



In-Place Property Committee

Max Schneider, Chairman
James Carius Community Room
Wednesday, February 25, 2026
During County Board Meeting

I. Roll Call

II. New Business

P-26-05 A. Recommend to approve the service counter replacement project in the Circuit Clerk's Office

III. Recess

Members: Chairman Max Schneider, Vice-Chair Eric Stahl, Dave Mingus, Nancy Proehl,
Mike Harris, Eric Schmidgall, Jon Hopkins, Kim Joesting

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Property Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County's Property Committee recommends to the County Board to approve the service counter replacement project for the Circuit Clerk's Office; and

WHEREAS, P.J. Hoerr is working on the project design with Benchmark Cabinets & Millwork with electrical work by Foster Jacob at a total project cost of \$54,288.67; and

WHEREAS, P.J. Hoerr will oversee this project through our existing relationship with them as construction manager over renovations and property improvements to Tazewell County's existing buildings and properties; and

WHEREAS, the project is funded in the FY26 Capital Improvement Plan Fund with a budget of \$47,000; and

WHEREAS, the County Administrator recommends approving the bid and is authorized to proceed with the project.

THEREFORE BE IT RESOLVED that the County Board approve the service counter replacement project for the Circuit Clerk's Office.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, Finance Office, Circuit Clerk, Facilities Director and Auditor of this action.

PASSED THIS 25th DAY OF FEBRUARY, 2026.

ATTEST:

Tazewell County Clerk

Tazewell County Board Chairman



Peoria Office: 107 N. Commerce Place, Peoria, IL 61604 • Phone: 309.688.9567 • Fax: 309.688.9556

Bloomington/Normal Office: 117 Merle Lane, Normal, IL 61761 • Phone: 309.888.9567 • Fax: 309.888.9556

January 30, 2026

Mindy Darcy
 County Administrator / Finance Director
 Tazewell County

Re: Proposal
 Tazewell County Courthouse - Circuit Clerk Upgrades

Dear Mindy,

Below is the cost for the above referenced project.

Scope

- Set up dust barrier as needed
- Dumpster
- Casework/countertops (see Benchmark proposal)
- Demolition of existing worksurfaces and rework floor to allow for installation of casework
- Install casework/countertops/base
- Electrical figured T&M not to exceed \$10,000 (see Foster Jacobs proposal)
- Clean up

Circuit Clerk Upgrades	\$ 54,288.67
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	Labor	Dumpster	Material	Sublet	PM	Procure	Fee	TOTAL
\$	8,843.00	\$ 500.00	\$ 900.00	\$ 40,872.00	\$ 1,722.00	\$ 46.00	\$ 1,405.66	\$ 54,288.67
	66 Est. PJH Hrs				14 PM Hrs	0.09%	2.75%	

Notable Assumptions:

- This pricing is valid for 30 days.
- The owner will allow access at the facility, includes overtime rate
- This proposal does not include identification, abatement or remediation of any hazardous materials.
- Excludes all cutting and patching that may be necessary to run more circuits
- Excludes painting and flooring
- This proposal does not include Performance and Payment Bonding.
- This proposal does not include sales tax.
- Builders Risk Provided by Owner.

If you have any questions about the above information do not hesitate to contact our office.

Sincerely,

Charlie Waibel
 P. J. Hoerr, Inc.



RFCO 01

5913 W. Plank Rd
 Peoria, IL 61604
 PH: 309-697-5855
 FAX: 309-697-5857
 Email: bstoehr@bmc5913.com

Project Name: Tazewell County Circuit Clerk
Additional Trim for Wall

Date: January 29, 2026

BMC Job # 4038
Quotation valid until: February 28, 2026
Prepared by: Brent Lewandowski

ATTN: Charlie Waible
SUBMITTED TO: PJ Hoerr

Description	AMOUNT
Trim Added to Circuit Clerk Desk 60 Profile A + Finishing 60 Profile B + Finishing 60 Profile C + Finishing 174 Profile D + Finishing 60 Profile E + Finishing 60 Profile F + Finishing 20 BF 4/4 Rift White Oak 45 Hours to Apply Additional Moulding	\$ 2,040.00
Total Additions (Credits) to Contract.....	\$ 2,040.00
If Taxable ADD.....	\$ 168.30
EXCLUSIONS: Installation Structural Engineering	

PROPOSAL

Project Name: **Tazewell County Circuit Clerk Upgrades**

Date: September 26, 2025

BMC Quote # 8658

Quotation valid until: October 26, 2025

Prepared by: Brent Lewandowski

ATTN: Charlie Waible
SUBMITTED TO: P.J. Hoerr

Description	AMOUNT
<p><u>Circuit Clerk Upgrades</u> 43 LF Wall Framing and Plastic Laminate Back 150.5 SF White Oak Veneer Paneling at Face 1 White Oak Veneer Gate 2 Gate Hinges (Hager 1303 Double Acting Hinge) 6 Locks for Cash Drawers 6 Plastic Laminate Cabinets 36" Wide Open 4 Plastic Laminate Cabinets 30" Wide 4 Drawer 70 Square Feet of Solid Surface Countertop</p> <p>Assumptions: - Customer side of wall is stained wood veneer to match an available plastic laminate color. - Employee side of wall is plastic laminate. - All cabinets are plastic laminate. - This price includes all new solid surface in Corian "Limestone Prima" in attempt to match the existing marble. - No Actual Marble included in this bid. I am still working on getting a price for it, but its taking longer than expected, and wanted to get this base price out.</p>	
<p>Total Price Measured, Manufactured, and Delivered.....</p>	<p>\$ 28,832.00</p>
<p>If Taxable ADD.....</p>	<p>\$ 2,378.64</p>
<p>Alternate #1 - Change Wood Veneer to Plastic Laminate</p>	
<p>DEDUCT.....</p>	<p>\$ (2,903.00)</p>
<p>If Taxable DEDUCT.....</p>	<p>\$ (239.50)</p>
<p><u>EXCLUSIONS:</u> Installation Restoring/Reusing Existing Gate from Basement Restoring/Reusing Existing Marble Slabs</p>	



826 W. Main St.
 Peoria, IL 61606
 (P) 309-674-8129
 (F) 309-674-6890
 www.fosterjacob.com

Date: 10/30/2025
 Page: 1 of 2
 Estimator: Emily

Bid Proposal

Project: Tazewell County Circuit Clerk

Divisions Included: 26 and 27

Included Not Included

- Sales Tax
- Performance & Payment Bond
- OCP Policy
- FJ standard insurance policy naming Contractor and Owner as additional insured.
- Dumpster FBO for our use at no cost.
- Concrete, asphalt, sidewalks, floors, pavement cutting and patching for our work including pole bases, equipment pads, cutting of electrical items, plugging or patching any existing conduit penetrations, and any excavations or forming, whether shown or not.
Excavation Note - If doing our own excavation, proposal is based on normal soil conditions for trenching, auguring and excavation. If FJE encounters rock, debris, old foundations, high water, loose or unstable soil conditions, additional charges will be added respectively.
- Any unforeseen electrical items, buried within concrete or underground, that is not shown on the drawings, is not included and we will expect to be in a change order, as necessary.
- Utility charges for temporary power, permanent power or tel/data service
- Temporary power and lighting per OSHA requirements only. Power is for normal 120V hand tools rated at 1kW or less. Additional power and lighting is paid for by party requiring it. This added power need will be chargeable to the GC. We will not work directly for the party needing this added service. Usable metered 120/240V power must be available within 30ft of the building before we install temp power.
- Quantity of job site trailer connections, not including ours. Available utility power must be on site and within 30ft at no charge to FJ before connection will occur.
- Overtime or shift work, if specified.
- Overtime or shift work due to job delays without additional compensation.
- Liquidated Damages



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Bid Proposal

Project: Tazewell County Circuit Clerk

<u>Included</u>	<u>Not Included</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/> HVAC Controls, unless shown on "E" drawings.
<input type="checkbox"/>	<input checked="" type="checkbox"/> Painting
<input checked="" type="checkbox"/>	Demo as described below: Make power safe and removal of electrical items by Foster-Jacob. Dumpster FBO.
<input checked="" type="checkbox"/>	Electrical Permit if required.
<input type="checkbox"/>	<input checked="" type="checkbox"/> Allowances, Contingencies and/or Unit Prices - Unless noted below in Clarifications.
<input checked="" type="checkbox"/>	Addenda Received:
<input type="checkbox"/>	<input checked="" type="checkbox"/> 3D Revit and any CAD drawings. We will provide input for the party developing these drawings

Clarifications

1. Excluding all cutting and patching that may be necessary to run more circuits.
2. Figuring time and a half only - No Sunday or Holiday double time.
3. Due to the uncertainty of the existing and how many new circuits are needed, this is a budget price. If we see we may go over, we will have the conversation before proceeding further.

Base Bid: **\$10,000.00**

This Proposal is Valid for 30 Days From Date on Proposal.



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Bid Proposal

Project: Tazewell County Circuit Clerk

****Due to the increasing rise in copper, aluminum, steel and PVC products, Foster-Jacob, Inc. reserves the right to review and adjust all material pricing on a daily basis. Bid is based on the daily market rate for goods and commodities reflected by the submitted date of this proposal. Foster-Jacob, Inc. reserves the right to increase said bid accordingly to reflect the market rates on the day of receipt of the Purchase Order. Charges will be shown in documentation through commercial quotes, invoices, and/or receipts for such goods and commodities, if applicable. Bid is subject to the terms of a mutually acceptable contract.**

Please call **Project Manager/Estimator** with any questions.



4038 Tazewell County Circuit Clerk

Address: 342 Court St #204, Pekin

Manufacturer/Finisher Firm Name: Benchmark Cabinets & Millwork
Contact Name: Brian Myers
Email: Bmyers@bmc5913.com
Phone: 309-697-5855

Master Hardware Schedule

Item	Manufacturer	Description	Model #	Finish/Remarks
Pull	TBD...Please Advise	4" Wire Pull	TBD....Please Advise	TBD....Please Advise
Shelf Pins	Pro Value Series	5mm Spoon Shape Shelf Support	IF711NP-C	Nickel
Drawer Slide	Accuride	Classic Side Mount	3832E-##	Clear Zinc
Lock Core	CompX Timberline	Master Keyed Lock Plug	TLLP700-100TA	TBD....Please Advise
Lock Body	CompX Timberline	Cylinder Body Type 170	TLCB170	N/A
Lock Bezel	CompX Timberline	Bezel	TLBZ700	TBD....Please Advise
Door Bumpers	Pro Value Series	Sound Dampening Bumpers	PJBS-33SD-P	Clear
Grommets	Bainbridge	2- 1/2" Grommet	1031	TBD....Please Advise
Gate Hinge	Hager	Double Acting Spring Hinge	1303	TBD....Please Advise

Finish Schedule

Item	Description	Location	Samples to Submit
WD1	White Oak - Stained to Match Courtroom	Circuit Clerk Desk Customer Side	
PL1	TBD....PLEASE ADVISE	Circuit Clerk Desk Employee Side	
SS1	TBD....PLEASE ADVISE	Circuit Clerk Desk Countertops	



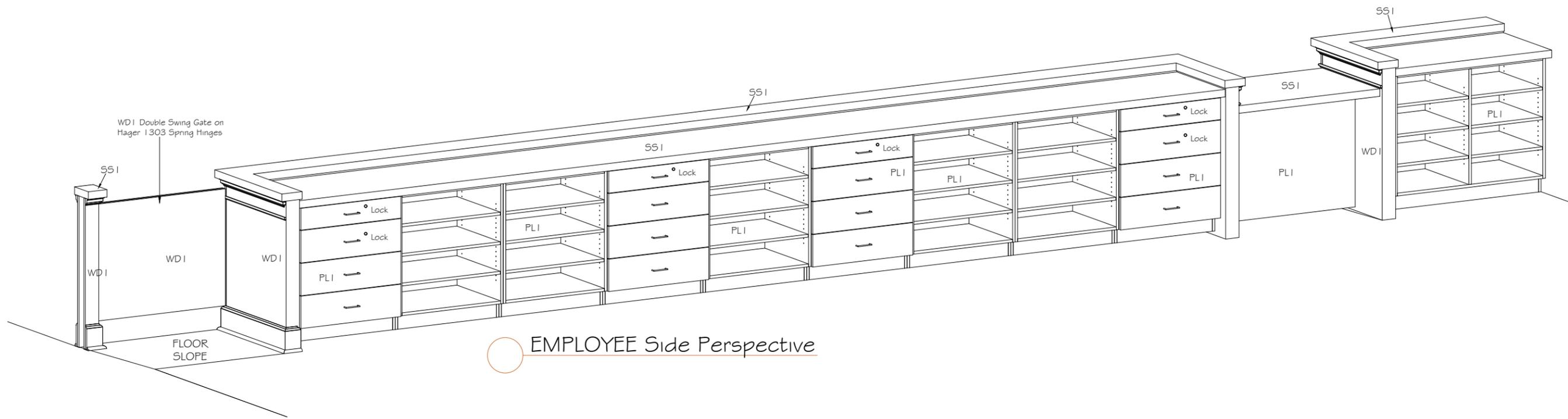
PICTURE OF COURTROOM MILLWORK
Circuit Clerk Desk.....WD1 to Match Style, Wood Species, and Staff from Courtroom

Project Title: Tazewell Circuit Clerk
Project Number: 4038
Project Address: 342 Court St #204, Pekin
Project Phone: _____
Project E-Mail: _____
Contractor: PJH
Sheet Title: _____

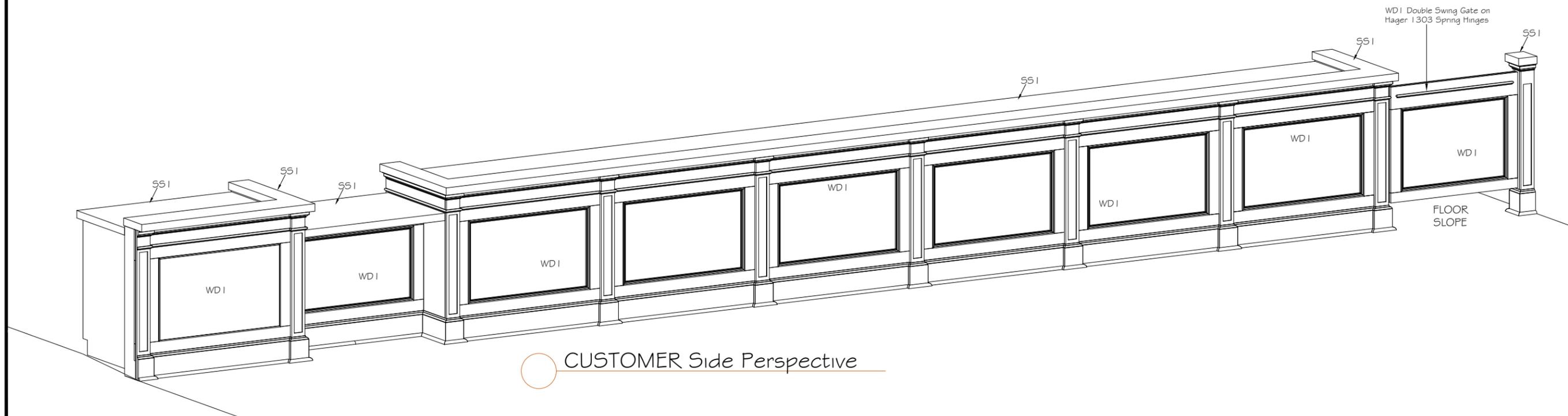
REVISIONS:			
No.	Date:	By:	Description:
1	1-15-26	Bryant	Submittal
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4038 Tazewell County Circuit Clerk



EMPLOYEE Side Perspective



CUSTOMER Side Perspective

BENCHMARK
Cabinets & Millwork, Inc.



FINISH	DESCRIPTION
WD1	White Oak- Stain to match Courtroom
PLI	TBD....Please Advise
SS1	TBD....Please Advise

Project Title: Tazewell Circuit Clerk
 Project Number: 4038
 Project Address: 342 Court St #204, Pekin
 Project Phone: _____
 Project E-Mail: _____
 Contractor: PJH
 Sheet Title: _____

REVISIONS:			
No.	Date:	By:	Description:
1	1-15-26	Bryand	Submittal
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