

# **Lawrence County Board of Commissioners**



## **Lawrence County Courthouse Repairs**

**RFP No. 2026-Courthouse Repairs  
Resolution Date: January 20, 2026**

**Proposal Opening Date/Time:  
March 2nd, 2026 - 10:00AM**

**At the Lawrence County Commissioners' office located at  
111 S. Fourth St., Ironton, OH 45638**

**Contact for Proposal Questions:  
Dylan Bentley  
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Email [dbentley@lawrencegov.org](mailto:dbentley@lawrencegov.org)**

## 1. Purpose

The Lawrence County Board of Commissioners is soliciting sealed proposals from qualified contractors to provide all labor, supervision, materials, and equipment necessary for the repair of the **Lawrence County Recorder's Office, Old Treasurer's Office, and Old Maintenance Shop**, located at **111 South 4th Street, Ironton, Ohio**.

## 2. Scope of Work

The successful contractor shall provide all services necessary to complete the project in accordance with industry standards, applicable building codes, and specifications outlined below.

### Project Components Include:

#### **Recorder's Office (2<sup>nd</sup> Floor)**

- **Demolition and Preparation**
  - Remove existing textured drywall paneling in the Recorder's Office, break room, two office spaces, and two records rooms.
  - Remove all existing ceiling pads and grid.
  - Patch and paint walls where paneling has been removed.
  - Remove (1) unused door from office; frame and patch the door frame and wall.
  - Construct a drywall bulkhead over existing shelving in the Records Room.
  - Removal of shelving /cabinetry in both records rooms.
  - Removal of sink from back records room.
- **Finishes**
  - Install counter height barrier swing door attached to existing entryway counter and adjacent wall.
  - Install new ceiling grid and pads to match the Auditor's Office's ceiling height and aesthetics.
  - Provide and install approximately **230 feet of baseboard trim and door trim for three doors**. Must use matching keys for trim work – provided by County.
  - Patch, prime, and paint all areas of Recorder's Office to a uniform finish.
  - Install new shelving sized appropriately for Recorder's Records books in both records room from floor to ceiling on all walls to match existing shelving construction and finishes in Auditor's Office (specifically those in the Real Estate Division / "Front Office").
  - Replace (4) Formica countertops
  - Enclose pipes in back records room, still allow for reasonable access to pipes.
- **Electrical**
  - Provide electrical demolition and reinstallation as required for the renovation that brings office to current code.
  - Replace all existing lights and install **LED 6" recessed lights to code** throughout the entire Recorder's Office.

- Install hanging light fixtures, similar in design and style to Auditor's office, to code. Minimum (8) fixtures placed throughout office as directed by Facilities Director.
- Install **5 occupancy sensor dimmer switches** and other switches as specified.
- Relocate existing fire alarm devices as needed.
- Install exhaust fan/light combo in the restroom.
- Reuse existing circuits where feasible.
- Exclude low-voltage, data, security, or access control work (unless priced separately as optional add-ons).
- Add telephone drops
- **Plumbing**
  - Install sink and faucet in break room.
- **HVAC**
  - HVAC reconfiguration to accommodate the new ceiling.

### **Old Treasurer's Office (2<sup>nd</sup> Floor)**

- **Demolition and Preparation**
  - Remove all existing paneling in the main area, break room, and back-office space
  - Remove all existing ceiling pads and grid.
  - Patch and repair walls where paneling has been removed if needed.
  - Remove shelving from back kitchen area
  - Remove service (teller) window and accompanying shelving and counter space. Replace with storefront single door and accompanying sidelight glass panels.
  - Remove existing entry door to space. Replace with framing to match existing exterior aesthetics.
- **Finishes**
  - Install new ceiling grid and pads to match the Auditor's Office's ceiling height and aesthetics.
  - Provide and install **baseboard trim** and **door trim for entire office**. Must use matching keys for trim work – provided by County.
  - Patch, prime, and paint all areas of office, back office, and kitchen to a uniform finish.
- **Electrical**
  - Provide electrical demolition and reinstallation as required for the renovation that brings office to current code.
  - Replace all existing lights and install **LED 6" recessed lights to code** throughout the entire Office.
  - Install hanging light fixtures, similar in design and style to Auditor's office, to code. Minimum (4) fixtures placed throughout office as directed by Facilities Director.
  - Relocate existing fire alarm devices as needed.
  - Install exhaust fan/light combo in the restroom.
  - Reuse existing circuits where feasible.
  - Exclude low-voltage, data, security, or access control work (unless priced separately as optional add-ons).

- Add telephone drops
- **HVAC**
  - HVAC reconfiguration to accommodate the new ceiling.

### **Old Maintenance Room (1<sup>st</sup> Floor)**

- **Demolition and Preparation**
  - Remove all existing ceiling pads and grid.
  - Remove all existing wall paneling
  - Fur existing walls to prepare for sheetrock
  - Install sheetrock in entire space.
- **Finishes**
  - Install new ceiling grid and pads to match the Auditor's Office's ceiling height and aesthetics (as close as possible).
  - Provide and install **baseboard trim** and **door trim for entire office**. Must use matching keys for trim work – provided by County.
  - Prime, and paint all areas of office to a uniform finish.
- **Electrical**
  - Provide electrical demolition and reinstallation as required for the renovation that brings office to current code.
  - Replace all existing lights and install **LED 6" recessed lights to code** throughout the entire Office.
  - Install hanging light fixtures, similar in design and style to Auditor's office, to code. Minimum (2) fixtures placed throughout office as directed by Facilities Director.
  - Relocate existing fire alarm devices as needed.
  - Reuse existing circuits where feasible.
  - Exclude low-voltage, data, security, or access control work (unless priced separately as optional add-ons).
- **Plumbing**
  - Raise HVAC drains above ceiling grids
- **HVAC**
  - HVAC reconfiguration to accommodate the new ceiling.

### **ALL OFFICES:**

- Mobilization, demobilization, and dumpster service.
- Maintain site cleanliness and debris removal throughout the project.
- Perform all work during regular weekday business hours (no nights, weekends, or holidays unless preapproved).

## **3. Site Visit**

Visits will be held as needed or requested.

## 4. Proposal Requirements

Proposals must include:

- Lump-sum bid amount (inclusive of all materials, labor, and equipment).
- Itemized cost breakdown (labor, materials, electrical, trim, mobilization, etc.).
- Project timeline and estimated completion date.
- Company background, relevant experience, and references.
- Proof of insurance (general liability and workers compensation).
- W-9 and any applicable contractor licensing.

## 5. Project Schedule

- **Estimated Start Date:** The project commencement date shall be established by the County through issuance of a written Notice to Proceed
- **Substantial Completion:** 180 days from Notice to Proceed

Contractors must confirm ability to meet this timeline in their proposals.

## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Responsiveness to scope and specifications.
- Cost competitiveness.
- Contractor experience and qualifications.
- Ability to meet schedule and work within active office conditions.
- References and past performance with similar public renovation projects.

## 7. Payment Terms

Payment will be made in full within **sixty (60) days** following submission of a valid invoice and acceptance of work by the County.

## 8. Terms and Conditions

County Rights

- The County reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the County.
- Any modification of scope must be approved in writing by the Lawrence County Commissioners.

Compliance

- Work must comply with all applicable codes, all prevailing wage documentation, ADA standards, and county policies.
- The awarded contractor will be required to enter into a standard County contract and will be subject to approval by the Lawrence County Prosecutor's Office.

#### Insurance Requirements

- The contractor and subcontractors shall maintain insurance coverage consistent with industry standards for performance contracting, including but not limited to: Commercial General Liability, Automobile Liability, and Workers' Compensation.

#### Indemnification

- The contractor and all subcontractors shall indemnify and hold harmless the County, its officers, and employees from and against claims, damages, losses, and expenses, including attorney's fees, but only to the extent caused by the negligence or willful misconduct of the project awardee, its subcontractors, or anyone directly or indirectly employed by them.

#### Termination For Cause:

- The County may terminate the contract if the project awardee materially fails to perform in accordance with the contract requirements, following written notice and a reasonable opportunity to cure.

#### Dispute Resolution:

- Both parties shall attempt to resolve disputes through direct negotiation in good faith. If unresolved, disputes shall be submitted to non-binding mediation prior to either party pursuing remedies in a court of competent jurisdiction.

#### Governing Law

- This RFP and any resulting contract shall be governed by the laws of the State of Ohio.

#### Correction Period and Warranties

- The project awardee shall correct defects in materials or workmanship for a period of one (1) year from substantial completion. Manufacturer warranties shall apply where longer coverage is provided.

## 9. Submission Instructions

Sealed proposals must be submitted to:

**Lawrence County Commissioners Office**

111 South 4th Street, Ironton, OH 45638

**Attn:** RFP No. 2026-Recorder

Proposals must be received by **March 2<sup>nd</sup>, 2026, at 10:00am**. Late submissions will not be accepted.