



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

## **Request for Proposal**

**Construction/Remodel of 1<sup>st</sup> Floor Bathroom, Hallway &  
Office Space (County Office Building)**

Effingham County Board Administrator

Angie Thompson

Phone: 217-342-4990

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

Date Issued: April 15<sup>th</sup>, 2025

Due Date and Time: 4:00 pm, May 9<sup>th</sup>, 2025

Submit sealed bid(s) to the County Board Office:

Effingham County Board Office  
1<sup>st</sup> Floor Remodel 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 No offer may be withdrawn after opening for a period of sixty days unless otherwise specified.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 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 13<sup>th</sup>, 2025 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 nor its designee is 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 complete a remodeling and construction project on the first floor of the County Office Building.

## 12. PROJECT OVERVIEW:

- Effingham County is seeking the services of a qualified Contractor to remodel a publicly accessible restroom (to include changing the doorway layout/configuration), construct a new interior, secured entryway to the Sheriff's Office by the elevator, construct a new partition wall in the South conference room, and all other necessary modifications to accomplish these main objectives. The project location is in the County Office Building at 101 N. 4<sup>th</sup> Street, Effingham, Illinois 62401.
- This includes the setting up of temporary partitions for dust control during said project (as necessary); removing and relocating existing door/doorways, removal and framing of

walls, wall finishing's and trim, ceiling, plumbing fixtures, electrical work and fire alarm/suppression system modifications

- 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, 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 subcontractors), 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.

### 13. GENERAL SCOPE:

The general scope of work for this project will include:

- Set up of temporary partitions for dust control, as needed.
- Prepare for new doorway in east wall of East public restroom in main lobby.
- Relocate restroom door to east wall.
- Frame in old restroom doorway.
- Electrical work for any switching and/or lighting changes.
- Relocate fire alarm strobe.
- Remove/Replace/Re-install any plumbing fixtures, as necessary.
- Prepare for and construct new wall (with doorway) in hallway, near elevator.
- Relocate secure entry door to new wall.
- Hang and finish drywall on new wall, and over old restroom doorway (including any patch/repair work needed inside restroom).
- Paint new and adjacent existing walls to match.
- Trim and base work for entire project.

- Install additional sprinkler heads, as necessary.
- Remove and Re-install display case in lobby.
- Prepare for new wall in conference room.
- Construct new wall in conference room.
- Hang and finish drywall on new wall in conference room.
- Paint new wall to match existing walls.
- Ceiling tile modifications as needed.
- Install base and/or trim for new wall in conference room.
- Electrical work for any switching and/or lighting changes, as necessary, in conference room.
- Add fire alarm strobe in conference room.
- Cleanup and remove all debris from this project.
- Purchase and provide for delivery of all materials necessary for the project, except for two doors.
- Provide all labor, material, equipment, and supervision required to complete the scope of work in accordance with the contract documents and industry standards.
- 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 they will have access to the building during construction/demolition.

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

At least a One-year warranty, after construction, shall be provided and include coverage for defects in material and workmanship.

Timeframe:

Proposals Due - May 9<sup>th</sup>, 2025 by 4:00 pm

Proposed Final Award – May 19<sup>th</sup>, 2025 at 4:00 pm – Effingham County Board Meeting

Construction Phase - As soon as practical (or to be agreed upon by both parties)

#### Experience Requirements:

It is very important the Contractor's team performing the work on this project 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; 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.
- 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). For site visits, please contact Chief Deputy Travis Buhnerkempe, at 217-821-6582, or by email at [tbuhnerkempe@effinghamcountyil.gov](mailto:tbuhnerkempe@effinghamcountyil.gov).

#### 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 bid opening.

**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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