



## BID NOTIFICATION

**PROJECT:** Birchwood Recreation Center Floor Project

**NUMBER:** 26-26

### **INVITATION TO BID**

Sealed bids for: **Birchwood Recreation Center Floor Project** will be received by the Palatine Park District, 250 East Wood Street, Palatine, Illinois 60067, until Monday, March 16, 2026, at 10:00 a.m. at which time and place, all bids will be publicly opened and read aloud. Bids received after the stated time shall be disqualified and returned unopened.

The Palatine Park District encourages minority business firms to submit bids on this project and the successful contract bidder utilizes minority businesses as sub-contractors for supplies, equipment, services, and construction.

### **PLANS AND SPECIFICATIONS**

Plans and Specifications are available at no cost and may be examined at the offices of the Palatine Park District, 250 East Wood Street, Palatine, Illinois 60067, between 7:30 a.m. and 4:30 p.m. Monday through Friday beginning Monday, March 2, 2026. Digital versions are available via email: [Parkprojects@palatineparks.org](mailto:Parkprojects@palatineparks.org).

### **PREBID MEETING**

A Prebid meeting will be held on Monday, March 9, 2026, at 3:00 p.m. at Birchwood Recreation Center, 435 West Illinois Avenue, Palatine, IL 60067. Questions regarding this project should be addressed to: Joshua Ludolph, Superintendent of Recreation Facilities at 847-991-0333 or via email at [parkprojects@palatineparks.org](mailto:parkprojects@palatineparks.org).

### **SUBMITTAL OF BID FORMS**

All forms necessary for submittal of a bid are both bound into and enclosed loosely in the project manual. These forms are to be filled out completely, contain no qualifications or interlineations and be submitted as part of the bid proposal. Attached to the Bid Proposal Form will be one or more certifications regarding the Bidder's compliance with applicable law. Failure of a Bidder to complete, sign and submit a required certification shall be the basis for immediate rejection of that Bidder's bid. The certifications of the successful Bidder shall become a part of the Contract with the Park District.

Bid Proposals shall be submitted in DUPLICATE in a sealed envelope, labeled "SEALED BID" with the Project Name, the name of the bidder, date and time of opening, and addressed to the Director of Recreation Facilities, Palatine Park District, 250 East Wood Street, Palatine, IL 60067. DO NOT submit the project manual as part of the sealed bid packet.

### **RELEASE OF BID RESULTS**

A bid tabulation will be completed at the time of the bid opening. This tabulation will be included in the summary and staff recommendation to the Park Board of Commissioners. The bid tabulation will be posted to the Park District website (<https://www.palatineparks.org/public-bids/>) on the Bids and Proposals page within two (2) business days after the Park Board has made their determination. Results will not be released prior to posting on the web site.