



STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES

**REQUEST FOR PROPOSALS # 14-11-903**  
**AMENDMENT # ONE (1)**  
**FOR OFFICE SPACE IN WASHINGTON AND SULLIVAN**  
**COUNTIES, TENNESSEE**

DATE: **October 13, 2015**

RFP # **14-11-903** IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

**SCHEDULE OF EVENTS**

2.1. RFP Schedule of Events

EVENT	TIME (central time zone)	DATE (all dates are state business days)	Confirmed / Changed
1. RFP Advertised		On or shortly before publication date	Confirmed
2. RFP Published		September. 30, 2015	Confirmed
3. Disability Accommodation Request Deadline		October. 1, 2015	Confirmed
4. Pre-proposal Conference (if applicable)		Not Applicable	Confirmed
5. Notice of Intent to Propose		October 5, 2015	Confirmed
6. Written "Questions & Comments" Deadline	4:00 pm Central Time	October. 9, 2015	Confirmed
7. State Response to Written "Questions & Comments"		<b>October 13, 2015</b>	<b>Changed</b>
<b>8. Proposal Deadline and Opening</b>	4:00 pm Central Time	October. 21, 2015 (Wednesday)	Confirmed
9. Notice to Proposers of Mandatory Pass/Fail		October. 23, 2015	Revised
9. State Completion of Proposal Evaluations		November.6, 2015	Confirmed
11. State Notice of Intent to Award Issued / Finalization of Lease Agreement and RFP Files Opened for Public Inspection		November 11, 2015	Confirmed

12. Executive Sub Committee of the State Building Commission Approval Sought (If lease term is greater than 5 years or annual rent is greater than \$150,000)		Not Applicable	Confirmed
13. Lease is circulated to successful Proposer for signature		November 16, 2015	Confirmed
14. Lease Signature Deadline		December 11, 2015	Confirmed
*15. Desired Occupancy Date		On or before June 30, 2015	Confirmed

**2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

1. How many restrooms will be required in this facility?	Refer to the International Building Code for required number of fixtures, based on building occupancy (20 personnel and 15 clients), include assembly (courtroom) space. Agency requires separate restrooms for access by clients (accessible through waiting room) and staff
2. Can a term longer than five years be proposed?	The State is requesting a 5 year term. Any term other than 5 years, would be considered an Alternate proposal
3. The RFP calls for a full service lease, which shall include all utilities and janitorial. Is there a maximum annual rate per rentable square foot established, that in the event the Tenant's use of utilities shall exceed the established rate for any year of the lease, then will the Landlord be reimbursed by Tenant for any overage?	The State requests no pass throughs of any utility or janitorial services. This is one of several financial considerations that will be evaluated for each proposal.
4. Are all janitorial supplies and restroom paper products at the expense of the Landlord?	Yes, per Exhibit A, Section E, "Landlord shall, at Landlord's expense, provide janitorial services and janitorial supplies, including break room supplies, to the Leased Premises."
5. Are break room paper supplies at the expense of the Landlord or Tenant?	Per Exhibit A, Section E, the State requests that break room supplies be at the expense of the Landlord.

<p>6. Is the dumpster expense the Landlord's or Tenants?</p>	<p>Dumpsters are to be at the Landlord's expense. Exhibit A, Section B states, the "Landlord shall also, at Landlord's expense, furnish and maintain appropriate outside trash and refuse receptacles for the disposal of trash and refuse from the Leased Premises."</p>
<p>7. RFP Attachment 5.2, Section D, Exhibit D, Interior building Specifications Item 2.c states "Provide 1 voice/data per standard workstation." Who is to install and supply the voice and data outlets and the infrastructure to support these services? If the Landlord please provide specifications of the infrastructure needs and sizing of components.</p>	<p>The State will install and supply the voice and data outlets, and the Landlord will supply the infrastructure to support these services (i.e. the electrical panel will need to have enough power and depth to service the voice and data needs; there needs to be a pathway from the phone service provider to the telecom room; and there needs to be 3" of conduit to all outlet locations.)</p>
<p>8. RFP Attachment 5.2, Section D, Exhibit D, Interior building Specifications Item 4.a states, "All office, enclave, break room, and conference room front walls shall have a 3'-0" wide sidelight with ¼" clear tempered glass in 2" welded hollow metal frame with a solid core door (match building standard), and etched film on 3'-0"w full height sidelights. Framing for glass sidelights and windows shall be integral with door frames and not separated by drywall." In the past all interior doors were to be solid core, no less than 3'-0" and thickness of 1¾". What are the specifications for the width and thickness of the interior doors? Additionally, the sidelight combining with the door frame would calculate to be roughly 6'-6" rough in correct?</p>	<p>Yes, the State is requesting that the sidelight frame be part of the door frame.</p>
<p>9. RFP Attachment 5.2, Section D, Exhibit D, Interior building Specifications Item 5.a states, "Interior doors shall match building standard height and finish; at a minimum, all doors shall be solid core, 7'-0" in height." Would 6'-8" x 3'-0" doors or doors of a different size be acceptable?</p>	<p>In new construction/buildout, doors need to have sidelights. In existing doors, the State reserves the right to accept view windows as an acceptable alternative.</p>
<p>10. RFP Attachment 5.2 Section A, Termination and Block 6 of the lease requires a 90 notice. Is there a Termination for Convenience penalty or fee paid to the Landlord if the Tenant exercises this option?</p>	<p>The State prefers to not have a fee, but is open to receiving each landlord's best proposal. The Termination for Convenience structure is one of several financial considerations that will be evaluated for each proposal.</p>

<p>11. What is the earliest point in the Term of the Lease that the Tenant can exercise the Termination for Convenience option?</p>	<p>The State prefers to have Termination for Convenience available at any time during the lease, but is open to receiving each landlord's best proposal. The Termination for Convenience structure is one of several financial considerations that will be evaluated for each proposal.</p>
<p>12. How many employees will be in this office?</p>	<p>To calculate bathroom needs* 20 employees; 15 clients</p>
<p>13. What chemicals will be used in the Tosha Lab? Are there specific requirements for the exhaust fan in the Tosha Lab? Are chemical resistant tops needed for the cabinets?</p>	<p>(1) Possible chemicals used: Alcohol and calibrations gases (e.g CO) (2) An exhaust system would be beneficial to exhaust excess gas when calibrating equipment. (3) Yes, chemical resistant tops are needed fro countertops and cabinets. A double sink is also required for cleaning equipment</p>
<p>14. Is this a current location or a new need for the State? If a current location, what is the address?</p>	<p>The existing address can be found on our webpage.</p>
<p>15. Would stained wood cabinets be accepted as an alternative to plastic laminate cabinets?</p>	<p>Yes, the State reserves the right to accept stained wood cabinets as an alternative.</p>
<p>16. What is the expected length of wall and base cabinets in both the Tosha Lab and Copy Room/Areas?</p>	<p>TOSHA's preference would include the following lab requirements: (1) Eight (8) feet of countertop space would be a minimal amount (2) In addition, 12 electric outlets are needed at countertop level for charging and calibration; (3) Ideally, about 8 cabinets would work depending on size. The agency currently has three (3) 36 " cabinets (4) Space for a small refrigerator or extra space on countertop is required.</p> <p>Ideally, the Copy Area should include about five (5) feet of counter top space to work on with cabinets underneath for supplies.</p>