

**CITY OF WASHINGTON  
REQUEST FOR QUOTES  
Council Chambers Furniture Upgrade**

**FORM B\_BID SHEET**

**Bids are due on or before:** Friday, June 7, 2024 at 3:00 p.m. central time  
**Bids Accepted By:** City Engineer, 301 Walnut St., Washington, IL 61571

I hereby bid the following amount for the City Council Furniture equipment per the attached specifications:

Name of Firm: Lincoln Office LLC

Form of organization:  Sole Proprietor  Partnership  Corporation  Other \_\_\_\_\_

Address: 6035 N Knoxville Ave, Suite #202  
Peoria, IL 61614

Contact Person: Amber Johnson

Telephone: Day 309.657.9331 Evening/Weekend (309) 427-2500

E-mail address: johnsona@lincolnoffice.com

Item Name	Unit Price	Quantity	Total Price
City Council Chamber Desk	\$19,104.55	1	\$19,104.55
City Clerk Desk	\$321.00	1	\$321.00
Black Flip Top Mobile Table	\$652.73	4	\$2,610.91
Executive Mid-Back Arm Office Chair	\$189.33	16	\$3,029.33
Podium	\$327.00	1	\$327.00

Furniture SUBTOTAL	\$25,392.79
FREIGHT	\$1,583.75
INSTALLATION	\$3,371.43
<b>TOTAL</b>	<b>\$30,347.97</b>

Lincoln Office  
 Kyle Hamilton  
 Director of Sales  
 hamiltonk@lincolnoffice.com  
 309.642.7912



Person, Firm, or Corporation

Authorized Signature and Title



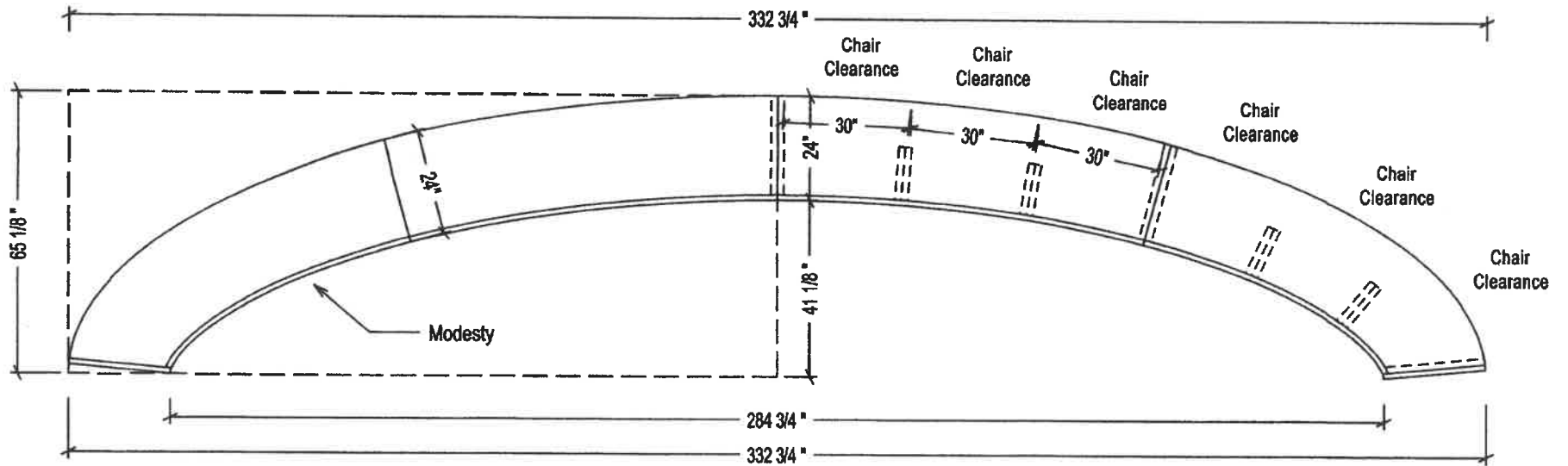
## City of Washington, IL

REQUEST FOR QUOTES

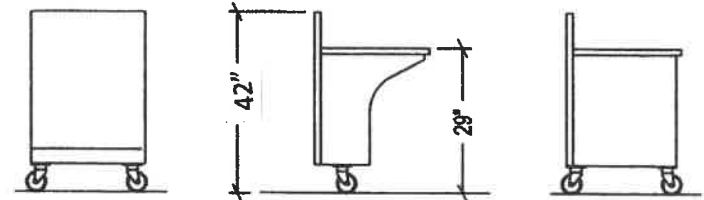
Council Chambers Furniture Upgrade

Five Points Washington  
360 N. Wilmor Road  
Washington, IL 61571.





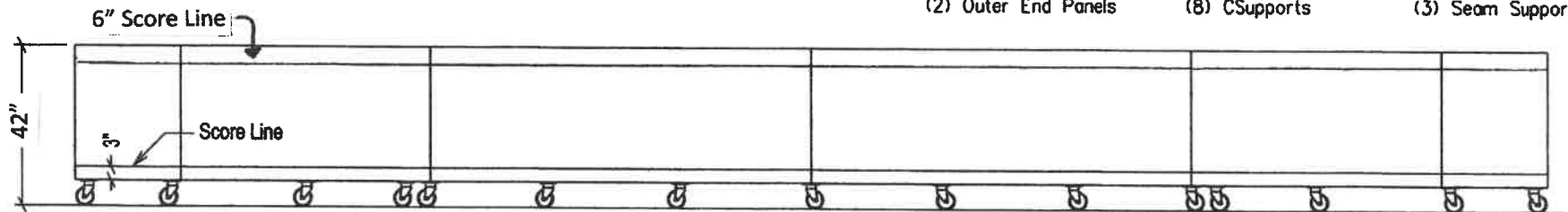
ITEM 001 - PLAN VIEW



(2) Outer End Panels

(8) CSupports

(3) Seam Supports



5 5/8"H (4" Dia) Heavy Duty Swiveling Casters

APPROACH - ELEVATION

TAG: *City of Washington*

STANDARD Laminate  
*Formica, Nevamar, Plonite, Wilsonart*

Grommets TBD

**Mobilia**

Q19701

SPECIE: LAMINATE

CLIENT: LINCOLN OFFICE 6/7/24

APPROVED:  Yes

No  As Noted



City Clerk Desk

TAG ID#

CCD - 1

Vendor: Doane Keyes Associates



**Item Name:** Premiera | Bow Front Desk Shell  
**Model #:** PRM-PL189

**Product Description:**  
71"W x 36"41"D

**Finish:**  
Laminate: Cherry



Cherry



QTY:

1



Black Flip Top Mobile Table

TAG ID#

FT - 1

Vendor: Special T



**Item Name:** Kingston Flip & Nest  
**Model #:** KINGFLIP-3072

**Product Description:**

- Table Shape: Rectangle
- Table Dimensions: 30"D x 72"W
- Bolted T-Leg
- 14-gauge (2"D) steel columns / legs

**Finish:**

- Top Type: Solid Laminate
- Top Finish: Black
- Edge Type: Standard (3mm)
- Edge Finish: Black
  
- Base: T Legs
- Base Finish: Black



Black



QTY:

4



Executive Mid-Back Arm Office Chair

TAG ID#

EOC - 1

Vendor: Doane Keyes Associates



**Item Name:** Executive Swivel Chair  
**Model #:** TER-051101

**Product Description:**

- Black LeatherPlus UPH
- Built in lumbar support
- Upright locking position
- Seat Dim: 20"W x 19"D x 18" – 21.5"H
- Overall: 27"W x 27"D x 40.5 – 44"H

**Finish:**

Black LeatherPlus UPH



QTY:

16



Podium

TAG ID#

P - 1

Vendor: National Public Seating



**Item Name:** Aristocrat Series | Oklahoma Sound  
**Model #:** 600-CH

**Product Description:**

- Features 2 Built-In Shelves
- Features 1 Slide-Out Shelf
- Slide Out Shelf Wt. Capacity: 35 Lbs.
- Particleboard Wood Core
- Durable Scratch Resistant Surface
- Attractive T-Mold Edging
- Equipped With Four Roll Casters, Two Locking

Overall: 46"H x 25"W x 20"D  
Product Weight: 93 lbs.  
Interior shelves: 23.5"W x 18"D

**Finish:**  
Wild Cherry



QTY:

1



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**FORM A RELATED PROJECT EXPERIENCE**

Project Name	Pediatric Center
Contracting Entity	Springfield Clinic
Location	Springfield, IL
Year Completed	2023
Short Description	40,000 square foot pediatrics building focused on providing a unique child-focused patient experience.
Name(s) and Contact Information of Contracting Entity	Shannon Mikesell Facilities Strategic Project Manager Phone: 217-725-6807 Email: smikesell@springfieldclinic.com
Completed on time and on budget? If no, explain.	Yes

Project Name	Wahl Clipper HQ
Contracting Entity	Wahl Clipper
Location	Sterling, IL
Year Completed	2018
Short Description	40,000 sq ft new HQ in Sterling, IL
Name(s) and Contact Information of Contracting Entity	Mike Wahl Vice President   Global Market Strategy & Market Research Phone: 815-548-8243 Email: mwahl@wahlclipper.com
Completed on time and on budget? If no, explain.	Yes

Project Name	Morton IL - HQ
Contracting Entity	Morton Buildings
Location	Morton, IL
Year Completed	2018
Short Description	Morton, IL - HQ renovation
Name(s) and Contact Information of Contracting Entity	Nick Venturi CFO Phone: 309-263-6526 Email: nick.venturi@mortonbuildings.com
Completed on time and on budget? If no, explain.	Yes

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

Form of organization:  Sole Proprietor  Partnership  Corporation  Other \_\_\_\_\_

Address: \_\_\_\_\_ Corporation 14611 Sunny Grove Drive, Houston, Texas 77070-2325

John Thomas (Tom) Gaede

Contact Person: \_\_\_\_\_

Telephone: 877-550-2678 \_\_\_\_\_

E-mail address: tom@ergonomichome.com \_\_\_\_\_

Item Name	Unit Price	Quantity	Total Price
City Council Chamber Desk		1	\$30,150
City Clerk Desk		1	\$829
Black Flip Top Mobile Table		4	\$3,700
Executive Mid-Back Arm Office Chair		16	\$6,384
Podium		1	\$629.99
			\$41,692.99

John Thomas (Tom) Gaede  
Person, Firm, or Corporation

*John T. Gaede*  
Authorized Signature and Title

**CITY OF WASHINGTON  
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**FORM A RELATED PROJECT EXPERIENCE**

Project Name	Morton College
Contracting Entity	
Location	Cicero, Illinois
Year Completed	2024
Short Description	Ten person council chambers desk and lectern.
Name(s) and Contact Information of Contracting Entity	Cheryl Schoepf, Joe Florio
Completed on time and on budget? If no, explain.	Yes

Project Name	North Franklin Township
Contracting Entity	
Location	Washington PA
Year Completed	2024
Short Description	Nine person council chambers desk and lectern.
Name(s) and Contact Information of Contracting Entity	Erin Dinch
Completed on time and on budget? If no, explain.	Yes

Project Name	Colorado ISD
Contracting Entity	
Location	Colorado City TX
Year Completed	
Short Description	Eight person council chambers desk and lectern.
Name(s) and Contact Information of Contracting Entity	
Completed on time and on budget? If no, explain.	Yes



REQUEST FOR QUOTES  
Council Chambers Furniture Upgrade

***Deadline: June 7, 2024 at 3:00PM***

***Purpose***

The City of Washington is requesting proposals from qualified vendors to modernize the City Council Chamber Furniture for the Five Points Washington room that hosts the City Council Chambers.

***Project Description***

The room that hosts the City Council Chambers, located in Five Points Washington at 360 N. Wilmor a facility for not only public City Council meetings but also a part of a large convention center. Current meetings are furnished with foldable tables and stacking chairs. This project is to update the furniture with more professional, modern, affordable, and durable furniture in the Council Chambers.

The new Council Chamber furniture will include a Council Chamber Desk, City Clerk Desk, (4) Black Flip top mobile tables, (16) Executive Mid-Back Arm Office Chair, and a podium.

The furniture needs to be mobile. The furniture will be stored in a backroom storage area while not in use.

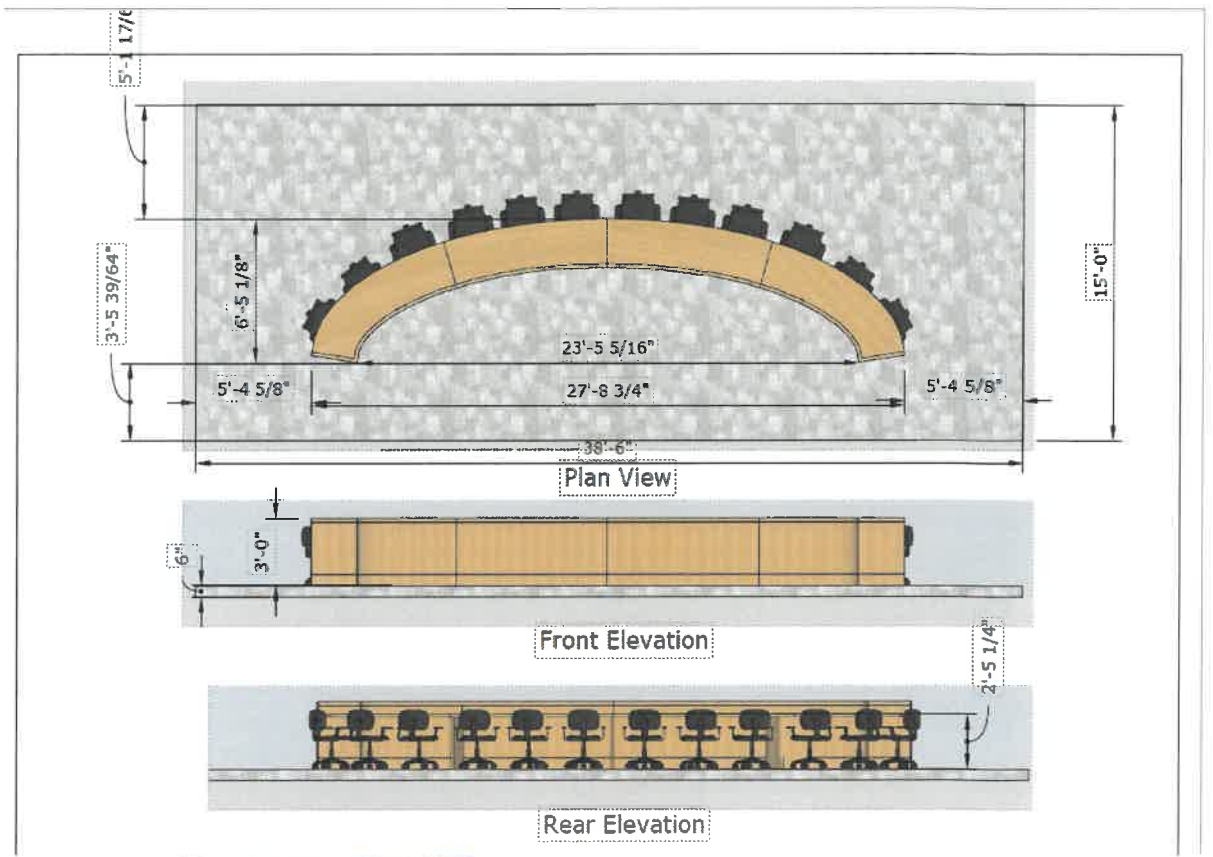
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The City is seeking a qualified vendor to procure and ship the City Council Furniture to Five Points Washington, 360 N. Wilmor Road, Washington, IL 61571.

***Scope of Work***

The Scope of Work for this engagement will be to procure and ship the City Council Furniture. At a minimum, the furniture shall include:

1. City Council Chamber Desk
  - o Mahogany stained crescent shaped to seat 12 persons with size dimensions below (Figure 1). Each person will have a knee space of 32". This would be a total of 4 sections. Each section is assembled at the factory and ships on a pallet with attached casters for each section for mobility, then boxed and shrunk wrapped to the pallet. Includes a desktop riser for privacy. Includes grommets. Includes power modules with daisy chaining.





2. City Clerk Desk

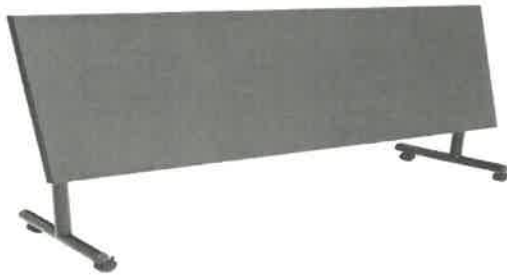
- Dimensions 60W." x 30"D. x 29"H. Finished in Mahogany to match City Council Chamber Desk, Casters, Adjustable glides on the bottom of the base keep the desktop level and are easy to adjust.



3. (4) Black Flip Top Mobile Tables

- 72"X30" with Casters



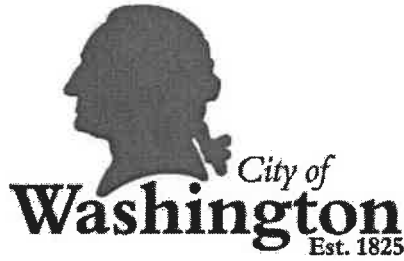


- 4. (16) Executive Mid-Back Arm Office Chair
  - o Black Leatherette Upholstery



- 5. Podium
  - o Finished in Mahogany to match City Council Chamber Desk





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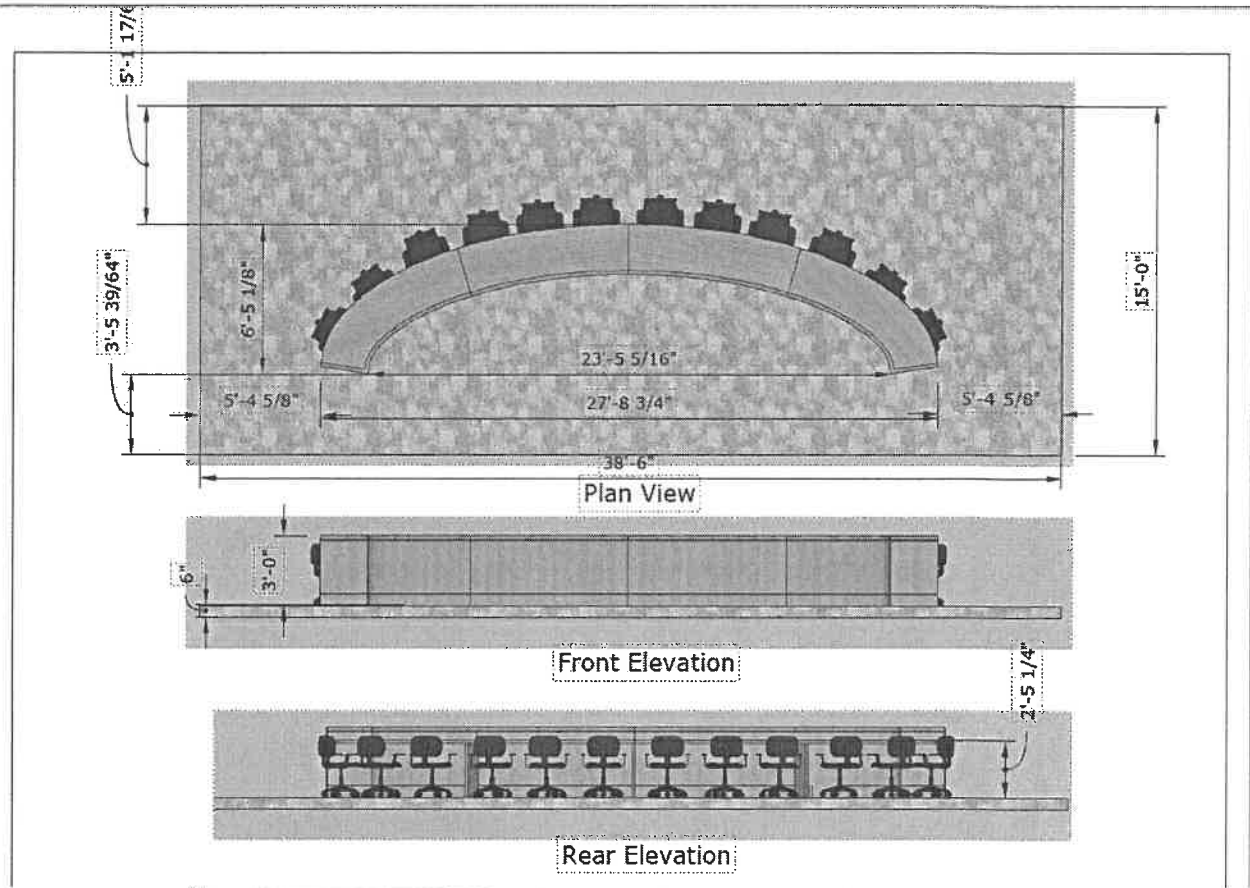
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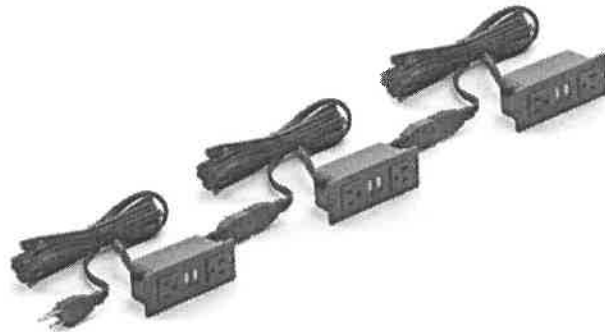
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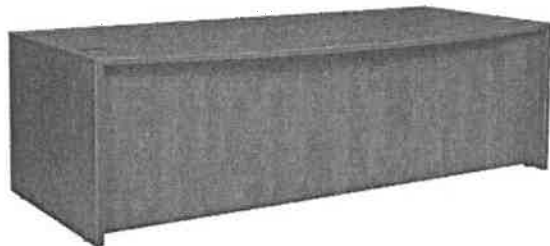






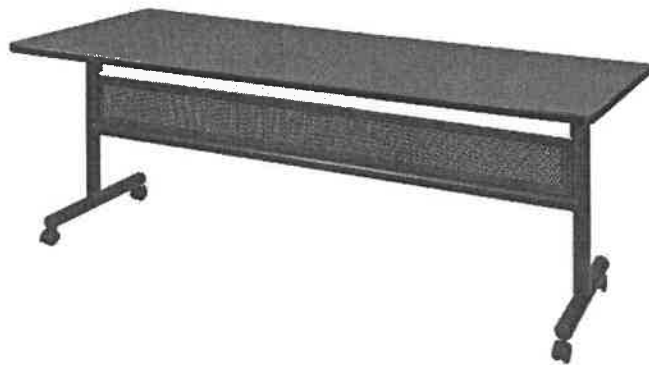
2. City Clerk Desk

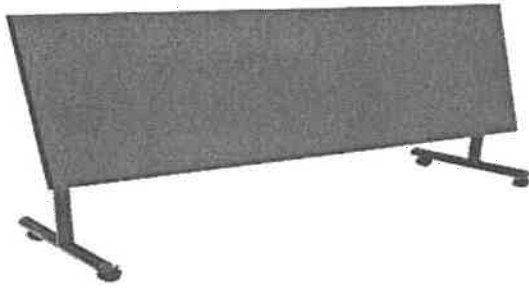
- Dimensions 60W." x 30"D. x 29"H. Finished in Mahogany to match City Council Chamber Desk, Casters, Adjustable glides on the bottom of the base keep the desktop level and are easy to adjust.



3. (4) Black Flip Top Mobile Tables

- 72"X30" with Casters

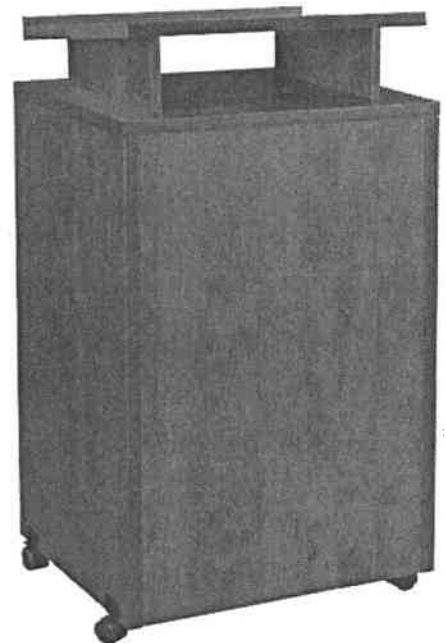
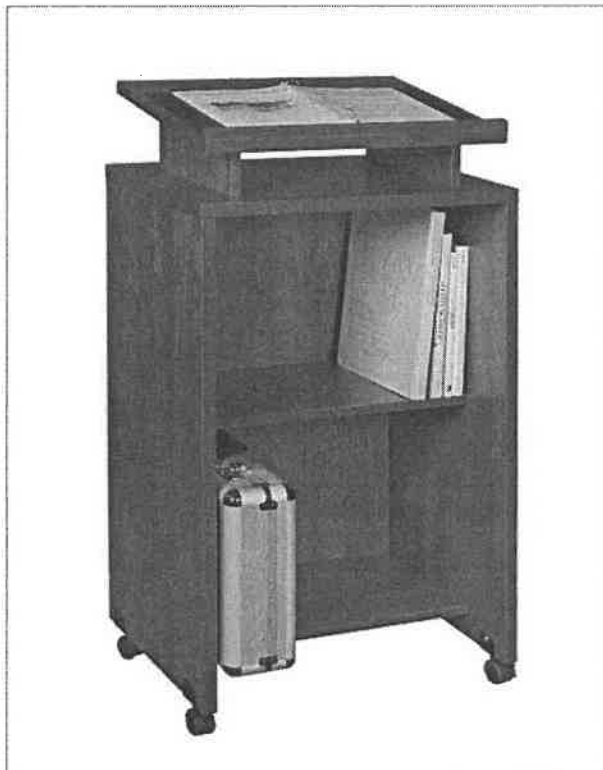




- 4. (16) Executive Mid-Back Arm Office Chair
  - o Black Leatherette Upholstery



- 5. Podium
  - o Finished in Mahogany to match City Council Chamber Desk



### ***Submittal Requirements***

If you, or your team, wish to be considered for this RFP, you must submit all response materials to Dennis Carr, City Engineer, at 301 Walnut St., Washington, IL 61571. Submittals shall be completed electronically, by 3:00pm on June 7, 2024, by emailing [dcarr@ci.washington.il.us](mailto:dcarr@ci.washington.il.us).

For your records, the City will provide a confirmation email confirming receipt of your interest in the proposal.

Proposals are due **no later than 3:00 pm on June 7, 2024.**

Complete proposals shall, at a minimum, consist of the following:

- A. Letter of Intent
  - i. Include an introductory letter expressing interest in the project. The letter should include the name of the firm, contact person, email address, mailing address, telephone number and must be signed by a person authorized to bind the firm.
- B. The City will use email exclusively for information requests and RFP changes. NOTE: the exception to email is to request an RFP. RFP's CANNOT BE SUBMITTED BY EMAIL.
- C. Proposal Introduction, Background, and Objectives Statement
- D. Qualifications and Experience
  - i. Principal Individuals and Firm
  - ii. Any Sub-consultants
  - iii. Comparable Projects. Provide project descriptions for up to five recent projects similar in nature and size to the proposed project, including the type of entity, start and completion dates, and measures used to indicate quality and successful project completion.
  - iv. Provide client reference names and phone numbers. Provide any background information on the firm's size, capability, and location that may be beneficial.

- E. Bid Sheet.
  - i. Provide unit costs to perform the scope of Work. Include shipping costs.
- F. Three professional references. These references should be current customers of the prospective firm with at least four years of ongoing professional relationships.
- G. Supplemental Attachments listed below.

***Reservations***

The City of Washington reserves the right to reject any and all quotes and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Washington to pay any costs incurred by respondents in the preparation and submission of a RFQ. This solicitation does not obligate the City of Washington to accept or contract for any expressed or implied services. Furthermore, the City of Washington reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.

**Attachments:**

- Form A – Related Project Experience
- Form B – Bid Sheet