

**GST Michigan Works!  
WORKFORCE DEVELOPMENT BOARD**

**REQUEST FOR PROPOSAL FOR  
Caro Service Center Space**

**FOR FISCAL YEAR 2022-23**

**PROPOSALS SHOULD BE DIRECTED TO:**

**GST Michigan Works!  
SERVICE CENTER PROPOSAL  
3270 Wilson Street  
Marlette, MI 48453  
Attention: Kelly Cook**

Supported by the State of Michigan. GSTMW materials and programs paid for with State and Federal funds. Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-285-9675 TTY: 711. A proud partner of the American Job Center Network.

**Background and General Information:**

GSTMW is a special unit of local government, which all together serves as the Michigan Works! Agency for Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola counties. GSTMW is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code. The agency employs approximately 56 people. It is governed by a 21 member volunteer Board of Directors. Administrative offices and all records are located at 3270 Wilson Street, Marlette, MI 48453. Additional offices are listed on our website.

GST Michigan Works! (GSTMW) is issuing a Request for Proposal (RFP) for a Service Center in the Caro area of Tuscola County. GSTMW may or may not award a lease.

GSTMW is a federal and state grant-funded organization. Its major purpose is to strengthen the regional economy. It assists employers in finding and retaining qualified employees and, by assuring the labor force meets the needs of employers. The purpose of the service center is to provide labor exchange and workforce development services for employers and job seekers. GSTMW is seeking office space for a Service Center in Tuscola County.

The facility will be procured on an open, competitive basis. The GSTMW Workforce Development Board will select the bidder whose proposal is responsive to the RFP and is most advantageous to GSTMW in price, quality and other factors specified in the RFP. A proposal must set forth all responses in the format required by the RFP to be considered. Any and all proposals may be rejected in whole or in part. GSTMW reserves the right to rescind this RFP in whole or part. GSTMW will not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or in deciding not to respond.

The purpose of this RFP is to acquire a lease for a Service Center. The successful bidder will work closely with GSTMW and obtain GSTMW's approval before proceeding with the final design and development of the facility. Accordingly, the final design may be significantly different from the proposal submitted by the successful bidder. Final lease costs will be based on the agreed upon final design.

To ensure the integrity of this procurement, bidders must make special efforts to prevent fraud and other abuses. Fraud includes deceitful practices and intentional misconduct such as willful misrepresentation. "Abuse" is a general term that encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is not specific, possible problem areas could include the following: conflict of interest, kickbacks, bribes, nepotism, political patronage, political activities and sectarian activities. Bidders that are found to violate fraud or abuse standards will be disqualified. Bidders must report immediately any fraud or abuse violations.

Any bidder that attempts to exchange information with any other potential bidder to gain competitive advantage will be subject to disqualification and possible criminal prosecution. Any bidder who attempts to discuss its proposal with, or offer anything of value to any GSTMW officer, director, staff person, agent or representative during this procurement process, will be subject to disqualification and possible criminal prosecution. These provisions do not prohibit potential bidders from seeking and joining with subcontractors or partners in making the proposal. All partners and subcontractors must be identified in the proposal. These provisions do not prohibit communication between GSTMW and any bidder that GSTMW determines to be necessary as part of the procurement process.

Efforts will be made by GSTMW to utilize small businesses, women's business enterprises and minority-owned businesses. A Responder qualifies as a small business firm if it meets the definition

of “small business” as established by the Small Business Administration (13 CFR 121.103 through 121.108). Upon request, GSTMW will make this RFP available in large print or alternative format to individuals with disabilities. TTY:711.

The successful bidder must comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, disability, or any other protected category.

**Questions:**

Send RFP questions to [kcook@gstmiworks.org](mailto:kcook@gstmiworks.org) by August 19, 2022.

**Selection Process:**

Proposals may be submitted via email or US Postal Service.

Emailed to: [kcook@gstmiworks.org](mailto:kcook@gstmiworks.org)

Mailed and addressed:

GST Michigan Works!  
SERVICE CENTER PROPOSAL  
3270 Wilson Street  
Marlette, MI 48453  
Attention: Kelly Cook

GSTMW will consider proposals received by 4:00 P.M. Eastern Time on **Friday, August 26, 2022**. Proposals must include an original and one copy and must be signed by a person with authority to bind your organization in contract. Proposals mailed to other GST locations will not be considered.

**Termination Before Completion:**

GSTMW reserves the right to end its commitment to enter into a lease if the successful bidder fails to make enough progress toward completion of the Service Center, if the successful bidder cannot follow GSTMW’s design requests, or if GSTMW receives funding reductions which make the proposed Center unfeasible. The determination of the sufficiency of grounds for termination under this clause will be within the sole discretion of GSTMW.

**Appeal Process:**

By submitting a proposal, a bidder agrees to use the GST Michigan Works! Grievance Procedure if it wishes to challenge the decision of the Boards, or any part of the procurement process. A copy of the Grievance Procedure is available at the organization website: <http://gstmiworks.org/>

**Notification of Award**

It is expected that a decision selecting the responder will be made within (6) weeks of the closing date for the receipt of proposals.

**Specifications:**

GSTMW will not pay the successful bidder for development or construction of the facility. The successful bidder will charge a reasonable rent to GSTMW (or other designated tenants) once it takes possession.

Our current assumptions have resulted in the following preliminary specifications:

We estimate that the facility will be approximately 3,000 square feet. We recognize that square footage presented in your proposal may differ. The proposal should incorporate these numbers on a usable and rentable basis. Usable square footage measures the actual area of a floor or an office suite. It is the space required to house personnel and furniture. "Rentable" square footage measures the tenant's pro-rata share of the entire office building floor of occupancy.

The Service Center and the perimeters (internal and external) must adhere to all American With Disabilities (ADA) specifications, including Americans with Disabilities Act Accessibility Guidelines (ADAAG) which contains technical requirements for accessibility by individuals with disabilities. The space should include power doors, accessible doorknobs, parking, entrance approaches, drinking fountains, etc. Public doors must have barrier free openings. Ground level space is preferred.

GSTMW will accept proposals for a variety of office space layouts as long as they meet the below, general requirements:

3,000 sq. feet with space allocated for:

- 8 cubicle computer area for public use
- 6 staff cubicles
- Reception area
- Flexible space for workshops/classes
- Staff break area
- Storage

Preference is for 2 staff restroom facilities within the suite.

High speed internet accessible. Ethernet wiring throughout the building would be desirable.

Office mechanical closet – to house phone equipment, computer network, etc. must be well ventilated.

Dedicated parking for approximately 20 vehicles with adequate parking for persons with disabilities.

Allowance for high visibility exterior signage. Note any signage restrictions in the proposal.

The Service Center will be for general office use and other permitted uses compatible with a first-class office building. The facility must meet all local ordinances.

Service Center location must be on major road in Caro. The location must:

- a. Be easy for job seekers to find;
- b. Be accessible by vehicle traffic at all times of day and in all seasons;
- c. Be accessible by job seekers using the bus routes, if available;
- d. Provide high visibility and allow for Michigan Works! signage;
- e. Accessible for people with disabilities.

GSTMW will judge whether a proposed location satisfies these criteria.

GSTMW must have access to the parking facilities, building and premises twenty-four (24) hours per day, seven (7) days per week.

GSTMW will consider either new construction or renovation of an existing facility.

**Utilities:** Bidders must specify whether the proposed lease cost includes utilities. If it does not, the bidder should describe how utilities will be calculated. The facility must have excellent internet capability.

**Carpeting and/or Flooring:** Carpeting and flooring is to be included in the proposed lease cost and described in the proposal.

**Heating, Ventilation, and Air Conditioning (HVAC):** GSTMW requires HVAC. In your proposal, list HVAC specifications and the basis upon which consumption is calculated (metering, survey, etc.).

**Accessibility Compliance:** The Service Center and parking facilities must be accessible to persons with disabilities in compliance with all federal and state requirements. The successful bidder shall indemnify and hold GSTMW harmless from any and all costs and liabilities arising out of noncompliance by the building and parking facilities.

**Facility Maintenance:** The proposal must describe landlord and tenant responsibilities about janitorial services, repairs and/or maintenance of the premise including and parking facilities. This includes but is not limited to snow removal, salting of walkways, trash removal and grounds maintenance.

**Renovations and Buildouts:** All costs of necessary renovations and/or build-outs will be borne by the successful bidder.

**Lease Terms and Options:** Lease terms are negotiable. GSTMW anticipates the lease would include a term of at least three years, but less than ten years. GSTMW is funded by federal and state grants. A cancellation clause in the case of loss of funding will be required. GSTMW shall be granted a right of first refusal for all contiguous space on the adjoining offices during the term of the lease and any renewals thereof, and have the right to acquire same at the terms and conditions offered to a bona fide third party prospect with GSTMW having thirty (30) days prior written notice to obtain or reject said space.

**Proposal Evaluations:**

GSTMW will evaluate the proposals based on the following criteria.

- Meets overall specifications – 20 points

- Property Condition

- Favorability of lease terms

- Rent – 20 points

- Square footage

- Price

- Availability and Functionality – 20 points

- Location – 20 points

- On a major road

- Easy for job seekers to find

- Easily accessible by vehicle traffic at all times of and in all seasons

- Easily accessible by job seekers using the bus routes

- Provides high visibility and allow for Michigan Works! Signage

- Parking - 10 points

- ADA Accessibility – 10 points

**Proposal Instructions and Format:**

1. Bidders must respond completely and accurately to all questions and other items calling for information. Failure to do so will subject the proposal to disqualification.
2. Bidders must adhere to the proposal instructions and format. Failure to do so will subject the proposal to disqualification.
3. The following parts need responses and/or signatures from the bidder:
  - Cover Sheet (Note: signature required)
  - Part I Proposal Offerer Information and site information
  - Part II Conflict of Interest Form

**USE THIS SHEET AS YOUR PROPOSAL COVER SHEET**

**GST MICHIGAN WORKS!  
SERVICE CENTER FACILITY  
SERVICE CENTER PROPOSAL**

The official authorized to bind the organization must sign below:

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(Official Name of Organization Submitting Proposal)

does hereby accept all the terms and conditions of the Request for Proposals (RFP), including the RFP stipulations. The bidder also certifies that the information in this proposal is correct to the best of its knowledge and belief and the filing of this proposal has been authorized by the organization submitting the proposal.

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Signature

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Printed Name

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Position Title

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Date

**PART I  
PROPOSAL OFFERER INFORMATION**

**GENERAL INFORMATION**

1. Official Name of Bidding Organization: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Contact Person  
Name \_\_\_\_\_  
Job Title \_\_\_\_\_  
Email Address \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Phone Number \_\_\_\_\_
4. Name and Title of Person(s) Authorized to Sign Contract:  
\_\_\_\_\_  
\_\_\_\_\_
5. Type of Organization:      Private for Profit              Private Non-Profit  
                                   Public Government            Other (specify)

**SUMMARY INFORMATION**

1. Total Rent for the proposed Service Center including parking facilities. In the space provided, describe proposed term of lease, payment structure, and amounts of rent. This information should be based on the information in the RFP and the bidder's proposal in response. State whether costs such as utilities, maintenance, taxes, insurance and common area maintenance, etc. will be included in the rent or whether those will be costs to GSTMW that are in addition to the rent. GSTMW understands that it is subject to change based on agreed upon final design, development, and construction.
2. Estimation of length of time from commencement of construction to GSTMW move-in date. (if applicable).
3. List conditions that must occur before the bidder could begin construction, not including approval by GSTMW and agreement upon final design. (if applicable).
4. Describe location of proposed facility, current condition of property and current ownership.

**PART II  
GSTMW BOARD MEMBERS AND STAFF**

The GSTMW Board Members are listed below. In the space provided, indicate and describe any business, employment, or family relationships your organization or any staff members of your organization may have with any GSTMW Board Members. In addition, indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Tuscola, and Shiawassee Counties. Attach additional pages if necessary. **If none, indicate by “N/A”**

**Workforce Development Board:**

		Relationship
1	Ann Finkbeiner	
2	Annette Schlaud	
3	Leanne Panduren	
4	Chuck Kunisch	
5	Daniel Sheppard	
6	Dennis Collison	
7	Pete Batistoni	
8	Glenda Dunlap	
9	Harold Harrington	
10	Lisa Rogers	
11	Mary Brinkman	
12	Howard Hipes	
13	Matt Ernst	
14	Megan Jacobs	
15	Tracie Lewis-Jennings	
16	Vicki Schultz	
17	Paula Nas	
18	Rafael Turner	
19	Sandi Mose	
20	Rick Braid	
21	Scott Avendt	

**Governing Board:**

		Relationship
1	Tom Young	
2	John Bodis	
3	Gary Roy	
4	Bryant Nolden	
5	Debra Newman	
6	Douglas DuRussel	
7	Gary Heberling	
8	John Plowman	
9	Marlene Webster	
10	Rick Warren	
11	Roger Ballard	
12	Todd Talaski	