



TUSCOLA COUNTY HEALTH DEPARTMENT

Phone: 989-673-8114

1309 Cleaver Road, Suite B, Caro, MI 48723

Fax: 989-673-7490

www.tchd.us

Request for Proposals

Overview

The Tuscola County Board of Health is soliciting proposals from qualified furniture manufacturers, dealers, distributors, and installers to provide furniture, delivery, installation, and related services for the Tuscola County Health Department located at 1309 Cleaver Rd. Caro, MI, 48723.

Interested parties may attend a walk-through scheduled for 10:00 am on October 7, 2026. This walk-through is not mandatory to submit a sealed bid.

Parties whose proposals are selected for further consideration must submit sealed bids to the Tuscola County Health Department Board of Health no later than October 15, 2026. Sealed bids must include all costs associated with the building furniture project, including, but not limited to, furniture, delivery, installation, and any other related services or costs based on the information available at the time of submission. The Tuscola County Health Department Board of Health will review bids and may consider them for award following the review process.

Specifications

Project Scope of Work

The anticipated furniture requirements include, but are not limited to:

- Desks and workstations
- Office chairs
- Reception furniture
- Filing and storage cabinets
- Shelving and storage systems, if applicable
- Installation and assembly
- Removal and disposal of existing furniture, if applicable

A detailed furniture schedule/specification may be provided as **Attachment A**.



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Other Minimum Requirements

ADA Compliance: All furniture, products, installation, and related services shall comply with all applicable Americans with Disabilities Act (ADA) requirements and applicable federal, state, and local accessibility standards.

Pre-Award Walk-Through: The County, or its designated agents, may conduct a walk-through of the building and grounds to verify the bidder's understanding of the project requirements and ability to comply with the specifications prior to awarding the contract.

Project Schedule: The bidder shall provide a detailed project schedule outlining all major phases of the project, from design approval through final delivery, installation, and completion. The schedule shall identify anticipated start and completion dates for each phase and any significant milestones or dependencies.

Proposal Submission Requirements

Firm Information

- Company overview
- Years in business
- Relevant experience

Project Approach

- Understanding of project objectives
- Design methodology
- Communication plan
- Proposed schedule

Relevant Experience: Provide examples of at least three similar projects, including:

- Client name
- Project description
- Project value
- Completion date
- Reference contact information

Fee Proposal Includes

- Design fees
- Reimbursable expenses
- Hourly rates
- Optional services
- Completed timeline must be submitted

References

Provide at least three client references.

For more information, please call Jon Suber at 989-673-1725



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Proposals must be submitted as a sealed bid to the Tuscola County Health Department, 1309 Cleaver RD, Caro, MI 48723, by 4:00 p.m. on October 15, 2026.

Disclaimer

Tuscola County reserves the right at its sole discretion to reject any proposals received without penalty and not to enter into 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 County's best interests, waive irregularities in any proposal, and accept a proposal that best meets the needs of the County, irrespective of the bid price."

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

The County reserves the right to award, without further discussion, any submitted proposal. Therefore, the proposal should be submitted initially on the most favorable terms that the offer can propose. There will be no best-and-final-offer procedure. The county reserves the right to contact an offer to clarify its proposal."