

Request for Proposal

The Town of Canton is requesting proposals from interested vendors for furnishing turnkey modular office space related to its Police and Town Administration facilities.

Responses due **February 4, 2022**

Introduction and Details

The Town of Canton, NC ("Town") is seeking a proposal from a vendor to supply modular office space for Police and Town Administration. The units will be located on land adjacent to the Town Garage at the corner of Ison Street and Summer Street in Canton, NC. The initial lease term will be for 12 months with an option to extend the term for up to 3 years. All permitting, taxes, delivery and removal fees shall be included in the base lump sum price for the initial term of the lease. Units are to be installed and ready for occupancy by March 8, 2022.

Town Provided Elements

The Town will provide the following:

1. Lot grading
2. Gravel parking lot installation
3. External utility hook-ups
4. Insurance on installed modular units

Town Administration Floor Plan

One 60' x 48' custom modular unit with skirting, one set of entry stairs (Staff Entry) and an ADA compliant entry ramp (Public Entry). Stairs and ramp shall have non-slip surfaces and constructed of weather resistant materials. All window and doors shall have security locks. The modular unit shall include the following (also see Town Administration Floor Plan Figure on page 5):

1. Standard Office Package
 - a. 2 Ethernet and 4 power connections
 - b. 2 Filing cabinets (1 - 4 drawer letter and 1 - 2 drawer legal)
 - c. 1 Desk and chair
 - d. 2 Visitors chairs
2. Executive Office Package
 - a. 2 Ethernet and 4 power connections
 - b. 2 Filing cabinets (1 - 4 drawer letter and 1 - 2 drawer legal)
 - c. 1 Executive desk and chair
 - d. 2 Visitors chairs
3. Break Room
 - a. 1 Ethernet and 6 power connections
 - b. Refrigerator
 - c. Sink
 - d. Microwave
 - e. 8' Counter
 - f. Table and 4 chairs
4. Copier Room
 - a. 1 Ethernet and 6 power connections
 - b. Office shelf
 - c. Copier
5. Lobby

- a. 2 power connections
 - b. Small table/cabinet
 - c. Couch
 - d. 2 Chairs
 - e. Large bulletin board
6. Meeting Room
- a. 2 Ethernet and 6 power connections
 - b. Board Room Table (seats 12)
 - c. 8 executive chairs
 - d. 40 folding chairs
 - e. Screen and projector

Police Department Floor Plan

One 60' x 48' custom modular unit with skirting, one set of entry stairs (Staff Entry) and an ADA compliant entry ramp (Public Entry). Stairs and ramp shall have non-slip surfaces and constructed of weather resistant materials. All window and doors shall have security locks. The modular unit shall include the following (also see Police Department Floor Plan Figure on page 6):

1. Standard Office Package
 - a. 2 Ethernet and 4 power connections
 - b. 2 Filing cabinets (1 - 4 drawer letter and 1 - 2 drawer legal)
 - c. 1 Desk and chair
 - d. 2 Visitors chairs
2. Executive Office Package
 - a. 2 Ethernet and 4 power connections
 - b. 2 Filing cabinets (1 - 4 drawer letter and 1 - 2 drawer legal)
 - c. 1 Executive desk and chair
 - d. 2 Visitors chairs
3. Break Room
 - a. 1 Ethernet and 6 power connections
 - b. Refrigerator
 - c. Sink
 - d. Microwave
 - e. 8' Counter or table
 - f. Table and 4 chairs
4. Evidence Processing
 - a. 2 Ethernet and 4 power connections
 - b. 8' L shaped counter (6' return)
 - c. Secured Door to Armory (empty)
5. Lobby
 - a. 2 power connections
 - b. 2 Chairs
6. Communications
 - a. 6 Ethernet and 6 power connections

- b. 16' L shaped counter (6' return)
- 7. Meeting Room
 - a. 1 Ethernet and 2 power connections
 - b. Table and 8 chairs
 - c. 12 folding chairs
 - d. 4 work Stations each with:
 - i. 1 desk and chair
 - ii. Partition wall
 - iii. 1 Ethernet and 2 power connections

Directions

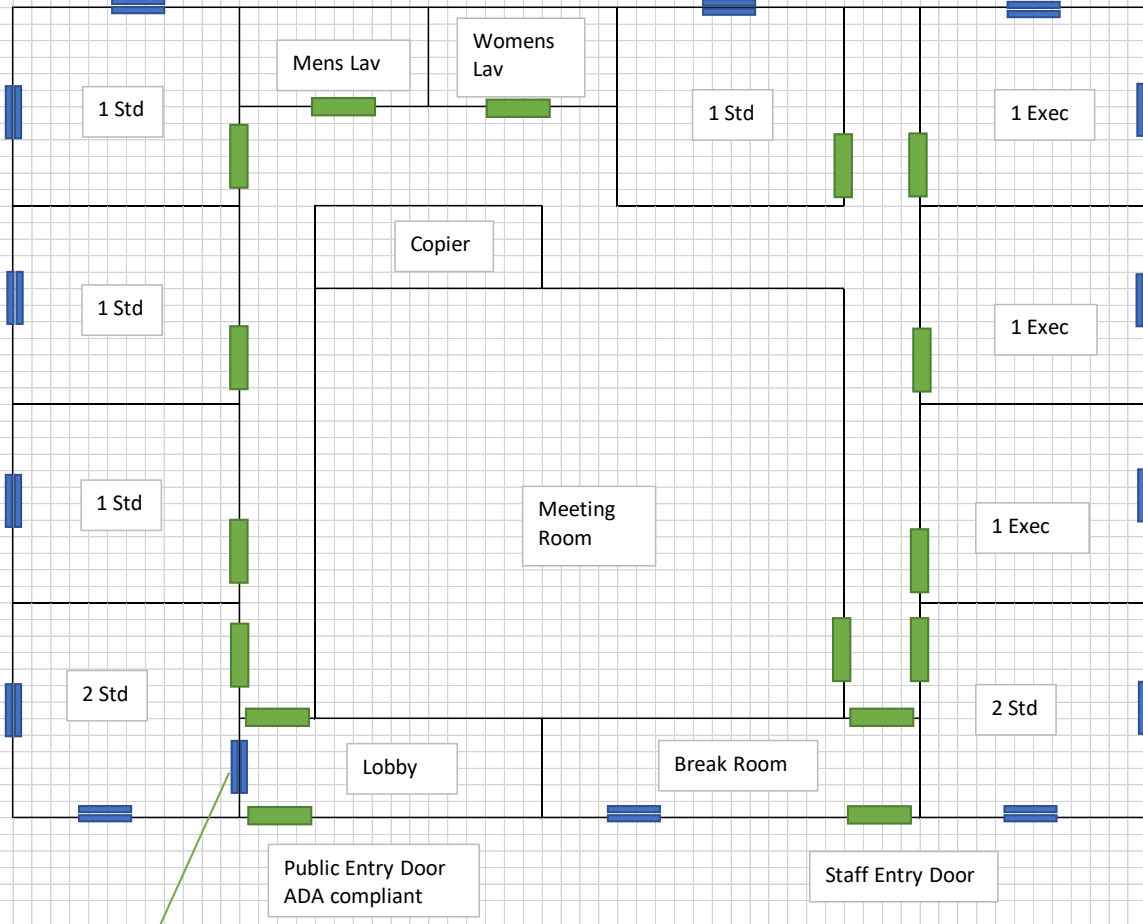
Submissions must be sent in the form of a sealed bid with the envelope labeled “**Request for Proposal - Town of Canton Police and Town Administration Temporary Modular Office Space**” to 118 Main St Ste A by 2:00 p.m. Eastern Time (EST) on February 4, 2022. Proposals must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm.

Any questions regarding this request should be directed in writing to lstinnett@cantonnc.com or Town of Canton, NC at 118 Main St Ste A no later than Tuesday, February 2, 2022. All questions will be addressed by an Addendum posted to the Town’s website noon on February 3, 2022.

A public bid opening is scheduled at 3 p.m. Eastern Time (EST) on February 4, 2022 at the construction trailer in the parking lot at 53 Main Street Canton NC 28716.

The Town of Canton accepts no responsibility for any expense related to preparation or delivery of proposals.

Town Administration Floor Plan



Plexiglass window with slot to exchange papers and cash

Police Department Floor Plan

