

15-371

Proposal Information

Introduction

Summit County is requesting quotes to relocate approximately 425 employees from 7 locations in the Akron and Cuyahoga Falls area to one location located at 1180 South Main Street, Akron. The move will be made on multiple weekends in January of 2016.

Scope of Work

1. All packing and unpacking of private space will be done by County employees. Common storage and file space, such as open shelving file system, will be loaded and unloaded by the mover on moving carts.
2. Moving company needs to blanket wrap all electronic equipment and transport safely to new location.
3. Moving company will be expected to provide proper building protection where needed.
4. Moving company will supply all necessary labels, packing paper and carton tape to supplement the packing efforts of all. Labels will be affixed by County employees.
5. A bid and performance bond will be required as per the bid documents.
6. Bids will only be accepted from firms that have completed five similar moves within the last five years.

BUILDING LOCATIONS AND SPECIFICATIONS

Destination

Triangle Building

1180 South Main Street

Akron, OH 44317

First Floor 59,600 square feet

Second Floor 43,600 square feet

Third Floor 60,200 square feet

Freight Elevator @68" x 93" x 88" high with a 4500 lb capacity

Two Passenger Elevators @80" x 65" x 88" high with a capacity of 3500 lb capacity

Loading Dock with 35" dock and ramp which is 76' from the freight elevator

Front doors are 36"X92" and are 57' from the passenger elevators

Origins

Origin #1

DJFS Building #1

47 N. Main St.

Akron, OH. 44308

- Ground level dock area located at the NE corner of building with exit door opening of 58" X 83". Freight elevator with door opening of 42" X 83" inside measurements of 57" X 80" and load rating of 3,500 pounds. The freight elevator is 6 feet from the exit door.
- Front door opening of 12' x 8' and located 38 feet from two passenger elevators with door openings of 34" X 84" inside measurements of 51" X 61" and load ratings of 2,150 pounds each. Employees located on top three floors (4, 5 and 6)
-
- The farthest office is 116' from passenger elevators and 215' from the freight elevator.
- The office doors are 36" X 80".

Origin #2

DJFS Building #2

31-37 N. Main St.

Akron, OH. 44308

- Employees located on all 4 floors
- Freight elevator with a door opening of 75" X 82" inside measurement of 73" X 91" and a load rating of 2,000 pounds. It also has a raised alley dock area 48" off the ground with an opening of 10' X 8'. Located on the East side of building.
- Side door entrance of 36" X 80" located 38 feet from the freight elevator on the North side of the building.
- Front door entrance with a 72" X 80" opening located 6' from two passenger elevators with a door opening of 42" X 84" inside measurements of 48" X 76" and load ratings of 2,500 pounds each.
- The farthest office is 72 Feet from the two passenger elevators and 137 feet from the freight elevator.

Origin #3

DJFS Building #3

21-25 N. Main St.

Akron, OH. 44308

- Front door opening of 42" x 80" and located 44 feet from one passenger elevator with door openings of 42" X 84" inside measurements of 48" X 77" and load ratings of 2,500 pounds each. Employees are located on floors 1 & 2
- The farthest office is 90' from passenger elevator.
- The office doors are 34.5" X 83".

Origin #4

DJFS Sojourner Truth Building

37 N. High St.

Akron, Oh 44308

- Employees are located on two floors

- The front entrance has two doors with 36" X 80" openings but four steps on the outside to sidewalk height. There is a handicap ramp that first goes east then west to sidewalk level.
- Ground level entrance located at the NE corner of building with exit door measurements of 34" X 83". To access the area there are two steps or a ramp that goes East 10 feet then West 7 feet.
- Alley entrance located on the East side of the building is mid building level with 72" X 80" opening. There are 11 steps up to alley from the first floor and 9 steps down from the second floor to the alley entrance.
- There is a single passenger elevator with a door opening of 36" X 84" inside measurements of 57" X 80" and a load rating of 2,000 pounds located near the front entrance area. It is 260' from the North entrance and has two ramps to maneuver.
- There are 64 cubicles on the first floor and 71 on the second floor that are occupied.
- There are four offices on the first floor and six offices on the second floor.
- There are two customer service areas with a total of 5 staff on the first floor.
- There are two conference rooms on the second floor.
- The farthest office is 180' from the elevator.
- The farthest cubicle on the second floor is 249' from the elevator.
- The elevator is a hydraulic and is slow.

Origin #5

DOES Building

2525 State Rd.

Cuyahoga Falls, OH. 44223

- Front door opening of 60" x 84" and located 128 feet from one passenger elevator with door openings of 36" X 84" inside measurements of 51" X 69" and load ratings of 2,500 pounds. Employees are located on floors basement, 1 & 2
- The farthest office is 100' from passenger elevator.
- The office doors are 34.5" X 83".
- Lower back door into the parking deck is 36"X80" down 3 steps.
- Upper back door onto the upper level of the parking deck is 36"X80".
- Lower level side door is 36"X80" down 3 steps.
- There is a removable window in the basement for the removal of the boxed archive files

Origin #6
Ohio Building
175 South Main St.
Akron, OH. 44308

- The Human Resources Department is located on the first floor and the Land Bank is located on the second floor.
- Front door opening of 60" x 84" and located 128 feet from two passenger elevator with door openings of 36" X 84" inside measurements of 51" X 69" and load ratings of 2,500 pounds.

Origin #7
Canal Place Warehouse
540 South Main St.
Akron, OH. 44308

- The loading dock is located 100' from the freight elevator which is 100"X100". The docket book storage is located 100' from the freight elevator and is accessed by a 8'X8' overhead door.

LIST OF ITEMS TO MOVE BY AREA AND PHASE

DJFS Agency Move Phase 1					
Unit	Desks	Chairs	File Cabinet	Boxes	Misc
Training, Labs, AV	44	65	6 - 5 Drawer Lateral	30	
Performance Management	8	40	12- 5 Drawer Lateral	92	3 Round tables 8 Dry Erase Boards 6- 2 Door Cabinet (small) Refrigerator Ice Machine
Finance	7	40	20-5 Drawer Lateral	130	4- Round Tables 48" X 120" Conference Table
Legal/Contracting	4	26	10- 5 Drawer Lateral 8- 4 drawer Lateral 4- 2 Drawer Lateral	120	4 - Book Shelves - Round Table 1 - Conference Table 4 - 2 Door Cabinet 4 Small Tables
Director & Asst Directors	7	36	20-5 Drawer Lateral	130	3 - Round Tables Credenzas 6 - Book Shelves Dry Erase Boards 48" X 168" Conference Table
Admin Services	11	71	10-5 Drawer Lateral 4- 4 Drawer Lateral 4 - 2 Drawer Lateral	120	2 - 48" X 120" Conference Table 3 - Round Table Mail Sorting Machine 4 - Pigeon Hole Cabinet 4 - 24" X 48" Tables 1 - 48" X 96" Table 3- 24" X 36" TableTables

DJFS Agency Move Phase 2

EDCS, Cashier, APS/Nursing Homes, Lactation, Language Line	19	70	2 - 2 Drawer Lateral 4 - 4 Drawer Lateral 3 - 5 drawer Lateral	140	48" X 120" Conference Table 3 Round Tables 6 Shelving units
Investigations, Hearings	3	38	3 - 4 Drawer Lateral 3 - 5 Drawer Lateral	45	42' X 120" Conference table 44" X 96" Conference Table 42" X 96" Conference Table
FAS	28		18 - 5 Drawer Lateral 7 - 4 Drawer Lateral	440	2 - 48" X 120" Conference Table 7 - Book Shelves 25 Folding Chairs Mail Sorting Table 4 - Round Table 11 - Tall Supply Cabinets 30 - 2 Door Small Cabinets 15 - 36" X 48" Table Ice Machine

DOES Move - Phase 1

Items to Move to Triangle Building		Amount to Move
Admin:	Computer Monitor	1
	CPU	1
	Keyboard	1
	Mouse	1
	Telephone	3
	Ergonomic Item	4
	Scanner	1
	Printer	1
	Lateral File	1
	Desk Chair	3
	Boxes Files	30
	Other:	
	4x10 Conference Table	1
	Conference Chairs	12
	Credenza	1
	4 Ft. Round Conference Table	1
	Dry Erase Board – Wall Mount	1
	Desk	1
	Total Items	<u>65</u>
Operations:	Computer Monitor	2
	Keyboard	1
	Mouse	1
	Thin Client	1
	Phone	3
	Ergonomic Item	1
	Lateral File	2
	Desk Chair	1
	Boxes Files	40
	Other Misc	1
	Total Items	<u>53</u>
Engineering:	Computer Monitor	11
	CPU	5
	Keyboard	6
	Mouse	6
	Thin Client	1
	Phones	6
	Ergonomic Item	2
	Printer	1
	Lateral File	14
	Desk Chair	6
	Boxes Files	237
	Other Misc.	22
	Total Items	<u>317</u>

DOES Move - Phase 2

		Amount to Move
Permits:	Computer Monitor	11
	CPU	4
	Keyboard	6
	Mouse	6
	Thin Client	3
	Phone	6
	Ergonomic Item	6
	Scanner	1
	Printer	1
	Lateral File	3
	Desk Chair	3
	Boxes Files	22
	Other Misc	10
	Total Items	<u>82</u>
Billing:	Computer Monitor	9
	CPU	0
	Keyboard	7
	Mouse	7
	Thin Client	7
	Ergonomic Item	5
	Printer	7
	Lateral File	6
	Desk Chair	4
	Boxes Files	36
	Other Misc	13
Total Items	<u>101</u>	
Train. Room:	Standing Fan	1
	Lateral File	1
	Side Tables	2
	Chairs	32
	Training tables	21
	Total Items	<u>57</u>

DOES Move - Phase 2 (continued)

	Amount to Move
Finance:	
Computer Monitor	7
CPU	1
Keyboard	4
Mouse	4
Thin Client	3
Phone	5
Ergonomic	4
Scanner	1
Printer	3
Lateral File	5
Desk Chair	4
Boxed Files	20
Other Misc	6
Total Items	<u>68</u>

Inspection:	
Computer Monitor	1
Keyboard	1
Mouse	1
Thin Client	1
Phone	5
Lateral File	1
Desk Chair	2
Boxes Files	22
Total Items	<u>34</u>

Physical Plant Move

1. Director's office with desk, credenza, conference table, chairs, lateral file and bookcase
2. Three Deputy Director's offices with desk, credenza, 2 file cabinets, bookcase and chairs.
3. Two Project Coordinators offices with desk, plan table, file cabinet, book case and chairs
4. Reception area with fax stand, paper trimmer and binder table and 2 lateral files.
5. Conference table with chairs
6. Ten flat files with drawings
7. Two shelf units for archive storage and 100 boxes
8. Four bookcases with project and maintenance manuals

Board of Revision Move

1. Nine offices with computers, printers and monitors. Two boxes of files.
2. Four workstations with computers and monitors. Two boxes of files
3. Two hearing rooms with TV, computer, sound system and flags
4. Open office area with 15 file cabinets and 2 lateral file cabinets.
5. Storage room with 3 paper storage shelf units, 3 box storage shelf units and 2 folding tables.

Records Center Move

- 1 One office with desk, bookcase, computer, chairs and 3 file cabinets.
- 2 Open office with 2 desks, 6 bookcases, 12 microfilm cabinets and conference table with chairs
- 3 Holding room with 4 plat cabinets, 19 microfilm cabinets and docket books
- 4 Move 271 four post shelving units with 2500 boxes. Boxes will be moved to 4th floor sorting area and shelving units will be reassembled on the 2nd floor as directed.
- 5 Move 501 docket book cabinets and 9499 docket books. Docket books will be moved to the 4th floor sorting area and the docket book cabinets will be moved to the 2nd floor.

Human Resources Move

- 1 Move 1 office with desk, conference table, chairs, 2 bookcases, computer and monitor.
- 2 Move 14 offices with desk, chairs, bookcase, file cabinet, computer and monitor.
- 3 Move 4 workstations with computer, monitor and 2 boxes of files
- 4 Open office area with 4 bookcases.
- 5 Move storage room with 15 boxes of files and 10 boxes of paper supplies. Jeter file will be relocated by others.
6. Training room with 12 desks, chairs, computers, monitors, TV and computer cart.

Soil and Water Move

- 1 Open office area consisting of 4 lateral file cabinets, 3 flat file cabinets, 1 fire proof cabinet and 64 boxes of files.

Land Bank Move

- 1 Move 4 cubicles consisting of computers, monitors and 2 boxes of files