

REQUEST FOR PROPOSAL

#6077

TYPEWRITER & SHREDDER

MAINTENANCE

FOR

WASHTENAW COUNTY

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

Crystal A. Wake, C.P.M.
Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL #6077

May 16, 2003

Washtenaw County Purchasing Division on behalf of the Facilities Management Department is issuing a Request for Proposal #6077 for Typewriter & Shredder Maintenance.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

by 3:00 p.m. on Thursday, May 29, 2003

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "**SEALED RFP #6077**".
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at **734-222-6760**.

Thank you for your interest.

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I. PROPOSAL

Definitions:

“**County**” is Washtenaw County in Michigan.

“**Bidder**” an individual or business submitting a bid to Washtenaw County.

“**Contractor**” one who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal: Washtenaw County has various types of typewriters and shredders requiring “on-call” repair. The equipment is located at several locations throughout the County (a list of addresses is included in Appendix B).

Proposal Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractor’s qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County’s specifications and needs.

B. Proposals must be signed by an official authorized to bind the Contractor to its provisions for at least a period of 60 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award. See Section III “Standard Provisions For Contracts” pgs. 3-9 for Washtenaw County Contract requirements.

C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP’s may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned in **triplicate**. To be considered, original proposal and two copies must be at the County Purchasing Office on or before the date and time specified.

D. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor’s ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

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E. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed to date of contract.

F. All loaner equipment and repaired equipment is open to inspection and acceptance or rejection at the discretion of the County. Such inspection may be conducted at any time.

II. PROPOSAL SPECIFICATIONS

The proposal must include all the following information:

- A. Contractor's Qualifications, years in business, experience in providing the level and type of service specified in the proposal.
- B. Bank references with name and phone number of contact person.
- C. At least two (2) current references of typewriter/shredder maintenance agreements covering similar services listed in the proposal. Include company name, contact name and phone number.
- D. Staff profile and experience including maintenance personnel, qualifications and names of employees or subcontractors who would be on-call for the duration of the contract.
 - 1. Training of personnel, i.e. factory training, classes.
 - 2. All personnel certified to work on IBM, Xerox, Fellowes, and Monroe equipment.
- 1. Vehicles for repair/service calls, location and number.
- 2. List of loaner equipment ready to be placed as needed in the County. Cost of loaners if applicable.
- 3. Spare parts, location and amounts for types of equipment specified in proposal.
- 4. Certification of supply of parts from an authorized representative of the manufacturer.

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III. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions that will become a part of any formal agreement. These provisions are general principles that apply to all contractors of service to Washtenaw County such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the Department of General Services and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable the Contractor shall submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE V - PERSONNEL

Section 1 - The Contractor will provide the required services personally and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

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ARTICLE VI - INDEMNIFICATION AGREEMENT

The Contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor, or any employee, agent or representative of the Contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its expense during the term of this Contract, the following insurance:

1. Worker's Compensation Insurance with Michigan statutory limits and Employer's Liability Insurance with a minimum limit of \$100,000 each accident for any employees.
2. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as an "additional insured" on General Liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of Michigan No-Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insurers and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not contain endorsements of policy conditions which reduce coverage provided to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

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No payments will be made to the Contractor until the certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by certificates furnished by the Contractor, expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage's and endorsements at least ten (10) working days prior to commencement of services under this Contract. Certificates of insurance shall be addressed to the County Administrator's Office, PO Box 8645, Ann Arbor, MI 48107 and shall provide for 30 day written notice to the certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The contractor will comply with all federal, state and local regulations, including, but not limited to, all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest that would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agency, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of the Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

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ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion or political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of the Contractor, shall state that all qualified applicants shall receive consideration for employment without regard to race, color, creed, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion or political belief.

ARTICLE XII – LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.09 per hour with benefits or \$10.66 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Service poverty guidelines, will be made on or before April 30, 2003 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIII – EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

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ARTICLE XV - ASSIGNS & SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this Contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsive for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XVIII - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUMS

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

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IV. TERMS AND CONDITIONS

Award: Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See "Low Bid" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

The prices given in Appendix (A & B) for each equipment model will be used to adjust the final contract amount from the amount submitted in the proposal.

Decrease in Price:

For instance a bidder bids -\$xxx- amount to cover one year repair for IBM Selectric II typewriter. If that piece of equipment is no longer in use an amount equal to that bid will be dropped from the bidders total price prior to the contract.

Increase in Price:

Conversely if equipment is not listed in Appendix A & B but later is found to be in use (and is not covered by warranty) an amount, equal to the best match, will be added to the bidders price prior to contract.

Low Bid: Low Bid will be determined by response given on the Bid Sheet Part A & B. This is the total price for placing all County equipment as described in the Bid, under "on-call" repair coverage. Washtenaw County reserves the right to reject low bids, to waive irregularities and/or informalities in any bid, and to make the award in a manner deemed in the best interest of Washtenaw County. Washtenaw County may award the bid in whole or in part, whichever is deemed to be in the County's best interest.

Term of Contract: The term of the contract will be for a one (1) year term from the date of award. This contract may be extended for years two (2) and three (3) with the same terms and conditions if the County and Contractor agree. Notice of intent to renew would be issued in writing by Washtenaw County Purchasing 30 days prior to the expiration date of the contract.

Bidders Inspection: Bidders will be given the opportunity to inspect all equipment prior to submitting an offer. Appointments for the inspection of equipment shall be made with personnel at the various addresses listed in Appendix A & B. Failure to inspect the equipment prior to submission of an offer will not relieve the Contractor from performing the requirements of the contract in strict accordance with its terms and conditions at the offered price.

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Tools: The County will not supply any parts, tools and/or test equipment for the performance of this contract. It is the Contractor's responsibility to furnish such items, including any necessary supplies, to complete the contract work.

Response Time: The response time for critical repairs will be taken into consideration in the award of the contract.

Inspections: Include how often regular inspections and cleanings will be scheduled and what parts will be addressed.

Location: The locations of the equipment are listed in Appendix B. The equipment will be repaired at the location if possible. In some cases equipment will need to be picked-up and returned after it has been repaired. In these cases please return equipment to:

Facilities Management
2155 Hogback Road
Ann Arbor, MI 48105
(734) 973-4586

All pick-ups and deliveries will be at the contractor's expense. See Authorization to Work.

Abuse: The contractor agrees that, should any defect develop or appear which the County finds was not caused by improper use, the contractor will promptly fully correct, substitute and make good, any such defective materials without cost to the County.

Responsibility: The Contractor will be responsible for "on-call" repair of all equipment contained on the final contract. Appendix A & B lists the approximate number of machines by manufacturer and model.

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Authorization to Work: All authorized calls to the contractor for service must be made through the office of the Facilities Management Department (734) 973-4586. All other calls from County employees for service should be referred back to Facilities Management. This requirement is designed to help the County in tracking equipment maintenance.

In the event an emergency repair is needed employees may contact the contractor directly due to the time factor. On emergency repairs it is still required the contractor submit repair information to Facilities Management as detailed below.

After the repair has been completed the contractor is responsible for reporting to Facilities Management the following:

1. Equipment location
2. Serial number
3. County ID number (small silver/blue/white tag)
4. Nature of the repair
5. Was a loaner issued
6. Parts used

Spare Parts: The spare parts are to be bid as directed on the Price Sheet Part B: (Pg. 14). The vendor is required to have on hand the critical spare parts needed to repair the equipment. The repair work and installed replacement parts will be equal to or exceed the manufacturer's specifications.

All spare parts are to be new unless new parts are unavailable due to the age of the equipment.

At the time of the Proposal opening, the bidder must be able to establish to the County that an adequate supply of spare parts and loaner equipment is on hand for repair of the equipment.

Note: On Price Sheet A: "**On-call**" repair includes cost of all spare parts needed for repair.

On Price Sheet B: spare parts are bid as a discount off the manufacturer's price list. The prices would only be used by the County if "**Time and Material**" was chosen.

Repair: Equipment will be serviced by a reputable, responsible service company.

If the contractor deems a particular piece of equipment is un-repairable, it will be up to Purchasing or the Department to decide if this is acceptable. If Purchasing or the Department decides that the equipment is repairable a unit must be returned in good working condition.

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Bid Sheet:

The County requires that response be given in two options: A: "On-Call" Repair and B: "Time and Materials".

A: "ON-CALL" REPAIR

Requirements:

Contractor to furnish "on-call" repair of equipment which includes total cost of all labor, parts, tools, equipment, supplies, materials, travel and shipping expenses for unlimited emergency and normal repair services.

YEARLY "ON-CALL" REPAIR CONTRACT	\$ _____	Yearly for Typewriters
	\$ _____	Yearly for Shredder's
A breakdown of costs per machine must be provided in Appendix A		

PLEASE STATE RESPONSE TIME: _____	EMERGENCY REPAIR HOURS	
	_____	NORMAL REPAIR HOURS
Response time: from the time the repair call is place until the Contractor arrives at the location.		

A LOANER MUST BE LEFT AT LOCATION ON REQUEST WHEN ORIGINAL MACHINE MUST BE TAKEN IN FOR REPAIR.

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SIGNATURE SHEET

Signature

Company Name

Print Name

Company Address

Title

City St. Zip

Telephone #

Fax #

Federal Tax ID #

The above individual is authorized to sign on behalf of company submitting the proposal.

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APPENDIX A

The following is a breakdown of the equipment the County would be placing under “on-call” repair.

A list of Typewriters and Shredders follows. The equipment has been updated prior to the release of this RFP 6077.

Indicate on the “Per Each Unit \$” line Yearly repair charge for each type of equipment.

Next to each specific unit is a “Per Each Unit \$: line to enter that units “on-call” repair cost for one (1) year. The contract will be for the entire aggregate of all machines “on-call” repair cost plus any additional charges.

The county reserves the right to change the units at any and all locations. If the count decreases then the award amount will decrease for every unit that is removed from the inventory by the amount the vendor bid under the “Per Each Unit \$” on Appendix A. Conversely if more equipment is found to be in use and is not under warranty then the final contract price could increase by the amount entered on the “Per Each Unit \$”.

APPENDIX A. CONT.

			<u>TYPEWRITERS</u>
QTY.	MFG.	DESCRIPTION	PER EACH UNIT (\$)
25	IBM	Selectric II	\$ _____
11	IBM	Selectric III	\$ _____
2	IBM	Wheelwriter 2	\$ _____
6	IBM	Wheelwriter 3	\$ _____
6	IBM	Wheelwriter 5	\$ _____
37	IBM	Wheelwriter 6	\$ _____
1	IBM	Wheelwriter 10	\$ _____
9	IBM	Wheelwriter 15	\$ _____
1	IBM	Wheelwriter 30	\$ _____
4	IBM	Wheelwriter 50	\$ _____
3	IBM	Wheelwriter 70	\$ _____
14	IBM	Wheelwriter 1500	\$ _____

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TYPEWRITERS

QTY.	MFG.	DESCRIPTION	PER EACH UNIT (\$)
1	IBM	Wheelwriter 2500	\$ _____
1	IBM	Wheelwriter 3000	\$ _____
1	XEROX	6015 Memory	\$ _____
6	XEROX	627S Memory	\$ _____
3	XEROX	645S Memory	\$ _____
3	LEXMARK	2000	\$ _____
1	ADLER	810	\$ _____

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APPENDIX A. CONT.

SHREDDERS

QTY.	MFG.	DESCRIPTION	PER EACH UNIT (\$)
11	FELLOWES	PS 220	\$ _____
8	FELLOWES	PS 75	\$ _____
3	FELLOWES	PS 70	\$ _____
2	FELLOWES	PS 55	\$ _____
2	FELLOWES	PS 60cc	\$ _____
1	FELLOWES	PS 280	\$ _____
2	FELLOWES	PS 320	\$ _____
2	FELLOWES	PS 380	\$ _____
9	FELLOWES	PS 480	\$ _____
1	FELLOWES	PS 500	\$ _____
1	GBC	Shredmaster 400	\$ _____
1	GBC	Shredmaster HX 15465	\$ _____
1	GBC	Shredmaster 921S	\$ _____
1	GBC	Shredmaster 950S	\$ _____
1	WILSON/JONES	2000	\$ _____
1	WILSON/JONES	1150	\$ _____
1	WILSON/JONES	600	\$ _____
1	MONROE	Shredex 260	\$ _____
1	INTIMUS	300/30.10	\$ _____
6	QUILL	60 S	\$ _____
1	WORLD OFFICE	CCS 5000	\$ _____

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APPENDIX B

WASHTENAW COUNTY
WAREHOUSE/80016
2155 HOGBACK ROAD
ANN ARBOR, MI 48105

WASHTENAW COUNTY
INFORM & TECH./80053
110 N. 4TH AVENUE
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PURCHASING/B35/80054
220 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
BOARD OF COMM./80055
220 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
ADMINISTRATION/80056
220 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
FINANCE/1ST FLOOR/80057
220 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
HUMAN RESOURCES/80058
220 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
COUNTY CLERK/REG./80059
200 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PAYROLL/80060
220 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
ACCOUNTS PAYABLE/80061
220 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
INFORM & TECH./80062
220 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
TREASURER/80063
200 N. MAIN STREET/2ND FL
ANN ARBOR, MI 48104

WASHTENAW COUNTY
COUNTY CLERK/REG/80032
200 N. MAIN ST./1ST FLOOR
ANN ARBOR, MI 48104

WASHTENAW COUNTY
CIRCUIT COURT ADM/80064
101 E. HURON/RM 201B
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PROSECUTOR/80065
200 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
FRIEND OF THE COURT/80033
101 E. HURON/1ST FLOOR
ANN ARBOR, MI 48104

WASHTENAW COUNTY
/80066
101 E. HURON/BASEMENT
ANN ARBOR, MI 48104

WASHTENAW COUNTY
/80067
101 E. HURON/BASEMENT
ANN ARBOR, MI 48104

WASHTENAW COUNTY
MAILROOM/80068
2155 HOGBACK ROAD
ANN ARBOR, MI 48105

WASHTENAW COUNTY
RECORD RETENTION/80069
101 E. HURON/BASEMENT
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PROBATE COURT/80070
101 E. HURON
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PUBLIC DEFENDER/80071
110 N. 4TH AVENUE
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PUBLIC WORKS/80072
705 N. ZEEB ROAD
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PLANNING COMM./80035
705 N. ZEEB ROAD
ANN ARBOR, MI 48104

WASHTENAW COUNTY
EQUALIZATION/80073
200 N. MAIN ST./2ND FL
ANN ARBOR, MI 48104

WASHTENAW COUNTY
DRAIN COMM./80074
705 N. ZEEB ROAD
ANN ARBOR, MI 48104

WASHTENAW COUNTY
DEIS/80036
705 N. ZEEB ROAD
ANN ARBOR, MI 48104

WASHTENAW COUNTY
INOVIATION CENTER/80075
110 N. 4TH AVENUE
ANN ARBOR, MI 48104

WASHTENAW COUNTY
FAMILY COURT ADMIN/80132
555 TOWNER/BLDG. II
YPSILANTI, MI 48198

WASHTENAW COUNTY
ACCOUNTING OFFICE/80133
555 TOWNER/BLDG II
YPSILANTI, MI 48198

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APPENDIX B CONT.

WASHTENAW COUNTY
PUBLIC HEALTH/ADMIN/80134
555 TOWNER/BLDG. I
YPSILANTI, MI 48198

WASHTENAW COUNTY
MENTAL HEALTH/ADMIN/80135
555 TOWNER/BLDG. II
YPSILANTI, MI 48198

WASHTENAW COUNTY
VETERAN SERVICES/80024
2140 E. ELLSWORTH
ANN ARBOR, MI 48108

WASHTENAW COUNTY
ETCS/JTPA/80136
555 TOWNER/BLDG. II
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/CSA/80137
555 TOWNER/BLDG. II
YPSILANTI, MI 48198

WASHTENAW COUNTY
MULTI. SERVICE CTR./80138
555 TOWNER/BLDG. II
YPSILANTI, MI 48198

WASHTENAW COUNTY
HUMAN SERVICES DISPATCH/80139
555 TOWNER/BLDG. II
YPSILANTI, MI 48198

WASHTENAW COUNTY
MH CLIENT SERVICES/80140
10 S. PROSPECT
YPSILANTI, MI 48198

WASHTENAW COUNTY
SOCIAL SERVICES/ADMIN/80141
22 CENTER STREET
YPSILANTI, MI 48198

WASHTENAW COUNTY
DISTRICT COURT ADMIN/80082
4133 WASHTENAW
ANN ARBOR, MI 48108

WASHTENAW COUNTY
DISTRICT CRT. #1/80083
4133 WASHTENAW
ANN ARBOR, MI 48108

WASHTENAW COUNTY
DISTRICT CRT. #1/#2/PROB/80084
4133 WASHTENAW
ANN ARBOR, MI 48108

WASHTENAW COUNTY
COMMUNITY CORRECTIONS/80085
3810 PACKARD ROAD/SUITE 260
ANN ARBOR, MI 48108

WASHTENAW COUNTY
COURT SERVICES/80086
4133 WASHTENAW
ANN ARBOR, MI 48108

WASHTENAW COUNTY
COUNTY EXTENSION/80087
705 N. ZEEB ROAD
ANN ARBOR, MI 48103

WASHTENAW COUNTY
LIBRARY/80089
4133 WASHTENAW
ANN ARBOR, MI 48108

WASHTENAW COUNTY
PROSECUTING ATT. SERV.CTR/80090
4133 WASHTENAW
ANN ARBOR, MI 48108

WASHTENAW COUNTY
DISTRICT COURT #2/80166
415 W. MICHIGAN AVE.
YPSILANTI, MI 48198

WASHTENAW COUNTY
EASTERN COUNTY GOVT.CTR.
FRIEND OF THE COURT/80117
415 W. MICHIGAN AVE.
YPSILANTI, MI 48198

WASHTENAW COUNTY
EASTERN COUNTY GOVT. CTR.
CLERK/REG. OF DEEDS/80115
415 W. MICHIGAN AVE.
YPSILANTI, MI 48198

WASHTENAW COUNTY
EASTERN COUNTY GOVT. CTR.
VITAL RECORDS/80116
415 W. MICHIGAN AVE.
YPSILANTI, MI 48198

WASHTENAW COUNTY
DISTRICT COURT #2 PROB/80167
415 W. MICHIGAN AVE.
YPSILANTI, MI 48198

WASHTENAW COUNTY
O'BRIEN CENTER/C.O.P.E./80037
4125 WASHTENAW AVE.
ANN ARBOR, MI 48104

WASHTENAW COUNTY
JUVENILE COURT/80038
4125 WASHTENAW AVE.
ANN ARBOR, MI 48104

WASHTENAW COUNTY
JUVENILE CRT. ADMIN./80039
2270 PLATT ROAD
ANN ARBOR, MI 48104

RFP #6077 TYPEWRITER & SHREDDER MAINTENANCE

APPENDIX B CONT.

WASHTENAW COUNTY
JUVENILE CRT. PUB. DEF./80040
2270 PLATT ROAD
ANN ARBOR, MI 48104

WASHTENAW COUNTY
JUVENILE CRT. DETENTION/80041
2270 PLATT ROAD
ANN ARBOR, MI 48104

WASHTENAW COUNTY
JUVENILE CRT. PROBATE/80042
2270 PLATT ROAD
ANN ARBOR, MI 48104

WASHTENAW COUNTY
SHERIFF'S LAW ENFORC/80076
2201 HOGBACK ROAD
ANN ARBOR, MI 48105

WASHTENAW COUNTY
SHERIFF'S COMMUNICATIONS/80077
2201 HOGBACK ROAD
ANN ARBOR, MI 48105

WASHTENAW COUNTY
SHERIFF'S JAIL/80078
2201 HOGBACK ROAD
ANN ARBOR, MI 48105

WASHTENAW COUNTY
EMERGENCY MGMT./87933
2201 HOGBACK ROAD
ANN ARBOR, MI 48105

WASHTENAW COUNTY
FACILITIES MGMT./80080
2155 HOGBACK ROAD
ANN ARBOR, MI 48105

WASHTENAW COUNTY
FACILITIES/FLEET/80081
2201 HOGBACK ROAD
ANN ARBOR, MI 48105

WASHTENAW COUNTY
PROBATION-CIRCUIT CT/80043
101 E. HURON
ANN ARBOR, MI 48104

WASHTENAW COUNTY
COURT SERVICES/80044
101 E. HURON
ANN ARBOR, MI 48104

WASHTENAW COUNTY
JURY CLERK/80045
101 E. HURON
ANN ARBOR, MI 48104

WASHTENAW COUNTY
ELECTION DIVISION/80046
200 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
RETIREMENT/80047
101 E. HURON
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PROB CT/EST & MEN HTH/80031
101 E. HURON
ANN ARBOR, MI 48104

WASHTENAW COUNTY
DISTRICT COURT #3/80099
122 S. MAIN
CHELSEA, MI 48118

WASHTENAW COUNTY

WASHTENAW COUNTY
BUILDING INSP/80091
705 N. ZEEB ROAD
ANN ARBOR, MI 48108

WASHTENAW COUNTY
ENVIRONMENTAL HTH/80092
705 N. ZEEB ROAD
ANN ARBOR, MI 48108

WASHTENAW COUNTY
HS MULTI SVC CTR/80093
2140 E. ELLSWORTH ROAD
ANN ARBOR, MI 48108

WASHTENAW COUNTY
CMH/ADULT SERV/80094
2140 E. ELLSWORTH ROAD
ANN ARBOR, MI 48108

WASHTENAW COUNTY
CMH MED/HTH SERV/80095
2140 E. ELLSWORTH ROAD
ANN ARBOR, MI 48108

WASHTENAW COUNTY
SOCIAL SERVICES/80096
2140 E. ELLSWORTH ROAD
ANN ARBOR, MI 48108

WASHTENAW COUNTY
CORPORATE COUNSEL/80048
220 N. MAIN STREET
ANN ARBOR, MI 48104

WASHTENAW COUNTY
CMH ASSAULT CRISIS CTR/80113
2940 ELLSWORTH
YPSILANTI, MI 48197

WASHTENAW COUNTY
CMH HURON VAL CHILD/80114
2940 ELLSWORTH
YPSILANTI, MI 48197

WASHTENAW COUNTY
CMH REHAB SERVICES/80097
3901 VARSITY DRIVE
ANN ARBOR, MI 48108

WASHTENAW COUNTY
CMH DAY PROGRAM/80098
3901 VARSITY DRIVE
ANN ARBOR, MI 48108

WASHTENAW COUNTY
CMH RESIDENTIAL SERV/80023
3850 RESEARCH PARK DRIVE
ANN ARBOR, MI 48108

WASHTENAW COUNTY
SHERIFF STATION #2/80131
YPSILANTI TWP HALL
7200 HURON RIVER DRIVE

RFP #6077 TYPEWRITER & SHREDDER MAINTENANCE

APPENDIX B CONT.

WASHTENAW COUNTY
SHERIFF STATION #3/80101
8140 MAIN STREET
DEXTER, MI 48130

WASHTENAW COUNTY
SHERIFF STATION #4/80102
275 S. MACOMB
MANCHESTER, MI 48158

WASHTENAW COUNTY
SHERIFF STATION #7/80001
1055 N. ZEEB ROAD
ANN ARBOR, MI 48103

WASHTENAW COUNTY
MENTAL HEALTH RES/80049
346 E. KINGSLEY
ANN ARBOR, MI 48104

WASHTENAW COUNTY
MENTAL HEALTH ACUTE/80050
1526 PACKARD RD.
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PARKS & REC COMM/80170
2230 PLATT ROAD
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PARKS & REC/80104
INDEPENDENCE LAKE
3200 JENNINGS ROAD
WHITMORE LAKE, MI 48189

WASHTENAW COUNTY
PARKS & REC COMM/80003
2960 WASHTENAW
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PARKS & REC COMM/80108
ROLLING HILLS PARK
7660 STONEY CREEK
YPSILANTI, MI 48197

WASHTENAW COUNTY
SHERIFF STATION #6/80142
3040 N. PROSPECT
YPSILANTI, MI 48198

WASHTENAW COUNTY
RISK MANAGER/80004
220 N. MAIN STREET/MAIN FL.
ANN ARBOR, MI 48104

WASHTENAW COUNTY
CORPORATION COUNSEL/80005
220 N. MAIN STREET/MAIN FL
ANN ARBOR, MI 48104

WASHTENAW COUNTY
HUMAN SERV/TRANSP/80143
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUBLIC HEALTH/NURSING/80144
555 TOWNER/HIS/104
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUBLIC HEALTH/TB/80145
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUBLIC HEALTH/AIDS/80146
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUB HTH/HEAR & VISION/80120
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUBLIC HEALTH/EDU/80147
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUBLIC HEALTH/MED EX/80121
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUBLIC HEALTH/EMS/80148
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUB HTH/LIFESTYLE/80122
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUB HTH/OUTREACH/80149
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUB HTH/FAM PLANNING/80123
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUBLIC HEALTH/EPS-DT/80150
555 TOWNER/HS BLDG 2
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUB HTH/POSTPARTUM/80124
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
ENIRONMENTAL HEALTH/80105
705 N. ZEEB ROAD
ANN ARBOR, MI 48104

RFP #6077 TYPEWRITER & SHREDDER MAINTENANCE

APPENDIX B CONT.

WASHTENAW COUNTY
PUBLIC HEALTH/WIC/80125
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUB HTH/CRIP CHILD/80126
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
COMM HTH BUREAU/80127
555 TOWNER/BCCP
YPSILANTI, MI 48198

WASHTENAW COUNTY
HUMAN SERV/IMMUN/80128
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
HSD/WCCMH/OSAP GRANT/80129
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
MEN HTH/ASST SERV/80017
2140 ELLSWORTH/2ND FL. 205
ANN ARBOR, MI 48105

WASHTENAW COUNTY
MEN HTH/CHILD SERV/80107
2940 ELLSWORTH ROAD
YPSILANTI, MI 48108

WASHTENAW COUNTY
MEN HTH/ASST. SERV/80018
2140 ELLSWORTH/2ND FL. 205
ANN ARBOR, MI 48105

WASHTENAW COUNTY
MEN HTH/PSYCHIATRIC/80106
2140 E. ELLSWORTH
YPSILANTI, MI 48108

WASHTENAW COUNTY
MEN HTH/STATE INS/80151
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
MEN HTH/SUBST ABUSE/80130
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
MEN HTH/COMM SERV/80152
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
LAW LIBRARY/80006
101 E. HURON/BASEMENT
ANN ARBOR, MI 48104

WASHTENAW COUNTY
ETCS/JTP/80153
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/CSBG/80154
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
HEADSTART/80109
1036 E. JEFFERSON
YPSILANTI, MI 48197

WASHTENAW COUNTY
ETCS/FCC/80155
555 TOWNER, ROOM 216
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/SUMMER FOOD/80156
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/TRANSP/80157
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/FOSTER GRDPT/80158
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/FED EMER MGT/80159
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/FAM SERV CTR/80160
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/WEATHERIZATION/80161
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/SENIOR NUTRITION/80162
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
ETCS/EARLY CHILD DEV/80163
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
CIRCUIT COURT #1/80007
101 E. HURON/ROOM 212
ANN ARBOR, MI 48104

WASHTENAW COUNTY
CIRCUIT COURT #2/80008
101 E/ HURON/ROOM 222
ANN ARBOR, MI 48104

WASHTENAW COUNTY
CIRCUIT COURT #3/80009
101 E. HURON/ROOM 207
YPSILANTI, MI 48198

WASHTENAW COUNTY
CIRCUIT COURT #4/80010
101 E. HURON/ROOM 217
ANN ARBOR, MI 48104

WASHTENAW COUNTY
CIRCUIT COURT #5/80011
101 E/ HURON/ROOM 205
ANN ARBOR, MI 48104

RFP #6077 TYPEWRITER & SHREDDER MAINTENANCE

APPENDIX B CONT.

WASHTENAW COUNTY
INFORMATION SYSTEMS/80164
555 TOWNER
YPSILANTI, MI 48198

WASHTENAW COUNTY
PUB HTH/ENROLL & COORD/80020
4133 WASHTENAW
ANN ARBOR, MI 48105

WASHTENAW COUNTY
REG OF DEEDS/80012
101 E. HURON
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PROS ATTY/ROOM 314/80013
101 E. HURON
ANN ARBOR, MI 48104

SAFEHOUSE/80021
4100 CLARK ROAD
ANN ARBOR, MI 48105

WASHTENAW COUNTY
COMM CORRECTIONS/80015

3810 PACKARD RD, SUITE 260
ANN ARBOR, MI 48105

WASHTENAW COUNTY
UNITED WAY/80052
2301 PLATT ROAD
ANN ARBOR, MI 48104

WASHTENAW COUNTY
PROSECUTING ATTY/80019
4133 WASHTENAW
ANN ARBOR, MI 48105

WASHTENAW COUNTY
CHILD ASSERT TRTMT/80025
2890 CARPENTER RD/STE 1000
ANN ARBOR, MI 48108

WASHTENAW COUNTY
VITAL RECORDS/80028
101 E. HURON
ANN ARBOR, MI 48104

WASHTENAW COUNTY
WORKFORCE DEV/80112
300 HARRIET STREET
YPSILANTI, MI 48197

CMH – DD/CASE MGMT/80027
3850 RESEARCH PARK DRIVE
ANN ARBOR, MI 48108

WASHTENAW COUNTY
COURTHOUSE/80022
CENTRAL ASSIGNMENT
101 E. HURON/ROOM 108
ANN ARBOR, MI 48107

WASHTENAW COUNTY
PROS ATTY/CHILD SUP/80002
101 E/ HURON
ANN ARBOR, MI 48104

WASHTENAW COUNTY
HEADSTART/ADMIN/80165
3075 WASHTENAW AVE
YPSILANTI, MI 48197

WASHTENAW COUNTY
ETCS/FLETCHER SCHOOL/80111
1055 CORNELL STREET
YPSILANTI, MI 48197

WASHTENAW COUNTY
MOST PROG/FLETCHER/80110
1055 CORNELL
YPSILANTI, MI 48197

WASHTENAW COUNTY
PIERCE LK GOLF COURSE/80100
1175 S. MAIN STREET
CHELSEA, MI 48118

WASHTENAW COUNTY
CTY REG DISP AUTH
C/O: ANN ARBOR POLICE DEPT.
100 NORTH FIFTH AVENUE
ANN ARBOR, MI 48104