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**COUNTY OF UNION, ILLINOIS**

**REQUEST FOR PROPOSALS**

**FOR**

**Placement of Sod and Gravel Strip  
At  
Union County Courthouse Grounds**

Issue Date: May 10, 2013

Submittal Deadline: 8:30 a.m., May 24, 2013

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**Contact Person:**

**Mike Smith  
Project Manager  
Union County Courthouse  
302 West Market Street  
Jonesboro, Illinois 62952  
Cell 618-967-0231**

## Placement of Sod

### Overview

Union County (the "County") is issuing this Request for Proposals (the "RFP") for the placement of Grass Sod and Gravel Strip on the specified areas around the New Union County Courthouse.

Sealed proposals will be received by the County until May 24th, 2013 at 8:30 a.m. in the Union County Clerk's Office. Proposals will be opened after 9:00 a.m. in the Union County Community Room during the Commissioner's Meeting.

Questions regarding this RFP may be directed to the Union County Courthouse Project Manager, Mike Smith at 302 W. Market, Jonesboro or by cell 618-967-0231.

*The County reserves the right to reject any and all proposals received pursuant to this RFP and to waive or not waive any informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost proposal.*

### **Existing Blueprints are available for estimating and onsite direct measuring is permitted.**

The area to be sod covered consists of approximately 28,000 square feet, broken into seven sections and an eighth item for 232 lineal feet of Gravel Strip. Each section is to be bid priced individually. This bid method is for purposes of being able to adjust final costs, therefore quote each section separately and a grand total. A single provider will be selected.

### **Mandatory Requirements and Conditions**

A response to this RFP must be **sealed** and must include and/or comply with the following:

(1) A cover letter designating the name, address and telephone number of the person or persons available for contact concerning the proposal.

(2) The type of Sod is Jaguar tall turf fescue 95% with 5% Improved Kentucky Bluegrass or an approved equivalent.

Fertilizer is to be applied prior to sod installation at a rate of 1 pound of nitrogen per 1000 sq.ft.

Top soils are to be properly prepared for application of the sod.  
Water is to be applied appropriately from the buildings hose bibs .

(3) A general description of services and materials to be provided.

(4) Descriptions and or statements regarding labor, bonding.

(5) A timeline regarding installation.

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- (6) Statement of compliance with the Illinois Prevailing Wage Act
  - (7) Other items the proposer wishes to have considered.
  - (8) References.

**Opening of Bids and Selection of Proposal**

Proposals will be opened by the Union County Board of Commissioners at the regular meeting at 9:00 a.m. on May 24, 2013 at the Courthouse Community Room.

**Evaluation Criteria**

In determining the most favorable proposal the County shall consider the following:

- 1. (1) Terms of services to be provided and materials to be used.
  - 1. (2) Pricing.
  - 1. (3) References.
  - 1. (4) Prior knowledge or prior dealings of the proposer, as the knowledge or dealings relate to official business of the County.
  - 1. (5) Any other information and/or factors that the County considers relevant.
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