

**THE RHODE ISLAND DEPARTMENT OF ADMINISTRATION
INVITATION TO SUBMIT LEASE PROPOSALS RELATED TO RENTAL OF
OFFICE / CUSTOMER SERVICE SPACE FOR
THE DEPARTMENT OF REVENUE // DIVISION OF MOTOR VEHICLES
AQUIDNECK ISLAND BRANCH OFFICE
AND ASSOCIATED PARKING FACILITIES
LP 150**

The Rhode Island Department of Administration, in order to secure administrative office and customer service space for the Department of Revenue, invites lease proposals from interested principals only.

A **mandatory** pre-bid Informational Conference will be held on Wednesday, February 2, 2011.

Mandatory Informational Conference

Date: February 2, 2011
Time: 2:00 p.m.
Location: One Capitol Hill, Providence, R.I.
Conference Room "C" – Second Floor

A Disclosure Certificate must be included in the proposal package that is submitted to the Department of Administration. Disclosure Certificates, the Informational Conference / Requirements and Specifications Booklet and the State of Rhode Island Standard Lease can be obtained by contacting John P. Ryan (222-4240 or E-Mail: John.Ryan@doa.ri.gov) at the R.I. Department of Administration, Division of Capital Projects & Property Management.

Lease proposals must offer space that will meet the following space criteria and lease terms/conditions.

1. Located in Middletown, Portsmouth or City of Newport, serviced by public transportation, visible to the public, and in close proximity to major highways.
2. Contain approximately 5,000 square feet of office/customer service space to include the following: customer service waiting area, customer service counter area, manager's office, public and employee restrooms, and employee lunchroom. A conceptual program layout will be provided at the informational conference.
3. The lessor shall provide a minimum of eighty-five (85) parking spaces, which shall be included in the cost per square foot. The preference is to have lighted, on-site parking spaces that will contain handicapped spaces as required by code.

4. The lessor shall agree to the terms and conditions set forth in the standard State form lease agreement. (see attached) A copy of the draft lease document will be provided to interested parties prior to the Informational Conference.
5. The lessor provides water, sewer, heat, air conditioning, electricity, snow and ice removal, shared delivery/loading area, fire alarm and sprinkler system, security alarm system, janitorial services, pest control services, building maintenance, trash and rubbish removal, recycling services, telecommunications/data category 6 wiring, window blinds, interior and exterior signage, all of which shall be included in the square foot rental charge. A percentage of the facility must have operable windows and/or include a humidification system as part of the HVAC system. The HVAC system must be tested twice per year to insure adherence to OSHA standards. All of the above-referenced costs must be included in the square foot rental charge.
6. Are in strict compliance with all the appropriate local, state and federal codes, including but not limited to the Americans With Disabilities Act of 1991, the Rhode Island Fire Code, the Architectural Barriers Act of 1968, the Rehabilitation Act of 1973, and the Rhode Island General Laws, as amended and reenacted (37-8-15) for access for the physically handicapped, and those relating to hazardous substances, hazardous wastes and asbestos abatement.
7. The lessor shall provide architectural and interior design services to develop office layout and renovation for occupancy of the leased premises. All preparations, build-out and/or renovations to the premises shall be provided at no additional cost to the lessee.
8. The space is available for occupancy with build-out renovation and/or refurbishing by the lessor no later than July 1, 2011.
9. Present a lease with the following options:
 - a) a five (5) year term
 - b) a five (5) year option term
 - c) includes a cancellation clause
10. The lessor shall propose level monthly rent payments, all-inclusive for the first term. The rental rate will be negotiated for the option term.
11. The final lease agreement is subject to the final approval of the State Properties Committee and the Rhode Island General Assembly in accordance with RI General Law 37-6-2 (paragraph d), if applicable.

This advertisement does not constitute an offer on the part of the State of Rhode Island, but it is placed in order to invite proposals for office quarters as described. The Department of Administration reserve the right to reject any and all proposals for any

reason deemed not to be in the State's best interest including without limitation the availability of funding.