

INSTRUCTIONS TO BIDDERS

Leasing of Office Space

Wood County Alcohol, Drug Addiction and Mental Health Services Board

I. ISSUANCE OF BID DOCUMENTS

- A. The bid documents containing the information and forms needed to offer the Wood County Alcohol, Drug Addiction and Mental Health Services Board (ADAMHS) (hereinafter referred to as Lessee) an opportunity to rent office space from a building owner (hereinafter referred to as the Lessor), will be given or mailed to any prospective Lessor requesting a copy. The bid documents may be picked up in person or obtained by mail from the Wood County Alcohol, Drug Addiction and Mental Health Services Board, Wood County, Ohio, 745 Haskins Rd. Suite H, Bowling Green, Ohio 43402.
- B. One copy of the proposal form will be furnished to each bidder along with the bid documents; however, two copies shall be submitted to the Lessee as the actual proposal.
- C. There will be no deposit requested and the bid documents need not be returned after the proposal opening.
- D. Should any ambiguities in the bidding documents or specifications be discovered during the examination of the bid documents during the bidding period, such discrepancies shall be brought to the attention of the Lessee, attention Larry P. Mershman, Director, not later than four (4) calendar days before the proposals are due. The questions will be reviewed and where the information sought is not clearly specified, a clarifying addendum will be issued simultaneously to all bidders. Such questions may be directed to the following address or telephone number:

Larry P. Mershman, Director
Wood County Alcohol, Drug Addiction and Mental Health Services Board
745 Haskins Rd. Suite H
Bowling Green, Ohio 43402
Telephone: (419) 352-8475
E-mail: wcadamhs@wcadamh.org

II. PREPARATION OF PROPOSAL

- A. The proposal shall be properly executed in ink or by typewriter in two copies on the forms provided with the bid documents with all items on the proposal form filled out in the blank spaces provided, with numbers stated in both writing and figures where so indicated, with the signatures in longhand and with no interlineations, alteration, or erasures.
- B. The following listed terms herein used refer to and designate:
 - 1. Lessee Wood County ADAMHS Board
Wood County, Ohio
 - 2. Lessor The holder of direct lease
with the Wood County ADAMHS Board

- C. The base bid shall not contain any modifications or exceptions to the proposal requested. Alternative proposals to the base bid may be submitted however, and they will be evaluated by the Wood County ADAMHS Board on their relative merits. No oral, telephonic, or telegraphic modifications to the proposal will be considered.
- D. A proposal by an individual shall be signed by the individual with his usual signature. A proposal by a partnership shall furnish the full name of all general partners and be signed in the partnership name by a member of the partnership or by an authorized representative, followed by the designation of the person signing. A proposal by a corporation shall be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below his signature. When requested by the Lessee, satisfactory evidence shall be furnished of the authority of the officer signing in behalf of the corporation.
- E. A sealed envelope containing the proposal shall bear the bidder's name and address and be endorsed:

SEALED BID FOR OFFICE SPACE WOOD COUNTY ADAMHS BOARD
- F. The sealed envelope containing the proposal shall be delivered to:

Wood County ADAMHS Board
745 Haskins Rd. Suite H
Bowling Green, Ohio 43402
- G. The proposal shall be in the possession of the Wood County ADAMHS Board before 10:00 a.m., June 10th, 2011. The Director will determine when the specified time has arrived and no proposals received after that time will be considered.
- H. The proposal shall be accompanied by the Bid Bond, properly executed, or a cashier's check in the amount of five percent (5%) of the bid amount (12 months lease) as a guarantee that the bidder will enter into a contract.

III. AWARD CONTRACT

- A. It is the intention of the Lessee to select the best proposal received and competitively negotiate further with the prospective lessor. A lease contract will be awarded to the lowest and best proposal determined after negotiation.

The Board of Wood County ADAMHS Board reserves the right to reject any or all bids submitted and to waive any irregularities.
- B. The Lessor to whom the award is made will be required to execute the written lease agreement and furnish appropriate evidence of the existence of the specified insurance policies within seven (7) calendar days after receiving the lease agreement for execution. Before the lease agreement is executed, a corporation to which the contract is awarded shall furnish an appropriate certificate as to its corporate existence and appropriate evidence that the person signing the contract is duly authorized to do so on behalf of the corporation.
- C. Should a Lessor to whom the award is made fail or refuse to execute the agreement or furnish evidence of the existence of the specified insurance policies within

seven (7) calendar days, the Lessee may award the contract to any other bidder or may call for new proposal.

GENERAL REQUIREMENTS

I. PURPOSE OF THE BIDDING

- A. The Wood County ADAMHS Board requires office space. Therefore, the Wood County ADAMHS Board is requesting offers from building owners to make approximately 2,600 square feet of space available for rent to the Lessee.

A Lessor who has appropriate space to rent to the Lessee will be required to remodel the space as directed and indicated by the Lessor in these specifications, at the Lessor's cost.

- B. The total rent asked by the Lessor for the space he is offering will be a major factor in selecting the successful bidder, but the quality and location of the premises will also be considered as major factors. In other words, the lessee will strive to arrive at an equitable "cost/quality ratio" for each prospective lessor.
- C. The total rent asked by the Lessor shall be entered in the proper blank on the proposal forms provided with these bid documents.

II. TERMS OF LEASE

- A. The term of the lease shall be for twenty four (24) months with the option to renew for an additional twenty four (24) month period. The lease shall commence on or about July 1, 2011, and terminate on June 30, 2013. The Lessor shall require thirty (30) days notification of the Lessee's intention to renew the lease prior to the termination date. The Lessee will provide thirty (30) days notification to the Lessor if he does not desire to renew the lease.

III. UTILITIES

- A. The Lessee shall pay all electrical utility expenses for the leased premises.

IV. SERVICES BY THE LESSOR

- A. The Lessor shall arrange for pickup of normal garbage generated by Lessee.
- B. The Lessor shall be responsible for maintaining the leased premises in good condition for the term of the lease and any extensions of the lease. Heavy maintenance work on the heating and air conditioning equipment shall be performed in other than business hours, except for emergencies or with prior consent of the Lessee. Other maintenance work shall be performed in a manner that will not unduly disturb the normal operations of the Lessee. Leased premises shall include any buildings, grounds, parking lots offered by the Lessee and accepted by the Lessor.
- C. The lease shall contain a provision that the Lessor will perform "preventive maintenance" at all times and seek to prevent heating and air conditioning system shutdowns or electrical system failures rather than merely repairing the failures when they occur.

V. JANITORIAL SERVICES

- A. The Lessor shall provide all janitorial services.

VI. INSURANCE

- A. The Lessor shall carry liability, fire and disaster insurance on the leased premises to the full insurable value thereof. However, the furniture, furnishings and equipment owned by the Lessee shall be insured by the Lessee. In addition, the Lessee shall carry liability insurance for the operation of its program, but the Lessee shall not be responsible for any liability incurred as a result of Lessor's negligence in maintaining the leased premises. Authenticated copies of the insurance policies shall be delivered to the Lessee within seven (7) calendar days after the award of the contract. The insurance carrier shall be licensed to do business in the State of Ohio and shall be acceptable to the Lessee.

VII. REMEDIES FOR NONPERFORMANCE

- A. Should the Lessor fail to keep the premises in good repair or fail to maintain the specified insurance on the premises or fail in any of the Lessor's stipulated and agreed duties, the Lessee, upon proper notice, may order the omitted work done or may order the improperly performed work performed properly or may remedy any other such nonperformance as the Lessee may see fit and may deduct the cost of remedying the nonperformance from the monthly rent due the Lessor.

VIII. ARBITRATION OF DISPUTES

- A. The executed lease shall contain the following stipulation:

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator or arbitrators may be entered in any court having jurisdiction thereof.

IX. THE LEASE

- A. The lease offered the Lessee shall be a conventional lease prepared by the Lessee and approved by the Lessee's legal counsel. Additional clauses to the typical lease shall be added to the effect that the Lessee may, at its own expense, alter or remodel the premises over the years to suit its changing needs. The lease may state that in the event the premises are remodeled, the Lessee shall keep the property free of mechanics' liens.

X. RENTS AND UNIT COSTS

- A. The proposal form shall state the total amount of rent required for the duration of the leasing period, July 1, 2011 through June 30, 2013. In addition, the square footage expense to the Lessee based on the total rent amount shall be indicated on the proposal form.
- B. The rent amount shall be filed by the Lessee with the County Auditor for payment around the 5th day of each month for the following month's rent. The Lessor should receive payment on or about the 1st day of the month following the filing date with the County Auditor.

XI. TAXES AND OTHER ASSESSMENTS

- A. All applicable taxes and assessments related to the leased premises shall be the responsibility of the Lessor.

BUILDING REQUIREMENTS

I. LOCATION OF THE BUILDING

- A. The leased premises shall be in a building located within two miles of the Wood County Government Center. The general ambiance of the neighborhood will be taken into consideration by the Lessee in selecting the most favorable lease offer.

II. THE BUILDING'S EXTERIOR

- A. The leased premises shall be in a reasonably attractive building having appropriate landscaping outside. The exterior walls of the leased space should have adequate and pleasing doors and windows.

III. SQUARE FOOTAGE REQUIRED

- A. As a minimum, the leased office space shall have approximately 2,600 sq. ft. of usable floor area. Bids for larger areas will be considered and evaluated based on total cost compared to other proposals received.
- B. It is the intention of the County to lease adequate space that will meet the specific needs of the Wood County ADAMHS Board. Potential rental space must provide for the following work areas: counter area, restrooms, kitchen area, individual offices, storage and reception areas, computer server area with separate air conditioning and a board room meeting area. Either with an existing layout or preferably through renovations suggested and approved by the Wood County ADAMHS Board.
- C. Whether specified or not, all features of the leased premises shall conform to current fire and building codes for public facilities and to any other applicable requirements for the legal authorities having jurisdiction.

IV. INTERIOR DESIGN AND MATERIALS

- A. Lessor shall furnish the necessary materials and labor to provide items necessary for the operation of the Lessee. Partitions shall be of a quality to prevent sound penetration from one work area to the next.
- B. Ceilings should be suspended acoustic tile and should provide adequate light reflectance to accomplish adequate working conditions. Ceilings in office areas should be at least 8' above the finished floor.
- C. The floor coverings shall be of such suitable quality that, with proper care, they shall maintain a good appearance throughout the period of the lease. Floor coverings shall comply with the local, state, and federal fire regulations and codes. All open areas and office areas should be carpeted. Toilet rooms, storage, janitorial, and mechanical rooms shall have suitable floor covering for easy maintenance.
- D. The Lessor shall provide sufficient electrical, telephone and computer outlets for the operation of the Lessee. All electrical service shall conform to applicable building rules and regulations.

- E. The Lessor shall provide sufficient telephone outlets and phone lines to meet the needs of the Lessee. It is estimated that the Lessee will require at least 6 incoming phone lines. It will also require a T-1 line for State of Ohio Access.
 - F. Environmental temperature shall be thermostatically controlled to provide a 70 degree temperature during all seasons. The computer server area will require cooler temperatures. Gas heat is preferred. Gas or electrical air conditioning is acceptable.
 - G. Lighting shall be adequate to maintain adequate working conditions at desktop height anywhere in the leased premises without the assistance of borrowed light. Recessed diffused florescent lighting is desirable.
 - H. The interior color scheme should basically have a good light reflective value; similar to light beige, off-white, etc. The Lessee shall have the right to approve any interior color scheme provides by the Lessor.
 - I. Toilet facilities shall be provided for men and women - One (1) each and be handicapped accessible.
 - J. The exterior facade of the building or an area in front of the building should be sufficient to provide for placement of a sign identifying the facility as the Wood County ADAMHS Board. The Lessee shall provide the signage and determine the wording thereof.
 - K. The floor structure shall be capable of safely supporting the minimum uniformly distributed and concentrated live loads stipulated in the current edition of the Ohio Basic Building Code for the intended use.
- V. ACCESS
- A. The leased office space shall be accessible to the Lessee 24 hours a day, 365 days a year.
 - B. The building must have limited access to the public after hours.
 - C. All public areas of the building must be accessible to handicapped persons including exterior walks, entrances, corridors, offices, and restrooms.
 - D. The property shall have at least 50 non-exclusive parking spaces with a minimum of two (2) designated parking spaces meeting ADA specifications.

VI. SECURITY

- A. The Wood County ADAMHS Board Director will discuss security needs with the selected Lessor.

PROPOSAL FORM

Wood County ADAMHS Board
745 Haskins Rd. Suite H
Bowling Green, Ohio 43402

ITEM I. BASE BID - OFFICE SPACE

The undersigned Lessor proposes to furnish _____ sq. ft. of net leasable space for the use of the Wood County ADAMHS Board in accordance with the fiscal parameters and building requirements specified in the bid documents.

A. BUILDING LOCATION

The proposed leasable space is located at _____
Street Address

B. BUILDING DESCRIPTION

C. RENT AND RELATED UNIT COST

Total Rent Amount for the contract period July 1, 2011 through June 30, 2016 \$ _____

Total Cost Amount per Square Foot \$ _____

Monthly Rental Amount \$ _____

Bid Bond/Certified Check in the amount of (5% of 1 year lease) \$ _____

A retainage of the 5% Bid Bond will be held in lieu of any work not performed in accordance to this agreement until such a time that all discrepancies have been resolved; or remedied.

SUBMITTED BY:

_____, _____
Name Address

_____, _____
Signature Telephone Number