



STATE OF MICHIGAN

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

RICK SNYDER
GOVERNOR

JOHN E. NIXON, CPA
DIRECTOR

August 23, 2012

REQUEST FOR INFORMATION
Temporary Lease Space
Lansing, Michigan

The State of Michigan is issuing this Request for Information (RFI) for temporary lease space that may be needed in the Lansing area from 2012 through 2014. As the total amount of space is unknown at this time, it is requested that you submit information for space that falls within the criteria set forth below.

Please submit two (2) copies of each proposal, clearly indicating the appropriate project number SR 2012-0184; proposals need to be delivered by September 7, 2012 to:

DTMB Real Estate Division
c/o Maureen Bailey, Property Specialist
Mason Building 1st Floor
530 West Allegan Street
Lansing, MI 48933

Electronic responses are due September 7, 2012 to dtmb-realestate@michigan.gov.

1. Space availability: The State may require temporary space as soon as October 1, 2012. Please indicate the date of availability.
2. Space and Location: Turn-key office space ranging from 5,000 to 139,000 square feet and consisting of various size suites.

Location: The preferred location is within the city limits of Lansing. However, the State will consider properties outside the city if a favorable option is presented. Those boundaries are as follows: no more than 1 mile North of Highway 69 to the North, no more than 1 mile of East of Marsh Road to the East, no more than 1 mile South of Highway 96 to the South and no more than 1 mile West of Highway 69 and Highway 96 to the West. This includes properties on either side of the street delineating the boundaries. Please identify the location of the space by street and mailing address.

Please provide detailed space information including address, building floor, floor plate size, how the space is organized (i.e., note if the space is broken down into different floors, indicate which floors), common area spaces and relationship to office space (restrooms, conference rooms, break rooms), handicap accessibility, etc.

3. Initial Term: The initial term will be month-to-month, not to exceed 12 months, with a 30-day cancellation provision in favor of the State.
4. Rental Rate: Full-service rental rate, inclusive of all operating costs and taxes.
5. Other Amenities: Note any additional amenities such as office systems furniture (space with office systems furniture will be looked upon favorably) telecommunications, connectivity, alarm systems, etc. Also, indicate if the State has previously held a lease at the location and therefore connectivity to the State exists.
6. Parking: Indicate number and type of available parking spaces.
7. Green Building: Note any energy efficient or conservation measures that are or will be incorporated into the space/building. Also confirm that there are no adverse environmental conditions impacting the space/building/grounds.

Submission should include information on each of the listed items.

Proposal Evaluation Criteria:

- Quality of information in response to the items listed.
- Condition of property and building systems.
- If the space being offered is contained on more than one floor, space or location, the willingness of the landlord to allow partial release of space to best meet the State's needs.
- Handicap accessibility/barrier-free design.
- Prior landlord or space performance with the State of Michigan.
- Suitability of space and location to specific agency needs.
- Inclusion of systems furniture.
- References from tenants.
- Egress/Ingress.
- Utilities.
- IT and data lines availability.
- Ability to meet build-out specifications, if applicable.
- Ability to meet mandated time lines.
- Financial stability of company.
- Availability/Timeline.

A sample Month-to-Month Agreement and the standard janitorial specifications are attached to this Request for Proposal.

Proposers are advised that the State may select multiple locations to fulfill his request depending on pricing and the quantity and timing of need.

The pricing responses to the Request for Information will be considered valid for 180 or more days, but the State acknowledges that possession will be subject to availability. The State reserves the right to waive any defects and reject any and all submissions at their sole discretion.

Please submit any questions by e-mail to Maureen Bailey at baileym1@michigan.gov. Questions will be answered as they are received.

Thank you for your interest in doing business with the State of Michigan.

Bob Burns
Interim Director, Real Estate Division



Request for Information (RFI)
Michigan Department of Technology, Management and Budget (DTMB)
for
Department of Technology, Management & Budget (DTMB) – Greater Lansing Area, MI
SR #2012-0184
August 23, 2012

Bidder's Acknowledgement

This Acknowledgment must be signed, dated, and returned with your Proposal

Please review and read this RFI thoroughly. Your proposal should be based on the sample documents and requirements as presented in this RFI. The Bidder acknowledges and certifies that they are authorized to submit the proposal; that they have read and fully understand all terms and conditions of this RFI; that the proposal complies with the requirements of this RFI; and that they shall be responsible for any errors or omissions in the proposal.

Signature of Authorized Bidder/Representative

Date

Printed Name

GROSS SPACE AVAILABLE PROPOSAL SR# 2012-0184

State of Michigan - Department of Technology, Management & Budget - Real Estate Division

This form is a **proposal only** to serve notification that the property noted below, with the building construction/remodeling, as per prints and specifications, is available for lease to the State of Michigan. NOTE: The State reserves the right to accept any proposal, to reject any or all proposals, and/or to waive any defects in proposal. Establishment of a lease agreement, if made, shall be with the Proposer whose proposal is in the best interest of the State of Michigan.

NAME OF PROPOSER (LESSOR): CONTACT PERSON:		ADDRESS OF PROPOSER (STREET)		
CURRENT LEGAL ENTITY (i. e., HUSBAND/WIFE, LLC, CORP., PARTNERSHIP):		CITY	STATE	ZIP CODE
TELEPHONE NUMBER: FAX NUMBER:		EMAIL ADDRESS (Print Clearly)		
BUILDING ADDRESS AND/OR LEGAL DESCRIPTION OF LEASED PREMISES Zip Code: _____		TOTAL BUILDING SQ. FT. (PROVIDE DOCUMENTATION)	PERCENT OF BUILDING LEASED TO THE STATE ___%	
		SQ. FT. OF LEASED PREMISES	CURRENT STATE EQUALIZED VALUE (SEV) \$ DATE OF SEV _____	
INITIAL LEASE TERM: Up to 1-year or more on a Month-to-Month Basis		CANCELLATION: Standard 90-day notice		
(A) MONTHLY BASE RENT \$	(B) MONTHLY OPERATING COST \$	(C) (A + B = C) MONTHLY RENT \$	ANNUAL RENT \$	SQ FT RATE \$
RENEWAL OPTION TERMS: two 5-year		CANCELLATION: Standard 30-day notice		
(A) MONTHLY BASE RENT \$	(B) MONTHLY OPERATING COST \$	(C) (A + B = C) MONTHLY RENT \$	ANNUAL RENT \$	SQ FT RATE \$
TOTAL DEVELOPMENT COST OR REMODELING COST: \$		NO. OF ON-SITE PARKING SPACES:		
If applicable, indicate any of the following: <input type="checkbox"/> Moving Allowance \$ _____ <input type="checkbox"/> Free Rent for _____ months/years (circle one)				
SERVICES TO BE PROVIDED BY LESSOR AND/OR STATE:		Telephone System	State	
Heat and Air Conditioning Utilities	_____ Lessor	Alarm System	_____ State	
Electricity	_____ Lessor	Grounds Maintenance	_____ Lessor	
Water and Sewer	_____ Lessor	Snow Removal	_____ Lessor	
Janitorial Services and Supplies	_____ Lessor	Trash Removal (leased premises and dumpster)	_____ Lessor	
Restroom Supplies	_____ Lessor	Parking Lot Maintenance	_____ Lessor	
Water Well and/or Septic System Maintenance	_____ Lessor	Maintenance of Portable Fire Extinguishers	_____ Lessor	
Maintenance of Sidewalks, Curbs, and Gutter	_____ Lessor	Replacement of Tubes and Bulbs	_____ Lessor	
Pest Control	_____ Lessor	Building Maintenance (including Physical Plant)	_____ Lessor	
FAILURE TO RETURN THIS FORM WILL EXCLUDE YOU FROM CONSIDERATION AS A PROPOSER ON THIS PROJECT. YOUR NAME WILL REMAIN ON THE BIDDERS LIST FOR FUTURE PROJECTS.				
I/We have confirmed financing arrangements if I/we are selected by the State of Michigan to construct and/or remodel and lease to the State this Building for possession by the Michigan Department of Technology, Management & Budget and are prepared to submit written evidence of such funding arrangements within 15 days of being selected as the successful Proposer.				
THIS FORM MUST BE COMPLETELY FILLED OUT, SIGNED AND RETURNED TO THE FOLLOWING ADDRESS: Maureen Bailey State of Michigan DTMB, Real Estate Division Mason Bldg 1st Floor PO Box 30026 Lansing, Michigan 48909		PROPOSAL TO BE RECEIVED IN THIS OFFICE ON OR BEFORE: August 31, 2012		
		POSSESSION TO TAKE PLACE ON OR BEFORE: October 1, 2012		
		WHAT IS THE CURRENT ZONING?		
		DO YOU HAVE LEGAL TITLE TO PROPERTY?		
SIGNATURE(S)		DATE		

DEFINITIONS ON NEXT PAGE

SQUARE FOOTAGE (Leased Premises) - The amount of square footage using inside dimensions that can be used by the State for which rent is charged (based upon the A.N.S.I. Z65.1 - 1996 method for calculating space).

MONTHLY BASE RENTAL RATE – For example: The portion of the monthly rental payment, which is attributable to debt service and return on equity (excluding operating costs).

MONTHLY OPERATING COST – For example: The portion of the monthly rental payment, which is attributable to operation expenses, such as utilities, maintenance, real estate taxes and/or insurance.

Monthly Base Rental Rate + Monthly Operating Cost = Total Monthly Rent

POSSESSION - Lawful availability and physical access to install the State's furnishings and compliance with submitting a certificate of occupancy and completion of remodeling standards and specifications.

RENEWAL OPTION - A lease covenant giving the State the right to extend a lease for an additional period on specified terms.

TOTAL DEVELOPMENT COST - The total cost of the project, including the construction of the building and purchase of the land.

LUMP SUM COST - Predetermined dollar amount based on a percentage of the total development cost, payment of which shall be made to the Lessor upon submission of proper invoices concurrently with the first month's rent consideration for satisfactory completion of the remodeling or construction work.