



Effingham County Board  
101 N. 4<sup>th</sup> Street, Suite 301, Effingham, IL  
217.342.4990

**Remove 96 windows from Effingham County Building (Floors 2-4) and  
replace with new single or double hung commercial grade windows**

Effingham County Government  
Contact: Angie Thompson, Board Administrator  
Phone: 217-342-4990  
E-mail: [athompson@effinghamcountyil.gov](mailto:athompson@effinghamcountyil.gov)

Date Issued: April 15, 2024  
Due Date and Time: 4:00 pm, Friday, May 3rd, 2024

The deadline established for the receipt of your sealed bid is 05/03/24 at 4:00 p.m. The bid is to be submitted to the County Board Office, 101 North Fourth Street, Suite 301, Effingham, IL. 62401.

Address the bid to: Effingham County Board Office  
Window Project  
101 North Fourth Street, Suite 301  
Effingham, IL, 62401

## REQUIREMENTS & INSTRUCTIONS

### 1. SUBMISSION OF OFFERS:

All offers should be submitted in a sealed envelope or package. The invitation title, opening date and time, company name, address and telephone number shall be clearly displayed on the outside of the sealed envelope or package. The delivery of responses to the County Board Office prior to the specified date and time is solely and strictly the responsibility of the offeror. Any submittal received in the County Board Office after the specified date and time will not be considered. Additional information may be attached to the submittal. Facsimile submissions are NOT acceptable. No offer may be modified after the acceptance date. No offer may be withdrawn after opening for a period of sixty days unless otherwise specified. Bid must include all costs and comply with statutory requirements. All offers must include the original and at least one (1) copy.

### 2. EXECUTION OF OFFER:

Offer shall contain a manual signature page to bind the offeror to the provisions therein.

### 3. EXECUTION OF ACCEPTANCE:

Effingham County legally recognizes acceptance of formal offer when a written contract is signed by both parties. Offeror is not to assume that the Effingham County Board resolution approving the bid or proposal is a binding contract.

### 4. OPENING & RECORDING:

Opening shall be in the County Board Meeting Room during the Effingham County Buildings and Grounds meeting on May 14, 2024, at 8:30am. This meeting is open to the public.

### 5. INTEGRITY:

Effingham County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The Offeror agrees to follow all applicable labor rules and prevailing wage and Effingham County or its designee is not responsible for offeror's failure to comply with these laws.

## 6. PRICING:

Unless otherwise specified prices offered shall remain firm for a period of at least sixty (60) days; all pricing of goods shall include: all packing, handling, shipping charges and delivery to any point(s) within Effingham to a secure area or inside delivery.

## 7. PAYMENT TERMS:

Effingham County will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) of the invoice or receipt of all products or services ordered. Any other payment schedule or deposit requirement must be clearly defined in the offer.

## 8. INCURRED EXPENSE:

This invitation does not commit Effingham County to make an award nor shall Effingham County be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement.

## 9. CLARIFICATION/CORRECTION OF ENTRY:

Effingham County reserves the right to allow for the clarification of questionable entries and the correction of OBVIOUS MISTAKES.

## 10.INSURANCE:

The successful bidder is required to procure and maintain the following insurance for the life of this contract:

- Workers' Compensation Insurance
- Commercial General Liability Insurance, not less than \$1,000,000.00 per occurrence
- Motor Vehicle Liability Insurance

## 11.INTRODUCTION

Effingham County has chosen to issue this Request for Proposal (RFP) to seek a company to remove 96 old windows and replace with 96 new windows in floors 2-4 in Effingham County Building.

### PROJECT OVERVIEW

- Effingham County is seeking the services of a qualified Contractor to remove 96 old single hung aluminum windows and replace with 96 new single or double hung commercial grade

windows at the Effingham County Building at 101 N. Fourth Street; Effingham, Illinois 62401

- The intent of the RFP is to award a contract for service to the successful Respondents.
- As part of the Work, the Contractor shall furnish and assume full responsibility for everything required for the orderly progress and proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated into the Work including, but not limited to, drawings, materials, equipment, labor including subcontractor, transportation, construction equipment and machinery, tools, and other facilities and incidentals. If work is required to be "done by others" it must be clearly defined in the offer. The expense of work done by others will be considered in the award of bid.
- Contractor shall not have any public or private interest and shall not acquire directly or indirectly any such interest which conflicts in any manner with the performance of its services under this Contract.
- Contractor shall employ only persons duly licensed and qualified to perform the Work required under this Contract.
- The County provides no guarantee of work. Award of a contract does not prevent the County from obtaining the services of another Contractor for any other project if the County so desires and/or is in the public interest to do so.

## 12. GENERAL SCOPE

The general scope of work for this project will include:

- Remove 96 single hung aluminum windows from floors 2-4 of the County Building.
- Avoid damaging any existing masonry or drywall that is currently in place both inside and outside the building during the removal process.
- Install 96 new commercial grade windows of like color and aesthetics. The windows should have the option to open by being either single hung or double hung.
- Construct or fabricate any needed preparation of masonry or existing framing area of windows to include outside capping or sealing such as masonry repair or caulking placement.

- Repair any inside damage to frame, sill, or drywall around window caused by removal or installation.
- Clean up debris and repair surrounding during removal and installation.
- Provide proper notices to public about repairs/construction being in progress and work with office holders to prevent disruption of daily operations.
- Purchase and provide for delivery of materials necessary for the construction of the Window removal and/or installation.
- Provide all labor, material, equipment, and supervision required to complete the scope of work in accordance with the contract documents and the general scope of work to ensure the project is completed.
- Provide a date for construction to begin, and estimate of time to completion when submitting this RFP.
- This RFP should include ALL COSTS to provide the above listed work.

The Contractor's team shall be fully licensed with all appropriate agencies to remove and install windows and finish inside and outside frame area. The Contractor will have full access to building during construction.

A. The candidates will be evaluated on their ability to explain fully what is included in each item of proposal as well as the benefit to additional options provided. Additional options are to be priced as "add on". Warrantees on parts and services should be clearly identified.

At least a One-year warranty after construction. Warranty to include coverage for defects in material and workmanship.

Timeframe:

Proposals Due:

May 3, 2024, by 4:00 pm

Proposed Award:

May 20, 2024, at 4:00 pm

Construction Phase:

As soon and practical (or to be agreed upon by both parties)

#### Experience Requirements:

It is very important that the Contractor's team performing the work on the County property have a significant amount of experience working on similar projects. The Contractor should have knowledge of demolition, construction and cleanup.

#### 14. SUBMITTALS Format:

All proposals should include the following:

- Transmittal Letter:  
Include a brief introduction to your firm and your interest in this contract; give main contract name, phone number, fax number and email address of the main point of contact.
- Give details of Contractor's proposed means and methods to perform work.
- Details on pricing: Including labor, materials, inspection fees and all cost items. Please include spec sheets on materials that will be used, such as the type of window, heating/cooling factors, and U ratings, Low-E additions, etc.
- Terms and Conditions signature page.
- References:  
List at least three organizations that you have performed similar work for in the past

#### 15. SITE VISITS AND QUESTIONS

For any questions regarding the material contained in this RFP, please contact Angie Thompson, at 217-342-4990, or by email, [athompson@effinghamcountyil.gov](mailto:athompson@effinghamcountyil.gov)

It is a requirement that a pre-proposal site visit be performed before a bid proposal can be submitted. It will be the respondent's responsibility to verify all specifications and measurements before submission of a bid.

#### 16. CONDITIONS

If you are submitting any information you consider to be proprietary, mark it as such. Effingham County will attempt to treat it as proprietary; however, understand the Freedom of Information Act has very strict guidelines on what is considered public information. Pricing information cannot be considered proprietary.

**Signature Block:** All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions and requirements of this Request for Proposal.

**Refusal:**

Effingham County reserves the right to refuse all proposals, and/or any part thereof.

**Withdraw Proposal:**

You may withdraw your proposal at any time prior to the date and time set for closing.

**Discussions/Negotiations:**

Effingham County reserves the right to conduct discussions with proposers, to ask questions, to accept revisions of proposals and to negotiate changes at the discretion of the Effingham County Project Manager. During this discussion period, Effingham County will not disclose any information regarding proposal submittals. Upon the execution of a contract, the proposals will become public record and the contents will be disclosed upon request.

**Awards:**

The award shall be made to the responsible proposer(s) whose proposal is determined to be the most advantageous to Effingham County based on the factors in the Request for Proposal. Price, although a consideration, will not be the sole determining factor. Effingham County reserves the right to ask for the "Best and Final Offer".

**Pre-award Presentations:**

Effingham County reserves the right to require presentation from the highest-ranking proposer(s), in which they may be asked to provide additional information.

-----END DOCUMENT -----