



City of Grand Island

Tuesday, May 24, 2011

Council Session

Item I2

#2011-130 - Consideration of Responding to a Request for Proposal (RFP) from the State of Nebraska for Office Lease of the One Stop Building

Staff Contact: Craig Lewis

Council Agenda Memo

From: Craig Lewis, Building Department Director

Meeting: May 24, 2011

Subject: Approving Submittal of Lease Proposal to State of Nebraska Department of Administrative Services, State Building Division for Office Space at 1306 West 3rd Street

Item #'s: I-2

Presenter(s): Craig Lewis, Building Department Director

Background

The State of Nebraska Department of Administrative Services Building Division has issued a request for proposals for the purpose of leasing 3,693 (+/-) square feet of general office and storage space within the City of Grand Island.

The City has submitted a proposed lease for the property at 1306 W. 3rd Street on April 15, 2011 in response to direction from the City Council at the January 25, 2011 meeting during the discussion to amend the existing lease agreement. No response to the lease agreement submitted has been received.

It appears the State is seeking alternatives to the current lease and site.

Discussion

It appears appropriate to submit an additional proposal for the existing building as the new request for proposal specifies several items not included in the lease already submitted. This request needs to include all utility and services cost of the facility. The lease proposed in April maintained the current agreement that the state pay for all of the utility cost as well as custodial, lawncare and snow removal. Additionally, the April lease was for a month to month lease with the anticipation that the building may be sold in the near future, the new request is for a long term lease of 6 years.

To submit a proposal to the State's request for proposal for a lease of office space City Council approval is requested.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve a motion to direct City staff to submit a proposal to the State's request for proposal for lease office space in the City of Grand Island.

Sample Motion

Motion to approve City staff submitting a proposal to the State of Nebraska for leasing office space at the building at 1306 W. 3rd Street.

Administrative Services/State Building Division
**REQUEST FOR PROPOSAL FOR
LEASING REAL PROPERTY**



CONTRACT NO: RFP 65111223
TO BE OPENED: June 1, 2011

DATE:
SBD CONTACT: Paula Sedlacek, Lease Coordinator

This form is part of the Request for Proposal for Leasing Real Property package. All bidders are notified of any changes to proposal instructions or specifications by an addendum which is also part of the specification package.

INSTRUCTIONS TO BIDDER – READ CAREFULLY

PROPOSALS MUST MEET THE FOLLOWING REQUIREMENTS TO BE VALID. PROPOSALS WILL BE REJECTED IF NOT IN COMPLIANCE WITH ALL REQUIREMENTS.

1. READ ALL FORMS CAREFULLY BEFORE BIDDING AND DOUBLE CHECK FIGURES.
2. RETURN THIS REQUEST FOR PROPOSAL AND THE LEASE PROPOSAL FORM IN THE ENCLOSED ENVELOPE; OVERSIZED ENCLOSURES SHALL BE SUBMITTED SEPARATELY, EACH TO BE IDENTIFIED WITH THIS CONTRACT NO.
3. ALL PROPOSALS SUBJECT TO CONDITIONS ON REVERSE SIDE.
4. DRUG FREE WORKPLACE POLICY MUST BE FILED WITH STATE MATERIEL DIVISION PRIOR TO OPENING DATE AND TIME OR SUBMITTED WITH THIS PROPOSAL.
5. PROPOSALS MUST BE IN INK OR TYPEWRITTEN AND MANUALLY SIGNED, ON THIS FORM TO BE VALID. SIGNATURE MUST BE BY A REPRESENTATIVE, NOT A COMPANY NAME.
6. PAYMENT WILL BE MADE ACCORDING TO LEASE AGREEMENT.
7. EXCEPTIONS MUST BE CLEARLY STATED AND EXPLAINED.
8. FAX BIDS MAY BE ACCEPTED ON PROPOSALS WITH PRIOR APPROVAL.

The State of Nebraska reserves the right to accept or reject any or all proposals, wholly or in part, to make awards in a manner deemed in the best interest of the State.

REQUEST FOR PROPOSAL

Sealed proposals, subject to the conditions attached and on the reverse hereof, will be received until above listed proposal opening date and at that time will be publicly opened and read for furnishing the following described real estate to the State of Nebraska in accordance with this Request for Proposal and the specifications and terms and conditions attached hereto. ABSOLUTELY NO LATE PROPOSALS WILL BE ACCEPTED.

SCOPE OF SERVICE

The State of Nebraska is requesting sealed proposals for the purpose of leasing 3,693 square feet of general office space for a State agency in Grand Island, Nebraska.

Proposals **must** be identified as “CA 65111223” and **must** be received in the office of the State Building Division, Attn: Paula Sedlacek, Leasing Coordinator, The Executive Building, Suite 500, 521 S 14th St, Lincoln, NE 68508-2707 no later than **4 PM, (Lincoln Local Time), June 1, 2011** at which time they will be publicly opened in the office of the State Building Division, The Executive Building, Suite 500, 521 S 14th St, Lincoln, NE. Proposals shall be valid for a period of 45 days from opening date.

Attendance at a pre-proposal meeting to be held at The Executive Building, 521 S 14th St, Lincoln, NE in the 5th Floor Conference Room at **2:00 PM on May 25, 2011** is **not mandatory** for all interested vendors.

All questions relative to the Request for Proposal should be directed to: Paula Sedlacek, Leasing Coordinator, State Building Division, The Executive Building, PO Box 98940, Lincoln, NE 68509-8940 or (402) 471-3191 or email to paula.sedlacek@nebraska.gov. All questions addressed and answered will be forwarded to all known interested vendors.

BE SURE TO CAREFULLY READ THE INSTRUCTIONS TO BIDDERS AND THE SPECIFICATIONS; THEN COMPLETE AND SUBMIT ALL DOCUMENTS REQUIRED.

We propose to furnish a bond, as required by the Standard Conditions, in the amount of the contract awarded us, if requested.

FIRM: _____
SIGNATURE: _____
DATE: _____ PHONE NO: _____

STREET: _____
CITY, STATE, ZIP _____
TYPED NAME & TITLE OF AUTHORIZED REP: _____
EMAIL: _____



STANDARD CONDITIONS AND TERMS OF LEASING REAL PROPERTY SOLICITATION AND OFFER

SCOPE

These standard conditions and terms of Request for Proposal and acceptance apply in like force to this inquiry and to any subsequent lease resulting from the Request for Proposal.

COLLUSIVE BIDDING

The bidder's signature on this proposal is a guarantee that the prices quoted have been arrived at without collusion with other eligible bidders and without effort to preclude the State of Nebraska from obtaining the best offer available.

SPECIFICATIONS

Bidders may submit an alternate proposal and shall state in detail where the alternate proposal differs from the specifications. In the absence of any state deviation, or exception, the proposal will be accepted as in strict compliance with all terms, conditions and specifications, and the bidder shall be held liable for such proposal.

BID INFORMATION

Request for Proposal: Bidder is responsible for retaining a copy of the Request for Proposal, Leasing Proposal form and these terms. If not bidding, return form with explanation for reason for "No Proposal" response.

Proposal Opening: Notes may be taken at the public reading of the proposal at the specified time and date of the opening or a personal inspection may be made of the proposals at any time after being opened. Proposal documents may not be removed from the State Building Division.

A summary of an awarded proposal may be obtained in person or by written request to the State Building Division. A written request must identify the agency and proposal number, and include a self-addressed stamped envelope. The State Building Division will not be responsible for any insufficient postage amounts charged the bidder on bid tabulation mailings.

Late Proposals: Proposals received after the date and time of the proposal opening will be considered late bids. Late bids will be returned to the bidder unopened. The State Building Division is not responsible for late or lost proposals or requests due to mail service inadequacies, traffic or other similar reasons.

AWARD

Leases based on competitive proposals will be awarded according to the provisions of specifications, pricing and/or evaluation criteria. The State reserves the right to reject any or all proposals, wholly or in part, to waive any technicality in any proposal, to make awards in a manner deemed in the best interest of the State.

A resident bidder shall be allowed a preference against a nonresident for a state which gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidders. Where the lowest responsible proposal from a resident bidder is equal in all respects to one from a nonresident bidder from a state which has no preference law, the resident bidder shall be awarded the contract.

PERFORMANCE AND DEFAULT

The State reserves the right to require a performance bond from the successful bidder, as provided by law, without expense to the State. Otherwise, in case of default of the contractor, the State may contract the service from other sources and hold the contractor responsible for any excess cost occasioned thereby.

NONDISCRIMINATION

The Nebraska Fair Employment Practice Act prohibits contractors to the State of Nebraska, and their subcontractors, from discrimination against any employee or applicant for employment, to be employed in the performance of such contracts, with respect to hire, tenure, terms, condition or privileges of employment because of race, color, religion, sex, disability, or national original.

The bidder's signature to this Proposal is a guarantee of compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The contractor shall insert a similar provision in all subcontracts for services to be covered by any contract resulting from this proposal.

EXECUTION

Drug Policy: Proposals will only be accepted from bidders who have a Drug-Free Workplace policy filed with State of Nebraska, Administrative Services, Materiel Division. Bidders may submit a policy with their proposal if such policy is not on file.

The Bidders Proposal form must be signed in ink by the bidder and all pricing quotations must be typewritten or in ink. Erasures and alternations must be initialed by the bidder in ink. Faxed copies of the bid will be accepted only if they fully comply with all other conditions in the Request for Proposal. No telephone or voice proposals will be accepted.

Failure to comply with these provisions may result in the rejection of the proposal.

RESOLUTION 2011-130

WHEREAS, the State of Nebraska Department of Administrative Services, State Building Division has issued a request for proposals for the purpose of leasing 3,693(+/-) square feet of general office and storage space within the City of Grand Island, NE., and

WHEREAS, the City of Grand Island owns the building at 1306 W. 3rd Street and currently has a lease agreement with the State which will expire on June 30, 2011; and

WHEREAS, the terms of a new lease agreement submitted to the State on April 15, 2011 have not been accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that City staff is authorized to submit a proposal for the request for proposal issued by the State of Nebraska for office and storage space in the City of Grand Island.

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Adopted by the City Council of the City of Grand Island, Nebraska, May 24, 2011.

Jay Vavricek, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form ☐ _____
May 19, 2011 ☐ City Attorney