

## **Request for Bids Michigan Works! Service Center –Mt. Pleasant**

### **PURPOSE:**

Central Area Michigan Works! Consortium is seeking office space in Mt. Pleasant for the purpose of locating a “One-Stop” service center. The primary purpose of the service center is to provide labor exchange and workforce development services for job seekers and employers. The main work area will be structured as a “library” with banks of computer workstations that provide access to the Internet, occupational information, resume writing, tutorials, and other tools and training materials to our customers. Space must also be available to utilize as a Resource Room. Job seekers may enter their resume into the Internet based databases and search the Internet for available job opportunities. Employers are able to search the resume databases as well as list their job openings into the various job banks on the Internet. Staff will utilize office cubicles and a limited number of private offices. A training room will be set up as a computer classroom; conference rooms will be used for meetings and as instruction facilities. The center will be open from 8:00 a.m. to 5:00 p.m. Monday through Friday with possible evening hours.

### **CENTRAL AREA MICHIGAN WORKS! CONSORTIUM:**

EightCAP, Inc. on behalf of CAMWC is soliciting bids for long-term leasing of office space in **Mt. Pleasant** for workforce development programs. The Central Area Michigan Works! Consortium, hereinafter referred to as CAMWC, is the agent for delivering state and federally funded programs for employment, training, and economic development systems. EightCAP, Inc. is the administrative entity.

### **PROPOSAL STIPULATIONS:**

This Request for Bid is issued by EightCAP, Inc. on behalf of the Central Area Michigan Works! Consortium. The Bid packet will be made available in alternative format (audio tape or large print) upon request. Requests for alternative formats shall be made in writing and shall be faxed to the attention of Diana Jones at (616) 754-9310.

In order to be considered, bids must be received no later than 3:30 p.m. February 19, 2010. Bids may be hand delivered or mailed to:

Diana Jones  
Project Manager  
Central Area Michigan Works! Consortium  
904 Oak Drive – Turk Lake  
Greenville, MI 48838  
Phone: 616-754-9315, ext. 3351 TTY: 711  
Fax: 616-754-9310

Bids must be submitted in the format of this package and all parts as applicable. Bidders are required to submit 1 (one) original and 3 copies. Failure to complete all required sections may disqualify the application.

The bidder may be contacted by CAMWC to request clarification of information included in the proposal.

**Proposals must be:**

- Signed by an official authorized to bind the agency. The proposal will be considered a firm offer for a 90-day period from the submittal date.

**GENERAL INFORMATION:**

This RFB does not commit CAMWC to awarding a contract, to paying any costs incurred in the preparation of a bid to this request, or to procuring or contracting for services, supplies or space. EightCAP, Inc. may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. EightCAP, Inc. and CAMWC reserve the right to accept or reject any or all bids received as a result of this request, if it is in the best interest of Central Area Michigan Works! Consortium.

We encourage small businesses, minority-owned firms and women-owned business enterprises to submit a proposal.

**PREVENTION OF FRAUD AND PROGRAM ABUSE:**

To ensure the integrity of the programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. “Abuse” is a general term, which encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is specific, possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants or employers, nepotism, child labor, political patronage, political activities, sectarian activities, unionization, and anti-unionization activities/work stoppages, and maintenance of effort. Proposals that are found to violate the abuse standards will not be funded. Bidders who receive contracts will be required to report immediately any violations in these areas or in problem areas that may later be defined.

**DISCLAIMER:**

This request for bids does not commit Central Area Michigan Works! Consortium, the Central Area Michigan Works! Consortium Workforce Investment Board, or EightCAP to award a contract, to pay any costs incurred in the preparation of an application to this request, or to procure or contract for services, supplies or space. Central Area Michigan Works! Consortium and EightCAP, Inc. reserve the right to accept or reject any or all applications received as a result of this request, or negotiate with all qualified sources, to waive any informalities or minor irregularities in applications/proposals, or to cancel in part or in its entirety the RFB if it is in the

best interest of Central Area Michigan Works! Consortium or the Workforce Investment Board to do so. Central Area Michigan Works! Consortium or EightCAP, Inc. is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall proposals considering all relevant factors, including price, technical qualifications, demonstrated experience, etc. A visual inspection of properties will be scheduled.

**BID EVALUATION ELEMENTS:**

Location	0-10 points
Readiness of office space (Turnkey)	0-10 points
ADA Accessibility	0-10 points
Parking	0-10 points
Subtotal	0-40 points

Proposals must have a minimum of 35 points to receive any further consideration.

Cost reasonableness	0-20 points
Total possible	60 points

## Mt Pleasant Office Specifications

- CAMWC is seeking an office space between 6,000 and 10,000 square feet that can be completed to the specifications of the leaseholder.
- Location – in Mt. Pleasant with high visibility and easy access.
- Space must be available as a turnkey for occupancy no later than September 1, 2010
- Michigan Works! Service Centers are high traffic offices, with an average of 125 visitors per day. Office space requires adequate parking to accommodate this high traffic office.
  - A. Parking – minimum 35 spaces. Fifty preferred.
- Parking spaces must be dedicated to this office space.
- The office space and the perimeters (internal and external) must adhere to all American With Disabilities (ADA) specifications including power doors, accessible doorknobs, parking, entrance approaches, drinking fountains, etc. Public doors must have barrier free openings. Entire space should be ground level.
- Adequate and dominant signage. Building viewable from street. Must be approved for posting Michigan Works! signage (size, etc.). Any signage restrictions must be noted in the proposal.

**Final Build-out-**CAMWC cannot pay upfront costs of remodeling, refurbishing, or preparing the office space

- The center is to be as open as possible. Floor to ceiling offices will be minimal. Carpet floor covering will be preferred in most if not all areas (excluding kitchen and restroom areas).
  - A. Wall to Ceiling private spaces with the minimum dimensions:
    1. Wall to ceiling storage area – minimum 120 square feet
    2. Wall to ceiling file room with locking door-minimum 96 square feet
    3. 3 (three) Private offices –minimum 168 square feet each
  - B. Restrooms-Both public and private restroom facilities with automatic flush toilet, automatic water sinks and automatic hand dryers.
    1. Minimum of two single stall restrooms for public use located toward the front of the building. Drinking fountain near restrooms.
    2. At least one unisex for private use located toward the back of the building (away from the public area).
  - C. Small kitchen area - Kitchenette with sink, counter top, and storage shelving below and above; area for refrigerator and microwave oven.
  - D. Mechanical closet – furnace, water heater, etc. – must be enclosed if inside office space

- E. Office mechanical closet – to house phone equipment, computer network, etc. must be well ventilated. Minimum 24 square feet.
- F. Janitorial closet (if the space is a single tenant)
- G. Two (2) Conference rooms with floor to ceiling walls each with a door and at least one window to provide for observation from within the building (window can be in the door). Ideally Conference rooms would separate front public area from office cubicles.
  - 1. Conference room (A) must be a minimum of 1920 square feet, able to be divided equally into 2 smaller rooms; (a minimum of 960 square feet each) each with a separate door. Conference room (A) would also ideally have an outside exit.
  - 2. Conference room (B) a minimum of 322 square feet.
- H. One (1) Training Room for 24 computers, with sufficient electrical and data capability. A minimum of 668 square feet.
- I. Large public area toward the main entrance. This area will have modular furniture (approximately 9 x 12 feet) for a receptionist, 12 to 15 computers each with at least 16 square foot area, faxes, copy machines, etc. for public use and resource/library area.
- J. Space for no less than 12 modular offices 8 x 8 with limited accessibility for the public.
- K. Electrical service must support operations  
Building must have SBC T-1 capability. Building should be Charter High Speed internet accessible. Ethernet wiring throughout the building would be desirable.

Leasing:

- The property owner must be willing to lease for a period of 10 years with the option for renewal for an additional 5 year lease.
- CAMWC is funded by federal and state grants. A cancellation clause due to the lack of funding is required.
- CAMWC cannot pay upfront costs of remodeling, refurbishing, or preparing the office space.

In order to be considered, bids must be received no later than February 19, 2010, 3:30 p.m. Bidders must submit 1 (one) original and 3 copies. Bids may be hand delivered or mailed (Emailed or faxed bids will not be accepted) to:

Diana Jones  
Project Manager  
Central Area Michigan Works! Consortium  
904 Oak Drive – Turk Lake  
Greenville, MI 48838  
Phone: 616-754-9315, ext. 3351 TTY: 711  
Fax: 616-754-9310

Proposals should include the following information but bidders are not required to use this exact format.

**BIDDER IDENTIFICATION**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Contact Person \_\_\_\_\_

Address of Office Space \_\_\_\_\_

Indicate if you are a small business, minority-owned firm or a women-owned business enterprise.

**Please Note Any Exceptions to Build-out  
Bid must include a floor plan.**

### Mt Pleasant Michigan Works Service Center

	#/\$/Yes/No	Comment/Explanation Section
Square footage available		
Cost per square foot		
Other charges?		
# of parking spaces		
Parking lot illuminated after dark?		
Window coverings? If yes, describe		
Utilites, separate meter per tenant?		
Signage restrictions? If yes, describe		
Parking lot plowing and maintenance, included?		
Landscaping including mowing (if applicable), included?		
Janitorial included?		
Maintenance included?		
Is the building used by other tenants? If yes, please list the tenants and the general business		
Will there be other vacant square footage in the building? If yes indicate purpose		

Required language and signature.

By signing this bid, I acknowledge that this agency hereby accepts all the terms and conditions set forth in this entire document. I also certify that the information in this application is correct to the best of our knowledge and belief, and that the completion of this application has been fully authorized.

SIGNATURE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

TYPED NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_