

CHARTER TOWNSHIP OF UNION INVITATION TO BID

The Charter Township of Union is accepting bids for front office space reconfiguration at 2010 South Lincoln Road, Mount Pleasant, MI 48858.

Bids must include all elements of work stipulated within the Invitation to Bid. Bids can be submitted in .pdf format to tgreen@uniontownshipmi.com or a hard copy in a sealed envelope to the Charter Township of Union Hall located at 2010 S. Lincoln Rd. Mt. Pleasant, MI 48858 no later than 10:00 a.m. Friday, May 31, 2024, at which time proposals will be opened. Postmarks will not be accepted.

Invitation to Bid can be found at the Township website at www.uniontownshipmi.com. Questions can be directed to Tera Green at (989) 772-4600 ext. 221 or tgreen@uniontownshipmi.com.

The Charter Township of Union reserves the right to reject any or all bids received if it determines in its sole discretion that the proposals received will not achieve the objectives set forth in the Scope of the Request. The Charter Township of Union is an equal opportunity provider and employer.



Community and Economic Development Department

2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858
989-772-4600 ext. 232

Charter Township of Union

REQUEST FOR BIDS:

Office Space Reconfiguration

**PROPOSALS MUST BE RECEIVED BY
THE TOWNSHIP BEFORE 10:00 A.M.
ON FRIDAY, MAY 31, 2024**

Staff Contact Information

Tera Green, Administrative Assistant
(989) 772-4600 Ext. 221
tgreen@uniontownshipmi.com

Scope of Request

The Charter Township of Union is seeking proposals for the reconfiguration of our front office space. We are interested in transforming our current layout to optimize functionality and improve workflow efficiency.

Proposals received from bidders in response to this request will be used to aid Township Staff in their efforts to provide reliable service at the lowest reasonable cost.

Background

The Charter Township of Union office is located at 2010 S. Lincoln Rd. Mt. Pleasant, Mi 48858. This office serves as the primary point of contact for residents, visitors, and employees. As such it plays a crucial role in shaping the perception of our organization and facilitating daily operations.

Objective

The primary objective of the project is to reconfigure our front office space to better align with our organizational needs and objectives by achieving the following:

1. Create a layout that improves the efficiency of resident interaction, facilitates collaboration among staff members and optimizes the use of the space while making use of and coordinating with the existing office furniture that will remain in place.
2. Design a space that can adapt to future changes in our operations and accommodate growth.
3. Create a visually safe space that is important to ensure a safe environment, particularly in areas where visual cues are critical.

Scope of Work

1. Initial consultation and needs assessment to understand our requirements and preferences.
2. Design and layout. (See attached concept plan)
3. Procurement and installation of furniture and equipment.

Proposal Form and Deadline

1. Proposals should be prepared in a clear manner with detailed information of the proposed approach, timeline, qualifications, and pricing.
2. Vendors should provide evidence of their expertise in office space design and reconfiguration.
3. Proposals should include a breakdown of costs, including design fees, materials, labor, and other relevant expenses.
4. Vendors should outline proposed timeline for project completion.
5. All proposals can be submitted electronically in .pdf format by emailing tgreen@uniontownshipmi.com or a hard copy can be delivered to the Township Hall at (2010 South Lincoln Road, Mount Pleasant, MI 48858) no later than **10:00 a.m. Friday May 31, 2024**. Proposals received after this deadline will not be considered.

Right of Decision/Rejection

The Charter Township of Union reserves the right to make all decisions regarding this request, including, without limitation, the right to decide whether a proposal does or does not substantially comply with the requirements of or meet the objectives of this request. The Township also reserves the right to reject any or all proposals received if it determines in its sole discretion that the proposals received will not achieve the objectives set forth in the Scope of Request.

Procedural Questions

All procedural questions about this request should be directed to:

Tera Green, Administrative Assistant
Charter Township of Union
2010 South Lincoln Road
Mount Pleasant, MI 48858
Phone: (989) 772-4600 Ext. 221
Email: tgreen@uniontownshipmi.com

