



## PROFILE

The Genoa Township Park District was formed as it's known today in 1943. As a township park district, a separate government from the City of Genoa itself, the Genoa Township Park District serves the people living within Genoa Township, which includes most of residents of the City of Genoa, all of the people who reside in Flagg Center, as well as rural residents in Genoa Township outside of the municipalities.

Currently the Genoa Township Community Park District serves a population of 7500, contains 13 parks within 125 acres of land, an 14,000 sq ft Fitness Center, a seasonal, outdoor pool and splashpad with 5 full-time employees, 2 permanent part-time, and over 75 seasonal employees operating within a \$1 million budget.

## CONTACT

PHONE:  
(815) 784-5612

WEBSITE: [www.GenoaParkDistrict.com](http://www.GenoaParkDistrict.com)

EMAIL: [Pbafia@genoaparks.com](mailto:Pbafia@genoaparks.com)

# GENOA TOWNSHIP PARK DISTRICT

400 E. Second Street | Genoa, IL 60135

## REQUEST FOR PROPOSAL: ROOF REPLACEMENT AT GENOA OFFICE, RECREATION AND CONCESSIONS BUILDING

Submission Deadline: October 21<sup>st</sup>, 2024  
Point of contact: Paul Bafia

## OUR MISSION

The Genoa Township Park District seeks to welcome all people to be able to enhance and enrich lives through quality recreation opportunities.

## INFORMATION FOR BIDDERS

### Receipt and Opening of Bids

The Genoa Township Park District invites bids on the forms attached for 2024 Chamberlain Park Building Roof Replacement. The Genoa Township Park District will accept sealed bids until 12:00 pm on October 21st at the District office, 400 E. Second St, Genoa Il.. Bids will then be publicly opened and read aloud at the Genoa Park District office. The bid envelope must be sealed and addressed to Paul Bafia, Executive Director, and include the following information:

- Name of Bidder
- Bidder's Address
- Date and Time of Bid Opening
- Bid Enclosed: **2024 Chamberlain Park Building Roof Replacement**

### Qualifications of Bidders

The Genoa Township Park District may investigate the Bidders ability to supply the necessary equipment, and the Bidder shall furnish all such information and data for the purpose as requested. The Genoa Township Park District reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the District.

### Compliance with Laws

Bidders shall at all times observe and comply with all laws, ordinances, and codes of the Park District and all federal, state, and local governments and other governmental agencies including, but not limited to, prevailing wage laws (820 ILCS 130) which may in any manner affect the preparation of Bids and Proposals or the performance of this Contract.

### Insurance Coverage & Requirements

The contractor must obtain/acquire the following coverage's:

- Certificate of Commercial / General Liability Insurance of not less than \$1,000,000 each occurrence.
- Business Auto and Umbrella Liability Insurance of not less than \$1,000,000 each accident.
- Workers Compensation and Liability Insurance within Illinois Statutory Limits.
- List the Genoa Township Park District as additional insured.

**All bidders agree to the following:** To the fullest extent permitted by law the contractor shall pay, indemnify, defend and hold harmless the Genoa Township Park District (GTPD) its officers, representatives, elected and appointed officials, agents, and employees ("Indemnified Parties") from and against any and all claims, loss, expense, liability, damage or cost (including, without limitation, judgments, attorneys' fees and costs, court costs and the cost of appellate proceedings) which any of the Indemnified Parties incur because of injury to, or death of any person, or on account of damage to property, including the loss of use thereof, or any other claim arising out of, in connection with or as a consequence of the performance of, or the failure to perform, the remodeling work contemplated under the Contract by the contractor, its agents, employees, subcontractors or anyone for whose acts the contractor may be liable with respect to the remodeling work contemplated herein. Further, the contractor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

### Damages to Property

The contractor shall be responsible for any damage to properties caused by the acts of their work in the course of performance of this contract and shall replace or restore to its original condition any such damaged property at no cost to the District. The Genoa Township Park District shall be held harmless for all liability under the Scope of Work of this contract. All outside and inside areas of the building and the grounds shall remain clean and free of any construction debris. An allotted area will be allowed for material storage.

### Time of Completion and Penalties

Work must be completed by November 30<sup>th</sup>. The Genoa Township Park District will take into consideration any lost work days due to weather conditions, additionally any additional work added by the District may extend the contract completion date and agreed upon in writing prior to additional work. Any damages owed to the Genoa Township Park District may be deducted from any payments to the Contractor.

### Taxes

The Genoa Township Park District is a tax-exempt organization. A copy of the Districts' tax-exempt form will be furnished.

**Payment**

Once the contractor has finished the project work, the contractor shall notify the Park District that the work is ready for final inspection. The final payment will not be released until the Park District receives all required documents and completed a final inspection. Invoices will be approved at the Board Of Commissioners Meeting on the 3<sup>rd</sup> Monday of the month and be ready for pick up or be mailed that next day on Tuesday.

**Scope of Work**

The contractor will enter into a contract with the Genoa Township Park District for the replacement of the roof at Chamberlain Park building and associated work. The contractor must provide all permits, necessary labor, and equipment, and must dispose of all materials in an environmentally responsible manner. The contractor will also have to fill out the District's Independent Contractor's Form.

**Examination of Site**

Bidders must visit the site of proposed work and become fully acquainted with existing conditions in order to submit a bid for the proposed project. By submitting a bid, the bidder agrees and warrants to have examined the site(s) and contract documents, and where the contract documents require in any part of the work a given result to be produced, that the specifications and/or drawings are adequate and the required result can be produced under the specification and/or drawings. The contractor is responsible for confirming the field measurements of each location included in the bid.

**Project Specifications**

The District is seeking an alternate proposals to remove and install new gutters and downspouts.

**Statement of Vendor Qualifications Must Detail the Following:**

1. A list of references.
2. Installer must be a certified roofing contractor for the roofing system to be installed.

**SUCCESSFUL BIDDER WILL INSTALL THE FOLLOWING PER MANUFACTURER'S RECOMMENDATIONS**

1. Tear off all old shingles from entire area of building roof and dispose of properly
2. Install ice and water barrier in all valley's, around skylights and chimney's and along bottom 72" of roof at all eaves as code.
3. Install synthetic felt over remaining roof area not covered by ice and water barriers.
4. Install color matched aluminum drip edge at all rake edges and gutter apron at all eaves.
5. All new roofing products shall be installed per manufactures recommendations and their published installation manuals.
6. Install aluminum step flashing at all non-horizontal roof to wall intersections.
7. Install all new soil stock flashings
8. Install limited lifetime warranted Architectural shingles over entire area of roof as specified above
9. Install all new box style roof vents that should match shingle cover close as possible
10. Install matching hip and ridge shingles along all hips and peaks of roofs.
11. Ten year warranty on workmanship
12. Must include cost to replace any damaged/rotten plywood
13. Very thorough clean up
14. The Park District will remove the existing solar panels prior to start of work on the roof

**PROPOSAL FORM**  
**Genoa Township Park District Chamberlain**  
**Park Roof Project**

All sealed Proposals must be delivered to the following address:

Paul Bafia  
400 E. Second St  
Genoa, IL 60135

**Name of Vendor:**

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for The Genoa Park District Chamberlain Park Building Roof Replacement, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum not to exceed:

GRAND TOTAL \$ \_\_\_\_\_

Respectfully Submitted,

Name of Firm:  
Address of Firm:  
Signature:  
Telephone Number:  
Name Title:  
Name and Title of Vendor's Representative who will service contract:  
Address and Telephone Number of Vendor's Representative:  
Email address of Vendor's Representative who will service contract:

**STATEMENT OF VENDOR'S QUALIFICATIONS**

**Name of Vendor:**

Please Provide Three References

**REFERENCE 1**

NAME:  
ORGANIZATION:  
TITLE: A  
FFILIATION:  
PHONE NUMBER:

**REFERENCE 2**

NAME:  
ORGANIZATION:  
TITLE: AFFILIATION:  
PHONE NUMBER:  
REFERENCE 3 NAME:  
ORGANIZATION:  
TITLE: AFFILIATION:  
PHONE NUMBER:

**REFERENCE 3**

NAME:  
ORGANIZATION:  
TITLE: AFFILIATION:  
PHONE NUMBER:  
REFERENCE 3 NAME:  
ORGANIZATION:  
TITLE: AFFILIATION:  
PHONE NUMBER: