

**DELTA COUNTY BOARD
OF COMMISSIONERS
310 Ludington Street, Suite 222
Escanaba, Mi 49829**

Building and Zoning Remodel

1.1 Purpose

Delta County is requesting sealed proposals for building and zoning remodel.

1.2 Scope of Work

- 1) Build a six foot and one four foot wall above ceiling grid.
- 2) Both walls will be drywalled and finished on both sides.
- 3) Ceiling grid work and tiles will need to be changed for the new openings.
- 4) There is an existing door and frame that will need to be removed and installed in the four foot wall.
- 5) The six foot wall will have a bullet proof window installed in it. The owner will supply the window specifications at the walk through.
- 6) There will be counter top installed on inside of six foot wall which will wrap around to the existing south wall. This will need to be field verified with building and zoning staff. Counter top will be roughly ten feet and set at kitchen cabinet height.
- 7) Paint, Flooring, Electrical, Vinyl base will handled by owner.
- 8) All work shall be done according to building code.
- 9) All framing shall be with metal studs.

Work Hours

Work must be done in a way to minimize disruption to the Service center operations. Service Center hours are 6:00am – 6:00pm. Work can be done during normal business hours. If work would interrupt Health Department operations it will need to be done after hours.

1.3 Required Meeting with Maintenance Director

- All bidders on the project are required to meet with the County Maintenance Director to go Proof of Liability Insurance (1 page)
- Timeline of work if selected (1 page)
- Cost proposal (1 page)

1.4 Schedule of Events

Proposals must be received, in a sealed envelope in the Administrative Office, Delta County Courthouse, 310 Ludington St, Suite 222 Escanaba MI 49829, no later than June 3, 2022 at **4:00pm**. Please mark all sealed bids with: Building and zoning remodel bid. Proposals will be opened at the June 7, 2022 Board of Commissioners Meeting, in the Delta County Service Center Board Room at 5:15pm. Proposals received after 4:00pm on June 3 , 2022 will not be opened or eligible for consideration. The Delta County Board of Commissioners will make a selection based on its current approved procurement policy.

1.5 Amendments to Proposals

Amendments to our withdrawals of proposals will only be allowed if acceptable request are received prior to the deadline. No amendments or withdrawals will be accepted after the deadline unless they are in response to the County's request.

1.6 Required Review

Defects: Vendors shall carefully review the RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable material must be made in writing and received by Emily DeSalvo, Delta County Administrator, 310 Ludington Street Suite 222, Escanaba, MI 49829. Telephone conversations are not considered official and must be confirmed in writing by the interested party.

If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP.

1.7 Disclosure of Proposal Contents

All proposals and other material submitted become the property of Delta County and may be returned only at the County's option. Information contained in the proposals will be disclosed and discussed during the evaluation process. Under Michigan's "Right to Know" laws, Public records are required to be open to reasonable inspection. All proposal information including detailed price and cost information will be held in confidence prior to the public opening of bids.

Trade secrets and other proprietary data contained in proposals may be held confidential if the vendor request in writing that the County does so, and the information is eligible for exclusion under Michigan's Freedom of Information Act. Material considered confidential by the vendor must be clearly identified and the vendor must include a brief statement that sets out the reason for confidentiality.

1.8 Subcontractors

Subcontractors may be used to perform portions of the work under this contract. If a vendor intends to use subcontractors the vendor must identify, in their proposal, the names of the subcontractors and the portion of the work the subcontractors will perform. Response Format and Content.

1.9 Preparation Costs

The County or City is not responsible and will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.