



INVITATION TO BID

Village of Elk Grove Village
901 Wellington Avenue
Elk Grove Village, Illinois 60007

BID NUMBER: PW-1516-02

REPLACEMENT OF ROOFING SYSTEM AT VILLAGE HALL - 901 WELLINGTON AVENUE

The Village of Elk Grove Village will receive sealed bids for the replacement of the roofing system at the Village Hall building, 901 Wellington Ave., Elk Grove Village, IL 60007 consisting of the removal and replacement of approximately 25,229 square feet of existing flat roofing systems, and other appurtenant work necessary to complete the project within Village limits all in accordance with the enclosed Specifications and Contract Document PW-1516-02. Prospective bidders are advised to carefully review the General Conditions, Special Conditions, Special Provisions and Plans of this document.

Bid documents may be obtained at the Public Works Administration Building, 600 Landmeier Road, Elk Grove Village, Illinois, (847) 734-8800. **All bidders must be prequalified prior to receiving bid documents.** Prequalification forms are available at the Public Works Administration Building or online at www.elkgrove.org. Village prequalification includes any of the following:

1. Completed and approved Village Work History Statement – Roof Replacement at Village Hall

A Mandatory Pre-Bid Meeting will be held on Wednesday, March 20, 2015 at 10:00 AM, local time at the Charles J. Zettek Municipal Building, 901 Wellington Ave, Elk Grove Village, Illinois. The bid opening will be held on Thursday, April 2, 2015 at 11:00 AM, local time at the Charles J. Zettek Municipal Building, 901 Wellington Ave, Elk Grove Village, Illinois, at which time all bids will be publicly opened and read. All bids must be received prior to the date and time shown above. Bids transmitted by facsimile or email will not be accepted.

Bids must be submitted in a sealed envelope addressed to the **Finance Department**, Village of Elk Grove Village, 901 Wellington Avenue, Elk Grove Village, Illinois, 60007 and marked to indicate the following:

**REPLACEMENT OF ROOFING SYSTEM AT VILLAGE HALL
DO NOT OPEN
BID OPENING: April 2, 2015 at 11:00 AM**

Respectfully,

Sandy Smalley
Deputy Director of Finance

VILLAGE OF ELK GROVE VILLAGE

Prequalification for
Replacement of Roofing Systems
Work History Statement

This form must be completed in its entirety. Incomplete information may result in rejection. It is in the best interest of your firm to ensure that contact names and telephone numbers are accurate. Inaccurate information will be considered a negative response. Submit copies of any certifications or licenses requested as appropriate. Ancillary or supplemental information may be submitted with this form, after the form has been completed. The review process typically requires several days or weeks to complete depending upon availability of references and other submittals,

Name of Company

Name / Title

being an authorized representative of said company hereby certifies that all statements made in this Work History Statement are made on behalf of the undersigned Contractor in support of its Prequalification Statement to:

These types of projects consist of the removal and replacement of approximately 25,229 square feet of existing flat roofing systems, and other appurtenant work necessary to complete the project within Village limits all in accordance with the Specifications and Contract Document PW-1516-02.

I, _____, have carefully prepared, reviewed and checked this Work History Statement and certify that the statements contained in this Work History Statement are true and correct.

1. Nature of Business

Briefly state the nature of the Contractor's business:

2. Years in Business

State the number of years (_____) that contractor, under its current name and organization has been continuously engaged in the aforesaid business.

3. Predecessor Organizations

If Contractor has been in business for less than five years, list any predecessor organizations:

<u>NAME</u>	<u>ADDRESS</u>	<u>YEARS</u>
_____	_____	_____
_____	_____	_____

4. Business Licenses

List all business licenses currently held by Contractor:

<u>ISSUING AGENCY</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>EXPIRATION</u>
_____	_____	_____	_____
_____	_____	_____	_____

5. Contract Quantitative Experience

List the cumulative contract amounts of work completed over the past five years of business:

2010: _____ 2011: _____ 2012: _____
2013: _____ 2014: _____

6. Related Experience

List (4) four public contracts similar in nature and scope to the identified work that have been completed by Contractor, or its predecessors, in the past five years including the names of the municipal references:

Contact 1	
Client Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Type of Work:	
Annual Value of the Work:	
Starting Date:	
Ending Date:	

Contact 2	
Client Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Type of Work:	
Annual Value of the Work:	
Starting Date:	
Ending Date:	

Contact 3	
Client Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Type of Work:	
Annual Value of the Work:	
Starting Date:	
Ending Date:	

DATED this _____ day of _____, 2015

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Completed Forms

Forms may be faxed to the Public Works Department at 847-734-8060 or e-mailed to pwprequal@elkgrove.org with Subject **Replacement of Roofing Systems at Village Hall.**

Questions about the Project

For questions concerning the Project please contact the Public Works Department at 847-734-8800.