

REQUEST FOR PROPOSAL
RFP #2526-29
PROFESSIONAL OFFICE SPACE
OKALAND COUNTY MICHIGAN WORKS
TROY SCHOOL DISTRICT

Troy Schools is accepting firm, sealed proposals for Professional Office Space to house Oakland County Michigan Works – Troy, to establish a five-year building lease beginning November 1, 2026.

Specifications and proposal forms can be obtained online at:

<https://www.troy.k12.mi.us/departments/business-services/purchasingbids>

Scroll down to expand “Current Bids” tab, then click on "Open" tab to locate and access the bid document.

Your proposal and two copies marked “**RFP #2526-29 MI Works Professional Office Space Lease**” must be delivered **no later than 1:00 p.m., Thursday, May 21, 2026**, Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083. The District will not consider or accept a bid received after the date and time specified for bid submission. Bids will be publicly opened and read aloud immediately following the close of receiving bids with the following virtual meeting link: <https://teams.microsoft.com/meet/222468766194436?p=zvjR7gxt18KzCRdt4d> Meeting ID: 222 468 766 194 436 and Passcode: Za3po6Qm. No oral, email, telephonic, or telegraphic proposals shall be considered.

All questions regarding the specified services, or the RFP terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received **no later than NOON, Tuesday, May 12, 2026**, at no other time prior to the RFP opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077, or emailed as a Word document to: PurchasingOffice@troy.k12.mi.us.

All consultants submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the consultant submitting a proposal and any member of the Troy Schools Board or the Troy Schools Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award a contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interest of the owner.

Purchasing Department
Troy School District
Troy, MI 48083