



STATE OF TENNESSEE
Department of Finance and Administration

REQUEST FOR PROPOSALS

**OFFICE SPACE
LEASE PROPOSAL PACKAGE**
Transaction Number: 0906941-RE00

CONTENTS		
Form ID		Page
Document 1	Letter to All Proposers	L1-1
Document 2	Invitation for Lease Proposals	L2-1
Document 3	Letter to Current Lessor (<i>if applicable</i>)	L3-1
Document 4	Summary of Lease Requirements	S-1
4.01	Special Conditions	S-
4.02	General Conditions	S-
Document 5	General Information for Proposers	G-1
5.01	Introduction	G-2
5.02	Sequence of Events	G-3
5.03	Standard Terms and Conditions	G-5
5.04	Standard Specifications for Office Space	G-11
5.05	Criteria for Evaluation of Proposals	G-20
5.06	Instructions for Submission of Proposals	G-23
Form A	Lease Proposal Quotation	G-27
Form B	Proposal Bond	G-32
Form C	Supplementary Building Description and Data Schedule	G-33
Form D	Utility Services for Proposed Building	G-34
Form E	Substitute W-9 Tax Form	G-35
Form F	Option to Purchase	G-36
Exhibit 1	Pro Forma Standard Lease Agreement	G-37
Exhibit 2	Tennessee Code Annotated Referenced Sections	G-40
Exhibit 3	Regulatory Requirements	01 41 15

Issue Date: October 1, 2009



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
REAL PROPERTY ADMINISTRATION
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NASHVILLE, TENNESSEE 37243
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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 **New York, NY**, for the **Department of Revenue**.

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, November 4, 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. 0906941-RE00. 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. 0906941-RE00

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 November 4, 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 Manhattan, New York and within the following boundaries: North East by 50th; South East by Lexington Avenue; South West by 42nd; North West by 8th.

2. AMOUNT OF NET USABLE SPACE:
(See Documents 5.06 Instructions for Submission of Proposals, Paragraph 3)

No less than 2,400 and no more than 3,000 square feet of contiguous net usable office and related space with a minimum of 10 free paved parking spaces.

3. TERM: **Ten (10) 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 **10** available paved and striped parking spaces.

(See Document 5.04 Standard Specifications for Office space, Paragraph 17)

6. OTHER REQUIREMENTS: **Personnel: 10**

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. 0906941-RE00

THE STATE OF TENNESSEE DESIRES TO LEASE SPACE IN NEW YORK, NEW YORK

LOCATION: Within the city limits of Manhattan, New York and within the following boundaries: North East by 50th; South East by Lexington Avenue; South West by 42nd; North West by 8th.

AMOUNT: No less than 2,400 and no more than 3,000 square feet of contiguous net usable office and related space to be located on one level with a minimum of 10 free paved parking spaces.

TERM: Ten (10) Years

PROPOSAL OPENING: Proposals will be opened on **November 4, 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 28, 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

Notes:

Office should be wired for high speed internet access – preferably T-1 line, with direct connection to the LAN. *The New York office currently has DSL service, which will suffice for now.*

We would prefer supply room be fitted with special combination lock in order to store state computers and other sensitive items where building cleaning crew and maintenance don't have access. *Current office has a combination lock on the telephone room.*

For telephone equipment room, it must be temperature controlled.

Easy access to public transportation is necessary. *Time Square (where currently located) is a hub for all subways. The railroad stations are also close to our current location. The Port Authority Bus Terminal is just a few blocks away. too. These are the methods our employees travel to work in New York.*

DOCUMENT 4

Summary of Lease Requirements

Department of Revenue

1. Location of Property

Within the Borough of Manhattan, New York City, and within the following geographical boundaries: North East by 50th; South East by Lexington Avenue; South West by 42nd; North West by 8th

2. Type of Space

Contiguous, office and related space for a total of **10** personnel.

3. Usable Square Feet

(for definition refer to *Instructions for Submission of Proposals*, Paragraph 3)

Between **2,400** sq. ft. and **3,000** sq. ft. of *usable* space, not including restrooms, mechanical rooms, janitor closets, telecom closets, or vestibules.

4. Lease Options

- a. Ten (10) year term
- b. Proposers may include a purchase option, but are not required to do so.

5. Open Office Staff Cubicles: 9 (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 **2,700** sq. ft.

7. Parking

N/A

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 Department of Revenue

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	140	

Conference Room	1	220	Chair rails 31.5" on center above finished floor
File Room	1	500	
<i>Telecom Closet</i>	1	—	36 <i>rentable</i> square feet; must be temperature-controlled (cooled) for computer and telephone equipment (see <i>Standard Terms & Conditions</i> Paragraph 6)
Waiting Room	1	100	

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.

Summary of Lease Requirements

4.02 General Conditions

Please read and sign below for submitting with the *Lease Proposal Quotation Form*.

The following items from the Lease Proposal solicitation are of particular importance but are commonly misunderstood or omitted by proposers. These requirements have previously become an issue well into the implementation of a lease.

For your convenience **Tennessee Code Annotated Sections Referenced in this Document** are attached as Exhibit 2.

(CMR-1.) State buildings, **leased or owned**, cannot be constructed or occupied without prior approval from the **State Fire Marshal's Office** and a certificate from their inspectors. Local building officials cannot issue a permit or certificate of occupancy prior to the **State Fire Marshal's** approval and certificate of occupancy. For detailed information please refer to Document 5.03 *Standard Terms and Conditions*, Paragraph 4; Commerce & Insurance Rule 0780-2-3.02, Paragraph 1 and TCA 68-102-113, 68-102-113(a) and 68-120-101.

(CMR-2.) Existing property must be made code compliant by the proposer. No proposer, either currently leasing space to the State or proposing new space, is exempt from **State Fire Marshal** review. Please refer to Document 5.03 *Standard Terms and Conditions*, Paragraph 4.

(CMR-3.) All facilities, including existing property, must conform to the provisions of *Accessibility Act for Public Buildings*, TCA 68-120-201. The applicable handicapped code is the *Accessible and Usable Buildings and Facilities*, ANSI/ICC A117.1, or Volume 1-C, North Carolina State Building Code entitled *Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped*. The **State Fire Marshal's Office** is the enforcing authority for all State buildings, leased or owned. Please refer to Document 5.03 *Standard Terms and Conditions*, Paragraph 4.

(CMR-4.) The lessor is responsible for the installation and monthly cost of a Fire Marshal required telephone line connecting a fire alarm system to a fire department. Fire extinguishers will be provided and installed by the lessor according to fire codes. The lessor is responsible for the installation and monthly cost of a code required telephone line connecting an elevator to a 24/7 response service. Please refer to Document 5.03 *Standard Terms and Conditions*, Paragraph 4.

(CMR-5.) Any construction alterations and/or additions to existing space will require new stamped construction drawings (bearing the seal of a registered architect or registered engineer) for the *entire* existing space **by the proposer's registered architect and/or registered engineer** in accordance with Tennessee Code Annotated 62-2-107. Additionally, the **State Fire Marshal's Office** may require codes and/or Americans with Disabilities Act upgrades to the *entire* space (not just the space added to an existing building) in accordance with Tennessee Code Annotated 68-120-204. It is strongly suggested the proposer investigate these potential costs prior to submitting a lease proposal to RPA. Please refer to Document 5.03 *Standard Terms and Conditions*, Paragraph 4.

(CMR-6.) The fully executed lease will be in accordance with the terms and conditions stated in the lease proposal package (solicitation) and will be considered one document. The five documents of the proposal package are part of the lease agreement and they outline the detailed requirements to be accomplished at the expense of the successful lessor. Please refer to Document 5.01 *Introduction* and Form-A *Lease Proposal Quotation*.

(CMR-7.) The State reserves the right to reject any or all requested *exceptions* to the solicitation during the evaluation and award phase. Please refer to Form-A *Lease Proposal Quotation*.

(CMR-8.) Real Property Administration is continually developing the Proposal Package, *usually with significant changes*, for the purpose of receiving more thoroughly prepared responses. **PLEASE READ ALL SECTIONS TO ENSURE A FULL UNDERSTANDING OF THESE CHANGES AND COSTS TO THE PROPOSER.** When

preparing a solicitation response, the entire Proposal Package must be referenced for gathering comprehensive contractual costs and obligations. These obligations must also be conveyed to the successful proposer's design team for incorporating into the construction documents. Please refer to Document 5.01 *Introduction*.

The latest proposal package revision date is _____.

I certify that I have read and understand the *Summary of Lease Requirements* including the Special Conditions and the General Conditions.

Signature of Proposer: _____ Date: _____

Name of Company: _____

Proposal Package Number: _____

Please submit with the *Lease Proposal Quotation Form A*.