

Community Council of South Central Texas, Inc.

Request for Proposal

1. Purpose:

The purpose of this bid solicitation is to obtain commercial office space for the Community Council of South central Texas (CCSCT), to house the Community Services Program in Comal County, Texas. CCSCT is seeking a long term lease with an options to renew beyond the initial term of the lease. .

2. Description of Entity:

CCSCT is a private, non-profit, 501©3, Community Action Agency with the mission to mobilize the resources of the entire community so that families and individuals can attain the skills, knowledge and opportunities to move out of poverty and become self-sufficient. The agency receives federal, state and private funding to provide comprehensive social service programs that support individuals during this transition period. CCSCT's service area includes 23 rural counties with the administration office located in Seguin, Texas.

3. Submission Requirements:

Responses to the Bid Solicitation must contain the following information:

A. Space requirements

- Space must consist of approximately 600 – 1500 square feet.
- Must be accessible to individuals with disabilities according to ADA Standards.
- Space must include 2 Offices (approximately 10 x 12) break room, reception area/waiting area, space for file cabinets, and storage for supplies.
- Restroom facilities.
- Parking lot should accommodate 5 vehicles at any one time with handicap parking being designated according to ADA standards.

- Move in ready to include cable drops for computers systems and phone network.
 - Proposals with some renovations being required will be considered if proposer assumes costs of renovations.
1. Space for the Program must be available no later than February 28, 2019.
- B. Itemized lease cost must stipulate the following:
1. Base Cost per square foot
 2. Common Area Management Fees/Triple Net Fees
 3. Required Deposit
 4. Utilities Histories
- C. Description of the location of the space.
- D. Draft Lease document itemizing terms of the lease. Must include language regarding reasonable out clause due to loss of funding.

This is the recommended language for the early out clause. Please review for your information.

“Landlord agrees and consents that in the event that the Community Council of South Central Texas, Inc. loses funding such that it cannot continue to occupy the premises, CCSCT, Inc. may cancel and void this lease with sixty days (60) notice to Landlord and shall be relieved of any further rental payment for the remainder of the term of this lease. Landlord will be free to rent or sell the premised upon such occurrence.”

E. Detailed Floor Plan Drawing

4. Rejection of Bids:

CCSCT reserves the right to reject any or all submissions, in whole or in part, for any reason without incurring any costs or liability whatsoever. All bids will be reviewed for completeness of the submission requirements. If a bid fails to

meet a material requirement in the bid solicitation it will be considered incomplete.

All bids may be rejected in any case where it is determined that the bids are not competitive or where the cost is not reasonable.

Bids that contain false or misleading statements may be rejected if in CCSCT's opinion the information was intended to mislead CCSCT regarding a bid requirement.

5. Proposal Instructions:

One original with two copies of the bid must be submitted no later than 3:00 p.m. on Thursday, January 17, 2019. Proposals received after that date will not be considered. It is the responsibility of the bidder to ensure that the proposal is received by CCSCT by the deadline. CCSCT will not be responsible for the US Postal Service or Delivery Services failure to deliver the proposal by the due date and time. Sealed bids should be mailed or delivered to: CCSCT , 801 N State Hwy 123 Bypass Seguin, Texas 78155. Bids may not be emailed or faxed. All bids must be submitted in a sealed envelope clearly marked on the outside "**SEALED BID, DO NOT OPEN**".

All costs incurred in the preparation of the proposal responding to this bid will be the responsibility of the bidder and will not be reimbursed by CCSCT.

6. Evaluation and Review of Proposals:

Sealed bids will be publicly opened at the CCSCT Administrative office located at 801 N State Hwy 123 Bypass, Seguin, Texas at 10:00 a.m. on Friday, January 18, 2019.

All proposals will be evaluated based on a point system by a committee appointed by the CCSCT Executive Director. Efforts will be made by CCSCT to utilize small businesses and minority-owned businesses. CCSCT will not discriminate regarding race, color, creed, sex, religion, national origin, disability, marital status, parenthood or age.

The following criteria will be used for evaluating each proposal:

Factors	Response	Possible Points	Points Received
Met requirements of RFP		0- 5	
*Cost Per Square Foot		0 - 30	
Common Area Management Fees/ Triple Net- Point Reduction up to 20 points for highest cost per respondent.		(0 – 20)	
*Estimated Utility History Cost		0 - 15	
*Total estimated Cost for space including Utilities		0 - 20	
Lease Terms		0 - 30	
Location of Space		0 - 10	
Minority owned- Must attach Certification		0 - 5	
On–site evaluation of space		0 - 20	
References		0-20	
Maximum points		155	

CCSCT reserves the right to award the contract to the bidder whose proposal is most advantageous to the Agency.

7. Notification of award:

Upon conclusion of final negotiations with the successful bidder, all bidders submitting proposals in response to this Bid Solicitation will be informed in writing of the name and the successful bidder.

8. Protest Procedure:

All protests regarding the solicitation process must be submitted in writing to the Executive Director within (5) five business days following the opening of the bids. Failure to protest within the time frame will constitute a waiver of protest.

9. Questions: Inquiries concerning this Bid Solicitation should be directed to Carol Delgado at 830-491-9011 or cdelgado@ccsct.org.

Attach following pages to bid:

References:

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Company Name: _____

Contact Person: _____

Address: _____

Phone #: _____

Is Firm a minority or women owned business: _____?

Must attach formal documentation to receive points in scoring.

Does Firm have any relationships that would be considered a conflict of interest involving any CCSCT Board member, employee or vendor? _____

If yes, attach a list describing the relationship as **“Attachment A”**

Has Firm had any prior experience working with non-profit, small businesses or corporations? _____

If yes, attach list of Non-Profit agencies, small businesses or corporations with contact person and phone numbers as **“Attachment B”**

Certification

I hereby certify that the information provided above is true and correct. I hereby certify that prices quoted above are true and correct and shall remain in effect for the contract period of one year and may be extended for up to (4) four additional years. I understand that CCSCT is a non-profit agency and is exempt from state and local taxes and have therefore not included taxes in the pricing provided above.

Authorized Agent

Date

Scoring Form

Company/Firm Name: _____

Location of Space: _____

Factors	Response	Possible Points	Points Received
Met requirements of RFP		0 - 5	
*Base Cost Per Square Foot		0 - 30	
**Common Area Management Fees/ Triple Net- Point Reduction up to 20 points for highest cost per respondent.		(0 – 20)	
*Utility History Cost		0 - 15	
*Total estimated Cost for space including Utilities		0 - 20	
Lease Terms		0 - 30	
Location of Space		0 - 10	
Minority owned- Must attach Certification		0 - 5	
On–site evaluation of space		0 - 20	
References		0-20	
Maximum points	155		

*** Note: points for cost categories: lowest will receive maximum allowable, 2nd reduced by 5 points from maximum, 3rd reduced by 10 points of maximum, etc.**

****Note: Common Area Management Fees/Triple Net- Loss of points in overall score if included- Highest cost included, loss of 20 points, 2nd highest, loss of 15 points, 3rd highest, loss of 10 points etc.**

***** Note: Failure to submit required documents for scoring categories will result in a score of 0 of each category.**

Total Points: _____ Rank of Bidder: _____