



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

**Demolish and Remove Old Gazebo and Construct New  
Pavilion with Concrete Base and Construct Concrete Courtyard  
& Rainwater Drainage**

**Effingham County Government**

**Contact: Angie Thompson, Board Administrator**

**Phone: 217-342-4990**

**E-mail: [athompson@effinghamcountyil.gov](mailto:athompson@effinghamcountyil.gov)**

**Date Issued: May 20, 2024**

**Due Date and Time: 4:00 pm, July 8, 2024**

The deadline established for the receipt of your sealed bid is 07/08/24 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  
Pavilion  
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 No offer may be withdrawn after opening for a period of sixty days unless otherwise specified.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 July 9, 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 demolish, remove and construct a new gazebo with a concrete base to include drainage. This project further includes the following: remove, widen, or replace/install brushed concrete sidewalks around the Old Courthouse and in courtyard area. This includes the removal of all existing sidewalks and replacement of new brushed concrete sidewalks. The north, west, and south sides will all have new concrete sidewalks. The existing sidewalk in the courtyard area will be removed and widened to 8 feet. The final part of the project will be rerouting/burying

of pipes for rainwater drainage from the west side of the old courthouse to the street on the west end of property and any electrical lines needed for the project as outlined in attached "Appendix A."

## PROJECT OVERVIEW

- Effingham County is seeking the services of a qualified Contractor to remove and replace the current gazebo with a new pavilion on the old courthouse property located in the 100 block of E. Jefferson Ave., Effingham, Illinois 62401. This includes the removal of all trees identified as a hazard or in the way of construction. Effingham County is further seeking the services of a qualified Contractor to install all new brushed concrete sidewalks around the courthouse to include the approach sidewalks on north and south sides. Seeking the current sidewalks in the courtyard area be replaced with brushed concrete sidewalks 8 feet in width with new sidewalks being the same. Seeking any needed drainage grates around trees, install electrical conduit and posts/poles, remove and replace the concrete walkway (sidewalk) adjacent to the west side of the old courthouse, and re-route gutter drainage to the street on the old courthouse property located in the 100 block of E. Jefferson Ave., 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.

12. 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.

#### GENERAL SCOPE

The general scope of work for this project will include:

- Demolish and Remove the old gazebo.
- Avoid damaging the surrounding grounds, or repair them if they are damaged during the demolition or construction process.
- Construct the new pavilion with a concrete ground level base with center drain and above grade for drainage. The pavilion will be 4 sided with 2 sides north and south being 35 feet in length and the other 2 sides east and west being 30 feet each. Pavilion will be in the shape of a Rectangle. Keeping the construction of the upper portion in the same aesthetics of the Old Courthouse to include possible matching shake shingles etc. Can be options of steel/metal/wood construction.
- Construct and install infrastructure for electrical service to the Pavilion fixtures as per plans as well as light pole in center of grounds.
- Demolish and Remove the old concrete walkway adjacent to the west side of the old county courthouse as well as the approach sidewalks on the north and south sides and set to grade for drainage per Appendix A.
- Construct new 8-foot-wide or same size brushed concrete sidewalks to grade for drainage leading from the west most existing street sidewalk to the pavilion as well as the sidewalks around the west side of the Old Courthouse per Appendix A.
- Construct new same size approach sidewalks brushed on both north and south side of Old Courthouse.
- Construct new 8-foot-wide brushed concrete sidewalks to grade for drainage leading from the west most existing street sidewalk to the western side of the Old Courthouse per Appendix A.

- Remove old and Construct new 8-foot-wide brushed concrete sidewalks to grade for drainage leading from the south sidewalk to the front of the Pavilion per Appendix A.
- Construct and install brushed concrete pad to grade for drainage for approach to Pavilion per Appendix A.
- Clean up debris and repair surrounding turf, after construction.
- Add turf where outlined on Appendix A.
- Remove Trees that are in the way of construction and bushes that are around the courtyard and old courthouse.
- Construct the Pavilion as per plans, and with maintenance free or low maintenance materials where not specified, including a description in the responding proposal
- Purchase and provide for delivery of materials necessary for the construction of the Pavilion
- 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 for all worked conducted and will have full access to grounds during construction/demolition.

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:

July 8, 2024, by 4:00 pm

Proposed Final Award:

July 15, 2024, at 4:00 pm

Construction Phase:

As soon and practical (or to be agreed upon by both parties) Tentative start in October 2024

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.
- Rendering: A proposed picture and/or rendering of the final project is encouraged.
- 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.



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