

I. DESCRIPTION OF THE WORK:

Tri-County Council for the Lower Eastern Shore of Maryland is consolidating operations from multiple offices in Snow Hill and Salisbury MD to its new location at the Tri-County Multi-purpose Center, 31901 Tri-County Way, Salisbury, MD. The new location has a loading area in the rear of the building and a single elevator in the front of the building to the second floor. Delivery vehicle(s) must have a lift gate.

The relocation will be conducted in phases as the property becomes ready for occupancy and each phase of the move is to be accomplished (moving truck loaded and delivery/set-up completed) within 48 hours of its actual start, as follows:

A. Phase I (tentative start date January 3, 2012)

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| 1. 101 W. Green Street, Snow Hill MD 21863, 1st Floor
HR, Finance, Tech Services, Admin, Shore Transit | Staff of 12 |
| 2. 100 Pearl Street, Snow Hill MD 21863, 2nd floor
Executive | Staff of 2 |

These staff members will be relocating to the 2nd floor of our new facility in Salisbury.

B. Phase II (tentative start date January 16, 2012)

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| 3. 917 Mt. Hermon Road, Salisbury MD 21801
LSWA Counselors/Facility Coordinator (to 1 st floor) | Staff of 4 |
| LSWA Staff (to 2 nd floor) | Staff of 5 |
| HCTC (to 2 nd floor) | Staff of 4 |

These staff members will be relocating to both floors of our new facility in Salisbury.

C. Phase III (tentative start date February 21, 2012)

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| 4. 803 N. Salisbury Boulevard, Salisbury MD 21801
Operations Management/Mobility | Staff of 6 |
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These staff members will be relocating to the 1st floor, center, of our new facility in Salisbury.

D. Phase IV (tentative start date July 2012)

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| 5. 328 Calvert Street, Salisbury MD 21840, 1st & 2nd floor
Shore Transit Service and Support | Staff of 9 |
| 6. 799 N. Salisbury Blvd, #1300, Salisbury MD 21801, 1st floor | Staff of 4 |

7. **809 N. Salisbury Blvd., Salisbury MD 21801, 1st floor** Staff of 5
Dispatch

These staff members will be relocating to the 1st floor, rear, of our new facility in Salisbury.

8. **799 N. Salisbury Blvd, #1300, Salisbury MD 21801, 1st and 2nd floors**
Maintenance Mechanics Staff of 4

The maintenance shop staff and equipment will be relocating to a separate building behind the TCC Multi-Purpose Center.