FAIRFIELD COUNTY COMMISSIONERS
210 East Main Street
Lancaster, OH 43130

REQUEST FOR PROPOSALS
For
LEASING PROPERTY

Pursuant to ORC 307.86 (I)

1 GENERAL STATEMENT

1.1 Purpose

The Fairfield County Commissioners are requesting proposals for the leasing of office space for the Fairfield County Veterans Commission in the Lancaster, Ohio area. "Veterans Commission Office Space", for the purpose of this Request for Proposals ("RFP"), is defined as a secure office space with climate control HVAC systems, approved life safety equipment, a handicapped accessible entrance with ADA compliant restrooms for men and women, off-street parking, and approximately four thousand (4,000) square feet of space in one location.

1.2 Estimated Key Dates

The following are the estimated key dates associated with the RFP process. Proposals received after 9:00 a.m. EDT on the Proposal Due Date (as defined below) will not be considered.

RFP NOTIFICATION:	**Friday, October 3, 2014**
INQUIRY PERIOD BEGINS:	**Tuesday, October 7, 2014, 8:00 a.m. EDT**
INQUIRY PERIOD ENDS:	**Monday, October 27, 2014, 3:00 p.m., EDT**
PROPOSAL DUE DATE:	**Thursday, October 30, 2014, 9:00 a.m., EDT**
OFFER OPENING DATE:	**Thursday, October 30, 2014, 9:15 a.m., EDT**

There are references in this RFP to the Proposal Due Date, which shall mean the date, and time that the Offeror's response is due at the Fairfield County Commissioners Office in Lancaster, Ohio. Proposals received after 9:00 A.M. on the Due Date will not be evaluated.

The Fairfield County Commissioners reserve the right to reject any or all proposals submitted in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

1.3 Additional Estimated Dates

LEASE AWARD NOTIFICATION: Tuesday, November 11, 2014

PURCHASE ORDER ISSUED: Wednesday, November 12, 2014

LEASE COMMENCEMENT START DATE: Wednesday November 19, 2014

1.4 Location for Response Opening

The following is the site for the public opening of Offeror's response(s).

Fairfield County Commissioners
Third (3rd) Floor Hearing Room
210 East Main Street
Lancaster, OH 43130

2 EXECUTIVE SUMMARY

2.1 Purpose

This document is a request for proposals to lease Veterans Commission Office Space under Section 307.86(I) of the Ohio Revised Code. The Fairfield County Commissioners are soliciting competitive, sealed proposals for the leasing of Veterans Commission Office Space in the Lancaster, Ohio area. If a suitable offer is made in response to this RFP, the Fairfield County Commissioners may enter into a contract to have the selected Offeror (the "Lessor") provide the Veterans Commission Office Space.

Upon selecting the selected Offeror, the Fairfield County Commissioners shall enter into negotiations with such person or entity in accordance with Revised Code Section 307.86(I). A lease for the Veterans Commission Office Space shall be prepared by the Fairfield County Commissioners and submitted to the selected Offeror. This RFP provides details on what is required to submit a Proposal for Veterans Commission Office Space, and what will be required of the Lessor in providing Veterans Commission Office Space. As used herein, the term "the Fairfield County Commissioners" shall also include any of their employees, agents, or representatives.

This RFP also gives the estimated key dates for the various events that are part of the submission process, selection process, and lease commencement. While these dates are subject to change, the Fairfield County Commissioners will make efforts to adhere to the dates contained herein. Once awarded, the term of the lease for the Veterans Commission Office Space shall commence on the lease commencement date agreed upon by the Fairfield County Commissioners and the Lessor. The lease termination date shall be negotiated by the Fairfield County Commissioners and the Lessor but, in all events, shall

be for a period of no more than five (5) years with three (3) consecutive five (5) year options, which may be exercised by the Fairfield County Commissioners.

2.2 Objectives

The purpose of this RFP is to solicit proposals that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work and Lease Space Criteria (see Sections 3.4 and 3.5). It shall be the successful Offeror's obligation to ensure that their personnel providing any work or services in accordance with this RFP are qualified to perform such work or services.

2.3 Calendar of Events

Significant dates in connection with this RFP are shown above and are subject to change. The Fairfield County Commissioners may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this RFP. It will be the responsibility of the prospective Offeror’s to check his/her email on a regular basis for posted addendums, changes and other RFP information.

3 GENERAL INSTRUCTION

3.1 Purpose

The following sections provide details on how to respond to this Request for Proposal (RFP). All responses must be complete and in the prescribed format subject to the right of the Fairfield County Commissioners to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP as set forth above.

3.2 Contacts

The following individual will be the representative of the Fairfield County Commissioners who may be contacted in connection with this RFP.

Dennis R. Keller
Facilities Manager
740-652-7097
drkeller@co.fairfield.oh.us

Offeror’s may obtain complete sets of the Request For Proposal at the office of the Fairfield County Board of Commissioners, 210 East Main Street, Third Floor, 210 East Main Street, Lancaster, Ohio 43130.

3.3 Inquiries

Offeror's may make inquiries regarding this RFP any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Offeror's must use email to make their inquiries. All inquiries must be addressed to and sent to: drkeller@co.fairfield.oh.us. The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

3.4 Scope of Work

3.4.1 The purpose of this RFP is to provide Veterans Commission Office Space in the Lancaster, Ohio area, for an initial five (5) year lease term with three (3) additional options of five (5) year each which may be exercised, if at all, in the sole discretion of the Fairfield County Commissioners.

3.4.2 All work to be performed as indicated under Section 3.5 LEASED SPACE CRITERIA and Section 4 SUMMARY, and its subsections.

3.5 Leased Space Criteria

The Veterans Commission Office Space sought by the Fairfield County Commissioners shall meet the following specifications:

3.5.1 Approximately four thousand (4,000) square feet of space on one (1) level and at one (1) location. The space shall be no less than three thousand (3,000) square feet and no more than five thousand (5,000) square feet.

3.5.2 The office space must be located within a five (5) mile radius of the VA Medical Center, located on 1703 N. Memorial Dr., Lancaster, OH.

3.5.3 The office space must include a climate controlled HVAC system, capable of maintaining a constant temperature level between 68 degrees Fahrenheit and 75 degrees Fahrenheit.

3.5.4 Approved fire suppression equipment as necessary to meet local fire safety officer inspections for office use.

3.5.5 Secured access to the exterior doors of the building and secured access to storage areas.

3.5.6 Handicapped ADA Compliant access to the front entrance of the building, and to all public meeting spaces in the building.

3.5.7 Handicapped ADA compliant restrooms for both men and women.

3.5.8 On-site parking spaces for five (5) Veterans Commission vans, 6 employee vehicles, and a minimum of seven (7) public parking spaces. The public parking spaces shall include at least three (3) handicapped spaces.

3.5.9 Requested facility accommodations and desired sizes are as follows:

a.	Director's/CVSO Office – 11'x18'	198 sf
b.	Asst. Director/CVSO Office – 11'X18'	198 sf
c.	CVSO/Financial Assistance Office – 10'x 15'	150 sf
d.	Financial Assistance Office – 10'x 15'	150 sf
e.	Receptionist Office - 10' x 15'	150 sf
f.	Commissioner's Office – 10' x 15'	150 sf
g.	Drivers Office – 10' x 15 '	150 sf
h.	CVSO Office (future) – 10' x 15 '	150 sf
i.	Waiting Room – seating for 8 people - 9' x 11'	99 sf
j.	Conference Room (seating for 30 to 35 people) - 35' x 12'	420 sf
k.	File Room – 15 to 20 file cabinets - 11' x 12'	132 sf
l.	Storage Room – flags and markers – 10' x 12'	120 sf
m.	Computer Room – set up 2 to 3 computers – 10' x 15'	150 sf
n.	Supply Room – 11' x 12'	132 sf
o.	Copier Room – 8'x 8'	64 sf
p.	Lounge/Kitchen – 20'x 15'	300 sf
q.	2 Restrooms Handicapped – 5' x 8' min.	80 sf
r.	Furnace/IT equipment Room – 10' x 12'	120 sf

3.5.10 Provide all maintenance of the building exterior, roof, parking area, walks, HVAC equipment, plumbing piping systems and valves, and the electrical system. The Lessee will provide maintenance for interior items, electrical devices, light bulb replacement, and plumbing fixture repairs.

3.5.11 Provide adequate lighting throughout the Office Space area, at the exterior doors of the facility, and the parking area.

3.5.12 Provide annually, a copy of fire and theft insurance policy to the Fairfield County Commissioners.

3.5.13 All taxes must be current and remain current during the lease period.

3.5.14 The Office Space cannot be located in any flood zone, flood way, or flood plane, unless approved variances are presented.

3.5 BASIS OF RFPS

3.6.1 Submit a monthly and annual lump sum RFP amount in accordance with the RFP Proposal Form requirements.

3.7 PROPOSAL SUBMISSION

3.7.1 Submit proposal on the original RFP Proposal Form furnished by the Fairfield County Commissioners.

3.7.2 Sign Proposal with name printed below signature.

3.7.3 An RFP submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the RFP.

3.7.4 Show all proposal amounts in both words and figures. In the case where the words and figures are not identical in form or amount, the amount shown in words shall govern.

3.7.5 Oral, telephonic, facsimile or telegraphic Proposals in response to this RFP will not be accepted.

3.7.6 Submit sealed proposals in an opaque envelope plainly marked on the outside with the project title "VETERANS OFFICE SPACE" bid date and time, and name of the Offeror.

3.7.7 If the proposal is mailed, the sealed proposal shall be enclosed in a separate mailing envelope with the notation "SEALED RFP ENCLOSED" on the face of the RFP envelope.

3.7.8 Mailing and delivery address is:
FAIRFIELD COUNTY BOARD OF COMMISSIONERS
ATTN: DENNIS KELLER, FACILITY MANAGER
Third Floor
210 East Main Street
Lancaster, Ohio 43130

3.7.9 Offeror's shall be solely responsible for the timely delivery of their proposal in response to this RFP in the manner and time prescribed. No proposal shall be considered if it arrives after the time scheduled, as determined by the Fairfield County Commissioners.

3.7.10 Proposals in response to this RFP that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind may, at the Fairfield County Commissioners discretion, be declared unacceptable.

3.8 RFP PROPOSAL EVALUATION CRITERIA AND PROCEDURE

3.8.1 The Fairfield County Commissioners will award a Lease Agreement for the Veterans Commission Office Space as permitted by these instructions.

3.8.2 The Lease Agreement will be awarded on the basis of the lowest and best proposal.

3.8.3 The Fairfield County Commissioners reserve the right to reject any and all proposals in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

3.8.4 The Fairfield County Commissioners may consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the proposal submitted.

4 SUMMARY

4.1 Additional Requirements

In addition to any other requirements herein, the Lessor and Lessee shall comply with the requirements listed below:

a. General requirements
b. Coordination
c. Security
d. Fire safety
e. Hazardous materials
f. Cleaning
g. Office Space use

4.2 General Requirements

4.2.1 The Lessor shall comply with all applicable ordinances, laws, and regulations. The Lessor shall obtain and pay for any and all required permits and inspections if needed for occupancy.

4.2.2 The Lessor will remove, as required, loose equipment and furnishings before start of move-in by the Lessee.

4.2.3 In addition to any selective renovation work indicated, the Lessor shall provide clean surfaces as needed to install new work and finishes.

4.3 Coordination

4.3.1 The Lessor shall, at its expense, coordinate any required renovation of the Office Space and the move-in with the Fairfield County Facilities Manager.

4.3.2 The Lessor shall coordinate any alteration schedule with the authorized representative of the Fairfield County Commissioners.

4.4 Security

4.4.1 The Lessee shall maintain security of the Office Space and its contents at all times during the term of the lease and any extensions thereto.

4.5 Fire Safety

4.5.1 The Lessor shall comply with all local fire safety requirements.

4.5.2 The Lessor shall provide adequate fire extinguishing equipment at all interior work areas requiring welding, soldering, or cutting with flame torches, during repair or maintenance activities.

4.5.3 The Lessor shall take every precaution to prevent fires.

4.5.4 The Lessor shall coordinate interruption of existing fire protection systems, when necessary, with the Owner's representative. Methods and equipment to provide fire protection during interruptions shall be acceptable to the Owner.

4.6 Hazardous Materials

4.6.1 The Lessor is cautioned to check the premises where the Office Space is located for the existence of hazardous materials including, without limitation, asbestos in the form of pipe insulation or plaster.

4.6.2 In the event materials are encountered during repair or maintenance work which may present a health hazard to workers, occupants, or the public, the Lessor shall take the following actions:

a. Take immediate action to limit the exposure or hazardous condition.

b. Cease work in the area until suspected hazardous material can be identified.

c. Notify the Fairfield County Facility Manager of the condition. Such notification shall be made by the most expedient means with subsequent written confirmation.

4.6.3 Testing, identification, removal, or other processes to render hazardous materials safe within legal limits to be provided by Lessor.

4.7 Cleaning

4.7.1 Upon completion of any and all renovations by the Lessor prior to move-in, the Lessor shall provide:

a. A clean Veterans Office Space for Lessee to move into.
b. All necessary permits for occupancy.

4.8 <u>Office Space Use</u>

4.8.1 The Lessee shall have the option at it's own expense to add shelving**,** Security systems, door access control, copy machine, phone or any other equipment that could be required to operate an office space environment.

4.8.2 The Lessee shall perform periodic cleaning during the term of the lease agreement.

End of Section

PROPOSAL FORM

PROPOSAL FROM: _____

MAILING ADDRESS: _____

_____

ADDRESS OF OFFICE SPACE: _____

_____

TOTAL SQUARE FOOTAGE OF OFFICE SPACE:

_____

MONTHLY AMOUNT OF RENT PROPOSAL IN RESPONSE TO RFP:

$_____

ANNUAL AMOUNT OF RENT PROPOSAL IN RESPONSE TO RFP:

$_____

RFP TO: The Fairfield County Board of Commissioners
Third Floor
210 East Main Street
Lancaster, Ohio 43130

PROJECT: REQUEST FOR PROPOSAL for VETERANS OFFICE SPACE

In submitting this RFP, the undersigned acknowledges that the representations in this proposal are binding and agrees:

1. To enter into and execute a Lease Agreement if awarded on the basis of this proposal and the attached RFP, and to furnish all requirements of this RFP.
2. To maintain the Office Space and Building in accordance to this RFP.

ATTACHMENTS: I HAVE ATTACHED THE FOLLOWING DOCUMENTS TO THIS PROPOSAL:

1. NON-COLLUSION AFFIDAVIT
2. AFFIDAVIT OF PERSONAL PROPERTY TAX LIABILITY

NOTE: All RFPS submitted to the Board of Fairfield County Commissioners must follow the guidelines in section 3.7 **PROPOSAL SUBMISSION.**

Signature of OFFEROR: _____

Type Name of OFFEROR: _____

Date: _____