

**Workforce Innovations, Inc. (WFI)**  
**On behalf of the Southwest TN Workforce Board**  
**Request for Proposal**  
**For Lease of Office Space in Jackson, Tennessee**  
**to house the American Job Center**

WFI reserves the right to reject any and all proposals.

<i>Release Date</i>	<i>Thursday, August 24, 2023</i>
<i>Questions:</i>	<i>Email: <a href="mailto:Margaret.prater@nwtworks.org">Margaret.prater@nwtworks.org</a></i>
<i>Submission of Proposal</i>	<p style="text-align: center;"><b><u>Proposal Deadline: Wednesday, September 27, 2023, 9:00 a.m. CST</u></b></p> <p style="text-align: center;"> <i>Proposal may be emailed to</i>  <a href="mailto:margaret.prater@nwtworks.org"><i>margaret.prater@nwtworks.org</i></a>  <i>Subject: Leased Space Proposal</i>  <i>(request email receipt confirmation)</i>  <i>or</i>  <i>mailed/hand delivered to</i>  <i>American Job Center</i>  <i>1124 Whitehall Street</i>  <i>Jackson, TN 38301</i>  <b>ATTN: Margaret Prater - Leased Space Proposal</b> </p> <p style="text-align: center;"><i>Proposal opening is at 9:00 a.m. on Wednesday, September 27 at the American Job Center and is open to the public.</i></p> <p style="text-align: center;"><b><u>Proposals NOT RECEIVED by 9:00 a.m. CST on September 27, will NOT be considered.</u></b></p>
<i>Property Visit by Committee</i>	<i>All proposers should be prepared for a brief visit (30 minutes or less) between 10:30-2:30 on Wednesday, September 27, 2023 by the AJC Facilities Committee to view location/building/layout (time will be scheduled immediately following proposal opening)</i>
<i>Award Notification by</i>	<i>On or before 10-16-2023</i>

**Contracting Entity:**

**Workforce Innovations, Inc.**  
**208 N. Mill Avenue**  
**Dyersburg, TN 38024**

**Contact:**

**Margaret Prater, Workforce Consultant**  
**(731) 334-5104**  
[\*\*margaret.prater@nwtworks.org\*\*](mailto:margaret.prater@nwtworks.org)

## 1. LOCATION REQUIREMENTS:

- City limits of Jackson, TN
- Safe business area
- Visible (building or placement of signage) to attract vehicle and/or foot traffic
- On city bus route with a stop nearby
- Near proximity to other non-profit, governmental, educational or workforce development organizations is a plus.
- Site to be landscaped and maintained with professional appearance.

## 2. SPACE REQUIREMENTS:

- A minimum of 7,000 – 11,000 square feet to accommodate 25 or more staff and an average of 16-20 customers per day. Additional square footage may be proposed.
  - Exterior to be in good repair and provide a professional and inviting appearance
  - Interior to be in good repair and provide a professional and inviting appearance
  - American Disabilities Act (ADA) compliant (parking, entry/exit, restrooms, etc.)
  - Functional employee restrooms (separate men and women), multiple stalls desirable
  - Functional Visitor restroom(s), men and Women desirable
  - Receptionist work-station area with an inviting waiting room/area to welcome and accommodate at least 6 customers.
  - Space to accommodate a Resource/Computer lab with no less than 8 work-stations and additional space for 4-6 overflow work-stations (could be in waiting area or other nearby location)
  - A minimum of 6 hard wall (floor to ceiling) offices of at least 120 square feet each
  - A minimum of 18 more additional hard wall offices or open space for 18 or more tenant owned cubicles to be installed (cubicles are 7x10)
  - Sufficient space for staff work area, including space for 3 copier/printers, tables and shelving or storage cabinets for supplies. Prefer centrally located for employee use.
  - Break/lunchroom for employees. Must include sink, regular size refrigerator and microwave oven. Stove/Oven and room for drink snack machines are a plus.
  - 2 meeting rooms with hard wall (floor to ceiling) and wall available for projection screen: 1 to seat minimum of 12; 1 to seat minimum of 8
  - 1 storage rooms/areas.
  - Telecom room with vented door to accommodate 2 separate wiring systems
  - Space for a minimum of 20 lateral (42 inch) file cabinets (can be in room, hallways, etc., but not inside offices/cubicles)
  - All doors must be locking, with a minimum of 2 sets of keys provided and permission to have additional sets made, as necessary.
  - Building must have sufficient electrical outlets/power to accommodate staff and customer technology needs.
  - Building must be free of or under managed plan for contaminants including, but not limited to asbestos and mold.
  - Additional space to accommodate increased staffing is a plus.
  - Additional space to accommodate multiple employers/job seekers for job fair activity is a plus.
  - Security system, controlled entry, and/or other security measures are a plus.

- Ideally, all public spaces (reception area, computer lab, meeting rooms, visitor restroom(s), should be accessed without entering office/staff space for better customer flow
- Signage rights provided to tenant to purchase and install signs on property and/or building (exterior and/or interior) to provide visibility and directional information to customers and the general public. Signage will follow state required branding for American Job Center. Proposal should include indication of where signage will be permitted.
- Free, paved, striped, and lighted parking for 50 or more vehicles, including adequate ADA compliant parking for individuals with disabilities.

### **3. SERVICE REQUIREMENTS:**

- Landlord shall be responsible for providing all utilities (except internet and phone) and all building services including, but not limited to, maintenance, repairs, landscaping, pest control, insurance and taxes.
  - The normal work-days are Monday through Friday, 8:00-4:30; however, utilities must be provided on a 24 hours per day, 7 days a week basis. The Tenant must have the ability to maintain, at all times, the temperature of the interior, including the telecom closet, between 64 and 75 degrees with a relative humidity range of 30-55%.
  - Building and the Leased Premises (landscaped areas, parking areas, driveways, sidewalks, etc.) must be maintained in a good, attractive and safe condition.
  - Electrical light bulbs, fluorescent tubes, ballasts and starters must be provided and replaced as needed, within 24 hours of notice.
  - Maintenance personnel must be available to respond to routine calls within 24 hours and emergency calls within 4 hours.
  - Interior pest control shall be provided monthly and exterior pest control quarterly.
  - Landlord shall maintain fire and extended coverage insurance on leased premises in an amount not less than the full replacement cost of the building, and comprehensive general liability insurance of not less than \$1,000,000 per occurrence, \$2,000,000 per annual aggregate.
  - Landlord shall be responsible for payment of all local, state and federal taxes related to the property.

### **4. LEASE TERM REQUIREMENTS:**

- Five (5) years with occupancy/lease begin date no later than February 1, 2024. Tenant to have immediate access to building, including during any construction/renovation period for installation of technology wiring, etc.
- Tenant to have access for physical move, two weeks prior to occupancy/lease begin date, no later than January 15, 2024.

- A sample lease including proposed language is included as an attachment. Workforce Innovations, Inc. will consider Landlord lease, provided critical terms can be negotiated, including but not limited to, the following requirement:

**4.C. TERMINATION DUE TO NON-PROFIT STATUS.** The Parties here to recognize that: the Tenant is a 501(c)3 Non-Profit, primarily funded by the federal Workforce Innovation and Opportunity Act, through the State of Tennessee; therefore, if funding is reduced/eliminated, lease cancellation may be necessary as set forth in the following provisions:

Tenant may in its sole discretion terminate the Lease effective the end of its program year – June 30 each year or at any time by giving 90 day-notice for the following causes: (a) lack of funding resulting in termination or consolidation of Tenant’s operations or programs housed in the Leased Premises, or; (b) lack of funding by the appropriate legislative body or awarding agency for obligations required of Tenant under the Lease. Notwithstanding the foregoing, all terms and conditions of the Lease are made subject to the continued appropriations by the appropriate legislative body.

- To be eligible for award of lease, in accordance with Office of Management and Budget (OMB) guidelines at 2CFR 180.220, the Proposer must confirm and WFI will verify through the System for Award Management (SAM) that Proposer/Firm/Owner is not currently debarred, suspended, or otherwise excluded or ineligible to contract for federal funds.

## **5. LEASE RATE:**

- The quoted lease rate shall include rent, all services (as described above), on-going maintenance and any initial tenant required improvements.
- An option is available to include a lease rate renewal, including a maximum percentage increase, for five (5) years. Renewal Option for 5 years with maximum percentage increase to be included in original lease.

## **6. REQUIRED DOCUMENTS FOR RFP:**

The following are required to fulfill the response to the RFP. All proposals, regardless of delivery method, must be complete and signed (electronic signature acceptable).

- Proposal to Provide Leased Space Form
  - Form should be completed after reading the full RFP as additional requirements and information may be included in the narrative. Fill in all relevant information on the form (boxes will expand as you type, if needed) and answer “Yes” or “No” to each criterion. Comments and/or description of each criterion will be helpful in evaluating your proposal. Please do NOT change or type in shaded areas. This proposal requires the signature of the owner or other individual authorized to offer the property for lease.

- An accurate current blueprint and/or “to be built/renovated” blueprint of the space, with all measurements listed is required
  - If build out or renovations are proposed, a detailed description of finishes (e.g. painted sheetrock walls, tile/vinyl/carpet flooring, lighting, plumbing, etc.) is also required.
- A map of property showing entrance, exit and parking, including ADA specifics is required.
- A diagram(s) of the proposed placement of exterior signage in regard to street, parking lot, building and proposed interior signage placement is required.
- Reference letter from current or past tenant (if building is vacated) indicating Landlord responsiveness to maintenance issues. If no experience as Landlord, submit 2 letters of reference from customers with whom you provide goods or services.

## **7. EVALUATION CRITERIA:**

All proposals will be reviewed by the WFI Workforce Consultant to determine if the proposal adequately meets the requirements (required forms and attachments) of the RFP for further evaluation. WFI Consultant may request clarification or will notify the proposer the RFP response is rejected as non-responsive.

All proposals deemed responsive will be scheduled for a brief (30 minutes or less) site visit on September 27 between 10:30 a.m. and 2:30 p.m. Proposals will be rated based on the following criteria by the American Job Center Facilities Committee. Ratings will include Yes/No (when no variance is permitted) or on a scale of 1 to 5 (when variance is permitted) as follows: (1) Poor (2) Fair (3) Average (4) Above Average (5) Excellent. In some instances, key criteria are weighted. In addition to the proposal, the AJC Facilities Committee will also take into consideration the site visit and required attachments when completing the evaluation.

- Location Requirements
- Space Requirements
- Service Requirements

The evaluation by the committee, along with the following items will be compiled by the WFI Workforce Consultant to be presented to the Executive Committee of the Southwest TN Workforce Board for further consideration.

- Lease Term Requirements
- Lease Rate, including cost per square foot and optional renewal rate increase
- Required Documents for RFP
- Internet and voice connectivity availability and cost variance per site

In the event the current lessor submits a proposal, the following items will also be taken into consideration:

- Estimated moving costs
- Material updates and advertising cost for change of address

- Interruption of services (staff and customer)

***The Lease will be awarded based on the best overall fit for AJC Partner tenancy, with price and other factors considered. The proposal with the lowest net present value of the Total Cost may not be selected if the Southwest TN Workforce Development Board determines:***

- ***the location is unacceptable for partner staff and customers of the AJC***
- ***the features or amenities of the site or building are not in the best interests of the AJC partner staff and customers***
- ***Evidence of poor past performance by the proposer***
- ***Based on a totality of all considerations, an award based on another proposal is in the best interest of the Board and AJC Partners.***

***Workforce Innovations, Inc. reserves the right to reject any and all proposals.***

## **8. ATTACHMENTS:**

- Sample Lease Document (WFI will consider using Landlord lease provided required provisions can be included)
- Two (2) sample floor plans of an American Job Center. Note: These are of current AJCs which may be larger or smaller than the requested amount of space. **These floor plans are for informational purposes only regarding the operation and customer flow.** Proposers may also contact Margaret Prater, 731-334-5104, [margaret.prater@nwtworks.org](mailto:margaret.prater@nwtworks.org) to schedule an appointment to visit the current American Job Center.

**PROPOSAL TO PROVIDE LEASED SPACE FORM**

RFP Issued by Workforce Innovations, Inc. on August 24, 2023, due September 27, 2023

**PROPOSAL SUBMITTED BY**

Proposer Name (including company, if applicable)	
Proposer Address	
Email address	
Phone number(s)	
Building Owner Name and Contact Information, if different from proposer	

**PROPOSED LEASE SPACE LOCATION**

Building Address	
Building identifying information, if applicable	
Building Description (age, floors, exterior, planned renovations, etc.)	
If renovations are necessary, proposed occupancy date	

**PROPOSAL LEASE RATE (including all services and required improvements)**

Monthly Lease Rate	Annual Lease Rate	Number of Square Feet	Annual Cost per Sq. Ft.	For WFI Use Only
\$	\$		\$	
Optional Renewal:				For WFI Use Only
Annual rate for years 6-10 \$			% Increase %	

**PROPOSED LEASED SPACE LOCATION INFORMATION**

Please include any relevant information on the following:

Criteria	Yes/No	Comment/Description	For WFI Use Only
City Limits			Yes No
Safe Business Area			1 2 3 4 5 x3
Visibility			1 2 3 4 5 x2
City Bus Route/Stop			Yes No
Near other related organizations			1 2 3 4 5
Site landscaped and maintained			1 2 3 4 5
Other information relevant to Location			1 2 3 4 5

**PROPOSED SPACE REQUIREMENT INFORMATION**

Please include any relevant information on the following:

Criteria	Yes/No	Comment/Description	For WFI Use Only
Minimum of 7,000-11,000 SF			Yes No
Exterior professional and inviting			1 2 3 4 5 x2
Interior professional and inviting			1 2 3 4 5 x2



ADA Compliant			Yes	No
Men & Women Restrooms, multiple stalls desirable			1	2 3 4 5
Visitor Restroom(s) Men and Women desirable			1	2 3 4 5
Receptionist area and welcoming area for 6 or more			1	2 3 4 5
Resource/Computer Lab with space for a minimum of 8 workstations			1	2 3 4 5
Additional space for 4-6 overflow computer workstations (specify location)			1	2 3 4 5
Hard wall offices (minimum 6 @ 120 Sq Ft)			Yes	No
Additional hard wall or space for cubicles (minimum of 18 @ 7x10)			Yes	No
Staff work/supply area, including space for 3 copiers/printers			1	2 3 4 5
Break/lunchroom for 4 or more			1	2 3 4 5
Meeting Room to seat minimum of 12			1	2 3 4 5

Meeting Room to seat minimum of 8			1 2 3 4 5
Telecom Room			Yes No
Storage Room/Area			1 2 3 4 5
Space for 20 file cabinets			1 2 3 4 5
Door locks/keys			Yes No
Electrical power sufficient for technology			Yes No
Free of/controlled Building Contaminants			Yes No
Space available for additional staff (office or cubicle)			1 2 3 4 5
Open space available for job fairs			1 2 3 4 5
Security measures provided			1 2 3 4 5
Layout of building conducive to customer flow			1 2 3 4 5 X2
Rights to install branded signage on property in visible location(s)			1 2 3 4 5 x2
Parking lot (free, paved, striped, lighted, 50+ vehicles, disability)			1 2 3 4 5

Other Information relevant to space			1 2 3 4 5
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**SERVICE REQUIREMENT INFORMATION**

Please include any relevant information on the following:

Criteria	Yes/No	Comments/Description	For WFI Use Only
Utilities (except phone and internet)			Yes No
Building/property maintenance, including access to dumpster			Yes No
Lighting Maintenance			Yes No
Emergency maintenance contact availability			Yes No
Pest Control			Yes No
Insurance			Yes No
Taxes			Yes No
Other Information relevant to Services			1 2 3 4 5

**LEASE TERM REQUIREMENT INFORMATION**

Please include any relevant information on the following:

Criteria	Yes/No	Comment/Description	For WFI Use Only
Agree to 5-year lease with immediate and on-			Yes No

going technology access prior to lease start date			
Agree to 2-week move in prior to lease start date			Yes No
Agree to notice and termination clauses			Yes No
Agree with sample lease document (exceptions to be listed in Comments)			1 2 3 4 5 x2
Renewal Option Offered			1 2 3 4 5

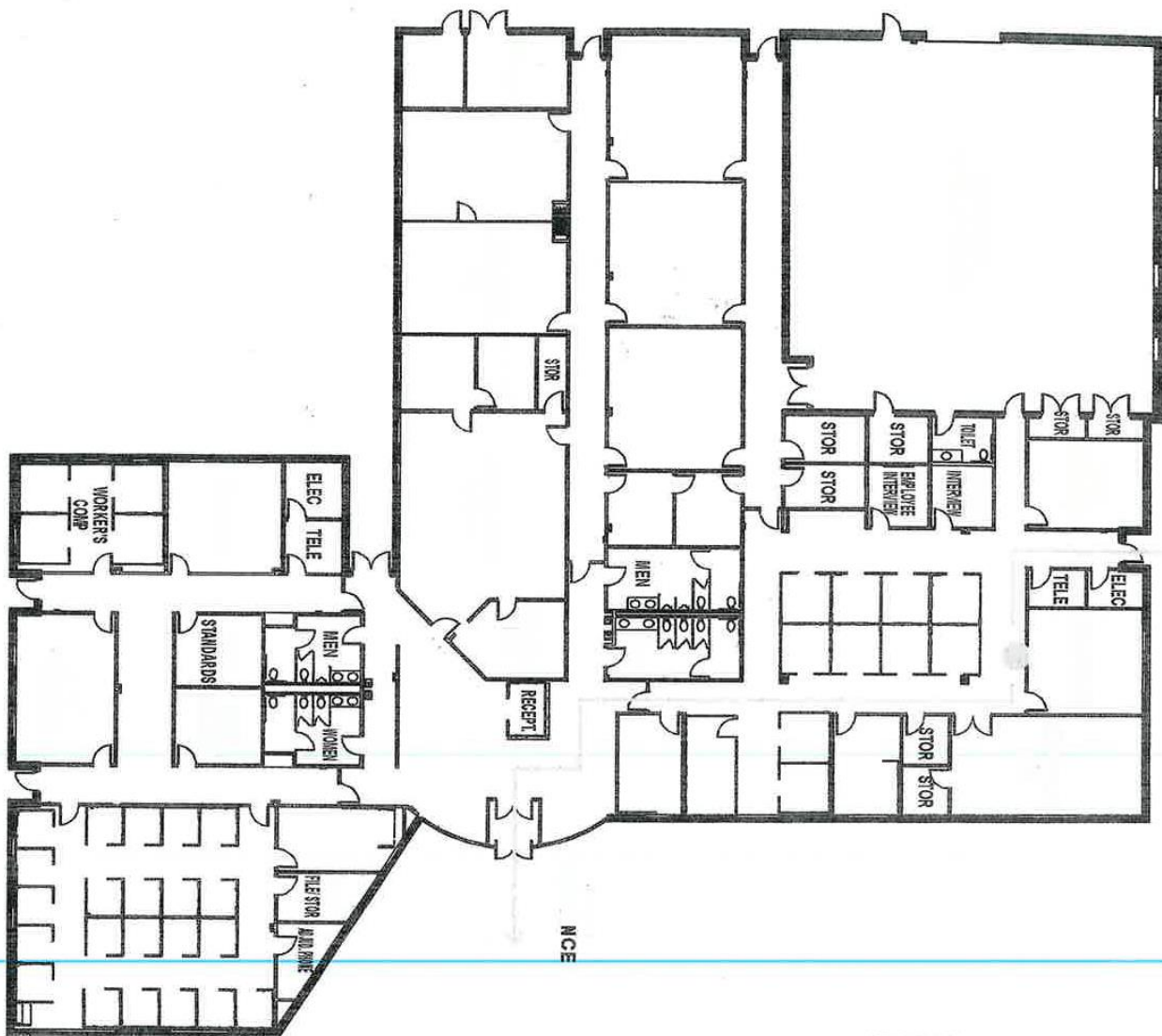
**SIGNATURE OF PROPOSER:**

I \_\_\_\_\_ have read the RFP dated August 24, 2023 and due September 27, 2023 , and warrant that all statements herein are true and correct. I further represent and warrant that I am the owner or I am empowered and duly authorized to execute this proposal on behalf of the owner of the proposed facilities and am not currently debarred, suspended or otherwise excluded or ineligible to contract for federal funds. This offer will remain in effect at least sixty (60) days following the deadline for submittals under the request for proposals.

Signature Owner/Agent	Date

**Please return the form by email, mail or hand delivered to:**

American Job Center  
1124 Whitehall Street  
Jackson, TN 38301  
[Margaret.prater@nwtworks.org](mailto:Margaret.prater@nwtworks.org)



Sample floor plan #1



**EMERGENCY  
EVACUATION  
PLAN**

Sample floor plan #2