



Effingham County Board
101 N. 4th Street, Suite 301, Effingham, IL
217.342.4990

Replace/Repair Courthouse Museum (Old Courthouse) Roof:
Includes removal and/or repair of all existing roof material,
repair of damage to existing roof and/or replacement with new
roof material on flat (rubber) and slanted (shake) roof

Effingham County Government
Contact: Angie Thompson, Board Administrator
Phone: 217-342-4990
E-mail: athompson@effinghamcountyil.gov
Date Issued: November 18, 2024
Due Date and Time: 8:00 am, December 10, 2024

The deadline established for the receipt of your sealed bid is 12/10/24 at 8:00 a.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
Museum Roof
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 No offer may be withdrawn after opening for a period of sixty days unless otherwise specified.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 December 10, at 8:30 am. 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 and/or replace the roof on the historic courthouse museum (Old Courthouse). It includes the slanted shake portion and the flat or less slanted rubber roof areas.

PROJECT OVERVIEW

- Effingham County is seeking the services of a qualified Contractor to remove and/or repair/replace the current roofing material on the historic courthouse museum located in the 100 block of E. Jefferson Ave., Effingham, Illinois 62401. This property is used as the Effingham County Cultural Center and Museum. The Contractor should determine what portions of the roof need repaired and/or replaced; however, it is suggested that the project include full replacement of the wood shake shingles around the entirety of the slanted “skirt” of the roof and the flat or less slanted portions that are rubber. The project should include the addition or replacement of any and all materials to make the entire roof waterproof and should include all materials that are used to bring buildings to code and is suggested to be used as standard in the roofing industry. This could include drip edge, underlayment, metal caps, etc. The material used in replacement can be wood, composite, or rubber and can be submitted as separate options/cost.
- Evaluate the clock tower portion and suggest replacement/repair of the shake shingles and roof of that portion.
- 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 and shall include prevailing wages.

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:

- Removal and replacement of old wood shake shingles around the “skirt” portion of the slanted roof with suggested new material.
- Removal and/or repair of rubber roof portions depending on contractor’s suggestion after evaluation.
- Suggest what repairs and/or replacement of the materials on the clock tower side and roof portion.
- Add or replace any guttering systems that are present or recommended to help with water runoff.
- Replace repair any and all materials under roof material as needed.
- Avoid damaging the surrounding grounds, or repair them if they are damaged during the demolition or construction process.
- Clean up debris and repair surrounding turf, after construction.
- Purchase and provide for delivery of materials necessary for the project
- 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 work 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". Warranties 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:

December 10, 2024, by 8:00 am

Proposed Final Award:

December 16, 2024, at 4:00 pm

Construction Phase:

Contract shall be signed before December 31, 2024 and project shall be complete as soon as weather permitting, but no later than June 1, 2025.

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 material, heating/cooling factors and warranties, 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@effinghamcountyl.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 or Chairman of the Board or designee. 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 -----