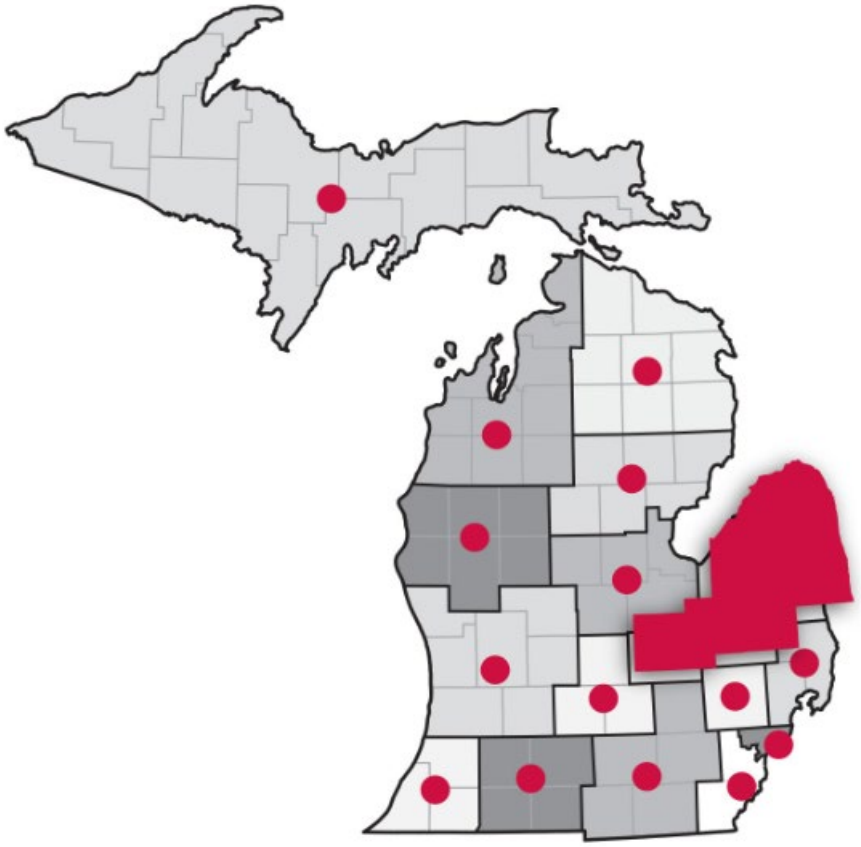
GST MICHIGAN
GENESEE
SHIAWASSEE
THUMB
WORKS!™



REQUEST FOR PROPOSAL

FLINT SERVICE CENTER LEASE

GST Michigan Works! (GSTMW!) is seeking quotes for a Service Center for our American Job Center to be located in Flint, Michigan. Please contact Sharon Bowen at sbowen@gstmiworks.org with any questions by 5:00 pm, November 2, 2026. Proposals are due to Sharon Bowen at sbowen@gstmiworks.org by 4:00 pm, November 16, 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.

1.1 GST Michigan Works! (GSTMW!)

GSTMW! is a special unit of local government, which 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 60 people. It is governed by a 21-member volunteer Workforce Development Board and a 12-member Governing Board. Administrative offices and all records are located at 3270 Wilson Street, Marlette, MI 48453.

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 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.

Additional information about GSTMW! is available at https://gstmiworks.org including the strategic plan, vision and mission statements, and customer service standards.

1.2 Background and General Information

GSTMW! is seeking proposals for a commercial office building located in Flint, Michigan. The current location for GSTMW! is 711 North Saginaw Street, Flint Michigan, 48503. GSTMW! will offer a five (5) year lease with one (1) five (5) year renewal to cover a period of ten (10) years if the building meets the needs and funding is available.

The services will be procured on an open, competitive basis. GSTMW! administration 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 comply with the format required by the RFP to be considered. Any and all proposals may be rejected in whole or in 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. GSTMW! reserves the right to rescind this RFP in whole or part.

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, minority-owned businesses, women's business enterprises, and veteran-owned businesses. A Bidder qualifies as a small business firm if it meets the definition of a "small business" as established by the Small Business Administration (13 CFR 121.101 through 121.110). Upon request, GSTMW! will make this RFP available in large print or alternative format to individuals with disabilities. TTY:711.

All bidders must abide by 29 CFR Part 38 – IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT, and other federal and/or state statutes prohibiting discrimination in programs, services, and activities.

1.3 Questions

Send RFP questions to Sharon Bowen, at sbowen@gstmiworks.org by 5:00 pm on November 2, 2026.

1.4 Proposal Submission Instructions

All proposals must be sent via email to Sharon Bowen, at sbowen@gstmiworks.org by 4:00 pm on November 16, 2026.

1.5 Appeal Process

By submitting a proposal, a bidder agrees to use GST Michigan Works!' Grievance Procedure if they wish to challenge the decision of the Boards, or any part of the procurement process. A copy of the Grievance Procedure is available at GSTMW!'s website: https://gstmiworks.org.

1.6 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!

1.7 Facility Specifications

Lease Space Requirements

- Approximately 44,000 to 53,000 square feet (usable and rentable)
- Average 150-200 visitors per day

Required Areas

- Public computer area that can accommodate 40 2' x 4' cubicles
- Rooms for 80-85 staff cubicles or offices
- Reception areas
- Flexible training/workshop space, 12-16 rooms
- Staff break area, 1-5 areas
- Storage space
- ADA restrooms and ADA private restrooms

Accessibility

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

Technology & Infrastructure

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

Parking & Signage

- Dedicated parking for approximately 220-250 vehicles
- Designated 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 the City of Flint and:

- Be easy to find
- Be accessible year-round during normal business hours
- Be accessible by public transportation
- 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 24/7 access to the building, parking facilities, and premises.

Renovations

GSTMW! will consider proposals involving renovation of existing facilities.

Utilities

Proposals must specify whether utilities are included in the lease rate. If not included, bidders must explain the basis for usage calculations.

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
- Carpet/window cleaning

Lease Terms

- Anticipated initial lease term: five (5) years
- One (1) renewal option of five (5) years (total of ten (0) years)
- Required funding contingency/cancellation clause
- Right of first refusal for contiguous space, with 30 days' written notice

1.8 Proposal Evaluations Criteria

Proposals will be evaluated on a 100-point scale:

- Meets overall specifications – **20 points**
  - Property condition
  - Favorability of lease terms
- Rent – 4**0 points**
  - Square footage
  - Price
- Availability, functionality, and ADA accessibility – **10 points**
- Location – **20 points**
  - Major road access
  - Visibility and accessibility
  - Public transportation access
- Parking – **10 points**

1.9 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. Lease Holder Qualifications: The Lease Holder will provide general liability insurance and personal injury insurance.

3. The Lease Holder should provide any specifics regarding fire safety, emergency procedures, and ADA requirements.

4. Proposal Requirements: Proposals shall include company overview, years in business, ownership information, insurance certificates, and three commercial references.

5. Cost Proposal: Specify the cost of the first (5 year) and second (5 year) lease on a monthly and annual basis. Proposals should account for anticipated increases over the term of the lease.

6. Bidder responses and/or signatures are required on:

Cover Sheet	(Note: signature required)
Part I	Bidder Information and Site Information
Part II	Conflict of Interest

Bidders should include floor plans of properties being proposed.

Cover Sheet

GST MICHIGAN WORKS!
FLINT 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
BIDDER INFORMATION

GENERAL INFORMATION

1. Official Name of Bidding Organization: _____

2. Address: _____

Contact Person Information:

Name_____

Job Title_____

Email Address_____

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 NARRATIVE:

1. Service Narrative: 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. State how the organization will meet the specifications of the Service Center lease. Add additional pages as needed.

    a. Facility Specifications: Describe the location and address, whether it is easy to find, located on a major roadway, accessible by bus route, total square footage, and provide floor plans. Describe the current condition of property (age, exterior, and any renovations) and the current ownership. For a multiple tenant building, list the total useable and rentable square footage.
    b. Required Areas: List the number of offices, conference/training rooms, restrooms, break areas, storage spaces, and reception areas available in the proposed area.

c. Accessibility: Describe the ADA specifications currently available such as power doors, accessible entrances, restrooms, drinking fountains, and elevators.
d. Technology & Infrastructure: Describe what is available in the building, ventilated mechanical/IT room, ethernet wiring, and/or high-speed internet.
e. Parking & Signage: List the total number of parking spaces, the number of ADA parking spaces, and outdoor signage availability.
f. Utilities & HVAC: Describe what is included in lease rate and the basis for usage calculations.
g. Access: Describe how GSTMW!'s would access the building and days and times of availability.
h. Maintenance: Describe what services are included in the lease. Janitorial services, grounds maintenance, building repairs and maintenance, snow removal and salting, trash removal and carpet and window cleaning.
i. Provide a copy of general liability and personal injury insurance.
j. List specifications for fire safety and emergency procedures.
k. Proved three (3) commercial references.
l. Lease price: State the square footage rate for the proposed Service Center and provide monthly and annual rent per year.
m. State when the property is available.

PART II

CONFLICT OF INTEREST FORM

_____

Name of 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, or Tuscola counties. If none, indicate by "N/A."

Workforce Development Board:

Baird, Rick	Mosier, Brianna
Batistoni, Pete	Nas, Paula
Brinkman, Mary	Panduren, Leanne
Byers, Kimberly	Prill, Yvonne
Gasso, Rachelle	Rogers, Lisa
Gaudet, Dan	Shelton, Mary
Gutierrez, Madison	Sheppard, Daniel
Kunisch, Chuck	Turner, Rafael
Hartwell, John	Witt, Janie
Lewis-Jennings, Tracie	Zahn, Correen
Mose, Sandi	

Governing Board:

Avery, James	Howell, Gary
Babcock, Mary	Khoury, Sami
Ballard, Roger	Koch, Matthew
Brodeur, Greg	Lutz, Bill
Haggadone, Brad	Moody, John

GSTMW! Staff:

Aleck, Deborah	Junga, Amanda	Peabody, Roman
Barry, Raymond	Kerbyson, Jody	Powell, Heidi
Beattie, Lincoln Scott	Kluger, Katherine	Rak, Tonya
Billiau, Jessica	Kuenzli, JulAnn	Rambow, Treva
Bowen, Sharon	Latham II, Erich	Rancour, Gregory
Burns, Jessica	Libkie, Angela	Rich, Rochelle
Byrnes, Holly	Lorah Hammond, Mary	Ritz, Dannelle
Cassidy, Crystal	Mays, Cora	Robinson, Patricia
Chrismer, Katrina	Mays, Reginald	Rock, Sheila
Chrivia, Joleen	McGee, Michael	Sadler, Bartlett
Condra, Elizabeth	McGrandy, Shawn	Schornack, Angel
Conley, Olivia	McKellar, Skylar	Schueler, Christian
Cook, Kelly	Mendez Conroy, Wendy	Shantz, Emma
Diegel, Tori	Morato Williams, Patricia	Thornthwaite, Cindy
Engelhard, Amy	Morehead, Roxanne	Thrall, Amanda
Grant, Cheryl	Morrison, Hunter	Watson, Shakesha
Harper, Nancy	Morrison, Jacelee	Willcox, Haymet
Hernandez Rodriguez, Maria	Motter, Laura	Woodward, Genna
Jeffery, Marcie	Nowicki, Deborah	Young, Stephon
Johnson, John	Paxton, Wendy	Zambron, Cindy

Relationships: