

Livingston County Board & Public Property Committee
Livingston County Courthouse
112 West Madison Street
Pontiac, IL 61764

REQUEST FOR PROPOSALS

You are invited to submit a proposal for the repair and/or replacement of the roof structure for the Livingston County Water Street Building (formerly known as the Regions Bank Building). The proposals are due on or before 2:00 p.m. on November 27, 2018.

Special Instructions:

Three copies of each proposal should be directed to the Livingston County Board Office. To return your proposal, please follow these instructions:

Clearly label your sealed envelope containing your proposal in the lower left-hand corner as follows:

Water Street Roof Repair
2:00 p.m. on November 27, 2018

Mail To: Livingston County Board Office
Livingston County Historic Courthouse
112 West Madison Street
Pontiac, IL 61764

If you have questions regarding the above procedure or contents of proposal, please contact:

Alina Hartley, Executive Director
Livingston County Board Office
112 W. Madison St.
Pontiac, IL 61764
(815)844-6378
ahartley@livingstoncountyil.gov

All formal questions must be received in writing no later than 11 a.m. on November 14th.

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Water Street Roof Repair

I. INTRODUCTION

The Livingston County Board and Public Property Committee are requesting proposals from an experienced, qualified, licensed and insured roofing contractor to provide a proposal for all material, labor & equipment necessary to remove and replace the shingled roof at their administrative office building located at 110 W. Water St. in Pontiac, Illinois.

II. PROPOSAL DUE DATE

Three copies of each proposal should be submitted to the Livingston County Board Office by 2:00 p.m. on November 27, 2018. All proposals are to be addressed to:

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

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

Water Street Roof Repair
2:00 p.m. on November 27, 2018

The proposals will be opened in the 2nd floor Committee Room located within the Historic Courthouse, 112 W. Madison St. Pontiac, IL after 2:01 p.m. on November 27, 2018. You may be (but are not required to be) present during that meeting to answer any questions the County may have.

III. QUESTIONS CONCERNING THIS RFP SHOULD BE DIRECTED TO:

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

Alina Hartley, Executive Director
Livingston County Board Office
112 W. Madison St.
Pontiac, IL 61764
ahartley@livingstoncountyil.gov

Questions must be received in writing no later than 11 a.m. on November 14, 2018.

Responses to each question will be provided to all agents who are present during the pre-bid meeting scheduled for November 13th.

IV. PRE-BID MEETING

A **mandatory** pre-bid meeting will be held on Tuesday, November 13th at 10:00 a.m. in the Committee Room within the Livingston County Historic Courthouse located at 112 W. Madison St., in Pontiac, Illinois. A site walk-through will follow. Any proposals received from any vendor who did not attend this scheduled meeting, will not be accepted.

V. 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 this RFP, or otherwise provide additional information, an addendum will be issued by the county and furnished to all firms who were in attendance and provided their contact information at the pre-bid meeting. Please acknowledge the receipt of any addenda in the appropriate section, as directed in the addendum.

VI. PROJECT DESCRIPTION

Livingston County seeks proposals for all material, labor and equipment necessary to complete the removal and replacement of the shingled roof located at 110 W. Water St. in Pontiac, Illinois.

The building will be occupied during construction. It is the contractor's responsibility to coordinate work and minimize disruption to the offices to the fullest extent possible. The contractor must also be able to protect the building and its contents from the effects of inclement weather.

VII. SCOPE OF WORK

The scope of work will include, but not be limited to, the following essential functions:

- Obtain and provide all necessary permits
- Provide any material, barricades, dumpsters necessary to maintain a clean and safe work zone
- Complete removal of existing roof materials
- Examine deck to determine if it is satisfactory for installation of new roofing system.
- Repair deck as needed for roofing installation (per square foot price provided)

- Provide Alternate #1 for the full replacement of all decking
- Furnish and Install primary synthetic underlayment
- Furnish and Install ice and water shield/dam on roof edges, valleys and eaves
- Furnish and Install selected CertainTeed Landmark Architectural shingles with 50 year warranty, (or the equivalent thereof), per manufacture standards
- Furnish and Install new pipe boots
- Furnish and Install new ridge vents

VIII. PROPOSAL FORMAT

Each vendor shall be required to include the following items in their three copies of the proposal. Exclusion of any of these items could be grounds for proposal rejection by Livingston County.

Each proposal will consist of information that will be helpful in assisting the Livingston County Board and Public Property Committee in analyzing your proposal and will include:

- A. A description of the level of services and equipment that you intend to provide which demonstrates a clear understanding of the work to be performed.
- B. A description of (your agency) or (you), including organizational qualifications and references, addressing why (your agency is) or (you are) suited to provide these services to Livingston County.
- C. Multiple Proposals. Vendors who wish to submit multiple proposals are invited to do so. If more than one proposal is submitted, all must be complete and comply with all instructions in this RFP. Each proposal should be clearly marked Proposal No. 1, Proposal No. 2, etc., on the cover page.
- D. A description of your estimated timeline, including how long you anticipate the project taking, as well as when you would be available to begin.
- E. Overall cost of the project (prevailing wages will apply). Please use the Proposal Form included within this document.
- F. If applicable, add any other information that is pertinent to your RFP.

IX. EVALUATION OF PROPOSALS

Proposals will be reviewed to ensure that they meet minimum requirements for proposal format, contractor stability, references provided, etc. A review of the qualifying proposals will identify potential contractors that most closely meet the needs of Livingston County. Functional capabilities, operating efficiency, and overall cost will be among the criteria considered in evaluating proposals.

BASIS OF AWARD

The award resulting from this request for proposal will be made to the contractor that submits the response that best serves the needs of Livingston County. Proposals will be evaluated on the following criteria:

- Ability to meet the requirements as stated in the RFP
- Proven ability of the contractor to provide similar services within established guidelines.
- Satisfactory response from client references
- Ability to complete the Scope of Work within a reasonable amount of time
- Cost of services.

X. CONTRACT NEGOTIATIONS

Livingston County reserves the right to negotiate a contract after the successful firm 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.

XI. 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.

XII. INCURRING COSTS

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

XIII. CERTIFICATE OF LIABILITY INSURANCE

Vendor shall provide a Certificate of Liability Insurance (\$2,000,000 minimum coverage).

XIV. PREVAILING WAGE

This contract calls for the construction of a “public work” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public work projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: <http://state.il.us/agency/idol/rate.rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of this Act, *including but not limited to*, all wage, notice and record keeping duties as well as certification of weekly payroll.

XV. TAXES

Livingston County is exempt from all federal, state and local taxes.

XVI. 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. This RFP is not intended to solicit responses on a time and materials basis.

Vendors who submit a proposal may be required to make an oral presentation to the Livingston County Board and/or the Public Property Committee. All presentations will be scheduled by the issuing office. Such presentations provide an opportunity for the vendors to clarify their proposal to ensure a mutual understanding. Vendors must submit a written amendment to their proposal to confirm any changes made during their oral presentation.

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



PROPOSAL FORM

Livingston County Water St. Roof Repair

NO LATER THAN
2:00 p.m. on November 27, 2018

Deliver To:

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

Name of Firm: _____

Having carefully examined the project requirements, including the Request for Proposals (RFP), any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, labor and equipment necessary to complete the project:

Base Bid Proposal: \$ _____

Per Square Foot Pricing for any needed Deck Replacement: \$ _____

Alternate #1 Full Replacement of Decking \$ _____

Respectfully Submitted,

Name of Firm: _____

Address of Firm: _____

Signature of Authorized Representative: _____

Printed Name & Title: _____

Address & Telephone Number: _____

Email Address: _____