

**LEASE OF STATE-OWNED SPACE PROPOSAL
SUBMITTED IN RESPONSE TO RFP# 2012-0266**

**Attachment C
to RFP #2012-0266**

**AS ISSUED BY
THE MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
REAL ESTATE DIVISION**

This proposal is to lease space for installing and operating full service automatic teller machines (ATMs) in State of Michigan office buildings as identified and described in the State of Michigan's RFP # 2012-0266 for an initial five-year term with the possibility of up to two additional three year renewal options and an "either party" ninety (90) day cancellation option.

INSTRUCTIONS TO BIDDERS: Please carefully review the Request for Proposals (RFP) Notice that accompanies this proposal form. Please complete the form legibly and provide all attachment requested. Note that the State reserves the right to accept any proposal, to reject any or all proposals, and/or to waive any proposal defects. Award of a lease shall be to the proposer whose proposal is in the overall best interest of the State of Michigan and shall be subject to approval by the State Administrative Board. All proposals submitted become the sole property of the State of Michigan and may be subject to disclosure under Michigan's Freedom of Information Act (PA. 442 of 1976, as amended.) Note that for purposes of this solicitation, and of all submitted responses thereto, the State uses the terms "proposal" and "bid" interchangeably and with the same meaning. Similarly, the words "proposer" and "bidder" are also used interchangeably and with the same meaning. Completed Proposals are due in the DTMB/RED offices by **FRIDAY, SEPTEMBER 27, 2013 AT 5:00 P.M.** (Eastern Standard Time) to be considered. See additional proposal delivery and addressing instructions at the end of this form.

SECTION I – BIDDER IDENTIFICATION			
NAME OF PROPOSER (PROSPECTIVE LESSEE):	MAIN OFFICE STREET ADDRESS		
CONTACT PERSON:			
TYPE OF FINANCIAL INSTITUTION (BANK OR CREDIT UNION):	CITY	STATE	ZIP CODE
TELEPHONE NUMBER:	E-MAIL ADDRESS		
FAX NUMBER:			

SECTION II - QUALIFIED FINANCIAL INSTITUTION STATUS
<p>For purposes of this RFP, a Qualified Financial Institution is defined as a bank that has its deposits insured via the Federal Deposit Insurance Corporation (FDIC) or a credit union that has its shares insured via the National Credit Union Share Insurance Fund (NCUSIF). Further, qualified banks and credit unions must also conduct lending practices that comply with all applicable Federal and State equal opportunity lending laws. The financial institution named above meets those criteria.</p> <p>Check one: _____ Yes _____ No</p> <p>Please attach written documentation from the FDIC or the NCUSIF, as applicable, indicating your financial institution's membership in good standing.</p>

SECTION III – COMPLIANCE WITH IRAN ECONOMIC SANCTIONS ACT (P.A. 517 of 2012)

Section 3 of Michigan Public Act 517 of 2012 states that, "Beginning April 1, 2013, an Iran-linked business is not eligible to submit a bid on a request for proposal with a public entity". It also directs that "A public entity shall require a person that submits a bid on a request for proposal with the public entity to certify that it is not an Iran linked business." Prospective bidders are encouraged to consult the Act for more information at the following Michigan Legislature website:

<http://www.legislature.mi.gov/documents/2011-2012/publicact/pdf/2012-PA-0517.pdf>

Accordingly, please complete the following statement completely:

_____ hereby certifies that it is _____ is not _____
(print full name of bank or credit union for which this bid is submitted) (check one only)

an Iran-linked business as defined in Public Act 517 of 2012.

SECTION IV - INITIAL LEASE TERM MONTHLY RENT OFFERED:

Period 1: \$ _____ /month
starting at the beginning of month 1 and running through month ____ (enter 2-60)

Period 2: (if any) \$ _____ /month
starting at the beginning of month ____ and running through month ____

Period 3: (if any) \$ _____ /month
starting at the beginning of month ____ 1 and running through month ____

Period 4: (if any) \$ _____ /month
starting at the beginning of month ____ 1 and running through month ____

Period 5: (if any) \$ _____ /month
starting at the beginning of month ____ and running through month ____

____ Check here if an alternative rent schedule is offered instead, and detail that schedule in Section V-D below.

SECTION V – ADDITIONAL QUESTIONS FOR BIDDERS

(Attach additional pages as necessary in Section IV, making sure to “tie” any extended responses to the appropriate question(s) by citing the matching Section heading on additional pages (for example Section IV- A, IV-B and so on).

A. Describe any previous experience your bank or credit union has operating automatic teller machines (ATMs) under lease in public buildings, especially governmental buildings and provide any previous Landlord/Lessor references that DTMB/RED may contact about your previous history as a Lessee/Tenant. Also, please indicate how much time your financial institution would require after being notified its proposal was accepted before it would be able to place ATMs in all the designated spaces and start the five year initial term of the Lease.

B. Please give an overview of all fees currently charged for (and restrictions placed on) use of your financial institution's full service ATMs by its regular members and non-members or by its regular customers and non-customers, as applicable.

C. Please detail how often you expect your ATMs to be restocked with cash and receipt printing supplies and how often you expect deposits to be collected. (For security purposes, do not cite a specific schedule here.) Would this work done by your financial institution's own personnel or by a contracted third-party? If the latter, please identify that third party. Note that ATM servicing personnel would need to undergo background checks to gain admittance to State Office Buildings. Would this requirement pose any problems in entering or operating under this proposed lease and sublease?

D. Describe any proposed specific exceptions or alterations to the terms and conditions offered in the State's draft lease and/or sublease and attachments thereto. Be specific about what you are proposing to change in the draft lease and/or the draft sublease by citing the applicable lease and/or sub-lease section(s). Note that such exceptions and alterations may detract from the competitiveness of your proposal. If none write "None" below.

E. Describe any demonstrably discounted or otherwise special bank or credit union services of value that your financial institution wishes to offer (if any) to State of Michigan Employees as a group (and only as a group) for the duration of a lease for ATM space in State-owned office buildings. Would your financial institution be willing to memorialize this incentive in the Lease?

F. Please complete and submit the accompanying "Proposed Full Service ATM Specifications Summary Chart" which is included as part of this proposal form.

SECTION VI - BIDDER'S REPRESENTATIONS

By signing below, the Bidder acknowledges, agrees and represents that they are duly authorized to submit this proposal for the financial institution named herein; that he/she has read and fully understands all terms and conditions of this RFP; that the proposal complies with the requirements of this RFP; that he/she is responsible for the content of this submitted proposal - including any errors therein as well as any omissions therein; and that the proposal is effective and reliable for at least one hundred and twenty (120) consecutive days from the due date below by which proposals are to be received by the Department of Technology, Management and Budget, Real Estate Division (DTMB/RED).

SIGNATURE OF PROPOSER

PRINTED NAME

TITLE

NAME OF FINANCIAL INSTITUTION REPRESENTED

DATE SIGNED

Due Date: This form must be filed out legibly, duly signed and received in the DTMB/RED offices along with any required attachments by **FRIDAY, SEPTEMBER 27, 2013 AT 5:00 P.M.** (Eastern Standard Time) to be considered. Submitted proposals must be in a sealed envelope bearing the text "Response to RFP# 2012-0266" on the front cover and addressed as follows:

Attn: RFP 2012-0266 Project Manager
Real Estate Division
Michigan Dept. of Technology, Management and Budget
For U.S.P.S delivery:
P.O. Box 30026
Lansing, MI 48909
For private carrier delivery:
530 West Allegan Street
Lansing, MI 48933

This space for DTMB/RED use only

DATE AND TIME RECEIVED IN
DTMB/RED OFFICES:

BY: _____

An electronic version of this completed form and any attachments thereto in .PDF file format is also required to be submitted by e-mail to DTMB-realestate@michigan.gov by the same deadline as the printed copies. That electronic submission must indicate the following in the e-mail subject line: "Response to RFP# 2012-0266".

Printed and electronic copies of proposals must be received by the date and time stated herein or they will not be accepted. There will be no exceptions.