Request for Proposals
Office Furniture at Vermilion County Health Department
August 15, 2022

Contact: Doug Toole at (217) 431-2662, ext. 243 or dtoole@vchd.org

Seeking a company to design, order and assemble office furniture for 26 rooms at the Vermilion County Health Department, 200 South College Street in Danville, Illinois.

The furniture would include office desks, file storage, office and guest chairs, bulletin boards, etc. for workers’ offices and for a half-dozen exam rooms.

The term “County” or “Department” as used herein shall mean the Vermilion County Health Department and may be used interchangeably.

On-site visits to view the rooms and talk with the Department employees is mandatory.

Preference will be given to the design concept that maximizes space, utility, ergonomics and economy of cost.

Prices are to be broken down for items and assembly per room.

The bidder receiving the award must arrange for off-site storage of the furniture until it is ready for assembly and installation.

The County will pay one-half of the base proposal upon award of the contract, and the remainder upon satisfactory completion of the assembly and installation.

Proof of adequate liability and worker’s compensation insurance must be provided. Prevailing Wage Act, 820 ILCS 130/1-12, and the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, must be complied with where applicable.

Bidders must certify they are not on the Federal Contractor’s barred list or otherwise declared ineligible to receive federal contracts due to a violation of any federal mandate, executive order, or law.

The County shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other money due the County or Health Department

Any agreement or contract must be subject to Illinois law, and venue and jurisdiction for any dispute in arbitration or the courts to be Vermilion County, Illinois.

The County reserves the rights to waive any informality in or to reject any or all bids and to accept any bids deemed most favorable to the interest of the County after all bids have been examined and tabulated.

The award of the bid is not assignable without the written consent of the County.

Contracts shall be awarded to the lowest responsible bidder on the basis of the bid that is in the best interests of the County to accept. In awarding the contract, in addition to price, the County will consider:
a. the ability, capacity, and skill of the bidder to perform the contract to provide the service required;
b. whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
c. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
d. the quality of the performance of previous contracts or services;
e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
g. the quality, availability, and adaptability of the supplies or contractual services to the particular use required;
h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and the number and scope of conditions attached to the bid.
i. the overall design and efficiency of the proposal for the purposes of office operations. Proposal may outline different options and the County may choose a design or proposal that differs from the County’s current configuration if in the sole discretion of the County the proposal is overall in the best interests of the County and achieves the office needs of the Department efficiently and economically.

Sealed proposals can be sent to:

Vermilion County Health Department
ATTN: Douglas Toole
200 South College Street – Suite A
Danville, IL 61832

and must be received by September 12, 2022.

Proposals will be publicly opened at 9:00 a.m. on Tuesday, September 13, 2022 in the Health Department’s Board Room.

Please contact me at (217) 431-2662, ext. 243 or at dtoole@vchd.org if you have any questions.

Thank you for your time and attention!

Sincerely,

Douglas F. Toole, B.S., LEHP, CPHA
Public Health Administrator
BID FORM

TO: Vermilion County Health Department
Attn: Douglas Toole, Director
Vermilion County Health Department,
200 South College Street
Danville, Illinois.

FOR: Office Furniture

FROM: _______________________________________

The undersigned having familiarized himself with all requirements of the proposed
Contract Documents as prepared by the County Health Department, as acknowledged
herein, proposes to furnish all things as required by said Request for Proposal
Documents for Base Bid stated below.

BASE PROPOSAL: For the design, ordering, and assembly of office furniture the bid
amount is:

_____________________________________________ Dollars ($ ____________).

Notes: Bidders must add as an attachment a breakdown of costs in any format
they deem appropriate so long as the costs for items and for assembly are
separately set out for each room.

TIME OF COMPLETION

If awarded the contract, the undersigned agrees to commence work as bid herein on
the date of the Notice To Proceed issued by the County, and to complete the project
not later than 60 Days after the Notice to Proceed is issued unless there is a delay due
to extreme weather or reasons agreed upon by the County and bidder.

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BID FORM - CONTINUED

All County Health Department contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). All contracts with the County Health Department are subject to the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, and all terms of this Request for Proposal.

BID GUARANTEE

The undersigned agrees that the County shall have the right to retain this bid for a period of Sixty (60) days from the date of receiving bids and guarantee the amount or amounts set forth herein to be firm for the same Sixty (60) day period.

It is understood and agreed that the County reserves the right to award the contract to his best interests, to reject any or all bids, to waive any informalities in the bidding, and to hold all bids for the bid guarantee period.

Signed this ___ day of ________, 2022.

__________________________________________
Business Name

__________________________________________
Business Address

Telephone: ________________________________

Attest by Corporate officer (if corporation): ________________________________

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