

**THE RHODE ISLAND DEPARTMENT OF ADMINISTRATION  
LP-101**

**INVITATION TO SUBMIT LEASE PROPOSALS RELATED TO RENTAL OF  
OFFICE SPACE FOR THE DEPARTMENT OF ADMINISTRATION / DIVISION  
OF MOTOR VEHICLES HEADQUARTERS AND ASSOCIATED PARKING  
FACILITIES**

The Rhode Island Department of Administration, in order to secure administrative office space for the Department of Administration/Division of Motor Vehicles invites lease proposals from interested principals only.

A **mandatory** pre-bid Informational Conference will be held on November 28, 2005.

Date: November 28, 2005  
Time: 10:00 a.m.  
Location: One Capitol Hill, Providence, R.I.  
Conference Room B – Second Floor

A Disclosure Certificate must be submitted to the Department of Administration at the scheduled Informational Conference. Disclosure Certificates, State of Rhode Island form lease agreement and the Information Conference / Specifications Booklet can be obtained by contacting John P. Ryan (222-4240) at the R.I. Department of Administration, Office of Property Management.

Lease proposals should be addressed to facilities, which are;

1. Centrally located in Rhode Island, serviced by public transportation, visible to the public, and in close proximity to major highways.
2. Contain approximately **45,000 square feet** of usable continuous office space to include the following: several private offices, large open customer service work area, classrooms, training areas, reception area, public and private restrooms, and lunchroom. The space offered must be located on one level. A conceptual program layout will be provided at the informational conference.
3. The lessor shall provide a minimum **500 dedicated parking spaces** located in close proximity to the facility, which shall be included in the cost per square foot. Preference is for contiguous parking spaces next to the building. This lighted parking area will include handicapped spaces as required by code.
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 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.

5. 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.
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 preparations, build-out and/or renovations to the premises shall be provided at no additional cost to the lessee. **The lessor must comply with all laws related to the prevailing wage rate for all build-out renovation and/or refurbishing work.**
8. Is available for occupancy with build-out renovation and/or refurbishing by the lessor no later than **September 1, 2006**.
9. Present a lease with the following options:
  - a) a ten (10) year term
  - b) includes a cancellation clause granting lessee the ability to cancel at the end of year six with a one year written notification;
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.