

CHAMPAIGN COUNTY BOARD FACILITIES COMMITTEE AGENDA

County of Champaign, Urbana, Illinois

Tuesday, March 5, 2024, at 6:30p.m. Shields-Carter Meeting Room Brookens Administrative Center 1776 E. Washington St., Urbana, IL 61802

Committee Members:

Jenny Lokshin – Chair Carolyn Greer
Jeff Wilson – Vice Chair Jennifer Locke
Stephanie Fortado Mike Smith

Elly Hanauer-Friedman Bethany Vanichtheeranont

<u>Facility Tour:</u> ILEAS located at 1701 E. Main Street, Urbana – 5:15p.m. Meet by the north entrance off Main Street. Tour will begin at 5:20p.m. and conclude by 6:05p.m. Parking is available in the ILEAS parking lot adjacent to the front doors.

<u>Agenda</u>		Page #	
I.	Call to Order and Roll Call		
II.	Approval of Agenda/Addenda		
III.	Approval of Minutes – February 6, 2024	1 - 4	
IV.	Public Participation		
٧.	Communications		
VI.	New Business		
	A. Update on ITB #2022-008 County Plaza Renovation Project – Bailey Edward Design – Karla Smalley, and Broeren Russo – Austin Barton (Photos Attached)	5 - 18	
	 B. Discussion and Approval of Change Orders for ITB#2022-008 County Plaza Renovation Project (Change Orders Attached) 	19 - 21	
	 C. Update on ITB #2023-005 County Plaza Elevator Renovation Project – Bailey Edward Design – Karla Smalley 		
	 D. Update on Courthouse Parking Lot Access Control Project – Bailey Edward Design – Karla Smalley 		
	 E. Update on ITB#2022-009 Satellite Jail Consolidation – Reifsteck Reid Architecture – Chris Bieser, and PJ Hoerr Construction - Matt Brown (Photos Attached) 	22 - 35	
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	G. Update on Programming Study of Public Defender Space at the Courthouse		
	 H. Discussion and Approval of Moving RFP for County Offices to Bennett Administration Center 	38 - 50	

- VII. Other Business
- VIII. Presiding Officer's Report
 - A. Future Meeting April2, 2024 @ 6:30pm
 - IX. Designation of Items to be Placed on the Consent Agenda
 - X. Adjournment



CHAMPAIGN COUNTY BOARD FACILITIES COMMITTEE AGENDA

County of Champaign, Urbana, Illinois

	UTES - P	ending Approval		
DAT	E:	Tuesday, February 6, 2024		
TIME	E :	6:30 p.m.		
PLACE:		Shields-Carter Meeting Room		
		Brookens Administrative Center		
		1776 E. Washington St., Urbana IL 61802		
Com	mittee Me	embers		
Prese	ent:	Stephanie Fortado, Elly Hanauer-Freidman, Jennifer Locke, Jenny Lokshin,		
		Mike Smith, Bethany Vanichtheeranont, and Jeff Wilson		
Absent:		Carolyn Greer		
County Staff:		Steve Summers (County Executive), Chris Smith (Building and Grounds Manager) and Mary Ward (Recording Clerk)		
Othe	ers Present	t:Karla Smalley (Bailey Edwards Design), Austin Barton (Broeren Russo Builders, Inc.), Chris Bieser (Reifsteck Reid Architecture) and Matt Brown (PJ Hoerr Construction)		
Ager	<u>nda</u>			
l.	Call to C	Order and Roll Call		
	Commit	mittee Chair Lokshin called the meeting to order at 6:30 p.m. Roll call was taken and		
	a quorum was declared present.			
II.	Approva	al of Agenda/Addenda		
		N by Ms. Locke to approve the agenda; seconded by Mr. Smith. Upon voice vote,		
	tne MO	TION CARRIED unanimously.		
III.	Annrova	Annual of Minutes - December F. 2022		
	Approval of Minutes – December 5, 2023			
	, (pp. 01)	al of Minutes – December 5, 2023		
	мотю	N by Mr. Smith to approve the December 5, 2023 minutes; seconded by Ms. Locke.		
	мотю			
I V .	MOTION Upon vo	N by Mr. Smith to approve the December 5, 2023 minutes; seconded by Ms. Locke. Dice vote the MOTION CARRIED unanimously.		
IV.	MOTION Upon vo	N by Mr. Smith to approve the December 5, 2023 minutes; seconded by Ms. Locke.		
IV.	MOTION Upon vo	N by Mr. Smith to approve the December 5, 2023 minutes; seconded by Ms. Locke. Dice vote the MOTION CARRIED unanimously.		
IV.	MOTION Upon vo	N by Mr. Smith to approve the December 5, 2023 minutes; seconded by Ms. Locke. Dice vote the MOTION CARRIED unanimously.		
IV. V.	MOTION Upon vo Public P	N by Mr. Smith to approve the December 5, 2023 minutes; seconded by Ms. Locke. Dice vote the MOTION CARRIED unanimously.		

None

47

48

VI. New Business

A. Update on ITB #2022-008 County Plaza Renovation Project – Bailey Edward Design – Karla Smalley, and Broeren Russo – Austin Barton

Mr. Barton presented the Committee with pictures from the County Plaza Renovation Project. The secure evidence lockers are in, and the sheriff is pleased with how they look. The curtain wall is progressing as is interior work. The single use restrooms on 2, 3 and 4 are all complete. Fourth floor flooring has been delivered and should be started on soon. Fifth floor has been reframed and inspected. Rooftop units are set and tied-in and working on wiring and electrical connections. Interior soffit work is ongoing. Mr. Smith asked if the plumbing connections were complete or if they still need to be made. They are complete.

B. Discussion and Approval of Change Orders for ITB#2022-008 County Plaza Renovation Project

 Ms. Smalley went over the change orders. Change order 25 is to add duress panic buttons to the public transaction windows. Order 26 is the add for conduit for EV charging stations on the lower level and moving wireless access points from the Sheriff's Office to County Plaza. Ms. Hanauer-Friedman asked what kind of electric vehicle the county had purchased. It is a Chevy Bolt EUV. Mr. Wilson asked how many vehicles the charging station would feed. It has a capacity for two vehicles.

Change Order 27 is to provide modifications to the south mechanical shaft to add a floor between levels 2 and 3 and other patches to make it a 2-hour rated enclosure. Order 28 is to add a water hydrant or hose bibb to allow maintenance to have access to water on the roof. Order 29 is to reinstall waterlines that were removed to allow structural reinforcement. Leaks were also found in the existing water lines, and they will be repaired as well. Ms. Vanichtheeranont asked if the leaks were present before some of the water lines were removed. It is hard to tell. It was also found that the copper was a type that wasn't necessarily suitable for this type of use.

Ms. Fortado asked a general finance question as to what percent we could go up to on change orders, 10%? No one was sure what the contract says. She commented that we have passed the threshold of our bond funding, so we are now funding from the general fund.

MOTION by Mr. Smith to recommend County Board approval of a resolution approving Change Orders 25, 26, 27, 28 and 29 for the County Plaza Renovation Project; seconded by Ms. Vanichtheeranont. Upon vote, the **MOTION CARRIED** unanimously.

C. Update on ITB #2023-005 County Plaza Elevator Renovation Project – Bailey Edward Design – Karla Smalley

Ms. Smalley said the elevator machines have been reviewed, approved, and ordered. Otis expects machines onsite before May. They also expect finishes and the cabs in late April as well. We could see activity in mid-to-late April. It takes 14 weeks per elevator. For all

three elevators, that would put completion as of February 2025. The North elevator will be completed first.

D. Update on Courthouse Parking Lot Access Control Project – Bailey Edward Design – Karla Smalley

There was a delay in ordering the gate arm and then when that was settled, it got cold. We are on the list to start demolition, but we do not have a firm date. We have requested two weeks' notice so the county can alert the Courthouse employees that the south entrance will be shut down. They can still use the north entry. It will disrupt a few parking spaces.

E. Update on ITB#2022-009 Satellite Jail Consolidation – Reifsteck Reid Architecture – Chris Bieser, and PJ Hoerr Construction - Matt Brown

Mr. Brown presented the Committee with pictures and an update on progress at the Satellite Jail Consolidation Project. The project is under roof and the southside is in finishing stages; the northside is following behind a bit. The mechanical equipment, generator and long lead equipment is in. They are starting to lay exterior brick. The north half they are wrapping up the interior masonry and are about a month behind work on the south side. There are several skylights on both the north and south side. They give natural light to the day rooms. The main guard station in the south pod is in the finishing stages. The north half will wrap up the interior masonry next week.

F. Discussion and Approval of Change Orders for ITB#2022-009 Satellite Jail Consolidation Project

Mr. Bieser presented and explained the change orders. Change Order 23 is to repair some gas leaks in the existing building. Order 24 is for wire changes, number and size, from the Ameren transformer to the inside switchboard. Change Order 25 is to provide and install two fire extinguishers and cabinets that needed to be added to the south pod. Order 26 is for Epoxy paint modifications at the detention cells. Change Order 27 is a credit for revising the tectum ceiling framing and reducing redundant security mesh and Change Order 28 is for modifications to lighting and controls in recreation spaces.

Mr. Wilson asked about the wire change from the transformer to the switchboard. It was originally thought to be four sets of smaller wire and it ended up being 3 sets of larger wire. Ms. Hanauer-Friedman asked about the gas leaks and if there were any issues. As they were testing and doing some work, they noticed some areas that could be repaired and updated for general safety and offered to make the repairs while they were there.

MOTION by Ms. Vanichtheeranont to recommend County Board approval of a resolution approving Change Orders 23, 24, 25, 26, 27 and 28 for the Satellite Jail Consolidation Project; seconded by Ms. Locke. Upon vote, the **MOTION CARRIED** unanimously.

144	VII.	Other Business
145		
146		Ms. Fortado shared the numbers for the Minority Labor Participation for this month for
147		both of the construction projects. She would like to see them included in the packet
148		every month.
149		
150	VIII.	Presiding Officer's Report
151		
152		None
153		
154		A. Future Meeting – March 5, 2024 @ 6:30pm
155		
156		Ms. Lokshin reminded everyone that the next meeting will be March 5, 2024.
157		
158	IX.	Designation of Items to be Placed on the Consent Agenda
159		
160		VI. B & F
161		
162	Х.	Adjournment
163		
164		Chair Lokshin adjourned the meeting at 7:04 p.m.
165		



Unclassified

Description

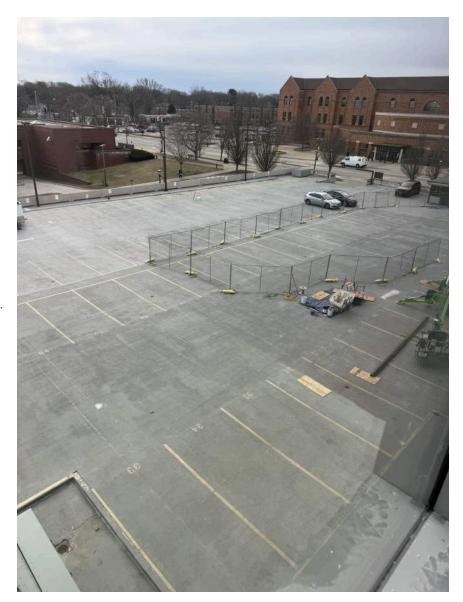
Parking deck resurfacing underway. Cutting and recaulking of joints in progress.

Taken Date 03/01/2024 at 07:42 am

Upload Date 03/01/2024 at 07:42 am

Uploaded By Austin Barton

File Name 6CD9772C-B843-4FCE-A...





Unclassified

room.

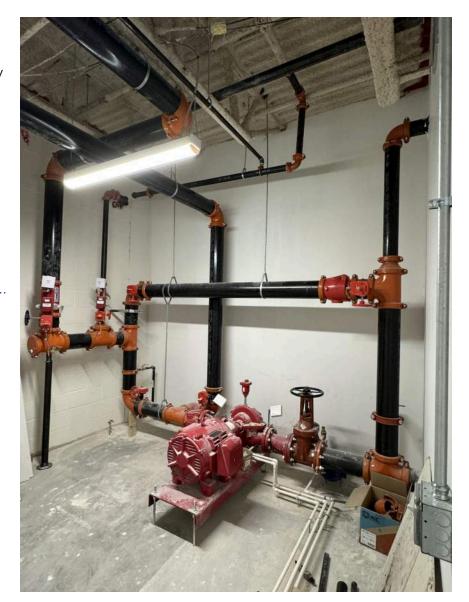
Description
Fire Service has been fully
completed in the pump

Taken Date 03/01/2024 at 07:36 am

Upload Date 03/01/2024 at 07:42 am

Uploaded By Austin Barton

File Name 839C75AE-1B1D-4165-B...







Unclassified

Description

All mechanical systems are tied into the new equipment and feeds. Working on scheduling startups.

Taken Date 03/01/2024 at 07:36 am

Upload Date 03/01/2024 at 07:42 am

Uploaded By Austin Barton

File Name 6460A306-77B8-401B-B...





Unclassified

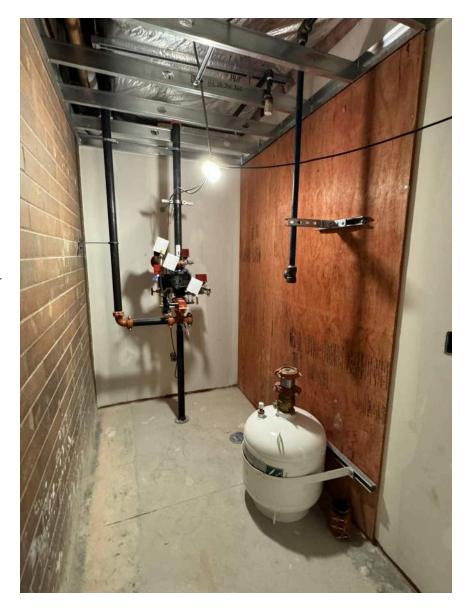
Description
Fire protection pre action
system in progress.

Taken Date 03/01/2024 at 07:35 am

Upload Date 03/01/2024 at 07:42 am

Uploaded By Austin Barton

File Name B76F530E-27A0-4F01-9...





Unclassified

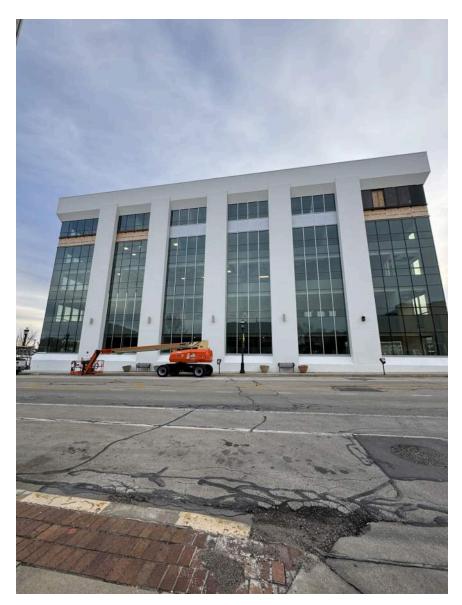
Description
West side of building. Trim
out of new curtainwall
underway.

Taken Date 03/01/2024 at 07:34 am

Upload Date 03/01/2024 at 07:42 am

Uploaded By Austin Barton

File Name 327264BC-728F-4FF4-9...





Unclassified

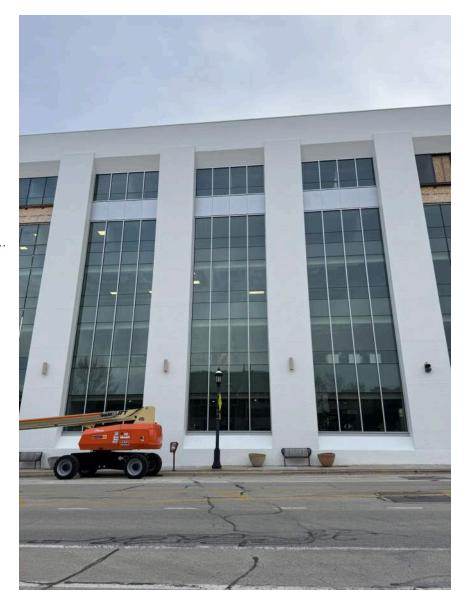
Description

Taken Date 03/01/2024 at 07:34 am

Upload Date 03/01/2024 at 07:42 am

Uploaded By Austin Barton

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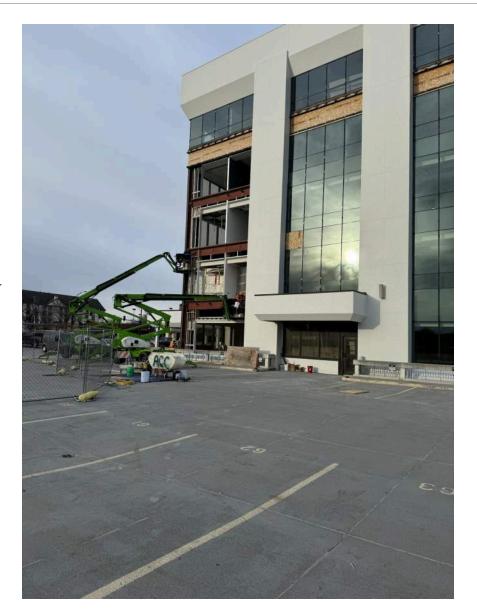
Description Working on southeast corner of curtainwall.

Taken Date 03/01/2024 at 07:32 am

Upload Date 03/01/2024 at 07:42 am

Uploaded By Austin Barton

File Name 1D8ABCB5-74B0-4F5D-...





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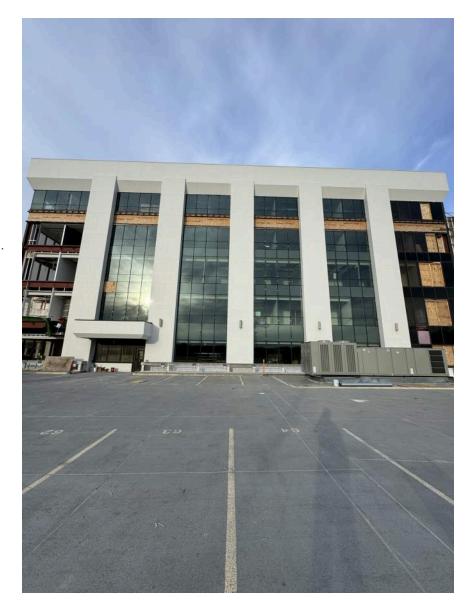
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Upload Date 03/01/2024 at 07:42 am

Uploaded By Austin Barton

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Unclassified

Description Casework starting to be set level 4.

Taken Date 03/01/2024 at 07:23 am

Upload Date 03/01/2024 at 07:27 am

Uploaded By Austin Barton

File Name 4CAA9971-FFE5-4FDC-B...





Unclassified

Description
Interior offices completed
outside of outlet covers
and door hardware.

Taken Date 03/01/2024 at 07:23 am

Upload Date 03/01/2024 at 07:27 am

Uploaded By Austin Barton

File Name 7ED6319D-63E4-49A7-A...







Unclassified

Description Toilet Accessories completed.

Taken Date 03/01/2024 at 07:21 am

Upload Date 03/01/2024 at 07:27 am

Uploaded By Austin Barton

File Name 7A7F1156-9F64-462C-B...





Unclassified

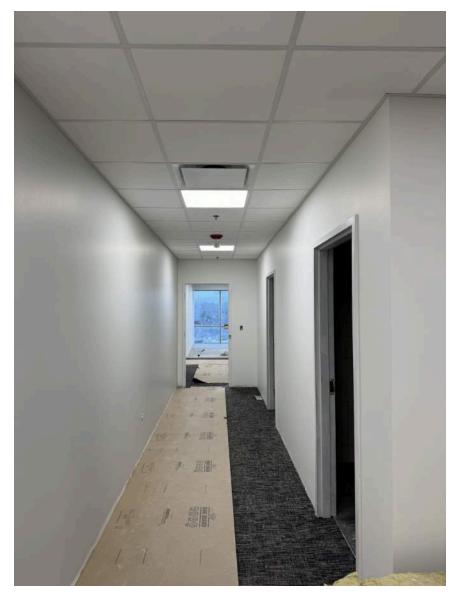
Description 4th floor flooring complete outside of breakrooms.

Taken Date 03/01/2024 at 07:19 am

Upload Date 03/01/2024 at 07:27 am

Uploaded By Austin Barton

File Name 97F3C6A6-CA3E-4EEC-B...





Unclassified

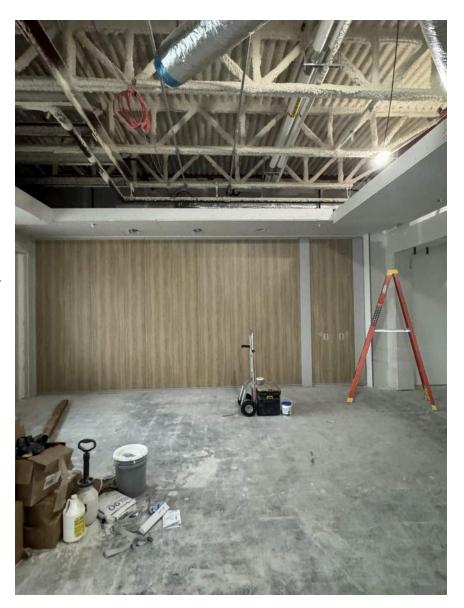
Description
Operable Partition has been installed.

Taken Date 02/15/2024 at 08:04 am

Upload Date 03/01/2024 at 07:27 am

Uploaded By Austin Barton

File Name E53CB481-304C-4FCD-A...





Unclassified

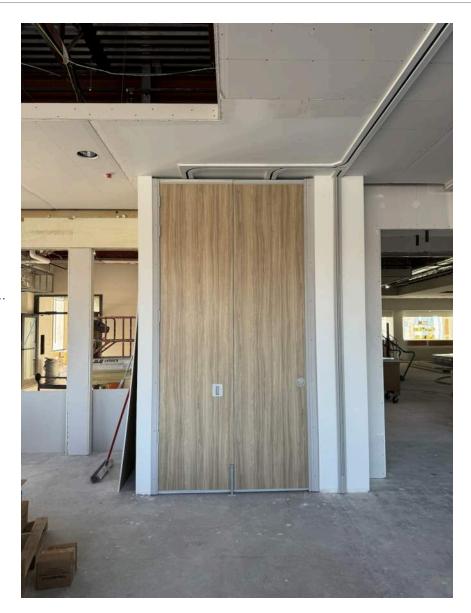
Description
Operable Partition has been installed. Closed position.

Taken Date 02/14/2024 at 03:31 pm

Upload Date 03/01/2024 at 07:27 am

Uploaded By Austin Barton

File Name C28B71C9-E4F5-4E4A-A...



Change Order

PROJECT: (Name and address) Champaign County Plaza Renovation 102 E. Main Street, Urbana IL 61801

OWNER: (Name and address)
Champaign County Board
1776 E. Washington Street, Champaign,
IL 61622

CONTRACT INFORMATION:

Contract For: General Construction Date: December 23, 2022

ARCHITECT: (Name and address)
Bailey Edward Design Inc.
1103 S. Mattis Ave, Champaign IL 61821

CHANGE ORDER INFORMATION:

Change Order Number: 030

Date: 02/28/2024

CONTRACTOR: (Name and address)

Broeren Russo

602 N. County Fair Drive, Suite A,

Champaign, IL 61821

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The existing roof drain was discovered to be installed in such a way as to not allow rainwater to flow properly. Provide all labor, material and equipment needed to install the following at the existing south canonpy:

- reroute the existing 3" storm piping at the Lobby to allow for required slope to drain.
- install piping insulation noted to be missing on the existing 3" storm to remain in Lobby 100
- All new and existing horizontal storm piping should be insulated with elastomeric and sealed vapor tight.
- Provide heat trace on new storm lines and replace existing outlets with GFCI devices.
- Refer to attached.

The original Contract Sum was

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be increased by this Change Order in the amount of

The new Contract Sum including this Change Order will be

\$ 18,825,000.00

\$ 1,227,646.90

\$ 20,052,646.90

\$ 18,539.00

\$ 20,071,185.90

The Contract Time will be increased by Thirty (30) days. The new date of Substantial Completion will be June 14, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bailey Edward Design Inc.	Broeren Russo	Champaign County Board
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
SIGNATURÉ	SIGNATURE	SIGNATURE
Karla Smalley, Architect	Austin Barton, Project Manager	Steve Summers, County Executive
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
02/29/2024	02.29.2024	
DATE	DATE	DATE

Change Order

PROJECT: (Name and address) Champaign County Plaza Renovation 102 E. Main Street, Urbana IL 61801

OWNER: (Name and address)
Champaign County Board
1776 E. Washington Street, Champaign,
IL 61622

CONTRACT INFORMATION:

Contract For: General Construction Date: December 23, 2022

ARCHITECT: (Name and address)
Bailey Edward Design Inc.
1103 S. Mattis Ave, Champaign IL 61821

CHANGE ORDER INFORMATION:

Change Order Number: 031 Date: 02/28/2024

CONTRACTOR: (Name and address)

Broeren Russo

602 N. County Fair Drive, Suite A,

Champaign, IL 61821

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

All labor, material, and equipment required to provide and install replacement of existing pressure tank. Existing bladder in the pressure tank was discovered to be broken.

The original Contract Sum was
The net change by previously authorized Change Orders
The Contract Sum prior to this Change Order was
The Contract Sum will be increased by this Change Order in the amount of
The new Contract Sum including this Change Order will be

The Contract Time will be increased by Thirty (30) days. The new date of Substantial Completion will be June 14, 2024

\$ \\ \frac{18,825,000.00}{1,246,185.90} \\ \frac{20,071,185.90}{4,934.00} \\ \frac{20,076,119.90}{10,076,119.90} \end{array}

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bailey Edward Design Inc.	Broeren Russo	Champaign County Board
ARCHITECT (Firm name)	CONTRACJOR (Firm name)	OWNER (Firm name)
farfat smallet	/ who salv	
SIGNATURE /	SIGNATURE	SIGNATURE
Karla Smalley, Architect	Austin Barton, Project Manager	Steve Summers, County Executive
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
02/29/2024	02/29/2024	
DATE	DATE	DATE

Change Order

PROJECT: (Name and address)
Champaign County Plaza Renovation
102 E. Main Street, Urbana IL 61801

OWNER: (Name and address)
Champaign County Board
1776 E. Washington Street, Champaign,
IL 61622

CONTRACT INFORMATION:

Contract For: General Construction Date: December 23, 2022

ARCHITECT: (Name and address)
Bailey Edward Design Inc.
1103 S. Mattis Ave, Champaign IL 61821

CHANGE ORDER INFORMATION:

Change Order Number: 032

Date: 02/29/2024

CONTRACTOR: (Name and address)

Broeren Russo

602 N. County Fair Drive, Suite A,

Champaign, IL 61821

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Credit to project for all labor, material, and equipment required to install fifteen (15) Owner provided TV's.

The original Contract Sum was

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order was

The Contract Sum will be decreased by this Change Order in the amount of

The new Contract Sum including this Change Order will be

The Contract Time will be increased by Thirty (30) days.

The new date of Substantial Completion will be June 14, 2024

\$ <u>18,825,000.00</u> \$ <u>1,251,119.90</u>

\$ \frac{1,231,119.90}{20,076,119.90}\$ \frac{4,069.80}{4,069.80}\$

20,072,050.10

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bailey Edward Design Inc.	Broeren Russo	Champaign County Board
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
SIGNATURE	SIGNATURE	SIGNATURE
Karla Smalley, Architect	Austin Barton, Project Manager	Steve Summers, County Executive
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
	02.29.2024	
DATE	DATE	DATE





























Change Order

PROJECT: (Name and address)
Champaign County Jail Consolidation

OWNER: (Name and address) Champaign County Board

1776 East Washington

Champaign County Physical Plant

CONTRACT INFORMATION: Contract For: General Construction Date: January 6, 2023

Date: January 6, 2023

ARCHITECT: (Name and address)
Reifsteck Reid & Company Architects
909 Arrow Road, Champaign IL 61821

CHANGE ORDER INFORMATION: Change Order Number: 029 Date: February 9, 2024

CONTRACTOR: (Name and address)

PJ Hoerr, Inc

107 N Commerce Place Peoria, IL 61604

Urbana IL 61802-4581

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Per RFP 012, provide door, hardware, and security modifications

The original Contract Sum was
The net change by previously authorized Change Orders
The Contract Sum prior to this Change Order was
The Contract Sum will be increased by this Change Order in the amount of
The new Contract Sum including this Change Order will be

\$ 22,228,357.00 \$ 32,089.50 \$ 22,260,446.50 \$ 6,524.08 \$ 22,266.970.58

The Contract Time will be unchanged by Zero (0) days. The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Reifsteck Reid & Company Architects	PJ Hoerr, Inc	Champaign County Board
ARCHITECT (Firm name)	CONTRACTOR (Firm mame)	OWNER (Firm name)
SIGNATURE	SIGNATURE	SIGNATURE
SIGNATURE	SIGNATURE	SIGNATURE
Chris Bieser, Project Manager	Matt Brown, Senior Project Manager	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
February 9, 2024	2-15-24	
DATE	DATE	DATE

Change Order

PROJECT: (Name and address)
Champaign County Jail Consolidation

OWNER: (Name and address)
Champaign County Board
Champaign County Physical Plant

1776 East Washington Urbana IL 61802-4581 CONTRACT INFORMATION:

Contract For: General Construction Date: January 6, 2023

ARCHITECT: (Name and address)
Reifsteck Reid & Company Architects

909 Arrow Road, Champaign IL 61821

CHANGE ORDER INFORMATION:

Change Order Number: 030 Date: February 9, 2024

CONTRACTOR: (Name and address)

PJ Hoerr, Inc

107 N Commerce Place Peoria, IL 61604

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Per RFI 085, provide additional isolation valves and flush valves for geothermal field

The original Contract Sum was
The net change by previously authorized Change Orders
The Contract Sum prior to this Change Order was
The Contract Sum will be increased by this Change Order in the amount of
The new Contract Sum including this Change Order will be

The Contract Time will be unchanged by Zero (0) days. The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Reifsteck Reid & Company Architects	PJ Hoerr, Inc.	Champaign County Board
ARCHITECT (Firm name)	CONTRACTOR (Pirm name)	OWNER (Firm name)
(Kisasa	THE	
SIGNATURE	SIGNATURE	SIGNATURE
Chris Bieser, Project Manager	Matt Brown, Senior Project Manager	_
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
February 9, 2024	2-15-24	
DATE	DATE	DATE

2,823,21

Request for Proposal of Moving Services for the County of Champaign

RFP NO. 2024-01

Issue Date: March 6th, 2024

Closing Location:
Champaign County Executive's Office
Brookens Administrative Center
1776 E Washington St
Urbana, IL 61802

CLOSING DATE AND TIME: April 12th, 1pm CST

Request for Proposal

Moving Services for the County of Champaign RFP NO 2024-01

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TIME SCHEDULE

The County will use the following timetable, subject to change, which should result in the selection of a moving company(s) and award of contract(s) on or about May 23rd, 2024.

Date	Event
March 6 th , 2024	Request for Proposal Posted
March 29 th , 2024	Pre-Proposal Walk Through
April 12th, 2024	Proposals Due by 1pm CST, names of respondents read aloud
April 15th, 2024	Proposals Opened – County Executive's Office, Brookens Administration
	Center, 1776 E Washington St, Urbana, IL
May 7 th , 2024	Facilities Committee Review Recommendation by RFP Review Committee
May 23 rd , 2024	County Board Approval of Contract with Awarded Company

CONTRACTUAL AGREEMENT AND RIGHTS

- 1. Champaign County will be referred to as "County" for the remainder of the document.
- 2. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal (hereinafter "RFP").
- 3. A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink or by digital equivalent by a person duly authorized to legally bind the partnership, company, or corporation submitting the proposal.
- 4. Bidders are to include all applicable requested information and are encouraged to include any additional information they wish to have considered. Additional information shall be a separate section of the proposal and shall be identified as such.
- 5. An electronic copy of your proposal is required. The proposal must be complete, clear, and concise.
- 6. Proposals will be received by Champaign County until the time and date shown on the cover page of this RFP, unless modified and announced by the County. Proposals received after the time set for closing will be go unconsidered.
- 7. Champaign County shall not be responsible for unidentified proposals.
- 8. Proposals may be withdrawn by bidder prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
- 9. Offers, amendments, or withdrawal requests must be received within the timeframe advertised for RFP closing to be considered timely filed. It is the bidder's sole responsibility to ensure that all documents are received by person (or office) before the time indicated by the County.
- 10. By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
- 11. The County discourages bidders from submitting as part of their bid any trade secrets or other commercial or financial information bidders would prefer to remain confidential after a final selection is made. Bidders must clearly mark as "Confidential" any part of their submission which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 et seq. (the Freedom of Information Act). If any part of a submission is designated as "confidential", the bidder must attach to that part a detailed explanation of how this information

fits within one or more exemptions listed at 5 ILCS 140/7. Bidders are reminded that Illinois law presumes that all records in the custody or possession of a public body are presumed to be open to inspection or copying, and exemptions are narrowly construed; however, it is generally the practice of the County to cite the exemption described at 5 ILCS 140/7(h) regarding 'proposals and bids' when a FOIA request is made before the County has made a final selection (including final and formal approval of contract). The County will make its own legal determinations in every instance and owes no duty to bidders to notify, consult with, or obtain the consent of bidders before responding to any FOIA request.

- 12. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the bidder and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful bidder's proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.
- 13. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services. Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified bidders, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to interview any, all, or none of the respondents and to select who it feels is the most responsive consultant.
- 14. If awarded, this contract will be awarded to the bidder whose proposal is within the competitive range and determined to be in the best interest of Champaign County. The County reserves the right to reject any and all proposals received; and, in all cases, the County will be the only judge as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
- 15. NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a "non-appropriation" clause containing the following or similar language:
 - a. "This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31 st of each year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year."
- 16. Failure to submit all required information may be determined as a non-responsive proposal.
- 17. Notice of Award will be posted on Champaign County's website at www.champaigncountyil.gov.

BASIS OF AWARD

The County may request the firms make oral presentations as a part of the evaluation process. The County reserves the right to interview any or all bidders and to request additional information deemed appropriate to evaluate the firm's qualifications.

In addition to price, the County will consider the following:

- 1. Utilization of a small business; minority-owned, woman-owned, or veteran-owned business; or business owned by other socially and economically disadvantaged groups.
 - a. The County welcomes a bid with multiple vendors or subcontractors, provided they are disclosed in advance and consented to by the County, to encourage a diverse bidder pool. If a bidder is using these options to provide a diverse application, please describe in detail in the RFP Cover Letter.
 - b. Bidders are encouraged to review and consider the Champaign Diversity Advancement Program (CDAP) and CDAP vendor list maintained by the City of Champaign as it may be relevant or appropriate to the bidder.
 - i. https://champaignil.gov/equity-and-engagement-department/diversity-equity-and-inclusion-division/cdap/
- 2. Demonstrated record or experience of the firm in providing professional services identified in this scope of work based on similar projects.
- 3. Quality of proposal based on thoroughness and clarity as reflected in the description of project approach for addressing all aspects of the scope of work.

GENERAL INFORMATION

Champaign County, Illinois is located in the heart of east-central Illinois, approximately 136 miles south of Chicago and 86 miles east northeast of Springfield, the state capital. The County is home to the University of Illinois, Parkland College, and two major regional hospitals.

The County is comprised of 998 square miles, and 88.5% of its land area is utilized for agriculture.

Champaign County was organized in 1833, having been previously a part of Vermilion County. The county and county seat were named for Champaign County, Ohio and Urbana, Ohio respectively, the home of the Illinois legislator who sponsored the bill to create the County. The County adopted township form of government on November 8, 1859. Currently, the County Board is comprised of 11 districts, with two members representing each District for a total of 22 County Board Members. The County also has a County Executive serving as an executive branch of government in cooperation with the County Board as the legislative branch.

The county's population for the 2020 Census was 205,865, representing growth of 2.4% since the 2010 Census. This places Champaign County as the 10th largest county in the State of Illinois. Champaign County is part of the Champaign—Urbana, IL Metropolitan Statistical Area.

In 2023 the County purchased and began extensive renovations on the Bennett Administrative Center (Bennett Center). With renovations expected to be completed in 2024, all the County government offices in the Brookens Administrative Center, the Sheriff's Office, and the Public Defender's Office need to be relocated to the Bennett Center, by early 2025. A more detailed timeline is outlined later in the RFP.

SCOPE OF SERVICES

SCOPE

Moving services for office furniture, materials, records, appliances, and equipment typically found in a professional setting. All labor, supervision, tools, equipment, transportation, permits, fees, taxes, insurance coverage, incidentals, and materials necessary to perform the move are to be included and provided by the contractor.

LOCATION

Move will occur from three different locations.

- Champaign County Sheriff's Office, 204 E Main Street, Urbana, IL 61802
- Champaign County Courthouse, 101 E Main St, Urbana, IL61821
- Brookens Administrative Center, 1776 E Washington St, Urbana, IL 61802

To one location

Scott M. Bennett Administrative Center (Bennett Center), 102 E Main St, Urbana, IL 61802

The Sheriff's Office is directly next to the Bennett Center, the Courthouse directly across the street from the Bennett Center, and the Brookens Admin Center is less than 2 miles away.

TIMING

The County is considering two scheduling options: 1) move all the offices at one time by the end of January 2025, if renovations are completed on time and 2) moving offices in a staggered schedule pending renovation completion.

PLEASE PROVIDE INDIVIDUAL QUOTES FOR BOTH OPTIONS.

- Option 1 Move all offices at one time by end of January in 2025
- Option 2 Move offices in the estimated staggered scheduled outlined below:
 - September 2024 Sheriff's Office, moving from 204 E Main Street, Urbana, IL 61802
 - October 2024 Public Defender's Office, moving from 101 E Main St, Urbana, IL61821

The remaining offices are all moving from Brookens Administrative Center, 1776 E Washington St, Urbana, IL 61802:

- November 2024 Executive's Office, County Board Room, Planning & Zoning Offices, GIS Offices, Auditor's Office
- December 2024 Supervisor of Assessments, Board of Review, Treasurer, Clerk & Recorder (not elections)
- January 2025 Clerk Elections Division

FURNITURE, OFFICE EQUIPMENT, AND RECORDS

This is a general estimate of what needs to be moved from each department. It is not a complete and thorough list. Attendance at the walk through is strongly suggested for a detailed understanding of what needs to be moved.

- Sheriff's Office

- 20 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
- 200-400 file boxes
- 20-30 file cabinets
- Contents of multiple evidence rooms
- Public Defender's Office
 - 30 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - 40 filing cabinets
 - 4 conference sets
 - Refrigerator
- Executive's Office
 - nitors c 12 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - 50-100 file boxes
 - 2 small conference sets
 - Microfiche film machine
 - Mail meter
 - 10 file cabinets
- County Board Room
 - 13 small tables
 - 32 chairs
 - 14 sets of 4 connected chairs
 - Pre-packed A/V equipment
 - 20-30 file boxes
- Planning & Zoning Offices
 - 8 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - 200-300 file boxes
 - 3 4x2 map cabinets
 - 35 file cabinets
- **GIS** Offices
 - 7 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - 30-60 file boxes
 - Refrigerator
 - 2 bar tables with 4 chairs total
 - 5x3 standing printer
 - Small conference set
- Auditor's Office
 - 6 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - Small conference set
 - 5 file cabinets
 - 25-50 file boxes
- Supervisor of Assessments Office
 - 8 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - Small conference set
 - 30 file cabinets
 - 0-100 file boxes

- 10 bookcases
- Board of Review
 - 3 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - Small conference set
 - Small refrigerator
 - 6 file cabinets
 - 20 file boxes
- Treasurer's Office
 - 5 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - 150-200 file boxes
 - General office table and chairs
- Clerk & Recorder's Office
 - 14 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - Refrigerator
 - 1500 record books that will be boxed
 - 10 4x3 map cabinets
 - 16 file cabinets
 - 1 small safe
 - 1 fire proof 4-drawer file cabinet
 - 200-300 file boxes
- Clerk Elections Division
 - 5 employees' w/desk, chair, computer w/2 monitors & 2-3 file boxes per desk
 - 10x5 mail sorting machine
 - 1 5x4 envelope cutting machine
 - 25-50 boxes of misc supplies
 - 7 worktables

The County utilizes multiple Xerox copy machines, those will NOT be moved through this proposal. The installation and maintenance company will move those items.

The contactor will be required to assemble/disassemble, takedown/setup furniture if needed for transport/moving. County employees will not be participating in this process. Most desks are modular systems that require assembly of partitions.

The County maintains many historical and important documents. County employees will box the records up for moving but the contractor will be responsible for moving the records without damage or loss.

County employees will be responsible for boxing up their office contents to be moved by the contractor. It will be the responsibility of the contractor to move these boxes to their appropriate destination where County employees will unpack them.

The contractor will not be required to handle, store, or transport hazardous materials.

TECHNOLOGICAL EQUIPMENT

The County will remove and package all IT materials prior to moving. The Contractor is responsible for moving the items to their new destination and County staff will unpack and install. This includes, but is not limited to, all individual employee computers, public access computers, AV equipment, and servers.

PROTECTION OF PROPERTY

The contactor will ensure County property is property prepped and protected for safe moving. Finishes of furniture, millwork, flooring, walls, doors, ceilings, stairways, and windows must retain their premove appearance and function. Dollies shall be free of grease, oil, etc. to prevent stains on carpeting and flooring, including any apertures that may scratch or mar flooring and walls.

After all materials are moved into the office space and before County employees are allowed into the space, a visual inspection will be completed by County administrative staff. Any physical damage to the office space will be documented and the cost of repair deducted from the final payment to the contractor.

Proper equipment and/or vehicles must be utilized for transport. The contractor assumes all responsibility for damaged or lost property and must resolve any such issues within 30 days of discovery through reimbursement to the County for replacement or repair. The Contractor must work with the designated County representative in doing so. In no event will the County be responsible for any damages to any of the contactor's equipment, either lost, damaged, destroyed, or stolen.

STORAGE

Temporary overnight tractor trailer storage may be utilized if during a move time or resource constraints do no permit unloading until the next workday. The trailer must be secured and staged in an area approved by the designated County representative. It will be a requirement that County furniture, materials, equipment, recorded, office equipment, etc. remain on County property if contractor's trucks or trailers are not unloaded at the end of each workday.

SAFETY

The contractor will perform all work in a safe manner, adhering to OSHA and DOT guidelines, with proper technique and equipment in order to preserve the safety of County employees, contractors, and visitors. At no time will the contractor perform any act that is unsafe.

The contract will temporarily close off areas to pedestrian traffic to prevent potential injury to bystanders when large or heavy equipment is being moved or used. The designated County representative will work with the contractor to prepare notification to the County staff contractors and visitors, if necessary. The designated County representative will work with the contractor if closure of Water Street (between the Sheriff's Office and Bennett Center) and Main Street (the Courthouse across the street from Bennett Center) is deemed necessary for a safe moving process.

Contractor employees will be required to possess and readily show company identification when working in County sites. Uniforms are preferred but not required.

The moving sites will be partially open to the public during the move so they must be kept clear of debris, in compliance with ADA access requirements, and County property cannot be stacked in public hallways or left unattended in the public areas of the buildings that are being vacated.

Contractor vehicles must not park in fire lanes, on sidewalks, in landscaped areas or any area not intended for vehicles without approval from the designated County representative.

DAMAGE TO PROPERTY

The contractor shall preserve from damage all property along the line of work, or which is in the vicinity of or is in the way affected by the work. This applies to, but is not limited to, public and private property, vehicles, utilities, trees, shrubs, signs, grounds including sprinkler systems, etc. Whatever such property is damaged due to the activities of the contractor, it shall be immediately restored to a condition equal to or better than the existing before such damage was done by the contractor and at the contractor's expense.

COMMUNICATION AND AUTHORIZATION

A designated County representative will be the single contact point for the contractor, of which requests, direction, coordination, and authorization will be communicated through.

The contractor shall, always, provide a working lead person who shall be responsible to accept and execute such instructions as are conveyed by the County's designated representative during the contract period. This person shall have the responsibility to coordinate the move with the other contractor employees. Instructions conveyed verbally or in writing shall be binding upon the contractor.

PERSONNEL

All work must be performed by skilled, experienced personnel, directly employed, supervised, and trained to work with materials and equipment of the trade in a safe and professional manner. All complaints shall be handled through the County's designated representative. At the request of the County, the contractor shall replace any person in its employ deemed by the County to be unqualified to perform the work. The County and the contractor shall each be promptly notified by the other of any complaints received.

CLEANUP

The contract will be responsible for cleanup of all materials directly used by the contractor during the moving process. This includes but is not limited to contractor installed wall and floor protection, padding, and wrap. This does not include boxes or packing materials used or provided by any County employee.

EXPERIENCE

Bidders must submit a maximum two-page letter describing their experience with moving and storage services. Optional marketing materials and documents may be submitted in support of the letter.

REFERENCES

Bidders must submit at least three references for whom they have performed moving services within the last 3 years. The references should have similar size and scope to this project. Include names, titles, current phone numbers, and email addresses.

Prior to finalizing the contract, the bidder must certify that the submission of the proposal did not involve collusion or other anticompetitive practices. The bidder did not give, offer to give, nor intends to give at any time hereafter any economic opportunity, future employments, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, the bidder will need to submit an express certification that no employees of the County, or their relative, have a substantial interest in any agreement subsequent to this document.

The bidder will also need to certify that it is not debarred, suspended, proposed for debarment or permanent inclusion on the Illinois Stop Payment List.

INSURANCE

Prior to the commencement of the respective Contract or Agreement, the successful bidder shall deliver certificates of insurance evidencing such policy or policies to the County showing the following coverage.

- Worker's Compensation;
- Commercial General Liability insurance of \$1,000,000 per occurrence;
- Professional Liability Insurance; and
- Business Automobile Liability of at least \$1,000,000 per occurrence.

Champaign County shall be listed as the "Additional Insured".

PERFORMANCE, LABOR, AND MATERIAL GUARANTEE

The Contractor awarded the work shall furthermore agree to furnish, prior to commencement, a Performance Bond in an amount equal to 100% of the contract price. Bonds shall be submitted within ten (10) days after Notice to Proceed and shall be security for:

- The faithful performance of all provisions of the contract and satisfactory completion of the work included hereunder;
- The payment of all persons performing labor and furnishing materials in connection with the contract; and
- The covering of all guarantees included therein.

INSTRUCTIONS TO BIDDERS

Proposals must conform to all requirements stated herein, including any modifications as announced by the County. Disregarding these requirements may result in disqualification of the proposal. It is the responsibility of the bidder to fully understand the requirements of the RFP and subsequent contract. The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

The County shall not reimburse the cost of developing, presenting, or providing any response to this RFP. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

If any statements made by the bidder in the RFP process, whether written or oral, are determined by the County to be false or misleading, in the sole judgment and determination of the County, such determination shall void the proposal and, if applicable, any resulting agreement. Any resulting agreement may be subject to legal remedies provided by law. Bidder agrees to promote and offer to the County on those services and/or materials as stated in and allowed for under resulting agreement(s).

All proposals shall be submitted electronically by email to Michelle Jett, Director of Administration for the County Executive, at mjett@champaigncountyil.gov. If submitting additional copies by mail, it should be one unbound original in a sealed envelope to:

Champaign County Executive's Office Attn: Michelle Jett 1776 E Washington St Urbana, IL 61802

All emailed proposals must be clearly marked with "RFP 2024-01" at the beginning of the subject line. All mailed proposals must clearly be marked in the lower left corner "REQUEST FOR PROPOSAL – NUMBER 2024-01."

ALL PROPOSALS MUST BE RECEIVD BY April 12th, 2024, 1PM CST.

There shall be a pre-proposal walk through of the spaces to be moved and the location they are being moved to on March 29th, 2024. Although not mandatory, all interested parties are urged to attend. Please email mjett@champaigncountyil.gov to confirm attendance and receive instructions.

To aid in comparability, all proposals submitted must be organized in the following manner:

- Cover Letter all proposals must include a cover letter submitted under the firm's name, on the
 firm's letterhead, containing the signature and title of a person or an official of the firm who is
 authorized to the commit the firm to a potential contract with the County. The cover letter
 should express the firm's interest and serve as an executive summary of the proposal. Claims of
 proprietary information must be included in the cover letter. If the bidding company is a small
 business or minority or female-owned, specify that in the cover letter.
- 2. *Proposal Copy* bidders must submit one electronic copy. Additional hardcopies may be submitted if the bidder choses to.
 - a. The Proposal Copy should include a description of the bidder's qualifications and include the following:
 - i. Description of the bidder's moving experience;
 - ii. Ability of perform these types of moves;
 - iii. Demonstrated ability to complete projects withing specified timeframes;
 - iv. Years of experience;
 - v. Staff experience and training;
 - vi. Equipment available;
 - vii. Past projects; and
 - viii. At least three (3) professional references of similar moves, including contact name, phone numbers, and email address.
 - b. The Proposal should clear and thorough, but concise and written in plain, easy to understand language.
- 3. Exceptions Requested Any exceptions to the requirements of this RFP that the bidder requests the County to consider must be listed in the Proposal. Each alternator or exception should be addressed separately with specific references to the requirement. If there are no proposed alternates or exceptions, a statement to that effect must be included in this section of the

- proposal. Any exceptions requested from the contract Documents must be included in this section. Exceptions that are not requested as part of the bid shall not be considered. Any proposed additional or alternate terms and conditions, contracts, waivers, licenses, or agreements required y the firm shall be included here with a brief explanatory introduction.
- 4. Proprietary Information In the event any proposal shall include information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim The County discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The County, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The County shall have the right to use, and all information included in the proposals submitted unless the information is expressly restricted by the bidder.
- 5. Cost Proposal
 - a. Option 1 Move all offices at one time by the end of January 2025
 - This option should include an estimated timeframe for how long this would take.
 - b. Option 2 Move offices in the estimated staggered scheduled outlined in the TIMING section.

PLEASE PROVIDE INDVIDUAL QUOTES FOR EACH OPTION

The complete cost proposal must include:

- c. A base cost and itemized charges for additional items;
- d. Provide detailed explanation of any assumptions that the bidder made in calculating the project costs in order to provide sufficient information to the County to be able to complete a detailed cost analysis and comparison;
- e. Identify when the bidder will submit billing to the County, i.e. initial deposit, monthly, week, as moves are completed, etc.;
- f. Indicate if any items are optional and specify them in a separate section.

FEBRUARY 20, 1833

The County is exempt from paying State and local sales tax. The County expects that all costs are included in the overall fee for services proposed, and that there will be no additional expensed billed to the County for any reason.