



# ORLAND PARK

**INVITATION TO BID  
22-009**

**Parks Court Repairs**

**ISSUED**

**January 21, 2022**

**BID OPENING**

**February 4, 2022  
11:00 A.M.**

Office of the Village Clerk  
2<sup>ND</sup> Floor  
14700 S. Ravinia Ave.  
Orland Park, IL 60462

## TABLE OF CONTENTS

### I. INSTRUCTIONS TO BIDDERS

● Overview .....	4
● Bid Specifications .....	5
● Bid Submission Requirements.....	5
● Evaluation of Bids/Bidders.....	7
● Submittal Checklist.....	8

### II. ATTACHMENTS

● Scope of Work .....	under separate cover
● Local Vendor Purchasing Policy.....	under separate cover
● General Terms and Conditions.....	under separate cover
● Sample Agreement.....	under separate cover

### III. REQUIRED BID SUBMISSION DOCUMENTS

● Bidder Summary Sheet .....	under separate cover
● Certificate of Compliance.....	under separate cover
● References .....	under separate cover
● Insurance Requirements.....	under separate cover
● Unit Price Sheet .....	under required submission documents

## **SECTION I – INSTRUCTIONS TO BIDDERS**



## **OVERVIEW**

The Village of Orland Park (“Village”) is requesting bids for crack filling, repair and color coating (RCC), asphalt overlay repair, and fencing at various bocce ball, tennis and basketball court along with fencing work and additional striping and post installation to accommodate pickle ball courts located at parks within the Village of Orland Park (“Project”).

## **SUBMISSION DEADLINE**

Bids must be submitted not later than 11:00 a.m. local time, on February 4, 2022. No consideration will be given to bids received after the stated date and time. Bids submitted must include all information and documents as requested in this Invitation to Bid. No oral or electronic bids sent by facsimile or via email, will be accepted or considered. All bids received after the submittal deadline will be rejected and returned unopened. Failure to follow these instructions may result in rejection of the bid.

**THE VILLAGE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND TO WAIVE ANY IRREGULARITIES.**

## **QUESTION INFORMATION**

All questions related to this proposal must be submitted online through [BidNet Direct](#), no later than 12:00 p.m. local time on January 28, 2022. No oral comments will be made to any Bidder as to the meaning of the bid documents. Any and all questions will be answered through [BidNet Direct](#) in an addendum after the question period closes. This policy affords all parties submitting bids the same information.

Before the submission deadline, the Village will make available to the public answers to questions or any modifications or additions to this Project or ITB in the form of an Addendum to be posted on the Village's page on BidNet Direct. Answers to questions will not be mailed to potential proposers.

In order to receive notification of any Addenda, please “FOLLOW” the solicitation on [BidNet Direct](#) to ensure that you receive notification of any addenda that may be issued.

Bidders will not be relieved of obligations due to failure to examine or receive documents, visit the [BidNet Direct](#) website or become familiar with conditions or facts of which the Bidder should have been aware and the Village will reject all claims related thereto. Information other than in the form of a written Addendum issued by the Village from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him from fulfilling any of the conditions and obligations set forth in this ITB. In the event of conflict with the original ITB documents, addenda shall govern to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

## **PRE-BID MEETING**

A pre-proposal meeting, is not applicable for this project.



## **BID SPECIFICATIONS**

### **Scope of Work**

The Scope of Work for this ITB #22-009 is attached under separate cover.

## **BID SUBMISSION REQUIREMENTS**

### **Bid Bond**

Each bid must be accompanied by a bid deposit, as earnest money, in the form of a bid bond, a certified check or cashier's check, drawn on a responsible bank, made payable to the *Village of Orland Park* for ten percent (10%) of the total amount of the bid price. After Contract award, the Village will return deposits to unsuccessful Bidders. Bid Bond is Applicable.

Only one (1) original bid bond document is required and is to be submitted with the paper copy to the Clerk's Office.

### **Copies**

Bidders must submit three (3) complete, sealed and signed hardcopies of the bid. One (1) hardcopy shall be an original unbound version, marked "Original" and must contain original signatures. Two (2) hardcopies shall be complete, identical, bound copies of the bid. Bids shall include all requested information, forms, certificate and addendum acknowledgements (if applicable) in each copy in order to be considered responsive.

Bidders must submit bids in a sealed envelope labeled ITB #22-009 Parks Court Repairs in the lower left hand corner. All sealed bids must be submitted to Village of Orland Park, Office of the Village Clerk, 14700 South Ravinia Avenue, Orland Park, Illinois 60462.

All sealed bids submitted properly will be opened publicly and read aloud immediately following the stated submission time for the Project.

### **Other**

Each Bidder is responsible for reading this ITB and determining that the Bid Specifications describe the Project in sufficient detail. Bidders shall notify the Village of any inappropriate service, brand name, component, or equipment called for by the Village in this ITB and shall note in its bid the adjustments made to accommodate such deficiencies.

After bids have been opened, no Bidder shall assert that there was a misunderstanding concerning the nature of the Project or the quantities and specifications of the material/equipment/items to be delivered, and no such claim shall relieve a Bidder from its obligation to perform. All bids must be made only on the forms provided by the Village and must be made in accordance with this ITB, which is on file and may be obtained for examination in the Clerk's Office at the above address and are made part of this notice as though fully set forth herein.



## Required Forms

Bidders shall provide all the information requested in *Section III* of this ITB.

1. *Bidder Summary Sheet* – The Bidder Summary Sheet must be completed, signed and submitted with the bid. Prices must include all permits, insurance, equipment, work and expense necessary to provide the Project. The submitted bid price(s) shall not include any amount for sales or use taxes, or any other tax from which the Village is exempt. The Bidder Summary Sheet is attached under separate cover.
2. *Certificate of Compliance* – The Certificate of Compliance must be completed, signed, and submitted with the bid. The Certificate of Compliance is attached under separate cover.
3. *References* – The References form must be completed and submitted with the bid. Bidders shall provide three (3) references for which they have performed similar work. By providing this information, Bidders grant Village permission to contact said references and ask questions regarding prior work performance. Village may use the information gained from Bidder's references to further evaluate Bidder responsibility. The References form is attached under separate cover.
4. *Insurance Requirements* – The Insurance Requirements must be completed, signed and submitted with the bid. Bidders may submit with the bid a current policy Certificate of Insurance showing the insurance coverages the bidder currently has in force. Insurance Requirements is attached under separate cover.
5. *Unit Pricing* – The unit price sheet is included in the Required Submission Documents.

## Withdrawal of Bids

Once submitted, no bid may be withdrawn without the Village's consent, but it may be superseded by a subsequent timely bid. Any bid received after the time and date specified for opening, or any postponement thereof, will not be considered. Bids shall be irrevocable for at minimum sixty (60) calendar days after the Village opens them.



### **EVALUATION OF BIDS/BIDDERS**

The Village of Orland Park will evaluate proposals based on prices, vendor's qualifications, and additional factors deemed relevant.

The Village of Orland Park retains the right to accept any proposal, any part or parts thereof or reject all proposals. The Village reserves the right to waive minor informalities or irregularities in the proposals received, to accept any proposal deemed advantageous to the Village. Conditional proposal, or those which take exception to the Contract documents without prior written approval from the Village, may be considered non-responsive and may be rejected.

The Village may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work in conformity with the Proposal and Contract documents, and the Proposer shall furnish to the Village all such information and data for this purpose as the Village may request.



## **SUBMITTAL CHECKLIST**

In order to be responsive, each Bidder must submit the following items by 11:00 A.M. February 4, 2022:

1. Three (3) sealed hardcopies of the bid: Not later than the bid opening, Bidders must submit bids in a sealed envelope labeled ITB#22-009 Parks Court Repairs in the lower left hand corner and addressed to:

Village of Orland Park  
Attn: Clerk's Office  
14700 S. Ravinia Ave.  
Orland Park, IL 60462

2. Bid Bond for ten percent (10%) of the bid price. Include the original document in the unbound bid copy. Bid Bond is Applicable.
3. Signed and completed forms from *Section III*.
  - a. Bidder Summary Sheet
  - b. Certificate of Compliance
  - c. References (*3 total*)
  - d. Insurance Requirements Form and policy specimen Certificate of Insurance
  - e. Unit Price Sheet – Included in Required Submission Documents