



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS # 15-04-913
AMENDMENT # ONE
FOR OFFICE SPACE IN SHELBY COUNTY,
TENNESSEE

DATE: **October 15, 2015**

RFP # **15-04-913** IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

SCHEDULE OF EVENTS

2.1. RFP Schedule of Events

EVENT	TIME (central time zone)	DATE (all dates are state business days)	Confirmed/Changed
1. RFP Advertised		On or shortly before publication date	Confirmed
2. RFP Published		09/24/2015	Confirmed
3. Disability Accommodation Request Deadline		09/29/2015	Confirmed
4. <i>Intentionally Omitted</i>			Confirmed
5. Notice of Intent to Propose		10/5/2015	Confirmed
6. Written "Questions & Comments" Deadline	2 pm Central Time	10/9/2015	Confirmed
7. State Response to Written "Questions & Comments"		10/15/2015	Confirmed
8. Proposal Deadline and Opening	4 pm Central Time	10/22/2015	Confirmed
9. Notice to Proposers of Mandatory Pass/Fail		10/23/2015	Confirmed
9. State Completion of Proposal Evaluations		11/6/2015	Confirmed

11. State Notice of Intent to Award Issued / Finalization of Lease Agreement and RFP Files Opened for Public Inspection		11/12/2015	Confirmed
12. <i>Intentionally Omitted</i>			Confirmed
13. Lease is circulated to successful Proposer for signature		11/30/2015	Confirmed
14. Lease Signature Deadline		12/18/2015	Confirmed
*15. Desired Occupancy Date		06/15/2016	Confirmed

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

1. The RFP calls for a full service lease, which shall include all utilities and janitorial. Is there a maximum annual rate per rentable square foot established, that in the event the Tenant's use of utilities shall exceed the established rate for any year of the lease, then will the Landlord be reimbursed by Tenant for any overage?	<i>The State requests no pass throughs of any utility or janitorial services. This is one of several financial considerations that will be evaluated for each proposal.</i>
2. Are all janitorial supplies and restroom paper products at the expense of the Landlord?	<i>Yes, The State desires that restroom paper supplies be at the expense of the Landlord. Per Exhibit A, Section E states, "Landlord shall, at Landlord's expense, provide janitorial services and janitorial supplies, including break room supplies, to the Leased Premises." The State interprets restroom paper supplies to be a part of "janitorial supplies."</i>
3. Are break room paper supplies at the expense of the Landlord or Tenant?	<i>Per Exhibit A, Section E, the State requests that break room supplies be at the expense of the Landlord.</i>
4. Is the dumpster expense the Landlord's or Tenants?	<i>Dumpsters are to be at the Landlord's expense. Exhibit A, Section B states, the "Landlord shall also, at Landlord's expense, furnish and maintain appropriate outside trash and refuse receptacles for the disposal of trash and refuse from the Leased Premises."</i>

<p>5. RFP Attachment 5.2, Section D, Exhibit D, Interior building Specifications Item 2.c states "Provide 1 voice/data per standard workstation." Who is to install and supply the voice and data outlets and the infrastructure to support these services? If the Landlord please provide specifications of the infrastructure needs and sizing of components.</p>	<p><i>The State will install and supply the voice and data outlets, and the Landlord will supply the infrastructure to support these services (i.e. the electrical panel will need to have enough power and depth to service the voice and data needs; there needs to be a pathway from the phone service provider to the telecom room; and there needs to be 3" of conduit to all outlet locations.)</i></p>
<p>6. RFP Attachment 5.2, Section D, Exhibit D, Interior building Specifications Item 4.a states, "All office, enclave, break room, and conference room front walls shall have a 3'-0" wide sidelight with ¼" clear tempered glass in 2" welded hollow metal frame with a solid core door (match building standard), and etched film on 3'-0"w full height sidelights. Framing for glass sidelights and windows shall be integral with door frames and not separated by drywall." In the past all interior doors were to be solid core, no less than 3'-0" and thickness of 1¾". What are the specifications for the width and thickness of the interior doors? Additionally, the sidelight combining with the door frame would calculate to be roughly 6'-6" rough in correct?</p>	<p><i>Interior doors are to be solid core of 1 ¾ inch minimum thickness of no less than 3 feet width. There should be no sheetrock between the doorframe and sidelight frame and the entire door & sidelight casing should be roughly 6'6" wide.</i></p>
<p>7. RFP Attachment 5.2, Section D, Exhibit D, Interior building Specifications Item 5.a states, "Interior doors shall match building standard height and finish; at a minimum, all doors shall be solid core, 7'-0" in height." Would 6'-8" x 3'-0" doors or doors of a different size be acceptable?</p>	<p><i>In a new building, the State requires a minimum of 7'0' high doors. In as-built buildings, it is acceptable for it to be a different size as long as it matches the building's standard door height.</i></p>
<p>8. RFP Attachment 5.2 Section A, Termination and Block 6 of the lease requires a 90 notice. Is there a Termination for Convenience penalty or fee paid to the Landlord if the Tenant exercises this option?</p>	<p><i>The State prefers to not have a fee, but is open to receiving each landlord's best proposal. The Termination for Convenience structure is one of several financial considerations that will be evaluated for each proposal.</i></p>

<p>9. What is the earliest point in the Term of the Lease that the Tenant can exercise the Termination for Convenience option?</p>	<p><i>The State prefers to have Termination for Convenience available at any time during the lease, but is open to receiving each landlord's best proposal. The Termination for Convenience structure is one of several financial considerations that will be evaluated for each proposal.</i></p>
<p>10. How many employees will be in this office?</p>	<p><i>23</i></p>
<p>11. How many cubicles are anticipated for staff?</p>	<p><i>No less than 17 (To help understand electrical needs*)</i></p>
<p>12. What is the use of a Dry Room? What are the specific needs of this room and its anticipated size and capabilities in CFMs? Does this room require any additional security features or upgrades to the walls?</p>	<p><i>The Dry Room will be used to dry evidence and normal CFM's are anticipated. The request is for this room to be located on an exterior wall should ventilation be required at a later date. Should that occur, mechanical engineering would be required to determine the increased CFM's based on the size of the ventilation needed.</i></p>
<p>13. Is a view/observation window required between the Observation Room and Interview Room? If so, what are the window, frame and size requirements?</p>	<p><i>No.</i></p>
<p>14. Is there an need for a lobby/client restroom?</p>	<p><i>No.</i></p>
<p>15. Is this a current location or a new need for the State? If a current location, what is the address?</p>	<p><i>The existing address can be found on our webpage.</i></p>
<p>16. Would stained wood cabinets be accepted as an alternative to plastic laminate cabinets?</p>	<p><i>No.</i></p>
<p>17. What is the expected length of wall and base cabinets in the Copy Room/Areas?</p>	<p><i>The copy areas are all open walled and no base cabinets are requested for this space use.</i></p>