



Request For Proposal

Office Space: Iosco County

June 2023

Michigan Works, an American Job Center, is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request. Michigan Relay Center: 711
Voice and TDD. Supported in part with state and/or federal funds.

Request for Proposal (RFP)
Office Space: Iosco County
January 2023

Introduction:

Michigan Works! Region 7B (MWA) is accepting proposals for office space in the Iosco County with a preference of the Tawas City/East Tawas area. The space is preferred to be in a high visibility area, preferably on M-55 or US -23. The space may be an existing building or new construction with a preference of a standalone building that meets the specifications of this RFP.

This RFP does not commit the MWA to award a contract or pay any cost incurred in the preparation of a proposal. The MWA reserve the right to accept or reject any or all proposals or parts of proposals received as a result of this request. The MWA can cancel or modify this RFP, in part or in its entirety. The MWA reserve the option to waive any informalities or minor irregularities in proposals. Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

This MWA may require a proposer to enter into an agreement based on their proposal without further discussion or may require the proposer to enter negotiations. Proposers may be required to submit cost, technical or other revisions of their proposal that may result from such negotiation. The MWA reserves the right to request any additional data or discussion/presentation in support of the written proposal at any time, prior to the execution of a contract. The proposal may be referenced in the final contract except for those segments that were changed due to final negotiations. The contents of the final contract will take precedence over the proposal and/or the RFP document.

Proposals that do not contain completed information as required will be downgraded in the evaluation process and/or may be considered non-responsive and not evaluated. All proposals submitted become the property of the MWA and are subject to the Freedom of Information Act.

Inquiries/Contact Information

All inquiries must be emailed to: reg7b@michworks4u.org using the subject heading "Iosco County Office Space Inquiry" prior to 4:00 p.m., May 11, 2023. Responses to all questions will be posted by, May 18, 2023 on our website (www.michworks4u.org).

Deadline to Submit a Proposal

The deadline to submit proposals is 4:00 p.m., June 29, 2023. Proposals can be sent electronically to reg7b@michworsk4u.org using the subject line "Iosco County Office Space." Proposals can also be mailed or hand delivered to Michigan Works! Region 7B, Attn: Mark L. Berdan, 402 N. First Street, Harrison, MI 48625. Late proposals will not be considered.

Procurement Schedule (Subject to Change)

Final RFP Issued.....April 27, 2023

Questions Due, May 11, 2023

Answered will be posted on website by May 18, 2023

Proposal Due Date:.....4:00 p.m., June 29, 2023

Forms of Submission:

The proposal must:

- 1) Identify the total square footage;
- 2) Identify the monthly cost per square foot and what, if any, utilities are included (this cost can be provided for more than one type of lease agreement length, for example, a cost can be provided for a 5, 10, 15, and/or 20 year lease);
- 3) Identify the location of the building and if it is new construction or an existing building;
- 4) Include contact information for three references;
- 5) Identify other properties you own that we may visit;
- 6) Be signed by an authorized representative;
- 7) Include a floor plan with office layout (not required for current landlord);
- 8) Identify the type of foldable wall partition;
- 9) Provide available occupancy date;
- 10) Include attachments A,B,C, and D; Certification Regarding Debarment and Suspension, Certificate of Independent Price/Cost Determination, Conflict of Interest Statement, and Acceptance of Conditions of RFP.

Note: a. the lease agreement must contain a cancellation clause which acknowledges that all funding for the lease agreement is contingent upon the availability of funds to the MWA. The lease agreement may be terminated or modified at any time without penalty due to lack of funds or changes in appropriation; b. at the end of the lease agreement, Michigan Works! Region 7B is required to release an RFP for office space.

Evaluation of Proposals

Proposals will be evaluated based on a 100 point scale: up to 50 points for cost; up to 25 points for location; and up to 25 points for office design. RFPs will be evaluated by the management staff of MWA.

General Information and Requirements

- Unless otherwise specified, wire runs are to be a minimum of Category 5e and terminated into labeled patch panels. Category 6 wire is required for new construction. The MWA prefers each device (phones, computers, printers, etc.) are wired individually.
- The square footage of the rooms listed is approximate. Bidders may deviate slightly from the square footages identified. Building square footage should be a minimum of 5,300 to a maximum of approximately 6,500 with a resource room, conference room, offices, kitchen and restrooms.
- The MWA will not pay any taxes.
- The MWA will provide liability and contents insurance. The landlord is responsible for maintaining insurance on the structure.
- In the Resource Room and Training Room it is preferred that counter tops be installed (attached to wall) to accommodate computers, with a minimum spacing of 25" between computers.
- The MWA will provide cleaning services for the inside of the building. The landlord is responsible for building maintenance including, but not limited to, the heating & cooling system, roof, painting interior walls as needed, plumbing, and other repairs.
- The Landlord will provide snow removal and lawn maintenance.
- If the building contains tenants in addition to the MWA or shared garbage dumpster is on-site, the landlord will include the cost of garbage disposal in the lease.
- The parking lot must be paved, lighted and the lighting structure/system will be maintained by the Landlord.
- The Landlord will ensure that the building and property is compliant with the Americans with Disabilities Act (ADA). This includes an automatic main entrance doors.
- All rooms capable of locking from within

- Locking drop box near main entrance

The office design must incorporate the following:

1. Reception/Waiting Area/Resource Room:
 - a. Countertop attached to the wall. This area is to be located immediately inside the main entrance and accessible through automatic door(s). This area will contain one reception desk, one staff desk, an eight foot table, two printers, a fax machine, a waiting area for at least six people, and at least 12 computers.
2. Staff Offices (minimum of 8, prefer up to 12):
 - a. Preferably with a minimum of 100 sq./ft. per office
 - b. One outside facing window (preferably that opens) in each office
 - c. Two wire runs on separate walls
 - d. A window in the door or in the wall next to the door (not required to open)
3. Two Classrooms (Classroom 1 & 2):
 - a. Preferably 1 large room with a sound blocking dividing wall partition
 - b. **Classroom 1**- classroom style with capacity for 25-30 people
 - c. **Classroom 2**- training room with space at least 8 computers (prefer up to 12 computers); a printer; table seating for six
4. Conference Room
 - a. This room needs to accommodate a conference table that seats at least 6 people (prefer seating for 12)
 - b. Four wire runs on separate walls
 - c. A window in the door or in the wall next to the door (not required to open)
5. Break/Kitchen Room
 - a. This room will contain counter space, a phone, cabinets, appliance outlets for refrigerator & microwave, a sink, one wire run, and preferably room for a small table and chairs.
6. Copy Room
 - a. This room will need to accommodate one full size copy machine, file cabinets, and a work area with 10 feet of wall space
 - b. Two wire runs on separate walls
7. Separate Public and Staff Restrooms (can be separate unisex bathrooms)

8. Server Room
 - a. A locking room or area is needed where our computer and phone wires will terminate into a patch panel. This area needs to accommodate a server, monitor, switches and related equipment. This area must be properly heated and cooled so that a comfortable temperature can be maintained (on average between 68 and 72 degrees) and have sufficient electrical outlets. All computer lines from other parts of the office are to terminate into a labeled patch panel in this room.
9. Maintenance Room
 - a. A locking room capable of holding supplies and cleaning equipment
10. Other Requirements
 - a. Central Air Conditioning
11. Optional
 - a. Outside Picnic area
 - b. Storage shed

**ATTACHMENT A
CERTIFICATION REGARDING
DEBARMENT AND SUSPENSION**

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

1. The prospective recipient (i.e., The Contractor) of Federal assistance funds certifies, by signing this contract and attachment, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective recipient (i.e., The Contractor) of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT B
CERTIFICATE OF INDEPENDENT PRICE/COST DETERMINATION

NOTE: This certificate must be signed and returned in the proposal package.

- A. By submission of this proposal, each offeror certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this procurement action:
1. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other offeror or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this proposal have not knowingly been disclosed by the offeror prior to award, directly or indirectly to any other offeror or to any competitor; and
 3. No attempt has been made or will be made by the offeror to include any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- B. Each person signing this proposal certifies that:
1. She or he is the person in the offeror's organization responsible for the decision as to the prices being offered herein and that she or he has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
 2. She or he is not the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein but she or he has been authorized for such decision in certifying that such persons have not participated, and shall not participate, in any action contrary to A.1 through A.3 above, and as their agent does not hereby so certify; and she or he has not participated, and shall not participate, in any action contrary to A.1 through A.3 above.
- C. This certification is not applicable to a foreign offeror submitted proposal for a contract, which requires performance or delivery outside the United States, its possession, or Puerto Rico.
- D. A proposal shall not be considered for award where A.1, A.3 or B. above has been deleted or modified. Where A.2 above has been deleted or modified, the proposal shall not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or his or her designee, determines that such disclosure was not made for the purpose of restricting completion.

Authorized Signatory Official

Date

Typed Name of Authorized Official

**ATTACHMENT C
CONFLICT OF INTEREST STATEMENT**

By my signature I certify to the following statements:

No employee of Michigan Works! Agency or member of the Workforce Development Board, or Board of Directors has any direct interest, financial or otherwise, in this organization.

Correct Incorrect

No officer or any government, government agency has any direct interest, financial or otherwise, in this organization.

Correct Incorrect

*if incorrect was marked, you must list the person or persons which have an interest, financial or otherwise with the organization. Their relationship with the organization also must be listed.

Name

Relationship

Organization's Name

Date

Signature

**ATTACHMENT D
ACCEPTANCE OF CONDITIONS OF RFP**

Name of agency submitting proposal

Does hereby accept all the term and conditions of the Request for Proposal and the Subsequent Format enclosed therein. The Proposer also certifies that the information in the Response Package is correct to the best of his/her knowledge and belief, that the fling of the Response Package has been fully authorized, and that proof of this authorization is attached. All communications relative to the Proposal shall be transmitted to the name in this certification unless written assignment is made by the person named below.

The following signatory is authorized to sign as agent for the above-mentioned agency.

Signature

Typed Name and Title

Date