



# BID NOTIFICATION



**PROJECT:** Janitorial Bid

**NUMBER:** 24-104F

## **INVITATION TO BID**

Sealed bids for: **Janitorial Bid** will be received by the Palatine Park District, 250 E Wood St Palatine, Illinois 60067 until Tuesday, May 21, 2024 at 1:00pm which time and place, all Bids will be publicly opened and read aloud. Bids received after the stated time shall be disqualified and returned unopened.

## **PLANS AND SPECIFICATIONS**

Digital versions of Plans and Specifications are available at no cost beginning Monday, May 6, 2024 by contacting Josh Ludolph via email: [parkprojects@palatineparks.org](mailto:parkprojects@palatineparks.org). Hard copies are available upon request only and may be picked up at the offices of the Palatine Park District, 250 East Wood Street, Palatine, Illinois 60067.

## **PREBID MEETING**

A Prebid meeting will be held on Tuesday, May 14, 2024 at 1:00pm at 250 E Wood St, Palatine, IL 60067. Questions regarding this project should be addressed to: Josh Ludolph, at 847-496-6224 or via email at [parkprojects@palatineparks.org](mailto:parkprojects@palatineparks.org).

## **SUBMITTAL OF BID FORMS**

All forms necessary for submittal of a bid are both bound into and enclosed loosely in the project manual. These forms are to be filled out completely, contain no qualifications or interlineations and be submitted as part of the bid proposal. Attached to the Bid Proposal Form will be one or more certifications regarding the Bidder's compliance with applicable law. Failure of a Bidder to complete, sign and submit a required certification shall be the basis for immediate rejection of that Bidder's bid. The certifications of the successful Bidder shall become a part of the Contract with the Park District.

Bid Proposals shall be submitted in DUPLICATE in a sealed envelope, labeled "SEALED BID" with the Project Name, the name of the bidder, date and time of opening, and addressed to the Superintendent of Facilities Palatine Park District, 250 East Wood Street Palatine, IL 60067. DO NOT submit the project manual as part of the sealed bid packet.

## **RELEASE OF BID RESULTS**

A bid tabulation will be completed at the time of the bid opening. This tabulation will be included in the summary and staff recommendation to the Park Board of Commissioners. The bid tabulation will be posted to the Park District website (<https://www.palatineparks.org/public-bids/>)

on the Bids and Proposals page within two (2) business days after the Park Board has made their determination. Results will not be released prior to posting on the web site.