Request For Quotes

Heart of Illinois Special Recreation Assoc. Facility – Canopy Repair

The Peoria Park District is soliciting written quotes for the repair of the front canopy at our Heart of Illinois Special Recreation Association facility located at 8727 N. Pioneer Road, Peoria, IL. A large truck drove under the canopy, damaging a structural steel beam and light fixtures. Repairs shall include replacement of the beam with a new beam and installation of new light fixtures.

Quotes shall include all labor, material, equipment, and incidentals required to provide a complete project. Contractor shall follow all applicable local, state, and federal laws. Contractor shall be responsible for any damage caused during this work and shall repair all damage at Contractor’s expense.

Please note that the prevailing rate of wage including benefits for the Peoria area shall be paid for each craft or type of worker needed to execute this project or perform this work as required by the State of Illinois Department of Labor.

Contractor is responsible for verifying all field conditions. Please contact Becky Fredrickson at 686-3386 or rfredrickson@peoriaparks.org if you have any questions. The project site can be viewed during normal business hours.

Deadline:
Please submit written quotes by Tuesday, September 29, 2015, at 2:00 p.m. Quotes may be delivered, mailed, faxed, or emailed (rfredrickson@peoriaparks.org) to the Planning Offices at the address above.

Description of Work:
The project’s intent is to replace the damaged steel beam per the attached canopy framing plan S100 dated 9/1/15.

Owner will provide new light fixtures to be installed by the Contractor on the new beam. See Plan Note #2 on sheet S100. Owner will provide five each, 4’ long, swivel mount ACCIAIO ECO LED fixtures #BX910LED-4HT-50W-400K-PM.

Schedule:
Work shall be substantially complete by December 18, 2015.
Administrative Requirements
We are required by State law and Park Board policy to request the following to be submitted with quote.
Unfortunately, Quotes submitted without this information are considered incomplete and ineligible for award. All forms noted in this section are available from the Planning Department website at http://www.peoriaparks-planning.org/forms.html. If needed, these forms may be faxed or emailed to you for your use.

1. **EEO Certification** – A completed Certificate of Equal Employment Opportunity Compliance must be submitted with quotes if not currently approved.

2. **Workforce Profile** – A completed Workforce Profile must be submitted if not currently approved.

3. **Sexual Harassment Policy** – A sexual harassment policy must be submitted for approval if not currently on file.

4. **W-9 Taxpayer Identification Form** – Bidder must complete and sign the W-9 form.

5. **Substance Abuse Prevention Program Certification** – Submit form with appropriate section completed. If Part B of the form is completed, your company’s Substance Abuse Policy must be submitted for approval.

6. **Certification of Safety Compliance** – A completed certification of safety compliance must be submitted.

7. **Illinois Drug Free Workplace Certification** – A completed Illinois Drug Free Workplace Certification (form attached) must be submitted.

**Required forms after Award is made before work can begin:**

1. **Insurance Requirements** – A Certificate of Insurance and Endorsement with a minimum of one million ($1,000,000) of liability coverage, naming the Peoria Park District as Additional Insured, will be required, before work begins. Verification that all employees who will be working at the site are currently covered by Workers Compensation insurance will also be required.

**Forms to be submitted with project closeout and pay requests:**

1. **Certified Payroll** – Prevailing wage is required for this job. A certified payroll form must accompany all requests for payment.

2. **Weekly Workforce Reports** – Contractor shall submit completed Weekly Workforce Report for each week until project is completed.

Please contact me at 686-3386 if you have any questions or concerns.

Sincerely,

Rebecca Fredrickson
Superintendent of the Planning, Design, & Construction Dept.

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**PEORIA PARK BOARD**

TIMOTHY J. CASSIDY  NANCY L. SNOWDEN  KELLY A. CUMMINGS  WARREN E. RAYFORD
President  Trustee  Trustee  Trustee
ROBERT L. JOHNSON, SR.  JACQUELINE J. PETTY  MATT W. RYAN
Trustee  Trustee  Trustee

BONNIE W. NOBLE – Executive Director
QUOTE FORM

PEORIA PARK DISTRICT
CANOPY REPAIR
HISRA FACILITY

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
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<tr>
<td>QUOTE: Provide labor, equipment, &amp; material necessary to complete the canopy repairs per the specifications above.</td>
<td>$</td>
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THE UNDERSIGNED CERTIFIES THAT THIS QUOTATION IS IN ACCORDANCE WITH PEORIA PARK DISTRICT SPECIFICATIONS.

QUOTE SUBMITTED BY:

Company Name

Address

City

State

Zip

Telephone Number

Fax Number

E-Mail

Signature

Title

Date

PEORIA PARK BOARD

TIMOTHY J. CASSIDY
President

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