



**REQUEST FOR PROPOSALS # 14-11-903  
AMENDMENT # TWO  
FOR OFFICE SPACE IN WASHINGTON OR SULLIVAN  
COUNTIES, TENNESSEE**

DATE: October 19, 2015

RFP # 14-11-903 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		September. 30, 2015	Confirmed
3. Disability Accommodation Request Deadline		October. 1, 2015	Confirmed
4. Pre-proposal Conference (if applicable)		Not Applicable	Confirmed
5. Notice of Intent to Propose		October 5, 2015	Confirmed
6. Written "Questions & Comments" Deadline	4:00 pm Central Time	October. 9, 2015	Confirmed
7. State Response to Written "Questions & Comments"		October 14 , 2015	Released 10/13/2015
<b>8. Proposal Deadline and Opening</b>	4:00 pm Central Time	<b>October 28, 2015 (Wednesday)</b>	<b>CHANGED</b>
9. State Completion of Proposal Evaluations		<b>November 13, 2015</b>	<b>CHANGED</b>
11. State Notice of Intent to Award Issued / Finalization of Lease Agreement and RFP Files Opened for Public Inspection		<b>November 17, 2015</b>	<b>CHANGED</b>

12. Executive Sub Committee of the State Building Commission Approval Sought (If lease term is greater than 5 years or annual rent is greater than \$150,000)		Not Applicable	Confirmed
13. Lease is circulated to successful Proposer for signature		December 3, 2015	CHANGED
14. Lease Signature Deadline		December 16, 2015	CHANGED
*15. Desired Occupancy Date		On or before June 30, 2015	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. How many restrooms will be required in this facility?	<p>Consult a local architect to confirm necessary number of restrooms required for code using the International Building Code (IBC) for specific number of fixtures required.</p> <ul style="list-style-type: none"> <li>(i) Requested leased space between 7,300 – 8,600 usf</li> <li>(ii) Separate client (1 male, 1 female) accessible from waiting room and male /female staff restrooms</li> <li>(iii) 20 Staff/personnel</li> <li>(iv) 15 clients</li> </ul>
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REPLACE RFP ATTACHMENT 5.2 – Section C.18 and C.19 In its entirety and replace with the following (changes will be highlighted):

RFP ATTACHMENT 5.2. — Section C, continued

<b>PROPOSER LEGAL ENTITY NAME:</b>																																		
<b>PROPOSED LOCATION ADDRESS:</b>																																		
<b>Propo al Page #</b> TO BE COMPLETED BY PROPOSER	<b>Item Ref.</b>	<b>Section C — Proposal Details</b>																																
	<b>C.18.</b>	<p>Tenant’s preference is for the rental rate to be “full-service gross” with no pass through of operating expenses. However the Proposer will still need to identify the following line items listed below (if applicable):</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Amount per RSF 2013 (actual)</th> <th>Amount per RSF 2014 (actual)</th> <th>Amount per RSF 2016 (estimate)</th> </tr> </thead> <tbody> <tr> <td>Real Estate Taxes</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Insurance</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Utilities</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Janitorial</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Management Fee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other OpEx</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total Operating Expenses (or CAM)</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Item	Amount per RSF 2013 (actual)	Amount per RSF 2014 (actual)	Amount per RSF 2016 (estimate)	Real Estate Taxes				Insurance				Utilities				Janitorial				Management Fee				Other OpEx				<b>Total Operating Expenses (or CAM)</b>			
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	<b>C.19.</b>	<p>Tenant’s desired occupancy date is <b>June 30, 2016</b> Provide the date on which you will be able to deliver a substantially complete Premises for Tenant’s immediate occupancy.</p> <p><b>NOTE: The State recognizes that the time available to meet the desired occupancy date may restrict some interested parties’ ability to submit a proposal. Interested parties may, but <u>are not required to</u>, propose an alternative substantial completion date.</b></p>																																