



**MISSISSIPPI STATE DEPARTMENT OF HEALTH**

October 1, 2020

**MEMORANDUM**

**TO: Potential Lessors**

**FROM: Dr. Thomas Dobbs, MD, MPH  
State Health Officer**

A handwritten signature in blue ink, appearing to be 'TD', located to the right of the 'FROM' field.

**Addendum #2 TO: REQUEST FOR Proposals for Lease Office Space for Office of Acute Care**

**This correspondence is to make corrections/changes to the Mississippi State Department of Health request for proposals for lease office space for the Office of Acute Care.**

**Deadline for Proposals has been changed from October 2, 2020 at 5:00 PM CST/DST to October 9, 2020 at 5:00 PM CST/DST.**

**Please include a copy of this Addendum with your proposal submission.**



**MISSISSIPPI STATE DEPARTMENT OF HEALTH**

9/22/2020

**ADDEMDUM TO: REQUEST FOR PROPOSALS FOR LEASE OFFICE SPACE  
\*/- 7,800 USABLE SQUARE FEET**

Mississippi State Department of Health  
(Office of Acute Care)

Proximity to the Jackson-Medar Wilery Evers airport and Mississippi Emergency Management Agency, Mema Dr, Pearl MS

**PROPOSAL DATE DUE NO LATER THAN:**  
Date: 10/2/2020 Time 05:00 p.m. CST/DST

Questions: Page 9 Operational Costs for Lessor

**How often do they need Janitorial Services?**

Answer: Twice weekly on Tuesday and Thursday

**What size dumpster and how many times picked up monthly?**

Answer: 1 and 1/2 yard and twice month.

Please include a copy of this Addendum with your Proposal Submission.



**ADVERTISEMENT INFORMATION  
FOR LEASE SPACE  
for posting on DFA/BoB website only**

AGENCY / INSTITUTION: State Department of Health

PREFERRED TERM (LENGTH) OF LEASE: Five Years w/option of (2) Five Year Renewals

SQUARE FEET: +/- 7800

PROPOSED USE OF SPACE (PURPOSE): Offices for Bureau of Acute Care Medical Support, Finance and Cities Readiness Initiative

LOCATION FOR LEASE SPACE: Within proximity to the MSDH Logistics office at the Jackson Medgar Wiley Evers International Airport and the MSDH OEPR Planning office located at the Mississippi Emergency Management Agency, I MEMA Drive , Pearl MS

AGENCY CONTACT PERSON: Kevin Pearson

AGENCY CONTACT ADDRESS: 570 E Woodrow Wilson, 134 Underwood Bld., Jackson MS

AGENCY CONTACT PHONE: 601-576-7571

AGENCY CONTACT EMAIL: kevin.pearson@msdh.ms.gov

ANY SPECIFIC NEEDS / REQUIREMENTS OF SPACE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEADLINE FOR RECEIPT OF PROPOSALS: Date: Friday, October 2, 2020 at 5:00 P.M. CST/DST

Advertisement Dates:

(You will fill in these 2 dates once you have sent the Ad to the Local Newspaper and know which dates the Ad will run for use on our website as well)

September 3, 2020

September 10, 2020



**REQUEST FOR PROPOSALS  
FOR LEASE  
OFFICE SPACE  
+ 7,800 USABLE SQUARE FEET**

**Mississippi State Department of Health**

**Proximity to the Jackson-Medgar Wiley Evers airport and Mississippi Emergency Management Agency, Mema Dr, Pearl, MS**

**PROPOSALS DUE NO LATER THAN:**

**Date: October 2, 2020**

**Time: 05:00:00 p.m. CST/DST**

Proposals shall be delivered in a sealed opaque envelope to the following address:

Mississippi State Department of Health  
Support Services  
PO Box 1700, Jackson, MS 39215-1700  
Or  
570 E Woodrow Wilson, Suite 134, Jackson, Mississippi 39216

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## I. ADVERTISEMENT

The State Department of Health is soliciting proposals to lease +/- 7,800 usable square feet of Office Space in the proximity of the Jackson-Medgar Wiley Evers International airport and the Mississippi Emergency Management Agency, Mema Dr., Pearl, Mississippi. Interested parties should contact Kevin Pearson, PO Box 1700 Jackson MS 39215; fax 601/576/8143 or by email [Kevin.pearson@msdh.ms.gov](mailto:Kevin.pearson@msdh.ms.gov) for leasing information. Deadline for receipt of proposals is **Date: Friday, October 2, 2020 Time: 05:00:00 p.m. CST/DST**

## II. TERMS AND CONDITIONS

### A. SCHEDULE

The schedule and dates below are subject to change. The dates below are intended to provide all Proposers an estimated time frame for Receipt of Proposals and the selection process.

First Advertisement:	September 3, 2020
Second Advertisement:	September 10, 2020
Deadline for Receipt of Proposals:	October 2, 2020
Review of Proposals and Property Assessments:	October 5, 2020
Final Selection:	October 9, 2020
Lease Presented to RPM for PPRB Approval:	November 4, 2020
Deadline for Building Occupancy:	December 1, 2020

### B. CLARIFICATIONS

All requests for additional information related to this RFP shall be directed in writing to:

Mississippi State Department of Health  
Support Services  
PO Box 1700  
Jackson, MS 39215-1700  
Or  
[kevin.pearson@msdh.ms.gov](mailto:kevin.pearson@msdh.ms.gov)

For E-Mails, please input "Lease RFP" in the subject line. Should a Proposer find discrepancies in or omissions from, the Proposal Package, or be in doubt as to its meaning, the Proposer should immediately notify the Agency in writing for clarification.

### C. DISQUALIFICATION AND REJECTIONS

The Agency reserves the right to reject any and all Proposals. Reasons for rejecting a Proposal include, but are not limited to:

- a. The Proposal is not submitted at or by the specified time



No Proposer will be allowed to withdraw his or her Proposal once submitted and following the Deadline for Receipt of Proposals. Should a Proposer wish to withdraw his or her Proposal due to error or omission, once it has been submitted, the Proposer shall send a notice to the Mississippi State Department of Health, Support Services, **IN WRITING**, requesting that the Proposal be withdrawn and the reason for such.

**G. RECEIPT OF PROPOSALS**

Proposals shall not be opened publicly.

**H. MANNER OF EVALUATION AND AWARD**

1. Selection Process – The Department will review the Proposals for compliance with the required documentation to determine responsiveness. The responsive submittals will then be evaluated by the Department based on the requirements specially outlined in this RFP, including but not limited to the following criteria:

- Annual Cost (Primary) 40%
- Age of the HVAC system(s) 10%
- Complete and ready for occupancy 10%
- Geographic Location 30%
- Qualities and Characteristics of Building 10%

2. Right to Reject Submissions – Mississippi Department of Health may at any time prior to the selection of a property and entering into final contract may reject any and all proposals and cancel this RFP, without liability therefore, when doing so is deemed to be in the Department's best interests. Further, regardless of the number and quality of proposals submitted, the Department shall under no circumstances be responsible for any proposer's cost, risk or expenses related to the development and submission of this RFP. The Department accepts no responsibility for the return of successful or unsuccessful proposals. This RFP in no way obligates the Department to select a property or to enter into a contract with the property owner. The Department reserves the right to reject a proposal if the subject building contains friable asbestos.

3. Evaluation Criteria – The qualifications will be reviewed by the Department, which will employ the following evaluation criteria: The criteria for this RFP will be the lowest cost per square foot and the overall condition of the facility, geographic location

**I. LEASE CONTRACT**

The Lease Agreement shall be in the form of the State of Mississippi's Standard Lease Agreement, found in this RFP. By submitting this proposal, you are agreeing to all terms and conditions listed in the attached lease agreement. No changes can be made.

**J. SHORT-LIST SELECTION AND BEST AND FINAL OFFER**

The Agency reserves the right to do a short-list of the top-scoring proposals submitted. Should the Agency elect to perform a short-list selection, followed by Best and Final Offers, no more than three (3) proposals will be selected for the short-list. Should the Agency choose *NOT* to perform a short-list selection, selection will be made based on the original Proposals submitted.

### III. MINIMUM MANDATORY REQUIREMENTS

*This form is required to be completed by any Agency / Institution requesting to lease space from a private property owner. This form is to be included in the documents that are sent to anyone requesting Proposal Information or a Proposal Package. The intent is to provide each Landowner, or his or her representative, with sufficient information in order to formulate a lease price and time frame for any build-out, as needed. The information listed on this form is REQUIRED. The Proposer is required to provide the minimum specifications listed herein, with any and all improvements/renovations/remodeling being included in the rental amount.*

**Total Net Usable Square Feet:** (+-) 7,800 sq feet  
*(This is may be calculated based upon the Space Requirements listed below)*

**Preferred Term (Length) of Lease:** 5 Years with Option of (2) Five Year Renewals

**Type of Space Requested (Design Function):**

- Office
- Warehouse/Storage
- Clinic / Hospital
- Workshop
- Residential
- Other

If "Other," please explain: \_\_\_\_\_

#### I. SPACE REQUIREMENTS

*(Please indicate the appropriate number needed according to each type of space / area below).*

**Private Offices**

250 Square Feet: \_\_\_\_\_  
 225 Square Feet: 2  
 175 Square Feet: 6  
 125 Square Feet: 14  
 100 Square Feet: 3

**Cubicles:**

96 Square Feet: \_\_\_\_\_  
 75 Square Feet: \_\_\_\_\_  
 64 Square Feet: \_\_\_\_\_  
 49 Square Feet: \_\_\_\_\_  
 36 Square Feet: \_\_\_\_\_  
 25 Square Feet: \_\_\_\_\_  
**Total** \_\_\_\_\_)

**Total Office Area (Equal to total of above x 120%)**

**Square Feet 4260**

**Support Spaces**

**Number of Conference Rooms:** 1

**Conference Room Size: 750 Square Feet**  
(Should be calculated based on 25 square feet / average occupancy)

**Additional Meeting Room Size: 0 Square Feet each**  
(Should be calculated based on 25 square feet / average occupancy)

**Secure Storage Area:** 0 Square Feet

**Storage/File Area:** 800 Square Feet  
(Should be calculated based on 10 square feet / file cabinet)

**Copy/Work Room:** 250 Square Feet

**Receptionist Area:** 100 Square Feet

**Public Waiting Area:** 250 Square Feet (bath room requirement)  
(Should be calculated based upon 40 square feet / average occupancy at a single time)

**IT/Server Room:** 200 Square Feet  
(Should be calculated based upon 30 square feet / server rack)

**Kitchen Break Room:** 125 Square Feet  
(Should be calculated based upon 25 square feet / average occupancy at a single time)

**Auditorium/Training Room:** 0 Square Feet  
(Should be calculated based upon 25 square feet / average occupancy at a single time)

**Loading Dock:** 0 Square Feet

**Total Support Space: (Equal to total of Support Spaces above) 2475 Square Feet**

**Total Occupant Area (Equal to total of Total Office Area Plus Total Support Space x 115%) 7860 Square Feet**

## II. ADDITIONAL REQUIREMENTS

Is Lessor to provide a Conference Room Projector?                  X       No

Is Lessor to provide Seating for Waiting Area?                  X       No

Is Lessor to provide Additional A/C and Heating units for special areas?       X       Yes        No

### Restrooms:

Number of Male Restrooms:           1          

Number of Female Restrooms:           1          

Number of Unisex Restrooms: 1 unisex or 1 male/1 female for public use

### Parking:

Number of Parking Spaces Required:           25          

Number of Parking Spaces on Site:           25          

Gated Parking Area:           Yes      X      No

The Number of Parking Spaces should be limited to 3.5 spaces per employee. As an example, an office containing 20 employees should require no more than 70 spaces – this accounts for employees and visitors.

Parking must be ADA-compliant. At least 2 spaces should be marked as Handicap. Based on the numbers of parking spaces, all Parking Spaces may be required to be located on site. Parking areas are to be lighted and compliant with ICC Standards for lighting requirements.

**IT / Network Infrastructure:**

The leased premises shall have fiber to the building, with a minimum of CAT 5E cabling or higher and a separate A/C unit for the server room.

Number of Servers: \_\_\_\_\_  
Number of Racks for Server(s): \_\_\_\_\_  
Number of Racks for Appliance(s): \_\_\_\_\_  
Total Voltage Required: \_\_\_\_\_  
Min. Cable Requirement: CAT 5E Minimum

Landlord required to provide Server Racks? \_\_\_\_\_ Yes  No

Min Number of A/C Unit(s) for Server Room: 1- Four ton unit

Landlord required to provide A/C unit(s)?  Yes \_\_\_\_\_ No

Generator: \_\_\_\_\_ Mandatory \_\_\_\_\_ Preferred  No Preference

Generator shall be: \_\_\_\_\_ Natural Gas \_\_\_\_\_ Diesel  No Preference

Landlord required to provide Generator? \_\_\_\_\_ No  No Preference

Data Connections and Drops per Area:

Private Offices  
Cubicles  
Conference Rooms  
Meeting Rooms  
Copy / Work Room  
Receptionist Area  
Other Area:  
(If "Other" clarify type of area):

Landlord required to provide data connections and drops  Yes  No

*NOTE: The Mississippi State Department of Health will be responsible for the costs, installation, etc of the data services (phones, computers and cabling) needed by our agency.*

Access Control: \_\_\_\_\_ Card-Swipe Access \_\_\_\_\_ Keypad Password  
\_\_\_\_\_ Fingerprint  Standard Lock / Key (individual rooms)  
\_\_\_\_\_ Other

*NOTE: The Mississippi Department of Health will be responsible for any additional security/access system determined and needed by our agency.*

Landlord required to provide Access Control System? \_\_\_\_\_ Yes \_\_\_\_\_ **X** No

**III. OPERATIONAL COSTS:**

For the purposes of this Request for Proposals, this shall be a Gross Lease. The following operational costs shall be borne by the party indicated below.

	<b>Lessor</b>	<b>Lessee</b>	<b>No Preference</b>
Taxes	<u>  X  </u>	<u>          </u>	<u>          </u>
Insurance	<u>  X  </u>	<u>          </u>	<u>          </u>
Electricity	<u>  X  </u>	<u>          </u>	<u>          </u>
Gas	<u>  X  </u>	<u>          </u>	<u>          </u>
Water	<u>  X  </u>	<u>          </u>	<u>          </u>
Phone / Internet	<u>          </u>	<u>  X  </u>	<u>          </u>
Sewer	<u>  X  </u>	<u>          </u>	<u>          </u>
Trash	<u>  X  </u>	<u>          </u>	<u>          </u>
Janitorial Services	<u>  X  </u>	<u>          </u>	<u>          </u>
Janitorial Supplies	<u>  X  </u>	<u>          </u>	<u>          </u>
Security	<u>  X  </u>	<u>          </u>	<u>          </u>
Landscaping and Grass Maintenance	<u>  X  </u>	<u>          </u>	<u>          </u>
Other:			
Parking lot pick up/external trash cans emptied	<u>  X  </u>	<u>          </u>	<u>          </u>
Building maintenance	<u>  X  </u>	<u>          </u>	<u>          </u>

**Other Space Requirements:**

**SPACE (SQUARE FOOTAGE) REQUIREMENTS**

The Proposer should ensure that all space requirements, as outlined in these Specifications, are met. The State of Mississippi will allow variances in square footage to a reasonable extent. For instance, if the specifications require one 150-square foot office and the Proposer has an existing office of 140 square feet, the State will allow the deviation in this instance, because the cost of relocating walls and lines for an additional 10 square feet would be cost-prohibitive. However, Proposers should ensure that space measurements are as close to the requirements spaces listed herein as much as possible. All private offices should be hard-walled.

This proposal provides the total number of Net Usable Square Feet as required by the Agency. For the purposes of this RFP, Net Usable Square Feet shall *exclude*:

- Corridors
- Bathrooms
- Stairwells
- Elevator shafts
- Shafts and Ducts
- Janitorial, Electrical, or Mechanical Closets
- Areas for A/C and Heating Systems

In the event that the Building is a multi-tenant building, the Proposer shall identify all Common Area and the prorated share of such space for the Agency.

Proposers should identify not only the Net Usable Square Feet offered for lease, but the TOTAL RENTABLE SQUARE FEET for which the agency will be billed. Rental amounts and payments will be evaluated based on this number.

#### PROPERTY CONDITION

It is the responsibility of the Proposer (or Lessor) to ensure that the property is maintained in a reasonable working and operable condition. As such, the Proposer should ensure that the property has operation and maintenance schedules in place for all items related to the building and equipment as appropriate. If awarded a Lease Agreement, the Proposer may be required to provide copies of any operations and maintenance schedules and contracts in place. Below are some schedule items that must be met:

- **ADA Compliance:** Proposer is to ensure that the building is ADA compliant in all aspects. In the event the building is not ADA-compliant, the Proposer will be required to make the necessary modifications to ensure the building is ADA-compliant prior to occupancy. Proposers should follow all Federal and State regulations for ADA compliance to ensure all requirements are met.
- **Electrical and Lighting:** The lighting and electrical system for the interior and exterior of the building and parking areas must meet all ICC (International Code Council) Standards, Policies, and Procedures related to such.
- **Carpet:** At the inception of the Lease Agreement, carpet should be no more than (5) years old. If carpet is more than (5) years old, the Proposer must provide new carpet for the leased space. The minimum standard for carpet should be nylon, 26 oz. weight, Broadloom. Carpet tile is preferred, but Broadloom is acceptable. Should Broadloom be used, replacement of any carpet shall be performed after working hours, and Lessor will be responsible for moving all furniture and equipment, and then moving furniture and equipment back in the appropriate space once carpeting is complete. Damage caused to furniture and/or equipment caused by relocation shall be the responsibility of the Lessor.

All carpet shall be replaced every five (5) years or sooner.

- **Paint and Wall Coverings:** All walls must be painted or papered, as appropriate, every ten (10) years or sooner. If walls have not been painted or papered within (10) years prior to the start date of the Lease Agreement, Lessor shall paint and/or paper walls prior to occupancy. No charge will be allowed for this in addition to the rent.
- **Maintenance Schedules:** Lessor should have in place, at the inception of any Lease Agreement or Renewal Lease, sufficient maintenance schedules for the following items and equipment for the building:
  - Roof
  - Mechanical System
  - Electrical System
  - Generator
  - Fire Alarm

Lessor may be called upon to provide copies of any preventative, or scheduled, maintenance contracts to ensure that all equipment and systems in the building are being maintained. Lessor will ensure that, in as much as reasonably possible, all scheduled maintenance to the building and building systems will be performed on weekends or outside of normal business hours.

- **Parking:** Parking area should be maintained in a state of good repair and must meet ADA requirements. Parking area should be clearly striped, and parking spaces designated as appropriate (handicap spaces,

space numbers, etc.). Routine checks and maintenance should be performed to the parking structure or surface to ensure longevity and long-term use of the parking surface. In the event of standing water, protruding rebar or rods, large cracks, or uneven surfaces on the parking surface, Lessor may be called upon to correct such areas as needed.

#### FURNITURE AND EQUIPMENT

In the event that the Proposer is required to provide certain furniture or equipment as part of the Lease Agreement, those items will be clearly identified in the specifications listed herein. Otherwise, all furniture and equipment associated with the function and operation of the Agency will be the responsibility of the Agency, and the Proposer will not be responsible for providing those items as part of the Lease.

#### OPERATIONAL COSTS

For the purposes of this Lease, the Lessor shall be responsible for those operational costs listed above.

#### IT / NETWORK

All IT / Network costs for this RFP shall be in accordance with the IT/Network requirements stated above. Proposers shall ensure that the property does, or will prior to occupancy, meet the IT/Network requirements and needs specified.

#### FIRE PROTECTION:

Lessor understands that all buildings and facilities shall meet all Local Fire Codes for the City/County in which the property is located.

### IV. INSTRUCTIONS TO PROPOSERS

1. **Occupancy:** The proposed space should be complete and ready for occupancy no later than December 1, 2020. Should the space be ready for occupancy prior to this date, the Agency shall have the option to occupy the space sooner, as agreeable between the Lessor and Lessee, and as approved by the Public Procurement Review Board.
2. **Rentable Square Feet:** Proposers are to identify the number of rentable square feet (the amount of square feet for which rent shall be paid) offered for lease. The Agency has identified the total amount of usable square feet needed, and each Proposer shall identify the rentable square feet offered for Lease, including common area.
3. **Preferences: (to be specified, examples below)**
  - 7,800 square feet office space
  - 25 minimum parking spaces
  - Employee break room
  - Fiber optic cable to the building
  - Air conditioned IT room

### V. CHECKLIST FOR PROPOSERS

Each Proposer should read carefully to ensure that he or she has included all required forms and documents with the Proposal. The minimum requirements which must be included are:

1. Official Proposal Form, signed and dated (RPM-2)
2. Photos of the Interior and Exterior of the Building
3. Proposed Floor Plan / Sketch of layout
4. Proposed security measures, if any
5. Signed RPM-5 Lease Contract