



# WINNEBAGO COUNTY

— ILLINOIS —

---

County Administration Building  
404 Elm Street  
Rockford, Illinois 61101

Purchasing Department  
Phone: 815-319-4380  
Fax: 815-319-4381

October 2, 2024

## ADDENDUM ONE

### COURTHOUSE PUBLIC HALLWAY SEATING, LAW LIBRARY, OFFICE SPACE & FURNITURE REQUEST FOR PROPOSAL #24P-2364

1. Courthouse Floor Plan Renderings provided to all pre-submittal attendees via email.
2. In regard to the 4<sup>th</sup> Floor Waiting Area: Is the existing run of bean (airport) seating anchored into the carpet? **Seating is not anchored to the floor.**
3. Is there any specific furniture that you are looking for in the two conference rooms on the 3rd floor? (Seating for how many?) **Single table and seating for 4**
4. What are the specifics that the patrons need for the area post-security areas? **RFP says it is a place “for patrons to re-organize after going through Security checkpoint.” Patrons may need to reorganize bags, and put jackets, coats or belts back on. Consider what you may find to be helpful in that instance.**
5. Do you just need seating for the 4th floor Felony Court Waiting Area or would you like some tables here? Are people filling out paperwork here? **RFP says “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.” Counter height tables are responsive to needs in these areas.**
6. Clarification on where the conference rooms are on the first floor of the Juvenile Justice Center floor plan.
  - a. What kind of furniture are you looking for in here - a single table with chairs? Would you like some kind of storage? **Conference rooms on the first floor of the Juvenile Justice Floor plan are in the hallway just outside of the Circuit Clerk space. Each would need a table and chairs, to seat 4.**
7. What is the best case, target install date for this stuff? **Late Winter/Early Spring 2025 – Ideally, we would develop a phased approach with the selected proposer.**
8. Will there be a bid form that calls out specific quantities of furniture, because if not, bids most likely will not be apples to apples? **This solicitation is a Request for Proposal. We wanted to request qualifications and see proposed solutions for the spaces. We are not anticipating an Initiation for Bid follow up, however in the event that this scope or solicitation changes we would provide the information to all participants. We anticipate finalizing quantities and solutions upon award with the successful proposer.**

9. Is an electrical plan to be comprised? **We can follow up upon awarding the project. We do not anticipate incorporating any major electrical changes to the proposed spaces.**
10. Do you participate in OMNIA? It is a national contract pricing discount program for Government **We have participated in Government Contracts and Pricing Discounts.**
11. Will there be a basis of design for upholstery in the high traffic areas? **We'd recommend a high-performance vinyl most likely, but entry grade fabrics would be more cost effective...so we were curious if that would be a standard so bids are uniform. We are open to your suggestions on various solutions. We will seek clarifications as needed.**

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

##### Winnebago County Courthouse:

1. Is there a specific quantity to provide for seating in each area or are we to max seating? Is there an average amount of individuals that can be present at one time? **Design based on max seating.**
2. 1st floor Conference Room - Only seating needed or conference table, storage, etc.? **Concerning the conference room off Courtroom 125, contemplated is a conference like table and seating for 6.**
3. Main 1st floor waiting area located to the left of Lobby 125? **Seating for 20+ is ideal, if you recall we have space constraints as well as an exit.**
4. Post-security check point located in Lobby 125? **Disregard this location due to future construction separate from this project.**
5. All conference room locations - Only seating needed or conference table, storage, etc.? **Conference rooms other than the conference room outside Courtroom 125 should have a table and seating for 4 people**
6. Is there a preference of wood or metal frame seating? **Preference is wood or modernized seating, you can propose metal frame solutions.**

##### Juvenile Justice Center:

1. Confirm location of the pre-check point area - Large room at the main entrance? **This location was by the security check point. There is a large open area.**
2. Location of two first floor conference rooms - Only seating needed or conference table, storage, etc? **There are two very small conference rooms on the first floor in the hallway near the Circuit Clerk Office. Each would need a table and seating for 4.**
3. Confirm the desk noted for the 2nd floor security court staff is located in the main public waiting room and is separate from the 2nd floor Bailiff Station. **Yes, that is the security station, the 2<sup>nd</sup> Floor Bailiff Station would be separate.**
4. Is there a preference of wood or metal frame seating? **Preference is wood or modernized seating, you can propose metal frame solutions.**

#### **Office Furnishing Recommendations:**

##### Law Library Furnishings:

1. Are phone booths to be completely enclosed for sound privacy or would visual privacy with dividers be sufficient? **Separate funding will allow for the purchase of 3-5 Phone booth style booths, and the overall design should account for this. Booths will be completely enclosed, and purchased outside of this project. The RFP also references "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)."**
-

2. Is the floor in this room a raised floor or slab? Will power/data need to be pulled from walls and ceilings or is there floor access? **We are looking to replace the flooring within the timeframe of this project. Currently there is no floor access for power/data. As we renovate, we will keep this in mind, please propose solutions for you see fit based on our current understanding of this space.**

Office Furnishings:

1. Are all offices to have real wood desks? Would woodgrain laminate be acceptable? This product is more durable and cost effective than veneer product. Veneer chips, ages (discolors over time), and requires more care to prevent damage such as water rings, fogging, etc. **Please provide proposed solutions for both if applicable. We are open to a woodgrain laminate option.**

**END OF ADDENDUM ONE**

---