



Request for Proposal

Office Lease Space

for the Conference Archives of the Tennessee-Western Kentucky Conference of the United Methodist Church

1.0 Overview

The TWKUMC Commission on Archives & History is soliciting proposals for a space to house the Conference Archives. TWKUMC is a 501c3 nonprofit in the states of Tennessee and Kentucky. We are the regional conference of the United Methodist Church in Middle and West Tennessee and the portion of Kentucky west of the Tennessee River. The Conference Archives is the official records repository for the conference, and is responsible for collecting, preserving, and maintaining historical records and artifacts of the conference, its churches, and its antecedents.

We also:

- Help churches research, preserve, record, and celebrate their history
- Establish retention schedules and processes for both paper and digital documents
- Engage in conservation of documents, photographs, and artifacts and protect them from environmental damage and wear
- Work collaboratively with others to preserve the historic sites of Methodism within our conference boundary

How we use our space: The archives space is used for archival storage, a library, a tables and chairs for 1-4 patrons who visit the archives, a cubicle desk space for one archivist and two volunteers, a conservation workspace, storage for archival supplies, and a small museum display. The archives are typically open from 9 am – 5 pm, one to four days during a two week period. On occasion we give tours to small groups of less than 20 people.

1.1 Instructions to vendors

Please submit your response to this RFP by email to

archivesandhistory@twkumc.org no later than 11:59 pm CST, February 6, 2026.

Use the subject line: **Archives Lease RFP Response** in your email.

1.2 Contact for questions and information

Email: archivesandhistory@twkumc.org

1.3 Timeline

RFP solicitation begins	January 5, 2025
Deadline for receipt of proposals	February 6, 2026
Review of proposals and property tours	February 6 – March 6, 2026
Final selection	March, 2025
Lease presented to TWKUMC authorities for approval	TBD
Building Occupancy	TBD before 2027

2.0 Building and Space Requirements

2.1 Location

- Davidson County, TN, or counties adjacent to Davidson County, Tennessee
- Easy access from an Interstate

2.2 Space requirements

2.2.1 Square footage: Approximately 1500 sq. ft. of usable office space. Contiguous space is not required but is preferred.

2.2.2 Shelving accommodation: Based on existing shelving in current archives location that will be moved and relocated in the new space. Landlord not responsible for shelving. See attached photos.

2.2.2.1 Shelving weight – floor structure must be able to hold up to the weight of archival materials/paper storage:

Existing Open archival shelving

- 72"w x 30"d x 84"h

- 3600 lbs load per unit + 183 lbs unit weight = 3783 lbs
- 3783 lbs / 4 feet = 945.75 lbs per each leg
- Rows of shelves have 2 legs side by side = $945.75 \times 2 = 1892$ lbs at each point of contact
- Two legs cover approximately 3 sq. inches
- $1892 \text{ lbs} / 3 = 631 \text{ PSI}$

Existing Library shelving

- 36" w x 12" d x 84" h
- 630 lbs load per unit + 114 lbs = 744 lbs/unit
- Supported along perimeter of base = 1 inch depth x $[2(36" + 12")] = 96$ sq. inches
- $744 \text{ lbs} / 96 \text{ sq. inches} = 7.75 \text{ PSI}$

2.2.2.2 Length of shelving rows:

Existing Open archival shelving

- Continuous runs of 18 feet to 24 feet in length, 30" deep
- Only the 30" deep ends can go against the wall
- 72" ends must be open on both sides and not against a wall
- Aisles between rows/wall 36" clear on both sides of shelving rows. See photos of our current setup for more clarity

Existing Library shelving

- Continuous runs of 15 feet to 24 feet in length, back-to-back rows 24" deep
- Shelving can be placed back-to-back for 24" depth of rows, as well as against walls
- Aisles between rows 36" clear

2.2.3 Ceiling height – minimum 9 foot clear between floor surface and lowest obstruction at ceiling. Preferred 10'-9" clear between floor surface and lowest obstruction at ceiling. OSHA standards require an 18" minimum clearance from the bottom of sprinkler head to any obstruction/material on the shelf

2.2.4 Ingress/Egress

- Space must be ADA (Americans with Disabilities Act) accessible via level access – i.e., continuous level from exterior loading and entry level to all spaces in archives, or level via elevator or lift access
- Lift access must be ADA compliant

- Elevator access must be ADA compliant and accommodate objects up to 48" w x 24" d x 84" h without tilt, and 32" w x 12" d x 108" h with tilt. Lifts and elevators must be inspected annually by a licensed authority and kept in working condition at all times.
- Access to a loading/unloading area for personal vehicles or small delivery vans

2.2.5 Floor surface – floor surface must be level and allow for smooth rolling of heavy library carts. Examples of suitable options include:

- Sealed concrete
- Dense, low pile commercial carpet, glued down without a pad
- Hard surface, non-cushioned flooring such as laminate, vinyl, or wood, that can support the weight of shelves as listed under "shelving weight"

2.2.6 Floor location – Space on the ground (entry level) floor or above the ground floor is preferred. Below ground level, basement space will be considered if:

- There is no indication of mold
- The building has groundwater management around the exterior to draw water away from the foundation walls
- The building lot is not in a flood plain or adjacent to an overflowing stream or wet weather spring

2.2.7 Electrical Requirements

2.2.7.1 Lighting

- lighting must be reconfigured in the initial space setup to fit between rows of shelves and over work areas as needed.
- Linear LED light sources are preferred.

2.2.7.2 Electrical supply

- Electrical supply must be continuous except for unexpected power outages
- Electrical supply must be grounded and have ground plug receptacles on each outlet
- Electrical outlets must be available every 10 feet on each surface of interior walls with the exception of the interior of exterior walls, on which outlets are preferred but not required

2.2.7.3 Internet – high speed internet must be available in the space

2.2.8 Windows – some daylighting is preferred, but archival materials generally need to be kept in areas with limited direct sunlight exposure. In the case of windows, blinds or UV shades are preferred

2.2.9 Climate control

2.2.9.1 HVAC

- Climate controlled environment maintained 24/7/365 between 60°F - 72°F
- HVAC controls must have an always on circulating fan option
- HVAC sized to provide seven air exchanges per hour in the space when continuously running
- HVAC kept in good repair with regular maintenance
- HVAC filters changed per manufacturer's recommendations
- HVAC must be drained to exterior.

2.2.9.2 HVAC equipment must not be mounted directly above archival storage areas, supply storage areas, and museum exhibit areas.

2.2.10 Humidity – Humidity control maintained 24/7/365 between 30% - 50%

2.2.11 Plumbing

2.2.11.1 Restrooms

- An ADA accessible restroom must be available to archives staff and patrons at all times
- Hand sinks must have both hot and cold water
- Restrooms must be clean and maintained in a sanitary condition

2.2.11.2 Break Room

- Access to a Break Room or Kitchen with a counter and sink for dish washing must be available to archives staff and patrons at all times

2.2.11.3 Fixtures, Equipment, and Piping

- All sinks must have both hot and cold water
- Plumbing fixtures must be kept in good working order with no leaks
- Hot water heaters must not be located above the space, and must be panned and drained to the exterior of the building
- Archival storage areas, supply storage areas, and museum exhibit areas must be free of any plumbing piping above the area, with the exception of fire protection sprinkler piping

2.2.12 Roof

- Roof must be free of leaks and well maintained
- Avoid roof penetrations, including vents, over archival storage areas, supply storage areas, and museum exhibit areas

- Should the roof need repair or replacement, building owner is responsible for cost of moving any archival materials as needed to protect archives from damage
- Roof Drains – drains and downspouts should be well maintained and kept clear to prevent overflow. Roof drains that run over archival storage areas, supply storage areas, and museum exhibit areas must be run to the nearest vertical riser and must include continuous seamless gutter sized and installed beneath the lateral runs to prevent leakage into the above areas

2.2.13 Building Codes and Fire Protection

- Space must be approved by the jurisdictional authority for business office use
- Space constructed of non-combustible materials and building elements, including roofs, walls, columns, and floors, is preferred
- Space construction must be in compliance with the 2024 International Building Code for the Business occupancy type.
- Sprinkler systems, if present, must be well maintained, free of leaks, and checked annually by a licensed fire protection company

2.2.14 Security

- Spaces must have door and window hardware that locks securely to prevent entry from the exterior or other tenants
- Building must be reliably and securely locked when not in use
- Access to space must be available during business hours and some weekends
Access - negotiable
- 24/7/365 Telephone access to a building manager or security guard in case of emergency

2.2.15 Maintenance, Janitorial, Infestation & Air Pollution

- Building maintenance is the responsibility of the owner.
- If the lease space is shared with other tenants or the owner, common areas of the building must be kept clean and janitorial services for those areas provided by the owner
- Building must be free of rodents, insects, reptiles, and other pests.
- Tenant must be notified one week in advance when insect control sprays are used in the building. Insect control and other sprays may not be used within the tenant lease space
- Building must be kept free of air pollutants and dust

3.0 Provide with proposal:

- Owner/Owner's representative contact information
- Contact information for building manager
- Physical address of space/building
- Floor plans of space(s) with interior dimensions, including any corridors between the space(s) and the elevator and/or entrance doors and delivery/loading doors
- Photographs of the space(s)
- Elevator clear opening door w x h dimensions and inside cab w x d x h dimensions.
- Lift clear opening door w x h dimensions and inside clearance w x d lift floor dimensions
- If space is a freestanding building or duplex, provide date of installation of HVAC unit and date of installation of roof surface
- Proposed Lease, including:
 - Date space is available
 - Description of lease premises
 - Usable & Rentable square footage
 - Deposit requirements
 - Rent, fees, and installment schedule
 - Tenant improvement allowance and requirements
 - Renewal options
 - Termination requirements
 - Terms and conditions
 - Insurance requirements for tenant
- certificate of liability insurance
- certificate of property insurance

4.0 Purpose and Background

The Tennessee-Western Kentucky Conference Archives is soliciting proposals for a leased space that meets professional archival standards for the preservation, storage, and access of historical records, documents, photographs, and artifacts. Your space may not meet every requirement, and some requirements may be not applicable. Please submit your proposal regardless of missing requirements. We will consider all unique circumstances.

The Conference Archives is undertaking this search to explore financial options that can reduce the archives' budget and space footprint. And improve access to the current archival facility, as well as address environmental and space challenges, to ensure long-term preservation of conference records. As the custodian of the official records of the Conference, the Commission on Archives and History has a fiduciary and moral responsibility to ensure these materials are housed in a space that meets accepted archival preservation standards.

This Request for Proposals is intended to identify a facility that provides appropriate environmental controls, structural integrity, security, parking, easy access, and long-term viability to protect these materials for current and future generations.

Staffing and Public Access: The Archives is staffed by a professional archivist and supported by volunteers. Staff and volunteers are present regularly, and researchers or patrons visit by appointment. Public access to handling archival materials is limited and supervised.

Electrical service must be sufficient to support dehumidification equipment, archival workspace needs, and digital preservation equipment. Surge protection is required. Dedicated electrical circuits may be required for climate control and digital equipment.

The space must support current and future digital preservation needs, including high-speed internet connectivity and the ability to house digital storage or network equipment in a stable, climate-controlled environment. Conduit or pathway capacity for future technology upgrades is preferred.

Any museum or display area must provide secure display conditions, lighting appropriate for historic materials, and visitor circulation that does not interfere with archival storage or workspaces.

The proposed space must reasonably accommodate the anticipated growth of archival collections over the lease term. And to become a gathering space. One that can regularly host the TWK Conference Historical Society meetings and serve as a community space. One that supports the beloved community, reimagining the archives' role as key to supporting the growth of the Conference and the continued interest and curiosity in Methodist history.

NINE PHOTOS of CURRENT ARCHIVE SPACE INCLUDED for REVIEW

















