

**THE RHODE ISLAND DEPARTMENT OF ADMINISTRATION  
LP - 102**

**INVITATION TO SUBMIT LETTERS OF INTENT FOR LEASE PROPOSALS  
RELATED TO RENTAL OF OFFICE SPACE FOR THE DEPARTMENT OF  
CORRECTIONS WOONSOCKET ADULT PROBATION AND PAROLE  
OFFICE AND ASSOCIATED PARKING FACILITIES**

The Rhode Island Department of Administration, in order to secure administrative office space for the Department of Corrections, invites Letters of Intent from interested parties. Letters of Intent must be submitted in writing to the Rhode Island Department of Administration, Ms. Beverly Najarian, Office of the Director, One Capitol Hill, Providence, Rhode Island 02908-5590 by March 8, 2006 at 3:30 P.M. This letter of intent must clearly identify the property that will be offered for lease. No consideration will be given to Letters of Intent submitted after this time and date.

Following receipt of Letters of Intent, a mandatory Informational Conference will be held. Respondents shall be notified by the Department of Administration of its date, time and location. In order to obtain admission to the Informational Conference, an appropriate Disclosure Certificate must be submitted to the Department of Administration at least one (1) day prior to the scheduled conference. Disclosure Certificates can be obtained by contacting John P. Ryan at 222-4240 at the Rhode Island Department of Administration, Office of Capitol Projects and Property Management.

Letters of Intent should be addressed to office space that conforms to the following conditions;

1. Located in the City of Woonsocket, serviced by public transportation, visible to the public, and in close proximity to major highways.
2. Contain approximately 3,000 square feet of usable continuous office space to include the following: several private offices, conference rooms, reception area, public and private restrooms, and lunchroom. A conceptual program layout will be provided at the informational conference.
3. The lessor shall provide a minimum 20 dedicated parking spaces located either on-site or in close proximity to the facility, which shall be included in the cost per square foot. This lighted parking area will include handicapped spaces as required by code. It is also preferred that there is access to additional on-street parking or a nearby public parking facility.
4. 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 5 wiring, bi-annual window cleaning, window blinds, interior and exterior signage, all of which

shall be included in the square foot rental charge. 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.

5. The proposed space is 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, as well as those relating to hazardous substances, hazardous wastes and asbestos abatement.
6. Shall comply with energy efficient standards and program requirements of the Statewide Energy Conservation Office and Section (37-8-17) of the Rhode Island General Laws.
7. The lessor shall provide architectural and interior design services to develop office layout and renovation for occupancy of the leased premises. All preparation for occupancy shall be furnished at no additional cost to the lessee and should be included in the square rental charge. The lessor must comply with all laws related to the prevailing wage and R.I.G.L. 37-14.1 (Minority Business Enterprises) for all build-out renovation and/or refurbishing work.
8. Is available for occupancy with build-out renovation and/or refurbishing by the lessor on or before September 1, 2006.
9. Present a lease with the following options:
  - a) A term of five (5) years
  - b) An option to renew for an additional five (5) years
  - c) Includes a cancellation clause granting lessee the ability to cancel the lease with a one year written notification to lessor.
10. The lessor shall propose level monthly rent payments, all-inclusive for the first term. A rent increase may be negotiated for the optional renewal term.

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.