



**REQUEST FOR PROPOSALS
FOR LEASE
OFFICE SPACE/TESTING CENTER
+- 3,248 USABLE SQUARE FEET**

Mississippi Department of Public Safety

Pike County, Mississippi

**PROPOSALS RFP# 3120001917
DUE NO LATER THAN:**

Date: Tuesday, March 17, 2020 Time: 10:00 A.M. (CST)

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

MS Department of Public Safety, Procurement Department
4th Floor, Room 402, 1900 E. Woodrow Wilson Avenue
Jackson, Mississippi 39216

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I. ADVERTISEMENT

The MS Department of Public Safety is soliciting proposals to lease (+-) 3,248 usable square feet of office space in Pike County, Mississippi. Interested parties should contact Betsy Toles or Sonya Toaster at 1900 E. Woodrow Wilson Avenue, Jackson, MS 39216.

Specifications may be obtained from the Procurement Department at the above address or you may contact the following individuals:

Betsy Toles
601-987-1467
btoles@dps.ms.gov

Sonya Toaster
601-987-1305
stoaster@dps.ms.gov

Deadline for receipt of proposals is Tuesday, March 17, 2020 at 10:00 A.M. CST.

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:	February 14, 2020
Second Advertisement:	February 21, 2020
Deadline for Receipt of Proposals:	March 17, 2020
Review of Proposals and Property Assessments:	March 24, 2020
Final Selection:	March 31, 2020
Lease Presented to RPM for PPRB Approval:	April 7, 2020
Deadline for Building Occupancy:	July 1, 2020

B. CLARIFICATIONS

All requests for additional information related to this RFP shall be directed in writing to: Procurement Department, 1900 East Woodrow Wilson Avenue, Jackson, MS 39216 and 601-987-1467 or 601-987-1305 or btoles@dps.ms.gov or stoaster@dps.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 MS Dept. of Public Safety in writing for clarification.

C. DISQUALIFICATION AND REJECTIONS

The MS Dept. of Public Safety 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: MS Dept. of Public Safety 4 TH Floor Procurement 1900 E. Woodrow Wilson Ave Jackson, MS 39216
Attn: Betsy Toles or Sonya Toaster

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 the MS Dept. of Public Safety, **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 MS Dept. of Public Safety will review the Proposals for compliance with the required documentation to determine responsiveness. The responsive submittals will then be evaluated by the MS Dept. of Public Safety based on the requirements specially outlined in this RFP, including but not limited to the following criteria:

- Annual Cost (Primary) 100%
- Age of the HVAC system(s)
- Qualities and Characteristics of building
- Complete and ready for occupancy

2. Right to Reject Submissions – MS Dept. of Public Safety 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 MS Dept. of Public Safety’s best interests. Further, regardless of the number and quality of proposals submitted, the MS Dept. of Public Safety shall under no circumstances be responsible for any proposer’s cost, risk or expenses related to the development and submission of this RFP. The MS Dept. of Public Safety accepts no responsibility for the return of successful or unsuccessful proposals. This RFP in no way obligates the MS Dept. of Public Safety to select a property or to enter into a contract with the property owner. The MS Dept. of Public Safety reserves the right to reject a proposal if the subject building contains friable asbestos.
3. Evaluation Criteria – The qualifications will be reviewed by the MS Dept. of Public Safety, 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 MS Dept. of Public Safety reserves the right to do a short-list of the top-scoring proposals submitted. Should the MS Dept. of Public Safety 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 MS Dept. of Public Safety 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: (+-) 3,248 sq. feet
(This is may be calculated based upon the Space Requirements listed below)

Preferred Term (Length) of Lease: 3 Years

Type of Space Requested (Design Function):

<input type="checkbox"/>	Office
<input type="checkbox"/>	Warehouse/Storage
<input type="checkbox"/>	Clinic / Hospital
<input type="checkbox"/>	Workshop
<input type="checkbox"/>	Residential
<input checked="" type="checkbox"/>	Other

If "Other," please explain: Driver's License Station

I. SPACE REQUIREMENTS

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

Office Spaces

Director's Office:	175 SF
Professional Technical Office:	100 SF
Workstations: (4 Stations):	520 SF
Front Receptionist:	100 SF
20% Extra Space for Hallways & Bathrooms:	179 SF

Support Spaces

Waiting Area:	1000 SF
Testing Room:	125 SF
Break Room:	150 SF
IT Server Room:	75 SF
File Room:	200 SF
Storage Area:	150 SF
Employee Only Restroom:	50 SF
15% Additional Space:	424 SF

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

Each office should contain a minimum of three (3) 110V electrical outlets, as well as one (1) phone connection for each office and two (2) data connection

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

Each workstation should contain a minimum of two (2) 110V electrical outlets, as well as one (1) phone connection and two (2) data connections.

Each conference room should contain a minimum of three (3) 110V electrical outlets for every five-hundred (500) square feet of space. Each conference room shall include one (1) phone / internet connection.

Each Waiting / Receptionist area should include a minimum of four (4) 110V electrical outlets in the waiting area, as well as two (2) 110V electrical outlets for the Receptionist. Receptionist also requires one (1) phone and one (1) data 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 _____ X No

Is Lessor to provide Seating for Waiting Area: _____ Yes _____ X No

Restrooms:

Number of Male Restrooms: _____ 1 _____
 Number of Female Restrooms: _____ 1 _____
 Number of Unisex Restrooms: _____ 1 _____

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: _____ 30 _____
 Number of Parking Spaces on Site: _____ 30 _____
 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.

IT / Network Infrastructure:

The leased premises shall have fiber to the building, with a minimum of CAT 5E cabling. All offices and workstations shall be wired for data services.

Number of Servers: _____ N/A _____
 Number of Racks for Server(s): _____ 1 _____
 Number of Racks for Appliance(s): _____ _____
 Total Voltage Required: _____ _____
 Min. Cable Requirement: _____ CAT 6 _____

Landlord required to provide Server Racks? _____ Yes _____ X No

Min. Number of A/C Unit(s) for Server Room: _____

Landlord required to provide A/C unit(s)? _____ X Yes _____ No

Generator: _____ Mandatory _____ Preferred _____ X No Preference

Generator shall be: _____ Natural Gas _____ Diesel _____ X No Preference

Landlord required to provide Generator? _____ Yes _____ X No

Data Connections and Drops per Area:

Private Office	<u>2 data drop; 1 phone drop, 3 electrical outlets</u>
Workstations	<u>1 data drop; 1 phone drop, 2 electrical outlets</u>
Copy / Work Room	<u>1 data drops; 1 phone drops, 1 electrical outlet</u> (per room)
Receptionist Area	<u>1 data drop; 1 phone drop, 1 electrical outlet</u>
Other Area:	<u>4 data drops; 4 electrical outlets, (Testing area)</u>
(If "Other" clarify type of area):	

Access Control: _____ Card-Swipe Access _____ Keypad Password
 _____ Fingerprint _____ All Doors Standard Lock / Key (individual rooms)
 _____ Other

NOTE: Access to the main entrances to the space shall be controlled by card-swipe access system, but individual offices and rooms shall be formatted with standard lock and key.

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.

	Lessor	Lessee	No Preference
Taxes	<u>X</u>	_____	_____
Insurance	<u>X</u>	_____	_____
Electricity	_____	<u>X</u>	_____
Gas	_____	<u>X</u>	_____
Water	_____	<u>X</u>	_____
Phone / Internet	_____	<u>X</u>	_____
Sewer	<u>X</u>	_____	_____
Trash	<u>X</u>	_____	_____
Janitorial Services	_____	<u>X</u>	_____
Janitorial Supplies	_____	<u>X</u>	_____
Security	_____	<u>X</u>	_____
Landscaping	<u>X</u>	_____	_____
Other:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 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 four (5) years old. If carpet is more than four (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 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
 - Generator

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 shall be complete and ready for occupancy no later than July 1, 2019. 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)**
 - (+/-) 3248 sf usable space
 - Key card entry to building
 - Camera security
 - Gated parking area
 - xxxx minimum parking spaces
 - Furnished with workstations and office furniture
 - Employee break room
 - Integrated Phone system
 - Fiber optic cable with air conditioned IT room
 - Two 350 kw diesel powered generators for backup power
 - Loading Dock

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

VI. SAMPLE LEASE AGREEMENT

VII. OFFICIAL PROPOSAL FORM