



**MAINTENANCE DEPARTMENT
WORK ORDER REQUEST FORM**

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The Properties Committee has authorized the use of the WORK ORDER REQUEST FORM for all non-emergency maintenance projects in which costs are estimated to exceed \$1,500.00. The FORM is designed to 1) provide the scope of the work requested, 2) estimated costs, and 3) serve as a source document for approval by the Properties Committee. Please complete Sections 1 & 2 and submit the Form to Maintenance Supervisor, Greg Saunders at gsaunders@countyoflee.org.

SECTION 1: REQUESTOR

Date of Request: November 7, 2022 Preferred Completion Date: December 31, 2022
Department: Judicial Contact Name: Bonnie Rodriguez
Contact Email: brodriguez@countyoflee.org Phone: 815-284-5258

SECTION 2: REQUESTED WORK

Lee County Facility New Courthouse Specific Location Judges Hallway, Jury & Conf. room

Description of work requested, including any scheduling considerations:
New carpeting furnished and installed. Removal of existing carpet. Please note the hallway was part of prior request on October 20, 2022. This request also had prior approval - carpet has been ordered...waited for final quote.

Do you have funds available for this work? NO YES Available funds: \$ _____

SECTION 3: MAINTENANCE DEPARTMENT

Describe materials, contractors, maintenance staff hours, and funds necessary costs for the project. Attach relevant documents such as contractor bids/quotes.

Estimated Total Cost \$ 19,950 Estimated Total Staff Hours: 5

Comments:
The need to remove furniture is limited to jury room as no other furniture exists in area.

SECTION 4 PROPERTIES COMMITTEE AUTHORIZATION

Chair: _____ Date: _____ \$ _____

Comments:

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329 IL Route 2
Dixon, IL 61021
T: 815-284-3933
F: 866-314-9807

Invoice 65408

Name of Job: Lee County Courthouse Date: October 19, 2022
Location: Judges Office Hallway, Jury Room, and Conference Break Room
Submitted to: Judge Jacquelyn Ackert

Subject to all terms and conditions herein contained, we submit the following proposal:

We propose to furnish and install the following:

- Furnish and install Mohawk, Timeless Tailored, Distressed Twill, Color Charcoal 12" x 36" carpet tile.
- Remove existing carpet and prepare floors.
- Install 4.5" Cove Base, Color: Black.

We propose to furnish material and labor with the above specifications for the sum of: \$19,950.

IF CONTRACT IS ACCEPTABLE, PLEASE SIGN BELOW AND FAX IT BACK SO WE CAN PROCESS THE ORDER

Terms of Payment: 50% Down Payment. The balance will be billed as the work is performed. Terms of Payment shall be: Cash 15 days -- without discount on all work started and completed in one calendar month. On all other work: On the 10th day of each month, the full contract price of all materials and labor furnished during the preceding month. All amounts not paid when due shall be subject to a service charge of 1 ½ percent per month. If the work is temporarily interrupted or its completion delayed by you, said balance shall become due and payable 10 days thereafter.

This proposal may be accepted within 30 days of its date, and will become a binding contract upon such acceptance by purchaser subject to review by seller. Please contact us for confirmation if time runs beyond 30 days.

There are no representations, promises, warranties or agreement, not expressed herein.

Signature: _____ Date: _____

Name: _____

Title: _____