



BID NOTIFICATION

PROJECT: Administration Building Remodeling Project

NUMBER: 26-01

INVITATION TO BID

Sealed bids for: **Administration Building Remodeling Project**. Trade Packages include 02A-1 Demolition, 06A-1 General Trades, 07A-1 Roofing, 08B-1 Aluminum, Glass, and Glazing, 09D-1 Acoustical Ceiling, 09F-1 Flooring, 09G-1 Painting, 14A-1 Elevator, 21A-1 Fire Protection, 22A-1 Plumbing, 23A-1 HVAC, 26A-1 Electrical, 32A-1 Asphalt Paving & Site Concrete.

Sealed Bids will be received by the Palatine Park District, 250 E Wood Street, Palatine, Illinois 60067, until Wednesday, April 15, 2026, at 1:00 pm at 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.

The proposed project consists of 17,635 SF interior remodeling for the Palatine Park District. Areas include new offices, meeting rooms, boardroom, support spaces, etc. Also included are minor site improvements that consist of new entrance sidewalks, parking lot repaving, and new dumpster enclosure.

The Palatine Park District encourages minority business firms to submit bids on this project and the successful contract bidder utilizes minority businesses as sub-contractors for supplies, equipment, services, and construction.

PLANS AND SPECIFICATIONS

Digital versions of Plans and Specifications are available at no cost beginning Monday, March 23, 2026, by contacting Kirstie Greatsinger via email at kgreatsinger@lampinc.net or by phone at 847-741-7220. Lamp Incorporated will grant access to SmartBid Plan House to download the drawings and specifications for the project.

PREBID MEETING

An optional Prebid meeting will be held on Tuesday, April 7, 2026, at 10:00 am at the Administration Center, 150 W Wilson, Palatine, IL 60067. Questions regarding this project should be addressed to: Jim Holder, Director of Parks & Planning at 847-705-5131 or via email at 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 Executive Director, 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.