

**Date: January 27, 2026**

**RFB Number: RF01-2026**

**Purpose:**

McHenry County Mental Health Board (MCHENRY COUNTY MENTAL HEALTH BOARD (MCMHB)) is soliciting bids from firms to renovate two multi-stall bathrooms as well as a converting an office space into a single room bathroom in the single-story section of the building at 620 Dakota Street, Crystal Lake, IL 60012. The area to be renovated is estimated to total approximately 475 square feet with two bathrooms approximately 150 square feet each and an office space that is approximately 125 square ft. A facility floor plan is attached as Exhibit A. All dimensions are approximate. Vendors are responsible for verifying the field conditions during site visits. **This project is subject to the Illinois Prevailing Wage Act.** Vendor is responsible for certified payrolls. The Scope of Work for this project is fully described in the "Specifications-Scope of Services" section of this RFB.

The MCHENRY COUNTY MENTAL HEALTH BOARD (MCMHB) reserves the right to not select a vendor for this bid, or to submit a new RFB for re-defined services. The MCHENRY COUNTY MENTAL HEALTH BOARD (MCMHB) also reserves the right to begin negotiations with a selected vendor for all, or part of the bid components based on its selection criteria.

**General Requirements:**

Bids must be submitted on 8-1/2" x 11" paper. Minimum font size shall be 10-point, maximum number of pages is 10. Bids must include a mandatory cost breakdown, including labor, materials, permits and potential contingency. Attachments like insurance and certifications do not count toward page limit.

The McHenry County Mental Health Board will not fax the RFB to prospective vendors.

The McHenry County Mental Health Board will not be liable in any way for any costs incurred by respondents in replying to this RFB nor in preparing any requested cost bids during the negotiations to perform

**BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFB TITLE, TIME & DATE DUE FOR THE RFB.**

**Submission Location:**

McHenry County Mental Health Board  
620 Dakota Street  
Crystal Lake, IL 60012  
Phone: (815) 455-2828

**Contact Person:** Amanda Teachout, Deputy Director, McHenry County Mental Health Board

**Submission Date & Time:** Submittals received after the submittal time relative to this RFB will be rejected and returned unopened to the sender. The Mental Health Board's anticipated schedule of events for the project is indicated below:

Schedule of Events:	
January 29, 2026	RFB Available
January 29, 2026-February 16, 2026	Vendors' questions submitted in writing via email only to MCHENRY COUNTY MENTAL HEALTH BOARD (MCMHB)Purchasing@mc708.org by 3:00 PM.CST
January 29-February 18, 2026	Site Visits are available by appointment only. Contact Lori at 815-455-2828 to schedule.
February 17, 2026	Vendors' questions answered via email and posted on the Mental Health Board website by 3:00 PM CST.
February 20, 2026	RFB due in McHenry Co. Mental Health Board facility at 3:00 PM CST
February 23, 2026	Bid opening conducted via TEAMS at 11:00 am. There are no on-site bid opening. Details below.
Microsoft Teams Details	Meeting ID: 220 081 026 807 66 Passcode: 3KS7Lc2h <a href="#">Join the meeting now</a>

The McHenry County Mental Health Board anticipates issuing a Notice to Proceed on or about **March 6, 2026**. Substantial completion of the project is anticipated within **75 calendar days** from the Notice to Proceed. This timeline is provided for planning purposes and shall be confirmed during contract negotiations. This anticipated timeline is based on the requirement that at least one restroom remain operational at all times.

## **General Information:**

### **Definition:**

Request for Bids (RFB) is a method of procurement permitting discussions with responsible vendor and revisions to bids prior to award of a contract. Bids will be opened in public session. **Award** will be based on the criteria set forth herein.

### **Receipt and Handling of Bids:**

Submittals shall be opened in public by a McHenry County Mental Health Board representative.

### **Evaluation of Bids:**

The bids sent by vendors shall be evaluated solely in accordance with the criteria set forth in the RFB. Evaluation of bids will be done by the Executive Director, Deputy Director, and other designated McHenry County Mental Health Board staff. Bids will be evaluated on adherence to specifications set forth in this RFB, and price. This RFB is a competitive sealed bid with negotiations.

### **Discussion of Bids:**

The McHenry County Mental Health Board staff may conduct discussions and/or interviews with vendors who submit an acceptable submittal. Responders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of bids. During such discussions, the McHenry County Mental Health Board shall not disclose any information derived from one bid to any other vendor other than as may be required by the Open Meeting Act or the Freedom of Information Act.

All vendors are advised that in the event of receipt of an inadequate number of submittals that, in the opinion of the McHenry County Mental Health Board, require no clarification and/or supplementary information, such submittals may be evaluated without further discussion. Hence, submittals should be initially issued in the most complete and favorable terms that firms can offer to the McHenry County Mental Health Board.

### **Selection Procedure:**

On the basis of evaluations criteria set forth in this RFB, the McHenry County Mental Health Board under the process set forth in this RFB may identify one or more responsive and responsible vendors for negotiations prior to award. The McHenry County Mental Health Board shall then contact the vendor ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than two (2) first submit bids and the McHenry County Mental Health Board determines that one or both of those firms are so qualified, McHenry County Mental Health Board may proceed to negotiate a contract as permitted.

### **Notice of Unacceptable Bid:**

When the Mental Health Board determines a vendor's submittal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its submittal.

## **Terms and Conditions:**

### **Authority:**

This RFB is issued pursuant to applicable provisions of the McHenry County Mental Health Board Purchasing Policy approved August 28, 2018. All documents and communications relative to this RFB and any resulting contract shall be submitted to the Executive Director of the McHenry County Mental Health Board or the Executive Director's designee.

### **Reserved Rights:**

The McHenry County Mental Health Board reserves the right at any time and for any reason to cancel this RFB, to reject any or all bids, or to accept an alternate bid. The McHenry County Mental Health Board reserves the right to waive any immaterial defect in any bid. ***Unless otherwise specified by the offeror, the McHenry County Mental Health Board has no less than ninety (90) days to accept.*** The McHenry County Mental Health Board may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. In the negotiation process, the McHenry County Mental Health Board may require submission of best and final offers.

### **Negotiations:**

The McHenry County Mental Health Board reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFB. The McHenry County Mental Health Board may require the RFB and the offeror's bid be incorporated in full or in part as Contract Documents. This implies that the RFB and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the McHenry County Mental Health Board as contractually binding on the successful vendor.

### **Incurred Costs:**

The McHenry County Mental Health Board will not be liable in any way for any costs incurred by vendor in replying to this RFB.

### **Award:**

It is the intent of the McHenry County Mental Health Board to award this RFB to the most responsible and responsive vendor whose bid is determined to be the most advantageous to the McHenry County Mental Health Board, taking into consideration price and the evaluation criteria set forth herein below. Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFB, and other information or factors deemed relevant by the McHenry County Mental Health Board shall be used in the final award decision.

### **Criteria for Selection:**

All submittals in response to this RFB will be evaluated based on the following criteria:

Criterion	Weight
Total Cost	50%

Relevant Experience	20%
Proposed Schedule and Timeline	20%
Understanding of Scope & Compliance	10%

Proposed schedules that demonstrate compliance with the anticipated 75 calendar day completion timeframe and restroom phasing requirement will be evaluated more favorably.

**Non-Discrimination:**

The vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the vendor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended, if applicable. The vendor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

**Security:**

The vendor represents and warrants to the McHenry County Mental Health Board that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The vendor further represents and warrants to the McHenry County Mental Health Board that the vendor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The vendor hereby agrees to defend, indemnify and hold harmless the McHenry County Mental Health Board, the County of McHenry, the Corporate Authorities, and all County of McHenry or the McHenry County Mental Health Board elected or appointed officials, officers, employees, agents, representatives and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys’ fees and costs) arising from or related to any breach of the foregoing representation and warranties.

**Purchase Extension:**

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor. The McHenry County Mental Health Board shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

**Protest Procedures:**

Any bidder who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Executive Director of the McHenry County Mental Health Board. To be considered, the protest must be received by the McHenry County Mental Health Board ten (10) days prior to the stated submittal opening. Any adversely affected or aggrieved vendor shall have five (5) days from the date of the submittal opening to file a written protest regarding the

intent to award the contract under this RFB. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

**Addendum:**

Should the vendor require any additional information about this RFB, please email any questions by the deadline as outlined in the Schedule of Events to MCHENRY COUNTY MENTAL HEALTH BOARD MCMHBpurchasing@mc708.org. ANY AND ALL changes to these specifications are valid only if they are included by Written Addendum to All bidders. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. All addenda are posted on the McHenry County Mental Health Board's website at [www.mc708.org](http://www.mc708.org). Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this RFB as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a submittal.

**Taxes:**

The McHenry County Mental Health Board is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

**Payments:**

Unless otherwise agreed in writing with the MCHENRY COUNTY MENTAL HEALTH BOARD (MCMHB) the vendor shall furnish the McHenry County Mental Health Board with an itemized invoice. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

**Qualifications:**

Relevant project experience, logistical capabilities and other relevant support data regarding the vendor and assigned personnel must be included.

**Vendor Responsibilities:**

The selected vendor will be required to assume responsibility for all services offered in this bid. The McHenry County Mental Health Board will consider the selected vendor to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from this RFB may not be assigned, in whole or in part without written consent of the McHenry County Mental Health Board. If the vendor attempts to make such an assignment without the written consent of the McHenry County Mental Health Board, the vendor shall nevertheless remain legally responsible for all obligations under the Contract.

**Interpretation or Correction of Request for Bid:**

Vendors shall promptly notify the Executive Director of the McHenry County Mental Health Board of any

ambiguity, inconsistency or error which they may discover upon examination of the RFB. Interpretations, corrections, and changes to the RFB will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

**Law Governing:**

Any contract resulting from this RFB shall be governed by and construed according to the laws of the State of Illinois. Venue for disputes will be McHenry County, Illinois.

**Recourse for Unsatisfactory Materials:**

Payment shall be contingent upon the McHenry County Mental Health Board's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the McHenry County Mental Health Board's satisfaction by the successful bidder at no additional charge.

**Warranty:**

The successful vendor shall provide a minimum one (1) year warranty on all workmanship and materials commencing upon final acceptance of the project.

**Cancellation:**

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The McHenry County Mental Health Board will give written notice of unsatisfactory performance and the vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the McHenry County Mental Health Board deems the vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellation shall not limit the McHenry County Mental Health Board's right to seek any other remedies allowed by law.

The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the McHenry County Mental Health Board in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the McHenry County Mental Health Board thirty (30) days after written notification of termination from the McHenry County Mental Health Board.

**Rejection of Bids, Waiver of Irregularities:**

The McHenry County Mental Health Board reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the McHenry County Mental Health Board. Any such decision shall be considered final.

**Insurance:**

**General:**

The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that is (are) acceptable to the McHenry County Mental Health Board, which generally requires that the company(ies) be assigned a Best's Rating of A+ or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for
  - i. the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Contractors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:
  - ii. \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
- b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:
  - i. \$500,000 per occurrence combined single limit for:  
Bodily Injury Liability and Property Damage Liability;
- c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$1,000,000 for each incident.
- d) Professional Liability Insurance with \$1,000,000 per occurrence and \$2,000,000 in aggregate

**Certificates of Insurance:**

The successful bidder agrees that with respect to the above-required insurance that:

- (a) The McHenry County Mental Health Board shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The McHenry County Mental Health Board shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;



- (d) Name the McHenry County Mental Health Board, the County of McHenry as an additional insured and the address for certificate holder **must read** exactly as:

McHenry County Mental Health Board

620 Dakota Street

Crystal Lake, IL 60012

and

County of McHenry, **a body politic**

2200 N. Seminary Avenue

Woodstock, IL 60098

- (e) Subcontractors, if any, comply with the same insurance requirements.

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County Mental Health Board

620 Dakota Street

Crystal Lake, IL 60012

The McHenry County Mental Health Board shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the certificate evidencing renewals or changes to said policies of insurance at least thirty (30) days prior to the expiration or cancellation of any such policies.

The McHenry County Mental Health Board and the County of McHenry shall both be named as additional insured on all liability policies, and the parties acknowledge that any insurance provided by the successful proposer shall be primary and non-contributory to any other coverage provided to the McHenry County Mental Health Board and the County of McHenry.

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The McHenry County Mental Health Board shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

**Hold Harmless Clause:**

The vendor agrees to indemnify, hold harmless and defend the County of McHenry and the McHenry County Mental Health Board, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the McHenry County Mental Health Board, the County of McHenry, their agents, servants, or employees or any other person indemnified hereunder.

**Choice of Law and Venue:**

Any disputes under a resulting contract, will be resolved in the County of McHenry, Illinois. Any resulting contract shall be governed under the laws of the State of Illinois.

**Specifications****General Conditions-**

**Restroom Phasing Requirement:** At least one restroom shall remain fully operational and accessible to staff, clients and visitors at all times during construction. The vendor shall be responsible for sequencing and phasing the work to meet this requirement and shall include a proposed phasing plan and construction schedule with its bid.

All permits fees and inspection costs shall be included in the bid price.

**Scope of Services – Existing Bathroom renovations**

- Obtain any necessary permits for project
- Demolition-removal of old sink, old toilets and removal and external disposal of materials
- Install new sink and counter space, new toilets with lever flush
- Complete plumbing, including building water supply and waste lines, fixture installation, and coordination with existing layout
- Electrical—any necessary lighting, hand dryers, and needed exhaust fan requirements
- RegROUT existing tile

- Finishing-Tile, paint, ceiling and accessories
- Ensure changes comply with ADA requirements
- Cleanup-final cleaning and debris removal
- **Project must be bid at prevailing wages**

**Scope of Services- conversion of office to single user bathroom**

- Obtain any necessary permits for project
- Demolition-removal of existing office space
- Construction of single use ADA compliant bathroom stall including toilet, tile, and sink utilizing water source from room next door
- Complete plumbing, including building water supply and waste lines, fixture installation, and coordination with existing layout
- Electrical—any necessary lighting, hand dryers, and needed exhaust fan requirements
- Finishing-Tile, paint, ceiling and accessories
- Ensure changes comply with ADA requirements
- Cleanup-final cleaning and debris removal
- **Project must be bid at prevailing wages**

**RFB Submittal Requirements:**

The following submittal format must be adhered to for your bid to be considered completed:

- One (1) original copy of the bid, signed by an individual entitled to represent the vendor, empowered to submit the RFB, and authorized to sign a contract with the MCHENRY COUNTY MENTAL HEALTH BOARD (MCMHB).

- Itemization of costs/supplies
- Summarize any additional information regarding the vendor that MCHENRY COUNTY MENTAL HEALTH BOARD (MCMHB) should consider in making its decision.

**Exhibit A: McHenry County Mental Health Board Floor Plan**

**BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFB TITLE, TIME & DATE  
DUE FOR THE RFB**



