



## Winnebago County - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

(815)319-4380 [Purchasing@purchasing.wincoil.gov](mailto:Purchasing@purchasing.wincoil.gov)

REQUEST FOR	24P-2364	ISSUE DATE	8/29/2024
RFP TITLE	<b>COURTHOUSE PUBLIC HALLWAY SEATING, LAW LIBRARY, OFFICE SPACE &amp; FURNITURE</b>		
RFP DUE DATE	OCTOBER 15, 2024	DUE TIME (CST)	1:00 PM
SUBMIT 1 Original and 2 Copies		BOND REQUIRED	NONE

The County of Winnebago, Illinois, hereby solicits qualified and interested firms to submit proposals for **Courthouse Public Hallway Seating, Law Library, Office Space and Furniture** options within the Winnebago County Court Facilities.

### Proposal Overview:

Provide public hallway Seating, as well as office furniture options for our court facilities within Winnebago County. We have multiple areas within the Winnebago County Courthouse and Winnebago County Juvenile Justice Center that we are looking to update and add seating, tables and more. The Law Library located within the Winnebago County Courthouse is in need of a full office space reconfiguration. Ultimately, we want the professionals to propose furniture options for specific locations.

**Locations Include:** Winnebago County Courthouse and Juvenile Justice Center:  
**Winnebago County Courthouse**, 400 West State Street, Rockford, Illinois 61101  
**Winnebago County Juvenile Justice Center**, Rockford, Illinois 61101

**Mandatory Pre-Submittal Meeting**  
**Friday, September 13, 2024 9:00 AM**  
**Winnebago County Juvenile Justice Center, 211 S. Court Street**  
**Rockford, Illinois 61101**

*Meeting will begin at the Juvenile Justice Center then proceed to the Winnebago County Courthouse.*

Proposals must be delivered by the date and time listed under **Schedule of Events** to:

**Winnebago County Purchasing Department  
404 Elm Street - Room 202 Rockford, IL 61101**

**SCHEDULE OF EVENTS**

8/29/2024	RFP Solicitation is made available on our website wincoil.gov
9/13/2024	<b>Mandatory</b> Pre-Submittal Meeting 9:00 AM at Juvenile Justice Center
9/25/2024	Questions emailed to purchasing@purchasing.wincoil.gov by 12:00 PM
10/2/2024	Questions answered via Addendum sent and posted on website by 12:00 PM
10/15/2024	RFP submittals due by 1:00 PM

**OVERVIEW OF THE COUNTY OF WINNEBAGO:**

The County of Winnebago is a unit of local government in the State of Illinois with a current population of almost 300,000 as estimated by the US Census Bureau, within its 519 square miles. It is the 7th most populous County in Illinois. The governing body is the County Board, which is comprised of twenty members. The County has eighteen (18) constructed facilities in various locations totaling approximately 1,684,230 SF.

**GENERAL REQUIREMENTS**

This is a County Request for Proposals. Proposals will be opened and evaluated in private and submittal information will be kept confidential until a final selection is made.

**SUBMISSION DATE AND TIME**

No later than **1:00 p.m. (CST) on October 15, 2024**— Proposals received after the submittal time will be rejected. (Refer to Schedule of Events)

**CONTACT PERSON:** Hope Edwards, Director of Purchasing – [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

Any communication regarding this invitation between the date of issue and date of award is required to go through the contact listed above. Unauthorized contact with other County Offices or employees is strictly forbidden and may result in disqualification of Responder’s Proposal.

Clarification and/or Questions shall be submitted by email to [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov) and no later than the question deadline indicated in the **Schedule of Events**.

All proposals are subject to staff analysis. The County reserves the right to accept or reject any and all proposals received, and waive any and all technicalities.

Please review this document carefully.

## **SECTION ONE: GENERAL CONDITIONS**

### **AMERICANS WITH DISABILITIES ACT**

The Proposer will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 USC 12101-12213) and all applicable Federal Regulations under the Act, including 28 CFR Parts 35 and 36.

### **CANCELLATION**

The County of Winnebago reserves the right to cancel any Contract in whole or in part without penalty due to failure of the Proposer to comply with terms, conditions and specifications of their awarded Contract.

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Proposer certifies, by submission of this Proposal or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, Contracts, and Subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, it shall attach an explanation in their proposal response.

Additionally, for all new Proposers and Proposers to be paid, the Purchasing Department will review the Federal and State Excluded Parties List System prior to requesting the Proposer be created in our accounting system.

### **COMPLIANCE WITH LAWS**

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all Federal, State, County and Municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful Proposer must be authorized to do business in the State of Illinois, and must be able to produce a Certificate of Good Standing with the State of Illinois upon request.

The Proposer must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Proposer must require any and all Subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this Proposal and/or termination of this Agreement.

In the event Federal or State funds are being used to fund this Contract, additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the Proposer will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the Proposer, it reserves the right to reject any Proposal, cancel any Contract and pursue any other legal remedies deemed necessary.

### **COST OF THE PROPOSAL**

Expenses incurred in the preparation of Proposals in response to this RFP are the Proposer's sole responsibility. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting Proposals, providing additional

information when requested by the County, or for participating in any selection interviews.

#### **DISPUTES**

In case of disputes as to whether or not an item or service quoted or delivered meet specifications, the decision of the Director of Purchasing, or authorized representative, shall be final and binding to all parties.

#### **FREEDOM OF INFORMATION**

Any responses and supporting documents submitted in response to a Proposal will be subject to disclosure under the Illinois Freedom of Information Act. The County will assume that all information provided in a Proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act.

Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an un-redacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

#### **INDEMNITY**

The Proposer shall, at all times, fully indemnify, hold harmless, and defend Winnebago County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this Contract by the Proposer and its employees, or because of any act or omission, neglect or misconduct of the Proposer, its employees and agents or its Subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Proposer's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting Winnebago County and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Proposer shall likewise be liable for the cost, fees and expenses incurred in Winnebago County's or the Proposer's defense of any such claims, actions, or suits. The Proposer shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

#### **NON-COLLUSION**

The Proposer, by its officers, agents or representatives present at the time of filing this RFP, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Proposers, or with any public officer of the County of Winnebago, Illinois, whereby, the Proposer has paid or is to pay to such Proposer or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Proposer(s). No inducement of any form or character other than that which appears upon the face of the RFP will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said RFP or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this RFP.

**PROMPT PAYMENT ACT**

The Proposal should provide that all payments are subject to Illinois's Local Governmental Prompt Payment Act, 50 ILCS 505/1 et seq.

**PROTEST**

Firms wishing to protest any RFP and/or awards shall notify the Director of Purchasing in writing within five (5) calendar days after the RFP due date/opening. The notification should include the RFP number, the name of the firm protesting and the reason why the firm is protesting the RFP. The Director of Purchasing will respond to the protest within five (5) calendar days.

**RESERVATION OF RIGHTS**

Winnebago County reserves the right to reject any or all Proposals failing to meet the County specifications or requirements and to waive technicalities. If, in the County's opinion, the lowest Proposal is not the most responsible Proposal, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County. Intangible factors, such as the Proposer's reputation and past performance, will also be weighed.

The Proposer's failure to meet the mandatory requirements of the RFP will result in the disqualification of the Proposal from further consideration.

Winnebago County further reserves the right to reject all Proposals and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised RFP.

Submission of a Proposal confers no rights on the Proposer to a selection or to a subsequent Contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at Winnebago County's discretion and shall be made in the best interest of the County.

**TERMINATION, CANCELLATION AND DAMAGES**

The County may terminate based on the Proposer's breach or default. Unless the breach or default creates an emergency, as determined in the County's sole discretion, the Proposer shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Proposer's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Proposer any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Proposer under this Proposal or any unrelated Contract. Winnebago County may terminate any Contract or agreement resulting from this RFP at any time for any reason by giving at least thirty (30) days' notice in writing to awarded Proposer.

**PROPOSER'S RESPONSIBILITY FOR SERVICES PROPOSED**

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Proposer's to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

**WITHDRAWAL OF PROPOSALS**

Proposals may be modified or withdrawn by an authorized representative of the Proposer or by formal written notice prior to the final due date and time specified for Proposal submission. Submitted Proposals will become the property of the County of Winnebago after the Proposal submission deadline.

However, no Proposer shall withdraw or cancel their Proposal for a period of sixty (60) days after said advertised closing time for the receipt of Proposals; the successful Proposer shall not withdraw or cancel their Proposal after having been notified by the Director of Purchasing that said Proposal has been accepted by the County Board.

*The Proposer, by signing the Proposal Bid Form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Proposers".*

**END OF SECTION ONE: GENERAL CONDITIONS**

## SECTION TWO: INSTRUCTION TO PROPOSERS

### INTRODUCTION/BACKGROUND

The County of Winnebago is seeking proposals for **Courthouse Public Hallway Seating, Law Library, Office Space and Furniture.**

### COPIES OF RFP DOCUMENTS

- A. Only complete sets of RFP solicitation documents should be used for preparing proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- B. Complete sets of RFP solicitation documents must be obtained on the County's website.
- C. Submitted Proposals MUST include all forms and requirements as called for in the Request for Proposals. Failure to include all necessary forms will result in a non-responsive proposal.

### EXAMINATION OF RFP DOCUMENTS

- A. Each Proposer shall carefully examine the RFP and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the proposal. Ignorance on the part of the Proposer shall in no way relieve him/her of the obligations and responsibilities assumed under the proposal.
- B. Should a Proposer find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov) by the **Schedule of Events deadline.**

### INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any Proposer as to the meaning of the documents. Any inquiries or requests for interpretation must be received ***in writing by the date specified, in the Schedule of Events***, emailed to [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

All such changes or interpretations will be made in writing in the form of an addendum and, if issued, shall be posted on the County's website no later than five (5) business days prior to the established Proposal due date. It shall be the Proposer's sole responsibility thereafter to find and download the addendum.

Each Proposer MUST acknowledge receipt of such addenda on the Proposal Signature Form. All addenda are a part of the documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before proposals are opened.

### GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for Winnebago County and municipalities within Winnebago County are the responsibility of the Proposer.

## **HOLD HARMLESS CLAUSE**

The Proposer covenants and agrees to indemnify, hold harmless and defend Winnebago County, its Board members, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Proposer or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Proposer, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall indemnify the County from any and all increased expenses resulting from such delay.

Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Proposer, the Proposer agrees and warrants that Proposer shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

## **PREPARATION OF PROPOSALS**

Signature of the Proposer: The Proposer must sign the proposal forms in the space provided for the signature. If the Proposer is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners must follow the firm name and the words "Member of the Firm" should be written beneath such signature.

If the Proposer is a limited liability company, the title of person signing the Proposal on behalf of the limited liability company must be stated and evidence of his authority to sign the Proposal must be submitted.

## **SUBMISSION OF PROPOSALS**

- A. Proposals shall be submitted to Winnebago County at the designated location not later than the time and date for receipt of proposals indicated in the RFP solicitation, or any extension thereof made by Addendum. Winnebago County's representative authorized to open the proposals will decide when the specified time has arrived and no Proposals received thereafter will be considered. Proposals received after the time and date for receipt of Proposals will be returned unopened.
- B. Winnebago County Purchasing Department receives proposals by paper only. Please do not email or fax proposals.
- C. Each Proposer shall submit with his Proposal the required evidence of his qualifications and experience.

## **MODIFICATION OF PROPOSALS**

Written modification will be accepted from firms if addressed to the entity and address indicated in the Request for Proposals and received prior to Proposal due date and time. Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified by delivery to the County Purchasing Department of a complete Proposal as modified.



## **RESPONSIBILITY FOR PROPOSAL**

The Proposer is solely responsible for all costs of preparing and submitting the proposal, regardless of whether a contract award is made by the County. *Unless otherwise specified by the Proposer, the County has no less than one hundred twenty (120) day to make a final selection.*

## **RECEIPT AND OPENING OF PROPOSALS**

Properly identified Proposals received on time will be opened by the County Purchasing Department. Any Proposal not received by the Purchasing Department on or before the deadline for receipt of proposals designated in the solicitation or Addendum(s) will not be opened.

## **AWARD OF CONTRACT**

- A. The County reserves the right to waive any informality in any proposal, or to re-advertise for all or part of the work contemplated. If proposals are found to be acceptable, written notice will be given to the selected Proposer of the award of the contract. The County reserves the right to reject any and all proposals.
- B. If the award of a contract is annulled, the County may award the contract to another Proposer(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Proposer(s) deemed to provide the services which are in the best interest of the County.
- D. The County also reserves the right to reject the proposal of a Proposer who has previously failed to perform properly or to complete contracts of a similar nature on time.

## **MANDATORY OR NON-MANDATORY PRE-PROPOSAL MEETINGS**

If identified in the issued solicitation, the County may conduct a mandatory or non-mandatory pre-proposal meeting and/or allow prospective vendors to inspect the location where the work will be performed. When applicable, the solicitation will identify whether a mandatory or a non-mandatory pre-proposal meeting and/or inspection will be held. The Director of Purchasing, or designee, is responsible for facilitating the mandatory or non-mandatory pre-proposal meeting. The Director of Purchasing, or designee will require that all attendees sign-in on a Pre-Proposal Meeting Sign-In Form and that form will be maintained as part of the solicitation file.

Open dialog from potential vendors and the County is encouraged during the pre-proposal meeting and/ or inspection as vendor questions may assist the County in identifying potential gaps in the solicitation and provide valuable information a vendor may need to submit an accurate proposal. Statements made by the Director of Purchasing or designee at a pre-proposal meeting and/ or inspection are not considered revisions or additions to the solicitation.

Any changes made to the solicitation following a pre-proposal meeting must be made in writing and will act as an addendum to the original issued solicitation.

## **END OF SECTION TWO: INSTRUCTION TO PROPOSERS**

**SECTION THREE: INSURANCE REQUIREMENTS**

**CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS**

INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY	
1. Workers' Compensation	Statutory	
2. Employers Liability		
A. Each Accident	\$	1,000,000
B. Each Employee-disease	\$	1,000,000
C. Policy Aggregate-disease	\$	1,000,000
3. Commercial Liability		
A. Per Occurrence	\$	1,000,000
B. General Aggregate	\$	1,000,000
1. General Aggregate - Per Project	\$	1,000,000
2. General Aggregate - Products/Completed	\$	1,000,000
4. Business Auto Liability	\$	1,000,000
5. General Umbrella Excess Liability	\$	5,000,000
6. Professional Errors and Omissions	\$	2,000,000
7. Environmental Impairment Liability		

The Proposer shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Winnebago County within fifteen (15) days after award of contract or acceptance of the proposal, with Winnebago County listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Proposer. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

The County shall be named as an Additional Insured on the General Liability and Vehicle Liability policies.

**CHANGES IN INSURANCE COVERAGE:**

The Proposer will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Proposer shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Proposer when they can proceed with work.

Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Proposer shall accept and bear all costs that may result due to the Proposer's failure to provide and maintain the required insurance.

**END OF SECTION THREE: INSURANCE REQUIREMENTS**

## **SECTION FOUR: SCOPE OF WORK**

The following scope of work is divided into three sections, Courthouse Public Hallway Seating, the Law Library and Office Furnishings. Each section has a breakdown of priorities and specific locations that will be covered during the pre-submissions meeting.

The 17<sup>th</sup> Circuit Court is seeking to upgrade and modernize the seating arrangements within the Winnebago County Courthouse and Winnebago County Juvenile Justice Center. We seek to transform these public areas into spaces that cater to the needs of the modern individual.

### **Public Hallway Seating Recommendations:**

#### Winnebago County Courthouse

- 1<sup>st</sup> floor – hallways/waiting areas outside of Courtroom 125, including one conference room;
- 1<sup>st</sup> floor- area post-security for patrons to re-organize after going through Security checkpoint;
- 2<sup>nd</sup> floor – hallways/waiting areas outside of Courtrooms 209, 216 and 217, including two conference rooms;
- 3<sup>rd</sup> floor – hallways/waiting areas outside of Courtrooms 311, 314, 315, 316, and 317, including two conference rooms;
- 4<sup>th</sup> floor – hallways/waiting areas outside of Courtrooms 412 and 426, including two conference rooms;
- 4<sup>th</sup> floor – hallways/waiting areas outside of Courtrooms 451, 455, and 459; and
- 4<sup>th</sup> floor – hallways/waiting areas outside of Courtrooms 478 and 467, including two conference rooms

#### Winnebago County Juvenile Justice Center

- 1<sup>st</sup> floor- area pre-security checkpoint;
- 1<sup>st</sup> floor – hallways/waiting area outside of Courtroom JJC1 including two conference rooms; and
- 2<sup>nd</sup> floor – main public waiting room, including desk area for court security staff

The current seating – comprising hard wooden benches, dilapidated seating units, and unmatched tables and chairs, falls significantly short of contemporary public space standards. Public hallways on the 2<sup>nd</sup> and 3<sup>rd</sup> floor of the Winnebago County Courthouse are half-wall carpeted. The overarching goal is to create a more welcoming and accommodating environment, and transform the above public areas into spaces that cater to public needs.

Drawing inspiration from modern airport waiting areas, we wish to emphasize comfort and ergonomic design to enhance the user experience, promote a positive image of the courthouse, and meet the functional needs of the public.

### **Objectives**

**Modular and Ergonomic Seating:** Replace the existing hard, wooden benches and worn-out chairs with ergonomic seating options that provide adequate support and comfort. Seating solutions envisioned would include purposeful seating areas and standing height tables/counters. It is expected that court patrons will require space for waiting, as well as for completing forms or for short meetings. Furniture and fixtures should not be so tall as to impede a visual security check. Select materials should be durable and easy to clean but also environmentally friendly, ensuring that the new seating solutions are sustainable over the long term.

**Modernization:** Integrate modern amenities, such as phone charging ports to cater to the digital needs of the public.

**Improve Aesthetics, Functionality and Accessibility:** Adopt a cohesive and modern design theme that is both appealing and functional, reflecting the courthouse's commitment to providing a conducive and respectful environment for all. Though it is not envisioned that the furniture will be affixed to the floor or wall, furniture should be of substantial size and weight to not be readily removable. A choice of seating styles for each location designated above should be made available to patrons: include some with armrests, some without armrests, and some with wider seats and higher weight capacities to accommodate people of all body types. Space planning should accommodate manual wheelchair users. Removal or encapsulation of carpeted walls is a desired project deliverable.

### **Law Library Furnishings Recommendations:**

The 17<sup>th</sup> Circuit Court is seeking to optimize space and update furnishings within the law library located at the Winnebago County Courthouse. We envision transforming our space into an environment reminiscent of a college computer lab, complete with private booths for remote court attendance. Our objective is to create a timeless yet modern, cohesive, and ergonomically friendly workspace that meets the functional needs of our staff and the public.

### **Objectives**

**Space Optimization:** Conduct a comprehensive assessment of the existing space to identify opportunities for optimization and improvement. Develop a detailed, and to scale, layout plan that maximizes space utilization, fosters collaboration, and enhances productivity. Separate funding will allow for the purchase of 3-5 Phone booth style booths, and the overall design should account for this.

**Modernization:** Replace existing office furnishings. Furniture and fixtures should not be so tall as to impede a visual security check. Select materials should be durable and easy to clean but also environmentally friendly, ensuring that the new solutions are sustainable over the long term.

**Improve Aesthetics, Functionality and Accessibility:** Adopt a cohesive and modern design theme that is both appealing and functional, reflecting the courthouse's commitment to providing a conducive and respectful environment for all. Space planning should accommodate manual wheelchair users.

**Minimum Needs:**

Furniture- Work spaces or terminals for the 15 public computers the Center has on hand, to include chairs and privacy screens (if they are next to each other or in a group). It will be necessary for space or furniture to hold scanners/printers. The Center currently has 4 printers and 4 scanners that can be housed; space for growth is welcomed.

- Plan should include any required electrical to power those work spaces
- New circulation desk with work stations for up to 4 staff members
- New bookshelves for the print resources we will be keeping
- Comfortable chairs with foldable desktop or other small table made available for completing paperwork. Higher back chairs for privacy purposes will be considered, so long as it does not impede for a visual security check. We would like at least three of these, but understand that designs may incorporate different arrangement
- Small tables that allow 3-4 people to sit and meet and chairs to accompany, at least one table should provide a feeling of privacy for future programmatic needs

**Office Furnishings Recommendations:**

The 17<sup>th</sup> Circuit Court is seeking to optimize space and update furnishings within the Winnebago County Courthouse and Winnebago County Juvenile Justice Center. Specifically, we seek to address the following locations:

Winnebago County Courthouse

- 2<sup>nd</sup> floor – Bailiff Station;
- 3<sup>rd</sup> floor – Bailiff Station;
- 3<sup>rd</sup> Floor – Bailiff Locker Room;
- 4<sup>th</sup> floor – Bailiff Station and Open Area Court Administration Offices;
- 4<sup>th</sup> floor – Staff Break Room; and
- A Standardized Office Suite (Matched Desk, Credenza, Table, Bookshelf and Chairs)

Winnebago County Juvenile Justice Center

- 2<sup>nd</sup> floor – Bailiff Station

Much of our current office furnishings are unmatched and in a state of disrepair. In some instances, existing spatial arrangements do not optimally support our staff's working needs. We seek solutions to create cohesive, modern, and ergonomically friendly work environments. We seek to meet the functional needs of our staff to perform essential services.

## **Objectives**

**Space Optimization:** Reconfigure office layouts to maximize space utilization, fostering a productive and efficient work environment. Study and the need for reconfiguration is most prominent in the layout of the 3<sup>rd</sup> floor bailiff station and 4<sup>th</sup> floor bailiff station and open area court administration offices.

**Modernization:** Replace existing office furnishings including wall partitions. Select materials should be durable and easy to clean but also environmentally friendly, ensuring that the new seating solutions are sustainable over the long term.

**Improve Aesthetics, Functionality and Accessibility:** Adopt a cohesive and modern design theme that is both appealing and functional, reflecting the courthouse's commitment to providing a conducive and respectful environment for all. A desired deliverable is the development of a standardized office furniture suite that can be used to retrofit existing staff offices.

### **Standardized Office Furniture Suite**

To scale renderings for [size of office, range in size from [kim's] and [judge's chambers]

Exploratory and would like to see different design options.

Goal of having interchangeable and matching office sets. Durable material; real wood. We are open to different finishes of the wood; we would just like it to be interchangeable and durable.

Desks: Demonstrate two options of desks; One with an L-shaped desk (would benefit to have an option that includes stand-alone furniture), and the other with one desk and a credenza. Demonstrate options that can also be standing desks. Minimum workspace of desk should be of an executive nature: to support two monitors, phone and document work space. Desk should have drawers and a Keyboard attachment

Other office furniture components:

- Each should have a Bookshelf
- Each office should have a filing cabinet. Options to include 2 and 4 drawer lateral cabinet that coordinates with design.
- Optional Conference chairs- - black leather or other durable material.
- Optional small conference table with 2-3 table chairs.

### **Specifics Minimum Requirements for each space:**

**2<sup>nd</sup> floor bailiff station** will require new desk/work station for 1 computer. Space for Hearing Assist near plug-in, and document storage solution

**3<sup>rd</sup> floor bailiff stations** will require new partitions, to make two private spaces, and maximize desk work space. Partitions should allow for a standing line-of-sight to courtroom doors.

- New desks for 2 computer work station/desks will be required in one space, and 1 computer work station/desk in the other.
  - Work station or desks should be of durable material
  - Drawers for writing materials and supply storage required
- Space for hearing assist devices required near plug in
- Mail slots or other solution for up to 25 people

### **3<sup>rd</sup> floor Bailiff Locker Room**

- New countertop and sink
- New tables and chairs for lunch breaks – open to suggestions for layout; hope is to accommodate at least 6 people
- Plan should incorporate current lockers, though they can be moved within the room

**4<sup>th</sup> floor** open area Court Administration Offices- will require efficient configuration and partitions for three private work spaces and one bailiff stations. Configuration should allow for a standing line-of-site between the bailiff station and the courtrooms for safety purposes. Partitions should allow for electric/plug-ins to be included.

- Bailiff station will require
  - Two new computer work station/desks.
    - Work station or desks should be of durable material
    - Drawers for writing materials and supply storage required
  - Space near a plug in for hearing assist devices required.
  - Document storage solution required.

**4<sup>th</sup> floor staff break room**- New table and chairs to seat 3-4. New sink and surrounding cabinetry.

### **Juvenile Justice Center Bailiff**

Work station/desks for up to four computers in a durable material. Mail bin solution for up to 6 people. Solution for secured personal belonging storage for up to 4 people required.

To scale renderings requested.

## **END OF SECTION FOUR: SCOPE OF WORK**

## SECTION FIVE: RESPONSE REQUIREMENTS

### VENDOR RESPONSE REQUIREMENTS

Please follow the Proposal instructions as laid out below;

#### Proposal Title Page (Section 1)

The title page should include, at minimum, the following:

- **Name of Project /RFP**
- **Submitted by** [Vendor's Name]
- **Date of Submittal** [MM/DD/YYYY]

#### Letter of Transmittal (Section 2)

The transmittal letter shall:

- Indicate the intention of the Vendor to adhere to the provisions described in the RFP without County approved modification.
- Identify the submitting organization.
- Identify the person, by name and title, authorized to contractually obligate the organization.
- Identify the contact person responsible for this response, specifying name, title, mailing address, phone, and email address.
- Acknowledge addendums made to this RFP.
- Acknowledge the proposal is considered firm for one hundred and twenty (120) days after the due date for receipt of proposals or receipt of the last best and final offer submitted.
- Provide the original signature of the person authorized to contractually obligate the organization.
- Signed by a company representative who is authorized to negotiate on behalf of the company.

#### Proposal Table of Contents (Section 3)

The proposal table of contents should outline Vendor Response Section.

#### Proposal Executive Summary (Section 4.1)

Include a brief executive overview of your proposal and any additional noteworthy information.

#### Vendor Qualifications and History (Section 4.2)

The Vendor should provide:

- A brief profile of the company.
- A brief description of the organization structure and primary products and services provided.



- Other major products or services offered.
- Company's experience in performing work of a similar nature to that solicited in this RFP.

### **Vendor References (Section 4.3)**

List a minimum 3 references whom you have provided similar services. All references will be contacted.

### **Proposal Narrative (Section 5)**

Solution Profile:

- This section should address the general requirements described previously in this RFP in **SECTION 4: SCOPE OF WORK**.

### **Proposal Pricing (Section 6)**

Pricing is an important aspect of the overall evaluation of the Vendor's response. Please provide the level of detail necessary to clearly identify up-front and continuing costs. Clarification regarding responses may be sought.

**END OF SECTION FIVE: RESPONSE REQUIREMENTS**

## SECTION SIX: PRICING

The above scope of work is divided into three sections, Courthouse Public Hallway Seating, the Law Library and Office Furnishings. Each section has a breakdown of priorities and specific locations. Please keep those three sections in mind as you provide itemized pricing for each area of focus.

Please provide the pricing breakdown by prioritized sections and locations. This will allow us to better align budget dollars allocated for this project and prioritize the project in phases if necessary.

For example:

### **Public Hallway Seating Recommendations:**

#### Winnebago County Courthouse

- 1<sup>st</sup> floor – hallways/waiting areas outside of Courtroom 125, including one conference room; **Price:** \_\_\_\_\_
- 1<sup>st</sup> floor- area post-security for patrons to re-organize after going through Security checkpoint; **Price:** \_\_\_\_\_
- 2<sup>nd</sup> floor – hallways/waiting areas outside of Courtrooms 209, 216 and 217, including two conference rooms; **Price:** \_\_\_\_\_
- 3rd floor – hallways/waiting areas outside of Courtrooms 311, 314, 315, 316, and 317, including two conference rooms; **Price:** \_\_\_\_\_
- 4th floor – hallways/waiting areas outside of Courtrooms 412 and 426, including two conference rooms; **Price:** \_\_\_\_\_
- 4th floor – hallways/waiting areas outside of Courtrooms 451, 455, and 459; and **Price:** \_\_\_\_\_
- 4th floor – hallways/waiting areas outside of Courtrooms 478 and 467, including two conference rooms **Price:** \_\_\_\_\_

Itemize each line and include total Price for Winnebago County Courthouse: \_\_\_\_\_

#### Winnebago County Juvenile Justice Center

- 1<sup>st</sup> floor- area pre-security checkpoint; **Price:** \_\_\_\_\_
- 1<sup>st</sup> floor – hallways/waiting area outside of Courtroom JJC1 including two conference rooms; and **Price:** \_\_\_\_\_
- 2<sup>nd</sup> floor – main public waiting room, including desk area for court security staff **Price:** \_\_\_\_\_

Itemize each line and include total Price for Juvenile Justice Center: \_\_\_\_\_

**Law Library Furnishings Recommendations:**

Winnebago County Courthouse

- 3<sup>rd</sup> floor – Propose itemized options for this space **Price:** \_\_\_\_\_

Itemize each line and include total Price for Law Library: \_\_\_\_\_

**Office Furnishings Recommendations:**

Winnebago County Courthouse

- 2<sup>nd</sup> floor – Bailiff Station; **Price:** \_\_\_\_\_
- 3<sup>rd</sup> floor – Bailiff Station; **Price:** \_\_\_\_\_
- 3<sup>rd</sup> Floor – Bailiff Locker Room; **Price:** \_\_\_\_\_
- 4<sup>th</sup> floor – Bailiff Station and Open Area Court Administration Offices; **Price:** \_\_\_\_\_
- 4<sup>th</sup> floor – Staff Break Room; and **Price:** \_\_\_\_\_
- A Standardized Office Suite (Matched Desk, Credenza, Table, Bookshelf and Chairs)  
**Price:** \_\_\_\_\_

Itemize each line and include total Price for Winnebago County Courthouse: \_\_\_\_\_

Winnebago County Juvenile Justice Center

- 2<sup>nd</sup> floor – Bailiff Station **Price:** \_\_\_\_\_

Itemize each line and include total Price for Juvenile Justice Center: \_\_\_\_\_

**END OF SECTION SIX: PRICING**

## SECTION SEVEN: REFERENCES

### REFERENCES

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List below 3 references whom you have provided similar services. (All references will be contacted)

1. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone and Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date and scope of Project: \_\_\_\_\_  
\_\_\_\_\_
  
2. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone and Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date and scope of Project: \_\_\_\_\_  
\_\_\_\_\_
  
3. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone and Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date and scope of Project: \_\_\_\_\_  
\_\_\_\_\_

**END OF SECTION SEVEN: REFERENCES**

**SECTION EIGHT: PROPOSAL SIGNATURE FORM**

<b>Name of Proposer</b>			
<b>Contact Person</b>			
<b>Address</b>			
<b>City, State, ZIP</b>			
<b>Telephone</b>		<b>FEIN No.</b>	
<b>Email(s)</b>			

**TO: Winnebago County Purchasing Department**

The undersigned, being duly sworn, certifies they are an:

- OWNER/SOLE PROPRIETOR     
  MEMBER OF PARTNERSHIP     
  AN OFFICER OF CORPORATION     
  MEMBER OF JOINT VENTURE

Further, Proposer declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

**(Proposer, must list below any and all Addenda or your offer will be rejected, as non-responsive)**

**No(s): \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ issued thereto;**

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

Further, the Proposer certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Proposer, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award.

**SIGNATURE OF PROPOSER**

**SIGNATURE** \_\_\_\_\_

**Name and Title of Signer** \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2024**

**END OF SECTION EIGHT: PROPOSAL SIGNATURE FORM**

**RETURN PROPOSAL LABEL**

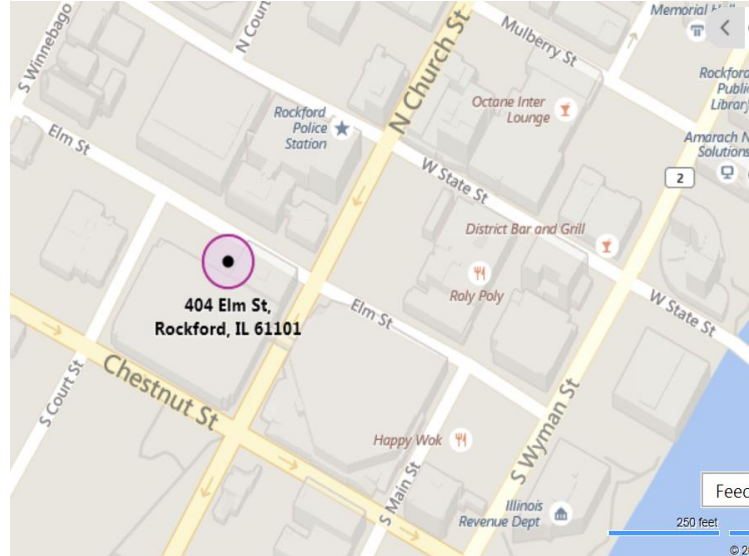


The County of Winnebago, Illinois will receive sealed Proposals at:

**WINNEBAGO COUNTY  
PURCHASING DEPARTMENT  
404 ELM STREET, ROOM 202  
ROCKFORD, ILLINOIS 61101**

All Proposals must be enclosed in sealed envelopes marked:

**“COURTHOUSE PUBLIC  
HALLWAY SEATING, LAW  
LIBRARY, OFFICE SPACE &  
FURNITURE”**



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



<p><b>PROPOSAL# 24P-2364</b></p>	<p><b>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101</b></p>
<p><b>PURCHASING DIRECTOR: HOPE EDWARDS</b></p>	
<p><b>PROPOSAL NAME: COURTHOUSE PUBLIC HALLWAY SEATING, LAW LIBRARY, OFFICE SPACE &amp; FURNITURE</b></p>	
<p><b>PROPOSAL DUE DATE/TIME: OCTOBER 15, 2024 – 1:00 PM</b></p>	