

LEGAL NOTICE

CRETE PARK DISTRICT REQUEST FOR PROPOSALS SHELTER PAVILION PURCHASE AND INSTALLATION RFP # 2025-02

The Crete Park District is requesting proposals for qualified vendors to provide a shelter pavilion replacement in Crete Park.

RFP packages are available at the Crete Park District Office, 737 W. Exchange Street, Crete, IL 60417, by calling 708-672-6969, or on the Crete Park District website at <https://cretepark.com>. All RFPs should be received at the Administrative Center, 737 W. Exchange Street, Crete, IL 60417 by Friday, September 26, 2025. RFP's may also be sent by email to Andrew Biesterfeld, Executive Director at abiesterfeld@cretepark.com and received by Friday, September 19, 2025. Mailed RFPs should be plainly marked "RFP #2025-02 Shelter Pavilion Purchase and Installation Project". If being sent by email the subject line should read "RFP #2025-02 Shelter Pavilion Purchase and Installation Project". The Crete Park District reserves the right to accept or reject any and all Proposals, or any part thereof, if it is in the best interest of the park district.

Andrew S. Biesterfeld
Executive Director

**CRETE PARK DISTRICT
REQUEST FOR PROPOSALS
SHELTER PAVILION PURCHASE AND INSTALLATION
RFP # 2025-02**

The Crete Park District is requesting proposals for qualified vendors to provide a shelter pavilion and installation at the north end of Crete Park.

Scope of work:

1. *Classic Style Wood Shelter Pavilion*

- a. Furnish and install a 44' x 24' classic wood shelter pavilion
- b. 30-year architectural grade asphalt shingles
- c. Utilize existing footings for installation
- d. Site is accessible and install ready

Instructions for Bid Submission:

Requests for Information/Requests for Clarifications: The submission deadline for all Requests for Information/Requests for Clarifications shall be no later than one week prior to the submission deadline Friday, September 12, 2025. All information shall be submitted in writing to Andrew Biesterfeld, Executive Director by email at abiesterfeld@cretepark.com with the Subject Line: Requests for Information/Requests for Clarification.

The Respondent shall provide with their proposal information that demonstrates the contractor's experience, knowledge, and qualifications. In addition, the Respondent must provide the proposed lump sum bid price inclusive of all insurance, overhead, profit, and all other miscellaneous expenses. (Proposal Form)

The submission date for all RFP's shall be no later than 5:00 p.m. on Friday, September 19, 2025. All submissions must be plainly marked "RFP #2025-02 – Shelter Pavilion Purchase and Installation Project" and addressed to:

Mr. Andrew Biesterfeld, Executive Director
Crete Park District
737 W Exchange St
Crete, IL 60417

Or emailed with the subject line: "RFP #2025-02 – Shelter Pavilion Purchase and Installation Project" to abiesterfeld@cretepark.com.

LATE PROPOSALS WILL NOT BE CONSIDERED

GENERAL INFORMATION

1. Rejection of Statements of Qualifications:

The Crete Park District reserves the right to reject any and all proposals received as a result of this RFP, if it is in the best interest of the park district.

2. Insurance Requirements

The Crete Park District reserves the right to waive any portion or adjust downward the amount of insurance required depending on the exposures to the park district. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Illinois. Contractor's insurance shall be primary over any other valid and collectible insurance. Any deductibles are the sole responsibility of the Contractor.

Contractor shall obtain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. Any insurance or self-insurance maintained by Owner shall be excess of the Contractor's insurance and shall not contribute with it.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

B. Continuing Completed Operations Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following substantial completion of the work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

C. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

D. Worker's Compensation Insurance

The contractor shall maintain workers' compensation as required by statute and employers' liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

E. General Insurance Provisions

a. Evidence of Insurance

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this Contract at Owner's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

The contractor shall provide certified copies of all insurance policies required above within ten (10) days of contract execution to the Executive Director or designee.

b. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

c. Cross-Liability Coverage

If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

d. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

e. Subcontractors

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

F. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Architect and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

RFP PROPOSAL FORM

CRETE PARK DISTRICT, CRETE, ILLINOIS 60417

Shelter Pavilion Purchase and Installation Project – RFP # 2025-02

Award Date: Wednesday, September 24, 2025.

Crete Park District
Administrative Center
737 W Exchange St
Crete, IL 60417

In accordance with the Park District Specifications, the undersigned agrees to the following:

1. Classic Wood Shelter Pavilion (all inclusive) \$ _____ / lump sum
2. Classic Wood Shelter Installation (all inclusive) \$ _____ / lump sum

Please also attach company quotation document (including picture of shelter)

References (if available)

We have done work or provided services for the following municipalities/park districts and dates:

1. _____
2. _____
3. _____

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Park District reserves the right to reject any and all bids and is submitting this bid without collusion with any other person, individual or corporation.

Signature

Title

Printed Name

Date

Company Name

Phone

Address

Email

City State Zip