

NOTICE TO BID

VILLAGE OF HOFFMAN ESTATES
Hoffman Estates, IL 60169

The Village of Hoffman Estates Department of Public Works is soliciting bids for **"2016 SEASONAL LANDSCAPE MAINTENANCE SERVICES OF VILLAGE BIWEEKLY MAINTAINED SITES & CUL DE SACS, LOCATIONS C & D"** located at various sites throughout the Village and as described within bid documents.

Sealed bids will be received by the Office of the Village Clerk, 1900 Hassell Road, Hoffman Estates, Illinois, 60169, (Municipal Building) until 9:30 a.m., local time, April 13, 2016, at which time they will be publicly opened and read aloud. It is the responsibility of the bidder to meet the specified opening time; and any bid not so received will be returned unopened. Bids must be identified as such on the outside of the sealed envelope. This can be done by label as may be provided by the agency or by marking the envelope "SEALED BID" and with the following information: Company's name, address, item bid, date, and time of opening. **Each bid must be submitted with a bid deposit in the form of a Certified Check, Cashier's Check or Bid Bond in the sum of \$1000. Vendors interested in tendering a bid are required to schedule a site visit with a Village representative. The scheduled site visit MUST be completed by 1:00pm Friday, April 8, 2016.**

Specifications and complete bid documents may be obtained from the Office of the Village Clerk. Further information regarding this bid may be obtained by contacting Kelly Kerr, Village Forester at (847) 490-6800.

The Village of Hoffman Estates reserves the right to waive any/all formalities, or to reject any/all bids and/or parts thereof; and to accept that bid which it deems most favorable to Hoffman Estates after all bids have been examined and canvassed.

By the Order of the Mayor and Board of Trustees of the Village of Hoffman Estates.

(date)

Beverly Romanoff, Village Clerk

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