

# VILLAGE OF LINCOLNWOOD

## REQUEST FOR PROPOSALS

### OWNER:

Village of Lincolnwood (“*Village*”)  
6900 N. Lincoln Avenue  
Lincolnwood, Illinois 60712

The Village will receive sealed proposals for the work generally described as replacement of windows at the Lincolnwood Public Works Facility (“*Work*”).

### INSTRUCTIONS TO BIDDERS

#### Preparation of Proposals

All proposals for the Work shall be made only on the blank Contract/Proposal form attached to this Request for Proposals and shall be complete with a price for each and every item named in the Schedule of Prices section of the Contract/Proposal form. All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternative bids unless called for, or that contain irregularities of any kind may be rejected.

#### Clarifications

The Village reserves the right to make clarifications, corrections, or changes in this Request for Proposals at any time prior to the time proposals are opened. All bidders or prospective bidders will be informed of said clarifications, corrections, or changes.

#### Mandatory Pre-Bid Meeting

A **mandatory** pre-bid meeting will be held at **10:00 am at the Lincolnwood Public Works Facility (7001 N. Lawndale Avenue) on Tuesday, April 23, 2019** to provide bidders with the opportunity to view the job site and take measurements. The Village reserves the right to reject proposals from any bidders who do not attend this meeting.

#### Delivery of Proposals

Each proposal shall be submitted in a sealed envelope plainly marked with the title of the contract and bidder’s full legal name and shall be addressed and delivered to the place and before the time set forth below. Proposals may be delivered by mail or in person. Proposals received after the time specified above will be returned unopened.

Proposals shall be submitted to the Village of Lincolnwood, 6900 Lincoln Avenue, no later than **10:00 am on Tuesday, April 30, 2019.**

#### Opening of Proposals

Proposals will be publicly opened and read at the time and place specified above. Bidders, their authorized agents, and interested parties are invited to be present.

#### Withdrawal of Proposals

No proposal shall be withdrawn for a period of 45 days after the opening of any proposal.

#### Rejection of Proposals

Proposals that are not submitted on the Contract/Proposal form or that are not prepared in accordance with these Instructions to Bidders may be rejected. If not rejected, the Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Bidders.

#### Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the bidders.

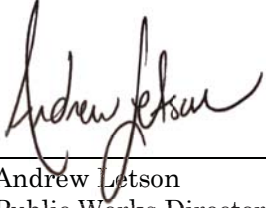
The Village reserves the right to accept the proposal that is in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely upon, or anticipate, such waivers in submitting their proposal.

Upon acceptance of the successful Bidder’s proposal by the Village, the successful Bidder’s proposal,

together with the Village's notification of acceptance in the form attached to this Request for Proposals, shall become the contract for the Work.

DATED this 12<sup>th</sup> day of April, 2019.

**VILLAGE OF LINCOLNWOOD**



By: \_\_\_\_\_  
Andrew Letson  
Public Works Director