

## **NOTICE TO BIDDERS**

Stephenson County Courthouse Elevator Replacement  
Stephenson County Sheriff's Office  
15 N. Galena Avenue  
Freeport, Illinois 61032

**BIDS DUE:** 3:00pm, Monday, April 8, 2024

The Stephenson County Sheriff will be accepting bids for the replacement of two (2) elevator cars at the Stephenson County Courthouse located at 15 N. Galena Ave., Freeport, Illinois 61032. Bids will be received until 3:00pm on Monday, April 8, 2024, at the Stephenson County Sheriff's Office, 15 N. Galena Avenue, third floor, Freeport. Bids should be enclosed in a sealed envelope marked "Courthouse Elevator Bid". Bids received after that time cannot be considered.

All bidders are required to furnish a Bid Guaranty in the amount of five percent (5%) of their bid in the form of a bank draft or certified check. Bid bonds will not be allowed as Bid Guaranties.

Contract Bond: The successful bidder at the time of execution of the contract will not be required to deposit a contract bond. The Bid Guaranty check will be held in lieu thereof. Failure on the part of the contractor to do the work specified herein will be considered just cause to forfeit his surety.

Contact for bidding is Sheriff Steven Stovall, who can be reached at 815-235-8290 or email [hbecker@stephensoncountyil.gov](mailto:hbecker@stephensoncountyil.gov)

Prevailing Wage Laws apply to the work covered under this bid.

Bids will be opened on Monday, April 8, 2024, at 3:15pm in the County Board Room at the Stephenson County Courthouse, 15 N. Galena Avenue, Freeport. Acceptable bids will be forwarded to the Stephenson County Board for approval.

The Sheriff and the Stephenson County Board reserve the right to waive technicalities and to reject any or all bids.

Stephenson County does not discriminate on basis of race, color, national origin, sex, religion, age, or handicapped status in employment or the provision of services.

## **INSTRUCTIONS TO BIDDERS**

Stephenson County Courthouse Elevator Replacement  
Stephenson County Sheriff's Office  
15 N. Galena Avenue  
Freeport, Illinois 61032

**BID DUE:** 3:00pm, Monday, April 8, 2024

**LOCATION OF WORK:** Stephenson County Courthouse, 15 N. Galena Ave., Freeport Illinois 61032.

**SCOPE OF WORK:** The work covered under this contract should be in accordance with applicable codes and insurance requirements.

**WORK SITE INSPECTION BY BIDDERS:** Each bidder is responsible for visiting the work site to determine facilities and difficulties attendant to the execution of the specified work. Contact is Sheriff Steven Stovall who can be reached at 815-235-8290 or email [hbecker@stephensoncountyil.gov](mailto:hbecker@stephensoncountyil.gov)

**WORK SITE ELECTRICAL:** 110V AC is available at work site.

**WORK SITE ACCESS:** Stephenson County Courthouse building. Worksite is available from 6 AM until dusk daily.

**PROPOSAL FORM:** Proposals shall be made on the form provided, complete and unaltered.

**PREVAILING WAGES:** All contractors shall pay the prevailing wage required by law. (Prevailing Wage Act, 820 IL CS 130)

**TAXES:** Bidder shall not include any Illinois Retailers Occupation or Use Taxes in his bid. This contractor shall include any and all money that must be paid on account of all social security laws, pension requirements, unemployment insurance, occupation disease insurance, etc.

**OPENING OF BIDS:** Bids will be opened publicly at the time specified and at the place designated in the Notice to Bidders.

**WITHDRAWAL OR MODIFICATION OF PROPOSALS:** Bidder may withdraw or modify his bid, either personally or by telecommunications request (written confirmation over the signature of the bidder shall be mailed and postmarked on or before the date and time set for receipt of bids), or written request at any time prior to scheduled closing time for receipt of bids. No bids may be withdrawn or modified after scheduled closing time for receipt of bids for at least thirty days.

**REJECTION OF BIDS:** The Sheriff and County Board reserves the right to waive technicalities and to reject any or all bids.

**AWARDING OF CONTRACT:** The contract will be awarded to the responsible bidder submitting a responsive bid that is determined to be most advantageous to the county, provided that his bid is reasonable. The bidder to whom award is made will be notified at the earliest practical date. The contract shall be deemed as having been awarded when formal notice of the award shall have been duly served upon the intended awardee.

# Elevator Project

Stephenson County Courthouse Building

15 N. Galena Ave.

Freeport, IL 61032

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principle \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Project Lead \_\_\_\_\_

References \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Elevator Project

Stephenson County Courthouse Building

15 N. Galena Ave.

Freeport, IL 61032

### Base Bid

Bidder agrees to perform work described and specified in the Bidding Packet for the sum of:

\_\_\_\_\_ Dollars \_\_\_\_\_

**Hourly Mechanic Rate** \_\_\_\_\_ **Team Rate** \_\_\_\_\_

### Bond

Bidder agrees to provide a payment and performance bond for the sum of:

\_\_\_\_\_ Dollars \_\_\_\_\_

**PLEASE DIRECT ALL INQUIRIES TO:**

Sheriff Steven Stovall  
Stephenson County Sheriff's Office  
Stephenson County Courthouse  
15 N. Galena Ave.  
Freeport, IL 61032  
815-235-8290

Please submit two (2) copies of your proposal.

**SPECIFICATIONS AND REQUIREMENTS**

**Bid Security:** Bids shall be accompanied by a Bid Security of at least 5% of your base bid. This may be in the form of a certified check, cashier's check, bank draft or bid bond. Security bids will be retained for the top two (2) bids until contract is signed in the event of cancellation of winning bid.

**Proof of Insurance:** Please provide a copy of proof of insurance for your company. If sub-contracting any portion of job, proof of insurance for that company is required also.

**License Number:** Please provide a copy of your Licensed Elevator Contractor - Unlimited Certificate.

**Installation Schedule:** All proposals shall be viable for at least 90 days. Construction will be allowed from 6 AM until dusk. All proposals shall provide available start date, expected installation time and expected completion date.

**Prevailing Wage:** Copies of Certified Payroll reports will be needed prior to final payment of project.

## SCOPE OF WORK

One elevator must be operational at all times throughout the renovation to move visitors and inmates.

### Control System

- Non-Proprietary Design 3rd party controller (Smart-Rise)
- Onboard Diagnostics (no service tool required)
- New hoistway limit switches and leveling devices
- New car top inspection station and pit stop switch
- New machine room and hoistway wiring and traveling cable

### Signalization

- New COP and Hall Stations
- To meet ADA and Local Code Compliance
  - Main car station with position indicators, code required fire service features and ADA phone and Video. The phone and video shall work off of an ethernet wireless service.
  - Fire Emergency Operation Jewels & Switches at Designated Fire Floor
  - Emergency Telephone Monitoring Fixture
    - o Car Lantern
    - o Hall pushbutton stations
    - o Hoistway access switches (top & bottom)
    - o Jamb Braille plates at each hoistway entrance frame side jamb

### Door Equipment

- Complete Elevator Door System, tracks, header, rollers, gate switch, clutch with restrictor, Interlocks, closers and door drives and Car door hangers.
- Infrared Door Detector.
- New MOVFR- Door Operator



- New Car and Hoistway doors to work with a new MOVFR- Door operator.

#### **Power Unit with new Pump, Motor, Valve, muffler, and hydraulic fluid**

- Soft starter
- Shut off valves for Power Unit and Pit.
- \* Isolation Coupling

#### **Cab Interior**

- Aesthetic Upgrade.
- New vertical cab panels (Formica Wood Grain) Customer to pick color choice, black reveals, 4in SS handrails on all 3 sides.
- New #4 SS 6 panel ceiling with LED lighting.
  
- Existing hydraulic cylinder assembly retained.
  
- All new elevator equipment provided shall meet applicable ASME A17.1 code requirements. Any provisions of codes applicable to out-of-scope items shall be the Purchaser's responsibility. Cost of any future code changes adopted prior to permitting and completion are excluded.
- Proposal to include a standard one-year complete warranty
- Proposal to include inspections and testing as required by the AHJ. However, any re-testing required due to other trades' failures to complete their work or tests in a timely manner will be billed at our regular billing rates.
  - 3<sup>rd</sup> party work and contractors will be hired directly by Stephenson County.
  - Purchaser shall provide any security, escort or other building service support personnel required during demolition, installation, testing, and inspections.
  - Mutually agreeable project schedule will be determined at time of proposal acceptance.

## **The Stephenson County Sheriff's Office shall provide the following:**

### **Hoistways and Equipment Rooms:**

A dry legal hoistway, properly framed and enclosed, and including a pit of proper depth and overhead. This is to include steel safety beam, inspection or access platforms, access doors, sump pump, lights, waterproofing and venting as required; dewatering of pit(s) and required permanent screening.

A legal machine/control room, adequate for the elevator equipment, including floors, trap doors, gratings, access platforms, ladders, railings, foundations, lighting, ventilation sized per the shop drawings. Purchaser must maintain machine/control room temperature between 55 and 90 degrees Fahrenheit, with relative humidity less than 95% non-condensing at all times.

Adequate bracing of entrance frames to prevent distortion during wall construction. All grouting, fire caulking, cutting, x-ray and removal of walls and floors, patching, coring, setting of sleeves/knockouts, penetrations and painting (except as specified) and removal of obstructions required for elevator work; along with all proper trenching and backfilling for any underground piping and/or conduit. All labor and materials necessary to support the full width of the hoistway at each landing for anchoring or welding Elevator sill supports, steel angles, sill recesses; The furnishing, installing and maintaining of the required fire rating of elevator hoistway walls, including the penetration of firewall by elevator fixture boxes; Ensuring that the elevator hoistways and pits are dewatered, cleaned and properly waterproofed.

### **Electrical and Life Safety:**

The Stephenson County Sheriff's Office shall provide a dedicated, analog telephone or data line to the elevator telephone or communication device; one additional data line per group of elevators for diagnostic capability wired to designated controller; The Stephenson County Sheriff's Office shall provide the following: Suitable connections from the power main to each controller and signal equipment feeders as required, including necessary circuit breakers and fused mainline disconnect switches per N.E.C. prior to installation. Suitable power supply capable of operating the new elevator equipment under all conditions; Piping and wiring to controller for mainline power, car lighting, and any other building systems that interface with the elevator controls per N.E.C. Articles 620-22 and 620-51; Any required hoistway/wellway, machine room, pit lighting and/or 110v service outlets; Conduit and wiring for remote panels to the elevator machine room(s) and between panels. Remote panels required by local jurisdictions are not included in this proposal; A bonded ground wire, properly sized, from the elevator controller(s) to the primary building ground; and all remote wiring to the outside alarm bell as requested by all applicable code provisions; Installed sprinklers, smoke/heat detectors on each floor, machine room and hoistways/wellways, shunt trip devices (not self-resetting) and access panels as may be required as well as normally open dry contacts for smoke/heat sensors, which shall be terminated by Purchaser at a properly marked terminal in the elevator controller; A means to automatically disconnect the main line and the emergency power supply to the elevator prior to the application of water in the elevator machine room that shall not be self-resetting; Emergency power supply including automatic time delay transfer switch and auxiliary contacts with wiring to the



designated elevator controller and along with electrical cross connections between elevator machine rooms for emergency power purposes; The following emergency power provisions are not included: interface in controller, pre-testing and testing, emergency power key switches; Emergency power operation is included as part of the design of the elevator control system and based on each car in the group only, to properly sequence, one at a time to the programmed landing, and park. The design requires that the generator, transfer switch, and related circuitry are sufficient to run this function or any other function for any building other system that is associated with this project. In the event that the generator, transfer switch, and related circuitry are not sufficient, Elevator vendor will provide Purchaser with a written change order for Purchaser's execution. Machine Room and Pit Lighting shall be a minimum of 19 FTC and at each landing shall be a minimum of 10FTC. Dual GFCI Outlets in the Pit & Machine Room shall be provided. A single non-GFCI shall be provided for the Sump Pump.

Ethernet Wireless Service provided to each machine room for the operation of the Video/ADA Phone in the elevator cabs. The Ethernet shall have a minimum of a 4-Hour battery back-up.

A dry set of contacts which close 20 seconds prior to the transfer from normal power to emergency power or from emergency power to normal power whether in test mode or normal operating conditions in the event that an emergency power supply will be provided for the elevator; Confirmation that the emergency standby power generator and/or building can accept the power generated to and from the elevator during both Hi-Speed and Deceleration. In cases where the generator and/or building load is not electrically sized to handle the power return from the regen drive, additional separate chopper and resistor units are available for purchase but not included in this proposal. The additional chopper and resistor units allow regenerated power to be dissipated in the resistor bank and not sent back into the building grid.

## NOTICE TO BIDDERS

The Stephenson County Sheriff Office will be accepting sealed bids for replacement of the roof at the Stephenson County Courthouse located at 15 N. Galena Ave. Freeport, IL 61032.

Bid packets will be available at the Stephenson County Sheriff's Office, 15 N. Galena Avenue, third floor, Freeport IL 61032 from 8:30am to 4:00pm Monday through Friday or on the county website at [www.co.stephenson.il.us](http://www.co.stephenson.il.us) under the Administrator's tab, Request For Proposals. Sealed bids must be received by 3:00pm, Monday, April 8, 2024, at the Stephenson County Sheriff's Office, 15 N. Galena Avenue, third floor, Freeport.

Bids will be opened on Monday, April 8, 2024, at 3:15 pm in the County Board Room at the Stephenson County Courthouse, 15 N. Galena Avenue, Freeport. Acceptable bids will be forwarded to the Stephenson County Board for approval. The Sheriff and the Stephenson County Board reserve the right to waive technicalities and to reject any or all bids.

By order of Sheriff Steven Stovall, Stephenson County Sheriff's Office.