

**VILLAGE OF ORLAND PARK, ILLINOIS  
HYDRANT FLOW TESTING FOR MAIN CAPACITY  
REQUEST FOR PROPOSALS**

**\*\*\*Rev Page 19\*\*\***

**PROPOSAL SUBMITTAL CHECKLIST**

In order to be responsive, the proposer must submit all of the following items:

- Sealed Proposal Envelope - **Addressed to the Village of Orland Park, Village Clerk's Office**, 14700 S. Ravinia Ave., Orland Park, Illinois 60462 and labeled: **Village of Orland Park – Hydrant Flow Testing for Main Capacity - RFP**, in the lower left hand corner.
- Proposal - Proposer must submit **one (1) complete, signed, sealed and attested bound copies of the proposal and two (2) complete, identical, unbound copies of the proposal** and shall have provided all requested information, and submitted all appropriate forms, certificates and affidavits and addendum acknowledgements in each copy in order to be considered responsive. All copies shall have forms with original signatures.
- Information and narratives as requested in the **Requirements of Proposal** section of the RFP, including a sample contract from your company if you intend to submit one for the Village's consideration.
- All forms completed from Section II:
  - Proposal Summary Sheet
  - Business Organization
  - Certificate of Eligibility to Enter into Public Contracts
  - Sexual Harassment Policy
  - Equal Employment Opportunity
  - Tax Certification
  - References
  - Insurance Requirements