

# The Town of Cicero Town Relocation Request For Proposals



Larry Dominick Town President

The Town of Cicero is currently soliciting proposals from experienced relocation companies in accordance with the relocation of the Town's Police Department and Town Hall facilities to our newly constructed Town Municipal Complex.

Scope:

The Town of Cicero will be relocating its Police Department and Town Hall presently located at 4937 W. 25<sup>th</sup> Street to a new Town Municipal Complex, housing the same facilities, located at 4901 & 4949 W. Cermak Road, less than ½ a mile away. The move is planned for two phases.

**Phase 1**

Relocation of all non-essential materials, including but not limited to files, unused furniture, file cabinets, computer equipment, stationary supplies, appliances and other materials.

**Timeline**

To be completed between Sept. 15<sup>th</sup> and September 30<sup>th</sup>.

**Phase 2**

Relocation of all remaining materials and furniture.

Estimated List

All essential files, forms and documents

All computer equipment (roughly 75 various types of monitors, mouse devices, keyboards, and connector switches, 25 computer towers, 15 printers)

10 copiers

6 full size refrigerators

6 mini refrigerators

30 desks

75 chairs

1 electric filing machine

Various camera recording equipment and monitors

10 conference tables

60 filing and storage cabinets

(A more complete list will be provided at the information meeting)

**Timeline**

To be started on Thursday October 2<sup>nd</sup> and completed no later than Tuesday October 7<sup>th</sup> at 2 p.m.

Proposals should be constructed in the following format.

**Tab 1**

General company information and background, including supervisors and managers who would be responsible for this project.

**Tab 2**

Specific experience with similar projects.

**Tab 3**

Base proposal, including price for the execution of the relocation according to the required timeline specified above. All proposals should be a flat fee structure with all estimated items included. All additional items should be charged on a per pound basis. In addition all moving and packaging equipment should be included in the base bid.

**Tab 4**

Optional pricing of the packing and unpacking of all materials to be relocated.

**Tab 5**

The completed Town prepared “Moving Services Agreement” contract that can be obtained through the Town web site [www.thetownofcicero.com/notices](http://www.thetownofcicero.com/notices)

An informative session including a tour of the current and new facility will be held on Thursday September 4<sup>th</sup>, 2008 to provide clarification of any questions. This meeting will take place at The Town Hall Courtroom located on the second floor at 4937 W. 25<sup>th</sup> Street at 1 p.m.

Proposals will be accepted up to 5 p.m. on Monday September 8<sup>th</sup>, 2008.

Town staff will open and evaluate all proposals and make a recommendation to the Town Board with respect to the lowest most responsible proposal.

All proposals must be submitted to the Office of the Town Clerk no latter than the above listed time and should be labeled as follows:

Town of Cicero  
Attn: Town Clerk  
Cicero Relocation Proposal  
4937 W. 25<sup>th</sup> Street  
Cicero, Illinois 60804