

Lincolnwood Public Library District
4000 W Pratt Ave | Lincolnwood, IL 60712

Request for Proposals for Parking Lot Repair

Summary

The Lincolnwood Public Library District is seeking proposals from qualified contractors to complete repairs to the existing permeable paver parking lot to eliminate flooding and allow for proper drainage during periods of heavy precipitation.

Building Information

- The permeable paver lot is approximately 12,720 square feet.
- There are 29 parking stalls in the paver lot.
- The Library operates within the following hours:
- M, T, W, Th, F: 10-6, Sat: closed, and Sun: 1-5. (***LPLD's hours of operation are subject to change due to the COVID-19 pandemic***). The Library will close as necessary for this project.

Scope of Work and Requirements

- General Scope:
 - Removal of brick pavers in designated areas of permeable paver parking lot,
 - Store on-site for replacement.
 - Re-installation of brick pavers after drainage system is installed.
 - Installation of a catch basin with a restrictor valve attaching to the existing sewer system located in the asphalt lot.
- Technical Specifications:
 - All work be done in accordance with the latest version of Illinois Department of Transportations' Standard Specifications for Road and Bridge Construction.
 - The contractor must be registered with the Village of Lincolnwood. Please see the village website or Community Development office for details:
<https://www.lincolnwoodil.org/business/building-and-construction/>
 - The contractor must provide permits for the project.
 - The contractor must pay prevailing wages.

Site Tour

Please contact Katie Cordis at kcordis@lincolnwoodlibrary.org or 773-851-6411 to schedule a site visit before submitting a proposal. Site tours are mandatory.

Proposal Requirements

Submissions that do not include each of the six requirements listed below will not be considered.

1. References from at least three current or past clients with a similar project
2. A description of experience
3. An overview of the company
4. An outline of pricing, payment terms and a sample contract
5. A timeline and project schedule
6. A certificate of insurance

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Selection Criteria

Selection criteria will include, but not be limited to the following:

- Qualifications and experience
- References from previous clients
- Cost

Disclaimer

This Request for Proposals (RFP) is not an offer to purchase. The RFP is solely a request for expressions of interest and statements of qualifications. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the Library and any other person can or will be created hereunder. The Library assumes no financial responsibility for the cost of preparation of proposals by respondents nor does it make any commitment to enter into a contract for service based on responses to this RFP.

Bid Timeline

Please submit a complete bid to the Library, two paper copies in a sealed envelope labeled "Parking Lot Proposal ATTN: Katie Cordis", on or before 12:00PM CST on March 12, 2021. The bids should either be mailed or delivered in person during the Library's business hours.

All submissions will be acknowledged within two business days of receipt. If you do not receive an acknowledgement, please contact Katie Cordis at 773-851-6411.

Submission Details

- Library issues RFP: January 28, 2021
- Site tours: January 29 – February 26, 2021
- Deadline for submitting bids: March 12, 2021 at 12:00PM
- Bid opening: March 12, 2021 at 1:00PM
- Board approval and contract signing: March 22, 2021
- Work to be completed before June 1, 2021

If a contractor has any questions about the contents of this RFP, or about any matters relating to it, the question must be directed in writing to the Head of Operations, Katie Cordis, via email at kcordis@lincolnwoodlibrary.org. All questions will be responded to promptly via email.

Submission Checklist

Proposals should complete all of the items on the checklist to be considered eligible for selection. The Library will choose the lowest responsible bidder.

- Submit the proposal on or before 12pm 3/12/2021
- Submit two paper copies
- Visit the library for a property tour
- Required materials are specified and included in proposal price
- Register with the Village of Lincolnwood

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- Statement regarding the payment of prevailing wages
- References of three past clients
- Include a description of experience
- Include an overview of the company
- Include an outline of pricing, payment terms, and sample contract
- Include a timeline/project schedule (with project completion date before 6/01/2021)
- Include a certificate of insurance