

COUNTY OF TUSCOLA
DEPARTMENT OF BUILDINGS AND GROUNDS

125 W. Lincoln St
CARO, MI 48723

MICHAEL MILLER
Director

THOMAS MCLANE
Assistant Director

TO: INTERESTED CONTRACTORS

FROM: MIKE MILLER

DATE: February 3, 2023

RE: Transaction window replacement

Tuscola County will be accepting bids on replacing the transaction windows for the District Court and Magistrate offices. 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. The windows are to be replaced with a minimum bullet restraint Level 3 transaction window with pass through trays for paperwork and electric speaker.
3. District Court will require 3 transaction windows, and Magistrate office will require 2 transaction windows.
4. All effort should be made to construct new window placements on existing counter tops, if not possible, new counters/cabinets shall be included in your bid.
5. Window trim shall be a brushed aluminum color.
6. Contractor is responsible for all necessary construction required for a finished installation of the windows. Including but not limited to, painting, plumbing, and electrical if required.
7. Contractor is responsible for repairing damage done to existing walls, counter tops, and ceilings.
8. Contractor shall protect equipment, furniture, cubicles and carpeting with tarps and or plastic sheeting.
9. Contractor is to field verify measurements before beginning work.
10. Working hours for this project are Monday-Friday 4:00pm – 11pm.
11. Contractor shall be insured and provide copy of liability insurance and workmen's comp.
12. Contractor shall be licensed to perform the required construction.
13. Contractor is to provide all necessary materials, and equipment.
14. All work is to be completed by qualified personnel.
15. Contractor is responsible for cleaning of the job site daily.

The contractor to whom the bid is awarded to, shall provide cut sheets and or information regarding style, size, of the windows, and transaction trays, to be approved by the County before an order is placed.

Sealed proposals labeled "Courthouse Windows" shall be submitted to the Tuscola County Controllers office, Atten: Buildings and Grounds 125 W. Lincoln st, Caro, and MI 48723 no later than 4:00 pm on February 17, 2023.

Please call if you have questions or to view the project- 989-672-3756

Please do not go to the Courthouse to view the project without first calling the above number. An appointment needs to be arranged to not disrupt the Court.

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."