

REQUEST FOR PROPOSALS

for the
Lease of Property

Livingston County – Former Regions Bank Building
110 W. Water St.
Pontiac, IL 61764



Release: August 8, 2016 Responses Due: Sept. 6, 2016

Livingston County Board Office
112 W. Madison St.
Pontiac, IL 61764
(815)844-6378

OVERVIEW

The County of Livingston, a body politic, through its Public Property Committee, hereby requests the submission of proposals for the long term lease of office space located within the former Regions Bank building located at 110 W. Water St., in Pontiac, Illinois, presently owned by Livingston County.

To be considered, responders must submit a proposal in response to this Request for Proposals (RFP), in the manner and timeline described herein. The County makes no representations or warranties as to the condition of the property, and proposes to lease the property “as is, where is, with all faults.”

Interested parties should be aware that the County is simultaneously releasing an RFP for the sale of the same subject property. The Public Property Committee will review all proposals received and make a recommendation on how to proceed with the property to the full Livingston County Board.

PROPOSAL DUE DATE

Three copies of each proposal should be submitted to the Livingston County Board Office by 2:00 p.m. on September 6, 2016. All proposals are to be addressed to:

Livingston County Board Office
112 West Madison Street
Pontiac, IL 61764

The following notation must be noted in the lower left-hand corner of the envelope:

Purchase Proposal
2:00 p.m. on September 6, 2016

Proposals will be opened immediately following in the Committee Room of the Livingston County Historic Courthouse. You may be (but are not required to be) present during that meeting.

CHANGES IN REQUEST FOR PROPOSAL (RFP)

Livingston County reserves the right to amend, modify or cancel this RFP at any time. If it becomes necessary to revise any part of the RFP, or otherwise provide additional information, an addendum will be issued by the county and furnished to all firms and individuals that have notified the County Board Office of their interest. Interested parties should contact the County Board Office at (815) 844-6378. Please acknowledge the receipt of any addenda in the appropriate section, as directed in the addendum.

CONTRACT NEGOTIATIONS

Livingston County reserves the right to negotiate a contract after the successful developer is selected. Selection will be based only on the proposal submitted and subsequent interviews, if any; therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the proposal opening.

QUESTIONS CONCERNING THIS RFP SHOULD BE DIRECTED TO:

Any questions regarding the above procedure or the contents of this RFP must be made in writing and directed to:

Alina Hartley, Administrative Resource Specialist
Livingston County Board Office
112 West Madison Street
Pontiac, IL 61764
(815)844-6378
ahartley@livingstoncountyil.gov

All questions must be submitted by no later than 2:00 p.m. on Wednesday, August 24, 2016.

PROPRIETARY INFORMATION

Any restrictions on the use of data contained within a proposal and all confidential information must be clearly stated at the top and bottom of each page of the proposal. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with applicable Illinois statutes.

To the extent permitted by law, it is the intention of Livingston County to withhold the contents of the proposals from public view until such time as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Livingston County. At that time, all proposals will be available for review in accordance with the Illinois Freedom of Information Act.

INCURRING COSTS

Livingston County is not liable for any costs incurred in replying to this RFP.

ACCEPTANCE / REJECTION

Livingston County reserves the right to accept or reject any or all proposals in part, or in total, as deemed to be in the best interest of Livingston County and to waive all minor irregularities in the proposal process. Any submission that is deemed non-responsive, or does not meet the requirements is subject to rejection. Changes proposed by the responder to the terms and conditions contained herein or any deviation from the requirements outlined in this request must be clearly marked and identified in the bid proposal response.

Firms or individuals whose proposals are not accepted will be notified as soon as the awarded contract has been approved.

Property Description

The subject property is located at 110 W. Madison St. in Pontiac, Illinois, on the corner of Water and Mill streets, containing 3.080 acres more or less. The building is two story joint masonry, brick on concrete block, consisting of 5,541 square feet total, built in 1968.

There are two rental spaces available, with private entrances available to both offices.

Office 1, was formerly occupied as a bank and includes a drive up area. Office 1 contains approximately 2,031 square feet on the first floor and 362 square feet on the lower level.

Office 2, was formerly occupied by the Livingston County Assessor's Office. Office 2 contains approximately 2,964.38 square feet.

Currently, the Livingston County Veterans Assistance Commission and the Livingston County Coroner's office occupy the lower level of the building.

This parcel is currently zoned Commercial through the City of Pontiac.

Information provided herein regarding the property is deemed reliable, but is not guaranteed and should be verified by the respondent prior to submitting a proposal.

Site Access for Potential RFP Respondents

A walkthrough has been scheduled for Monday, August 29rd at 1 p.m. for all potential respondents. Attendance is not required, but is highly recommended.

Conditions Governing Lease of Property

A. Offer

All bidders must complete and submit the Offer to Lease (Attachment A) indicating the amount offered for the Lease of the Property. All valid offers submitted shall remain open 90 days from the opening date of the RFP and the County reserves the right to formally accept any offer within that time period.

B. Lease Price

Interested parties must be prepared to submit a deposit equivalent to one month's rent in cash or certified check upon entering into a Lease Agreement.

C. Commission

Any commission to be paid to an agent or broker shall be paid by the Lessee and shall not be deducted from the Rental Agreement.

D. Exceptions

Any exceptions from the provisions of the Request for Proposals, which are desired by the Bidder, shall be specifically noted in the proposal submitted, including additional requirements or requests. The exceptions to be listed shall include any contingencies to the Lease Agreement.

Submission

Three copies of each proposal should be submitted to the Livingston County Board Office by 2:00 p.m. on September 6, 2016. All proposals are to be addressed to:

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112 West Madison Street
Pontiac, IL 61764

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2:00 p.m. on September 6, 2016

Evaluation of Proposals

All proposals will be reviewed and evaluated by the Public Property Committee based upon the information contained within. The Public Property Committee will simultaneously review proposals for the purchase of property, and will determine, at their discretion, the response that is in the best interest of the County.

Attachment A

OFFER TO ENTER INTO LEASE AGREEMENT

Livingston County Board Office
112 W. Madison St.
Pontiac, IL 61764

_____, herein referred to as “Lessee,” hereby offers and agrees to Lease from the County of Livingston (“County”) at the price and subject to the terms and conditions contained in this Offer, the following described property (“Property”):

Office 1: Approximately 2,031 square feet on the first floor (the “First Floor Space”) and 362 square feet on the lower level (the “Lower Level Space”), for a total of 2,393 square feet total, herein referred to as “Office 1”. Office 1 shall also include all of the drive-in teller site(s) and automated teller machine (“ATM”) site(s) located on the Property. Lessee will also be granted non-exclusive right to use, with other tenants in the building, the common areas, specifically including restrooms, break rooms, lobbies and other common areas in the building, without additional charge.

And/or

Office 2: Approximately 2,954 square feet, herein referred to as “Office 2”. Lessee will also be granted non-exclusive right to use, with other tenants in the Building, the common areas, specifically including restrooms, break rooms, lobbies and other common areas in the building, without additional charge.

All located at 110 W. Water St. in Pontiac, Illinois.

Submittal: To ensure proper identification and handling, submit your Offer in a sealed envelope. This offer may be hand delivered or mailed, and must be delivered by the date and time due to:

Livingston County Board Office
112 W. Madison St.
Pontiac, IL 61764

The following notation must be noted in the lower left-hand corner of the envelope:

Lease proposal
2:00 p.m. on September 6, 2016

Timely delivery of the Offer is the sole responsibility of the Bidder. Late offers, as determined by the County, will not be accepted. All offers shall remain valid for a period of 90 days from the RFP opening date.

The successful Bidder will be determined by the County based on the bid amount and any exceptions and contingencies identified by the Bidder. Bids must remain valid for 90 days from the bid opening date during which time the County may accept or reject any offer.

OFFER TO LEASE

Office 1: Total Annual Lease Price Offered: \$ _____

Office 1: Proposed Term of Lease _____

Office 2: Total Annual Lease Price Offered: \$ _____

Office 2: Proposed Term of Lease _____

Agent Commissions and/or other costs attributable to the Lease are the responsibility of the Lessee and are not included in the Lease price.

Name of Lessee: _____

Address: _____

Telephone #: _____

Email Address: _____

Agent (If applicable): _____

Agent Address: _____

Agent phone & email: _____

Use additional sheets and/or provide supporting documentation if necessary

Proposed Use of the Leased Space: _____

Proposed Property Improvements: _____

Timetable for Making Improvements: _____

Proposed Job Creation: _____

Please List Exceptions, Contingencies or Offers (use additional sheets if necessary):

Signature of Lessee:

Print Name and Title: _____

Date: _____

Signature of Agent (If applicable): _____

Print Name and Title: _____

Date: _____