

**COUNTY OF TUSCOLA  
DEPARTMENT OF BUILDINGS AND GROUNDS**

125 W. Lincoln St  
CARO, MI 48723

**MICHAEL MILLER**  
Director

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Assistant Director

**Request for Proposals**

To All Interested Parties

**Overview**

The Tuscola County Board of Commissioners is accepting proposals to lease/lease purchase a facility to house multiple County department's records to facilitate the County's desire for expanded storage.

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 **March 8, 2021**, should be considered the first step in this process. The party or parties that have their proposal chosen for further review shall have until **April 9, 2021** to meet with County department heads that will be involved in the new storage location to discuss needs of each department and layout of their storage space.

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 on April 11, 2021 for review and potential award. Lease/lease purchase lengths to be considered shall be a minimum 10 year.

**Specifications**

The building shall comply with these following minimum specifications:

**Distance from Courthouse**

1. Within approximately 1 mile from the County Courthouse

**Minimum Internal Storage Requirements by Department**

**Each department shall be provided with its own self contained area that is lockable.**

- **Controller, Treasurer, Prosecutor, Circuit Court**

- The minimum Linear Foot of shelving required shall be 200.
- Departments will need to store a mix of boxes, books and individual files.
- Meeting with each department to determine those needs.

- **Drain Office**

- The minimum Linear Foot of shelving required shall be 80.
- Departments will need to store a mix of boxes, books and individual files.
- The ability to store hand tools such as shovels.
- Meeting with each department to determine those needs.

- **Clerks Office**

- The minimum Linear Foot of shelving required shall be 3100.

- Departments will need to store a mix of boxes, books and individual files.
- Meeting with each department to determine those needs.

- **District Court**

- The minimum Linear Foot of shelving required shall be 500.
- Departments will need to store a mix of boxes, books and individual files.
- Meeting with each department to determine those needs.

- **Other Minimum Requirements**

1. Storage areas are to be well lit to provide not only safety, but also ability to read labels.
2. Storage areas to provide a minimum of one electrical receptacle, for copiers.
3. Provide a Fire Suppression plan that includes a Waterless system and includes a response plan from the Caro Fire department.
4. Flooding prevention plan.
5. Provide 24 hour monitoring for Security, and Smoke/Fire. Flood monitoring if storage is below grade.
6. HVAC equipment must be able to provide and maintain a temperature range of 60-70 degrees year round, while allowing for fresh air changes.
7. Provide humidity control to maintain a range of 40-55 percent.
8. Provide a programmable thermostat with lockable housing for temperature control.
9. Must be a barrier free environment.
10. Shall provide adequate roof system, and wall insulation in accordance with local, State, and federal codes.
11. Provide one loading entrance to the building a minimum of 6 feet wide, for loading/unloading of materials. Can be garage type or double door. If garage is used an opener is required.
12. Shall provide all exterior building and grounds maintenance and repairs including 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, results must be satisfactory to the County
16. County will pay for electric, heating, and water utilities.
17. 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
18. 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. Sketch plan showing the potential storage layout

**For more information, please call Mike Miller at 989-672-3756**

Proposals shall be submitted to the Tuscola County Controller/Administrator Office, 125 W. Lincoln ST, Caro, and MI 48723 no later than 4:00pm March 5, 2021. Because of Covid proposals will also be accepted by email at [projects@tuscolacounty.org](mailto:projects@tuscolacounty.org)

- **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."

