

TUSCOLA COUNTY BOARD OF COMMISSIONERS

207 E. Grant Street
Caro, MI 48723

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Request for Proposals

To All Interested Parties

Overview

The Tuscola County Board of Commissioners is accepting sealed proposals to lease/lease purchase a facility to house certain county departments to facilitate the county's desire to move the Adult Probation and Friend of the Court to the County Courthouse.

This proposal will be for parties that have a property that will meet the specifications below and are willing to work with the county. Your proposal which is due on June 4th, 2010 should be considered the first step in this process. The party or parties that have their proposal(s) chosen for further review shall have until July 9th, 2010 to meet with county department heads that will be involved in the relocation to work out all the details such as colors, carpet choices, etc...

Once all the details have been specified, the parties shall then submit costs for the lease/lease purchase proposals based on the known details to the county for Board of Commissioners review and potential award. Lease/lease purchase lengths to be considered shall be 10 year, 15 year, and 20 year. Cost shall be provided for each term length.

Specifications

The building shall comply with these following minimum specifications:

Distance from Courthouse

1. Within approximately 2 miles from the County Courthouse

Building Size/Parking

1. Minimum of 10,000 square feet
2. All office space to be on the ground floor
3. Minimum of 40 public or private parking spaces

Internal Building Layout by Departments

- Controller/Administrator

1. Shall provide 4 – 12x12 offices
2. Shall provide 1 – 12x20 office, must be attached to Boardroom
3. Shall provide 1 – 12x12 storage/mail/copy room
4. Shall provide an 8x8 reception area with a counter 6 foot in length and 30 inches wide
5. Shall provide a Boardroom that is a minimum of 26x26 in size

- **Equalization**

1. Shall provide 1 – 13x13 office
2. Shall provide a large open area for 3 employees that is a minimum 14x28 in size
3. Shall provide 1- 8x8 storage area

- **Drain Commissioner**

1. Shall provide 1 – 12x12 office
2. Shall provide a large open area for 2 employees that is a minimum 12x18 in size
3. Shall provide 1 conference room within the department that is 12x14

- **Treasurer Office**

1. Shall provide 1 – 12x12 office
2. Shall provide a large open area for 6 employees that is a minimum of 24x24 in size
3. Shall provide a reception counter that is 20 in length, 30 inches wide
4. Shall provide 1 – 10x10 storage room

- **Register of Deeds**

1. Shall provide 1 15x20 office
2. Shall provide a large open area for 4 employees that is a minimum 810 square feet in size
3. Shall provide a cement vault that has a minimum of a 1 hour fire rating that is 750 square feet in size

- **Break room**

- Shall provide 1 – 12x24 break room
- Shall provide a minimum 10 foot kitchen counter with upper and lower cabinets for storage
- Shall provide 1 divided kitchen sink

- **Other Minimum Requirements**

1. Each desk location will require 4 electrical outlets on a 20 amp circuit
2. Each desk location will require a phone jack
3. Each desk location will require 2 data drops, data cabling shall be cat5
4. Shall provide an 8x8 phone/data room
5. Shall provide an 8x8 janitorial closet with slop sink and for janitorial supplies
6. HVAC equipment must be able to provide and maintain a temperature range of 68-78 degrees year round.
7. Shall provide each department with its own thermostat for temperature control
8. Shall provide adequate roof, and wall insulation in accordance with local codes
9. Commercial grade wall coverings and floor coverings shall be used
10. Commercial grade entry and interior doors with heavy duty hardware
11. Commercial grade Schlage door locks
12. Shall provide all exterior building and grounds maintenance and repairs of roof, lawn, parking lot, and windows
13. Shall provide all HVAC maintenance and repairs
14. Shall provide all interior maintenance and repairs, if the cost of those repairs is over \$100.00
15. Shall provide an environmental assessment including mold testing of the property; results must be satisfactory to the County
16. Shall provide an asbestos assessment of the property; results must be satisfactory to the county
17. County will pay for electric, heating, and water utilities

18. The county or its agents will conduct a walk-through of the building and grounds to verify the ability to comply with the specifications prior to awarding the bid
19. Building and parking lot shall meet ADA compliance

- **Other Information Required to be Supplied with Proposals**

1. Building square footage
2. Copy of building current floor plan
3. Confirmation that a minimum of 40 public parking spaces are available adjacent to the building
4. Sketch plan showing the potential new office space layout

Closed sealed proposals shall be submitted to the Tuscola County Controller/Administrator Office, 207 E. Grant Street, Caro, MI 48723 no later than June 4th, 2010. Proposals will be opened at the Board of Commissioner meeting on June 8th, 2010.

- **Disclaimer**

"Tuscola County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel.

The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the offer can propose. There will be no best and final offer procedure. The County does reserve the right to contact an offer for clarification of its proposal."