



**Advance  
Central PA**  
Linking People & Business

## **Request for Proposals: Leased Office Space** PA CareerLink® office space in Bloomsburg, PA

Issue Date: Tuesday, April 19, 2022

Submission Deadline: Monday, May 16, 2022

## SECTION 1: GENERAL INFORMATION



### BACKGROUND

Central Pennsylvania Workforce Development Corporation (CPWDC), doing business as Advance Central PA, is a 501(c)3 nonprofit organization formed in 2000 and is a local Workforce Development Board (WDB)

A proud partner of the  network

authorized under the Workforce Innovation and Opportunity Act of 2014. The Central Region Local Workforce Area includes Centre, Clinton, Columbia, Lycoming, Montour, Mifflin, Northumberland, Snyder and Union counties (referred to as Central Region).

Designated as a WDB, Advance Central PA is the grant recipient and administrator of these and other employment and training funds received for programs operated throughout the Central Region. Advance Central PA has a federal mandate to be the lead organization for workforce development planning and to arrange for a system of service delivery that meets the workforce needs of business and the public alike. Advance Central PA is responsible for developing and implementing strategies around a broad workforce development agenda. In accordance with the Workforce Innovation and Opportunity Act of 2014, Advance Central PA oversees a network of one-stop employment centers, PA CareerLink® sites across the region.

Advance Central PA is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

### PURPOSE

Advance Central PA, is requesting proposals for **leased office space of approximately 4,000-5,000 square feet to serve as a PA CareerLink® facility in Bloomsburg, Pennsylvania.**

Advance Central PA is seeking a new, larger location in Bloomsburg that allows for quality customer service through an appropriate layout and accessible location and that is priced at or below market value. Advance Central PA plans to relocate the site in summer 2022.

The space must allow for adequate customer flow as the general public will access services and programming.

Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990.

Advance Central PA expects to occupy the facility in summer 2022 with a preferred lease agreement of three (3) years with renewal options.

### WHO MAY RESPOND

The respondents must be the owner of the facility or the owner's authorized representative that has authority to act on behalf of the owner and can provide a facility that meets the requirements of this RFP.

### EXPECTED TIMELINE

Proposers will follow this timeline.

Request for Proposal released: (Available at <a href="https://advancecentralpa.org/about-us/public-notice/">https://advancecentralpa.org/about-us/public-notice/</a> )	April 19, 2022
Questions Submitted by:	May 10, 2022

Answers Posted by: (Available at <a href="https://advancecentralpa.org/about-us/public-notices/">https://advancecentralpa.org/about-us/public-notices/</a> )	Within 3 business days of receiving question
Notify Advance Central PA of Intent to Submit Proposal by: (emailed to <a href="mailto:klucas@AdvanceCentralPA.org">klucas@AdvanceCentralPA.org</a> )	April 29, 2022
<b>Proposals submitted by:</b>	May 16, 2022
Review begins:	May 17, 2022
Notification of award expected:	June 15, 2022
Funds available:	Upon occupancy based on lease with selected vendor

## TECHNICAL ASSISTANCE

Technical Assistance will be provided through a written question and answer format. Applicants will be given an opportunity to identify specific questions and submit them in writing to Advance Central PA via email only. Questions must be emailed by the date specified in the chart above to:

Brooke Gessner, Finance Manager: [bgessner@AdvanceCentralPA.org](mailto:bgessner@AdvanceCentralPA.org) with subject line as follows:

### **Bloomsburg RFP - Question**

Answers to submitted questions will be posted on <https://advancecentralpa.org/about-us/public-notices/> within 3 business days of receipt. Consistent with strict procurement policies, Advance Central PA will provide no technical or program assistance to individual proposers.

Advance Central PA reserves the right to decline a response to any questions if, in Advance Central PA's assessment, the information cannot be obtained and shared with all the potential bidders in a timely manner.

## PROPOSAL SUBMISSION

- **Closing Submission Date**  
One (1) electronic copy of the proposal must be submitted no later than 5:00 p.m. on according to the included timeline. Proposals and modifications received after that date will not be considered.
- **Conditions of Proposal**  
All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed
- **Submittal**  
Proposals must be emailed to [bgessner@AdvanceCentralPA.org](mailto:bgessner@AdvanceCentralPA.org) with the subject line:  
**RFP for Leasing of Office Space**  
It is the responsibility of the Offeror to insure that the proposal is received by Advance Central PA by the date and time specified above.
- **Right to Reject**  
Advance Central PA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

- **Small and/or Minority-Owned Businesses**

Efforts will be made by Advance Central PA to utilize small business and minority-owned business.

An Offeror qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than seven and a half million dollars.

## **INCLUSION OF TERMINATION OR ADJUSTMENT CLAUSE FOR LOSS OF FUNDING**

Respondents understand the lease agreement must include the following termination/adjustment provision.

*The Tenant receives funding under the Workforce Innovation and Opportunities Act of 2014. This funding consists of, and includes, Department of Labor and Industry funding from Title I including Dislocated Worker, Adult, and Youth. Additionally, the Tenant receives Department of Human Services funding. Each of these programs provides funding support for the PA CareerLink® in Central Pennsylvania.*

*The Tenant shall have the right to terminate this agreement if the Tenant incurs a loss of funding from the government in excess of ten percent (10%) of the total dollar amount of funds provided by any of the above sources, or of all sources combined, in the fiscal year ended June 30, 2022 to the Tenant, for the fiscal year ended June 30, 2023, or any subsequent fiscal year. This termination right commences in fiscal year 2023 (July 1, 2022 - June 30, 2023) and each subsequent fiscal year thereafter. The Tenant may give notice to terminate or modify the Lease due to reduction of funding upon ninety (90) days written notice.*

## **SECTION 2: SPECIFICATIONS**

### **SCOPE**

The leased facility requirements, which will be used to evaluate interested respondents include:

1. Reception area for clerical and operational support staff
2. A customer resource area for at least ten (10) computer workstations and common work space to be utilized for providing PA CareerLink® services.
3. A conference room / classroom that can accommodate a minimum of 15 individuals for meetings and training purposes.
4. 3 private offices (minimum)
5. Work area to accommodate 10 cubicles (minimum)
6. Space for work tables/meeting areas for 10 people
7. Separate staff and customer break rooms/areas
8. Small storage area on-site.
9. Electrical systems with outlets, telephone and network ports with lines, to support a trouble free environment for individual and network computer systems, high volume copier machines, and a multi-user telephone system by the agreed upon occupation date.
10. Heating, air conditioning and ventilation systems that provide superior air quality movement and a healthy environment.
11. Adequate access to customer and staff parking.
12. At least one male and one female restroom that are ADA compliant.

## **PRICE**

In consideration of all the requirements contained herein, the total monthly rental price must be at or below market value. The price details must also disclose a plan, basis and schedule for rent increases.

## **PAYMENT**

Advance Central PA will enter into a lease for office space upon selection of the facility based on the review of proposals. While multiple partner organizations will staff the PA CareerLink®, Advance Central PA will be the sole leaseholder and will be responsible for collecting the partners' share of the costs. Advance Central PA is responsible for payment of the rent to the Landlord in accordance with the signed lease. Please note that Advance Central PA prefers lease arrangements that do not require security deposits.

## **CONFIDENTIALITY**

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Advance Central PA, the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, Advance Central PA's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

## **TERMS**

Advance Central PA prefers that the agreement include the following:

- Landscaping and all external maintenance, including snow removal
- Utility bills for all internal office systems: HVAC, water, sewer and electric
- Garbage/trash pickup and disposal

Other services may be included at the option of the respondent. These include:

- Janitorial services
- Routine maintenance and repairs

## SECTION 3: PROPOSAL AND OFFEROR'S QUALIFICATIONS

### FACILITY QUALIFICATIONS

The Offeror, in its proposal, shall, at a minimum address the following questions. Do not weave your answers into the text; instead, use the question and answer format in your proposal (include the corresponding question number of each question in the narrative response, not the full question, example: "1." then your response.)

Questions	Requirements
1. Facility Description	Describe whether this is an <ul style="list-style-type: none"> <li>• owned building ready for occupancy</li> <li>• owned building requiring retrofit (if yes, please specify which party is responsible for the cost of the retrofit)</li> <li>• building available for purchase by the proposed lessor</li> <li>• facility that will be built to specs</li> </ul>
2. Facility Occupancy Timeline	Provide details on the timeline for occupancy. Summer 2022 is the target occupancy date, and preference may be given to sites that can be ready in July and/or August 2022. Specify the earliest time that the facility would be available for occupancy. Certify that the building will be compliant with all agreed upon requirements by the date specified.
3. Facility Occupants	Explain if rental would involve a whole or part of the proposed building. If part, identify the existing or potential occupants that may rent the remainder of the space.
4. Facility Location	Describe the exact location (complete) address.
5. Facility Square Footage	<b>Attach</b> a layout showing 4,000-5,000 square feet. Additional space should be shown separately.
6. General Layout	Describe the square footage and layout available to support service delivery to include at a minimum: <ul style="list-style-type: none"> <li>• Reception area</li> <li>• A customer resource area for at least ten (10) computer workstations and common work space to be utilized for providing PA CareerLink® services.</li> <li>• 3 private offices (minimum)</li> <li>• 10 cubicles (minimum)</li> <li>• 1 conference room (occupancy for a minimum of 15 people)</li> <li>• Space for work tables/meeting areas for 10 people</li> <li>• Describe any furniture that will be included in the lease</li> </ul>
7. Amenities	Describe the square footage and layout available to support the following amenities at a minimum: <ul style="list-style-type: none"> <li>• Customer restrooms (male and female)</li> <li>• Staff restrooms (male and female)</li> </ul>

	<ul style="list-style-type: none"> <li>• Separate staff and customer break rooms (describe any appliances that are included)</li> <li>• Designated copy area and workspace</li> <li>• Secured storage areas for: <ul style="list-style-type: none"> <li>○ Storage of files and excess property</li> <li>○ Supply area</li> <li>○ Server area</li> </ul> </li> </ul>
<p>8. Technology</p>	<p>Describe the phone and network availability to ensure that there is a phone line and a dedicated network circuit in every office and for the workstations that will be used by staff and customers. At a minimum, the technology must support</p> <ul style="list-style-type: none"> <li>• Phone System <ul style="list-style-type: none"> <li>○ Clarify how many incoming/outgoing phone lines are associated with the facility.</li> <li>○ If phone system is provided, please describe and verify that the phone system can accommodate approximately 20-25 extensions, has voice mail capabilities, call forwarding and transfers, music on hold, and internal directory system. Specify the number of telephones that will be available, the make and model, and telephone features.</li> <li>○ If phone system is not provided, ensure that the building is wired and equipped to support a multiple/line user system of approximately 20-25 extensions.</li> </ul> </li> <li>• Computer Network <ul style="list-style-type: none"> <li>○ Describe the building's current or potential computer networking (LAN). Ensure that the building is or can be equipped to support approximately 25-30 ports.</li> <li>○ Describe accessibility to high speed internet</li> </ul> </li> </ul>
<p>9. HVAC Systems</p>	<p>Describe the heating, cooling and ventilation systems and specify type, age, control method, maintenance responsibilities, etc.</p>
<p>10. Parking</p>	<p>Address the availability of at least 25 parking spaces, including</p> <ul style="list-style-type: none"> <li>• The number of accessible spots</li> <li>• The number of parking spaces on site</li> <li>• If a parking lot is not part of your property, address other options available. <ul style="list-style-type: none"> <li>○ Is there a public parking lot within close proximity?</li> <li>○ Can yearly parking passes be obtained?</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Is it in the area where it is permissible to park on the street and are spaces available?</li> </ul>
11. ADA Accessibility	<p>Describe the accessibility of the facility, specifically addressing:</p> <ul style="list-style-type: none"> <li>• Handicapped accessible restrooms</li> <li>• Handicapped accessible parking spaces</li> <li>• Handicapped building access (exterior and interior if more than one floor)</li> </ul> <p>Describe your willingness to address the posting of applicable signage and other ADA accommodations that must be made prior to building occupancy.</p>
12. Exterior	<p>Describe the facility's exterior to include information on</p> <ul style="list-style-type: none"> <li>• Ample exterior lighting</li> <li>• Current or permissible prominent and visible signage</li> </ul>
13. Maintenance	<p>Explain what maintenance services are provided in the lease</p> <ul style="list-style-type: none"> <li>• General office maintenance (please describe what is and is not included)</li> <li>• Trash removal</li> <li>• Office cleaning; including carpet cleaning and tile wax</li> <li>• Recycling</li> <li>• Snow and ice removal for parking area and sidewalks</li> <li>• Building security system</li> <li>• Landscaping/lawn care (if applicable)</li> <li>• Exterior building maintenance (lighting, clean up, etc.)</li> <li>• Other (please identify other services included in the lease)</li> </ul>
14. Utilities	<p>Describe which utilities are included in the lease agreement and which will be the responsibility of the lessee. Specify if the facility is serviced by public water and sewer.</p>
15. Zoning and Occupancy Permits	<p>Describe the current zoning for the property. If a change in zoning is required, describe the process for obtaining the appropriate zoning.</p> <p>Describe the current occupancy permit. If permit is required, describe the process for obtaining the appropriate permit.</p>
16. Fire Equipment	<p>Describe the existence of sprinklers and fire extinguishers, including who is responsible for maintenance and repairs.</p>
17. Other	<p>Describe and attach any other information not requested elsewhere that is pertinent to this proposal.</p>
18. Description of Rent	<p>This will be a lease arrangement, please explain your rationale for figuring the rent and what the rent will be.</p> <p>Please complete and <b>attach</b> the <b>Cost Qualification Form</b> attached to this RFP.</p>



19. References	Provide contact information for at least two (2) current or former lessee references.  If available, provide a boilerplate for current lease agreements.
20. Certifications	Sign and <b>attach</b> the <b>Certifications</b> form enclosed with this RFP.

**SECTION 4: PROPOSAL EVALUATION**

**NONRESPONSIVE PROPOSALS**

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include the Certifications.

**EVALUATION**

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
• Location of the Facility	0-20
• Rental Fees	0-25
• Facility Specifications	0-50
• Small and/or Minority-Owned Businesses	0-05
<b>MAXIMUM POINTS:</b>	<b><u>100</u></b>

**REVIEW PROCESS**

Advance Central PA may, at its discretion, request facility visits with any or all Offerors, to clarify or negotiate modifications to the Offeror’s proposals.

However, Advance Central PA reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

Advance Central PA contemplates award of the contract to the responsible Offeror with the highest total points.

**PROJECT COMMENCEMENT**

The lease will commence upon issuance of a lease agreement between Advance Central PA and the approved vendor. Costs incurred for project activities performed prior to issuing the contract will not be approved for payment.

## **OTHER TERMS AND CONDITIONS**

### Allowable Expenditures

Advance Central PA is not responsible for any costs incurred by respondents prior to the selection. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

### Availability of Funds

This RFP is being solicited based on available funds.

### Disclosure of Proposal Contents

Proposals will be held in confidence and, except for selected proposals, will not be revealed or discussed with competitors. All materials submitted with the Proposal and the Proposal itself, become the property of Advance Central PA and will not be returned. Advance Central PA reserves the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

### Rejection of Proposals

Advance Central PA reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with competing respondents. A building lease for the accepted proposal will be based upon the factors described in this RFP.

### Response on Action Taken Regarding Proposal

All proposals submitted will receive a response as to the action taken by Advance Central PA. Respondents may request a briefing on the action taken on the proposal.

### Disclaimer

The submission of a proposal to Advance Central PA does not assure or imply an award of a contract to the firm submitting the proposal. Advance Central PA reserves the right to accept or reject any or all quotes, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason.

**REQUIRED ATTACHMENT: CERTIFICATION**

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in the Request for Proposal, and will comply with all the terms and conditions set forth in this Request for Proposal.

**RESPONDENT CERTIFICATION SIGNATURES**

**The Authorized Agent of the Vendor is the Vendor’s Representative authorized to sign contracts, and contract modifications on behalf of the employer. Name the Vendor’s Authorized Agent below.**

AUTHORIZED AGENT OF THE VENDOR

_____	_____
Typed Name	Title
_____	_____
Signature	Date

**The above named is the Authorized Agent of the Vendor.**

WITNESS OF THE AUTHORIZED AGENT OF THE VENDOR

_____	_____
Typed Name	Title
_____	_____
Signature	Date

## REQUIRED ATTACHMENT- COST QUALIFICATION FORM

Total Area Offered in Square Feet	
Rent Per Square Foot	
Total Monthly Rent (Detail what is included in the lease)	
Estimated Monthly Fees Not Included in the Lease (include detailed list and estimated monthly costs)	
Rent Payment Dates and Schedule (Please specify any escalation, de-escalation, fee schedule increases or other provisions that would affect the rent during the lease terms)	
Deposits Required (Advance Central PA does not anticipate paying any security deposits)	
Other Expenses or Fees Not Previously Discussed	
Renewal Options (Please specify)	
Other Lease Provisions	
Lease Start and End Dates	
Contact Person:	