

HOFFMAN ESTATES PARK DISTRICT  
Hoffman Estates, Illinois

FORM OF 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 Bidder, in response to your advertisement for bids for **Furnish and Install of Make Up Air Unit at Bridges of Poplar Creek** 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: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Prices listed below shall be to purchase and install as written in the bid specs.

**BASE BID**

**Mobilization**

\$ \_\_\_\_\_

**Demo Work**

Locate existing utilities, evacuate refrigerant, and disconnect existing units  
Remove unit and curb from roof

\$ \_\_\_\_\_

**New Unit**

\$ \_\_\_\_\_

**Installation of New Unit**

Connect existing electrical and existing units

\$ \_\_\_\_\_

**Start up**

\$ \_\_\_\_\_

**TOTAL Cost**

\$ \_\_\_\_\_

**ALTERNATE 1**

**Replace existing condenser unit with like units. Cost to include new units, demo and removal from roof, installation and setup.**

\$ \_\_\_\_\_

**WARRANTYS**

**Parts Warranty**

\_\_\_\_\_

**Labor Warranty**

\_\_\_\_\_

HOFFMAN ESTATES PARK DISTRICT

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

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

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

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

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

The Bidder hereby certifies:

- A. That this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
- B. That he has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid.
- C. That he has not solicited or induced any person, firm, or corporation to refrain from bidding.
- D. That he has not sought by collusion or otherwise to obtain for himself any advantage over any other bidder or over the "Owner."
- E. That he will comply with all provisions of the Prevailing Wage Ordinance #O18-005 (Ordinance number) adopted by the Hoffman Estates Park District.
- F. That he is in compliance with the Criminal Code Act of 1961, Article 33E-11, Public Contracts, and Public Act 85-1295.
- G. That all materials, methods and workmanship shall conform to the drawings, specifications, manufacturer's standards and specifications, and all applicable Codes and Standards.
- H. The bidder understands that the Hoffman Estates Park District looks favorably on minority businesses as sub-contractors for supplies, equipment, labor services and construction.

**CERTIFICATION**

I, \_\_\_\_\_ (Officer), having been first duly sworn on Oath, do depose and state that I presently reside at \_\_\_\_\_ (Address), and that I am the duly authorized principal, officer or agent of \_\_\_\_\_ (Name of Contractor) and do hereby certify to Hoffman Estates Park District, its Commissioners, Officers and Employees that neither I nor \_\_\_\_\_ (Name of Contractor) are barred from bidding on the Contract for which this bid is submitted, and as a result of violation of either Section 33E-3 (Bid-rigging") or Section 33E-4 ("Bid-rotating") of Article 33E of the Criminal Code of 1961 of the State of Illinois approved July 28,1961, as amended.

\_\_\_\_\_  
On behalf of Contractor

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
- Notary Public -

My Commission Expires:

\_\_\_\_\_

REFERENCES

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Hoffman Estates IL 60169

**References for:**

1. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City-state: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_
  
2. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_
  
3. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_
  
4. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

# SUSTAINABILITY STATEMENT

## Introduction

The Hoffman Estates Park District is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking bidders to provide a Statement of Sustainability to ensure our bidders are also incorporating sustainability into their firm's practices.

## Instructions

Provide a clear description of your firm's sustainable practices, policies or procedures to the below sections or attach a copy of your practice. These practices may include but are not limited to:

Waste Minimization within the office or facilities through recycling programs, double-sided copying, electronic internal communications, recycled content in materials, reusable cups, limited printing, electronic document management, green purchasing policies, green cleaning supplies or reduced packaging in materials procured or supplied.

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Energy Efficiency within office, facilities or firm through lighting retrofits, photo sensor switches for lighting, use of day lighting, Energy Star rated appliance or equipment, alternative fuel or efficient fleet, anti-idling policy, or indoor temperature management.

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Water Efficiency in office, facilities or firm through faucet or fixture retrofits, switch individual bottled water to office water coolers or drinking fountains, drought tolerant landscaping. \_\_\_\_\_

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Staff are encouraged to be sustainable and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support to attend green seminars, US Green Building Council LEED accredited or the creation of an internal green team. \_\_\_\_\_

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Education of your staff about green practices, your business peers of your green accomplishments, your community of your sustainability, or any environmental awards your firm has achieved. \_\_\_\_\_

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