



MARION COUNTY, KANSAS
OFFICE OF THE COUNTY CLERK

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TINA D. SPENCER, CLERK
COUNTY ELECTION OFFICER

COUNTY COMMISSIONERS
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October 10, 2023

Request for Bids: Marion County is seeking proposals for the renovation of office space located on the main floor of the Marion County Courthouse, to include security enhancements. Secured access and camera components to be provided by a separate vendor. Contractor for renovations must coordinate all framing and other work to accommodate the chosen security system / door controls. Please submit an itemized bid.

Scope of Work:

1. Install new solid core hallway door. Framing and door to meet recommended specifications provided by security vendor.
2. Install 2' tall x 4' wide smash-proof viewing window in existing west wall of front office.
3. Remove wall separating northwest and southwest existing office spaces to create one larger room; also remove any remaining hallway walls between the two areas that are not needed.
4. Install new steel door at entry into west office. Framing and door to meet recommended specifications provided by security vendor.
5. Relocate any electrical / mechanical systems within the demolition area as needed.
6. Be sure that any electrical power or data runs required for the security system are placed before the surfaces are refinished.
7. Tape / patch, sand, paint interior walls as needed.
8. Repair / replace drop ceiling (or install new) as needed.
9. Replace carpet squares as needed.
10. Provide any recommendations that could reduce the project cost.

Bids must include the total cost of all materials, labor, debris disposal, and permits (if required).

Please include basic conceptual plans. Successful bidder must provide proof of liability and workers' compensation insurance. A project sales-tax exemption certificate will be issued for this project.

Work must be completed no later than January 31, 2024.

Contact County Clerk Tina Spencer at (620) 382-2185 for more information and to schedule an appointment to view the location prior to submitting a bid.

Bids are due in the County Clerk's Office, 200 S. Third St., suite 104, Marion, KS by 5:00 p.m. October 18th.
coclerk@marioncoks.net ; fax (620) 382-8815. Marion County reserves the right to refuse any or all bids.