

(Advertisement)

***FAIRFIELD COUNTY COMMISSIONERS***  
210 East Main Street  
Lancaster, OH 43130

**REQUEST FOR PROPOSALS (RFP)**  
**For**  
**LEASING PROPERTY**  
**Pursuant to ORC 307.86 (I)**

The Fairfield County Commissioners are requesting proposals for the leasing of office and medical space for the Fairfield County Dog Warden in the Lancaster, Ohio area. “Dog Warden 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, high-speed internet access, appropriate conditions for the housing of dogs, adequate space for medical examinations and procedures, and approximately three thousand (3,000) square feet of space in one location.

Qualified offerors shall have until 9:00 AM, July 28, 2017 to submit their proposals to Todd J McCullough, Dog Warden, 210 East Main Street, Room 300, Lancaster, Ohio 43130. Proposal submittals will be publicly opened and read at 9:15 AM, on July 28, 2017 in the 3<sup>rd</sup> floor Commissioners Hearing Room, 210 East Main Street, Lancaster, Ohio 43130. Proposal submittals shall comply with the standards set forth in the Request for Proposals (RFP) posted for download on the Fairfield County website at: [www.co.fairfield.oh.us](http://www.co.fairfield.oh.us). Printed copies are also available in the County Commissioners Office, 3<sup>rd</sup> floor, 210 East Main Street, Lancaster, Ohio, during normal business hours.

The Facilities Manager, County Administrator, and Dog Warden will evaluate all submitted proposals to determine the most suitable office space submitted for lease. The proposal selection will be based on the lowest cost and best proposal submitted. The determination of the selected offer shall be final and not subject to appeal. The County Commissioners may then execute a lease agreement with the selected Offeror.

End

Publication Date: June 29, 2017

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**210 East Main Street**  
**Lancaster, OH 43130**

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**1 GENERAL STATEMENT**

**1.1 Purpose**

The Fairfield County Commissioners are requesting proposals for the leasing of office and medical space for the Fairfield County Dog Warden in the Lancaster, Ohio area. “Dog Warden 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, high-speed internet access, appropriate conditions for the housing of dogs, adequate space for medical examinations and procedures, and approximately three thousand (3,000) 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.

<b>RFP NOTIFICATION:</b>	<b>Thursday, June 29, 2017</b>
<b>INQUIRY PERIOD BEGINS:</b>	<b>Wednesday, July 5, 2017, 8:00 a.m. EDT</b>
<b>INQUIRY PERIOD ENDS:</b>	<b>Monday, July 24, 2017, 3:00 p.m., EDT</b>
<b>PROPOSAL DUE DATE:</b>	<b>Friday, July 28, 2017, 9:00 a.m., EDT</b>
<b>OFFER OPENING DATE:</b>	<b>Friday, July 28, 2017, 9:15 a.m., EDT</b>

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, August 1, 2017**

**PURCHASE ORDER ISSUED: Wednesday, August 2, 2017**

**LEASE COMMENCEMENT  
START DATE: Wednesday, August 2, 2017**

**1.4 Location for Response Opening**

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

**Fairfield County Commissioners  
Third (3<sup>rd</sup>) 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 Dog Warden 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 Dog Warden 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 Dog Warden 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 Dog Warden 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 Dog Warden Office Space, and what will be required of the Lessor in providing Dog Warden 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 Dog Warden 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 three (3) years. If the lease is successful, and the Lessor is amenable, the County may be interested in exploring the option of purchasing the facility at a negotiated price in line with fair market value of the property at the completion of the lease.

## **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.

Todd McCullough  
Dog Warden  
740-687-3647  
todd.mccullough@fairfieldcountyohio.gov

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: todd.mccullough@fairfieldcountyohio.gov.** 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 Dog Warden Office Space in the Lancaster, Ohio area, for an initial three (3) year lease with the option to purchase the property which may be exercised, if at all, upon mutual agreement of the parties..
- 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 Dog Warden Office Space sought by the Fairfield County Commissioners shall meet the following specifications:

- 3.5.1 Approximately three thousand (3,000) square feet of space at one (1) location. The space shall be no less than two thousand (2,000) square feet and no more than four thousand (4,000) square feet.
- 3.5.2 The office space must be located within a five (5) mile radius of the Fairfield County Dog Shelter, located on 1715 Granville Pike, 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 building, and to all public meeting spaces in the building.
- 3.5.7** Two restrooms for employee use.
- 3.5.8** On-site parking spaces for two (2) Dog Warden Trucks, three (3) employee vehicles, and a minimum of five (5) public parking spaces. The public parking spaces shall include at least one (1) handicapped space.
- 3.5.9** Requested facility accommodations and desired sizes are as follows:
- a. Reception Office / Waiting Area
  - b. Dog Warden Office
  - c. Surgery Suite
    - Surgery table
    - Wet table
    - Oxygen machine
    - Surgical Lighting
  - c. X-Ray Room capable of utilizing digital or analog x-ray equipment
  - d. Medical Exam Room
  - e. Surgery Recovery Room
  - f. Grooming/Decontamination Room
  - g. Kennel area with a minimum of 10 block wall kennels
  - h. Supplies/Storage Room
  - i. Two Isolation Rooms with access to floor drains
  - j. Two Restrooms
  - k. Furnace/IT equipment Room
  - l. Outside Exercise Area
- 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. Building maintenance issues that are critical to the operational use of the facility require a service response within 4 hours of reporting the issue.
- 3.5.11** The Lessee will provide maintenance for interior items, electrical devices, light bulb replacement, and plumbing fixture repairs.
- 3.5.12** Provide adequate lighting throughout the Office Space area, at the exterior doors of the facility, and the parking area.
- 3.5.13** Provide annually, a copy of fire, property, and theft insurance policy to the Fairfield County Commissioners.
- 3.5.14** All taxes, including real estate taxes, are the responsibility of the Lessor and must be current and remain current during the lease period.

**3.5.15** The Office Space cannot be located in any flood zone, flood way, or flood plain, unless approved variances are presented.

**3.5.16** High-speed internet service must be available to the facility for connectivity to the County computer network for the operation of computer, phone, and security systems.

### **3.6 PROPOSAL SUBMISSION**

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

**3.6.2** Sign Proposal with name printed below signature.

**3.6.3** 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.

**3.6.4** 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.

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

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

**3.6.7** 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.

**3.6.8** Mailing and delivery address is:  
FAIRFIELD COUNTY BOARD OF COMMISSIONERS  
ATTN: TODD MCCULLOUGH- DOG WARDEN  
Third Floor  
210 East Main Street  
Lancaster, Ohio 43130

**3.6.9** 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.

**3.6.10** 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.

### **3.7 RFP PROPOSAL EVALUATION CRITERIA AND PROCEDURE**

**3.7.1** The Fairfield County Commissioners plan to award a Lease Agreement for the Dog Warden Office Space as permitted by these instructions.

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

**3.7.3** 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.

**3.7.4** 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 required, 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 Before Move-In**

- 4.7.1** Upon completion of any and all renovations by the Lessor prior to move-in, the Lessor shall provide:
- a. A clean Dog Warden Space for Lessee to move into.
  - b. All necessary permits for occupancy.

**4.8 Office Space Use**

- 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 PROPOSED OFFICE SPACE: \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF PROPOSED OFFICE SPACE: \_\_\_\_\_

MONTHLY AMOUNT OF RENT PROPOSAL IN RESPONSE TO RFP:

\$ \_\_\_\_\_

ANNUAL AMOUNT OF RENT PROPOSAL IN RESPONSE TO 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 3.6 **PROPOSAL SUBMISSION**.

**Signature of OFFEROR:** \_\_\_\_\_

**Type Name of OFFEROR:** \_\_\_\_\_

**Date:** \_\_\_\_\_