



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
REAL PROPERTY ADMINISTRATION
WILLIAM R. SNODGRASS TENNESSEE TOWER
22ND FLOOR, 312 ROSA L. PARKS AVENUE
NASHVILLE, TENNESSEE 37243
(615) 741-2315
FAX (615) 253-5671

DAVE GOETZ
COMMISSIONER

DOTTIE HAGOOD
ASSISTANT COMMISSIONER

TO ALL PROPOSERS

In accordance with Tennessee Code Annotated 12-2-114, the State of Tennessee is seeking proposals for lease space in Selmer, Tennessee, for the **Department of THDA**.

Special attention should be paid to Document 5.03 paragraphs #7 (Utility Costs), #8 (Janitorial Services), and #13 (Automatic Deposits). The State prefers to provide its own janitorial services (except in multi-tenant buildings). If the utilities are not included in the proposed base rental, an exception must be made in Paragraph 4.b of the Lease Proposal Quotation Form.

Please note that the proposed space must conform to the Summary of Lease Requirements contained in the proposal package or an exception must be made in Paragraph 4(b) in the Lease Proposal Quotation Form

Proposers should complete all pages of the Lease Proposal Quotation Form and return the original along with required proposal security deposit, floor plans, photos, and all other required attachments. Proposals must be received before **2:00 PM, Central Time, October 28, 2009**. Proposals received by Real Property Administration after the proposal opening date and time will not be considered. Proposals will be publicly opened at 312 Rosa L. Parks Avenue, William R. Snodgrass, Tennessee Tower, **Conference Center North, The Robertson Room** on the 3rd Floor.

Attached is Proposal Package No. 0904920-TH55. If you have any questions, please feel free to contact me at 615/741-7470.

Sincerely,

Angie Lotspiech
Real Property Administration

Enclosure

STATE OF TENNESSEE
Department of Finance and Administration
Division of Real Property Administration

INVITATION FOR LEASE PROPOSALS
NO. 0904920-TH55

The State of Tennessee has need for office space and hereby invites proposals for lease in accordance with the requirements and conditions contained in this Invitation.

Proposals will be received at:

Real Property Administration
William R. Snodgrass Tennessee Tower
22nd Floor - 312 Rosa L. Parks Avenue
Nashville, TN 37243-1102

until **2:00 PM on October 28, 2009** at which time and place all proposals received will be publicly opened at 312 Rosa L. Parks Avenue in the Conference Center North, **The Robertson Room on the 3rd Floor**. Proposals received by Real Property Administration after the proposal opening date and time will not be considered.

The requirements of the desired lease are as follows:

1. LOCATION: Within County and within the following area:
Within the city limits of Selmer, TN
2. AMOUNT OF NET USABLE SPACE:
(See Documents 5.06 *Instructions for Submission of Proposals, Paragraph 3*)
No less than 1,000 and no more than 1,100 square feet of contiguous net usable office and related space to be located on one – level ground floor with free paved parking spaces.
3. TERM: **Five (5) Years**
4. PREFERRED SPACE ARRANGEMENT:
Hardwall and open office. See Document 4 - "Summary of Lease Requirement Sheet."
You may also preview specific requirements at:
<http://tennessee.gov/finance/rpa/leaseProposals.html> by clicking on "Request for Lease Proposals" and referencing the proposal number above.
(See Document 5.05 *Criteria for Evaluation of Proposals, Paragraph 3*)
5. PARKING:

A minimum of **5** available paved and striped parking spaces.
(See Document 5.04 *Standard Specifications for Office space, Paragraph 17*)
6. OTHER REQUIREMENTS: **Personnel: 3**

This *Invitation*, along with the attached *Letter to All Proposers, Summary of Lease Requirements, Letter to Current Lessor (if Applicable) and Information for Proposers constitute the Proposal Package* and all proposals shall be submitted in accordance with all requirements of the Proposal Package to insure that the Lease Proposal can be adequately evaluated. The State reserves the right to waive any informalities or to reject any or all Lease Proposals.

ADVERTISEMENT

NO. 0904920-TH55

THE STATE OF TENNESSEE DESIRES TO LEASE SPACE IN MCNAIRY COUNTY

- LOCATION: Within the city limits of Selmer, TN
- AMOUNT: No less than 1,000 and no more than 1,100 square feet of contiguous net usable office and related space to be located on one – level ground floor with free paved parking spaces.
- TERM: Five (5) Years
- PROPOSAL
OPENING: Proposals will be opened on **October 28, 2009 at 2:00 PM**, Central Time in the **Conference Center North, The Robertson Room.**
- OWNERS
& AGENTS: Proposals received by Real Property Administration after the proposal opening date and time will not be considered. If you desire to submit a proposal for consideration, please contact this office for specific proposal information by **October 22, 2009**. Representatives of Real Property Administration will evaluate conforming proposals after the opening.
- You may also preview specific requirements at:**
<http://tennessee.gov/finance/rpa/leaseProposals.html>
by clicking on "Request for Lease Proposals" and referencing the proposal number above.
- CONTACT: Angie Lotspiech
Real Property Administration
William R. Snodgrass Tennessee Tower
22nd Floor, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1102
Phone: 615/741-7470

Summary of Lease Requirements

TN Housing Development Agency

1. **Location of Property**
Within the city limits of Selmer, Tennessee
2. **Type of Space**
Contiguous, ground-floor office and related space for a total of **3** personnel.
3. **Usable Square Feet**
(for definition refer to *Instructions for Submission of Proposals*, Paragraph 3)
Between **1,000** sq. ft. and **1,100** sq. ft. of **usable** space, not including restrooms, mechanical rooms, janitor closets, telecom closets, or vestibules.
4. **Lease Options**
 - a. Five (5) year term
 - b. Proposers may include a purchase option, but are not required to do so.
5. **Open Office Staff Cubicles: 2** (*Cubicles provided by the State*)
Electrical supply to cubicles (Electrical provided by the Lessor) (see *Standard Specifications for Office Space*, Paragraph 4)
6. **Additional Rentable Space**
(for definition refer to *Instructions for Submission of Proposals*, Paragraph 3)
 - a. ADA compliant male and female employee restrooms
 - b. ADA compliant male and female client restrooms
 - c. Other building support space such as mechanical/electrical rooms, telecom closets, janitor closets, and entry vestibules.
 - d. Estimated minimum **rentable** area **1,100** sq.ft.
7. **Parking**
(see *Standard Specifications for Office Space*, Paragraph 17)
Paved and striped free parking for a minimum of **5** vehicles
8. **Exterior Building Signage**
(see *Standard Specifications for Office Space*, Paragraph 12)
Lessor to provide signage either (a) at the road entrance or (b) on the building entrance, identifying the State of Tennessee and the TN Housing Development Agency
9. **Hard-Wall Rooms**
(Provided by the Lessor) (for definition refer to *Criteria for Evaluation of Proposals*, Paragraph 3)

ROOM	QTY.	USABLE SQ. FT.	NOTES
Office	1	150	
File/Storage Room	1	100	Includes space for 8 vertical file cabinets and 1 single-faced open shelving unit
Waiting Room	1	100	With transaction countertop and locking sliding pass-thru window to staff; direct access to client restroom not required; includes space for 7 chairs; wall chair rails 31.5" on center above finished floor

*Special Note: Telephone and computer equipment can be housed in a wall mounted remote equipment cabinet (supplied by State); lessor to provide one duplex outlet on 120V/20 amp. dedicated circuit with isolated neutral where cabinet is located; must be temperature-controlled (see *Standard Terms & Conditions* Paragraph 6).

Summary of Lease Requirements

4.01 Special Conditions

1. **Sustainable Design**

(To be incorporated in future Proposal Package solicitations)

2. **Proposal Evaluation Cost Estimates**

(see Document 5.05 *Criteria for Evaluation of Proposals*, Paragraph 2)

The State reserves the right, prior to issuing solicitations, to increase the *Special Conditions* evaluation costs for special and unique agency operations.

3. **Floor Covering**

Ten (10) Year Lease Term

a. New floor covering shall be provided if existing floor covering is not acceptable to the State. New floor covering in office areas shall be commercial grade carpet. Commercial grade vinyl composition tile floor covering is acceptable in entrance areas, break rooms, janitor closets, telecom closets, utility/mechanical rooms and restrooms. Rubber wall base with inside and outside corners shall be installed when new floor covering is provided.

b. It will be the Lessor's responsibility immediately prior to the date of occupancy for all flooring to receive final new construction cleaning. Additionally all vinyl floor covering must be stripped, sealed, and waxed.

c. **Carpet Tile Minimum Specifications**

- 1) Certification that the carpet tile meets or exceeds qualifications for environmental standards of the Carpet and Rug Institute's Green Label Plus program.
- 2) Three (3) sample binders with multiple color options of carpet are to be provided by the Proposer for selection by a RPA facilities planner. Each carpet sample is to have multiple fiber colors (speckle) that will better hide soiling. A single fiber color sample (solid color) is not acceptable.
- 3) Primers and adhesives systems shall be a type recommended by carpet tile manufacturer and comply with the South Coast Air Quality Management District (SCAQMD) Rule #1168..
- 4) Edge strips material and rubber wall base color and type shall be selected by Real Property Administration.
- 5) Commercial Face Fibers: High performance premium branded **Nylon** required to be third party certified post-consumer recyclable and defined as a commercial grade nylon fiber from a carpet or fiber manufacturer nationally recognized by the flooring industry; the nylon fiber shall have a documented five (5) year minimum successful testing period; Note: **OLEFIN FIBER IS NOT ACCEPTABLE.**
- 6) Construction: Tufted
- 7) Surface Texture: Textured or level loop pile
- 8) Pile Density: Minimum rating of 5,000 or higher
- 9) Gauge: 1/8 minimum
- 10) Dye System: Majority solution dyed, 50% or more
- 11) Stitch Rate: Minimum of 9 per inch or higher
- 12) Minimum Yarn Weight: 20 oz. per sq. yd. or higher
- 13) Size: 24" x 24" minimum or larger
- 14) Dry Soil Retardant: DuraTech and/ or ProTech or equal (specify with proposal)
- 15) Tile Backing: Desired backing to have pre-consumer/ post-consumer recycled content and to be recyclable non-PVC thermoplastic/ polyolefin composite or equal

d. **Vinyl Composition Tile Minimum Specifications**

- 1) Standard Tile Size: 12" x 12" x approx. 0.080 inch gauge
- 2) A required minimum of 12 standard color options for selection by Real Property Administration
- 3) Surface Profile: smooth
- 4) Pattern and color to extend throughout the full thickness of the tile
- 5) Where vinyl composition tile (VCT) is used, one field tile and multiple accent tiles will be standard.
- 6) Edge strip material and rubber wall base color and type shall be selected by the RPA facilities planner.
- 7) The adhesive and sealant systems are required to be approved by the VCT manufacturer. VOC emissions shall not exceed the stated emission criteria of the South Coast Air Quality Management District (SCAQMD) Rule #1168.

4. **Telephone Service and Information Technology**

(For use in regional offices or large leased spaces; verify project with OIR Cable Group)

- a. In addition to Document 5.03 *Standard Terms and Conditions*, Paragraph 6, the telecommunications service entrance pathway to consist of two 103mm (4 in) conduit entrance originating from a location coordinated along the property easement/ boundary with the local telephone company service provider to the designated telephone/data room within the building
- b. In addition to Document 5.04 *Standard Specifications for Office Space*, Paragraph 4, the telephone/data room shall have one additional 30-amp 220 volt dedicated circuit with isolated neutrals.