

HOFFMAN ESTATES PARK DISTRICT  
INSTRUCTIONS TO BIDDERS

1. Identification of Project

The official name and location of the project shall henceforth be known as:

**Supply and Install of Carpet Tiles**

**The Club at Prairie Stone**

**5050 Sedge Blvd**

**Hoffman Estates, IL 60169**

**A mandatory pre bid meeting will be held on 02/05/2020 AT 11:00AM at the location listed above to confirm final measurements, access to facility and answer any question.**

The official name and address of the project owner shall henceforth be known as:

HOFFMAN ESTATES PARK DISTRICT  
1685 West Higgins Road Hoffman Estates, IL  
60169-2998

Pre-Bid Meeting (mandatory) February 5<sup>th</sup>, 2020 @11:00AM

Bid Opening: February 12<sup>th</sup>, 2020

Committee Approval: February 18<sup>th</sup>, 2020

Board Approval: February 25<sup>th</sup>, 2020

Contract Awarded: February 26<sup>th</sup>, 2020

Commencement of Work: Commencement of paperwork shall begin immediately upon notification of award. Actual work shall commence as soon as an agreed upon schedule has been developed by owner and contractor.

**Completion Date: April 24, 2020**