



INVITATION TO BID - OSWEGO TOWNSHIP
PEARCE CEMETERY - REFLECTION GARDENS

SEALED BID

May 24, 2024

Oswego Township is seeking an experienced Vendor to prepare site, supply and install all hardscape, monuments, plantings and site furnishings per the attached specifications and drawings at its' Pearce Cemetery located at, 103 Pfund Court, Oswego, IL 60543.

SUBMISSION DATE & TIME: By May 24,2024 @ 2:00 PM

SUBMISSION LOCATION: Township Office, 99 Boulder Hill Pass, Montgomery, IL 60538

BID OPENING DATE & TIME: May 28, 2024@ 10:00AM

PROJECT AWARD DATE: By June 7, 2024

COMPLETION DATE: Bidder to Advise Schedule for All Work

GENERAL REQUIREMENTS:

Submit One (1) completed Sealed Bid Package including:

AT TIME OF SUBMITTAL:

- Required Contact Information
- References
- Timeline of Completion of the Project
- Fully Completed Schedule of Prices • Qualifications/Relevant Experience
- Bid Bond

AT TIME OF AWARD:

- Substance Abuse Statement
- Performance Bond
- Certificate of Insurance
- Executed Contract

CONTACT INFORMATION:

Questions or requests to schedule an appointment for a site visit should be directed to Cemetery Board President, Frank Carney (630) 777-0123 or Township Supervisor, Joe West (630) 554-3211.

INSTRUCTIONS TO BIDDERS—TERMS AND CONDITIONS

1. BID OPENING

Sealed Bids must be received as indicated on cover sheet. Bids received after this time will not be accepted or opened. The bid opening will be held at Oswego Township Offices, 99 Boulder Hill Pass, Montgomery, IL 60538 on May 28, 2024 at 10:00AM. Bids will be opened publicly and available for inspection immediately after the specified closing time. All interested parties are welcome to attend the bid opening.

2. BID ENVELOPES

Envelopes containing bids must be sealed and addressed to Oswego Township, 99 Boulder Hill Pass, Montgomery, Illinois 60538. Label envelope (in lower, left-hand corner) with name of project- Pearce Cemetery Reflection Gardens. Oswego Township will not accept faxed or emailed bids. It is the responsibility of the bidder to make sure their bid arrives at the Oswego Township offices on time.

3. BID FORM PREPARATION

All blanks on the Bid Form must be completed by printing in ink or by typewriter. In signing this bid, Bidder certifies this bid is genuine and not made in the interest 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; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any other advantage over any other Bidder or over Owner. All names must be typed or printed in ink below the signature. Bids by corporations must be executed in the corporate name by the president or a vice-president (or by other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.

- a) Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
- b) Bids shall be submitted before the time and at the place indicated in the Advertisement for Bids and shall be enclosed in a sealed envelope, marked with the enclosed bid label, accompanied by the Bid Form (including any required exhibits) and the bid security (if required).

4. BID BOND

All bids must be accompanied by a Bid Bond in the amount of 5% of the total bid price. The bid bond may be on either the AIA or BLR form.

5. MODIFICATION/WITHDRAWAL OF BID

Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. If, after the Bids are opened, any Bidders that file a duly signed, written notice with the Township and promptly thereafter demonstrates to the reasonable satisfaction of the Township that there was a material and substantial mistake in the preparation of its bid, that Bidder may, with consent of District, withdraw its bid and the bid security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work to be provided under the Contract Documents.