



Bank of Springfield Center
1 Convention Center Plaza
Springfield, IL 62701

REQUEST FOR PROPOSAL

Main Lobby & Lower Level Carpet

December 29, 2023

Bank of Springfield Center
REQUEST FOR PROPOSAL

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SECTION I – INTRODUCTION

This Request for Proposal is an invitation to submit proposals for MAIN LOBBY & LOWER LEVEL LOBBY CARPET for the Springfield Metropolitan Exposition & Auditorium Authority (d/b/a Bank of Springfield Center).

All questions and inquiries regarding this RFP should be directed to:

Jodi Davis
General Manager
BOS Center
1 Convention Center Plaza
Springfield, IL 62701
Phone: 217-788-8800
Fax: 217-788-0811
jodi@theboscenter.com

Anticipated Time Frames for Evaluation and Selection Process

| | |
|---|------------------|
| Issue RFP | January 4, 2024 |
| Response to RFP Due By 4:00 pm | January 19, 2024 |
| Response opening at SMEAA Board (12 noon) | January 22, 2024 |

**Please submit one (1) copy of your response to the above address.
Responses must be received by 4:00 pm CST on January 19, 2024 to be considered.**

SECTION II – FACILITY PROFILE

1. The Springfield Metropolitan Exposition & Auditorium Authority (SMEAA) was created pursuant to the Illinois Compiled Statutes to oversee the Bank of Springfield Center (formerly Prairie Capital Convention Center). SMEAA is classified as a municipality with taxing powers and is governed by an elected board, consisting of eleven members.
2. The Bank of Springfield Center is an approximately 65,000 square foot, multi-purpose facility. The building broke ground for construction in 1975, held a grand opening in November 1979, and completed an \$18 million renovation in 2013.
3. The SMEAA Board will contract for Main Lobby & Lower Level Lobby Carpet.

SECTION III – CRITERIA FOR EVALUATION OF RESPONSES

The Bank of Springfield Center will evaluate the responses to this RFP based on the submitter's ability to:

- Meet the requirements described in this RFP as evidenced by the RFP response.
- Provide evidence of qualifications and technical expertise on commercial carpet for the Bank of Springfield Center.
- Demonstrate expertise as evidenced by having an advanced knowledge of commercial carpet.
- Provide a superior level of customer service and support.

SECTION IV – SUBMITTER PROFILE

1. Identify the company name, address, city, state, zip code, and telephone numbers.
2. Identify the name, title, address, phone numbers, and e-mail address of the primary contact person for this project.
3. Provide a brief overview of your company including number of years in business, number of employees, and description of clients.
4. Identify any parent corporation and/or subsidiaries, if appropriate.

SECTION V – Carpet Proposal

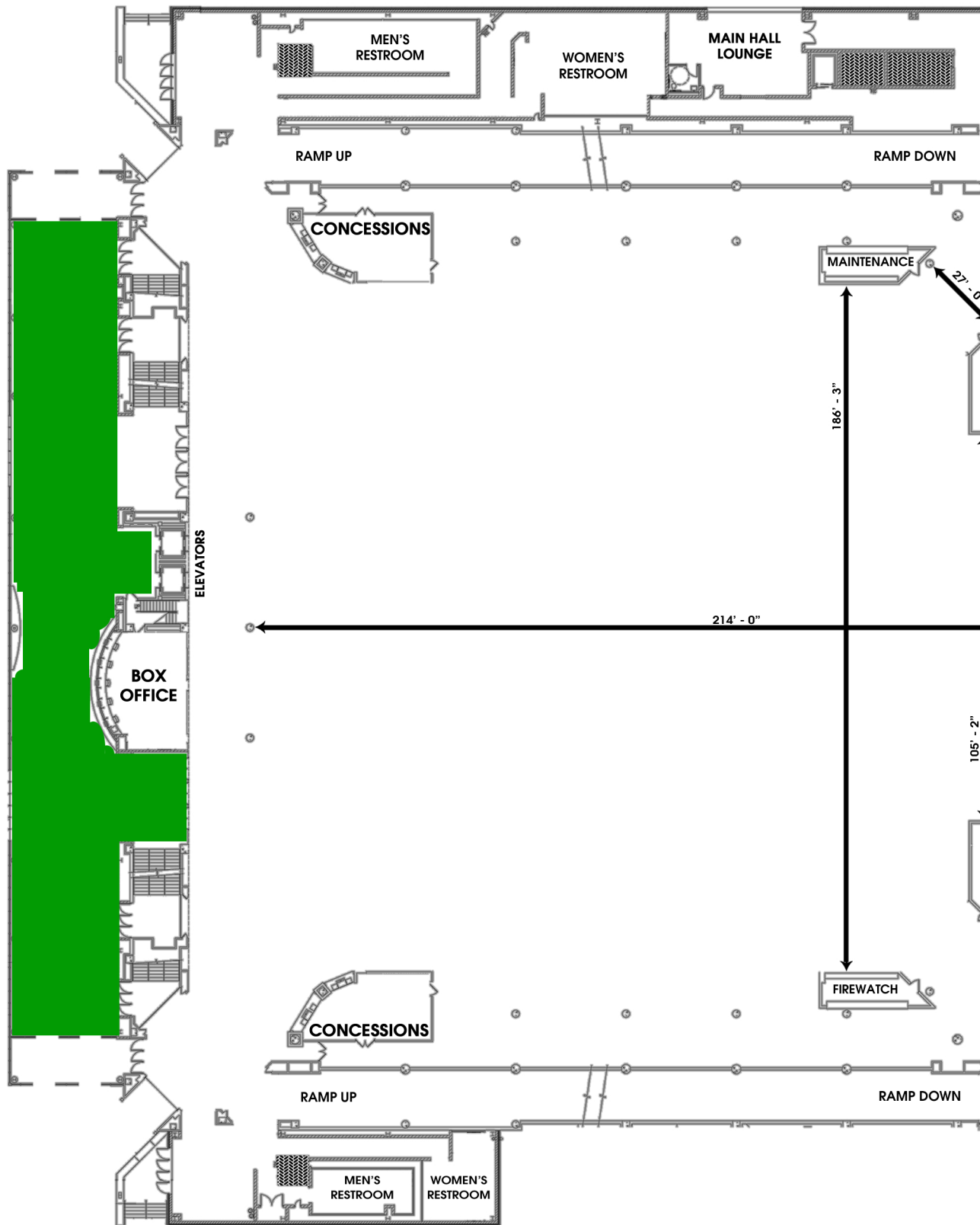
Provide a proposal that meets the following criteria:

1. Remove and dispose of current carpet in the Main Lobby and Lower Level Lobby
2. Provide and install new, commercial grade, heavy traffic carpet in the following areas:
 - a. Main Lobby: approx 225' x 51'
 - b. Lower Level Lobby: approx 208' x 42'
3. Provide samples of carpet – would prefer something that will not show stains (mainly from spilled beverages like coffee, soda, etc).
4. Removal and installation will need to be scheduled around the BOS Center event calendar.
5. Refer to diagrams at the end of this RFP.

SECTION VI – ADDITIONAL NOTICES

1. The Illinois Department of Labor prevailing rate of wages for Sangamon County is required for each craft or type of worker needed to execute the contract.
2. Responsible Bidder: Any entity submitting a bid shall include a complete, accurate, and truthful listing and description of all citations, complaints, summons, decisions, determinations, judgments, or other allegations or findings of any violation of state or federal laws, which protect health, safety, or welfare of workers, including but not limited to OSHA, FMLA, FLSA, ADA, ADEA, NLRA, the Federal Civil Rights Act, the Illinois Human Rights Act, the Illinois Wage and Hour Law, and the Prevailing Wage Act filed against it or any entity with whom it is submitting the bid.
3. If the lowest bidding local vendor is a responsible bidder and the lower bidders are not local vendors and if the local vendor's bid is higher than the nonlocal by no more than five (5) percent, then that local vendor shall be considered the local responsible bidder.

Main Lobby



Lower Level Lobby

