



Request For Proposal

Office Space: Clare County

September 2024

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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: Clare County
September 2024

Introduction:

Michigan Works! Region 7B (MWA) is accepting proposals for office space in Clare County. The space is preferred to be in a high visibility area, preferably on M-61 or Business US – 27 in Harrison or Clare. The space may be an existing building or new construction with a preference of a standalone building that meets the specifications of this RFP. Estimated move in date is January 2026.

This RFP does not commit the MWA to award a contract or pay any cost incurred in the preparation of a proposal. The MWA reserves 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 reserves 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 "Clare County Office Space Inquiry" prior to 4:00 p.m., September 27, 2024. Responses to all questions will be posted by, October 4, 2024 on our website (www.michworks4u.org).

Deadline to Submit a Proposal

The deadline to submit proposals is 4:00 p.m., October 18, 2024. Proposals can be sent electronically to reg7b@michworks4u.org using the subject line “Clare 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..... September 4, 2024
Tour of the Office.....10:00 a.m. and 2:00 p.m., September 20, 2024
Questions Due September 27, 2024
Answered will be posted on website by October 4, 2024
Proposal Due Date.....4:00 p.m., October 18, 2024
Decision Date.....November 22, 2024

Forms of Submission:

The proposal must:

- Identify the total square footage;
- 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);
- Identify the location of the building and if it is new construction or an existing building;
- Include contact information for three references;
- Identify other properties you own that we may visit;
- Be signed by an authorized representative;
- Include a floor plan with office layout (not required for current landlord);
- Identify the type of foldable wall partition;
- Provide available occupancy date;
- 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: 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. 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 staff of the MWA.

General Information and Requirements

- The building must be wired with fiber optic cable from Spectrum.
- 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.
- 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.
- 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.
- The Landlord will have the carpets cleaned every spring.
- The Landlord will have the windows cleaned on the outside once a year.
- The Landlord will provide a dumpster on the property for lessee to use.
- The parking lot must have adequate space, 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.

- Landlord will be responsible to repair any items reported by the MWA in a reasonable and timely manner.
- All rooms capable of locking from within.
- Locking drop box near main entrance.
- If interested, bidders are required to RSVP for the Office Tour by September 18th at 4:00 p.m. with the time you wish to participate to reg7b@michworks4u.org with "Office Tour" in the subject line.
- See Attachment E for the current office layout/design.

The office design must incorporate the following:

1. Reception/Waiting Area/Resource Room (combined)

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, a table for four, a printer, a fax machine, a waiting area for at least six people, and at least 9 computers on countertop(s) attached to the wall in the resource room.
2. Testing Area

This area is to be located immediately adjacent to the Reception/Waiting Area/Resource Room. This area will contain a table for four and three computers on a counter attached to the wall.
3. Copy Areas
 - a. Copy Area 1: This area is to be located immediately adjacent the reception/waiting area/resource room; the area will need to accommodate one full size copy machine, a lateral 3' file cabinet; a minimum of 6 ft. countertop; and three shelving units; approximately 150 sq. ft.
 - b. Copy area 2: This area can be located in the back of the building. And will need to accommodate one full size copy machine, and 8 ft. countertop work area; a fax machine; 3 horizontal 4 ft. file cabinets; a 3 ft. postage machine and a full size shredder.
 - c. Two wire runs on separate walls.
4. Two Classrooms (Classroom 1 & 2):
 - a. Minimum size 525 sq. ft.
 - b. Preferably 1 large room with a sound blocking dividing wall partition
 - c. **Classroom 1**- training room with space at least 6 computers; a printer; table seating for 12; three file cabinets and a desk.
 - d. **Classroom 2**- classroom style with capacity for 30 people; with a desk.

5. Server Room

Minimum size of 10' x 12'

Power requirements must have at a minimum: two Dedicated 30 AMP Breakers terminated to L5-30 Locking Receptacles; three Dedicated 20 AMP Breakers terminated to 20R – 20AMP Round Receptacles. The area must be properly heated and cooled so that a temperature between 68 and 72 degrees can be maintained. Must allow for a 3'D x 6'H x 8'L' Storage Rack; this storage rack will need to be mounted to the floor for security and stability issues. Must allow for a 3'W x 4'D x 7'H Network/Server Rack. This rack will need to be mounted to the floor for Security and stability issues. Storage Racks and Server Racks will be provided by and Property of Michigan Works! Region 7B. All Network Drops must terminate in Server room.

6. Maintenance Room

This room must have a sink with running water; capable of holding supplies and cleaning equipment (three 5 ft. shelving units).

7. Staff Offices (minimum of 22)

- a. With a minimum of 200 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).

8. Break/Kitchen Room

This room will contain counter space, a phone, cabinets, appliance outlets for refrigerator, oven & microwave, a sink, one wire run, and room for a table and chairs for six.

9. IT Room

- a. Minimum of 200 square feet
- b. Can be an interior room
- c. A total of four wire runs on two separate walls.

10. Conference Rooms (minimum of 2)

- a. Conference room 1 needs to be approximately 450 sq. ft. The room needs to accommodate a conference table that seats at least 12; includes a 8 ft. counter top with cabinets for storage
- b. Conference room 2 needs to accommodate a conference table that seats at least 6 people
- c. Four wire runs on separate walls
- d. A window in the door or in the wall next to the door (not required to open).

11. Storage Rooms

A minimum of two inside storage areas; one a minimum of 250 sq. ft. and one a minimum of 400 sq. ft. They must be able to lock.

12. Separate Public and Staff Restrooms
Must be ADA compliant.
13. Storage Unit on property; minimum size of 20' x 20'
14. Optional
 - a. Outside Picnic area

**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.

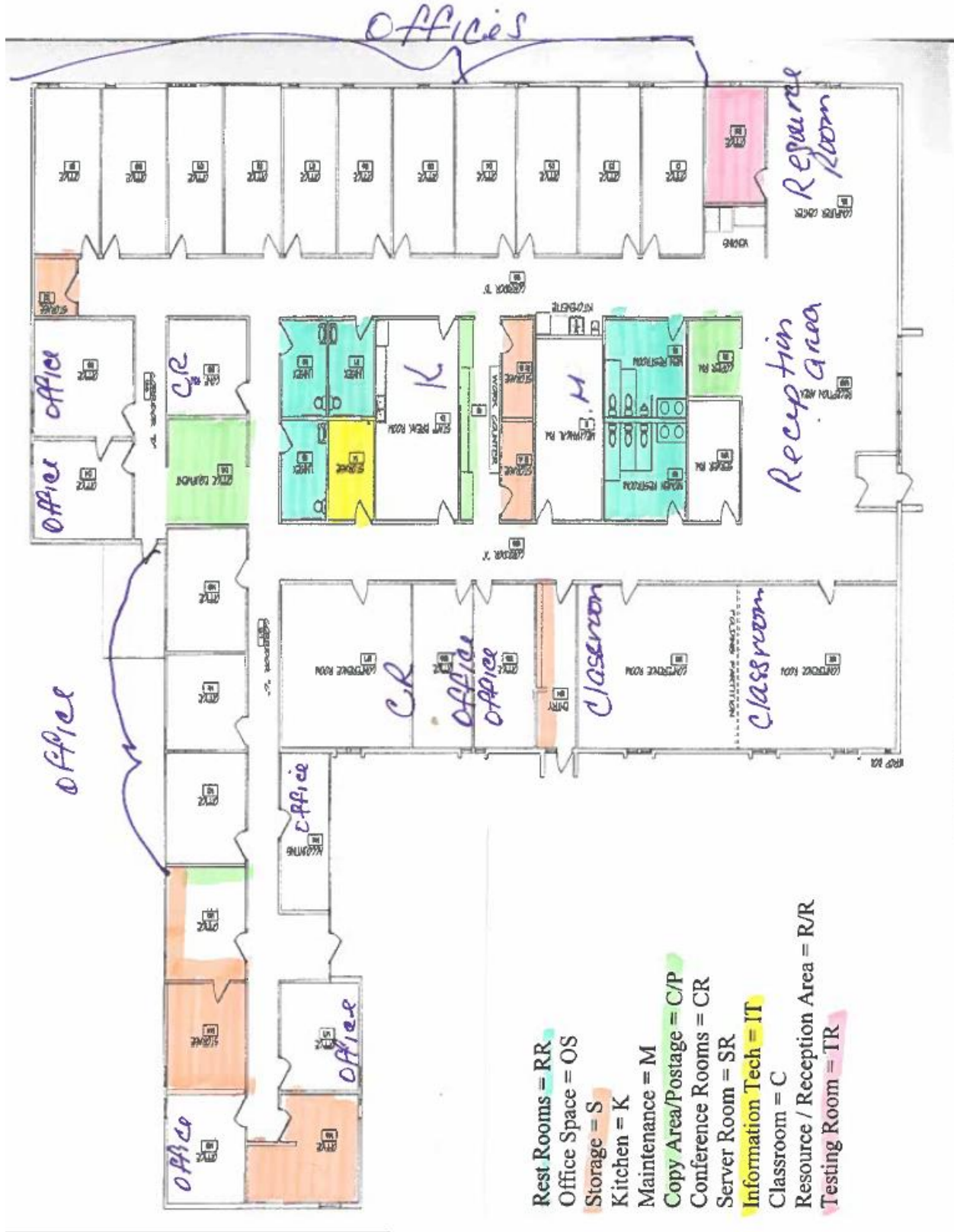
The following signatory is authorized to sign as agent for the above-mentioned agency.

Signature

Typed Name and Title

Date

ATTACHMENT E OFFICE DESIGN/LAYOUT



- Rest Rooms = RR
- Office Space = OS
- Storage = S
- Kitchen = K
- Maintenance = M
- Copy Area/Postage = C/P
- Conference Rooms = CR
- Server Room = SR
- Information Tech = IT
- Classroom = C
- Resource / Reception Area = R/R
- Testing Room = TR