

Request for Proposal
Office Space, Storage Space, Commercial Vacant Land Lease Solicitation

Ouray County is soliciting requests for proposals from property owners to provide leased space in 2018 for the temporary relocation of Ouray County and Court offices and storage space for a period up to 24 months. Sealed proposals will be received by Ouray County until 3:30 p.m. on Monday, January 29, 2018. Any proposals received after the scheduled closing time will not be accepted or considered.

General requirements for temporary office space are listed in Attachment A. Interested proposers are encouraged to submit a proposal for any portion of the space needs as illustrated in the Minimum Space Requirements section. When considering proposal submission, property owners may collaborate with neighboring properties to provide a combined proposal, in an effort to provide public services in close proximity for ease of convenient accessibility.

Completed Proposal Attachments B (Office Space Proposal), C (Storage Space Proposal), D (Commercial Vacant Land), E (Property Owner Form) and any other informational materials must be placed in a sealed envelope marked "Office and Storage Lease Proposal" and submitted to Ouray County Administration at the Ouray County Courthouse, P. O. Box C, 541 4th St., Ouray, CO 81427 no later than 3:30 pm on January 29, 2018. To access attachments and for further proposal requirements, please go to the Ouray County website: <http://ouraycountyco.gov> and click on Bids and RFP's.

All questions regarding this RFP should be directed to Connie Hunt, Ouray County Administrator, at (970) 325-7263 or chunt@ouraycountyco.gov.

The Ouray County Board of County Commissioners reserves the right to reject any and all proposals, to waive any and all informalities, or to accept the proposal for the contract which in its judgment best serves the interest of the County, and the right to disregard all non-conforming, non-responsive, or conditional proposals. Awarding of the proposal is not based solely upon low quotation price, but on overall service, quality, and "best value" to the county in accordance with the Ouray County Purchasing Manual.

General Requirements – Attachment A

Accommodations requested for moving to temporary office space(s) during the planned Courthouse Restoration Project are as follows:

1. Minimum Space Requirements:

Office / Department	Minimum Square Feet Requested	Storage Needs	
Assessor	600	See Attachment C	
Clerk and Recorder	775		
Elections	300		
Treasurer	300		
Emergency Management	50		
Administrator / Human Resources / Clerk of the Board	600		
Sheriff	500		
Evidence Room	150		
I.T.	100		
I.T. Server Room	150		
Total County	2,775		General County Government needs Not yet determined
Courtroom - Main	1,200		200
Clerks office / Public area	360		
Judge office	200		
Jury room	300		
Courtroom - Add'l Space	600		
Conference room	200		
Records storage		300	
Furniture storage			
Total Courts Space (Prefer to move to one location only)	2,860	500	
TOTAL OFFICE SPACE SQUARE FOOTAGE NEEDS	5,635	Not yet determined	

2. General Building Requirements:

1. The facility should be structurally sound, clean and dry
2. There must be adequate and accessible restrooms for public and staff
3. A single public entrance where customers can be screened
4. Capable of accommodating ADA requirements
5. Public lobby and waiting areas
6. Climate control; to heat, cool, and ventilate all spaces and have acceptable air quality
7. Available parking and a plan for snow removal
8. Adequate interior and exterior lighting and electricity
9. Fire safety and adequate emergency egress
10. No excessive noise from within or from neighboring facilities
11. No significant health risks and safety hazards
12. Ability to be locked and secured over nights and weekends

OFFICE SPACE LEASE PROPOSAL

1. General / Property Information

- a. Office Space Property Location / Street Address (photos, location map, and other description material may be provided):

- b. Property Description (attach additional pages, if needed):

- c. Floor Plans / Inside Property Sketch (attach Plans and / or Sketch):

- d. How Many Separate Spaces / Areas are available? What Floor is the Space located (ground, 1st, etc.)? List all that apply.

- e. Is the property ADA Accessible? Are there Stairs? Is there access to an Elevator?

- f. Describe Parking availability and approximate number of Spaces:

- g. Is there a Kitchen available? Describe Features (i.e. appliances, cabinets, coffee maker).

- h. Number of Restrooms? ADA compliant?

- i. Date of Availability:

2. Square Footage Details

a. Total Square Footage:

b. Square Footage Per Area (attach Map / Sketch, if needed):

c. Proposed Cost per Square Foot:

3. Mechanical / Technical Aspects

a. What Utilities are present? Are they included in the Lease? (attach additional information, if needed):

b. Electric Outlets present? _____ Grounded? _____

c. What type of Heating / Cooling System Currently Exists:

d. Is High Speed Internet present? _____

i. Provider Name: _____

ii. Capacity (Specifications): _____

iii. Prewired for Ethernet / Phone: _____

4. Security Aspects

a. Does the property have, or is it capable of having secured lockable access? Describe.

b. Is a Fire Suppression (sprinkle) System present?

c. Does the property currently have a surveillance system? Can a system be installed and utilized by the County?

5. Other

a. Please list and attach any other material:

STORAGE SPACE LEASE PROPOSAL*

*The amount of storage space needed for general county government is undetermined at this time. As a consequence Ouray County is soliciting quotations to decipher what storage space is available.

1. General / Property Information

- a. Storage Property Location / Street Address (photos, location map, and other description material may be provided):

- b. Property Description (attach additional pages, if needed):

- c. Floor Plans / Inside Property Sketch (attach Plans and / or Sketch):

- d. How Many Separate Spaces / Areas are available?

- e. Are there Stairs? Is there access to an Elevator? At what level(s) is the Space(s) (ground, 1st, etc.)?

2. Square Footage Details

- f. Total Square Footage:

- g. Square Footage Per Area (attach Map / Sketch, if needed):

h. Proposed Cost per Square Foot:

3. Mechanical Aspects

i. What Utilities Are Included in Lease? (attach additional information, if needed):

j. What type of Heating / Cooling System Currently Exists:

4. Security Aspects

k. Does the Property have, or is it capable of having Secured Lockable Access? Explain.

l. Does the Property currently have a Surveillance System? If so, explain. If not, can a System be installed and utilized by the County?

5. Other

m. Please list and attach any other material:

COMMERCIAL VACANT LAND LEASE PROPOSAL

1. General / Property Information

- a. Commercial Vacant Land Property Location / Street Address (photos, location map, and other description material may be provided):

- b. Property Description (attach additional pages, if needed):

2. Square Footage Details

- c. Total Square Footage (attach Map / Sketch, if needed):

- d. Proposed Cost per Square Foot or by Acre:

3. Mechanical Aspects

- e. Are Utilities present? May utilities be brought into the staging area? (attach additional information, if needed):

4. Other

- f. Please list and attach any other information:



[Attachment E](#)

Property Owner Information Form

(Please print legibly)

Signed: _____ Date: _____

Printed Name: _____

Title: _____

Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax: _____

Email: _____

(Proof of property ownership may be required)
