



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

AGENCY / INSTITUTION: Ellisville State School_

PREFERRED TERM (LENGTH) OF LEASE: 60 Months_

SQUARE FEET: 1,800 +/-_

PROPOSED USE OF SPACE (PURPOSE): Brookhaven Home and Community Based Waiver Support
Coordination Program

LOCATION FOR LEASE SPACE: Brookhaven, MS

AGENCY CONTACT PERSON: Otis Parker

AGENCY CONTACT ADDRESS: 1101 Highway 11 South, Ellisville, MS 39437

AGENCY CONTACT PHONE: 601-477-5836

AGENCY CONTACT EMAIL: otis.parker@ess.ms.gov

ANY SPECIFIC NEEDS / REQUIREMENTS OF SPACE: _____

DEADLINE FOR RECEIPT OF PROPOSALS: Date: 11/13/2020 at 12 NOON

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)

10/14/2020 _____

10/21/2020 _____



**REQUEST FOR PROPOSALS
FOR LEASE
OFFICE SPACE
+- 1,800 USABLE SQUARE FEET**

**Ellisville State School (Brookhaven Home and
Community Based Waiver Support Coordination
Program)**

BROOKHAVEN, MISSISSIPPI

PROPOSALS DUE NO LATER THAN:

Date: 11/13/2020 Time: 12:00:00 NOON CDT

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

Ellisville State School
1101 Highway 11 South
Ellisville, MS 39437

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I. ADVERTISEMENT

Wanted To Lease In Brookhaven, MS

Ellisville State School is interested in leasing a building suitable for the Brookhaven Home and Community Based Waiver Support Coordination Program in Brookhaven, MS. This building must be approximately 1,800 +/- square feet and handicap accessible. Lease proposal packets are available from Otis Parker, Ellisville State School, 1101 Highway 11 South, Ellisville, MS 39437. The telephone number for Mr. Parker is 601-477-5836. Closing date for acceptance of lease proposal is November 13, 2020 at 12 Noon.

Ellisville State School reserves the right to reject any and all proposals. Ellisville State School is an equal opportunity employer.

Dates of publication are October 14, 2020 and October 21, 2020.

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:	10/14/2020
Second Advertisement:	10/21/2020
Deadline for Receipt of Proposals:	11/13/2020

B. CLARIFICATIONS

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

Ellisville State School
1101 Highway 11 South, Ellisville, MS 39437
Contact: Otis Parker
Email: otis.parker@ess.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 Ellisville State School 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
- b. Failure to meet the minimum, mandatory requirements in this RFP
- c. The Proposal is incomplete or contains irregularities, which make the Proposal indefinite or ambiguous
- d. The Proposal is not signed by the Owner or authorized Agent
- e. The Proposal contains false or misleading information
- f. The Proposal ultimately fails to meet the announced requirements of the State in some material aspect
- g. Failure to acknowledge any or all Addenda
- h. The Proposal price is clearly unreasonable
- i. Failure to fill out and sign out RPM 2

D. ADDENDA

Any addenda to the Proposal Package issued before the time of Receipt of Proposals shall be included in the Proposal Package and become a part of the Lease contract. The Official Proposal Form will be modified with space to indicate the receipt of all Addenda; OR, the Proposer may elect to print each Addendum, sign and date, and submit the signed and dated Addenda WITH the Proposal. Failure to acknowledge all Addenda may render the Proposal non-responsive, if it is

determined that the Addenda had a material impact on the building requirements, price or time frame for building occupancy. An example of an Addendum which would *not* impact building requirements, price or the time frame for building occupancy would be a correction to a phone number.

E. SUBMITTAL

Proposals must be delivered to the address indicated in the Advertisement and in this RFP. A minimum of three (3) copies of the Proposal shall be submitted in a sealed, opaque envelope. Proposals submitted by E-Mail, Fax, or any other method than that identified here will not be accepted. The following is an example of the envelope itself and how it should be addressed and labeled on the outside of the envelope:

Responder's Name Physical Address	
	TO: Ellisville State School 1101 Highway 11 South Ellisville, MS 39437
Attn: Otis Parker Proposal for Lease	

NOTE: Please be sure to label the bottom left-hand corner of the envelope as "Proposal for Lease." Without this on the outside of the envelope, the Proposer risks the envelope being mistakenly opened with other mail.

F. WITHDRAWAL OF PROPOSAL

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 Ellisville State School, **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)

Other things that may be considered

- Age of the HVAC system(s)
- Qualities and Characteristics of building
- Complete and ready for occupancy

2. Right to Reject Submissions – Ellisville State School 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.

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: (+-) 1,800 sq feet
(This is may be calculated based upon the Space Requirements listed below)

Preferred Term (Length) of Lease: 5 Years

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: _____
175 Square Feet: _____
125 Square Feet: 6
100 Square Feet: _____

Cubicles:

96 Square Feet: _____
75 Square Feet: _____
64 Square Feet: _____
49 Square Feet: _____
36 Square Feet: _____
25 Square Feet: _____

Number of Conference Rooms: 1

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

Additional Meeting Rooms: (IT Scrum Rooms) _____

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

Secure Storage Area: n/a Square Feet
(Should be calculated based on 10 square feet / file cabinet)

Copy / Work Room: 150 Square Feet

Receptionist Area: n/a Square Feet

Guest Waiting Area: 150 Square Feet
(Should be calculated based upon 40 square feet / average occupancy at a single time)

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

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

Auditorium: n/a Square Feet

(Should be calculated based upon 25 square feet / average occupancy at a single time)

The following may vary depending on the furniture allocation and layout.

Office(s) should contain a minimum of two (2) 110V electrical outlets, as well as one (1) phone connection for each office.

Cubicle should contain a minimum of two (2) 110V electrical outlets, as well as one (1) phone connection for each cubicle.

Workstation should contain a minimum of one (1) 110V electrical outlet.

Conference room should contain a minimum of three (3) 110V electrical outlets and include one (1) phone.

Waiting / Receptionist area should include a minimum of two (2) 110V electrical outlets for the Receptionist. Receptionist also requires one (1) phone connection.

Storage Spaces shall be heated and cooled as appropriate. Each Storage space should include a minimum of one (1) 110V electrical outlet.

II. ADDITIONAL REQUIREMENTS

Is Lessor to provide a Conference Room Projector? Yes No

Is Lessor to provide Seating for Waiting Area: Yes No

Restrooms:

Number of Male Restrooms: _____

Number of Female Restrooms: _____

Number of Unisex Restrooms: 2

The Numbers of Restrooms listed above are the minimum number. All restrooms shall meet ADA requirements and the number of stalls, urinals, sinks, etc. shall meet the minimum requirements of the Plumbing Code of the International Code Council (ICC).

Parking:

Number of Parking Spaces Required: _____

Number of Parking Spaces on Site: 10

Gated Parking Area: 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. 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.

	Lessor	Lessee	No Preference
Taxes	<u>X</u>	<u> </u>	<u> </u>
Insurance	<u>X</u>	<u> </u>	<u> </u>
Electricity	<u> </u>	<u>X</u>	<u> </u>
Gas	<u> </u>	<u>X</u>	<u> </u>
Water	<u> </u>	<u>X</u>	<u> </u>
Phone / Internet	<u> </u>	<u>X</u>	<u> </u>
Sewer	<u>X</u>	<u> </u>	<u> </u>
Trash	<u> </u>	<u>X</u>	<u> </u>
Janitorial Services	<u> </u>	<u>X</u>	<u> </u>
Janitorial Supplies	<u> </u>	<u>X</u>	<u> </u>
Security	<u> </u>	<u> </u>	<u>n/a</u>
Landscaping	<u>X</u>	<u> </u>	<u> </u>
Other:	<u> </u>	<u> </u>	<u> </u>
Lawn 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
- 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 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 six (6) years old. If carpet is more than six (6) 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 should be cleaned once a year and shall be replaced every ten (10) years or sooner.

- **Paint and Wall Coverings:** All walls must be painted or papered, as appropriate, every four (4) years or sooner. If walls have not been painted or papered within four (4) 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
 - GeneratorLessor 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 N/A

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 shall be complete and ready for occupancy no later than **(May 1, 2021)**. 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) N/A**

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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