

NOTICE TO BIDDERS AND INVITATION FOR BIDS

FOR THE INSTALLATION OF TWO (2) HIGH SPEED GARAGE DOORS AT THE ELMHURST PUBLIC WORKS COMPLEX

RECEIPT OF BIDS

Sealed bids for the installation of two (2) high speed garage doors at the Elmhurst Public Works Complex will be received by the City of Elmhurst, DuPage County, Illinois, until **10:00 a.m., Local Time, Tuesday, November 19, 2019**. Thereafter or as soon thereafter as is practicable, all bids received will be publicly opened and the bid prices read aloud. Sealed envelopes or packages containing two (2) hard copies of bids shall be addressed to: Office of the City Clerk, Elmhurst City Hall, 209 N. York Street, Elmhurst, IL, 60126, and shall be marked **“Sealed Bid: Installation of two (2) High Speed Garage Doors at the Elmhurst Public Works Complex, Project# 19-49.”**

CONTRACT DOCUMENTS

Printed copies of bidding documents, consisting of bid proposals, project specifications, and project drawings are on file at the Office of the City Clerk, Elmhurst, Illinois, upon payment of a non-refundable charge of Five Dollars (\$5.00) (plus \$5.00 mailing charge if required) per set of bidding documents. An electronic version of the bidding documents is available free of charge by contacting the Office of the City Clerk via email at: amanda.melone@elmhurst.org with the subject, “High Speed Doors at the Elmhurst Public Works Complex, Project #19-49”. All proposals must be submitted in hard-copy on the forms provided and in compliance with the Instructions to Bidders. Submission of a bid shall be conclusive assurance and warranty that the bidder has examined the plans, the site of the work and the local conditions affecting the contract and understands all of the requirements for performance of the work. The bidder will be responsible for all errors in its proposal resulting from failure or neglect to conduct an in-depth examination. The City of Elmhurst will in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder. The bidder shall not take advantage of any errors or omission in the plans or proposal.

PRE-BID CONFERENCE

All contractors intending to submit a bid may arrange a pre-bid inspection of the subject premises, the Elmhurst Public Works complex, 985 S. Riverside Drive, Elmhurst, Illinois, 60126, by contacting the Office of the City Clerk at Elmhurst City Hall or via email at: amanda.melone@elmhurst.org , with the subject, “High Speed Doors at the Elmhurst Public Works Complex, Project #19-49”. 48 hours advance notice is required prior to inspecting the premises.

BID SECURITY

Each bid shall be accompanied by a proposal guaranty in the form of a bid bond, executed by a corporate surety company, a bank cashier's check or a certified check payable to the City of Elmhurst for not less than five percent (5%) of the amount bid. The proposal guaranty checks of all, except the two lowest responsible bidders, will be returned after the proposals have been checked and tabulated. The proposal guaranty checks of the two lowest responsible bidders will be returned after the contract and the contract bond of the successful bidder have been properly executed and approved. Bid bonds will not be returned.

RIGHT TO REJECT BIDS

The City of Elmhurst reserves the right to waive technicalities and to reject any and all proposals for any reason deemed in the best interest of the City of Elmhurst.

AWARD OF CONTRACT

Unless all bids are rejected, the contract award will be made to the lowest responsive responsible bidder. In determining who the lowest responsive responsible bidder is, the City of Elmhurst will consider all factors which it, in its discretion, deems relevant in determining who the lowest responsive responsible bidder is. Bidders who are awarded a contract shall be required to provide a Labor and Material Payment Bond and a Performance Bond, each in the total amount of the contract sum upon execution of the contract.

PAYMENT OF PREVAILING WAGES

The general prevailing rate of wages in DuPage County for each craft or type of worker or mechanic needed to execute the contract or perform the work, also the general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor, shall be paid for each craft or type of worker needed to execute the contract or to perform the work.

Dated: This 31st day of October, 2019.

City of Elmhurst

Steven M. Morley, Mayor

James A. Grabowski, City Manager