



REQUEST FOR PROPOSAL

SANDUSKY SERVICE CENTER LEASE

GST Michigan Works! (GSTMW!) is seeking proposals for a lease for the Sandusky Service Center in the City of Sandusky, Michigan. All proposals must be submitted for consideration by Monday, March 2, 2026, at 5:00 pm. Proposals will be accepted via email to sbowen@gstmiworks.org.

Posted: February 9, 2026

Supported by the State of Michigan. GST Michigan Works! (GSTMW!) materials and programs are paid for with State and Federal funds. GSTMW! is an 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

GST Michigan Works! (GSTMW!) is a special unit of local government that 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 and employs approximately 60 staff members. The agency is governed by a 12-member board consisting of two commissioners for each of the six counties and a 21-member volunteer Board of Directors who lead the vision and planning decisions for GSTMW!

Administrative offices and official records are located at 3270 Wilson Street, Marlette, MI 48453. Additional service locations are listed on the GSTMW! website.

GSTMW! is a federally and state-funded workforce development organization whose mission is to connect and provide employers and job seekers with the assets they need to work together in building a prosperous region.

GSTMW! is issuing this Request for Proposal (RFP) to identify suitable office space for a Service Center located in Sandusky, Michigan. GSTMW! may or may not award a lease as a result of this RFP.

Procurement Overview

The facility will be procured through an open and competitive process. The GSTMW! Governing Board will select the proposal that is most advantageous to GSTMW!, considering price, quality, location, functionality, and other criteria outlined in this RFP. GSTMW! reserves the right to:

- Reject any or all proposals, in whole or in part
- Rescind this RFP at any time
- Waive minor irregularities

GSTMW! will not be responsible for any costs incurred by respondents in preparing or submitting proposals.

The successful bidder will work closely with GSTMW! throughout the design and development process. Final design and lease costs will be based on mutually agreed-upon specifications and may differ from the original proposal.

Ethics, Fraud, and Abuse

To ensure the integrity of this procurement, bidders must take all necessary steps to prevent fraud, abuse, and conflicts of interest. Prohibited activities include, but are not limited to:

- Conflicts of interest

- Kickbacks, bribes, or inducements
- Nepotism or political patronage
- Improper communication with other bidders

Any bidder found to engage in such activities will be subject to disqualification and possible criminal prosecution. All suspected fraud or abuse must be reported immediately.

Communication with GSTMW! staff is prohibited during the procurement process, except as expressly permitted in this RFP.

Small, Minority, and Women-Owned Businesses

GSTMW! encourages participation by **small businesses, minority-owned businesses, and women-owned businesses**. A small business is defined according to Small Business Administration regulations (13 CFR §§121.103–121.108).

Upon request, this RFP will be made available in large print or alternative formats. TTY: 711.

Non-Discrimination Requirements

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

Questions

All questions regarding this RFP must be submitted in writing to: **Sharon Bowen at:**

sbowen@gstmiworks.org

Deadline for Questions: February 19, 2026

Proposal Submission Instructions

Proposals must be submitted in an email with the subject line clearly labeled: “**SANDUSKY SERVICE CENTER LEASE PROPOSAL**” and emailed to sbowen@gstmiworks.org.

Submission Deadline

Proposals must be received no later than 5:00 p.m. Eastern Time on Monday, March 2, 2026.

Termination Before Completion

GSTMW! reserves the right to terminate its commitment to enter into a lease if:

- Sufficient progress toward completion is not achieved

- GSTMW! design requirements cannot be met
- Funding reductions render the project infeasible

Determinations under this clause are at the sole discretion of GSTMW!

Appeal Process

By submitting a proposal, the bidder agrees to utilize the GST Michigan Works! Grievance Procedure to challenge any procurement decisions. The grievance procedure is available at <https://gstmiworks.org>.

Notification of Award

It is anticipated that a selection decision will be made at the GSTMW! Governing Board meeting on March 13, 2026, or June 12, 2026.

Facility Specifications

Lease Space Requirements

- Approximately 3,000 square feet (usable and rentable)
- Average 20-40 visitors per day

Required Areas

- Public computer area that can accommodate at least 9 computers
- Room for 5 staff cubicles or offices
- Flexible training/workshop space
- Staff break area
- Storage space
- Preference for two (2) restrooms within the suite

Accessibility

- Full compliance with **ADA requirements**
- Power doors, accessible parking, entrances, restrooms, and drinking fountains
- Ground-level space preferred

Technology & Infrastructure

- High-speed internet capability
- Ethernet wiring throughout (preferred)
- Ventilated mechanical/IT closet

Parking & Signage

- Dedicated parking for approximately 20 vehicles
- ADA-compliant parking
- Allowance for high-visibility exterior signage (restrictions must be disclosed)

Location Criteria

The Service Center must be located on a major road in Sandusky and:

- Be easy to find
- Be accessible year-round during normal business hours
- Be accessible by public transportation, if available
- Provide high visibility for Michigan Works! signage
- Be accessible to individuals with disabilities

GSTMW! will determine whether the proposed location meets these criteria.

Access

GSTMW! requires access to the building, parking facilities, and premises for most hours of the day and week.

Renovations

GSTMW! will consider proposals involving renovation of existing facilities.

Utilities, HVAC, and Maintenance

Utilities

Proposals must specify whether utilities are included in the lease rate. If not included, bidders must explain how utility costs are calculated.

HVAC

HVAC is required. Proposals must include system specifications and the basis for usage calculations.

Maintenance

Proposals must clearly define landlord and tenant responsibilities for:

- Janitorial services
- Repairs and maintenance

- Snow removal and salting
 - Trash removal
 - Grounds maintenance
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Lease Terms

- Anticipated initial lease term: 3 years
 - Two (2) renewal options of 3 years each (total of 9 years)
 - Required funding contingency/cancellation clause
 - Right of first refusal for contiguous space, with 30 days' written notice
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Proposal Evaluation Criteria

Proposals will be evaluated on a 100-point scale:

- 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**
 - Major road access
 - Visibility and accessibility
 - Public transportation access
 - Parking – **10 points**
 - ADA accessibility – **10 points**
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Proposal Format

Bidders must respond completely and accurately to all requirements outlined in this RFP. Failure to do so may result in disqualification.

Bidders may include floor plans of properties being proposed.

The following parts need responses and signatures from the bidder.

- Cover Sheet (note signature required)
 - Part 1 Proposal Offeror Information and Site Information
 - Part 2 Conflict of Interest Form
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GST MICHIGAN WORKS!
SANDUSKY SERVICE CENTER LEASE PROPOSAL

The official authorized to bind the organization must sign below:

(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.

Signature

Date

Printed Name

Position Title

**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)

SITE INFORMATION

1. List the address of the proposed Sandusky site. Describe the location. Is it: easy to find, located on a major roadway, accessible by bus route, allow for Michigan Works signage, accessible for people with disabilities, accessible at all times of day and in all seasons.
2. Total rent (price per square foot x total square footage) 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. 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 and development.
3. List the total square footage for the building.
4. List the total number of parking spots available.

5. Describe the current condition of property, current ownership, and ADA specifications currently available.
6. When is the property available?

PART II

CONFLICT OF INTEREST FORM

Agency/Organization

GSTMW! BOARDS AND STAFF MEMBERS

Please review the list of GSTMW! Board and staff members 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 or staff. Indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Shiawassee, and Tuscola Counties. If none, indicate by "N/A."

Workforce Development Board

Governing Board

Avendt, Scott	Mose, Sandi	Avery, James
Baird, Rick	Mosier, Brianna	Babcock, Mary
Batistoni, Pete	Nas, Paula	Ballard, Roger
Byers, Kimberly	Panduren, Leanne	Brodeur, Greg
Gasso, Rochelle	Prill, Yvonne	Haggadone, Brad
Gaudet, Daniel	Rogers, Lisa	Howell, Gary
Gutierrez, Madison	Shelton, Mary	Khoury, Sami
Hartwell, John	Sheppard, Daniel	Koch, Matthew
Kappen, Jason	Turner, Rafael	Lutz, Bill
Kunisch, Chuck	Zahn, Correen	Moody, John
Lewis-Jennings, Tracie		

GSTMW! Staff

Albee, Sophia	Kerbyson, Jody	Polmanteer, Stephanie
Aleck, Deborah	Kuenzli, JulAnn	Powell, Heidi
Barry, Raymond	Latham II, Erich	Rak, Tonya
Beattie, Lincoln	Libkie, Angela	Rambow, Treva
Billiau, Jessica	Lorah Hammond, Mary	Rancour, Gregory

Bowen, Sharon	Mays, Cora	Reynolds, Roy
Burns, Jessica	Mays, Reginald	Rich, Rochelle
Byrnes, Holly	McGee, Michael	Ritz, Dannelle
Chrismer, Katrina	McGrandy, Shawn	Rock, Sheila
Chrivia, Joleen	McKellar, Skylar	Sadler, Bartlett
Condra, Elizabeth	Mendez Conroy, Wendy	Schornack, Angel
Conley, Olivia	Morato Williams, Patricia	Schueler, Christian
Cook, Kelly	Morehead, Roxanne	Shantz, Emma
Diegel, Tori	Morrison, Hunter	Thornthwaite, Cindy
Grant, Cheryl	Morrison, Jacelee	Thrall, Amanda
Harper, Nancy	Motter, Laura	Watson, Shakesha
Hernandez Rodriguez, Maria	Nowicki, Deborah	Willcox, Haymet
Jeffery, Marcie	Parsons, Kiya	Woodruff, Katherine
Johnson, John	Paxton, Wendy	Woodward, Genna
Junga, Amanda	Peabody, Roman	Young, Stephon
		Zambron, Cindy

Relationships: