

Request for Proposal

Blackburn College

Butler Hall

700 College Ave.
Carlinville, Illinois 62626



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1: **General**

Objective/Purpose

Blackburn College is seeking qualified contractors for the renovation of Butler Hall(1928). These renovations primarily include but are not exclusively limited to upgrades to electrical, lighting, ventilation, and heating.

2: **Scope of work/work requirements**

Scope of Work

- Work to be completed includes the following:
 - Re-feed existing electrical panels.
 - Provide new electrical circuits to serve updated loads(air conditioners), including conduit, wiring, panels, and breakers.
 - Provide new and additional receptacles in the hallways, bathrooms, office spaces, and resident rooms.
 - Resident rooms need (2) quad receptacles; one on each side of the room, as well as a dedicated junction box for window air conditioners near the window.
 - If needed, upgrade electrical service to building including new feeder from transformer and new main distribution panel appropriately sized for new electrical service.
 - Must include all necessary prep/finishing work prior to and after project completion.
- Lighting
 - Upgrade lighting in all hallways, stairwells, residence rooms, basement, and bathrooms to L.E.D's.
 - All lighting must include occupancy sensors to meet energy efficiency goals.
- Upgrade all ventilation in communal bathrooms and stairwells.
 - Remove existing wall-mounted propeller exhaust fans in bathrooms. Provide new exterior wall-mounted centrifugal exhaust fans and exhaust grilles in bathrooms.
 - Provide an appropriately sized condensing unit and wall mounted fan coil units in the main entrance stairwell as well as in the north stairwell. Condensing unit/s to be located on grade.
 - Must include all necessary prep/finishing work prior to and after project completion.
- Heating upgrades
 - Remove the existing boiler used for heating and install a new natural gas boiler, along with all necessary mechanical components needed, i.e pumps, valves, etc.
 - Boiler should have an efficiency rating of 95%+.
 - Must include a thorough inspection of all fittings, connections, etc. after installation.

Mandatory Requirements

- **Business Enterprise Program** goals need to be met, and preferably, should exceed the mandated requirement. Must include documentation/certification of B.E.P utilization.
 - B.E.P requirements are 20% of the total project cost.
 - 13% must be awarded to businesses owned by minority persons/persons with disabilities.
 - 7% must be awarded to women-owned businesses.
 - Payments request forms must include documentation/certification of B.E.P utilization.
- Illinois Works Jobs Program Act Apprenticeship Initiative(30 ILCS 559/20-20) reporting

- Apprentices must perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Documentation must be provided.
- Contractors must obtain a bid bond in the amount of 10% of the bid, a performance bond in the full amount of the bid, and a separate labor and materials payment bond in the full amount of the bid.
- All project procurements shall be in accordance with applicable law, including but not limited to 2 CFR Part 200.
- All contractors must furnish Evidence of Insurability at the time of proposal submission.
- The selected contractor agrees to furnish a Performance Bond as well as a Labor and Material Payment Bond in the amount of one hundred percent (100%) of the contract sum.
- All contractors must prioritize American made steel as applicable in their work. Documentation must be provided.
- Contractors are responsible for all permits, engineering fees, etc. related to the project.
- Participating contractors must have a minimum of 5 years experience to respond.
- Participating contractors must have a full-time Illinois address to respond.
- All energy efficiency rebates through Ameren or other providers must be documented and credited back to the College or deducted from the total project cost. Documentation must be provided.

Pricing/Payment

- If accepted, contractors must strictly adhere to the proposal to ensure no additional project overages.
- All labor must be calculated at the prevailing rate for Macoupin County, Illinois.
- Invoices must be itemized and well-documented in accordance with the work that was performed.
- Contractors agree to include project design as well as a Guaranteed Maximum Price for the project.
- The College is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing the contract or for any finder's fee.
- Terms are Net 30.

3: **Submission Guidelines**

- The deadline for submitting your response will be no later than **1/17/25 at 5 pm at the Physical Plant**. Submissions received after that date and time will not be considered. Electronic submissions will be considered.
- A pre-proposal meeting will be held at Butler Hall on **12/16/24 at 10am**.
- Proposals will be opened privately on **1/20/25 at 1 pm**.
- The contract award will be announced following the February Board meeting on **2/24/25**.
- **Work must be completed as outlined in the accepted proposal no later than August 10, 2025.**