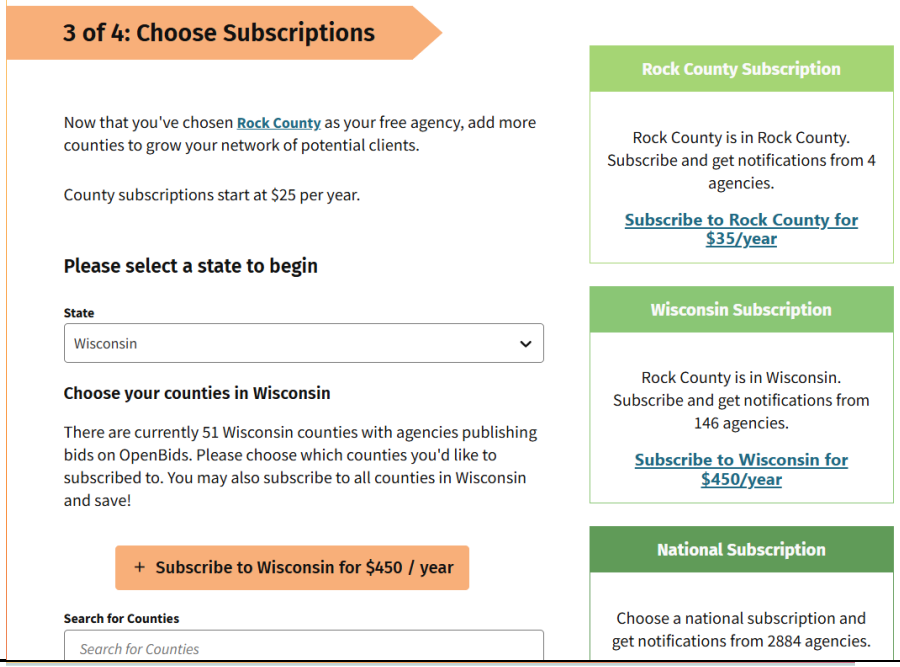
Get notifications – ones that are relevant to your business by describing what you offer via “commodity codes”



STEP 3

CHOOSE MORE NOTIFICATIONS

Click “Continue without Adding Subscriptions” to proceed to City of Evanston specifically. Or, if you’d like to get notifications when other governments near you post a relevant solicitation, you can select any combination of our county, state or national plans on this page.

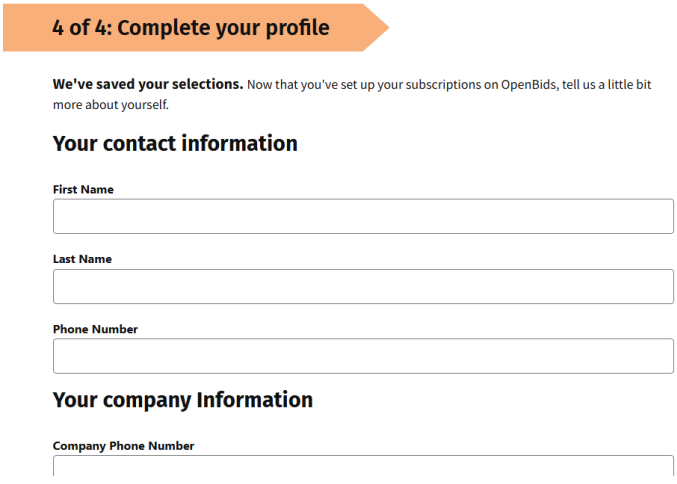


STEP 4

COMPLETE YOUR PROFILE

Enter your contact and company information and Click “Finish Registration”. You’ll receive an email to set up your password.

You’re done!



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EUNA solutions

EUNA OpenBids