

**COUNTY OF TUSCOLA**

**DEPARTMENT OF BUILDINGS & GROUNDS**

125 W. Lincoln St  
Caro, Michigan 48723-1660  
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**Date: October 15, 2021**

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.

Two proposals are requested:

One proposal will be to include just the building, and the County is responsible for any remodeling work. Lease would include all maintenance and repair of the building exterior (roofing, sidewalks etc.). County will be responsible for the maintenance and repair of the interior, including electrical, plumbing, data, and mechanical, unless structural in nature. Your proposal shall include a price per square foot.

The second proposal shall include the building and needed remodeling. Lease shall include all maintenance and repair of the interior and exterior of the building, except for any equipment and systems installed by the County. Your proposal shall include a base per square foot bid.

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 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:

**Building Location**

- 1. Within Caro City limits

**Building Size/Data/Backup Power**

- 1. Minimum of 6500 square feet
- 2. Must have a minimum 40GB/s fiber connection to a provider that peers with internet exchanges in Michigan or Chicago. Connection must be within 5000 feet of the building.
- 3. Shall have a Natural Gas generator size TBD, but must be capable of powering the entire building.

**Parking**

- 1. Minimum of 25 parking spaces and ADA accessible spaces per code.

**Internal Building Minimum Layout by Department**

- 1. Building shall have ADA accessible entrance.
- 2. ADA restroom one for men and one for women
- 3. Conference room with space for 10

- **Information Systems**

- 1. Shall provide 6 – 11x11 offices
- 2. Shall provide 600 sqft of storage space.
- 3. Shall provide one – Server room with 140 sqft and masonry constructed. A waterless fire suppression system using a minimum of FM-200 or comparable product. A standard 12 inch raised floor capable of supporting 2000 pounds.

- **Multipurpose Room**

1. Shall provide a room that could be used for meetings, courtroom, or training
2. Shall be 1500 square feet minimum

- **Emergency Management**

1. Shall provide 1 – 15x20 office
2. Shall provide 225 sqft of storage space
3. Shall provide a conference room with space for 10

- **GIS Department**

1. Shall provide 1– 12x12 office
2. Shall provide 1- office 12x18 in size
3. Shall provide 144 sqft of storage space.

- **Break room**

- Shall provide 1 – 12x12 break room
- Shall provide a minimum 12 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 4 data drops, data cabling shall be cat6
3. Shall provide 8x10 janitorial closet with slop sink and for janitorial supplies
4. HVAC equipment must be able to provide and maintain a temperature range of 68-78 degrees year round.
5. Shall provide each department with its own thermostat for temperature control
6. Shall provide adequate roof, and wall insulation in accordance with local codes
7. Commercial grade wall coverings and floor coverings shall be used
8. Commercial grade entry and interior doors with heavy duty hardware
9. Commercial grade Schlage door locks
10. Shall provide all exterior building and grounds maintenance and repairs of roof, lawn, parking lot, and windows
11. Shall provide a environmental assessment including mold testing of the property, results must be satisfactory to the County
12. County will pay for electric, heating, and water utilities
13. 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
14. 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 new office space layout

Any questions please call Mike Miller 989-672-3756

Closed sealed proposals labeled "Office Space" shall be submitted to the Tuscola County Controller/Administrator Office 125 W Lincoln St, Caro, and MI 48723 no later than November 18<sup>th</sup> at 4pm. Proposals will be opened at the Board of Commissioners Committee Of the Whole on November 22<sup>nd</sup>.

- **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."