

COUNTY OF TUSCOLA
DEPARTMENT OF BUILDINGS AND GROUNDS

207 E. GRANT ST
CARO, MI 48723

MICHAEL MILLER
Director

THOMAS MCLANE
Assistant Director

TO: INTERESTED CONTRACTORS

FROM: MIKE MILLER

DATE: FEBRUARY 7th, 2011

RE: DEPARTMENT REMODELING

Tuscola County will be accepting bids on the remodeling of office space, related to County departmental moves. The following specifications shall be considered in your bid:

1. Contractor is responsible for all needed permits, drawings and must follow all local, State and Federal codes.
2. Contractor is to field verify measurements before beginning work.
3. Contractor shall be insured and provide copy of liability insurance.
4. Contractor is to provide all necessary materials, and equipment.
5. All work is to be completed by qualified personnel.
6. Contractor is responsible for cleaning of the job site.
7. All demolition, construction, and or work that could disrupt court proceedings, in the Courthouse only, shall be performed after hours.

The Annex building is to be remodeled for the County Prosecutors Office.

CONSTRUCTION

1. The former Board room shall be split into 4 12x12 offices.
2. The front counter/mail room is to be removed and 2 12x12 offices are to be built
3. A new lobby will be constructed approximately 12x13.
4. The new door from the lobby to the interior office area shall have an electronic entry system that can be operated from the reception desk.
5. A new 3x3 reception window shall be installed with a minimum level 3 bullet resistance.
6. Reception wall facing the lobby shall have fiberglass bullet resistant panels with a minimum level 3 protection installed on entire wall and then covered with half inch drywall.
7. A new office for interns and conference room is to be constructed with in the former equalization office.
8. Each office shall have a minimum of 1 supply duct and 1 return, conference room is to have a minimum of 2 supplies ducts and 1 return, using existing HVAC equipment. Proper sizing of ducts is required.
9. Contractor shall remove existing raised floor and wiring in that floor in former board room.
10. New wall construction shall be 2x4 wood studs, insulated for sound, and finished with half inch drywall. Drywall is to be attached using drywall screws.

11. Ceilings in new offices and conference room are to be a drop ceiling that matches existing.
12. The former conference room door is to be removed and installed in the Information systems office into the former conference room and the old opening shall be filled in using wall specs provided above.
13. All new drywall is to be primed with a minimum of 2 coats of primer.
14. All existing walls are to be patched as need and patches are to be primed with 2 coats.
15. All walls are to be primed if needed and painted with a minimum of 2 coats of high quality latex paint with a satin finish. County will provide color choices.
16. New doors are to match existing, County will provide door locks.
17. New carpet to be installed shall be Patcraft I0069 Socrates II 28oz, color- Augustine.

ELETRICAL

1. Each office and the lobby shall have 2 2x4 T8 lighting fixtures installed.
2. Conference room shall have 6 2x4 T8 lighting fixtures.
3. Each new office shall have a minimum of 1 duplex outlet on each wall. Contractor is to ensure proper load capacity and install additional circuits as needed to handle office's computer equipment.
4. A 20 amp Circuit is to be installed for the office copier.
5. The conference room will require an electrical connection in the floor for the conference table that has power and data.

TREASURER/CLERK OFFICES TO BE REMODELED FOR THE FRIEND OF THE COURT

CONSTRUCTION

1. Build a new wall approximately 16 feet long, wall must go up to existing ceiling, and with a new door, for a new conference room.
2. Build a new wall approximately 6 feet long off existing column wall shall be 8 feet high, with a new entry door with electric door lock to be operated at front counter.
3. Wall specifications are as described above.
4. New doors are to same type as Annex but with a finish that matches office.
5. All new drywall is to be primed with a minimum of 2 coats of primer.
6. All existing walls are to be patched as need and patches are to be primed with 2 coats.
7. All walls are to be primed if needed and painted with a minimum of 2 coats of high quality latex paint with a satin finish. County will provide color choices.
8. New carpet to be installed shall be Patcraft I0069 Socrates II 28oz, color- Augustine.

ELECTRICAL

1. Contractor shall provide a 20 amp circuit for front counter.
2. Each desk location is to have a minimum of 2 duplex outlets
3. A 20 amp circuit for copier and Rizzo machine.
4. Conference room will require power in the floor for conference table.
5. Contractor is to ensure proper load capacity and install additional circuits as needed to handle office's computer equipment.

REGISTAR OF DEEDS OFFICE TO BE REMODELED FOR THE CLERKS OFFICE

CONSTRUCTION

1. Contractor is to follow the County Architects print and specifications.
2. Contractor is to remove and discard old counter.
3. Contractor is to change the swing of the door on the right side of the Clerks personal office.
4. New carpet to be installed shall be Patcraft I0069 Socrates II 28oz, color- Augustine.
5. All new drywall or plaster is to be primed with a minimum of 2 coats of primer.
6. All existing walls are to be patched as need and patches are to be primed with 2 coats.
7. All walls are to be primed if needed and painted with a minimum of 2 coats of high quality latex paint with a satin finish. County will provide color choices.

ELECTRICAL

1. Contractor shall provide 1- 20 amp circuit for copier.
2. Contractor shall a minimum of 1- 20 amp circuit for each new counter
3. Desk location in vault is to have a minimum of 2 duplex outlets each, on one 1- 20 amp circuit
4. Contractor is to ensure proper load capacity and install additional circuits as needed to handle office's computer equipment.

A mandatory contractor meet will be held on February 14th, 2011 at 10am. Meeting location will be at the county Annex building 207 E. Grant st, Caro Mi 48723.

Contractors must attend meeting to submit a bid.

Wining Bidder is to be able to start remodeling of the new Clerks office immediately after February 24th, and complete no later than 3 weeks after starting.

Wining Bidder will then begin remodeling of the new Friend of the Courts office immediately after the Clerks office has moved into new office location and complete no later than 2 weeks after starting.

Wining Bidder can start remodeling of the Annex building for the Prosecutors office after Friend of the Court remodel is finished, and complete with in 4 weeks after starting.

Contractors can bid on any of the remodeling projects individually or on all remodeling projects together.

Contractor will have the option of working on multiple offices at the same time provided contractor has an adequate staffing level, and it does not interfere with the time line listed above.

Bids shall show the cost for each remodeling project individually, and a total cost if contractor is bidding on more than one project.

Only **Sealed** proposals labeled "REMODEL PROECT" shall be submitted to the Tuscola County Controllers office 125 W. Lincoln st, Caro, and MI 48723 no later than 4:30 pm February 22nd, 2011. Proposals will be presented at the Board of Commissioner meeting on February 24th, 2011 for approval.

Please call if you have questions- 989-672-3756

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."

FLOOR PLAN KEY NOTES:

- 1 NEW DOOR & FRAME PROVIDE NEW FRAME & TRIM - IF UNABLE TO SALVAGE & REUSE FRAME / TRIM
- 2 NEW MTL. STUDS 16" O.C. W/ 5/8" GYP. BD. FLOOR TO 4" ABOVE CEILING
- 3 NEW MTL. FURRING 16" O.C. W/ 5/8" GYP. BD. FLOOR TO 4" ABOVE CEILING. VERIFY FURRING THICKNESS IN FIELD
- 4 PATCH AND REPAIR EXIST'G WALL CONSTRUCTION AT DEMOLISHED PARTITION
- 5 INSTALL SALVAGED BASE - REFINISH BASE TO LIKE NEW CONDITION
- 6 INSTALL NEW 2x2 LAY-IN CEILING EQUAL TO US6 RADAR CLIMA PLUS
- 7 INSTALL NEW CARPET - PROVIDE ALLOWANCE OF \$20 S.Y. FOR CARPET AND INSTALLATION

DEMOLITION KEY NOTES:

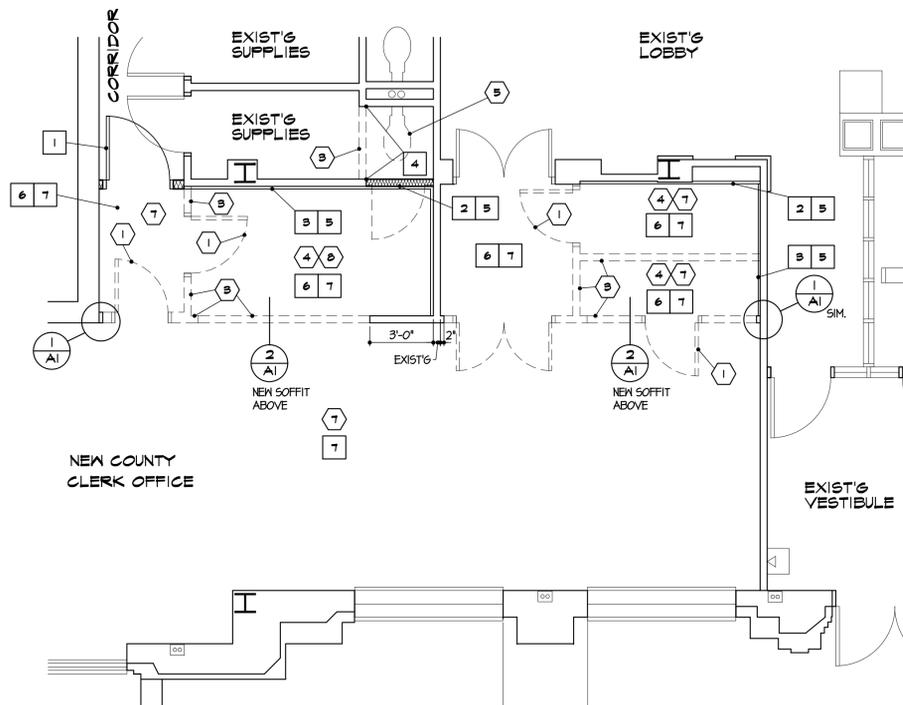
- 1 REMOVE DOOR & FRAME
- 2 NOT USED
- 3 REMOVE INDICATED CLAY TILE / PLASTER PARTITIONS - SALVAGE WD. BASE AND PLASTER COVE FOR RELOCATION V.I.F.
- 4 REMOVE CEILING SYSTEM
- 5 CAP & REMOVE WATER CLOSET, PLUMBING LINES, SANITARY LINE
- 6 REMOVE TOILET PARTITION & DOOR, ANCHORS, E.T.C.
- 7 REMOVE CARPET & GLUE RESIDUE
- 8 REMOVE TILE FLOOR & BASE

GENERAL DEMOLITION NOTES

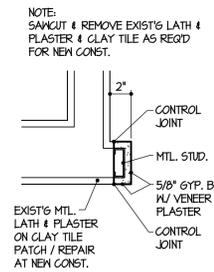
1. NOTIFY THE ARCHITECT IN WRITING OF ANY DISCREPANCIES IN EXISTING CONDITIONS THAT MAY ALTER THE CONSTRUCTION PRIOR TO COMMENCING DEMOLITION / CONSTRUCTION.
2. CONTRACTOR TO REVIEW ALL DRAWINGS AND NOTES. NOTIFY THE ARCHITECT OF ANY DISCREPANCIES OR ADDITIONAL INFORMATION REQUIRED FOR THE PROPER COMPLETION OF PROJECT BEFORE SUBMITTING A BID AND UNDERTAKING CONSTRUCTION.
3. EXISTING STRUCTURE (COLUMNS, BEAMS, GIRTS, ETC., DOOR HEADERS, JAMBS, ETC.) TO BE PROTECTED DURING THE DEMOLITION PROCESS (UNO).
4. REMOVE AND DISPOSE OF TEMPORARY PROTECTION AS REQUIRED FOR NEW CONSTRUCTION
5. ALL MATERIALS ARE EXISTING UNLESS NOTED OTHERWISE.
6. MECHANICAL, ELECTRICAL ITEMS TO BE DEMOLISHED SHALL BE BY THE RESPECTIVE TRADE CONTRACTOR.
7. LOOSE FURNITURE, EQUIPMENT SHALL BE REMOVED BY OWNER PRIOR TO CONSTRUCTION.
8. FOR ADDITIONAL ITEMS TO BE DEMOLISHED SEE COMPLETE MECHANICAL, ELECTRICAL, CIVIL DRAWINGS.

GENERAL NOTES

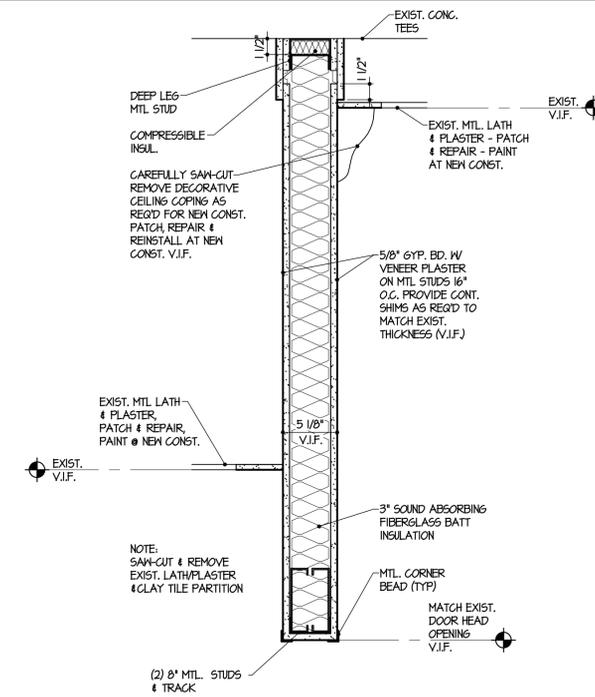
1. FIELD VERIFY ALL DIMENSIONS PRIOR TO BEGINNING WORK.
2. PLAN DIMENSIONS ARE TO FACE OF BASIC WALL MATERIAL (GYPSUM BOARD, PLASTER, OR CMU) AND DO NOT INCLUDE THICKNESS OF FINISH MATERIAL (CERAMIC TILE, PANELING, ETC.). AT AREAS WHERE GYP. BD. IS ADHERED TO CMU, THE DIMENSION IS TO THE CMU.
3. ENCAPSULATE ARCHITECTURAL, MECHANICAL, OR ELECTRICAL "BOXES" RECESSED IN FIRE RATED WALLS (I.E. ELECTRICAL AND COMMUNICATION PANELS, ALARM PANELS, FIRE EXTINGUISHER CABINETS, GAS VALVE SHUT-OFF BOXES, ETC.)
4. EXTEND ALL PARTITIONS TIGHT TO DECK UNLESS NOTED OTHERWISE.
5. CONTRACTOR SHALL SEAL ALL PENETRATIONS THROUGH FLOORS, CORRIDOR WALLS AND SMOKE BARRIER WALLS WITH U.L. FIRE RATED MATERIAL. SCHEDULE INSPECTION OF CONCEALED AREA PRIOR TO INSTALLATION OF CEILING SYSTEM.
 - 1) AT 50% COMPLETION
 - 2) AT PROJECT FINISH, INSPECTION WITH BUILDING INSPECTOR
6. PROVIDE POLYURETHANE SEALANT AT ALL JUNCTURES OF DISSIMILAR MATERIALS (DOOR FRAMES, COUNTERTOPS, ETC.)
7. ALL CUTTING AND PATCHING IS THE RESPONSIBILITY OF THE TRADE REQUIRING THE WORK.
8. PROVIDE BLOCKING FOR ALL WALL HUNG EQUIPMENT AS REQUIRED. ALL WOOD BLOCKING MUST BE NON-COMBUSTIBLE. VERIFY LOCATIONS W/ OWNER
9. NO SMOKING IS ALLOWED ANYWHERE WITHIN THE BUILDING.
10. VERIFY WITH OWNER PRIOR TO DISPOSAL OF ALL SALVAGEABLE ITEMS.
11. THE ARCHITECT DOES NOT HAVE CONTROL OR CHARGE OF CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, OR PROCEDURES. IS NOT RESPONSIBLE FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK. AND WILL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S FAILURE TO CARRY OUT THE WORK IN ACCORDANCE WITH THOSE DOCUMENTS PREPARED BY THE ARCHITECT.
12. ALL UTILITY SHUT DOWNS MUST BE SCHEDULED WITH OWNER ONE WEEK IN ADVANCE, PRIOR TO WORK BEING STARTED.
13. ALL ITEMS NOT NOTED AS EXISTING SHALL BE CONSIDERED NEW.
14. ALL SALVAGED WOOD CASINGS, JAMBS, STOPS, TRIM E.T.C. TO BE STRIPPED, STAINED & VARNISHED. TO LIKE NEW CONDITION
15. ALL CONTRACTORS SHALL VISIT THE SITE AND ACQUAINT THEMSELVES WITH THE CONDITIONS UNDER WHICH THE CONTRACT WILL BE PERFORMED.
16. PATCH & REPAIR EXIST'G CONSTRUCTION AT AREAS OF DEMOLITION
17. PAINT NEW CONSTRUCTION TO MATCH EXIST'G



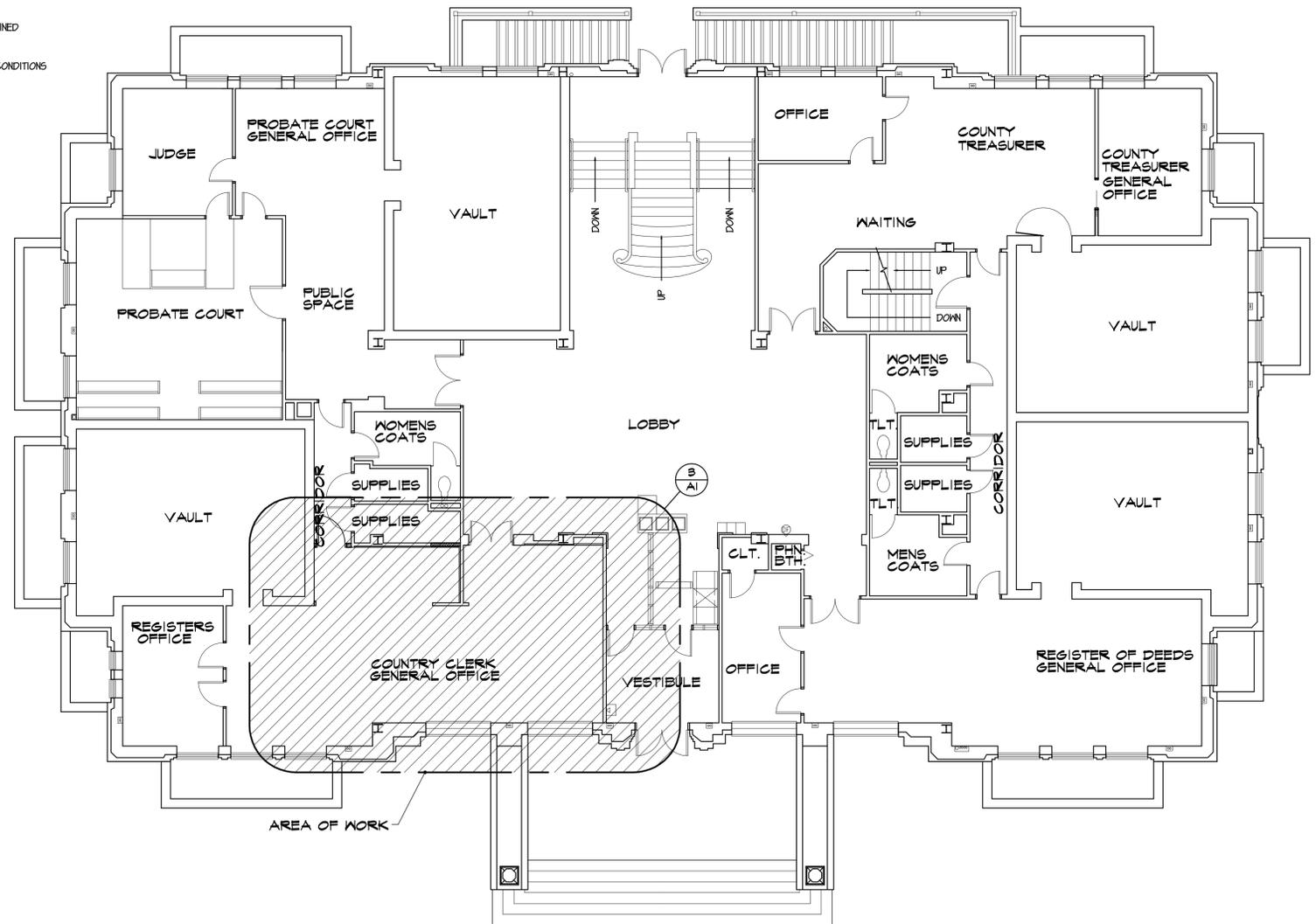
3 **DEMOLITION PLAN & FLOOR PLAN**
SCALE: 1/4" = 1'-0"



1 **DETAIL**
SCALE: 1 1/2" = 1'-0"

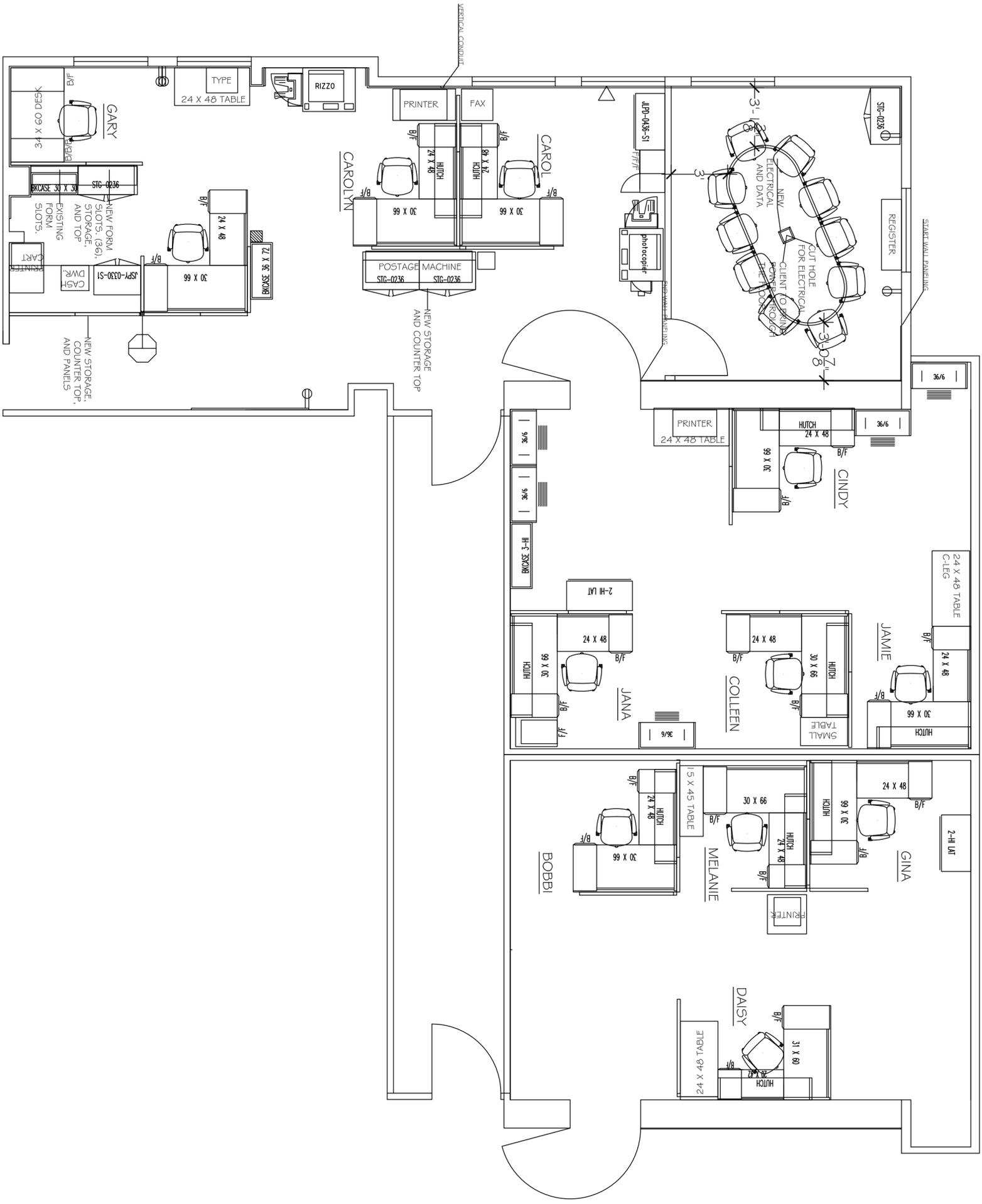


2 **SOFFIT DETAIL**
SCALE: 1 1/2" = 1'-0"



FLOOR PLAN
SCALE: 1/8" = 1'-0"





MIDLAND
 3142 VANTAGE PT. DR.
 MIDLAND, MI 48642
 (989) 835-5151
 FX (989) 835-5357

FLINT
 801 S. SAGINAW, SUITE 305
 FLINT, MICHIGAN 48502
 (810) 235-5151
 FX (810) 235-4844

JOB TITLE: TUSCOLA CO. FRIEND OF THE COURT
 PROPOSED LAYOUT
 CARO, MI

DRAWING TITLE:
 OVERALL PLAN NO TEXT

SCALE: 1/4" = 1'-0"

DESIGNER:
 DRAWN BY: T. MARTIN

P.O. #
 DATE: 11-10-10

PRINT DATE: 11/11/2010 11:15 AM

PROJECT NO.:
 1040-4

Sheet No.:
 A-1.1

