

HOFFMAN ESTATES PARK DISTRICT  
Hoffman Estates, Illinois

REQUEST FOR PROPOSAL

Proposal of \_\_\_\_\_, hereinafter  
called the "BIDDER", (a) / (an) \_\_\_\_\_,  
(Corporation, Partnership, individual)  
doing business as \_\_\_\_\_, to Hoffman Estates Park  
District, hereinafter called the "OWNER."

**The Project located North end of the Triphahn Center  
1685 West Higgins Road  
Hoffman Estates Illinois 60169**

\* \* \*

The Bidder, in response to your advertisement for bids for **GLAZING** having examined the Specifications and other Documents and being familiar with all of the conditions surrounding the proposed work (purchase/sale) including availability of materials and labor, hereby proposes to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, within the time set forth therein and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

Bidder acknowledges receipt of the following Addenda, which are a part of the Contract Document: Numbers: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Bidder hereby agrees to start work within five (5) days after receipt of "Notice to Proceed" from the Owner and to complete the project according to the schedule provided in the contract documents. All work under this proposal shall be completed no later than April 7<sup>th</sup> 2016 unless an extension due to extenuating circumstances is granted by the Construction Manager.

## **SCOPE OF WORK**

### **GLAZING**

The specifications and drawings are to govern the extent of the Work required or reasonably incidental to this Bid package. The following list of Work items is to be included and considered complementary to the drawings and specifications:

Furnish all labor, tools, material, and equipment required and necessary to complete the following:

1. Contractor to remove existing window and frame identified to be used for installation of concrete footings and Steel beams and columns. Contractor to provide temporary enclosure that is removable by other trades during their work. Glazing contractor to store existing frame and glass for replacement at later date.
2. Contractor to Furnish and install a new frame side light and exit door room 149 identified on drawings and specifications prepared by Williams Architects including glass, glazing, gaskets, caulk, sealant, sidelights, hardware , closures, panic bars and locks, tempered and or insulated glass.
3. Re-install removed window from Item #1 including glass, glazing, gaskets, caulk, sealant, sidelights, hardware , closures, panic bars and locks, tempered and or insulated glass.
4. All layout and field measurements as required.
5. Field measurements shall be made when possible. Fabrication shall not be held up waiting for openings to be completed. Shop drawings and fabrications shall proceed based upon guaranteed opening sizes.
6. It is the Contractor's responsibility to provide a watertight installation. Any testing, repairs, or corrective work required to prove and provide such an installation shall be this Contractor's responsibility.
7. Glaze all windows and framed openings, including glass, gaskets, caulking, sealant, anchoring devices, flashing, weather stripping and reinforcing.
8. Caulk all joints between aluminum frames and adjacent frames.
9. This facility must remain in operation, including all services, at all times. All work must be closely coordinated with Owner requirements, which shall take precedence. Trade contractor shall provide temporary enclosure that provides for a secure site.
10. Provide adequate staff to review the Contract Documents and request, in writing, any additional information required well in advance of the actual fabrication or installation. Coordinate and communicate installation information with all other trades where there is interface, connection or contact with a product or work being installed and/or supplied by others.
11. If this Contractor is determined to impede the progress of the project schedule, the work delaying such progress will be passed over in a normal course of business and this Contractor shall be responsible for installing the work under other means and paying for additional costs, remedial work or damages resulting from such action.
12. Provide markers indicating limits of work and clear identification of items and areas requiring protection. Provide barricades, warning signs, and warning lights at conditions where there is a danger of injury to persons, or materials falling into excavations, pits, or depressions in the surrounding grade. This contractor is solely responsible for determining the potential for injury to persons and damage to property. Where such potential is present, take appropriate protective measures. Protect persons from injury and protect existing and new improvements from damage caused directly or indirectly by construction operations.

13. The Trade Contractor shall be liable and responsible for payment of all OSHA fines and/or other penalties against their work for failure to comply with all such requirements. Trade Contractor shall also reimburse the Construction Manager for all OSHA and other fines and/or penalties charged to the construction manager due to Trade Contractor's negligence.
14. Clean up shall be on a daily basis. All unused materials, packaging, debris, food-related rubbish containers and daily removed from the site.
15. Submit the following information within five (5) days after bidding, when requested: (a) approximate number of man-days anticipated for each major function of work; (b) delivery dates of major equipment or fixtures; and, (c) All shop drawings shall be submitted within twenty-one (21) days of the Contract date.
16. No extras shall be accepted on this project unless initiated by the Owner. Discrepancies, exclusions, clarifications regarding each contractor's scope of work shall be addressed by contractor, in writing, and to the architect during the bidding process.
17. Contractor shall provide certificate of insurance with coverage as specified in the Project Manual and naming architect as additional insureds.

Bidders agree to provide all materials, labor, supervision and markup costs to complete the work required under this proposal as specified in the contract documents for the sum of:

\$ \_\_\_\_\_ (in writing)  
 (Dollars)

**OLUNTARY ALTERNATES**

The contractor is encouraged to provide Voluntary Alternates. All Voluntary Alternates **must** be a modification to the Base Bid and shall **not** be included in the Base Bid.

Description of Alternate Proposed (state any change in time required):

\_\_\_\_\_ Add/Deduct \$ \_\_\_\_\_

HOFFMAN ESTATES PARK DISTRICT

FIRM NAME \_\_\_\_\_

BY: \_\_\_\_\_  
 (Sign and Date)

ADDRESS \_\_\_\_\_

BY: \_\_\_\_\_  
 (Sign and Date)

PHONE \_\_\_\_\_

EMAIL: \_\_\_\_\_

BY: \_\_\_\_\_  
 (Sign and Date)

