

Submitting a proposal to the City indicates acceptance by the vendor of the conditions contained in this RFP. Vendors are hereby notified that all information submitted as part of, or in support of, proposals will remain confidential until the date of award; thereafter the documents will be available for public inspection in compliance with Illinois State Statutes.

Vendors will not be required to submit bid bonds nor performance and payment bonds for this **Request for Proposal**.

Procurement Schedule

Note: The City reserves the right to adjust this schedule as necessary.

TENTATIVE RFP SCHEDULE

RFP issued.November 18, 2011
Mandatory pre-bid conference..... 11:00am., Friday, December 16, 2011
Proposal responses due.....4:00 p.m., Wednesday, December 28, 2011
Bid Opening.....4:30 p.m., Wednesday, December 28, 2011

Mandatory Pre-Bid Conference

The mandatory pre-bid conference will be held between 11:00a.m. and 12:30p.m. at City Hall on December 16, 2011 in the Mayor's Conference Room. The pre-bid conference is required attendance for anyone submitting a proposal. Anyone unable to physically attend the conference may attend via conference call. If you are interested in attending the conference via conference call you must contact the Special Event Manager for further details.

Bid Opening

The proposal opening will be held on December 28, 2011 at 4:30 p.m. local time, at Park Ridge City Hall, at which time all the names of firms submitting proposals will be publicly opened and read. All proposals must be received prior to the date and time shown above.

Project Contact Information

Upon release of this RFP, all communications concerning the overall RFP should be directed to the Special Event Manager listed below. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Only written statements issued by the Special Event Manager should be considered as reliable.

Jim Hock, Special Event Manager
City of Park Ridge
505 Butler Place
Park Ridge, IL 60068
847-318-5205
jhock@parkridge.us