

**LIVINGSTON COUNTY  
REQUEST for QUALIFICATIONS / PROPOSAL  
for PLUMBING SERVICES  
LIVINGSTON COUNTY PUBLIC SAFETY COMPLEX  
HOT WATER HEATER REPLACEMENT**

**General Information**

Livingston County is requesting proposals from qualified Plumbing Contractors for professional services related to a Hot Water Heater Replacement Project for the Livingston County Public Safety Complex located at 844 W. Lincoln St., Pontiac, IL 61764. The successful firm will be responsible for the development of specifications related to the project.

Proposals will be accepted until 2 p.m. on February 28, 2023. All proposals should be addressed as follows.

Livingston County Board Office  
Hot Water Heater Replacement Project  
112 W. Madison St.  
Pontiac, IL 61764

For any questions concerning this RFQ, please contact Alina Hartley at 815-844-6378.

A mandatory meeting will be held on Tuesday, February 21, 2023 at 2:00 p.m. at the Historic Courthouse, located at 112 W. Madison St. in Pontiac, Illinois. All prospective bidders are required to attend unless prior arrangements (or prior inspections) have been made. Contractors will have an opportunity to inspect the facility immediately following the meeting.

**Scope of Services**

The selected contractor shall gather all pertinent information relative to the project with the intent on developing a clear understanding of the needs. The contractor shall verify existing conditions and make recommendation for replacement of a non-functioning 250-gallon hot water heater, including the size and redundancy needed for its replacement. In addition, the contractor will provide a recommendation as to whether the secondary hot water heater should

be replaced at the same time, including the advantages and disadvantages of doing so.

The contractor selected will be responsible for the development of specifications, and shall be expected to assist the County through the completion of this project. The selected contractor will remain eligible to bid on the final project as one of the shortlist candidates.

### **Tentative Timeline**

February 1, 2023	Release of RFQ
Feb. 1 – 14, 2023	Local Advertisement
February 21, 2023	Mandatory Meeting
February 28, 2023	Proposals Due
March 1, 2023	Interviews Scheduled
March 2 – 3, 2023	Interviews Held
March 6, 2023	Shortlist Candidates Identified
March 16, 2023	Recommendation for Award Made
March 17, 2023	Notification of Award
April 3, 2023	Recommendation for Replacement Made
April 17, 2023	Full Specifications Due
April 19, 2023	RFP released to Shortlist
May 3, 2023	Bids Due
May 11, 2023	Contract Awarded

### **Proposal Format**

Each contractor shall be required to include the following items in their 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 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. A description of your estimated timeline, including whether you can meet the Tentative Timeline presented. If the Tentative Timeline is not feasible, an alternative Timeline shall be presented within your response.
- D. Overall cost of the services provided.
- E. If applicable, add any other information that is pertinent to your RFP.

### **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.

### **Liabilities**

Livingston County is not liable for any costs incurred in replying to this RFP. Nor shall Livingston County be liable for any and all liability, claims, demands or actions or causes of action whatsoever arising out of any damage, loss or injury to personnel or property incurred in replying to this RFP.

### **Certificate of Liability Insurance**

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

### **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 contractors to clarify their proposal to ensure a mutual understanding. Contractors 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.