

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: July 22nd, 2011

RE: MOVING DEPARTMENTS

Tuscola County will be accepting bids on the moving of the Adult Probation department to their new location. 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.
- 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 Adult Probation department is moving from their current location to the former Friend of the Court building.
- Adult Probations current location – 121 Almer St.
- Adult Probations new Location – 449 Green St. Caro, MI.

Move will be as follows:

- The Adult Probation department will move on August 13th, 2011

All contractors who want to bid on this proposal must attend a walk through on August 1st, 2011 at 10 am, at the current Adult Probation building.

Sealed proposals shall be submitted to the Tuscola County Controllers office at 125 w. Lincoln Street, Caro MI 48723 no later than 4:30 pm on August 5th, 2011.

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."