

COUNTY OF TUSCOLA

DEPARTMENT OF BUILDINGS & GROUNDS

207 E. Grant St
Caro, Michigan 48723-1660
(989)672-3756

MICHAEL MILLER
Director

THOMAS McLANE
Assistant Director

TO: INTERESTED CONTRACTORS

FROM: MIKE MILLER

DATE: NOVEMBER 1st, 2010

RE: MOVING DEPARTMENTS

Tuscola County will be accepting bids on the moving of 9 departments to new locations within current buildings and to a new County building in downtown Caro. The following specifications shall be considered in your bid:

- Contractor is responsible to provide all tools, equipment and vehicles needed.
- The move will happen in stages – More information to follow.
- The County will be responsible for boxing the following contents of: filing cabinets, desks, book shelves, and storage cabinets and boxing personal items.
- Contractor is responsible to move all of the department's equipment and packed boxes to their new location.
- Contractor is responsible for disassembling office furniture from the current location and reassembling at the new location.
- County will have department employees on duty during the move to assist Contractor to insure proper placement of items at their new locations.
- Contractor shall allow for time to rearrange furniture at new locations if needed.
- Contractor shall pack and move then install on new shelving the record books in the Register of Deeds vault; contractor shall meet with the Register to ensure the safety of these records.
- Contractor shall use qualified personnel.
- Contractor is to be insured, and provide proof of insurance.
- Contractor is to complete each move on the Saturday of the weekend indicated below.

Offices moving and locations:

- Controller, Equalization offices are moving from the Annex to the H.H. Purdy building in downtown Caro.
- Drain Commissioner, Register of Deeds, and the Treasurers offices are moving from the Courthouse to the H.H. Purdy building.
- The Clerk will move from their current location in the Courthouse to the current Register of Deeds office in the Courthouse.
- The Friend of the Court is moving from their current building to the Courthouse.
- The Prosecutor office is moving from the Courthouse to the Annex building.
- Adult Probation is moving from their current building to the Courthouse.

- H.H. Purdy building – 125 W. Lincoln St. caro, MI
- Friend of the Court current location - 449 Green St. Caro, MI
- Annex – 207 E. Grant St. Caro, MI
- Courthouse – 440 State St. Caro, MI
- Adult Probation – 141 S. Almer St. Caro, MI

Move stages will be as follows:

- The Controller, Equalization, and Drain offices will be moved to the H.H. Purdy building on the weekend of December 4th.
- The Register of Deeds and the Treasurer office will move on the weekend of December 11th.
- The Clerk, Prosecutor, Friend of the Court, and Adult Probation will move next January or February.

All contractors who want to bid on this proposal must attend a walk through on November 12th, 2010 at 10 am, beginning in the Board room at the County Annex building.

Sealed proposals shall be submitted to the Tuscola County Annex building, 207 E. Grant Street, Caro, MI 48723 no later than 4:30 pm November 19th, 2010. Proposals will be presented at the Board of Commissioner meeting on November 23rd, 2010 for approval.

Please call me at 989-672-3756 if you have any questions.

Disclaimer

"Tuscola County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel.

The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the offer can propose. There will be no best and final offer procedure. The County does reserve the right to contact an offer for clarification of its proposal."