

Vinton County Board of Developmental Disabilities
31835 State Route 93
McArthur, OH 45651

REQUEST FOR PROPOSALS
For
LEASING PROPERTY
Pursuant to ORC 307.86 (I)

1 GENERAL STATEMENT

1.1 Purpose

The Vinton County Board of Developmental Disabilities (Vinton DD) is requesting proposals for the leasing of business office space for the primary offices of Vinton DD, in or around McArthur, Ohio. The space, for the purpose of this Request for Proposals (“RFP”), is defined as a business office space setup with climate control HVAC systems, life safety equipment, handicapped accessible entrance with ADA compliant restrooms for men and women, and approximately two thousand (2,000) square feet of space in one location in the McArthur, Ohio vicinity.

1.2 Estimated Key Dates

The following are the estimated key dates associated with the RFP process. Proposals received after 9:00 a.m. EDT on the Proposal Due Date (as defined below) will not be considered.

RFP NOTIFICATION:	Wednesday, January 19, 2022, 9:00 am EDT
INQUIRY PERIOD BEGINS:	Thursday, January 20, 8:00 a.m. EDT
INQUIRY PERIOD ENDS:	Monday, February 7, 2022, 4:00 p.m., EDT
PROPOSAL DUE DATE:	Monday, February 7, 2022, 4:00 p.m., EDT
OFFER OPENING DATE:	Monday, February 7, 4:15 p.m., EDT

There are references in this RFP to the Proposal Due Date, which shall mean the date, and time that the Offeror’s response is due at Vinton DD’s office in McArthur, Ohio. Proposals received after 4:00 pm on the Due Date will not be evaluated.

Vinton DD reserves the right to reject any or all proposals submitted in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

1.3 Additional Estimated Dates

LEASE AWARD NOTIFICATION: No later than Wednesday, February 23, 2022

**ANTICIPATED LEASE COMMENCEMENT
START DATE:**

Sunday, April 1st, 2018

1.4 Location for Response Opening

The following is the site for the public opening of Offeror's response(s).

**Vinton County Board of DD Administrative Offices
Conference Room
31835 State Route 93
McArthur, OH 45651**

2 EXECUTIVE SUMMARY

2.1 Purpose

This document is a request for proposals to lease space for the primary business office of the Vinton County Board of Developmental Disabilities (Vinton DD) under Section 307.86(I) of the Ohio Revised Code. Vinton DD is soliciting competitive, sealed proposals for the leasing of business office space in or around McArthur, Ohio. If a suitable offer is made in response to this RFP, Vinton DD may enter into a contract to have the selected Offeror (the "Lessor") provide the business office space.

Upon selecting the selected Offeror, Vinton DD shall enter into negotiations with such person or entity in accordance with Revised Code Section 307.86(I). A lease for the business office space shall be prepared by the Vinton DD and submitted to the selected Offeror. This RFP provides details on what is required to submit a Proposal for the Space, and what will be required of the Lessor in providing the Space. As used herein, the term "The Vinton County Board of DD or Vinton DD" shall also include any of their employees, agents, or representatives.

This RFP also gives the estimated key dates for the various events that are part of the submission process, selection process, and lease commencement. While these dates are subject to change, Vinton DD will make efforts to adhere to the dates contained herein. Once awarded, the term of the lease for the Space shall commence on the lease commencement date agreed upon by Vinton DD and the Lessor. The lease termination date shall be negotiated by Vinton DD and the Lessor but, in all events, shall be for a period of no more than three (3) years.

2.2 Objectives

The purpose of this RFP is to solicit proposals that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work and Lease Space Criteria

(see Sections 3.4 and 3.5). It shall be the successful Offeror's obligation to ensure that their personnel providing any work or services in accordance with this RFP are qualified to perform such work or services.

2.3 Calendar of Events

Significant dates in connection with this RFP are shown above and are subject to change. Vinton DD may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this RFP. It will be the responsibility of the prospective Offeror's to check his/her email on a regular basis for posted addendums, changes and other RFP information.

3 GENERAL INSTRUCTION

3.1 Purpose

The following sections provide details on how to respond to this Request for Proposal (RFP). All responses must be complete and in the prescribed format subject to the right of Vinton DD to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP as set forth above.

3.2 Contacts

The following individual will be the representative of Vinton DD who may be contacted in connection with this RFP.

Tina Spanos
Executive Assistant
740-596-5515
tina@vintondd.org

Offeror's may obtain complete sets of the Request For Proposal at the office of the Vinton DD, 31835 State Route 93, McArthur, Ohio 45651.

3.3 Inquiries

Offeror's may make inquiries regarding this RFP any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Offeror's must use email to make their inquiries. All inquiries must be addressed to and sent to: tina@vintondd.org . The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

3.4 Scope of Work

- 3.4.1** The purpose of this RFP is to provide business office space for the primary business office of Vinton DD, for a three (3) year term.
- 3.4.2** All work to be performed as indicated under Section 3.5 LEASED SPACE CRITERIA and Section 4 SUMMARY, and its subsections.

3.5 Leased Space Criteria

The business office space sought by the Vinton DD shall meet the following specifications:

- 3.5.1** Approximately two thousand (2,000) square feet of space on one (1) level and at one (1) location. The space shall be no less than two thousand (2,000) square feet and no more than four thousand (4,000) square feet.
- 3.5.2** The space must be in or around McArthur, Ohio..
- 3.5.3** The space must include a climate controlled HVAC system, capable of maintaining a constant temperature level between 68 degrees Fahrenheit and 75 degrees Fahrenheit.
- 3.5.4** Approved fire suppression equipment as necessary to meet local fire safety officer inspections for office use.
- 3.5.5** Secured access to the exterior doors of the building and secured access to storage areas.
- 3.5.6** Handicapped ADA-compliant access to the exterior doors of the building, and to all public meeting spaces in the building.
- 3.5.7** Handicapped ADA-compliant restrooms for both men and women.
- 3.5.8** Be available for immediate occupancy upon lease term start date.
- 3.5.9** Requested facility accommodations are as follows:
 - a. Lobby/receptionist area
 - b. Six (6) offices, minimum size of each 10' X 10'
 - c. Server Room
 - d. Storage Room
- 3.5.10** Provide all maintenance of the building exterior, roof, walks, HVAC equipment, plumbing piping systems and valves, and the electrical system. The Lessee will provide maintenance for interior items, electrical devices, light bulb replacement, and plumbing fixture repairs.

3.5.11 Provide adequate lighting throughout the Space area and at the exterior doors of the facility.

3.5.12 Available security system.

3.5.13 All taxes must be current and remain current during the lease period.

3.5.14 The Space cannot be located in any flood zone, flood way, or flood plain, unless approved variances are presented.

3.5 BASIS OF RFPS

3.6.1 Submit a monthly and annual lump sum RFP amount in accordance with the RFP Proposal Form requirements.

3.7 PROPOSAL SUBMISSION

3.7.1 Submit proposal on the original RFP Proposal Form furnished by Vinton DD.

3.7.2 Sign Proposal with name printed below signature.

3.7.3 An RFP submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the RFP.

3.7.4 Show all proposal amounts in both words and figures. In the case where the words and figures are not identical in form or amount, the amount shown in words shall govern.

3.7.5 Oral, telephonic, facsimile or telegraphic proposals in response to this RFP will not be accepted.

3.7.6 Submit sealed proposals in an opaque envelope plainly marked on the outside with the project title "VINTON DD OFFICE SPACE" bid date and time, and name of the Offeror.

3.7.7 If the proposal is mailed, the sealed proposal shall be enclosed in a separate mailing envelope with the notation "SEALED RFP ENCLOSED" on the face of the RFP envelope.

3.7.8 Mailing and delivery address is:
Vinton DD
ATTN: Tina Spanos
31835 State Route 93
McArthur, Ohio 45651

3.7.9 Offeror's shall be solely responsible for the timely delivery of their proposal in response to this RFP in the manner and time prescribed. No proposal shall be considered if it arrives after the time scheduled, as determined by Vinton DD.

3.7.10 Proposals in response to this RFP that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind may, at Vinton DD's discretion, be declared unacceptable.

3.8 RFP PROPOSAL EVALUATION CRITERIA AND PROCEDURE

3.8.1 Vinton DD will award a Lease Agreement for the Space as permitted by these instructions.

3.8.2 Each Offeror's proposal shall be scored based on the above criteria and the Offeror whose proposal is determined to be most advantageous to Vinton DD shall be selected. Vinton DD will then negotiate with the selected Offeror to obtain a lease at the best and lowest price reasonably possible considering the fair market value of the property and any relocation and operational costs that may be incurred during the period the lease is in effect, per the ORC and award the same to the selected Offeror. If negotiations with the selected Offeror are unsuccessful, Vinton DD will then select the next highest proposal and begin the negotiation process with the next highest Offeror.

3.8.3 Vinton DD reserves the right to reject any and all proposals in response to this RFP, and to waive any irregularities, nonconformities, or noncompliance with the terms of this RFP.

3.8.4 Vinton DD may consider any proposal not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the proposal submitted.

4 SUMMARY

4.1 Additional Requirements

In addition to any other requirements herein, the Lessor and Lessee shall comply with the requirements listed below:

- a. General requirements
- b. Coordination
- c. Security
- d. Fire safety
- e. Hazardous materials

- f. Cleaning
- g. Space use

4.2 General Requirements

- 4.2.1 The Lessor shall comply with all applicable ordinances, laws, and regulations. The Lessor shall obtain and pay for any and all required permits and inspections if needed for occupancy.

4.3 Coordination

- 4.3.1 The Lessor shall, at its expense, coordinate any required renovation of the Office Space and the move-in with Vinton DD.
- 4.3.2 The Lessor shall coordinate any alteration schedule with the authorized representative of Vinton DD.

4.4 Security

- 4.4.1 The Lessee shall maintain security of the Space and its contents at all times during the term of the lease and any extensions thereto.

4.5 Fire Safety

- 4.5.1 The Lessor shall comply with all local fire safety requirements.
- 4.5.2 The Lessee shall provide adequate fire extinguishing equipment at all interior work areas requiring welding, soldering, or cutting with flame torches, during repair or maintenance activities.
- 4.5.3 The Lessor shall take every precaution to prevent fires.
- 4.5.4 The Lessor shall coordinate interruption of existing fire protection systems, when necessary, with the Owner's representative. Methods and equipment to provide fire protection during interruptions shall be acceptable to the Owner.

4.6 Hazardous Materials

- 4.6.1 The Lessor is cautioned to check the premises where the Office Space is located for the existence of hazardous materials including, without limitation, asbestos in the form of pipe insulation or plaster.
- 4.6.2 In the event materials are encountered during repair or maintenance work which may present a health hazard to workers, occupants, or the public, the Lessor shall take the following actions:

- a. Take immediate action to limit the exposure or hazardous condition.
 - b. Cease work in the area until suspected hazardous material can be identified.
 - c. Notify the Vinton DD of the condition. Such notification shall be made by the most expedient means with subsequent written confirmation.
- 4.6.3** Testing, identification, removal, or other processes to render hazardous materials safe within legal limits to be provided by Lessor.

4.7 Cleaning

- 4.7.1** Upon completion of any and all renovations by the Lessor prior to move-in, the Lessor shall provide:
- a. A clean Space for Lessee to move into.
 - b. All necessary permits for occupancy.

End of Section

PROPOSAL FORM

PROPOSAL FROM: _____

MAILING ADDRESS: _____

ADDRESS OF SPACE: _____

TOTAL SQUARE FOOTAGE OF SPACE:

MONTHLY AMOUNT OF RENT PROPOSAL IN RESPONSE TO RFP:

\$ _____

ANNUAL AMOUNT OF RENT PROPOSAL IN RESPONSE TO RFP:

\$ _____

RFP TO:

Vinton DD
Attn: Tina Spanos
31835 State Route 93
McArthur, Ohio 45651

PROJECT: REQUEST FOR PROPOSAL for VINTON DD OFFICE SPACE

In submitting this RFP, the undersigned acknowledges that the representations in this proposal are binding and agrees:

1. To enter into and execute a Lease Agreement if awarded on the basis of this proposal and the attached RFP, and to furnish all requirements of this RFP.
2. To maintain the Office Space and Building in accordance to this RFP.

ATTACHMENTS: I HAVE ATTACHED THE FOLLOWING DOCUMENTS TO THIS PROPOSAL:

1. NON-COLLUSION AFFIDAVIT
2. AFFIDAVIT OF PERSONAL PROPERTY TAX LIABILITY

NOTE: All RFPS submitted to Vinton DD must follow the guidelines in section 3.7 PROPOSAL SUBMISSION.

Signature of OFFEROR: _____

Print Name of OFFEROR: _____

Date: _____

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

(This Affidavit Must Be Executed For The Bid To Be Considered)

STATE OF OHIO)
)ss.
COUNTY OF _____)

I, _____,
(printed name of party signing affidavit) (title)

having affirmed under oath that at the time of bid for _____ to be opened
(Project or Item Bid)

_____, was submitted on _____, delinquent personal property
(Date) (Date)
taxes in the amount of \$ _____ (_____ Dollars)

were due and unpaid to the County of Butler including the interest in the amount of \$ _____
(_____ Dollars) and penalties in the amount of
\$ _____ (_____ Dollars). This document

when given to the County Auditor shall satisfy the requirements of ORC 5719.042.

(Name of Individual Company)

(Taxes Filed Under the Name of)

(Signature)

(Complete Address)

(Telephone)

Sworn to and subscribed before me this _____ day of _____.

SEAL

NOTARY PUBLIC
My commission expires _____.

CIVIL RIGHTS COMPLIANCE

Vendor agrees that in the performance of this agreement there shall be no discrimination against an employee because of race, color, sex, religion, national origin, or any other factor as specified in the Civil Rights Act of 1964 and subsequent amendments.

Signature of Representative of Vendor

Name of Company

Date

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional) Auditor of Vinton County 100 East Main Street McArthur, OH 45651
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.