



Request for Proposal 24-042 Countywide Courier Services

The County of Ottawa, is requesting proposals from experienced and qualified contractors for countywide, interoffice courier services at scheduled times at stated pickup and delivery locations throughout Ottawa County. In addition, the contractor will pick up out going mail at selected locations.

By responding to this RFP, the Proposer agrees to perform in accordance with the terms and conditions set forth herein.

RFP Issue Date:	Thursday, March 14, 2024
Questions Deadline:	Tuesday, March 19, 2024
Addendum Issuance:	Thursday, March 21, 2024
RFP Deadline:	By 2:00 PM (ET) Tuesday, April 2, 2024
Evaluation Timeline (Estimated):	April 3 to April 9, 2024
Intent to Award (Estimated):	Wednesday, April 10, 2024
Contract Start (Estimated):	TBD

RFP Administrator: Janice McLaren, Procurement Specialist, 616-738-4670,
purchasing.rfp@miottawa.org

All requests for additional information or questions should be directed to the RFP Administrator.

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Section 1: Information Summary

General Information:

The County of Ottawa distributes solicitation documents through the Michigan Intergovernmental Trade Network (MITN), website at <http://www.bidnetdirect.com/mitn> and through the Purchasing page of the County of Ottawa's website located at <http://www.miottawa.org/Departments/FiscalServices/bids.htm>. Copies of proposal documents obtained from any other sources are not considered official copies, and may result in failure to receive addenda, corrections or other revisions that may be issued.

For purposes of this RFP, the term "Contractor," "Vendor," "Proposer," "Respondent," or "Bidder" are considered to have the same meaning, all referring to the person or company responding to this RFP. Additionally, the terms "County," "Client," or "Owner" refers to the County of Ottawa.

Proposal Submission:

Proposals must be received by **2:00 PM (ET) on Tuesday, April 2, 2024**. Proposals received after this time may not be considered. Proposals may be withdrawn at any time prior to the scheduled proposal deadline. Proposals must be firm and may not be withdrawn for a minimum period of 90 calendar days after the RFP Deadline. Proposals should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources to perform the intended work. Proposals will be reviewed to determine if submission requirements are met. Proposals that do not comply with submittal instructions established in this document and/or that do not include the required information may be rejected as non-responsive. Vendor assumes responsibility for meeting the submission requirements and addressing all necessary technical and operational issues to meet the project objectives.

All proposals must include completed, signed PDF copies of all required attachments. Vendor assumes all risks associated with electronic submission (including possible technical issues). Proposals containing only hyper-links to any required response documents or required information (i.e. pricing, references etc.) may be disqualified. Attachments must be filled out in full and signed by an authorized Company representative.

Proposal Response:

Proposal response must contain completed, signed copies of each of the following required attachments:

- Attachment A – Cover Sheet for Proposal
- Attachment B – Contractor References
- Attachment C – Proposal Response / Pricing Form

Proposals will be accepted by e-mail submission only, as follows:

Respondents will submit an electronic response (preferably single-file PDF format) by e-mail to: purchasing.rfp@miottawa.org with subject line of: "RFP 24-042 Countywide Courier Services." The County can receive email attachments up to 25 megabytes. Proposal documents larger than 20 megabytes should be sent in multiple emails with subject line of: "RFP 24-042 – 1 of 2", etcetera. It will be the Proposers' responsibility to ensure that their proposal has been appropriately delivered and received.

Modification:

Prior to the date and time set forth as the Proposal Receipt Deadline, proposals may be modified or withdrawn by the Proposer's authorized representative. After the submission deadline, responses may not be modified or withdrawn without written consent of the County.

Pre-Proposal Conference:

No pre-proposal conference scheduled.

Questions:

Vendors may submit questions and requests for clarification relating to this RFP to the RFP Administrator by the stated deadline. Responses to all questions and inquiries received by the County will be issued in the form of an Addendum and posted on the MITN and the County's website, as needed. Only answers to questions submitted prior to the submission deadline and released in the form of an Addendum will be considered official and final. Any remarks or explanations made by phone, email, or in-person will be considered draft and will be non-binding.

Section 2: Background Information

County Information:

Beautiful Ottawa County is located in the southwestern section of Michigan's Lower Peninsula. Its western boundary is formed by Lake Michigan and its eastern boundary is approximately 30 miles inland. The County landmass consists of a total area of 565 square miles with over 300 miles of water frontage. The County is composed of 6 cities, 17 townships, and 1 village.

The current County's legislative body is an eleven-member Board of Commissioners which is elected from single-member districts, determined by population, on a partisan basis for two-year terms. The Board of Commissioners provides oversight, establishes policy, and builds the strategic plan for County operations.

Ottawa County has been named the fastest growing population in the state. Between 2010 and 2020 there was a 12.3% increase in population. The estimated population in the County in 2021 was 299,157. This significant population growth is expected to continue in the years ahead.

Section 3: Scope of Work

The County of Ottawa, is requesting proposals from experienced and qualified Contractors for countywide, interoffice courier services at scheduled times at stated pickup and delivery locations throughout Ottawa County. In addition, the contractor will pick up outgoing mail at selected locations. The initial contract period will be for five (5) years in which the County, at its discretion, may elect to exercise an option to renew and extend the contract for two (2) twelve (12) month terms. Prices quoted must remain firm for the period covered by the contract unless price escalation is herein specified.

A. General Information

The County requires the services of a courier to transport miscellaneous interoffice mail and other necessary materials to and from County offices within Ottawa County. The County's current courier schedule with pick-up and delivery locations is provided for informational purposes as Exhibit A. A final schedule with confirmed dates, pickup and delivery times will be created with the awarded contractor.

Alternate delivery times / route map may be suggested by responding contractors. However, the County shall not be obligated to accept any delivery schedule which is not in its best interest and reserves the right to reject such schedules.

B. Service Requirements

1) Items to be Picked Up and Delivered

- a) The County reserves the right to request courier and pick-up services for any items standard to typical government offices. Typical items may include (but are not limited to):
 - Inter-Office Courier Envelopes
 - Cash and checks contained in locked cash bags
 - Boxed toner
 - Files (confidential files, legal documents, etc.)
 - Employee Recognition Packets
 - Miscellaneous boxes (typically paper box size or approx. 18" L x 12" W x 10" H) for items too large for a courier envelope
- b) The size and quantity of items picked up and delivered may vary. The Contractor shall not alter, disturb, or harm any of the items.

2) Outgoing Mail Pick Up and Delivery

Select locations, as identified on the proposal pricing form, require outgoing mail to be picked up and delivered to the US Postal Service. Outgoing mail will be picked up from a designated location at a designated time. Mail is to be delivered to a physical US Postal Service location the same day.

3) Frequency and Destination of Deliveries

- a) All deliveries will occur as specified on the attached schedule / route (Exhibit 1). If, during the course of the RFP evaluation process, an alternative schedule / route is provided and agreed, it will become part of the contract documents. Upon award, a contact person from each location (address) will be designated.
- b) Once a delivery schedule and timeframe are established, the schedule is to remain consistent.
- c) The schedule is based on services being provided for all workdays in a year, in 2024, approximately 254 days. The County observes the following holidays and offices would be closed on these days:
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day

- d) The awarded contractor will need to sign up for email alerts to be notified in the event offices are closed due to weather.
- 4) Receipts, Delivery and Mode of Shipment
- a) The successful contractor will be required to make deliveries during the typical workday of 8:00am to 5:00pm.
 - b) The route shall be completed on the same day with the final drop-off no later than 4:30pm daily.
 - c) If the contractor is unable to complete the route due to weather, road, or mechanical delays, they shall contact Ottawa County Fiscal Services Department within one (1) hour of the scheduled delivery time for the next location on the route.
 - d) As part of proposed pricing, the contractor will provide interoffice envelopes with identifiable tracking information. The Contractor is responsible for maintaining tracking numbers at no additional cost and collection data for tracking/tracing system to include date, time of pickup, origin, and destination.
 - e) The County will be responsible for providing information (from and to) for Contractor to deliver. Contractor will attempt to correct any obvious destination address errors which do not require extensive research for correction (i.e. room numbers)
 - f) For each item picked up and delivered, the successful contractor must provide an industry standard method of tracking pick-up and delivery. All items and materials must be tracked.
 - g) If requested by Departments, a proof of delivery of any item shipped (recorded name, date, and time of delivery) shall be made available. This shall be standard practice for every shipment/delivery. Departments may determine if a signature by County staff is required at time of delivery.
 - h) The successful contractor will provide weekly, written confirmation by email, of all deliveries.
 - i) The contractor will provide containers to transport items to be delivered.
 - j) The Contractor shall provide a mode of shipment which assures that the materials transported are safe and secure. Generally, a secure vehicle shall be the mode of transportation. The County reserves the right to determine the adequacy of the mode of transportation as a condition of this contract.

C. Contractor Qualifications, Responsibilities and Mandatory Requirements

1) Contractor Qualifications

- a) The Contractor shall demonstrate they have the resources and capability to provide courier services as described herein. The following criteria shall be met in order to be eligible for this contract. Failure to meet the minimum qualifications is ample cause for the bidder to be deemed non-responsible:
 - Contractors must demonstrate they have been in business providing similar courier services for at least three (3) years.
 - Contractors are to provide three (3) comparable references of which similar work performed of similar volume and frequency.
 - Contractors must be able to meet all insurance requirements in regard to Workers' Compensation Insurance, Commercial General Liability Insurance and Automobile Insurance as outlined in RFP.
 - The Contractor shall be bonded and insured. Prior to starting this contract, the Contractor shall provide proof to the County of a \$10,000 Business Service Bond to protect the County from theft, larceny or fraud that may be committed by the business owner or his/her employees while working at the County offices.

2) Contractor Responsibilities

- a) All Contractor employees shall wear ID badges displaying the name of the company when providing courier services for the county.
- b) Contractor is responsible for any mail or parcel loss upon receipt until signed delivery.
- c) Contractor is responsible for any accident, injury, etc. during delivery schedule.
- d) Contractor is responsible to secure all delivery items until all items can be delivered. The contractor shall not alter, disturb, or harm any of the items being transported.
- e) The activities of contractor employees entering and leaving the county buildings are not to interfere with public safety or unreasonably interfere with the operation or use of the building or County facilities. If determined necessary by the County, a local record check of employees to be conducted by the Contractor may be requested. Findings shall be provided to the County.
- f) The County further reserves the right to request that a Contractor's employee be removed from servicing this contract for failure to provide professional, courteous service in the performance this contract.

3) Mandatory Requirements

The contractor must have a fully operational and servicing office located within the West Michigan Area (Grand Rapids – Muskegon – Holland area).

D. Pricing and Invoicing

Proposed / quoted pricing is to remain firm for the initial contract period. In the event the County adds to or deletes from the agreed upon schedule, an adjustment in price will be made.

Prior to commencement of subsequent renewal terms, a request for price adjustment may be submitted, in writing, to the identified contract point of contact.

The County will entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 5% increase on the current pricing, whichever is lower. For the purpose of this section, "Consumer Price Index" shall mean the Consumer Price Index-All Urban Consumers – United States Average-All items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics. . Ottawa County reserves the right to accept or reject within thirty (30) days after the request for a price increase. If the price increase is rejected, the specific item in question will be canceled. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

Invoices are to be submitted monthly, Net 30.

Section 4: Proposal Selection and Award Process

An Evaluation Committee(s) will be established by the County to review the proposals and to make recommendation for contract award(s).

A Proposer may not contact any member of the Evaluation Committee except at the RFP Administrator's direction. Purchasing will notify vendors of relevant steps and status throughout the evaluation process.

Proposals will be evaluated based on the following criteria:

	<u>Max Points: 50</u>
• Vendor Overall Price for Services	25 points
• Vendor Experience Providing Required Services (Vendor References)	10 points
• Demonstrated Vendor Ability to Provide Required Services	10 points
• Vendor Past Experience with the County	5 points

As part of the proposal evaluation process, the finalist vendor(s) may be invited to attend an in-person or virtual interview. The County reserves the right to interview any number of qualifying vendor(s) as part of the evaluation and selection process. The County reserves the right to award a contract without an interview, as determined in the best interest of the County.

The County of Ottawa reserves the right to select and subsequently recommend for award the proposal that best meets its required needs, quality levels, and budget constraints. The lowest priced response does not guarantee recommendation for contract award. The County reserves the right to award by item, group, or total proposal.

The Respondent to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract and actual award of the contract will be provided to the representative(s) designated in the proposal response.

Section 5: Contract Terms, Period, Procedures and Use

The County of Ottawa's intent is to award a contract that will cover an initial period of five (5) years in which the County, at its discretion and if in the best interest of both parties, may elect to exercise an option to renew and extend the contract for two (2) twelve (12) month terms. Prices quoted must remain firm for the period covered by the contract unless price escalation is herein specified.

This contract will not be enforced until both parties have agreed and signed as accepted. The Vendor must execute and perform said Agreement.

The proposal, or any part thereof, submitted by the awarded vendor may be attached to and become part of the contract. Proposal pricing reflects a commitment to the terms indicated. As part of the contract negotiation process, the County reserves the right to delete or modify any task from the scope of services and reserves the right to modify the scope of services during the course of the contract. Any changes in pricing or payment terms proposed by the Vendor resulting from the requested changes are subject to acceptance by the County.

When a contract is awarded to a new incoming vendor, the outgoing Vendor will provide transition training for a period of time as specified by the Contract Administrator in Fiscal Services. This period of time may be from one week up to three weeks.

In the event that a successful agreement cannot be executed, the County reserves the right to proceed with contract negotiations with the other responsive, qualified vendors to provide service as referenced under negotiation process.

Contractors are not to start work until receipt of an Ottawa County Purchase Order, authorizing work to begin. The County's obligation will commence only following the parties' execution of the Contract and the County Board of Commissioners' approval. Upon written notice to the Contractor, the County may set a different starting date for the Contract. The County will not be responsible for any work done or expense incurred by the Contractor or any subcontractor, even if such work was done or such expense was incurred in good faith, if it occurs prior to the Contract start date set by the County.

This contract is for use only by the County, including departments, agencies, or courts of the County of Ottawa.

Section 6: RFP Terms and Conditions

By submitting a response, vendors confirm that they have read and will comply with the solicitation and all specified RFP terms and conditions listed below.

Cancellation of RFP:

The County may, at its discretion and if in the best interest of the County, cancel any proposal or request for proposal or other solicitation in whole or in part. The RFP Administrator will notify vendors of any cancellation.

Confidentiality:

All responses in entirety, produced by the Proposer, that are submitted to the County will become property of the County and may be considered public information under applicable law. Michigan FOIA requires the disclosure, upon request, of all public records; therefore, confidentiality of information submitted in response to this RFP is not assured.

Incurred Expenses:

The County will not be responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to the execution of an agreement. This includes any legal fees for work performed or representation by the proposer's legal counsel during any and all phases of the RFP process, any appeal or administrative review process, and prior to County Board approval of a contract award.

Independent Contractor:

The awarded vendor will perform all work and services described herein as an independent contractor and not as an officer, agent, servant, or employee of Ottawa County. The vendor will have exclusive control of and the exclusive right to

control the details of the services and work performed hereunder and all persons performing the same and will be solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any. No person performing any of the work or services described hereunder will be considered an officer, agent, servant, or employee of the County nor will any such person be entitled to any benefits available or granted to employees of the County.

Laws:

This RFP and subsequent contract will be governed by and construed in accordance with the laws of the State of Michigan and any service or product herein will so comply. All persons providing goods and/or services to Ottawa County will comply with all applicable local, State and Federal laws, rules and regulations specifically including, but not limited to, State of Michigan Executive Orders.

Ownership of Data:

All information provided by the County and any reports, notes, and other data collected and utilized by the vendor, its assigned employees, and/or subcontractors, pursuant to any agreement resulting from this RFP, will become the property of the County as prepared, whether delivered to the County or not. Unless otherwise provided herein, all such data will be delivered to the County or its designee upon completion of any work performed or at such other times as the County or its designee may request.

Proposal Acceptance, Rejection, and Withdrawal:

The County also reserves the right to accept or reject any and all proposals submitted if in the best interest of the County.

The County reserves the right to negotiate with the Proposer(s) within the scope of the RFP. The County further reserves the right to award the contract to more than one Contractor, if in the best interest of the County to provide adequate delivery, services, and/or product availability. The County may request and require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposal and/or to determine a proposer's compliance with the requirements of the solicitation.

The County reserves the right to waive minor irregularities in proposals. Minor irregularities are defined as those that have no adverse effect on the outcome of the selection process by giving a Vendor an advantage or benefit not afford to other Vendors. The County may waive any requirements that are not material.

The County reserves the right to reject any or all proposals, or any part thereof; and to waive any minor defects in the proposals if this is to the advantage of the County. The County's waiver of a minor defect will in no way modify the RFP document or excuse the vendor from full compliance with its specifications if the vendor is awarded the contract. The County reserves the right to let separate contracts on any aspect of the work.

After the proposal deadline, proposals may not be withdrawn without the written consent of the County after submission deadline. Proposals must be firm and may not be withdrawn for a minimum period of 90 calendar days after the RFP deadline. Any fees proposed are considered firm and cannot be altered.

Retained Rights:

The County reserves the right to use ideas presented in reply to this process notwithstanding selection and rejection of proposals and/or bids. The County reserves the right to make changes to and/or withdraw this request at any time.

Subcontractors:

Since the contract is made pursuant to the proposal submitted by the awarded vendor and in reliance upon the vendor's qualification and responsibility, the vendor will not sublet or assign the contract, nor will any subcontractor commence performance of any part of the work included in the contract without the previous written consent by the County.

Section 7: General Terms and Conditions

By submitting a response, the Vendors confirm that they have read and will comply with all the general terms and conditions listed below.

Conflict of Interest:

By submission of a response, the Proposer agrees that at the time of submittal, they: (1) have no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest."

Debarment and Suspension:

The Contractor certified to the best of its knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or

voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this form been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Default

If Vendor defaults on the resulting contract, after the designated Cure Period, the County may do one or more of the following: (A) Exercise any remedy provided by law; (B) Terminate the resulting contract and any related contracts or portions thereof; (C) Impose liquidated and other damages; or (D) Suspend vendor from receiving future solicitations.

Equal Employment and Opportunity:

Every contract or purchase order issued by the County is entered into under provisions requiring the contract, subcontractor, or vendor not to discriminate against any employee or applicant for employment because of his/her race, religion, sex, color, national origin, height, weight, familial status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

Contractors and their subcontractors, as required by law, will not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, familial status, age, sex, height, weight, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the Contract.

The Vendor will adhere to applicable Federal, State, and local laws, ordinances, rules, and regulations prohibiting discrimination.

Force Majeure:

Neither party to the resulting agreement will be held responsible for delay or default caused by fire, flood, civil disobedience, court order, labor dispute, acts of God and/or war which is beyond that party's reasonable control. If either party is unable wholly or in part to carry out its obligations under any resulting agreement, then such party will give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event. Such non-performance will not constitute grounds for default.

Indemnification:

Vendor agrees to indemnify, defend and hold harmless the County and its officials, officers, employees, volunteers, and agents from and against any and all liability arising out of or in any way related to Vendor's performance of services under contract awarded as part of this proposal, including, but not limited to, any and all liability resulting from or arising out of intentional, reckless, or negligent acts or omissions of the Vendor, their employees, agents or subcontractors.

Insurance:

Vendor will provide proof of the following coverages: worker's compensation, employer's liability, commercial general liability, umbrella/excess liability and if applicable, automobile, and professional malpractice. Coverage limits are to be statutory and if no statute is applicable, at least \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. These limits may be provided in single layers or by combinations of primary and excess/umbrella policy layers. These coverages will protect the vendor, and County and their employees, agents, representatives, invitees, and subcontractors against claims arising out of work performed or products provided. The County and its elected officials, officers, employees, agents, and volunteers are to be additional insureds and a thirty-day notice is required to the County in the event of coverage termination.

Iran Linked Business:

Pursuant to State of Michigan, Iran Economic Sanctions Act, 2012 P.A. 517, MCL 129.311 seq., the Contractor certifies, under civil penalty or false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business."

Material Safety Data Sheets:

All County purchases require a Material Safety Data Sheet (MSDS) where applicable in compliance with MIOSHA "Right to Know" Law. Vendor will forward all relevant Material Safety Data Sheets to the designated County Representative upon request.

Payment Terms:

Payment terms will be Net 30 unless otherwise mutually agreed upon by all parties.

Right to Audit:

The Vendor will maintain such financial records and other records as may be prescribed by Ottawa County or by applicable federal and state laws, rules, and regulations. The Vendor will retain these records for a minimum period of three years after final payment, or until they are audited by the County of Ottawa, whichever event occurs first. These records will be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by Ottawa County, its designees, or other authorized bodies.

Safety:

All Contractors and Subcontractors performing services for the County are required to and will comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and Subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around work site area under this Contract.

Tax Exempt Entity:

The County is exempt from Federal Excise and State Sales Tax. Do not include such taxes in the proposal. The County will furnish the successful proposer with tax exemption certificate when requested.

Warranty:

Vendor warrants that the goods and/or services supplied will be good workmanship and material, free from defects, and if the intended use thereof is known to the seller, that they are suitable for the intended use. Awarded vendor will transfer all applicable manufacturer warranties to the County and agrees to coordinate all claims on the County's behalf.

Exhibit 1 - Courier Schedule and Route

Start of Route	Pick up / Delivery Points (maybe consolidated by Bldg)	Courier Address	Department	Building Address	2/21/2024	
8:30 AM		2665 3510	Jail / Adult Detention - 12130 Fillmore	Jail / Juvenile Detention 12110-12130 Fillmore West Olive, 49460	Fillmore Street Complex 49460	
		2665 2150	Clerk - Family Court			
		2665 6620	Juvenile Detention - 12110 Fillmore			
		2665 1490	Juvenile Services - Family Court			
AM pick up point		2665 1480	Probate Court - 12120 Fillmore			
		2667 1720	Administrator	Administration Annex 12220 Fillmore Street West Olive, 49460		
		2667 2150	Clerk - Vital Records and Elections			
		2667 2100	Corporation Counsel			
		2667 2750	Drain Commission			
		2667 4260	Emergency Management / EOC			
		2667 2570	Equalization			
		2667 2650	Facilities / Maintenance			
AM pick up point		2667 1910	Fiscal Services			
		2667 2590	G I S			
		2667 2700	Human Resources			
		2667 2280	IT			
		2667 2610	MSU Extension			
		2667 7510	Parks & Recreation			
		2667 7211	Strategic Impact			
		2667 2680	Register of Deeds			
AM pick up point		2667 3020	Sheriff's Office			
AM pick up point		2667 2530	Treasurer			
		2664 2150	Clerk - Vital Records	Family Justice Center 12240 Fillmore Street West Olive, 49460		
There is a central drop off / pick up location that serves all departments listed.		2664 2100	Circuit Court			
		2664 2650	Facilities / Maintenance			
		2664 1490	Juvenile Services - Family Court			
		2664 3020	Sheriff's Office			
AM pick up point		2652 2220	CMH	Community Mental Health 12265 James St, Bldg A Holland, 49424	James Street Complex 49424	
AM pick up point		2659 2220	CMH - Reception Area	Community Mental Health 12263 James St, Bldg B Holland, 49424		
AM pick up point		2655 2150	Clerk - Vital Records	Multiple Dept's 12251 James St, Bldg C Holland, 49424		
		2655 1120	Community Action Agency			
AM pick up point		2655 2272	Environmental Health			
		2655 2650	Facilities / Maintenance			
AM pick up point		2655 2210	Public Health Administration			
AM pick up point		2655 0036	Veterans Affairs	MDHHS 12185 James St Holland, 49424		
AM pick up point		2668 1520	Adult Probation/Parole			
AM pick up point		2668 2990	Office of the Public Defender			
		2668 2901	MDHHS			
AM pick up point		2656 1361	District Court / Community Corrections	Holland District Court 85 West 8th St Holland, 49423	8th Street 49423	
		2656 2650	Facilities / Maintenance			
		2656 2670	Prosecuting Attorney			
AM pick up point		2651 1361	District Court	Human Services Bldg 3100 Port Sheldon Hudsonville, 49426	Hudsonville 49426	
		2651 2650	Facilities/Maintenance			
		2651 2210	Public Health			
AM pick up point		2653 2220	CMH	Community Mental Health 1111 Fulton St	Grand Haven 49417	
AM pick up point		2653 2990	Office of the Public Defender			
Typically would arrive at Court House 12:30pm	There is a central drop off / pick up location that serves all departments listed.	2654 1520	Adult Probation/Parole	Grand Haven Court House 414 Washington Ave, Grand Haven, 49417		
		2654 2150	Clerk - Vital Records			
		2654 1310	Circuit Court			
		2654 2850	Community Corrections			
		2654 1361	District Court			
		2654 2650	Facilities / Maintenance			
		2654 1410	FOC			
		2654 2280	IT			
		2654 2670	Prosecuting Attorney			
		2654 2530	Treasurer			
		2658 2210	Public Health	Public Health 1207 S. Beechtree Grand Haven		
Afternoon Drop off ONLY at these locations						
Afternoon Drop off ONLY at these locations	2:15 pm Mail Pick up	2665 1480	Probate Court - 12120 Fillmore	Fillmore Street Complex 49460		
	2:20 pm Mail Pick up	2665 3510	Jail / Adult Detention 12130 Fillmore			
	2:30 pm Mail Pick up	2667 1910	Administration - 12220 Fillmore			
		2667 3020	Sheriff's Office - 12220 Fillmore			
		2667 2530	Treasurer - 12220 Fillmore			
	2:45 pm Mail Pick up	2664 2100	FJC Circuit Court - 12240 Fillmore			
		2652 2220	CMH - Bldg A, James St.	Holland Area		
		2659 2220	CMH - Reception Area - Bldg B, James St.			
		2655 2150	Clerk - Vital Records - Bldg C, James St.			
		2655 2272	Environmental Health - Bldg C, James St.			
		2655 2210	Public Health Admin. - Bldg C, James St.			
		2668 1520	Adult Probation/Parole - 12185 James			
4:30 PM		2668 2990	Office of the Public Defender - 12185 James			
End of Route		2656 1361	District Court - 85 W. 8th St.			