



Board of County Commissioners
Carol Contrada
President
Tina Skeldon Wozniak
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Management and Budget

**REQUEST FOR PROPOSALS FOR LEASING SPACE AT 1301 MONROE
STREET, TOLEDO, OHIO**

April 21, 2014

Leasing Opportunity

The Board of Lucas County Commissioners is requesting proposals (RFP) from interested and qualified entities (Prospective Tenant) to lease space located in The Source facility at 1301 Monroe Street, Toledo, Ohio 43604.

The lease space is located on the ground floor (Premises) and consists of approximately 5,182 square feet for use that is in the general associated functional support of the mission of The Source and for no other purposes. A copy of the general floor plan of the Premises is attached.

RFP Selection Criteria

The Board of Lucas County Commissioners will select the best responsive proposal received under this RFP taking into consideration certain criteria which includes, but is not limited to: business relevance to the Mission of The Source, financial capability, ability to carry out lease terms based upon tenants history, and ability and commitment to conduct its business in the Premises in an environmentally enhancing manner. Based upon the submitted RFP's the Board of Lucas County Commissioners may enter into lease negotiations with the Prospective Tenant presenting the terms most favorable to Lucas County and The Source.

Proposal Content

In General

Proposals submitted in response to this RFP must follow the format described below. Responders are asked to answer questions or supply specific information in response to specific items. Label your responses correspondingly, and respond fully and accurately to all questions/requests.

Information Requested
Prospective Tenant's Identification

Provide full identification of the person(s) responsible for the proposal submitted: name(s), address(es), telephone number(s), or e-mail address(es). In addition, please supply the names, addresses, and telephone numbers of two personal and two professional references.

Submit an applicable Business Organization Chart. An audited financial statement may be requested.

Proposed Uses

Describe your proposed use or uses of the Premises and explain why it is compatible with the Mission of The Source. Include a detailed operating plan. Among other matters, state how many persons will occupy the Premises, the number of clients that may be expected to visit the Premises on a daily basis and your estimate of necessary parking spaces for employees and clients.

Experience

Explain in detail and document (free form) how your experience and background qualifies you as being capable of satisfactorily performing the terms and conditions of the offered lease.

Suggested Lease Terms

Complete the outline below by filing in the suggested lease terms. If one or more item is excluded from the proposed Total Annual Rent, write "Excluded" next to the heading.

Under "Comments" please provide information about excluded costs and other costs that require explanation.

If applicable, please provide information regarding your broker, including the name of the firm, your contact at the firm, and the broker's approximate compensation.

Please indicate the Suggested Lease Terms:

Base Rent

Annual % increase

Real Estate Tax Base year

Utilities

Tenant improvements amount (\$)

Parking

Term

Comments:

The Source Mission Enhancement

Explain your proposal for managing and using the property in a manner that will enhance the Mission of The Source.

Proposal Submission Requirements

Submit six (6) copies of your proposal accompanied by a transmittal letter signed by a principal of the Prospective Tenant. The copies should be on 8-1/2" x 11" paper punched with three holes and unstapled (suitable for insertion into binders) with double-sided copying.

Premises are available for inspection at 1:30 PM on Wednesday, May 7, 2014. Enter through the Veteran Service Commission entrance on the 13th Street side of the building.

The proposal must be enclosed in a sealed envelope, and received at the following Lucas County Office by 2:00 PM on May 28, 2014. The face of the sealed envelope shall show the Prospective Tenant's name and address, and the receiver's address as shown here:

Tom Dodds, Project Manager
Office of Management and Budget
Board of Lucas County Commissioners
One Government Center, Suite 800
Toledo, Ohio 43604

As a general rule, any contact by or on behalf of a Prospective Tenant regarding this RFP and the related solicitation must be made with designated-points-of-contact only. Failure to comply with such requirements can result in disqualification.

Lucas County is not responsible for any costs or expenses incurred in preparing and submitting information in response to this RFP. All material submitted will become the property of Lucas County. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other Lucas County location other than the address above. If changes are made to this RFP, notification will be posted on Lucas County's website at <http://www.co.lucas.oh.us/Bids> listed under Services.

Additional Information and Modification of Proposals

Lucas County may request from any Prospective Tenant after the submission date additional information or written clarification of a proposal. However, proposals may not be amended after the submission date unless permitted by Lucas County. Lucas County may not permit amendment of a proposal unless all Prospective Tenants that submitted responsive proposals are given an opportunity to amend their respective proposals.

Lucas County Evaluation and Selection of the Best Proposal

Lucas County will review all responses to this RFP. All proposals will first be screened for adherence to the requirements of the RFP. Lucas County will not consider non-responsive proposals. A non-responsive proposal is a proposal that was not timely submitted or fails to meet the material terms and conditions of this RFP as determined by Lucas County.

It is the intention of Lucas County to select the best submitted proposal as determined under the selection criteria without further submittals or representations. If this cannot be done, Lucas County will select those lease proposals that appear most suitable under the selection criteria, and from that group will request additional information or presentations so that the best proposal can be selected. Lucas County has the right to reject any and all proposals submitted in response to this RFP without any liability.

Lucas County will negotiate terms of the final lease with the Prospective Tenant determined to have submitted the best proposal under the selection criteria. Award of the lease to that Prospective Tenant is dependent on successful negotiation of the final terms of the lease. If negotiations fail, Lucas County may negotiate with other Prospective Tenants for award of the offered lease or terminate this solicitation without liability to any person or entity.

