



# COUNTY OF GRUNDY, ILLINOIS

## REQUEST FOR PROPOSAL

FOR

Grundy County

Public Board Room Remodel and Renovation

\*\*\* 005-2022 \*\*\*

**THIS IS AN OFFICIAL RFP DOCUMENT.**

Official RFP documents are available at the office of the Grundy County Finance Department, 1320 Union Street, Morris, IL 60450, or by emailing [finance@grundycountyil.gov](mailto:finance@grundycountyil.gov) with "Board Room Remodel" in the subject line. Documents are available for inspection online at [www.grundycountyil.gov/bids-and-rfp/](http://www.grundycountyil.gov/bids-and-rfp/) or <https://www.demandstar.com/app/agencies/illinois/grundy-county/procurement-opportunities/2b835615-17db-4083-9c3b-3ec9855a7e3b/>. The respondent remains responsible for obtaining all addenda, which will be posted on the same website.

### Project Contacts

Tony Arnold

Building Maintenance Director

Alec Macdonald

Purchasing Manager

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## I. Advertisement:

Grundy County is soliciting sealed proposals from responsible and responsive vendors for the renovation and remodel of the Grundy County Administration Building's public board room meeting space. Sealed proposals must be submitted in an envelope and clearly marked on the exterior "Board Room Remodel" and contain four (4) copies of the complete proposal with one (1) original packet with an original signature. No responsibility or liability will be attached to any County official, employee, or agent; for the premature opening or failure to open any proposal not marked according to this instruction.

Sealed proposals will be accepted until 3:00 pm (cst.) December 22<sup>ND</sup>, 2022 at the Grundy County Finance Department, 1320 Union St., Morris, IL 60450. At 3:00pm (cst.) December 22<sup>ND</sup>, 2022; sealed proposals will be publicly opened and read aloud. Fax and electronic submissions will not be accepted.

Respondents should complete a personal examination of the proposed worksite for consideration on the actual conditions and requirements needed to complete the total scope of this project. A pre-bid meeting will be held on December 8<sup>th</sup>, 2022 at 10:00 am (cst.) at the Grundy County Courthouse. Respondents should contact Alec Macdonald at (815) 941-3120 [amacdonald@grundycountyil.gov](mailto:amacdonald@grundycountyil.gov) to confirm attendance at the pre-bid meeting by December 7<sup>th</sup>, 2022 at 4:00 pm. It is the responsibility of the respondents upon visitation of site to conduct a thorough, alert, and visual examination of the site and adjacent areas; to become familiar and satisfied at to the general, local, and site conditions that may affect cost, progress, and performance of the overall project. Respondents shall not at any time after submission of the proposal, dispute or assert that there was any misunderstanding with regard to the nature of any work to be completed.

The County of Grundy is aiming to improve the layout of the current Public Board Room, to enhance the capabilities of the current meeting space. The vision of improving the board room for public meetings by upgrading the current space, will help to increase efficiencies and functionalities benefiting the team members of Grundy County, the board members of Grundy County, and the Tax Payer's of Grundy County. The project will be awarded to the proposer who submits the best proposal in compliance with this RFP. This RFP is being issued under the authority of the Grundy County Board. The Grundy County Maintenance Department, along with the Grundy County Finance Department will oversee all aspects of the selection process, subject to review and approval of the Grundy County Board.

The proposed project will require full compliance with all Federal, state, and local regulations. You are invited to submit a proposal that includes your qualifications and a work plan for completion of the stated project.

Proposal documents are available at the Office of the Grundy County Finance Department, 1320 Union St., Morris, IL 60450, and for inspection online at [www.grundycountyil.gov/proposals-and-rfp/](http://www.grundycountyil.gov/proposals-and-rfp/) or Demandstar [www.demandstar.com](http://www.demandstar.com). The proposer remains responsible for obtaining all addenda, which will be posted at the same website.

All bidders are advised that this contract is subject to the Illinois Prevailing Wage Act 820 ILCS 130; as disclosed in the following BID package.

The County of Grundy reserves the right to reject any and all proposals and to waive technical errors or informalities in proposal.

Chris Balkema

County Board Chairman

## II. OVERVIEW

### A. General Information

The County of Grundy is aiming to modify the current layout Public Board Room, and to enhance the capabilities of the current space. The County of Grundy's vision is to improve the board room for public meetings by upgrading the current space, improvement shall help to increase efficiencies and functionalities benefiting the team members of Grundy County, the board members of Grundy County, and the Tax Payers of Grundy County. The project will be awarded to the proposer who submits the best proposal in compliance with this RFP. This RFP is being issued under the authority of the Grundy County Board. The Grundy County Maintenance Department, along with the Grundy County Finance Department will oversee all aspects of the selection process, subject to review and approval of the Grundy County Board.

### B. Background

The Grundy County Administration Building was designed and constructed in 1992. The administration building currently houses the Grundy County Administration, Regional Offices of Education, Grundy County Planning and Zoning, Emergency Management Agency, Grundy County Veterans Affairs Commission, Grundy County Health Department, and the Grundy County Coroner office. The building consists of a one-story structure with upper level mechanical lofts, it contains approximately 38,100 square feet of which 25,150 is program area. The current building is of masonry and steel construction.

The Public Board Room is a room of approximately 2,400 square feet. The room is built on concrete slab with all mechanical component's pre-ran within the room.

### C. GENERAL REQUIREMENT

This is a request for sealed bids. Bids will be opened and evaluated in private and any bid information will be kept confidential until an award is made. **One (1) original and four (4) copies of the complete proposal are to be submitted.**

### D. Contact

The "Technical" and "Procurement Procedures" contact for this project is Alec Macdonald, the Grundy County Purchasing Manager. Any inquiries that prospective firms may have regarding this RFP should be directed to the Grundy County Finance Department in writing via e-mail at [finance@grundycountyil.gov](mailto:finance@grundycountyil.gov); by no later than 4:00 pm (cst.) on December 21<sup>st</sup>, 2022. All verbal or telephonic questions will NOT be accepted, and any verbal instructions are non-binding to the County of Grundy. Relevant questions must contain a subject line "Board Room Remodel". Answers to all questions will be collated and issued as an Addendum posted at [www.grundycountyil.gov](http://www.grundycountyil.gov). The last day for addenda to be posted is 4:00 pm December 23<sup>rd</sup>, 2022.

### E. Pre-Bid Conference

Respondents should complete a personal examination of the proposed worksite for consideration on the actual conditions and requirements needed to complete the total scope of this project. A pre-bid meeting will be held on December 8<sup>th</sup>, 2022 at 10:00 am (cst.) at the Grundy County Administration Building. Respondents should contact Alec Macdonald at (815) 941-3120 [amacdonald@grundycountyil.gov](mailto:amacdonald@grundycountyil.gov) to confirm attendance at the pre-bid meeting by December 7<sup>th</sup>, 2022 at 4:00 pm. It is the responsibility of the respondents upon visitation of site to conduct a thorough, alert, and visual examination of the site and adjacent areas; to become familiar and satisfied at to the general, local, and site conditions that may affect

cost, progress, and performance of the overall project. Respondents shall not at any time after submission of the proposal, dispute or assert that there was any misunderstanding with regard to the nature of any work to be completed.

**F. PRE-BID CONFERENCE LOCATION**

**Grundy County Administration Building  
1320 Union St.  
Morris IL, 60450**

**G. BID SUBMISSION LOCATION:**

**Mailing Address:  
Grundy County Finance Department  
1320 Union St.  
Morris, IL. 60450  
ATTN: "Board Room Remodel"**

**H. BID SUBMISSION DATE AND TIME:**

**3:00 pm., (CST) December 22<sup>nd</sup>, 2022**

Bids received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

**I. SCHEDULE OF EVENTS**

<b>November 23<sup>rd</sup>, 2022</b>	<b>-----</b>	<b>BID advertised and distributed</b>
<b>December 7<sup>th</sup>, 2022</b>	<b>-----</b>	<b>Pre-BID Confirmation Deadline 4:00 pm (cst.)</b>
<b>December 8<sup>th</sup>, 2022</b>	<b>-----</b>	<b>Pre-Bid Conference held at Grundy County Administration Building at 10:00 am (cst.)</b>
<b>December 14<sup>th</sup>, 2022</b>	<b>-----</b>	<b>Cutoff for Question/Addenda; all questions due no later than 4:00pm December 14<sup>th</sup>, 2022</b>
<b>December 16<sup>th</sup>, 2022</b>	<b>-----</b>	<b>Response to questions released and posted by 4:00pm December 16<sup>th</sup>, 2022</b>
<b>December 22<sup>nd</sup>, 2022</b>	<b>-----</b>	<b>RFP Public Bid Opening 3:00pm (cst.), proposals due no later than 3:00pm (cst.) on December 22<sup>nd</sup>, 2022</b>
<b>December 22<sup>nd</sup>, 2022 – January 4<sup>th</sup>, 2022</b>	<b>-----</b>	<b>Evaluation</b>
<b>January 4<sup>th</sup>, 2022</b>	<b>-----</b>	<b>Recommended to Law and Justice Committee</b>
<b>January 10<sup>th</sup>, 2022</b>	<b>-----</b>	<b>County Board Approval</b>
<b>January 11<sup>th</sup>, 2022</b>	<b>-----</b>	<b>Notice to Proceed Issued</b>

### III. STATEMENT of WORK

#### A. Scope

The County of Grundy is soliciting proposals from qualified vendors that will enable the County of Grundy to significantly improve the quality of the interior presentation space, by providing superior construction services. This project will be a “stay-put” project, all renovation work will allow team members of the County of Grundy to continue operation throughout the duration of the project with minimal scheduled interruptions. The Public Board Room occupies approximately 2,400’ sq. ft.; the administration wishes to update the layout, look, and feel of the current space. The update shall include but not be limited to: construction and millwork of 10’ partition wall, construction and millwork of 22-person board room desk, construction and millwork of 4” sub-floor stage, creation of 2 storage closets, re-running of electrical, re-painting, and re-carpeting. The window of project shall correlate directly with audio and visual upgrade current meeting space, the schedule is crucial within the scope of this project with an estimated completion of 3-4 weeks from inception to close-out. The request for proposal is a competitive procurement process which provides all qualified vendors with a fair opportunity for their services to be considered, as well as to provide information concerning their expertise and experience with similar projects previously provided to other customers. The RFP process is in place to ensure a fair and competitive negotiation platform to ensure the best cost is provided to the County of Grundy. Although cost is a crucial component of selection, it shall not be the sole determinative criterion. This process is designed to best serve the interests of the County of Grundy allowing the flexibility to negotiate with interested vendors all whilst arriving to a mutually agreeable contract and cost.

##### a. Purpose

The County of Grundy is soliciting a general contractor to assist in but not limited to the design, schedule, permit, and construction; the complete remodel and renovation of the current public meeting space utilized by all departments within the County of Grundy.

##### b. Location

**Grundy County Administration Building  
Public Board Room  
1320 Union St.  
Morris IL, 60450**

##### c. Work

###### i. Demolition

- Demolition removal of current built-in desk on the east side of conference room.
- Demolition of all materials required for preparation and pre-work including but not limited to carpet, subflooring, electrical, and switches.

###### ii. Partition Wall

- Partition wall shall be constructed running horizontally to the South end of board room, from East wall to West wall. The wall shall be approximately 10’ ft high, with a minimum of four support posts connected along the run, to the drop ceiling for support. Wall shall be approximately 10’ ft. high and 42’ ft. long.

###### iii. Stage Floor

- Construction of at minimum 4” in. high stage flooring, stage flooring shall be constructed to support new Board Room conference table as well as running of electrical for the conference table. Stage floor shall be approximately 580 sq. ft.
- Running of empty conduit throughout the flooring, conduits sole purpose shall be for IT wiring.

**iv. ADA Ramp**

- Shall be 2 ADA Accessible ramps on both East and West wall granting access up to the 4" in. stage area.

**v. Construction of 2 Closets**

- Require the framing and installation of door between the South wall and partition wall; creating a new enclosed closet on south side of current board room.
- Require the framing in of door-way on East side of room, as well as moving the current door outwards thus creating a new enclosed storage closet along East wall of conference room. East side closet must have door with ventilation panel pre-installed.

**vi. Board Room Table**

- Board Room Table shall consist of one flowing table with front face approximately 3' 10" high capped with either wood or plastic laminate, counter top at 3' high and 2' 6" wide. Table front shall be of wood laminate that shall match the countertop. Table shall face the North end of the room and flow in a U pattern from East wall to West wall in order to accommodate up too 22 people at one given meeting.
- The table counter top construction must consist of a recessed GAP towards the back to allow for several monitors to be ran for presentation purpose.
- Examples of table shall be given during the PRE-BID conference held on December 8th.

**vii. Podium**

- Shall construct standard podium to match the newly constructed County Board Room Table. Podium shall be approximately 4' x 3' x 2'

**viii. Electrical**

- Vendor shall relocate all appropriate switches for functionality.
- Vendor shall run electrical along the Board Room Table to accommodate all seats.
- Electrical shall be ran into the newly built south closet.
- Electrical shall be ran into newly built east closet. This closet shall become an IT storage area, requiring high volume 120V for IT rack, as well as 2 circuits with 4 outlets per circuit.
- All outlets shall be of flush mount construction.
- Shall run one line to podium placement area for electrical. The electric that shall be ran to the podium shall be saw cut concrete to eliminate any hazard.

**ix. Carpet and Flooring**

- Newly constructed conference room shall have all carpeting updated and replaced. Area of new carpeting is approximately 2400' sq. ft.
- Carpet within newly constructed board room shall be consistent with  
PENTZ  
Commercial Flooring Solutions  
Diversified Series Line 7037T  
24" x 24" Carpet Tiles
- Replacement of 4" cove base correspondingly matching color of newly installed carpet.
- Flooring within newly constructed closets shall be consistent with,  
METROFLOR  
DEJA new (Luxury Resilient Flooring)  
DN1445108 – FLINT GREY

**x. Finishing**

- Total conference room shall be finished and fully updated before contract closeout. All painting and repaneling shall be agreed upon and confirmed.
- The County of Grundy shall like to inquire on purchase and replacement of 24 all new Grundy County Board Member chairs.

**d. Specifications**

- i. Contractor to provide all labor, materials, and equipment to complete the entire project from project design through closeout. All contractor personnel involved in this project must be trained. Contractor shall insure that every worker is thoroughly familiar with the standard operating procedure of the contractor for construction work, and with all applicable laws including OSHA and all local regulation and requirements.
- ii. Contractor is responsible for all damages to existing features, and shall be repaired in-kind by the contractor at the contractor's cost.
- iii. Contractor will furnish the County of Grundy with a beginning date and ending date for the complete project.
- iv. Contractor will be responsible for jobsite cleanup and removal of all debris created as a result of the project, to an acceptable disposal site at the end of each operating day.
- v. Contractor is responsible for acquirement all required permits and providing the County of Grundy with the final signed permits.
- vi. If the respondents submitting a proposal must sub-contract any of the work to meet requirements herein, it must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any sub-contacting work. Any proposal which requires sub-contracting will include company description, name, and work to be completed.
- vii. All costs must be itemized to include explanation of all fees and costs.

## **IV. General Requirements**

### **Quality of Materials**

All materials specified are to be new, clean, and free from defects. Where the product, material or equipment of a particular manufacturer is specified, it is intended that the proposal submitted by the Contractor include that particular product, materials, or equipment.

### **Protection of the Public**

The Contractor shall set-up and maintain barricades, canopies, guards, and signs to the extent required by the Owner for the protection of the public.

### **Protection of the Work**

It is the responsibility of the Contractor to adequately protect his work from vandalism, weather, and accidental damage until the work is accepted by the Owner and shall bear the cost of repairing or replacing any damaged work.



**Protection of Property and Clean-up**

The Contractor shall be responsible for protection and safeguarding private and public property throughout the construction period. The Contractor shall leave the site clean and free from debris. Excess materials and trash shall be disposed of by the Contractor. The Contractor shall be responsible for repairing, to the Owner's satisfaction, any damage to existing buildings, trees, paved areas, etc., caused by Contractor and/or Contractor's Agents as provided in the Agreement.

**Coordination of Work & Assignment of Responsibility**

In all cases, work shall be coordinated with other trades involved in the Project. The Contractor shall assume total responsibility for work outlined in the Scope of this Project. Any deficiencies in work by others which should jeopardize the quality of his work as outlined in this Specification, shall be brought to the attention of the Owner BEFORE work commences. Upon commencement of work, the Contractor has in effect, certified that all work done by others meets with his/her approval and shall have no bearing upon his portion of the project. Contractor shall assume responsibility for coordinating the timing on the various projects between its subcontractors.

**Job site conditions**

To the fullest extent possible, the Contractor shall not allow its work to interfere with the critical operations of the County of Grundy operations. Contractor shall take all necessary actions as directed by the County of Grundy and City of Morris.

**Material storage**

Contractor assumes full responsibility for protection and safekeeping of the Contractor's own materials and equipment stored on premises, and move, if necessary, all stored products which interfere with operations of the County of Grundy and City of Morris.

**Safety and security**

All work shall be conducted with the utmost concern for the safety of the workers, County employees and the public, in such manner as to cause the least possible interference. Contractor shall comply with all OSHA and other Federal and State safety standards/laws. Contractor shall provide all barricades, warning signs, and other safeguards to protect its personnel, County employees and the public from hazardous situations arising out of the performance of the work.

**Contractor Identification**

The Contractor shall furnish, and each employee shall display, identification while on County premises.

**Daily Clean-up**

The Contractor shall keep the premises clean and orderly during the work and all debris shall be removed on a continuous basis.

**Work Hours**

Monday - Friday 7:00-3:30pm (excluding County holidays) or with the approval of the Project Manager. The Contractor shall notify the Project Manager at least 48 hours prior to initial start of operations, and prior to any temporary interruption and resumption of operations.

**Permits**

The Contractor is responsible for obtaining all required permits. The County shall waive permit fee(s).

**Warranty**

A one (1) year parts and labor warranty shall be included which will begin at the completion of the project unless otherwise noted.

**SPECIAL CONDITIONS**

Provide and submit product data to the Project Manager or designee for approval prior to ordering material. Inspection and testing of equipment shall be conducted immediately following replacement/installation at no additional charge to the County. Contractor is responsible for disposal of existing equipment that is no longer able to be replace. Pricing shall be included in unit prices. Contractors shall provide their own dumpsters. The location of the dumpsters shall be approved by the Project Manager prior to drop off.

**CONTRACTOR RESPONSIBILITY**

Contractor shall be responsible for the prompt removal of all debris which results from this contracted service. Contractor shall be responsible for the protection of property in the areas in the adjacent vicinity of the project; and for the protection of their own equipment, supplies, material, and work, against any damaging resulting from the elements or vandalism. Contractor shall provide signs and barricades, as necessary, for the protection of the work and safety of employees, County staff, and the public.

**FINAL INSPECTION**

When the work included in this contract is substantially completed, the Contractor shall coordinate with the Project Manager in writing that the work will be ready for final inspection on a definite date which shall be stated in the notice. The Project Manager will make the arrangements necessary to have final inspection commenced on the date stated in the notice, or as soon thereafter as is practicable. The Project Manager or designee will make final inspection of the work when it is completed.

**WORKMANSHIP**

Furnish all parts and tools necessary to perform complete services as specified in a safe manner.

**PROJECT CONTACT**

Project Manager shall be the main point of contact throughout the contract term. Any questions or concerns that shall arise throughout shall be directed to.

**Primary**

**Tony Arnold**

**Director of Maintenance**

[tarnold@grundycountyil.gov](mailto:tarnold@grundycountyil.gov)

**(815) 941-3350**

**Secondary**

**Alec Macdonald**

**Grundy County Purchasing Manager**

[amacdonald@grundycountyil.gov](mailto:amacdonald@grundycountyil.gov)

**(815) 941-3120**

**COMMUNICATION PLAN**

**County Project Manager**

The County Project Manager will hold a pre-construction meeting with the awarded Contractor prior to commencement of any work. A schedule of dates when applications for payments shall be determined at the pre-construction meeting. Payments shall be issued once per month. Invoices shall be submitted for review one (1) week prior to Grundy County Finance meetings. A schedule of Grundy County Finance meetings shall be provided to the Contractor at the pre-construction meeting. Communication plan set forth shall be pursuant to final contracting agreement between vendor and County of Grundy.

**Contractor**

- The Contractor shall submit the following for approval at, or before, the pre-construction meeting:
  - Listing of Material Suppliers, Subcontractors, Consultants, and/or Agents.
  - Project schedule, including anticipated completion date.
  - List of all essential project personnel with job title and experience listed.
- The Contractor shall have key administrative staff attend such as the Project Manager and administrative personnel handling pay requests.

## PROJECT CLOSE OUT

- Verification of quality and completion of service.
- Completion of Punch List and all areas of non-compliance or incomplete tasks.
- Review Retainage.
- Final Payment: Prior to authorization of Final Payment, the following documents shall be submitted:
  - Completed Waivers and Liens.
  - Documented completion of the Punch List.
  - Written approval of the County's Project Manager.

## V. GENERAL TERMS and CONDITIONS

### ON-LINE PROVIDER DISCLAIMER

[www.DemandStar.com](http://www.DemandStar.com) has no affiliation with the County of Grundy other than as a service that facilitates communication between the County and its vendors. [www.DemandStar.com](http://www.DemandStar.com) is an independent entity and is not an agent or representative of the County. Communications to [www.DemandStar.com](http://www.DemandStar.com) do not constitute communications to the County.

### ON-LINE NOTIFICATION of SOLICITATIONS

The County of Grundy is utilizing Demandstar.com ([www.demandstar.com](http://www.demandstar.com)) for on-line notification purposes only for sealed bids when it is anticipated that the amount of the resulting contract will be in excess of its formal bid limit of \$20,00.00; such as this requirement. Interested bidder are required to submit a sealed bid to the County of Grundy Finance Department located at 1320 Union St. Morris, IL 60450; by the date and time indicated within the schedule of events, and detailed in this request. All respective bidders shall conform to all proposal requirements as stated within this request. This is not an e-bidding request.

### ELECTRONIC TRANSMITTALS

Facsimile and/or e-mail transmitted bids **WILL NOT** be accepted by the County of Grundy. In addition, the County of Grundy will not transmit facsimile bid specifications to the Bidder.

### Prevailing Wage

All contracts for the construction are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). This requires payment of the general prevailing rate for each craft or type of worker, including payment of the general prevailing rate for legal holiday and overtime work. The Contractor agrees that no additional notice is required, and that the Contractor shall be responsible to notify each subcontractor of the wage rates set forth in this contract. A copy of the prevailing wage rates is posted on the Grundy County website at <http://www.grundyco.org/bids-and-rfp/>. If wage rates change during the course of the project, the new rates will be available on County and State websites.

### APPLICABLE CODES AND ORDINANCES:

Contractor hereby certifies that all materials used conform to all articles and sections of all current applicable National Building Codes and other relevant construction-related codes. Workmanship and materials shall conform to all local applicable codes and ordinances.

### ALTERNATE/EQUAL BIDS:

The specifications cannot cover precisely, all minute details required. Bidders are encouraged to submit cost-saving/value-added alternate bid pricing suggestions. Any alternate pricing should be noted as a separate line that may be subtracted from the bid pricing as specified, allowing for clear evaluation and value-analysis by the County. The County recognizes the expertise provided by many bidders and encourages creativity in bidding. Alternates may be considered if the bid submitted clearly indicates what will be furnished and how it will benefit the County. Alternates will be compared to the lowest responsive, responsible bid as specified.

**ASSUMPTION OF RISK**

Until the completion and final acceptance by County of all the work under or implied by this Contract, the work shall be under the Contractor's care and charge and he shall be responsible therefore. Contractor shall rebuild, replace, repair, restore and make good all injuries, damages, re-erection, and repairs rendered necessary by causes, of any nature, to all or any portion of the work.

**COMPETITION INTENDED:**

It is the County's intent that this request for proposal permits competition. It shall be the bidder's responsibility to advise the Buyer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Buyer no later than seven (7) days prior to the date set for bids to close.

**DEVIATIONS:**

The County of Grundy reserves the right to approve any material the Bidder proposes to furnish which contains deviations from specification requirements but which may substantially comply. If there is any deviation in the pack, source, quality, etc., of an item bid, from that prescribed in the specifications, Bidder must rule out the appropriate line in the specifications and clearly indicate the correction. Prices will be converted by the County to accommodate accepted deviations.

**RFP REQUIREMENTS**

All RFP's must be submitted on the blank RFP form furnishes with these contract documents and shall conform to the terms and conditions set forth in this RFP. Please make and retain a copy of your response for your own records. The RFP must be enclosed in a sealed envelope bearing the RFP title. Offerors must sign, in ink the original document. Unsigned RFP's can be disqualified.

**EXCEPTIONS**

Exceptions will be considered up to the deadline listed in schedule of events. Exceptions must be fully described, on the Bidder's letterhead and signed; exceptions must reference the bid number and the specification, contract term or other portion of the Invitation to Bid which is being excepted. If the Bidder wishes to propose terms and conditions or alternative paperwork it must do so as an exception. In the absence of such statement, the bid shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; by its submission, the Bidder agrees that if selected, it will be bound by same. No exceptions or changes to contract terms will be accepted with the bid.

**EXAMINATION BY BIDDER:**

The Bidder shall, before submitting his bid, carefully examine the bid and specifications. If his bid is accepted, he will be responsible for all errors in his bid resulting from his failure or neglect to comply with these instructions. Unless otherwise provided in the SPECIAL CONDITIONS, when the specifications include information pertaining to preliminary investigations made by the County, such information represents only the opinion of the County of Grundy as to the location, character or quantity of the materials encountered. That information is only included for the convenience of the Contractor. The County of Grundy does not warrant the accuracy or the sufficiency of the information and assumes no responsibility therefore.

**INTERPRETATION of CONTRACT DOCUMENT**

If a potential offeror is uncertain as to the meaning of any part of the specifications or the RFP; the offeror is expected to contact the Grundy County Finance Department up to the deadline listed on the schedule of events page for exceptions to RFP.

### **PROPRIETARY INFORMATION**

Under the Illinois Freedom of Information Act, all records in the possession of Grundy County are presumed to be open to inspection or copying, unless a specific exception applies. 5 ILCS 140/1.2 One exemption is “trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.” 5 ILCS 140/7(1)(g). The county will assume that all information provided to us in a bid or proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act. Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an unredacted copy along with a redacted copy with has all portions redacted that you deem to fall under a Freedom of Information Act exception.

### **ADDENDUM and SUPPLEMENT to RFP**

If it becomes necessary or advisable to revise any part of this RFP or if additional data is necessary to enable the exact interpretation of provisions of this RFP, revisions will be provided in the form of an Addendum. If revisions are made after any mandatory Pre-Bid conference, the revisions will be provided only to those Contractors who will have attended the Pre-Bid conference. Addendum information is available over the Internet at [www.DemandStar.com](http://www.DemandStar.com). (Adobe Acrobat Reader may be required to view this document); as well as on the bids/rfp section on the Grundy County website [www.grundycountyil.gov](http://www.grundycountyil.gov). We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the bid deadline.

### **CHANGES**

The County of Grundy reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County of Grundy and the successful Contractor. Illinois law requires that changes in excess of \$10,000 or extensions greater than thirty (30) days must comply with the Criminal Code. The Grundy County Finance Department shall issue to the successful Contractor a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

### **COMMENCEMENT OF WORK**

The successful Contractor must not commence any billable work prior to the County's execution of the contract or until any required documents have been submitted. Work done prior to these circumstances shall be at the Contractor's risk.

### **CONFIDENTIAL INFORMATION AND COUNTY PROPERTY**

It is agreed that any and all specifications, drawings, or data furnished by County of Grundy shall (1) remain the County of Grundy's sole and exclusive property; (2) be considered and treated by Contractor as County of Grundy confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this contract and (3) be returned upon request.

### **CONTRACT NEGOTIATION**

All Bids must be firm for at least (120) calendar days from the due date of the Bid. If, for any reason, a contract is not executed with the selected Bidder within (14) days after notice of recommended award, then the County may recommend the next most responsive and responsible Bidder. There is no contract until the County's policies have been fulfilled.

### **OFFEROR PERFORMANCE**

The instructions to offerors, RFP form, general conditions, special conditions, contract specification, and attachments; together with the approved purchase order shall be incorporated in and become terms of the contract. All items shall be supplied in strict accordance with the specifications. The offeror's performance under the terms of the contract shall be to the satisfaction of the County of Grundy. Failure to comply with any statutory requirements shall be deemed a breach of performance.

### **COMMUNICATIONS**

In an effort to create a more competitive and unbiased procurement process, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this solicitation, until a contract has been awarded, all requests for clarification or additional information regarding this solicitation, or contact with the County personnel concerning this solicitation or the evaluation process must be solely to the contact person listed on the cover page of this solicitation.

No contact regarding this document with other County employees or officers is permitted unless expressly authorized by the Buyer issuing the solicitation. A violation of this provision is cause for the County to reject the Bidder's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this solicitation.

### **DRUG FREE WORKPLACE**

The Contractor (whether an individual or company) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.

### **DISCIPLINE**

Nothing herein shall be construed to imply that the County of Grundy is retaining control over the operative details of the Contractor's work or the subcontractor's employee's work. The Contractor is assuming all oversight, and the Contractor is ensuring compliance with safety guidelines.

### **FORCE MAJEURE**

The County of Grundy shall not hold Contractor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e., droughts, floods, severe weather phenomena, et cetera.

### **INDEMNITY**

The Contractor shall, at all times, to the extent permitted by law, fully indemnify, hold harmless, and defend the County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided.

Nothing contained herein shall be construed as prohibiting the County, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Contractor shall likewise be liable for the cost, fees and expenses incurred in the County's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts. The

County does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. by reason of indemnification or insurance.

#### **LAW GOVERNING**

The RFP and resulting contract shall be governed by the laws of Illinois. Bidder agrees to comply with all applicable State and Federal laws.

#### **MISCELLANEOUS REQUIREMENTS**

The County **WILL NOT** be responsible for any expenses incurred by the Contractor in preparing and submitting a BID. All BIDs shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

#### **NON-DISCRIMINATING**

The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

#### **INSURANCE**

The awarded Vendor will maintain such insurance as will protect the Vendor and the County from claims under the Workers' Compensation Acts, and any amendments thereof, and from any other claims for damages from personal injury, including death, which may arise from operations under this agreement, whether such operations be by themselves or by any sub-Contractor, or anyone directly or indirectly employed by either of them. Current Certificate of such insurance shall be furnished to Grundy County and shall show all applicable coverage(s). Any subcontractor must adhere to the same requirements listed above and below (with the exception of the pollution liability).

#### **Other insurance requirements are**

- General Liability (including completed operations) with a \$1,000,000 per occurrence limit and \$2,000,000 general aggregate.
- Commercial Automobile Liability with a limit of no less than \$1,000,000. The coverage will also extend liability to hired and non-owned autos.
- Workers' Compensation with limit of \$1,000,000 for Employers Liability.
- We also require a minimum umbrella (or follow form excess policy covering over general liability, auto liability and workers compensation) of no less than \$2,000,000.
- Pollution liability coverage to for nay cleanup cost and damage to third parties in an amount of no less than \$1,000,000 per occurrence.

Grundy County will require the selected Vendor to name Grundy County as an additional for both the general liability and auto liability. A waiver of subrogation in favor of the County is required for the workers compensation. If the additional insured status or waiver of subrogation is not blanket, please send a copy of the actual endorsements prior to commencement of any work.

Grundy County will require the selected Vendor to name Grundy County as an additional insured and provide a waiver of subrogation prior to making a contract. All insurance must be placed through an insurance carrier licensed to operate in Texas and have an AM Best Rating greater than A-VI.

#### **PAYMENT**

Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County of Grundy shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and any statute of limitations to the contrary is hereby waived.

### **TRANSFER OF OWNERSHIP OR ASSIGNMENT**

The terms and conditions of this contract shall be binding upon and shall ensure to the benefit of the parties hereto and their respective successors and assigns. Prior to any sales or assignments, the County of Grundy must be notified and approve same in writing.

### **PROTEST**

No protest shall be based on a matter or issue which could have been raised as an exception prior to bid opening. Any protest concerning the award of a contract shall be decided by the procurement manager. Protests shall be made in writing to the Grundy County Finance Department and shall be filed within three (3) business days of final approval and acceptance of the bid by the County Board. A protest is considered filed when received by the Grundy County Finance Department. The written protest shall include the name and address of the protestor, the RFP title, a statement of the specific reasons for the protest and supporting exhibits. The Procurement Manager will respond to the written protest within seven (7) days. The Procurement Manager's decision relative to the protest shall be final. Upon receipt of a protest the County may, but is not required to, delay its order under the awarded contract.

### **RESERVATION OF RIGHTS**

The County of Grundy reserves the right to reject any or all bids failing to meet the County's specifications or requirements and to waive technicalities. If in the County of Grundy's opinion, the lowest bid is not the most responsible bid, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County of Grundy. In determining the lowest responsible bidder, the County shall take into consideration the qualities of the articles supplied, their conformity with the specifications, and their suitability to the requirements of the County and the delivery terms. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

The Bidder's failure to meet the mandatory requirements of the RFP will result in the disqualification of the bid from further consideration.

The County further reserves the right to reject all bids and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised RFP.

### **TAX**

The County of Grundy does not pay Federal Excise Tax or Illinois Sales Tax. The tax exemption number is E99968002. A copy of the exemption letter is available upon written request. Additionally, the Department of Revenue of the State of Illinois under Rule No. 15, issued August 9, 1961, has declared that sales of materials to construction contractors for conversion into real estate for schools, governmental bodies, agencies and instrumentalities are not taxable retail sales.

### **TERMINATION, CANCELLATION AND DAMAGES**

The County may terminate based on the Contractor's breach or default. Unless the breach or default creates an emergency situation, as determined in the County's sole discretion, the Contractor shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Contractor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Contractor under this bid or any unrelated contract.

If the County of Grundy fails to appropriate funds to enable continued payment of multi-year Contracts the County may cancel, without termination charges provided Contractor received at least thirty (30) days prior written notice of termination.



**CHOICE of LAW and VENUE**

In the event a dispute arises relative to any matter included in the terms or performance of this agreement, the Parties shall first require their authorized representatives to meet in good faith negotiations to resolve the issues in conflict. If the Parties are unable to settle the existing differences, then any and all court proceedings shall be held in the Circuit Courts of Grundy County in Morris, Illinois and the 13th Illinois Judicial District. In the event Grundy County is a litigant in proceedings relative to this Agreement and prevails, the losing party shall pay all of the attorney's fees and costs incurred by the County.

**INTERPRETATION OF CONTRACT DOCUMENTS**

If a potential Bidder is uncertain as to the meaning of any part of the specifications or this RFP, the bidder is expected to contact the Grundy County Finance Department ([finance@grundycountyil.gov](mailto:finance@grundycountyil.gov)); up to the deadline listed on the schedule of events on page 5.

**DISQUALIFICATION OF RESPONDENTS**

Any one or more of the following causes may be considered sufficient for the disqualification of a Bidder and the rejection of the Bid:

1. Evidence of collusion among Bidders.
2. Lack of competency as revealed by either financial, experience, or equipment statements.
3. Lack of responsibility as shown by past work.
4. Uncompleted work under other contracts which, in the judgment of the County, might hinder or prevent the prompt completion of additional work if awarded.

**LIENS, CLAIMS, AND ENCUMBRANCES**

Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.

**PROTEST PROCEDURES**

Except as otherwise stated in any subsequent Contract, any dispute concerning a question of fact arising under a contract, which is not disposed of by mutual agreement, shall be decided by the Contracting Officer, who shall reduce his/her decision to a written response and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive, unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, Buyer shall afford the contractor an opportunity to be heard and to offer evidence in support of its appeal. Pending final contract and in accordance with the Contracting Officers decision. Review of protest is limited to allegations that the Grantee (Buyer) failed to follow the above procedure. This clause does not preclude consideration of law questions in connection with decisions provided for in this clause, provided that nothing in an Agreement or Contract shall be construed as making final decision of any administrative official, representative, or board on a question of law.

**PAYMENT**

Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and any statute of limitations to the contrary is hereby waived.

## ASSIGNMENT

- A. The Contractor shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the County. Notwithstanding any consent by the County to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises and performances, however described, as are required of it under the Agreement unless specifically released from the requirement, in writing, by the County.
- B. The Contractor shall retain the right to pledge payment(s) due and payable under this Agreement to third parties.

## STATUS OF INDEPENDENT CONTRACTOR

Vendor shall be considered an independent contractor, for all purposes. Vendor will not at any time, directly or indirectly, act as an agent, servant, representative or employee of the County. Vendor will not take any action which is intended to create any commitments, duties, liabilities or obligations on behalf of the County, without prior written consent of the County.

### RIGHTS OF THE CONTRACTING AUTHORITY:

Grundy County reserves the right to withdraw this RFP at any time and for any reason. Grundy County also has the right to terminate its selection process at any time and to reject all responses, or all proposals. Receipt of the proposal materials by Grundy County or submission of a proposal to Grundy County confers no rights upon the vendor nor obligates Grundy County in any manner.

All costs associated with the preparation or submittal of proposals shall be borne by the vendor, and no cost shall be sustained by Grundy County.

## VI. INSTURCTIONS for PREPARING PROPOSALS

### A. Proposal Format

- a. All proposal packets must be of concise organized manner; following the specific outline of the instructions for proposal. The organization of each submittal is of the utmost importance as each packet will be evaluated in respective manner.
- b. Include your company name and or logo as well as "Board Room Remodel" on the cover of each packet.
- c. All packets shall be of standard size paper 8.5" x 11" paper.
  - i. 11" x 17" foldouts for schedules, organizational charts, building plans may be utilized as well.
- d. Each section shall be separated by divider tabs for easy reference between each section.
  - i. All tabs shall be numbered correlated to each section and / or include section title.
- e. All information shall be typewritten.
- f. Utilize 2 sided pages to the fullest extent.

### B. FORMAT / Deliverables

- a. Submit four (4) copies and one (1) original containing the inked signature of all relevant principals of potential contract.
  - i. The quantities stipulated above are required as to ensure each member of the evaluation team will have the same information to evaluate.
  - ii. Each of the packets must be fully completed any information that is omitted may be deemed a dis-qualifying event.

- b. Place all packets within a sealed envelope or sealed box **specifically marked with “Board Room Remodel” and “DO NOT OPEN UNTIL BID LETTING”** clearly marked on the outside of the sealed envelope or sealed box.
- c. All sealed packets shall be delivered to:

**Grundy County Finance Department**

**1320 Union St. Morris, IL 60450**

**Attn: “Board Room Remodel”**

- d. All hard-copies of each packet should be divided by tabs into a minimum of six (6) sections with references to each specific section of the corresponding RFP. The sections shall be numbered and named:
  - i. Basic information
  - ii. Minimum Qualifications
  - iii. Price Proposal
  - iv. Schedule
  - v. Work Plan
  - vi. References

## **VII. PROPOSAL REQUIREMENTS**

### **A. Basic Information**

Respondents shall include the following information and documentation. All information is recommended but not required; if the information is not applicable to the proposer, it is required from the proposer to answer the pertinent section NOT APPLICABLE with a perceptive statement as to why. Any information not applicable is not a disqualifying event unless stated otherwise, the more detailed content will be to the advantage of the proposer, as well as to give evaluators comprehensive information to assist in awarding a potential contract to the most responsive, responsible, and qualified vendor.

#### **a. Letter of Transmittal**

Brief and concise one-page letter will summarize the proposer’s positive commitment to perform the work in a productive, professional, and efficient manner. It shall state that all information is certified to be true and accurate, any false or misleading information shall be deemed a disqualifying event. The letter must be signed by an official authorized to make commitment on behalf of the organization that shall enter into a contract with Grundy County. The letter must indicate the official’s title and authority.

#### **b. Proposer Information (attachment on page 23):**

Company/ firm name and addresses (street address and/or mailing address if different)

- i. **Contact Person:** Main contact person who should be contacted regarding your proposal, and whom to notify as to short-listing, oral presentations, and recommendation of award.
- ii. **State:** Where Incorporated
- iii. **FEIN:** Provide the Federal Employee Identification Number of proposers.
- iv. **SSN:** In situations of sole proprietorship or partnership, provide Social Security numbers for all owners/partners only if the FEIN is not provided.
- v. **Telephone Number:** Direct phone number of the contact person. Include extension number.
- vi. **Fax Number:** Direct fax number of the contact person.
- vii. **Type of business:** Identify the type of business entity involved (e.g. corporation, sole proprietorship, partnership, joint venture, etc.....)

#### **e. Acknowledgment of Addenda (attachment on page 24):**

Included in the packet respondent must sign and date the acknowledgement page of the last final addendum issued, if applicable.

**f. W-9 Form**

Submit a completed W-9 form, available on internet at [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)

**g. Drug-Free Workplace**

If applicable, provide a statement concerning the respondents status as a Drug-Free workplace. In accordance with the Illinois State statute 30 ILCS 580. Whenever two or more proposals are deemed equal, the firm completing the attached shall be given preference.

**B. Minimum Qualifications (attachment on page 25)**

- a. Proposer's must fulfill all of the following minimum qualifications per attachment on page 25.

**C. Price Proposal (attachment on pages 26 – 27)**

- a. Complete the Price Proposal BID sheet on page 26 -27, for each project outlined. All prices quoted shall remain firm for 120 days from bid letting.
- b. The scope of work required is stated within the "Board Room Remodel". It shall be understood that all materials, time, labor, equipment, services required to successfully complete the "Board Room Remodel" will be directly comprised in the price proposal quote by all interested parties. Any and all changes in price shall be communicated by the proposer and negotiated by the County of Grundy before any excess expenses shall be incurred.

**D. Schedule**

- a. Construct a proposed timeline from contract start date through project closeout. Ensure to include all key steps within project scope to ensure that the project manager will be able to track key milestones throughout project scope.

**E. Work Plan**

- a. The scope of work includes information for services that may be requested throughout the term of the contract in support of minor projects.
- b. Describe your team's experience and ability with minor projects in responding within a limited time frame, and in a customer service manner to meet project needs.
- c. Describe how you will accomplish the work plan in an occupied building. Explain necessary precaution based on prior experience.
- d. Describe the extent of services performed in-house and through sub-consultants.

**F. References**

- a. Provide the following from at least three (3) references.
  - i. Company Name
  - ii. Address
  - iii. Contact Person
  - iv. Email address
  - v. Phone Number
  - vi. Fax Number
  - vii. Scope of project as comparable to this projects scope.
  - viii. Cost of project

## VIII. EVALUATION

Evaluation of proposals will be conducted by members of the Grundy County Finance Department as well as the Grundy Maintenance Department. Each member will include in each consideration the following factors:

- Technical criteria of the submission.
- Pricing
- Scheduling
- Work Plan
- References

<b>Evaluation Criteria for Request for Proposal</b>	
<u>Criteria</u>	<u>Weight</u>
<b>Price Proposal</b>	<b>40 pts.</b>
1. Completeness of the cost proposal. The total all-inclusive maximum price is to contain all direct and in-direct costs including all out-of-pocket expenses. Price should contain all pricing information relative to performing the engagement as described in the proposal. 2. Price shall be ranked per each individual respondent. Following formula will be utilized in scoring for 20 of the corresponding 40 points. $[1 - (B-A)/A] \times C = \text{Final Score}$ whereas, A - Lowest Cost, B - Offerors Cost being scored C - Maximum Number of Points Available Note - If the formula results in a negative number zero points shall be assigned. Negative will result if offerors cost is twice the amount of the lowest BID.	
<b>Schedule</b>	<b>30 pts.</b>
1. Construct a proposed timeline from contract start date through project closeout. Ensure to include all key steps within project scope to ensure that the project manager will be able to track key milestones throughout project scope.	
<b>Work Plan</b>	<b>15 pts.</b>
1. The scope of work includes information for services that may be requested throughout the term of the contract in support of minor projects. 2. Describe your team's experience and ability with minor projects in responding within a limited time frame, and in a customer service manner to meet project needs. 3. Describe how you will accomplish the work plan in an occupied building. Explain necessary precaution based on prior experience. 4. Describe your firms experience and the resources you would bring to the table for disaster recovery. 5. Describe the extent of services performed in-house and through sub-consultants.	
<b>References</b>	<b>15 pts.</b>
1. Provide at least three (3) references with requirements listed per Page. 20 Sect. F.	

This RFP does not commit Grundy County to award a contract, to pay costs incurred in the preparation of a proposal in response to this request, to procure, or contract for any services or supplies.

The contract will be awarded based on totality of the factors listed in the proposal. All other technical and quantitative qualifications will be considered in Grundy County's decision to contract with any potential vendor.

Grundy County reserves the right to reject all proposals submitted, to waive formalities, informalities, and/or irregularities contained within any submitted proposal. Grundy County reserves the right to accept and offer any contract herein if it is deemed within the best interest of Grundy County to do so. While lowest price is an important factor in selection of a potential vendor, the Grundy County Finance Department will choose the most adequate general contractor that will ultimately fit the necessity of the Grundy County Maintenance Department. Additionally, Grundy County reserves the right to negotiate optional items and/or services with the successful vendor.

**IX. Attachments**

NOT FOR BID

## Proposer Information Form

Proposer (Company) Name:	Formerly:
Mailing Address:	Street Address:
City, State, Zip:	City, State, Zip:
<b>Type of Entity: (check one)</b> <input type="checkbox"/> corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture	
Contact Person:	Title:
Telephone Number:	Incorporated in the State of:
Toll Free Phone Number:	Year:
Cell Phone Number:	Fax Number:
Federal Employer Identification Number (FEIN):	SSN (if Sole-Proprietorship or Partnership):
<i>Only required if FEIN is not provided</i>	
Email Address:	Website Address:
Bonding Capacity: \$                              Aggregate: \$                              Single Project Limit: \$	
Surety Company:	A.M. Best Rating:

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

PER PAGE 19 SECTION b.





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## Minimum Qualifications

1. The Contractor shall meet the following minimum experience qualifications:
  - a. A minimum of ten (10) years' experience as a general contractor providing all the services outlined within the project scope.
  - b. Provide Copies of your applicable Illinois Licenses.
  - c. Experience in handling two (2) or more projects at a given schedule
  - d. The Contractor shall have the equipment and labor resources to provide all services.
  - e. Include copies of current Insurance Certificates of Coverage per General Conditions stated within the Board Room Remodel project.
  
2. Complete the following items and submit with your proposal:

a. On what date did your company begin doing business in Illinois?	
b. Length of time in business:	Years
c. How many people does your company directly employ?	People

**Proposer:** \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

PER PAGE 20 SECTION B.



**County of Grundy, Illinois**

**RFP**

**HVAC Replacement**

**Price Proposal**

**Project Location: 1320 Union St. Morris, IL 60450**

The undersigned General Contractor, having examined these documents, and having full knowledge of the condition under which the work described herein must be performed, hereby purposes that he/she will fulfill the obligations contain herein in accordance with all instructions, terms, conditions, and specifications set fort; and that he/she will furnish all required products/services and pay all incidental costs in strict conformity with these documents for the stated prices as payment in full.

All Inclusive Price: Shall include all the work associated with the Board Room Remodel project as stated in project scope, specification, and requirements including labor and costs.

Additional Considerations:

Description:

Cost:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Available Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FIRM FIXED PRICE**

**Prices submitted in this price proposal form are firm for one-hundred twenty days (120) from Award to Proceed.**

ITEM	DESCRIPTION	ESTIMATED PRICE
DEMOLITION	<ul style="list-style-type: none"> <li>- Demolition removal of current built in desk on the east side of conference room.</li> <li>- Demolition of all materials required for preparation and pre-work including but not limited to carpet, subflooring, electrical, switches.</li> </ul>	\$ _____
PARTITION WALL	<ul style="list-style-type: none"> <li>- Partition wall shall be constructed running horizontally to the South end of board room, from East wall to West wall. Wall shall be approximately 10 ft high, with a minimum of four support posts connected along the run, to the drop ceiling for support. Wall shall be approximately 10' ft. high and 42' ft. long.</li> </ul>	\$ _____
STAGE FLOOR	<ul style="list-style-type: none"> <li>- Construction of at minimum 4" stage flooring, stage flooring shall be constructed to support new Board Room conference table as well as running of electrical for the conference table. Stage floor shall be approximately 580 sq. ft.</li> <li>- Running of empty conduit throughout the flooring, conduits sole purpose shall be for IT wiring.</li> </ul>	\$ _____
DUAL ADA RAMP	<ul style="list-style-type: none"> <li>- Shall be 2 ADA Accessible ramps on both East and West wall granting access up to the 4" stage area.</li> </ul>	\$ _____
CONSTRUCTION OF 2 CLOSETS	<ul style="list-style-type: none"> <li>- Require the framing and installation of door between the South Wall and Partition wall creating a new enclosed closet on south side of current conference room.</li> <li>- Require the framing in of door-way on East side of room, as well as moving the current door outwards creating a new enclosed storage closet along east wall of conference room. East side closet must have door with ventilation panel preinstalled.</li> </ul>	\$ _____
BOARD ROOM TABLE	<ul style="list-style-type: none"> <li>- Board Room Table shall consist of one flowing table with front face approximately 3' 6" high capped with either wood or plastic laminate, counter top at 3' high and 2' 6" wide. Table front shall be of wood laminate that shall match the countertop. Table shall face the North end of the room and flow in a U pattern from East wall to West wall in order to accommodate up to 22 people at one given meeting.</li> <li>- The table counter top construction must consist of a recessed GAP towards the back to allow for several monitors to be ran for presentation purpose.</li> <li>- Examples of table shall be given during the PRE-BID conference held on December 8th.</li> </ul>	\$ _____
PODIUM	<ul style="list-style-type: none"> <li>- Shall construct standard podium to match the newly constructed County Board Room Table. Podium shall be approximately 4' x 3' x 2'</li> </ul>	\$ _____
ELECTRICAL	<ul style="list-style-type: none"> <li>- Vendor shall relocate all appropriate switches for functionality.</li> <li>- Vendor shall run electrical along the Board Room Table to accommodate all seats</li> <li>- Electrical shall be ran into the newly built south closet.</li> <li>- Electrical shall be ran into newly built east closet. This closet shall become an IT storage area, requiring high volume 120V for IT rack, as well as 2 circuits with 4 outlets per circuit.</li> <li>- All outlets shall be of flush mount construction.</li> <li>- Shall run one line to podium placement area for electrical. The electric that shall be ran to the podium shall be saw cut concrete to eliminate any hazard.</li> </ul>	\$ _____
CARPET	<ul style="list-style-type: none"> <li>- Newly constructed conference room shall have all carpeting updated and replaced. Area of new carpeting is approximately 2400' sq. ft.</li> <li>- Carpet within newly constructed board room shall be consistent with  PENTZ  Commercial Flooring Solutions  Diversified Series Line 7037T  24" x 24" Carpet Tiles</li> <li>- Replacement of 4" cove base correspondingly matching color of newly installed carpet.</li> <li>- Flooring within newly constructed closets shall be consistent with,  METROFLOR  DEJA new (Luxury Resilient Flooring)  DN1445108 – FLINT GREY</li> </ul>	\$ _____
FINISHING	<ul style="list-style-type: none"> <li>- Total conference room shall be finished and fully updated before contract closeout. All painting and repaneling shall be agreed upon and confirmed.</li> <li>- The County of Grundy shall like to inquire on purchase and replacement of 24 all new Grundy County Board Member chairs.</li> </ul>	\$ _____
	<b>TOTAL ALL INCLUSIVE PRICE</b>	\$ _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

PER PAGE 20 SECTION C.