

REQUEST FOR QUOTE

Issued by



For

**Lease Space
For the
Workforce Solutions South Plains Career Center Levelland**

Initial Issue Date: June 22, 2020

Submit by COB: July 20, 2020

I. Introduction

The South Plains Regional Workforce Development Board dba Workforce Solutions South Plains (hereinafter, “the Board” or “Workforce Solutions”) is a 501c3 Non-profit Corporation that administers workforce development services funded by the Texas Workforce Commission (TWC) for the 15-county South Plains Regional Workforce Development Area (SPRWDA) which consists of Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry and Yoakum Counties.

The Board’s workforce services contractors operate six full-service Workforce Solutions Career Centers to provide employment and training services to residents of the South Plains. These facilities, located in Levelland, Lubbock, Brownfield, Littlefield, Muleshoe, and Plainview, are leased facilities and are open to the public from 8 a.m. to 5 p.m. five (5) days a week Monday through Friday. Some of the facilities have extended hours.

II. Purpose of RFQ

The Board is seeking quotes on office space to lease in Levelland, TX. The office would serve as a Workforce Solutions Career Center. The Board will consider a stand-alone location or co-location with another tenant in a “like industry” (post-secondary educational institutions, community-based organizations, business consulting, business development, economic and workforce development agencies etc.) Organizations may provide quotes for one or more locations. The board will handle technology connectivity at the location.

III. DESCRIPTION OF OCCUPANCY NEEDS

Location:

Office space is to be located within **Levelland, Texas** and shall be in a location that is properly zoned.

Term of Lease:

- Terms of a lease would require the landlord to repair, replace and maintain the roof, foundation, parking facility, and plumbing, HVAC, structural soundness and other structures or equipment serving the facility.
- Lease should include, when applicable, right of first refusal on adjacent space.
- Facility must be complete and meet all site requirements and be ready for occupancy on or before October 1, 2020.
- The initial term of the lease would be for five years with one five renewable option.
- The lease must include a provision that will allow the Board the right to terminate the lease if workforce program funding from the Texas Workforce Commission is reduced 15% or more during any one year period of the lease.

Workforce Solutions Space Requirements

- The location must be in an area that is assessable by the general population
- Minimum 1200 square feet
- Open floor layout or office space for at least 6 employees with a reception area
- Lab/ conference room space
- Storage Closet
- Public restrooms for male and female customers with no less than 1 handicap accessible bathroom

Code Requirements

The facility shall comply with all local, state, and national codes, ordinances and regulations governing the particular class of facility, as interpreted by the inspecting authority (ies).

Site Requirements

- If applicable, shrubs, grass, landscaping, and automatic irrigation system shall be maintained by the owner.
- Site must have a designated dumpster location within a reasonable distance behind the building.
- Privacy fence must be provided around electrical transformers and/or air conditioning units.
- Provide paved, off-street parking for no less than 12 cars with no less than one handicapped van accessible parking spot.
- Parking lot striping and handicapped signs shall be provided by the landlord.

Additional Requirements

- Exterior of the building should be attractive, quality construction with brick veneer or an alternative acceptable to the Board.
- Interior finishes provided (carpet, resilient flooring, ceramic tile, cove base, vinyl wall coverings, paint, ceiling systems, and signage package) shall be commercial quality.
- Compliance with the American Disabilities Act (ADA); make all necessary required accommodations for persons with disabilities; i.e. proper ramp, doors opened with closed fist, signage in building accessible, etc. This requirement is subject to change as the ADA is amended or as reasonable accommodations are requested and required.

Request for Quote Information Sheet

1. Description of the Proposed Location: _____
 2. Lease Cost: _____
 3. Term of Lease: _____
 4. Utility requirements (Tenant or Landlord paid): _____
 5. Maintenance Requirements (Tenant or Landlord Responsibility): _____
 6. Parking Availability: _____
 7. Description of Any Build-Out or Remodeling: _____
- _____

Organization Name:

Address:

Phone:

Name of Contact Person:

**Name and title of individual
authorized to bind the
organization:**

Signature:

Date Signed:

Quote sheet may be emailed to erin.rea@spworkforce.org; or faxed to 806-744-5378

Workforce Solutions South Plains WDB
Erin Rea, Procurement Officer
1500 Broadway Suite 800
Lubbock, TX 79401

Deadline for Information Submission

Quote may be submitted to the Board at any time. Office hours for the location listed above are Monday through Friday 8:00am to 5:00pm. This RFQ will close at 5:00pm on Monday July 20, 2020. This document is available in electronic format; please submit your request to the email above.

V. CONDITIONS AND LIMITATIONS

- A. The only purpose of this Request for Quote (RFQ) is to ensure uniform information in the solicitation of proposals and procurement of services. This RFQ is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the Board to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by Board.
- B. The Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFQ in part or its entirety.
- C. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with bidder(s) selected.
- D. Misrepresentation of the bidder's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- E. Bidders shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- F. No employee, officer, member or agent of the Board shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.
- G. Bidders shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a bidder's bid to be rejected. This does not preclude joint ventures or subcontracts.
- H. Any bidder may withdraw his bid either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of bids.
- I. No contract may be awarded until the bidder has complied with Executive Order 12549, 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the bidders, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a procurement by any Federal department or agency.
- J. The Board's Chief Operations Officer is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. No protest shall be accepted by the State until all administrative remedies at the Board level have been exhausted.
- K. Bidders not selected by this process may appeal the Board decision by submitting in writing a formal letter of appeal addressed Chief Operations Officer, Workforce Solutions South Plains, 1301 Broadway, Ste 201, Lubbock, Texas, 79401. This appeal must be sent by registered mail and identified on the envelope as an appeal with the grounds of the appeal clearly stated in the letter, within fourteen calendar days of decision notification (the date on the notification letter). The Chief Operations Officer shall review the appeal and review applicable laws, and request determination if appeal is valid and shall make decisions. If persons are not satisfied with the decision they may pursue all other avenues of appeal provided by law.
- L. Proposals must be manually signed by a person having the authority to bind the organization in a contract.
- M. Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the Board to the extent allowable in the Public Information Act.
- O. Funding for goods or services requested in this RFQ is contingent upon the Board's actual receipt and availability of funds from the Texas Workforce Commission.
- P. Workforce Solutions South Plains is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination

against all individuals in the United States on the basis of race, color , religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I- financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.