



Request for Quotations

Development and Lease of a South Central Michigan Works! Service Center in the City of Hillsdale, Michigan

Quotations are due by 4:00 P.M. September 3, 2010 at the South Central Michigan Works! office, 310 W. Bacon Street, Hillsdale, MI 49242. Late Quotations will not be considered. Inquiries concerning this RFQ should be directed to Keith Brown by email at kbrown@scmw.org. South Central Michigan Works! is an Equal Opportunity Employer Program. Minority and female owned businesses are encouraged to submit a Quotation. Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center: (800)-649-3777. Administrative Entity: South Central Michigan Works!

Background

South Central Michigan Works! administers federal and state funded employment and training programs. Its service centers provide labor exchange and workforce development services to employers and job seekers in the Hillsdale, Jackson, and Lenawee counties region.

Specifications

SCMW! is in need of an approximately 8,400 or greater sq. ft. building (or part of an existing structure) in which to house its Hillsdale Service Center. The building must:

- a. Be located in the city of Hillsdale;
- b. Be easily accessible by public and private vehicle traffic;
- c. Provide high visibility and allow for Michigan Works! signage;
- d. Be ADA compliant;
- e. Accommodate parking for at least 65 vehicles;
- f. Meet all local ordinances.

SCMW! shall not pay the successful bidder for development or remodeling of the facility. Instead, the successful bidder will charge a reasonable rent to SCMW! (or other designated tenants) once it takes possession.

Our current needs require the following additional specifications:

- A large open area at the main entrance to house a receptionist, and a resource area large enough to accommodate 15 computer stations;
- A classroom large enough for 30 adult students;
- A room large enough to accommodate an 18 station computer lab;
- A conference room large enough to accommodate 15 people;
- 14 offices/cubicles (each at least 64 sq. ft.);
- A Break / Lunch room that will accommodate 10 people;
- Adequate space/electricity for filing systems, copiers, faxes, and network printers;
- Two Restrooms, with adequate janitorial and storage space.

Carpeting and/or Flooring: Carpeting and flooring is to be included in the proposed lease cost, and described in the quotation.

Heating, Ventilation, and Air Conditioning (HVAC): SCMW! requires HVAC. In your quotation, attach HVAC specifications and the basis upon which consumption is calculated (metering, survey, etc.). The type of system and its benefits should also be referenced.

Facility Maintenance: The quotation must describe landlord and tenant responsibilities regarding repairs and/or maintenance of the premises (including HVAC units), parking areas and ground maintenance. The latter includes (but is not limited to) snow removal and salting of walkways & parking areas, lawn mowing, etc.

Utilities: Bidders must specify whether the proposed lease cost includes utilities. If it does not, the bidder should describe how utilities will be handled, and will confirm all gas, electric and water meters that are charged to the facility. In addition, the facility must have fiber optic capability.

Renovations and Build-Outs: All costs of necessary renovations and/or build-outs shall be borne by the successful bidder.

Lease Terms and Options: Lease terms are negotiable; leases may extend up to ten years. SCMW! anticipates the lease would include a five to ten year term. SCMW! is funded by federal and state grants. A cancellation clause due to the lack of funding will be required. SCMW! shall be granted a right of first refusal for all contiguous space on the adjoining offices during the term of the lease and any renewals thereof, and have the right to acquire same at the terms and conditions offered to a bona fide third party prospect with SCMW! having thirty (30) days prior written notice to obtain or reject said space. SCMW! shall have access to the parking facilities, building and premises twenty four (24) hours per day, seven (7) days per week at no extra cost.

Termination Prior to Completion

SCMW! reserves the right to terminate its commitment to enter into a lease if the successful bidder fails to make sufficient progress toward completion of the Service Center, if the successful bidder cannot comply with SCMW!'s design requests, or if SCMW! receives funding reductions which make the proposed Center unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of SCMW!.

Quotation Instructions and Format:

1. Bidders must respond completely and accurately to all questions and other items calling for information. Failure to do so will subject the quotation to disqualification.
2. Bidders must adhere strictly to the quotation instructions and format. Failure to do so will subject the quotation to disqualification.
3. All information must be presented in the space provided unless otherwise specified.
4. All information, other than drawings, floor plans, and copies of documents, must be in Microsoft Word format.
5. The following parts specifically require responses and/or signatures from the bidder:
 - Cover Sheet (Note: signature required)
 - Part I Proposal Offerer Information
 - Part II Contract Requirements (Note: signatures required)
 - Part III Facility Lease Proposal Narrative Instructions
 - Part IV Lessor Administrative Background Questionnaire and Instructions
6. The narrative must not exceed 12 double-spaced pages (12 point font).
7. If the bidder desires, letters of reference may be attached.

USE THIS SHEET AS YOUR QUOTATION COVER SHEET

**QUOTATION FOR THE
DEVELOPMENT AND LEASE OF A
MICHIGAN WORKS SERVICE CENTER
IN THE CITY OF HILLSDALE, MICHIGAN**

The Certification Statement below must be signed by an official authorized to bind the Offeror in contract.

(Official Name of Organization Submitting Proposal)

does hereby accept all the terms and conditions of the Request for Quotations (RFQ), including the RFQ stipulations. The bidder also certifies that the information in this quotation is correct to the best of its knowledge and belief and the filing of this quotation has been fully authorized by the organization submitting the quotation.

Signature

Printed Name

Position Title

Date

PART I
QUOTATION OFFERER INFORMATION

GENERAL INFORMATION

1. Official Name of Bidding Organization: _____
2. Address: _____
3. Contact Person
Name: _____
Job Title: _____
Email Address: _____
Fax Number: _____
4. Name and Position/Title of Person(s) Authorized to Sign Contract:

5. Type of Organization: Private for Profit Private Non-Profit
 Public Government Other (specify)

3. List conditions that must occur before the bidder could commence renovations, not including approval by SCMW! and agreement upon final design.

4. Describe location of proposed facility, current condition of property, and current ownership.

PART II
CONTRACT REQUIREMENTS
CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (2) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (2) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Agency/Organization	Typed Name and Title of Certifying Official
Signature	Date

PART III
FACILITY LEASE QUOTATION NARRATIVE INSTRUCTIONS

NARRATIVE FORMAT / STYLE REQUIREMENTS:

1. Double-spaced
2. Use 12 point font
3. Limit response to a maximum of 12 pages

PLEASE NOTE: Any proposal with a narrative longer than 12 pages and/or not double-spaced and set in a 12 point font will automatically be disqualified from consideration.

A. SUMMARY

1. Provide a concise one-page summary of the proposed service center site.

The summary should give a description of the proposed site and what is included with the site. This should be written in terms that someone with no understanding of building design could understand.

B. LEASE REQUIREMENTS RESPONSE

1. Discuss, point by point and in order, how the proposed lease/facility either meets, exceeds, or falls short of the requirements set forth in this RFQ. In describing the renovation, include any history of problems (e.g. plumbing, lead, underground tanks, asbestos, heating, mould, flooding, etc.) and any limitations presented by the proposed building. Indicate if there is no such history or limitation. Describe how the building exterior will look after the renovation. Attach the following (these attachments will not count against the 12-page limit):

- Draft relief drawings of the exterior if proposing new construction or exterior renovations.
- Draft floor plan.
- Copy of the proposed lease boilerplate language.

C. QUALIFICATIONS AND EXPERIENCE

1. Discuss your qualifications and experience with designing special needs sites.
2. Describe your ability to customize the proposed site to meet the specific needs of SCMW!

D. BUILDING FACT SHEET

1. Attach a building fact sheet to include (does not count against the 12-page limit):

- Legal name of ownership
- Total usage and rentable square footage
- Total number of parking spaces
- Building construction
- Building contractor
- Architect
- Mechanical engineer
- Completion date
- Percentage of building leased and occupied
- Major tenancies

The remainder of this page was left blank intentionally.

PART IV

LESSOR ADMINISTRATIVE BACKGROUND QUESTIONNAIRE AND INSTRUCTIONS

A. FINANCIAL STABILITY / ABILITY TO PERFORM

Attach a description, including documentation, of your organization's financial situation illustrating its ability from a financial perspective to complete this project in a timely manner and fulfill its responsibilities as landlord.

B. MANAGEMENT

1. Indicate your experience over the past four years in reference to the following items.

Yes No

- | | | | |
|-----|-----|----|--|
| () | () | a. | Investigations of fraud, abuse, conflict of interest, nepotism, or any criminal activities. |
| () | () | b. | Default or breach of contract or lease. |
| () | () | c. | Cancellation or nonrenewal of contract or lease due to non-performance or poor performance. |
| () | () | d. | Bankruptcy or receivership by the your organization, or by a parent or predecessor of your organization. |

2. If “yes” was checked for any of the above items, attach additional sheets that provide the following information:

- a. Date item checked was initiated;
- b. Party or parties involved;
- c. Brief description of the circumstances;
- d. Final disposition and date;
- e. Brief explanation of whether the matter is still pending, and if so the status.

Failure to include the above information or to omit relevant information will be grounds for not awarding a contract or canceling a contract/lease.

