

**NOTICE TO BIDDERS AND INVITATION FOR BIDS  
FOR  
WATER METER TESTING (RE-BID)  
VILLAGE OF GLENDALE HEIGHTS, DUPAGE COUNTY, ILLINOIS**

**RECEIPT OF BIDS**

Sealed bids to complete all work required for Water Meter Testing (Re-Bid) will be received by the Village of Glendale Heights DuPage County, Illinois, until 10:00 a.m., (Central Daylight Savings Time) on Tuesday, March 25, 2025. Thereafter, or as soon as thereafter as is practicable, all bids received will be publicly opened and the bid prices read aloud. Sealed envelopes or packages containing bids shall be addressed to the Office of the Purchasing Division, Glendale Heights Civic Center, 300 Civic Center Plaza, Glendale Heights, Illinois 60139, and shall be marked "Sealed Bid – Water Meter Testing." The work in general shall consist of water meter testing at various locations within the Village of Glendale Heights. A bid label is included on the final page of this document, to further identify your submittal.

**CONTRACT DOCUMENTS**

This work shall be performed in accordance with the bid documents, copies of which are on file for review, and available at the Village of Glendale Heights, Finance Department, 300 Civic Center Plaza, Glendale Heights, Illinois 60139. All proposals must be submitted on the forms provided and in compliance with the Instructions to Bidders. Submission of a bid shall be conclusive assurance and warranty that the bidder has examined the plans, the site of the work and the local conditions affecting the contract and understands all of the requirements for performance of the work. The bidder will be responsible for all errors in its proposal resulting from failure or neglect to conduct an in-depth examination. The Village of Glendale Heights will in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder. The bidder shall not take advantage of any errors or omission in the plans or proposal.

**QUESTIONS, CHANGES, CLARIFICATION**

Any questions that arise must be made in writing and shall be directed by electronic mail to Darcie Garza, Purchasing Agent, Village of Glendale Heights Finance Department, 300 Civic Center Plaza, Glendale Heights, IL 60139, Telephone (630) 909-5341, Fax: (630) 260-9548, Email: [darcie\\_garza@glendaleheights.org](mailto:darcie_garza@glendaleheights.org). The written questions, along with the Village's response, shall be circulated to all known potential bidders without identifying the party submitting the questions. The cut-off for receipt of additional questions shall be 12:00 Noon, Central Standard Time on March 17, 2025, in order to facilitate preparation of any addenda. No inquiry received after that time will be given consideration. Replies and/or addenda will be mailed and faxed to all known potential contractors on March 18, 2025. Receipt of any addenda must be acknowledged in writing as part of the Bidder's Proposal. Bidders shall be responsible for ensuring that they have received any and all addenda. The Village of Glendale Heights shall not assume responsibility for the receipt by the Bidder of any addenda.

**BID SECURITY**

Each bid shall be accompanied by a proposal guaranty in the form of a bid bond, executed by a corporate surety company, a bank cashier's check or a certified check payable to the "Village of Glendale Heights" for not less than five percent (5%) of the amount bid. The proposal guaranty

checks of all, except the two lowest responsible bidders, will be returned after the proposals have been checked and tabulated. The proposal guaranty checks of the two lowest responsible bidders will be returned after the contract and the contract bond of the successful bidder have been properly executed and approved. Bid bonds will not be returned.

### **RIGHT TO REJECT BIDS**

The Village of Glendale Heights reserves the right to waive technicalities and to reject any and all proposals for any reason deemed in the best interest of the Village of Glendale Heights.

### **AWARD OF CONTRACT**

Unless all bids are rejected, the contract award will be made to the lowest responsive responsible bidder. In determining who the lowest responsive responsible bidder is, the Village of Glendale Heights will consider all factors that it, in its discretion, deems relevant in determining who the lowest responsive responsible bidder is. Bidders who are awarded a contract shall be required to provide a Contract Bond conditioned for the completion of the contract, for the payment of material used in the work and for all labor performed in the work, whether by subcontractor or otherwise, in the total amount of the contract sum upon execution of the contract.

### **TERM OF CONTRACT**

The initial term of the contract shall begin on or around April 1, 2025 through and including March 31, 2026. The Village has the right to cancel and terminate the agreement at any time by giving a 30-day cancellation notice to the Contractor. In the event of such cancellation, the Contractor shall be entitled to receive payment for services, work performed and materials and equipment furnished under the terms of the contract prior to the effective date of such cancellation, but will not be entitled to damages on account of such or any further payment whatsoever.

Upon mutual agreement, this contract may be extended for three (3) one (1) year renewal optional extensions, with the first extension running from April 1, 2026 to March 31, 2027, the second extension running from April 1, 2027 to March 31, 2028 and the third extension running from April 1, 2028 to March 31, 2029 upon a ninety (90) day written notice from the Village of its intention.

A one-time economic adjustment for labor, material and equipment costs shall be allowed for each one-year extension to the contract after the initial one-year period. This economic adjustment may not exceed the published Consumer Price Index (CPI) with December as the base month, not to exceed 5%.