

**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: APRIL 4<sup>TH</sup>, 2011**

**RE: MOVING DEPARTMENTS**

Tuscola County will be accepting bids on the moving of 2 departments to new locations. The following specifications shall be considered in your bid:

- Contractor is responsible to provide all need tools, equipment and vehicles needed.
- The County will be responsible for boxing the following contents of: lateral filing cabinets, desks, book shelves, and storage cabinets and boxing personal items.
- Vertical Filing cabinets will not be emptied.
- 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.
- Contractor shall assemble the Friend of the Courts office partitions 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 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:**

- 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.
  
- Friend of the Court current location - 449 Green St. Caro, MI
- Annex – 207 E. Grant St. Caro, MI
- Courthouse – 440 State St. Caro, MI

**Move will be as follows:**

- The F.O.C. Office will move on April 30<sup>th</sup>, 2011
- The Prosecutor's Office will move on May 7<sup>th</sup>, 2011

All contractors who want to bid on this proposal must attend a walk through on April 15<sup>th</sup>, 2011 at 10 am, beginning in the Courthouse lobby.

Sealed proposals shall be submitted to the Tuscola County Annex building, 207 E. Grant Street, Caro, and MI 48723 no later than 4:30 pm on April 20<sup>th</sup>, 2011. Proposals will be presented at the Board of Commissioner meeting on April 21<sup>st</sup>, 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."