Request for Proposal
Leasing of Office Space
I. GENERAL INFORMATION

A. PURPOSE
The Central Pennsylvania Workforce Development Corporation (CPWDC) is requesting proposals for office space of approximately 3,000 to 5,500 square feet to serve as the agency’s administrative headquarters and meeting location.

Central Pennsylvania Workforce Development Corporation (CPWDC), a 501(c)3 non-profit organization, is the local Workforce Investment Board (WIB) for the Central Pennsylvania Region, which includes the counties of Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder and Union. CPWDC is committed to the development and unification of a demand-driven workforce system that will attract and grow businesses and the Central Pennsylvania economy. As the premiere agency for workforce development strategies and activities throughout the region, our most visible role is the oversight of the PA CareerLink® facilities throughout the nine-county Central Pennsylvania Workforce Investment Area.

Using the intersection of Interstate PA-80 and Route 15 as the center, the preferred location shall be located five (5) miles east or west or twenty (20) miles north or south. Other locations within Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder and Union Counties will be considered. Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended.

CPWDC’s targeted occupancy of the selected site is November 21, 2011.

B. WHO MAY RESPOND
Respondents must be the owner of the facility or the owner’s authorized representative having authority to act on behalf of the owner and can provide a facility that meets the requirements of this Request for Proposal (RFP).

C. TECHNICAL ASSISTANCE
Technical Assistance will be provided through a written question and answer format. Potential respondents will have until 12:00 p.m. on August 17, 2011 to submit questions in writing, by email, to smiller@cpwdc.org.

Answers will be posted on the CPWDC website, www.cpwdc.org, and available to all entities within one (1) business day of receiving the question. CPWDC reserves the right to decline a response to any questions if, in CPWDC’s assessment, the information cannot be shared with all potential bidders in a timely manner.

D. INSTRUCTIONS ON PROPOSAL SUBMISSION
1. Intent to Respond
   It is preferred that potential Offeror’s notify CPWDC by Friday, August 19, 2011, via email to smiller@cpwdc.org, of their intent to submit an offer and identify the property address.

2. Closing Submission Date
   Either one (1) electronic copy or one (1) original hard copy and three (3) additional hard copies of the proposal must be submitted no later than 5:00 p.m. on Monday, August 22, 2011. Proposals and/or modifications received after that date will not be considered.
3. 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.

4. Instructions to Prospective Contractors
Inquiries and proposals should be addressed as follows:

Name: Shannon Miller
Title: Executive Director
Address: 1610 Industrial Blvd., Suite 500A
         Lewisburg, PA 17837
Phone: (570) 522-0600
Fax: (570) 522-0805
Email: smiller@cpwdc.org

Inquiries and proposals submitted via email should reference RFP for Leasing of Office Space in the subject line. Should Offeror opt to submit hard copies of a proposal, it is important that RFP for Leasing of Office Space is clearly marked in the lower left hand corner of the envelope.

It is the responsibility of the Offeror to ensure that the proposal is received by CPWDC by the date and time specified above.

Please use the RFP Response Outline attached to this RFP.

5. Right to Reject
CPWDC reserves the right to reject any and all proposals received in response to this RFP. An agreement for the accepted proposal will be based upon the factors described in this RFP.

6. Small and/or Minority-Owned Businesses
Efforts will be made by CPWDC 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 six million dollars.

7. Notification of Award
It is expected that notification of award will be made by Monday, August 29, 2011.

E. GENERAL REQUIREMENTS
CPWDC is requesting proposals for office space of approximately 3,000 to 5,500 square feet to serve as the agency’s administrative headquarters and meeting location. Actual square footage considered may be less than 3,000 square feet. Proposed property, at a minimum, must provide sufficient space to accommodate ten (10) to twelve (12) individual offices or a combination of private offices and cubicle workstations that can accommodate up to 12 staff members. It is preferred that space includes designated access to a conference room that can accommodate meetings and trainings for 25-35 people; however, access to conference room space shared with other tenants or facilities without conference room space may be considered. Please refer to Section III., A., 6., General Layout, for more details.

Office space must conform to normal government office space requirements, including the Americans with Disabilities Act of 1990, as amended.
Using the intersection of Interstate PA-80 and Route 15 as the center, the preferred location shall be located five (5) miles east or west or twenty (20) miles north or south. Other locations within Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder and Union Counties will be considered.

CPWDC requests to occupy the facility beginning November 21, 2011 with a preferred lease agreement of two (2) years with the option to renew for two (2) years. The final agreed upon occupancy date is negotiable; however, occupancy must be possible no later than November 28, 2011. Therefore, Offeror must indicate ability to meet tenancy of November 28, 2011 or specify the earliest date of potential occupancy.

II. SPECIFICATIONS

A. SCOPE

The leased facility requirements include:

1. Centralized clerical and operational support area to accommodate high volume multi-function machines.
2. Prefer designated access to a conference room that can accommodate meetings and trainings for 25-35 people. Will consider access to conference room space shared with other tenants.
3. Ten (10) to twelve (12) individual offices or a combination of private offices and cubicle workstations that can accommodate up to 12 staff members.
4. On-site storage area.
5. Local Area Network (LAN) cabling for personal computers and multi-function machines and designated LAN room for network server.
6. Electrical systems with adequate outlets to support a trouble free environment for individual office workstations and high volume multi-function machines.
7. Telephone ports with lines to support a trouble free environment for a multi-user telephone system. Prefer use of existing telephone system.
8. Heating, air conditioning and ventilation systems that provide superior air quality movement.
9. Access to parking to accommodate at least 40 vehicles for CPWDC staff and guests.
10. Additional facility requirements are outlined in Section III of this RFP.

B. 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.

C. PAYMENT

The Lessee will enter into a lease for office space upon selection of the facility based on the review of proposals. CPWDC will be the sole leaseholder.
D. CONFIDENTIALITY
CPWDC must comply with Pennsylvania’s Right-To-Know Law, Act 3 of 2008, effective January 1, 2009, and may be requested and required to release information from proposals received in response to this RFP.

III. OFFEROR’S QUALIFICATIONS

Please use this format as the outline for your RFP response.

A. FACILITY QUALIFICATIONS
The Offeror, in its proposal, shall, at a minimum address the following technical qualifications:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Facility Description</td>
<td>Describe whether this is a(n):</td>
</tr>
<tr>
<td></td>
<td>• owned building ready for occupancy;</td>
</tr>
<tr>
<td></td>
<td>• owned building requiring retrofit;</td>
</tr>
<tr>
<td></td>
<td>• building available for purchase by proposed lessor;</td>
</tr>
<tr>
<td></td>
<td>• facility that will be built to occupant specifications</td>
</tr>
<tr>
<td>2. Facility Occupancy</td>
<td>Provide details on the timeline for occupancy. November 21, 2011 is the target occupancy date. If November 21, 2011 is not feasible, specify the earliest time that the facility would be available for occupancy. Occupancy must be possible no later than November 28, 2011. Certify that the building will be compliant with all agreed upon requirements by the date specified by Offeror.</td>
</tr>
<tr>
<td>Timeline</td>
<td></td>
</tr>
<tr>
<td>3. Facility Occupants</td>
<td>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, as well as the shared use of common areas in the facility.</td>
</tr>
<tr>
<td>4. Facility Location</td>
<td>Describe the exact location (complete) address.</td>
</tr>
<tr>
<td>5. Facility Square Footage</td>
<td>Provide a layout showing total available square footage. Additional space should be shown separately, if applicable. Please provide the potential, or lack thereof, for the option of the future development (i.e., increase in square footage) of property should the need arise.</td>
</tr>
<tr>
<td>6. General Layout</td>
<td>Describe the square footage and layout available to accommodate a work environment for at least twelve (12) staff, which shall include at a minimum:</td>
</tr>
<tr>
<td></td>
<td>• Reception area. Indicate if reception area is designated space or shared with other building tenants.</td>
</tr>
<tr>
<td></td>
<td>• Centralized clerical and operational support area to accommodate high volume multi-function machines.</td>
</tr>
<tr>
<td></td>
<td>• Ten (10) to twelve (12) individual offices or a combination of private offices and cubicle workstations that can accommodate up to 12 staff members.</td>
</tr>
</tbody>
</table>
- Prefer designated access to a conference room that can accommodate meetings and trainings for 25-35 people. Will consider access to conference room space shared with other tenants. If conference room is shared with other building tenants, specify scheduling parameters.
- On-site storage area for supplies and work files.

### 7. Amenities

Describe the square footage and layout available to support the following amenities at a minimum:
- Restrooms (male and female) that are ADA compliant. Indicate if restrooms will be shared with other building tenants.
- One kitchen area; list appliances included, if applicable. Indicate if kitchen area will be shared with other building tenants.

### 8. Technology

Describe the phone and computer network availability to ensure that there is a phone line and a dedicated network circuit in every office and workstations that will be used by staff and customers. At a minimum, the technology must support:
- **Phone System**
  - Clarify how many incoming/outgoing phone lines are associated with the facility.
  - If phone system is provided, please describe and verify that the phone system can accommodate approximately 15 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.
  - If phone system is not provided, ensure that the building is wired and equipped to support a multiple/line user system of approximately 15 extensions.
- **Computer Network**
  - Describe the building’s current or potential computer Local Area Network (LAN). Ensure that the building is or can be equipped with CAT5 cabling to support 15-20 ports and provide designated space for network server. If installation is required, specify Offeror’s willingness to provide cabling.
  - Accessibility to high speed internet

9. HVAC Systems

Describe the heating, cooling and ventilation systems and specify type, age, control method, etc.

10. Parking

Address the availability of at least 40 parking spaces, including:
- The number of parking spaces on site
- If a parking lot is not part of the proposed property,
address other options available.
- Is there a public parking lot within close proximity?
- Can yearly parking passes be obtained?
- Is there adequate street parking? Please describe.

11. ADA Accessibility

<table>
<thead>
<tr>
<th>Describe the accessibility of the facility, specifically addressing:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Handicapped accessible restrooms.</td>
</tr>
<tr>
<td>• Handicapped accessible parking spaces.</td>
</tr>
<tr>
<td>• Handicapped building access (exterior and interior if more than one floor).</td>
</tr>
</tbody>
</table>

Property owner will be responsible for ADA compliance. Describe how you will address ADA accommodations, including applicable signage, prior to building occupancy.

12. Exterior

<table>
<thead>
<tr>
<th>Describe the facility’s exterior to include information on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ample exterior lighting</td>
</tr>
<tr>
<td>• Current or permissible prominent and visible signage</td>
</tr>
</tbody>
</table>

13. Maintenance

<table>
<thead>
<tr>
<th>Explain maintenance services to be provided in the lease:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• General office maintenance; Describe what is and is not included.</td>
</tr>
<tr>
<td>• Trash removal.</td>
</tr>
<tr>
<td>• Office cleaning; including carpet cleaning and tile wax.</td>
</tr>
<tr>
<td>• Changing of interior light bulbs.</td>
</tr>
<tr>
<td>• Recycling.</td>
</tr>
<tr>
<td>• Snow and ice removal for parking area and sidewalks.</td>
</tr>
<tr>
<td>• Building security system.</td>
</tr>
<tr>
<td>• Landscaping/lawn care (if applicable).</td>
</tr>
<tr>
<td>• Exterior building maintenance (lighting, clean up, etc.).</td>
</tr>
<tr>
<td>• Capital maintenance and upkeep.</td>
</tr>
<tr>
<td>• Other; Identify other services included in the lease.</td>
</tr>
</tbody>
</table>

14. Utilities

| 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. Prefer that all building utilities are included in rental amount. If not included in rental amount, provide annual estimate of cost for tenant. |

15. Zoning and Occupancy Permits

| Describe the current zoning for the property. If a change in zoning is required, describe the process for obtaining the appropriate zoning and Offeror’s plan for compliance. |
| Describe the current occupancy permit. If permit is required, describe the process and Offeror’s plan for obtaining the appropriate permit. |

16. Fire Equipment

| Describe the existence of sprinklers and fire extinguishers, including who is responsible for routine maintenance and |
B. DESCRIPTION OF RENT
This will be a rental arrangement, please explain your rationale for determining the rent and define rent amounts, including any applicable cost escalation and/or de-escalation plans. Please complete the Cost Qualification Form attached to this RFP.

C. SMALL AND/OR MINORITY OWNED BUSINESS
The Offeror must include a written statement and a copy of the last three fiscal year income statements or tax returns identifying itself as a small or minority owned business as established by the Small Business Administration (13 CFR 121.201) to be considered a small or minority owned business.

D. CONFLICT OF INTEREST
Where a conflict of interest may exist due to a financial or personal interest of the Offeror, such conflict must be disclosed at the time of proposal submission. Proposals will not be considered unless Offeror can provide, at time of proposal submission, a satisfactory resolution of conflict that is achievable prior to acceptance of submitted proposal, should said proposal be selected.

E. INCLUSION OF TERMINATION OR ADJUSTMENT CLAUSE FOR LOSS OF FUNDING
The lease agreement must include the following termination/adjustment provision. Offeror must provide assurance in proposal that applicable lease terms will accommodate the following clause:

Tenant receives funding under the Workforce Investment Act of 1998. 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 Public Welfare 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, 2012 to the Tenant, for the fiscal year ended June 30, 2013, or any subsequent fiscal year. This termination right commences in fiscal year 2013 (July 1, 2012 - June 30, 2013) and each subsequent fiscal year thereafter. The Tenant may give notice to terminate or modify the Lease due to reduction of funding upon sixty (60) days written notice. Such termination shall release Tenant from any and all obligations under this Lease Agreement.

F. REFERENCES
The Offeror must include contact information for at least two (2) current or former lessee references. If available, provide a boilerplate for current lease agreements.

G. CERTIFICATIONS
The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.
IV. PROPOSAL EVALUATION

A. SUBMISSION OF PROPOSALS
All proposals shall include either one (1) electronic copy or one (1) original hard copy and three (3) additional hard copies of the following:

- Offeror’s Qualifications;
- Cost Qualification Form; and
- A signed Certifications Statement.

These documents will become part of the contract.

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

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

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

<table>
<thead>
<tr>
<th>Factors</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Location of the Facility</td>
<td>0-20</td>
</tr>
<tr>
<td>2. Rental Fees</td>
<td>0-25</td>
</tr>
<tr>
<td>3. Facility Specifications</td>
<td>0-50</td>
</tr>
<tr>
<td>4. Small and/or Minority-Owned Businesses</td>
<td>0-05</td>
</tr>
</tbody>
</table>

**MAXIMUM POINTS: 100**

D. REVIEW PROCESS
The CPWDC may, at its discretion, request facility visits with any or all Offerors, to clarify or negotiate modifications to the Offeror’s proposals.

However, CPWDC 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.

CPWDC contemplates award of the contract to the responsible Offeror with the highest total points.

E. PROJECT COMMENCEMENT
The lease will commence upon issuance of a lease agreement between the Lessee and the approved vendor. Costs incurred for project activities performed prior to issuing the contract will not be approved for payment.
F. IMPORTANT DATES
The following is the timeline guide for the procurement of services outlined within this RFP.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal issued</td>
<td>July 21, 2011</td>
</tr>
<tr>
<td>Notice of intent to respond</td>
<td>August 19, 2011</td>
</tr>
<tr>
<td>Technical assistance questions submitted</td>
<td>Until August 17, 2011</td>
</tr>
<tr>
<td>Technical assistance answers returned</td>
<td>Within one (1) business day of receipt</td>
</tr>
<tr>
<td>Proposals submitted by</td>
<td>August 22, 2011</td>
</tr>
<tr>
<td>Review begins</td>
<td>August 23, 2011</td>
</tr>
<tr>
<td>Notification of award expected</td>
<td>August 29, 2011</td>
</tr>
<tr>
<td>Funds available</td>
<td>Upon occupancy based on lease with selected vendor</td>
</tr>
</tbody>
</table>

The proposal submission date is a firm date unless changed by the CPWDC with the proper notification. All other dates are estimated and may change or be extended without notification.

G. OTHER TERMS AND CONDITIONS

Allowable Expenditures
The CPWDC 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
CPWDC must comply with Pennsylvania’s Right-To-Know Law, Act 3 of 2008, effective January 1, 2009, and may be requested and required to release information from proposals received in response to this RFP.

Rejection of Proposals
CPWDC 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 CPWDC. Respondents may request a briefing on the action taken on the proposal.

Disclaimer
The submission of a proposal to CPWDC does not assure or imply an award of a contract to the firm submitting the proposal. CPWDC 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.
RFP RESPONSE OUTLINE

A. FACILITY QUALIFICATIONS
Address each of the specified facility requirements as outlined in Section III, A.

Please describe Offeror’s willingness to make changes to the facility layout and/or existing building utilities (e.g., reconfiguration of rooms, relocation of computer and/or telephone ports to accommodate tenant needs) and plan for addressing changes prior to occupancy.

B. COST QUALIFICATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Start and End Dates</td>
<td></td>
</tr>
<tr>
<td>Total Area Offered in Square Feet</td>
<td></td>
</tr>
<tr>
<td>Rent Per Square Foot</td>
<td></td>
</tr>
<tr>
<td>Total Monthly Rent</td>
<td></td>
</tr>
<tr>
<td>Detail what is included in the lease (e.g., specific utilities, trash removal, etc.)</td>
<td></td>
</tr>
<tr>
<td>Estimated Monthly Fees Not Included in the Lease</td>
<td>Include a detailed list and estimated monthly costs.</td>
</tr>
<tr>
<td>Rent Payment Dates and Schedule</td>
<td>Specify any escalation, de-escalation, fee schedule increases or other provisions that would affect the rent during the lease terms.</td>
</tr>
<tr>
<td>Deposits Required</td>
<td>CPWDC does not anticipate paying any security deposits.</td>
</tr>
<tr>
<td>Other Expenses or Fees Not Previously Discussed</td>
<td></td>
</tr>
<tr>
<td>Renewal Options</td>
<td>Please specify.</td>
</tr>
<tr>
<td>Other Lease Provisions</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Please specify name, mailing address, telephone and email address. Identify preferred method of contact.</td>
</tr>
</tbody>
</table>
C. SMALL AND/OR MINORITY OWNED BUSINESS
   Please indicate if Offeror is a small and/or minority owned business. If yes, please include a copy of the last three fiscal year income statements or tax returns.

D. CONFLICT OF INTEREST
   Please disclose any conflict of interest that may exist. Where a conflict of interest does exist provide a resolute of conflict that is achievable prior to acceptance of submitted proposal.

E. INCLUSION OF TERMINATION OR ADJUSTMENT CLAUSE FOR LOSS OF FUNDING
   Provide assurance that applicable lease terms will accommodate the Termination or Adjustment clause as stated in RFP.

F. REFERENCES
   Provide contact information for at least two (2) current or former lessee references. If available, provide a boilerplate for current lease agreements.

G. CERTIFICATIONS
   The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. Sign and include as an attachment the Certification form included with this RFP.
CERTIFICATIONS

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

WITNESS OF THE AUTHORIZED AGENT OF THE VENDOR

The above named is the Authorized Agent of the Vendor.

_________________________  ______________________
Typed Name                Title

_________________________  ______________________
Signature                 Date