

THE RHODE ISLAND DEPARTMENT OF STATE

LP-96

INVITATION TO SUBMIT LETTERS OF INTENT FOR LEASE PROPOSALS RELATED TO THE RENTAL OF OFFICE SPACE AND ASSOCIATED PARKING FACILITIES

The Rhode Island Department of Administration, in order to secure suitable administrative office space for the Department of State, specifically, the Corporations and Elections Divisions, and the Archives Division, invites Letters of Intent from interested parties. The State is interested in obtaining a total of 25,000 square feet of office space. Bidders may present options separately for A) Corporations and Elections, or B) Archives separately, or C) bid for Corporations, Elections and Archives housed in one location. Letters of Intent must be submitted in writing to the Rhode Island Department of Administration, Office of the Director, One Capitol Hill, Providence, Rhode Island 02908-5590 by March 25, 2005 at 4:00 p.m. No consideration will be given to Letters of Intent submitted after this date and time.

Following receipt of Letters of Intent, an Informational Conference will be held. Respondents shall be notified by the Department of Administration of the 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 Anne Lanni (222-1280) at the R. I. Department of Administration, Capitol Projects and Property Management.

Letters of Intent should be submitted for a facility that is:

1. Located in the downtown Providence area with some first floor office space preferred; serviced by public transportation; and in close proximity to major highways; and which,
2. Contains approximately 25,000 square feet for relocation of the Corporations, Elections and Archives Divisions or 10,000 square feet for only the Corporations and Elections Divisions or 15,000 square feet for only the Archives Division. Square footage in all circumstances to be divided into offices, conference rooms and records storage areas as designated by the lessee and shall contain kitchen facilities. A conceptual program layout and tours of existing office space will be provided at the informational conference.
3. The lessor shall provide parking onsite or in close proximity to the quarters which shall be included in the cost per square foot for approximately 65 vehicles combined (or 50 for Corporations and Elections and 15 for Archives, if bid separately). The lighted parking area will include handicapped spaces, as required by code, onsite or adjacent to the facility; and which
4. The lessor shall provide: water, sewer, electricity, heat, air conditioning, snow and ice removal; shared delivery/loading area; fire alarm and sprinkler system; janitorial services; pest control services; building maintenance; trash and rubbish removal; recycling; security system and/or personnel; telecommunications/data category 5 wiring; interior and exterior signage; biannual window cleaning; window blinds/shades; shelving for storage; and a file room with moveable file system for Corporations. The Archives Division requires a fire suppression system and its space must meet NFPA 232 Standard for the Protection of Records, 2000 Edition and NFPA 909 Code for the Protection of Cultural Resources, 2001 Edition. The HVAC system must be tested twice per year to insure adherence to OSHA standards. All of which must be included in the square foot rental charge, and which

5. Are in strict compliance with all appropriate local, state and federal codes, including but not limited to the Americans With Disabilities Act of 1991, the Rhode Island State 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, access for the physically handicapped; and those codes relating to hazardous waste and asbestos abatement; and
6. Shall comply with energy efficiency standards and program requirements of the Statewide Energy Conservation Office and Section 37-8-17 of the Rhode Island General Laws. The lessor shall provide architectural and interior design and layout services, as necessary. All preparation for occupancy shall be furnished at no additional cost to the lessee; and which
7. Is available for occupancy, with necessary renovations/preparation completed, no later than **November 1, 2005**.
9. Present a lease with the following options:
 - a. A term of ten (10) years which contains a one-year cancellation provision
 - b. An option to renew for an additional ten (10) years
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 reserves the right to reject any and all proposals for any reason deemed in the State's best interest including without limitation the availability of funding.