



REQUEST FOR PROPOSAL
BUILDING LEASE
PROFESSIONAL OFFICE SPACE
OAKLAND COUNTY MICHIGAN WORKS
JVS HUMAN SERVICES

1.0 OVERVIEW

JVS Human Services is seeking request for proposal with the primary objective of leasing professional office space (7000-10,000 sq. ft.) to house Oakland County Michigan Works – North Oakland (Clarkston, Waterford Twp., White Lake Charter Twp., or Independence Charter Twp.). This annually renewed lease will begin July 1, 2019 and extend over a 5-year period.

1.1 INSTRUCTIONS TO VENDORS

All proposals are to be emailed to jwillis@jvshumanservices.org and mburke@jvshumanservices.org with “MIWORKS OFFICE SPACE” in the subject line no later than **5/10/19 at 3 PM EST**. Proposals received after this time will not be considered or accepted.

Proposals will be made in full conformity with the all of the conditions set forth in the specifications. Proposals will remain firm for a minimum period of 180 days following the date on which the proposals are due. Any vendor may withdraw their proposal at any time prior to the scheduled due date.

After proposals are received, evaluated and approved, a letter of award confirming the acceptance will be sent to the selected vendor.

1.2 PRE-PROPOSAL QUESTIONS

All questions regarding the services specified or the RFP terms and conditions will be accepted in writing only and will be subsequently answered as an addendum to all interested parties. Any questions must be emailed to jwillis@jvshumanservices.org and mburke@jvshumanservices.org and received no later than 3PM EST on 4/30/19.

1.3 TIMELINE

JVS Human Services anticipates the following timeline and is prepared to exercise flexibility for the purpose of finding the right fit with a qualified vendor or for

other purposes deemed to result in added value to the professional office space lease.

RFP Released	4/19/19
Pre-proposal questions due	4/30/19 at 3pm EST
Proposals due	5/10/19 at 3pm EST
Award	5/17/19 - 5/28/19

1.4 FAMILIAL RELATIONSHIPS

All vendors submitting proposals must provide and attach a familial disclosure form. The familial disclosure form must disclose any familial relationships that exist between the owner and key employees of the vendor submitting the proposal and any employee or board member of JVS Human Services.

1.5 PROPOSALS

All blank portions of the proposal must be filled in. Each submitted proposal must include the full legal name of the vendor and will be signed by the person(s) legally authorized to bind the vendor to a contract. If proposals are submitted by an agent, satisfactory evidence of the agency authority is required. The following must be included in the proposal to be eligible for evaluation:

- Proposal Cover Sheet
- Three References
- Exception to specification and additional proposal content narrative
- Familial Disclosure Form
- Acceptance of Proposal Form

1.6 ORAL PRESENTATIONS

Certain selected vendors who submit proposals may be required to make an oral presentation of their proposal. These presentations provide an opportunity for the selected vendors to clarify their written proposals and for JVS Human Services to obtain additional information.

1.7 COMPLIANCE OF AWARDED VENDOR

Vendor agrees to comply with all federal, state and local laws, rules, regulations, executive orders, and ordinances that may be applicable to the vendor's performance of its obligations under this contract. Prior to issuance of a purchase order authorizing commencement of this project, and in all cases before beginning work under the contract, the awarded vendor will provide JVS Human Services adequate insurance (see section 1.14).

1.8 RIGHT TO REQUEST ADDITIONAL INFORMATION

JVS Human Services reserves the right to request any additional information that might be deemed necessary after the completion of this document.

1.9 RIGHT OF REFUSAL

JVS Human Services reserves the right to accept or reject any or all proposals, in whole or in part; to award to other than the low vendor, to waive any irregularities and/or informalities; and, in general to make awards in any manner deemed to be in the best interest of JVS Human Services.

1.10 COSTS

The vendor is responsible for any and all costs incurred by the vendor or his/her subcontractors in responding to this request for proposal. Fees quoted must remain firm through this project except for changes in scope. All scope changes must be approved in writing in advance of vendor performing the work. Fees quoted must include all expenses for this project.

1.11 FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

JVS Human Services is a tax-exempt entity for purposes except if the project makes enhancements, and/or additions to real property.

1.12 NONDISCRIMINATION BY VENDORS OR AGENTS OF VENDORS

Neither the vendor nor anyone with whom the vendor shall contract, shall discriminate against any person employed or applying for employment concerning the performance of the vendor responsibilities under this agreement. This discrimination prohibition shall apply to all matters directly or indirectly relating to employment concerning race, color, sex, religion, age, national origin or ancestry. A breach of this covenant may be regarded as a default by the vendor for this agreement.

1.13 QUALIFICATION

The vendor must certify that they are not disbarred from doing business with the federal government. Registration on www.sam.gov is required.

1.14 INSURANCE AND IDEMNIFICATION

The vendor agrees to indemnify, hold harmless and defend JVS Human Services and its agents, officials and employees from any liability, claim or injury, related to or caused by fault or negligence of the vendor employees or agents. The promise to indemnify, defend and hold harmless shall not apply to liability which results from the sole negligence or willful misconduct of JVS Human Services, its employees or agents. The vendor must provide JVS Human Services adequate insurance throughout the project as follows: Satisfactory Workers' Compensation coverage, General Liability and Property Damage Insurance of at least \$1,000,000.00 per occurrence and \$1,000,000.00 in Aggregate must be carried and paid for by vendor who undertakes the work on this contract. Insurance coverage must also include automobile insurance of at least \$1,000,000.00.

2.0 SCOPE

JVS Human Services is soliciting proposals from qualified vendors for the annual release of professional office space to house Oakland County Michigan Works –

North Oakland for a 5-year period starting July 1, 2019 annually renewed and contain conditions for termination of the lease without penalty costs or fees should federal funds or other applicable funding sources become unavailable.

2.1 SELECTION PROCESS AND PROPOSAL RATING CRITERIA

The review and selection process will be based on the full description of the nature of the services to be performed, experience, qualifications, quality customer service, reliability, and fee structure. Each proposal will be scored on a 100-point scale based on the following factors and criteria:

- a. **Location and proximity to client population (50 points)** – This criterion considers boundaries of Clarkston, Waterford Twp., White Lake Charter Twp., or Independence Charter Twp., public transportation and public parking access.
- b. **Cost reasonableness (25 points)** - The criterion includes a review of all costs associated with the lease agreement including lease changes, updates, lease extensions and increases in local government assessments and insurance.
- c. **Lease requirements (25 points)** - This criterion includes obligations regarding updates to the property, maintenance responsibilities, general upkeep and repair of immediate and surrounding property. It also includes applicable provisions regarding indemnification, subrogation and other related business liabilities between the lessor and lessee.

2.2 SPECIFICATIONS

The RFP requires that proposals must meet the following specifications:

- No less than 7000 square feet, no more than 10,000 square feet
- Free public parking and at least 2 handicapped spaces
- Sidewalks must be accessible for individuals in wheel chairs
- At least 4 bathrooms available for staff and customers. 2+ bathrooms should be accessible for persons in wheel chairs.
- Kitchen facility with running water accessibility.

- At least one training space that is 400-600 square feet.
- Conference room and 2+ office spaces
- Access to high speed internet and telephone systems

The contract shall contain conditions for termination of the lease without penalty costs or fees should federal funds or other applicable funding sources become unavailable.

Additional Proposal Contents

Description of the following:

1. Building Specifications including square footage, utility location and access, single unit or multi-unit business.
2. Cost Proposal (i.e. rent and complete listing of pass through, if any, including a 2-year cost history of those items)
3. Proposed schedule of work and deadlines to ensure space availability
4. Readiness of facility

PROPOSAL COVER SHEET

We propose to furnish professional office space services for JVS Human Services in accordance with the specifications:

Total Square feet	
Lease cost for 2019-20	\$
Lease cost for 2020-21	\$
Lease cost for 2021-22	\$
Lease cost for 2022-23	\$
Lease cost for 2023-24	\$

Bidder's Firm Name	
Address	
City, State, Zip	
Phone	
Email	
Authorized Agent Name	
Authorized Agent Signature	
Date	

THREE REFERENCES

COMPANY	CONTACT NAME	PHONE

FAMILIAL DISCLOSURE FORM

The undersigned, the owner or authorized agent of the below named vendor pursuant to the familial disclosure requirement provided in the JVS Human Services RFP, hereby represents and warrants that except as noted below, no familial relationship exists between the owner or key employees of the vendor and any employee or board member of JVS Human Services

List any familial relationships:

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Bidder's Firm Name	
Authorized Agent Name	
Authorized Agent Signature	
Date	

Acceptance of Proposal

The undersigned agrees to execute a contract for work covered by this proposal provided that he/she is notified of its acceptance within 30 days after proposal due date. It is agreed that this bid will not be withdrawn until after 45 days after receipt of bids.

The undersigned affirms that the bid was developed without collusion, undertaking or agreement either directly or indirectly with any other bidder(s) to maintain prices of indicated work or prevent any other bidder(s) from bidding the work.

Bidder's Firm Name	
Address	
City, State, Zip	
Phone	
Email	
Authorized Agent Name	
Authorized Agent Signature	
Date	