



## INVITATION TO PROPOSAL

### THE CITY OF LAKE FOREST Illinois

**PROJECT: 2021 DICKINSON HALL KITCHEN RENOVATION** - The City intends to engage the services of a qualified Contractor to renovate the kitchen at **100 E. OLD MILL Road** in The City of Lake Forest, Illinois. The project involves the demolition of the current kitchen, purchase of new appliances and the renovation of the kitchen. As noted in the Scope of Work (Attachment A).

**PRE-PROPOSAL MEETING:** A mandatory pre-proposal meeting/walkthrough will be held at the project site, 100 E. Old Mill Road, Lake Forest, IL 60045 at 9:00 a.m. on Tuesday, March 2, 2021.

**PROCUREMENT OF CONTRACT DOCUMENTS:** Copies of the Proposal/Contract documents may be obtained **only** at the mandatory pre-proposal meeting/walkthrough described above. The City will not be responsible for partial sets of documents obtained from any other source.

**PROPOSAL DEADLINE: 1:00 P.M. LOCAL TIME, TUESDAY, MARCH 16, 2021** - Sealed bids will be received for the City Council of the City of Lake Forest in the office of Tricia Schwall, Senior Resources Manager, 100 East Old Mill Road, Lake Forest, Illinois 60045, until 1:00 p.m., local time, Tuesday, March 16, 2021, at which time and place all proposals will be publicly opened and read aloud.

**PROPOSALS** - All proposals shall be addressed to Tricia Schwall, Senior Resources Manager, 100 East Old Mill Road, Lake Forest, Illinois 60045. Proposals shall be sealed and shall have the name and address of the bidder and the contract for which the proposal is being submitted, plainly marked **2021 DICKINSON HALL KITCHEN RENOVATION PROJECT**, on the outside of the envelope. All bidders shall propose in accordance with and upon the Proposal Forms included in the contract documents.

**PROPOSAL SECURITY** - No proposal shall be received unless accompanied by a certified check or satisfactory bid bond payable to "The City Of Lake Forest" in an amount not less than 10% of the maximum bid as a guarantee that, if the bid is accepted, the bidder will execute and file the contract, performance/payment bonds and insurance certification, as required by the contract documents, within ten (10) days after the Notice of Award.

**PROPOSAL REJECTION** - The City of Lake Forest reserves the right to reject any or all proposals, accept the proposal, or any item of any proposal, deemed by the City Council to be the most favorable to the interests of the municipality.

**CONTRACT SECURITY** - The Bidder to whom a Contract is awarded shall be required to furnish a Performance Bond or an Irrevocable Letter of Credit acceptable to the City for 100% of the Contract Price, in accordance with the requirements of the Contract Documents.

**WAGE RATES** - The Bidder to whom a Contract is awarded shall be required to pay not less than the prevailing wage rates for Lake County Illinois on the project as established by the Illinois Department of Labor.

**WITHDRAWAL OF PROPOSALS** - No proposal shall be withdrawn for a period of 90-days after the scheduled opening without the consent of the owner.

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