

To All Interested Parties

Overview

The Tuscola County Board of Commissioners is receiving closed sealed bids with the options of a lease, lease/purchase or purchase of a facility to house Adult Probation. The function of Adult Probation is to provide supervision by State Parole officers of individuals who have been assigned to probation sentences by the courts. Parole officers meet with probationers at this facility on a regular basis to conduct the supervision process.

Specifications

The building shall comply with the following minimum specifications:

Distance from Courthouse

1. Within one mile from the County Courthouse

Building Size/Parking

1. Minimum of 6,000 square feet
2. Entire 6,000 square feet shall be on the ground floor
3. Minimum of 45 public or private parking spaces shall be available

Internal Building Layout

1. Shall provide a security door between the waiting area and offices
2. Shall provide 19 – 10X10 offices with sound reduction insulation
3. Shall provide 1 – 10X20 waiting room
4. Shall provide 1 – 12X20 reception area connected to the waiting room
5. Shall provide 1 – public bathroom connected to the waiting room
6. Shall provide 1 – men's' employee bathroom
7. Shall provide 1 – woman's' employee bathroom
8. Shall provide 1 – testing bathroom
9. Shall provide 1 – 12X20 conference room
10. Shall provide 1 – 10X10 data room

Other Requirements

1. Tentative approved bidder must be able to certify and document the building is free of black mold and other types of mold that are harmful to the public prior to public occupancy
2. Tentative approved bidder must be able to certify and document the building is free of asbestos prior to public occupancy
3. Building shall be American Disabilities Act compliant
4. Building shall have a security/fire monitoring system with all exterior employee entrances to be electronic entry
5. Building shall have heating and air conditioning
6. All lighting shall be T8 fixtures
7. Building shall meet all state building code requirements
8. If the county chooses to lease or lease/purchase the building, all interior/exterior maintenance and repairs shall be the responsibility of the owner

9. Under a lease or a lease/purchase building insurance shall be the responsibility of the owner – content insurance shall be the responsibility of the county
10. County will pay for electric, heating and water utilities
11. The county and/or its agents will conduct a walk-through of the building and grounds to verify the ability to comply with specifications prior to awarding the bid

Bidding Format

Bid amounts shall be supplied according to the format below:

1. 5-Year Lease – Monthly Amount \$_____
2. 10-Year Lease/Purchase – Monthly Amount \$_____ (Specify) Final Remaining Purchase Amount if Applicable \$_____
3. Purchase Price \$_____

You may provide bids for any one or all of these options. It is the responsibility of the owner to build and conduct all remodeling according to specifications for lease and lease/purchase options. Under lease and lease/purchase options all remodeling work must be completed within 60 after the lease document has been signed. Under the purchase option remodeling costs are the responsibility of the county.

Other Information Required to be Supplied with Bid

Bidders are required to provide the following additional information with bids:

1. Building square footage
2. Copy of the current building floor plan
3. Confirmation that a minimum of 45 public parking spaces are available adjacent to the building

Information Required by Party Tentatively Awarded the Bid Prior to Final Award

1. Written documentation from a certified company that the building is free of black mold and other types of mold that are harmful to the public
2. Written documentation from a certified company that the building is free of asbestos
3. Sketch plan showing the ability to comply with internal office space layout
4. If the County chooses a lease or lease/purchase option then a specific lease contract would need to be discussed and approved
5. Written documentation from South Central Michigan Construction Code Commission verifying that the building is in compliance of all State and Local Building Code requirements and the American Disability Act

Closed sealed bids shall be submitted to the Tuscola County Controller/Administrator, 207 E. Grant Street, Caro, MI 48723 no later than 4:30 P.M. Wednesday, April 15, 2009. Bids will be opened at the Board of Commissioners-Committee of the Whole meeting on Thursday, April 16, 2009. The tentative bid award date (subject to change) is Tuesday, April 28, 2009.

Disclaimer

Tuscola County reserves the right to reject any and all bids and choose the bid that is in the best interest of the County. Any party who bid under this policy does so at their own free will and without liability to the County. A bid may be awarded to a higher bidder for reasons such as but not limited to: quality, service, reliability, convenience, dependability, etc.

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's legal counsel.