



Request for Quotes

RFQ# Q26-0925-02

E Wing Entrance Desk

John A. Logan College

John A. Logan College
700 Logan College Drive
Carterville, IL 62918

OVERVIEW

John A. Logan Community College (also referred to as “JALC” or “The College”) is requesting quotes for the materials and labor to fabricate and install a desk with one cabinet in the E Wing entry area.

Quotes will be due from Contractors by 10:00 am on Tuesday, May 27, 2025 at the office of the Director of Purchasing, John A. Logan College, 700 Logan College Drive, E106, Carterville, IL, 62918 and may be submitted via email to purchasing@jalc.edu.

Questions regarding this solicitation and should be directed to:

Mr. Jeremy Sargent
Assistant Vice President of Construction, Planning, and Facilities Management
E-mail: Jeremy.Sargent@jalc.edu
Phone: (618) 985-2828 ext. 8915

SCOPE OF WORK

- Provide labor and materials to fabricate and install an L-shaped desk with a cabinet containing a single locking door and single locking drawer.

Notes:

- A drawing with material finish preferences is provided in Appendix B.
- Contractor is responsible for field verification of all dimensions.

QUOTES

The contractor shall include all costs associated with the labor and incidental materials for the scope of work.

Work shall be priced according to the following conditions:

- Any work completed on campus will be performed between the hours of 7:30 am to 4:30 pm, Monday through Friday
- Contractor must comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1-12)
- The College is a tax-exempt entity and will provide its exemption number to the successful Bidder, if applicable
- Insurance is required
- Performance bond is required only if the construction of the desk is completed on campus AND the quote exceeds \$5,000. The cost for this bond must be included in the proposal. If the desk is prefabricated off-campus and installation is the only on-campus work, the performance bond is not required. Please clarify this in your proposal.
- Work to be coordinated with Assistant Vice President of Construction, Planning, & Facility Management, Jeremy Sargent.

Quotes will be reviewed and a contract will be awarded. The Owner reserves the right to reject any and all quotes and to accept quotes deemed most favorable to the Owner.

If quotes collected exceed \$25,000, a formal BID process is required.

AWARD OF WORK

Prevailing Wage & Other Regulations

For all work to be completed on campus, the successful contractor shall be required to observe 820 ILCS 130/0.01 et. Seq., pertaining to wages and known as the “Prevailing Wage Act” as issued by the Illinois Department of Labor. If, during the course of work under this contract, the Department of Labor revises the prevailing rate hourly wage to be paid under this contract for any trade or occupation, Owner, will notify contractor and each subcontractor of the changes in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the contract sum.

Successful contractors shall also observe 30 ILCS 560/0.01 et. Seq., pertaining to hiring Illinois labor and known as the “Public Work Preference Act”. Furthermore, successful contractors shall observe the “Illinois Human Rights Act, as Amended”, 775 ILCS 5/1-101et. Seq., and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights. For projects exceeding \$50,000, successful contractors and any of their subcontractors shall be required to enter a project labor agreement with the Egyptian Building & Construction Trades Council.

Performance Bond

The successful contractor will be required to furnish a bond of a surety company satisfactory to the Board of Trustees guaranteeing faithful performance of the agreement for **the full face value amount** of the quote for quotes of \$5,000 or greater. The performance bond is due 15 days after award. The cost of obtaining the bond shall be included in the quote provided.

Business Enterprise Program

GOALS FOR MINORITY/FEMALE/PERSONS WITH DISABILITIES BUSINESS PARTICIPATION

John A. Logan College will make every effort to use local business firms and contract with small, minority-owned, women-owned, and/or persons with a disability-owned businesses, certified with the State of Illinois’ Commission on Equity and Inclusion, in the procurement process.

The Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575/1) is a law requiring state agencies and public institutions of higher education to set aspirational goals to increase the participation of businesses owned by minorities, females, and persons with disabilities in the contracts that these public bodies award.

If the Bidder is a certified BEP firm with the State of Illinois Commission on Equity and Inclusion, please include a copy of the certification with bid submission. If there is no certified minority-owned, female-owned, or person with a disability-owned participation in the bid submission, Bidder must include a statement acknowledging such.

Payment Terms/Invoice Requirements

The successful contractor will receive a Contract & Notice to Proceed (CNTP) upon receipt of insurance and bond requirements, if applicable, and shall submit invoices for services rendered to the College with NET 30 terms. Invoices must reference the project RFQ number, also listed on the NTP, and must identify labor costs as separate line items from costs for materials, parts, and/or supplies. The College is exempt from sales and use taxes.

Certificate of Insurance

A Certificate of Insurance will be required providing for the following minimum coverages and **naming John**

A. Logan College as an additional insured:

General Liability insurance shall be comprehensive on occurrence form, and shall include:

1. Premises and Operations
2. Independent Vendors
3. Products and Completed Operations
4. Broad Form Property Damage
5. Contractual
6. Personal Injury
7. Explosion, Collapse and Underground Damage (if applicable)
8. An Additional Insured Status Using Form CG 20 10 04 13 or its equivalent, **ADDITIONAL INSURED – VENDORS**.

Workers Compensation:

1. State: \$500,000
2. Applicable Federal: \$500,000
3. Employer's Liability: \$500,000

Commercial General Liability:

1. General Liability:
\$1,000,000 Each Occurrence
\$2,000,000 Aggregate
2. Products and Completed Operations:
\$1,000,000 Each Occurrence
\$2,000,000 Aggregate
3. Personal and Advertising Injury Limit:
\$1,000,000 Each Occurrence
4. Fire Damage Limit
\$100,000 Each Occurrence
5. Medical Expense Limit
\$5,000 Each Person

Commercial Automobile Liability:

1. \$1,000,000 Combined Single Limit Coverage for bodily injury and property damage aggregate limit.
2. Owned, Non-owned and Hired Motor Vehicles

Excess Umbrella Liability Coverage

1. \$2,000,000 excess of all of the primary liability coverage shown above.

APPENDIX A

Required Contractor Forms

- 1) References Form
- 2) Bidder's Certification Form
- 3) Quote Form

REFERENCES

Bidder must be able to present evidence of satisfactory experience in providing similar materials and/or services to that requested in this Request for Quotation document. List, as references, the three nearest companies or governmental agencies for the proposed goods and/or services which can be contacted or inspected for an assessment of past client satisfaction.

Name of Entity/Firm			
Address			
City/State/Zip Code			
Contact Person		Title	
Phone Number		Ext#	

Name of Entity/Firm			
Address			
City/State/Zip Code			
Contact Person		Title	
Phone Number		Ext#	

Name of Entity/Firm			
Address			
City/State/Zip Code			
Contact Person		Title	
Phone Number		Ext#	

Bidder Signature: _____

JOHN A. LOGAN COLLEGE**BIDDER'S CERTIFICATION**

TO WHOM IT MAY CONCERN:

I, _____, being a bidder for sales of goods or services to John A. Logan College hereby certify:

- a. I am not barred from bidding on this contract as a result of violation of 720 Illinois Compiled Statutes, Section 33E-3, within the preceding five years of the submission of this bid.
- b. I am not barred from bidding on this contract as a result of violation of 720 Illinois Compiled Statutes, Section 33E-4, prior to the bidding of this contract.
- c. That as of the date of this certification, I am not aware of any action by any person who is an official of, or employed by John A. Logan College, which would constitute a violation of any of the terms of 720 Illinois Compiled Statutes, Section 33E.

I understand that the bid submission requires that I provide this certification, and that John A. Logan College will rely upon this certification, and that the above certification is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

QUOTE

For all work listed in the Scope of Work, quoted cost is: _____

Contractor may submit a detailed quote on company form along with this signed sheet.

Notes from Contractor:

(Please clarify where construction will take place and if on campus, that the cost for a performance bond is included if the proposal is over \$5,000.)

Respectfully submitted this _____ day of _____, 2025.

Company Name: _____

Authorized Signature: _____

Signed By: _____

Title: _____

System for Award Management (SAM) Cage Code (if project funded with Federal dollars) _____

E-mail or hand deliver quote sheet to: Shannon Newman,
Director of Purchasing & Auxiliary Services
John A. Logan College
700 Logan College Drive, E106
Carterville, IL 62918
E-mail: purchasing@jalc.edu

Company is a certified BEP firm: Yes No

If yes, please include a copy of certificate from the Illinois CEI with bid submission

Company subcontracts a certified BEP firm: Yes No

If yes, please identify subcontractor(s): _____

APPENDIX B

Floorplan Drawings



