



BOARD OF COMMISSIONERS

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REQUEST FOR PROPOSALS

LEASE OF CLASSROOM SPACE AT THE FAIRFIELD COUNTY WORKFORCE CENTER

4465 Coonpath Road NW, Carroll, OH 43112

Email Q&A to Hannah.Heimberger@FairfieldCountyOhio.gov

Release Date for Request for Proposal: September 4, 2020

Q&A Dates: September 4, 2020-September 18, 2020

Site Visit Dates: September 8, 2020-September 11, 2020

Deadline for Notice of Intent to Propose: September 18, 2020 @ 4 PM EST

Deadline for Proposal Submission: September 25, 2020 @ 4 PM EST

Lease Start Date: October 1, 2020 through December 1, 2020

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1. Background and Introduction

1.1. Background

The Fairfield County Board of Commissioners (the “County”), acting by and through its Economic and Workforce Development department, is issuing this Request for Proposals (“RFP”) to invite proposals from employers to enter into a short-term lease of an approximately 1,250 square footage of classroom space with 110 square feet of in-room storage and an optional 54 square feet of pallet/skid space in the shop area at the Fairfield County Workforce Center located at 4465 Coonpath Road NW, Carroll, Ohio 43112 (the “Workforce Center”). The lease must, at minimum, be six (6) months with a one (1) year maximum with possible renewal for up to one (1) consecutive year. The minimum rent requirement is set at \$937 per month, triple net (\$9 per square foot). The lease start date must be between October 1, 2020 and December 1, 2020.

All respondents are strongly encouraged to visit the Workforce Center before submitting a proposal at an arranged tour the week of September 8, 2020. Contact Hannah.Heimberger@FairfieldCountyOhio.gov to arrange a tour.

1.2. Introduction to the Fairfield County Workforce Center

1.2.1. Fairfield County

Fairfield County encompasses thirteen townships, thirteen villages, and two cities with boundaries entirely within the county. Fairfield County’s population is the sixth fastest growing county in Ohio according to the United States Census Bureau, and the labor force has grown by 4.5 percent over five years. Fairfield County is home to many industry sectors. Healthcare jobs are the largest industry in the County with manufacturing jobs still accounting for a large share of County employment. Fairfield County has two Ohio University branch campuses and the Eastland-Fairfield Career Center, but County employers still have limited access to training sites.

Employers, ranging from small local businesses to national chain companies, rely on Fairfield County and its labor force. The Fairfield County Board of Commissioners has been and is willing to invest in the County employers and labor force.

1.2.2. The Workforce Center

The building was originally constructed in 1975 as a manufacturing facility. In 2003, the building was sold to the Fairfield County Board of Commissioners to be used as a workforce training center for the Fairfield County Board of Developmental Disabilities (FCBDD). In 2019, FCBDD no longer needed the property and the Fairfield County Commissioners decided to convert the building into a Workforce Center to fill the skilled labor gap that local businesses have been experiencing. The State of Ohio invested in the local workforce by providing funds to help add equipment to the Center. Fairfield County partnered with Hocking College and Ohio University to offer programming in manufacturing, skilled trades, and healthcare to assist local workers gain necessary skills to help in their careers in these industries.

The Center has a total of 72,435 square feet and is located on approximately 5.2 acres of land situated between US 33’s bypass and business route near the Lancaster/Carroll city/village line. The Center is in a central location for the County and is accessible from eastbound US 33 bypass and both eastbound and westbound US 33 business route.



1.2.3. Utilities

Utilities will be included as part of the negotiated lease rate. If consumption of energy is higher than anticipated by the County, the County may need to pass the charges on to the lessee.

1.2.4. Zoning

The Center is zoned industrial. Utilization must meet zoning requirements in Greenfield Township. The Greenfield Township Zoning Resolution can be found [online](#).

1.2.5. Parking

The County will provide up to ten (10) parking spaces with more available upon negotiation. There will be access to a loading dock and a drive-in garage door.

2. Lessee Proposal

2.1. Company Information

The Proposal Narrative must include a narrative about the company, including but not limited to the name, industry sector, ownership structure, number of years in existence, employee count, and overall growth plans for the company.

Included as an attachment to the Proposal Narrative must be proof of employer status and the latest tax return for the company. Confidential information may be redacted.

2.2. Space Utilization

2.2.1. Need for Space

The Proposal Narrative must include an explanation for the need of space. If it is a start-up business, a business plan should be included. If it is an existing business, the need for expansion must be explained.

2.2.2. Use for Space

The Proposal Narrative must detail how the space within the Workforce Center will be used, including the optional pallet/skid space if applicable. The number of employees at the Center must be estimated as well as the hours of operation needed for the space. A point of contact must be provided that can be notified of any issues at the Center.

2.2.3. Plan to Transition Out of Space upon Lease Termination

A plan to transition out of the space upon lease termination, with a range of six (6) months to two (2) years, must be included in the Proposal Narrative. The lessee's new location must be located in Fairfield County.



2.2.4. Insurance

Fairfield County Commissioners will need to be named on lessee's insurance.

2.3. Price Proposal

The minimum bid requirement is set at \$937, triple net (\$9 per square foot).

3. Proposal Guidelines

3.1. Timeline

RFP Event	Date
RFP is issued	September 4, 2020
Q&A period	September 4, 2020-September 18, 2020
Site visit period	September 8, 2020-September 11, 2020
Deadline for receiving RFP questions	September 18, 2020 @ 4 PM EST
Deadline for notice of intent to propose	September 18, 2020 @ 4 PM EST
Deadline for proposals received	September 25, 2020 @ 4 PM EST
Selection of lessee	September 30, 2020-October 9, 2020
Start date of lease	October 1, 2020-December 1, 2020

3.2. RFP Contact

Inquiries should be emailed to Hannah.Heimberger@FairfieldCountyOhio.gov. This email inbox will be reviewed daily by administrative staff. If you do not receive a response within 24 hours, Monday through Friday, please contact us at 740-681-7160.

3.3. Notice of Intent to Propose

Respondents must email their notice of intent to propose to Hannah.Heimberger@FairfieldCountyOhio.gov no later than 4 PM EST on September 18, 2020. Please include the company name, contact name, contact title, company address, telephone number, and email address. Please call 740-652-7160 to verify that your notice of your intent to propose was received.

3.4. RFP Questions

Any prospective respondent desiring an explanation or interpretation of the RFP or its specifications must email their questions to Hannah.Heimberger@FairfieldCountyOhio.gov. Each question should include a reference to the applicable page number and section of the RFP. The deadline for questions is September 18, 2020 and all responses will be shared with respondents that have given intent to propose their services. Answers to all questions will be posted on the Fairfield County Economic Development website at co.fairfield.oh.us/dev by 4 PM EST on September 21, 2020.



3.5. Addenda to RFP

During the proposal process, the County may modify this RFP by the issuance of one or more addendum(s), up to ten (10) business days preceding the proposal due date. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the contract document. Any addenda issued for this RFP will be posted before 4 PM EST on September 18 at co.fairfield.oh.us/dev. All respondents that have submitted an intent to propose will also be notified via email of any addenda.

3.6. Proposal Withdrawal

Respondents may withdraw their proposal(s) at any time before the Fairfield County Economic and Workforce Development makes its selection of employer by providing written notice to the Executive Director. Withdrawal of a proposal after the selection exposes a respondent to legal liability for sanctions, including costs for re-issuance, or may result in a contract being awarded to the next selected respondent.

3.7. Prohibited Contacts

The integrity of the RFP process is very important to the County. Behavior by respondents which violates or attempts to manipulate the RFP process in any way is taken very seriously. Neither respondent nor their representatives should discuss the RFP with individuals associated with the RFP process except as noted above. If the respondent attempts any unauthorized communication regarding the RFP, the respondent's proposal is subject to rejection.

Individuals associated with this program include, but are not limited to the following:

1. Public officials, including but not limited to the Commissioners of Fairfield County;
2. Fairfield County Workforce Center Steering Committee members.

3.8. Existing or Pending Legal Action Disclosures

Respondent must disclose any existing or pending or threatened court actions and/or claims against the respondent, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

4. Submission of Proposal

4.1. Proposal Submission

By submitting a proposal, the respondent certifies the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date. Additionally, the respondent will be held accountable to know the specifications and conditions under which the resulting contract will be accomplished, including but not limited to the contents of all proposal documents, regulations, and applicable laws.

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to ORC 149.43. Any portion of the proposal to be held confidential should be marked “**proprietary**” in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43.



4.2. Preparation and Number of Copies

1. Hard Copy Requirements:

Respondents must submit one (1) original proposal copy and one (1) exact copy of the original proposal. The original proposal must be marked “original” on the cover and must bear the actual original signature(s) of the person(s) authorized to sign the proposal. Only one copy of the respondent’s tax return and proof of employer status are required. These copies should be attached to the original proposal but will not be included as part of the page limit.

Print all narratives on 8 ½” x 11” plain white paper with margins of 1” on each side. All narratives must be printed in single space with Times New Roman (or similar) font, 12-point type. Emphasis should be concentrated in conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content.

Each page of the proposal must be numbered sequentially at the bottom of the page. Any narrative must contain a heading which clearly indicates the subject matter. The narrative must not be longer than three (3) pages. Respondents may use only paper clips or other removable fasteners to secure their proposal. Do not use staples or binding that cannot be removed.

2. Electronic Requirements:

Original proposal should be supplied on a flash drive in a PDF format with files clearly identified, and the pages must be numbered at the bottom of the page.

4.3. Proposal Content

The proposal must be organized in the following manner:

Cover Page	Cover page must be signed and dated. It may be requested as a Word Document.
Proposal Narrative	Responses to the proposal must be no longer than three (3) pages, not including cover page and required attachments.
Required Attachments	Please include the following, as detailed in Section 2.1. <ul style="list-style-type: none">• Proof of employer status• Latest tax return for the business

4.4. Cost of Developing Proposal

No costs will be paid to the respondent to cover the cost of preparing a proposal or procuring a contract for services or supplies pursuant to this RFP. All materials submitted in response to the RFP will become the property of Fairfield County and may be returned only at the County’s option and at the respondent’s expense.

4.5. False or Misleading Statements

If, in the opinion of the County, information included within respondent’s proposal was intended to mislead the County in its evaluation of the proposal, the proposal will be rejected.



4.6. Deadline for Submittal

In order to be considered valid, the entire proposal must be received at the Fairfield County office by 4 PM EST on September 25, 2020. The address (both mailing and physical) is as follows:

Fairfield County Economic and Workforce Development

Attn. Mr. Rick Szabrak

210 E. Main St., Ste. 407

Lancaster, OH 43130

Proposal packets are to be sealed and each shall bear the name and address of the respondent. Timely submission is the sole responsibility of the respondent. Late proposals will not be considered for contract award. No email, fax, or telephone proposals will be accepted. If mailed, it is the respondent's responsibility to ensure that the proposal was received by the County staff before the deadline.

It is essential that the respondent carefully review all elements in its final proposal. Once received, proposals cannot be altered; however, the County reserves the right to request additional information or clarification as may be required.

4.7. Acceptance and Rejection of Proposals

The decision by the County shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFP documents or excuse the respondent from full compliance with its specifications if respondent is awarded the contract.

4.8. Proposal Evaluation

The County staff will evaluate all proposals and make a selection based on the criteria. Economic and Workforce Development staff will determine if additional information is required to complete the evaluation process. Questions will be submitted in writing to the respondent between September 4 through September 18, 2020. Please make sure a contact for this time period is available for questions. Respondents are asked to reply to any additional questions within 24 hours and supply necessary information within 48 hours or other agreeable term determined by the Committee.

All bidders will be notified, in writing, before October 10. Respondents whose bids have been rejected have the right to protest the decision.

4.9. Proposal Selection

Proposal selection does not guarantee that a contract will be awarded. The selection process includes:

1. All respondents will be notified within two (2) days of selection.
2. The Fairfield County Economic and Workforce Development Executive Director will work with the selected Employer to finalize the details of the contract to be executed between the County and Employer.
3. If the County and selected Employer are able to successfully agree with the contract terms, the Fairfield County Economic and Workforce Development Executive Director has final authority to approve and award contracts.



4. If the County and selected Employer are unable to come to terms regarding the contract in a timely manner as determined by the Committee, then the County will terminate the contract discussions with the Employer. In such an event, the Committee reserves the right to (1) select another Employer from the RFP process, (2) cancel the RFP altogether, or (3) reissue the RFP as deemed necessary.

5. Photos of Space

5.1. Workforce Center





5.2. Classroom Space



5.3. In-Room Storage

