

# Request for Proposal of Moving Services for the County of Champaign

RFP NO. 2024-01

Issue Date:  
March 6<sup>th</sup>, 2024

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

CLOSING DATE AND TIME:  
April 12<sup>th</sup>, 1pm CST

Request for Proposal

# Moving Services for the County of Champaign

RFP NO 2024-01

## TABLE OF CONTENTS

### Contents

TABLE OF CONTENTS.....	2
TIME SCHEDULE .....	3
CONTRACTUAL AGREEMENT AND RIGHTS .....	3
BASIS OF AWARD .....	4
GENERAL INFORMATION .....	5
SCOPE OF SERVICES .....	6
SCOPE.....	6
LOCATION.....	6
TIMING.....	6
FURNITURE, OFFICE EQUIPMENT, AND RECORDS.....	6
TECHNOLOGICAL EQUIPMENT.....	8
PROTECTION OF PROPERTY.....	8
STORAGE.....	9
SAFETY.....	9
DAMAGE TO PROPERTY.....	9
COMMUNICATION AND AUTHORIZATION.....	10
PERSONNEL.....	10
CLEANUP.....	10
EXPERIENCE.....	10
REFERENCES.....	10
INSURANCE.....	10
PERFORMANCE, LABOR, AND MATERIAL GUARANTEE.....	11
INSTRUCTIONS TO BIDDERS.....	11

## 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 23<sup>rd</sup>, 2024.

Date	Event
March 6 <sup>th</sup> , 2024	Request for Proposal Posted
March 29 <sup>th</sup> , 2024	Pre-Proposal Walk Through
April 12 <sup>th</sup> , 2024	Proposals Due by 1pm CST, names of respondents read aloud
April 15 <sup>th</sup> , 2024	Proposals Opened – County Executive’s Office, Brookens Administration Center, 1776 E Washington St, Urbana, IL
May 7 <sup>th</sup> , 2024	Facilities Committee Review Recommendation by RFP Review Committee
May 23 <sup>rd</sup> , 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](http://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 or February of 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 in January or February of 2025
- Option 2 – Move offices in the estimated staggered scheduled outlined below:
  - November 2024 – Sheriff's Office, moving from 204 E Main Street, Urbana, IL 61802
  - December 2024 – Public Defender's Office, moving from 101 E Main St, Urbana, IL61821
  - January and February – all the offices at Brookens Administrative Center, 1776 E Washington St, Urbana, IL 61802

### 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
  - 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 contractor 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 contractor 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 pre-move 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 contractor'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 not 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, records, 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 contractor 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 employment, 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](mailto: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 RECEIVED BY April 12<sup>th</sup>, 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 29<sup>th</sup>, 2024. Although not mandatory, all interested parties are urged to attend. Please email [mjett@champaigncountyil.gov](mailto:mjett@champaigncountyil.gov) to confirm attendance and receive instructions.

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

1. *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 chooses 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 within 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 in January or February of 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 INDIVIDUAL 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.

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.

