



City of Southfield

26000 Evergreen Rd. • P.O. Box 2055 • Southfield, MI 48037-2055 • www.cityofsouthfield.com

**Re: Request for Additional Proposals for Building Lease for City of
Southfield Michigan Works Facility
File #24-008A**

Dear Prospective Bidder:

The City of Southfield is now accepting bids as described in the enclosed request. Companies interested in responding to this solicitation must do the following:

- During the solicitation process through the final evaluation, respondents may not contact Council members, City Administration, the Legal Advisor, Elected Officials, or City of Southfield staff other than the staff member designated as the point of contact regarding this request.
- Bids must be emailed to purchasingdept@cityofsouthfield.com by 10:00 am Friday, April 19, 2024.

If you have questions regarding the City of Southfield bidding process, please call 248-796-5250. We look forward to receiving your proposal.

Please call the Purchasing Department at (248) 796-5250 for additional information. We look forward to receiving your response.

Sincerely,

Nicole Humphries
Purchasing Agent

CITY OF SOUTHFIELD

26000 EVERGREEN ROAD

Telephone: (248) 796-5250

Email: Purchasingdept@cityofsouthfield.com

SOUTHFIELD, MI 48076

Nicole Humphries, Purchasing Agent

FORMAL BID

We _____,

(Insert Name of Bidder)

The undersigned submit this Bid for

Bid Name:

Building Lease for City of Southfield Michigan Works Facility

File No.

24-008A

Which is to be opened and publicly read on:

Date:

Friday, 04/19/2024, 10:00 am Local Time

PLEASE SEE ATTACHED SHEETS

Delivery Will Be Made Within _____ Days After Receipt of Order

SIGNED THIS _____ DAY OF _____

Mailing Address: _____

City: _____ State and Zip Code: _____

Phone Number: () _____ Fax Number: () _____

E-mail Address: _____

PLEASE SIGN

Authorized Signature: _____

Typed or Printed Name and Title of Signer: _____

Supplemental Instructions

1. **DOCUMENT DISTRIBUTION:** The City of Southfield, Michigan officially distributes bid documents from the Purchasing Department or through the **Michigan Intergovernmental Trade Network (MITN) at www.mitn.info**. The City of Southfield cannot guarantee accuracy and is not responsible for any errors contained in any information received from alternate sources.
2. **BID DEADLINE:** In order for a bid to receive consideration, it must be received prior to the specified time of opening as indicated on the bid form. No bid will be accepted after the time specified for the bid opening. The City reserves the right to postpone the bid opening for its own convenience. Bidders should use the bid documents furnished; failure to do so will be considered as an alternate offer and may be cause for rejection. Bidders must be electronically uploaded to the MITN (www.mitn.info) website by the due date and time. Allow yourself some time to go through the uploading process. It is preferred that only one file be uploaded, in PDF, with a size limitation of 20 MB. For assistance on how to upload, contact MITN directly at (800) 835-4603. The MITN system will not allow for late submittals and a submittal must be completed before the due date and time. This responsibility rests entirely with the Respondent, regardless of delays resulting from the uploading process.
3. **DEPOSITS:** If a deposit is required with the bid, it must be a Michigan-licensed surety's bid bond. If a bidder fails to furnish a required deposit with his bid, his bid will not be read and will not receive further consideration.
4. **SURETIES:** An approved surety bond to the City in an adequate amount may be required to guarantee performance. In certain cases described in state law, Act No. 213 of 1963, an additional bond to the state of Michigan is mandatory.
5. **MORE THAN ONE OFFER:** If a bidder has more than one product meeting the specification, he is privileged to offer additional bids subject to the same terms and conditions of the original bid form. Brand names are used to describe quality rather than preference except when "no substitute" is indicated.
6. **ADDITIONAL DOCUMENTS REQUIRED WITH BIDS FOR CONSTRUCTION PROJECTS:**
 - a. Contractor's Qualification Statement: The bidder must submit a completed copy of AIA A305 – Contractor's Qualification Statement.
 - b. Contractor's Construction Schedule upon award
7. **WITHDRAWAL:** No bid will be withdrawn for 60 days from its opening date. Bidders may reduce this period if they state so in their bid; however, they risk being declared non-responsive to the specifications.
8. **REFERENCE:** The City reserves the right to automatically consider itself a reference for any firm in which it has had experience.
9. **RIGHT TO REJECT:** The City reserves the right to reject any and all bids, to waive any irregularity in any bid, to split awards by items or lots (unless otherwise stipulated either in the specifications or by the bidder) or to award to other than the low bidder, should any of the foregoing be deemed in its best interests.
10. **A RESPONSIBLE BIDDER IS ONE WHO:**
 - a. Submits no restrictions or qualifications beyond those permitted in the bid request.
 - b. Have the skill, quality, and ability to conscientiously, faithfully, and promptly fulfill the contract to its letter and spirit.
 - c. Have integrity, judgment, reputation, and experience.
 - d. Has sound financial resources and the ability to furnish any and all bonding and insurance documents required.
 - e. Can comply with all terms and conditions stipulated in the bid requests.
 - f. Can show the intent and ability to cooperate efficiently and effectively with all Government departments involved in the contractual purchase or service.
 - g. Has the knowledge of applicable existing laws and ordinances of the City of Southfield necessary to provide smooth and efficient relations.
 - h. Has unquestionable ability to provide maintenance and service on the contractual items purchased.
11. **REVIEW OF CONTRACTUAL TERMS:** If this solicitation results in a contractual document, the vendors must review and indicate potential changes or objections to the attached contractual terms in writing with your bid response for consideration. Changes requested after submission may result in the rejection of your response.
12. **FAILURE TO ENTER INTO CONTRACT:** If a bidder fails to formally acknowledge and accept the purchase order or to execute the contract within ten (10) working days after notification, the deposit, if any, may be forfeited as liquidated damages.
13. **TO COMPLY:** For failure to deliver or perform per the accepted bid, the City may consider the contractor in default and take steps to protect the City's interest. The City may, without impairing its other rights and benefits, purchase all or part of the contract goods or services on the open market and charge any additional costs to the contractor or his surety.
14. **PATENTS:** Contractors will protect and indemnify against the expense of any nature, will bear the cost of any suits that may arise, and will pay all damages that may be awarded against the City for the use, under this specification, of any patented device, process, apparatus, material or invention.
15. **ERRORS OR OMISSIONS:** Bidders are not permitted to take advantage of any errors or omissions in specifications since full instructions will be given should they be called to our attention in a reasonable amount of time before the bids are due.

Supplemental Instructions

16. **NON-COLLUSION CLAUSE:** By signing and submitting this bid, the bidder states that his bid is genuine and not collusive or sham; such bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of the affiant or any other bidder, or to fix any overhead, profit or cost element of the said bid price.
17. **INSURANCE:** Proof of Insurance Coverage: The Contractor shall provide The City of Southfield when the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In place of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished if so requested.
18. **NON-DISCRIMINATION CLAUSE:** By signing and submitting this bid for consideration of an award by the City of Southfield, the contractor and any subcontractor covenant not to discriminate against an employee or applicant for employment for hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant may be regarded as a material breach of the contract.
19. **NON-IRAN LINKED BUSINESS:** By signing the Authorization & Acceptance of Specifications below, I certify and agree on behalf of myself and the company submitting this bid the following: (1) that I am duly authorized to bind the company submitting this bid legally; and (2) that the company submitting this bid is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting the bid will immediately comply with any further certifications or information submissions requested by the City in this regard.
20. **CONFLICT OF INTEREST:** The Firm shall not be allowed to work as a contractor, subcontractor, or partner on any project within the scope of this contract which constitutes a conflict of interest. To determine if your company presents any potential conflict of interest concerning the award of the subject contract, on a separate piece of paper, please disclose any familial or business relationships you have with any current or former employee, agent, consultant, officer or elected or appointed official of the City of Southfield or others who are or have been within the past year, in a decision-making position with the City of Southfield, and who may be able to grant favorable treatment concerning being awarded this contract. Please disclose the full nature and extent of your relationship. Violation of the City's Code of Ethics due to non-disclosure will be reviewed under the City of Southfield's Code of Ethics. It may result in disciplinary action, and/or termination of the subject contract.
21. **COMMUNICATION DURING THE PROCUREMENT PROCESS:** During the solicitation process, which includes but is not limited to, the solicitation period and subsequent evaluation process, respondents may not make any contact regarding this request with Council members, City Administration, the Legal Advisor, Elected Officials or City of Southfield staff other than the staff member designated as the point of contact. All questions should be addressed to the Purchasing Department, in writing via the email address supplied in the bid documents or during the pre-bid meeting if applicable.
22. **EVALUATION COMMITTEE:** The activities of an evaluation committee are confidential and any contact with members will create the impression of unfair access or conflict of interest. Contact before selection may lead to a nullification of the results of this solicitation, or a dismissal of the offending respondent's submission, or it may result in the contacted party being required to recuse himself or herself from consideration of the respondent's submission.
23. **FEDERAL FUNDING PROVISIONS:** The contract resulting from this IFB is subject to compliance with all applicable federal, state, and local laws.

1. Background Information

- 1.1 The City of Southfield (COS) is issuing a Request for Proposal (RFP) for office space for a Michigan Works Service Center of Oakland County in the City of Southfield, preferably the City Centre Area.
- 1.2 Southfield Michigan Works Service Center of Oakland County is a Division of the City of Southfield in cooperation with Southfield Public Schools. Funded by the Workforce Development Agency, State of Michigan (WDA, SOM) through the Oakland County Workforce Development Board to administer the following programs for job seekers and employers:
- Employment Services
 - Workforce Innovation and Opportunity Act (WIOA)
 - Trade Adjustment Assistance (TAA)
 - Partnership. Accountability. Training. Hope. (PATH)
- 1.3 The current hours of operation are Monday through Friday 8:00 a.m. to 5:00 p.m.

2. Purpose

- 2.1 The purpose of this RFP is to procure a landlord to provide adequate office space for the Southfield Michigan Works Service Center. As a recipient of Federal and State funds, COS/Michigan Works must procure office space on an open, competitive basis. A committee of the COS/Michigan Works professionals shall select the bidder whose proposal is responsive to the RFP and is most advantageous in terms of price, quality, and other factors specified within this RFP. A proposal must set forth all responses in the format required by the RFP to be considered.
- 2.2 This successful bidder will work closely with COS and obtain approval from the City Council before proceeding with any renovation, development, and/or construction of the facility. Final lease costs will be based on the agreed-upon final design.

3. Questions

- 3.1 Questions regarding this bid solicitation should be emailed to Nicole Humphries at purchasingdept@cityofsouthfield.com with the subject "Southfield Michigan Works Lease" by Tuesday, April 16, 2024, at 2:00 p.m.

4. Proposal Submission and Selection

- 4.1 Please submit your proposal to purchasingdept@cityofsouthfield.com by April 19, 2024, at 10:00 am. Please provide straightforward, complete, and concise responses. Proposals should be prepared and economical, providing a concise description of the property owner's ability to meet the requirements of the RFP. Any proposal received prior to the deadline specified above may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received by the time and date specified above.
- 4.2 The reviews and selection process will be based on the full description of the nature of services to be performed, experience, qualifications, quality of customer service, reliability, and fee structure. The Southfield Michigan Works Selection Committee will review and score all responses.
- 4.3 The RFP selection process will be completed when the Southfield Michigan Works Selection Committee recommends the award, and the Southfield City Council approves the contract awarding.
- 4.4 The COS shall be the sole judge of whether a proposed location satisfies these criteria.
- 4.5 Proposal applicants must disclose any financial, business or other relationship with the Southfield Michigan Works! and/or the City of Southfield that may have an impact upon the outcome of this contract or potential future projects resulting from this effort. The prospective lessor must also list current clients who may have a financial interest in the outcome of this contract or Southfield Michigan Works! projects that may follow.

5. Specifications/Requirements for Space:

- 5.1 The COS shall not pay the successful bidder for any facility renovation. Instead, the successful bidder will charge a reasonable rent to COS/Michigan Works reflecting any necessary changes once it takes possession.
- 5.2 Proposals on office space will be accepted for a variety of office space layouts if they meet the below, general requirements:
 - 5.2.1 No less than 6,000 square feet, no more than 10,000 square feet.
 - 5.2.2 Offer two (2) meeting rooms of 2,000 square feet for a "Resource Room"; These rooms should allow for space and infrastructure for computer stations, fax, copy machines, etc....for public usage and 3 desks for staff.
 - 5.2.3 At least 8 private offices/ conference rooms for counseling services

City of Southfield Request for Additional Proposals (RFP) File# 24-008A

- 5.2.4 Parking spaces must meet the off-street parking requirements of the COS zoning ordinance and comply with State of Michigan Barrier Free and Federal ADA requirements for accessible spaces.
 - 5.2.5 Preferably be located within the Southfield City Centre District (see attached Map 1).
 - 5.2.6 Must provide building signage for Southfield Michigan Works!
 - 5.2.7 Public transportation access within walking distance.
 - 5.2.8 At least 4 bathrooms are available for staff members and customers.
 - 5.2.9 Staff lunch/break area with kitchen facility including working sink and faucet.
 - 6.2.10 Accessibility to utilize internet, wireless, and telephone technology systems.
- 5.11 The site and the lease space shall comply with the accessibility requirements of ICC A117.1-2009 and the 2009 Michigan Building Code.

6. Additional Documentation:

Additionally, RFP applications must address each of the following specifications, ensuring where necessary, that the following qualifications and scope of work are addressed relative to each service area:

6.1 Full description and rendering of the space (Exhibit 1)

Building specifications include square footage, utility location and access, 123.net dark fiber access to Southfield City Hall, single-unit or multi-unit business, and possible floor layout.

6.2 Timeline of space building out and availability (Exhibit 2)

Proposed schedule of work and deadlines to ensure space availability and Readiness of facility.

6.3 Management Team & Organization Chart (Exhibit 3).

6.4 References (Exhibit 4); and

6.5 Fee, based on a menu of services (Exhibit 5)

Cost proposal (i.e., rent, and complete listing of pass-through costs, if any, including a 2-year cost history of those items.)

7. Building Access

- 7.1 COS/Michigan Works shall have access to parking facilities, buildings, and premises twenty-four (24) hours per day, seven (7) days per week at no extra cost.

8. Miscellaneous:

- 8.1 **Utilities:** Bidders must specify whether the proposed lease includes utilities. If it does not, the bidder should describe how utilities will be handled. The facility must have accessibility to utilize Internet, **fiber**, wireless, and **VoIP telephone services**.

The facility needs to have a secure network closet (or room) that has proper cooling, ventilation, and working power outlets. The network closet should also have enough floor space for a network rack & networking equipment. Raceways and ceiling tiles must be asbestos-free as network cabling is required at various locations throughout the facility.

- 8.2 **Carpeting and/or Flooring:** Carpeting and flooring are to be included in the proposed lease cost and described in the proposal.

8.3 **Heating, Ventilation, and Air Conditioning (HVAC)**

- 8.4 **Accessibility Compliance:** The Michigan Works Service Center and parking facilities must be accessible to persons with disabilities in compliance with all federal and state requirements. The successful bidder shall indemnify and hold COS/Southfield Michigan Works harmless from all costs and liabilities arising from noncompliance by the building and parking facilities.

- 8.5 **Facility Maintenance:** The proposal must describe landlord and tenant responsibilities regarding repairs and/or maintenance of the premises and parking facilities. This includes but is not limited to snow removal, salting of walkways, office cleaning, trash removal, and ground maintenance.

- 8.6 **Renovations and Buildouts:** All costs of necessary renovations and/or buildouts shall be borne by the successful bidder. Lease space must comply with the state of Michigan Building Construction Code for renovation and new buildings.

9. **Lease Terms and Options:** The length of the contract shall be for 5 years. The contract shall contain conditions for termination of the lease without penalty costs or fees should federal funds (or other applicable funding sources) become unavailable.

10. **Additional Proposal Contents:** All proposals must include the following:

- 10.1 Certification that the information regarding the costs submitted under this RFP is accurate, complete, and current at the time of submission. The awardee of this RFP shall agree to provide a right to a price/cost adjustment in cases where the awardee submitted

City of Southfield Request for Additional Proposals (RFP) File# 24-008A
data that was not accurate, complete, or current as certified. This adjustment shall at a minimum exclude any significant sum by which the suspect data increased the price;

- 10.2 Applicants must certify they are not disbarred from doing business with the Federal government.

11. Selection Process and Proposal Rating Criteria

Each responsive proposal will be scored on a 100-point scale based on the following factors and criteria:

Adherence to minimum specifications, location and proximity to client population (50 points)

This criterion considers the proposals adherence to the minimum facility specifications outlined above, including boundaries within the City of Southfield's City Centre Area, near Lawrence Technological University, public transportation access and public parking access.

Cost Reasonableness (25 points)

This criterion includes a review of all costs associated with the lease agreement including lease changes, annual updates, lease extensions and increases in local government assessments and insurance.

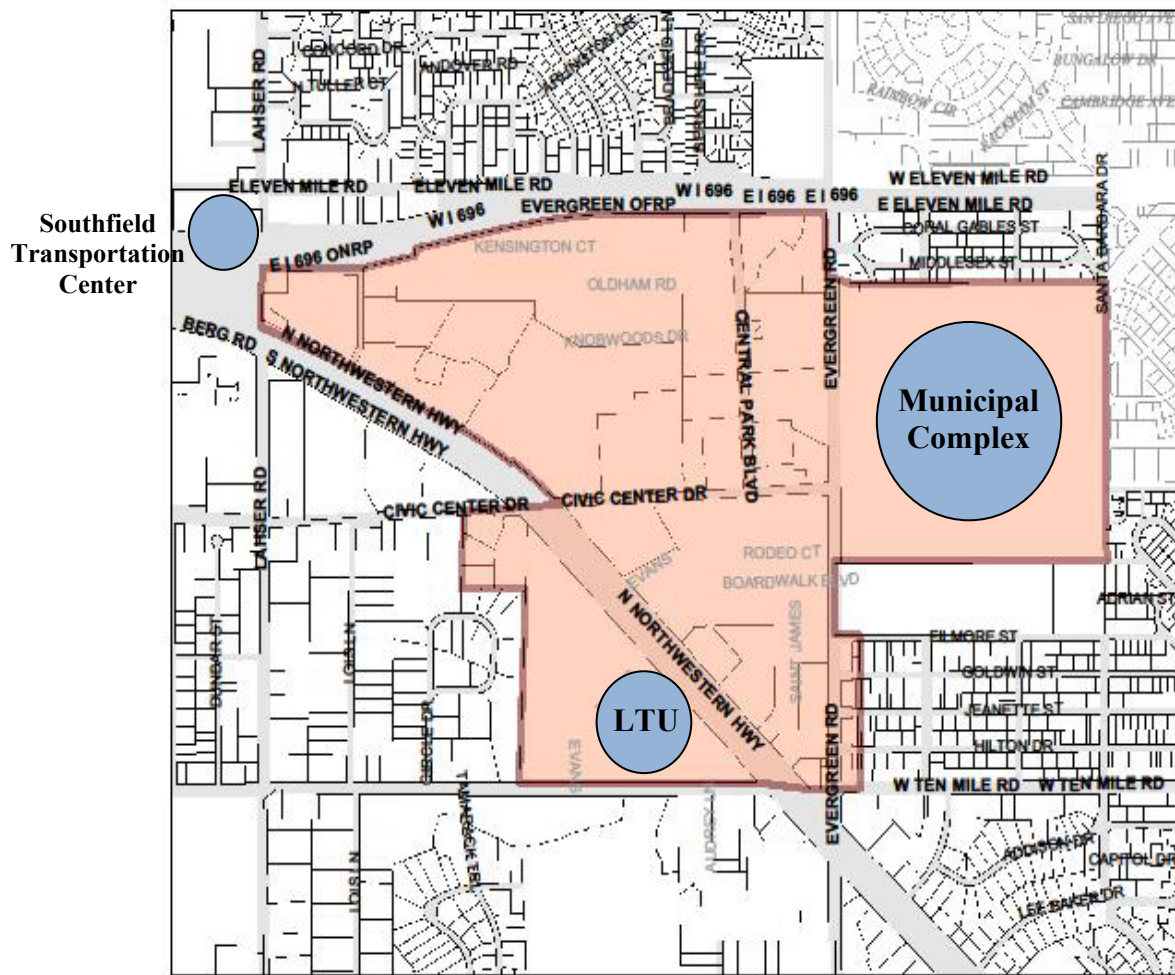
Lease requirements (25 points)

This criterion includes obligations regarding updates to the property, maintenance responsibilities, general upkeep and repair of immediate and surrounding property. It also includes applicable provisions regarding indemnification, subrogation and other related liabilities between the lessor and lessee.

Map 1: Southfield City Centre District

The Southfield City Centre is primarily a triangle-shaped district in the heart of the City that includes the City's Municipal Complex, Lawrence Technological University (LTU), and a variety of office, hotel, retail, commercial businesses and residential developments. Over 13,000 office workers & employees work in the district daily. The Southfield Public Library averages 2,000-2,400 visitors per day. Additionally, the Municipal Complex attracts over 200,000 annual visitors to its Pavilion, offices, and Parks & Recreation facilities. More than 4,000 full-time equivalent students are enrolled at LTU and many other students attend the six other business schools and university annexes located in the District.

City Centre District



**EXHIBIT 1
CITY OF SOUTHFIELD'S
SOUTHFIELD MICHIGAN WORKS!
LEASE RFP**

FACILITY LEASE PROPOSAL NARRATIVE INSTRUCTIONS

A. SUMMARY

1. Provide a concise summary of the proposed full service center site.
The summary should give a description of the proposed site and what is included with the site. This should be written in terms that someone with no understanding of building design could understand.

B. LEASE REQUIREMENTS RESPONSE

1. Discuss point by point and in order, how the proposed lease/facility either meets, exceeds, or falls short of the specification/requirements set forth in this RFP. If you are proposing the renovation of an existing structure, include any history of problems (e.g. plumbing, lead, underground tanks, asbestos, heating, flooding, etc.) and any limitations presented by the proposed building. Indicate if there is no such history or limitations. If you are proposing new construction or renovation of the exterior of an existing structure, describe the building exterior.

Attach the following:

- Draft relief drawings of the exterior if proposing new construction or exterior renovations.
 - Draft floor plan.
 - Copy of the proposed lease boilerplate language.
2. Total Rents for the proposed Service Center including parking facilities, including proposed term of lease, payment structure, and amounts of rent. State whether costs such as utilities, maintenance, etc. will be included in the rent or whether those will be costs to COS/Michigan Works that are in addition to the rent.

C. QUALIFICATIONS, EXPERIENCE AND CUSTOMIZATION

1. Discuss your qualifications and experience in developing/managing office sites.
2. Describe your ability to customize the proposed site to meet the specific need.

**EXHIBIT 2
CITY OF SOUTHFIELD'S
SOUTHFIELD MICHIGAN WORKS!
LEASE RFP**

PLEASE SUBMIT TIMELINE WITH IDENTIFIED TASKS

**EXHIBIT 3
CITY OF SOUTHFIELD'S
SOUTHFIELD MICHIGAN WORKS!
LEASE RFP**

LESSOR ADMINISTRATIVE BACKGROUND QUESTIONNAIRE AND INSTRUCTIONS

A. FINANCIAL STABILITY / ABILITY TO PERFORM

Attach a description, including documentation, of your organization's financial situation illustrating its ability from a financial perspective to complete this project in a timely manner and fulfill its responsibilities as landlord.

B. MANAGEMENT

1. Indicate your experience over the past four years in reference to the following items.

Yes No

- a. Investigations of fraud, abuse, conflict of interest; political activities, nepotism, or any criminal activities.
- b. Default or breach of contract or lease.
- c. Cancellation or nonrenewal of contract or lease due to non-performance or poor performance.
- d. Bankruptcy or receivership by the your organization, or by a parent or predecessor of your organization.

2. If "yes" was checked for any of the above items, attach additional sheets that provide the following information:

- a. Date item checked was initiated;
 - b. Party or parties involved;
 - c. Brief description of the circumstances;
 - d. Final disposition and date;
 - e. Brief explanation of whether the matter is still pending, and if so the status.
- Failure to include the above information or to omit relevant information will be grounds for not awarding a contract or canceling a contract/lease.

**EXHIBIT 4
CITY OF SOUTHFIELD'S
SOUTHFIELD MICHIGAN WORKS!
LEASE RFP
PLEASE PROVIDE 3-5 REFERENCES**

First Name	Middle Name	Last Name
Number & Street	City/State	Zip Code
Home Telephone	Business Telephone	Email Address

First Name	Middle Name	Last Name
Number & Street	City/State	Zip Code
Home Telephone	Business Telephone	Email Address

First Name	Middle Name	Last Name
Number & Street	City/State	Zip Code
Home Telephone	Business Telephone	Email Address

First Name	Middle Name	Last Name
Number & Street	City/State	Zip Code
Home Telephone	Business Telephone	Email Address

First Name	Middle Name	Last Name
Number & Street	City/State	Zip Code
Home Telephone	Business Telephone	Email Address

First Name	Middle Name	Last Name
Number & Street	City/State	Zip Code
Home Telephone	Business Telephone	Email Address

**EXHIBIT 5
CITY OF SOUTHFIELD'S
SOUTHFIELD MICHIGAN WORKS!
LEASE RFP
FEE**

BASED ON A MENU OF SERVICES

PROPOSAL OFFERER INFORMATION

GENERAL INFORMATION

Official Name of Bidding
Organization:

Address:

Contact Person Name:

Job Title:

Email Address:

Contact Phone:

Fax Number:

Name and Position Title of Person(s)
Authorized to Sign Contract:

SUMMARY INFORMATION

1. Describe location of proposed facility: address, current condition of property, and current ownership.

2. If applicable, bidder's estimation of the length of time from commencement of construction to COS/Michigan Works move-in date, if applicable.

3. If applicable, list conditions that must occur before the bidder could commence construction/renovation, not including approval by City of Southfield City Council and agreement upon final design.

