

PRAIRIE FIELDS BENCH DEDICATION PROGRAM

Program Overview

The Belvidere Park District is always looking for ways to provide the best possible services and amenities to park users and yet remain fiscally sound and responsible. The Park District has created a partnership opportunity for its citizens to provide an alternate funding source to help provide those amenities, as well as honor and recognize family members or friends. This program is designed specifically for Prairie Fields Sports Park and will be implemented in stages over a few years. This program will be limited on the number of benches that are available and the locations that the benches may be placed in order to maintain the integrity of the park and to not produce over saturation of benches.

Bench Options and Costs

There is attached supporting documentation that demonstrates the possible options that an interested individual has when selecting a bench. These documents will be evaluated on an annual basis to adjust pricing, color, and style of possible benches to be selected. We will make every effort possible to honor any bench orders placed by December 31 of that year with the current printed material options. There may be contributing factors that are out of our control that will not allow that to happen in which case Park District staff will work with the interested party on a reasonable solution.

Ornamentation

In many situations individuals prefer to decorate such memorials with personal belongings or sentimental ornamentation. Although the District appreciates the healing power these acts provide, it clashes with what we are trying to provide to all park users. Benches will not be allowed to be decorated with such ornamentation and District staff will remove with no obligation of return the materials that are found on benches.

Warranty and Longevity

Benches will be maintained and guaranteed for no less than 20 years from the date of installation. In the event of obstruction of future development a new location will be selected for the bench that is suitable to both the District and the bench purchaser or representative. In the event that the purchaser or representative cannot be contacted with reasonable attempts from the District, a new location will be selected by District staff. The Park District will also maintain the power for final decisions on repairs or replacement if the bench is damaged or vandalized. Purchasers are encouraged to report to the District if their bench is in poor repair, but the District will make the decision if the bench condition requires action and what that action may be.

Implementation Schedule

The program will be strictly limited to 50 benches for the entire site. There will be an opportunity for 10 benches to be purchased each calendar year on a first come, first served basis. Due to staffing limitations there will be two times a year that benches will be installed at the site. Any order placed and paid for by December 31 will be installed by May 1 of the following year. Any order placed and paid for by June 30 will be installed by November 1 of the same year. If all 10 benches for the current year have been sold we will begin selling for the next calendar year on February 1 of that year. The reasoning for this is to provide the District time to update option availabilities as well as to allow all citizens a fair opportunity to participate in this program.

Attached Supporting Documents

1. Map of Prairie Fields with annual available sites for benches
2. Bench sample and text sample
3. Order Form



Print Date: 09/10/2010
Image Date: 04/18/2009
Level: Community

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Image Date: 04/18/2009

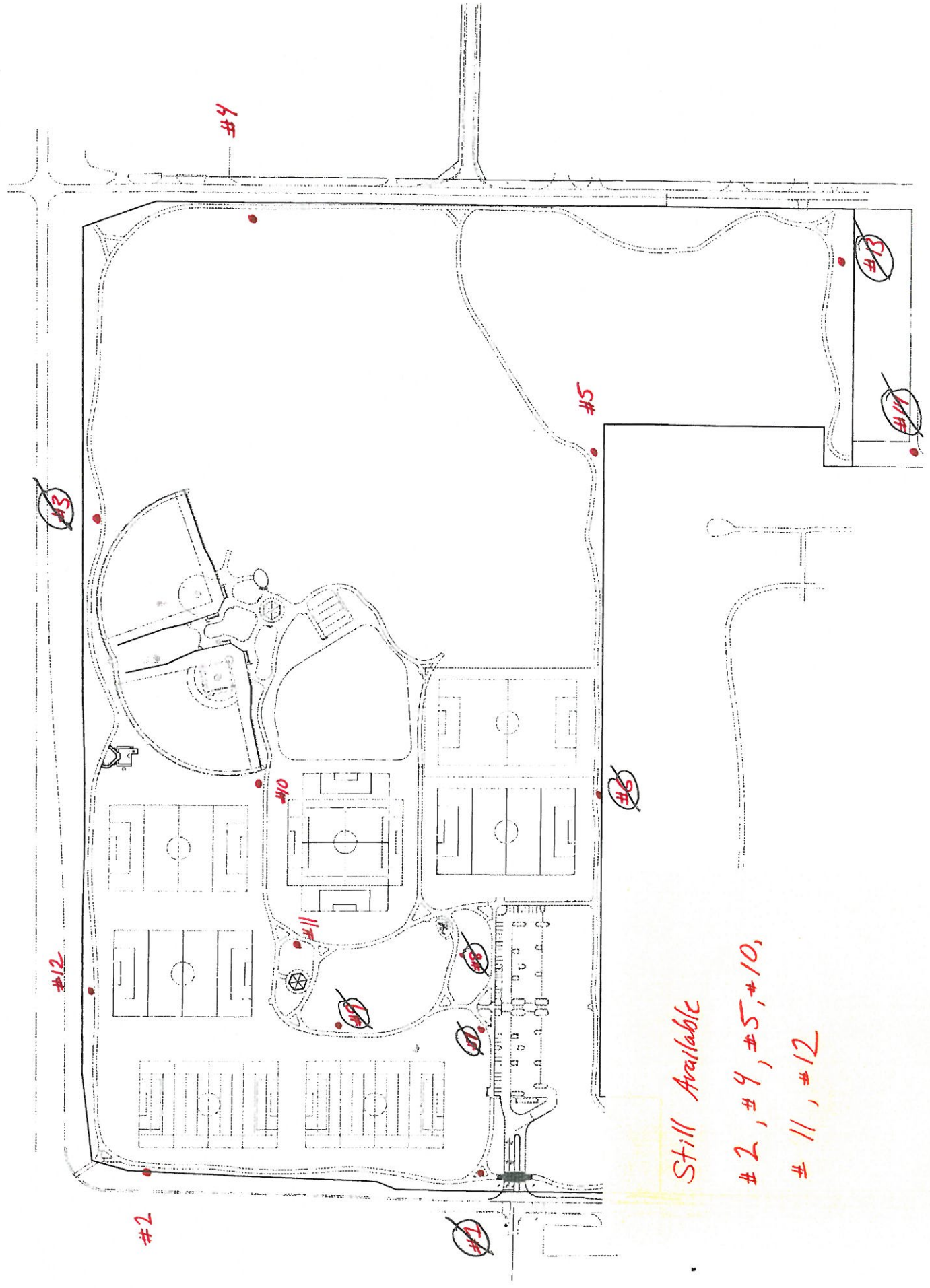
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2010 east

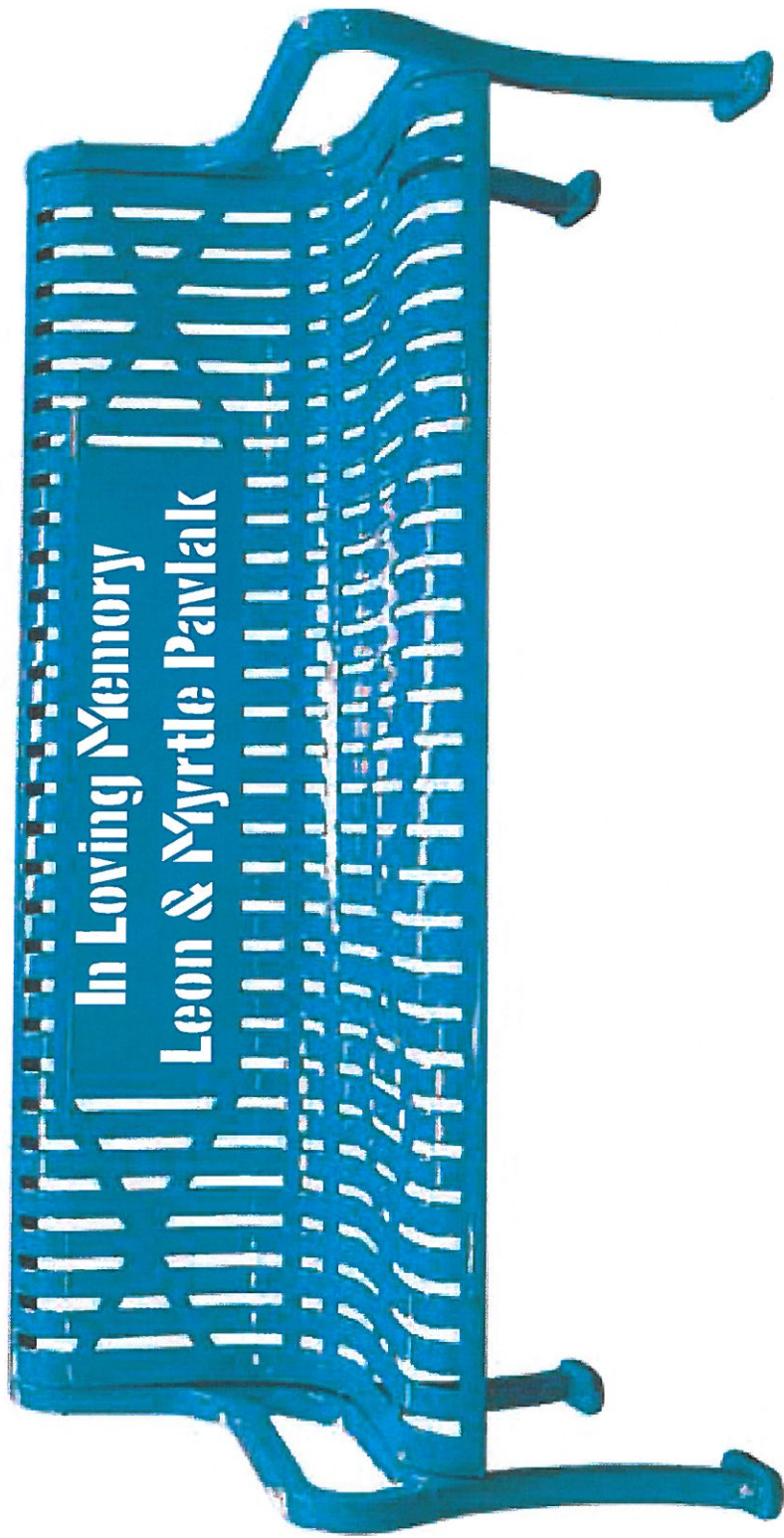
Print Date: 09/10/2010
Image Date: 04/18/2009
Level: Community

revised March 20, 2015



Still Available

#2, #4, #5, #10,
#11, #12

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RFP6

Your item can not go into production until we receive an authorized signature approving design, color, and quantity.
Please review & return as soon as possible.

APPROVAL SIGNATURE _____

Approval Date _____

Quantity _____

Color _____

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Order Form

Purchaser information

Purchasers Name: _____

Address: _____

City, State, Zip code: _____

Phone, Fax, E-mail: _____

Purchased in Memory, Honor or Recognition of: _____

Bench information

(Please circle one or select from manufacturer sheet)

Color of Bench: Blue Green Teal Red Orange Yellow
(Sample at office)

Bench Text: _____

(Sans Bold font, 20 characters per line, 2 lines)

Locations #: _____

2015 Pricing: \$1325.00 per bench

Office Use Only

Verify location is available: _____

Order and Payment received on: _____

Payment received in form of: _____