

**Grow Southwest Regional Workforce Board
Invitation for Bid
Q & A**

- What are the terms of the lease? Will it be 5 years or longer/shorter?
The lease terms will be negotiated. There is no problem with a lease longer than 5 years with the mandatory out clause required by the State.
- Will the facility need to be built within the city limits of Vincennes?
Preferable but not mandatory. Location is important.
- Will this be a full-service lease?
Yes
- Define "Full Service"
Janitorial, utilities, routine maintenance, lawn care, and snow removal
- Does it need to be new construction or existing building?
Either
- If construction occurs on existing building, does the minimum wage requirement apply?
The contractor will need to comply with all State and Local requirements.
The contract resulting from these negotiations will be for the lease of a facility and the related services associated with such a lease.
- Will the lease be with the Regional Workforce Board or the State?
Regional Workforce Board
- Does DWD have a separate building requirement?
Policies # 2007-30 and 2007-31 located on DWD web page:
www.workforce.IN.gov
- Can the lease start earlier than April 2009?
Yes
- Are there any requirements for other tenants?
Customary, keeping in mind the needs of our clients and the needs of the other tenants.
- Will the RWB furnish cubicles?
Yes
- Are there any specs for flooring, sound proof materials, electrical drops, etc.?

After the selection process, more detailed specs will be developed and discussed with contractor.

- Are there any special lighting requirements?
Customary office lighting
- Is there a requirement for a Sprinkler System?
Follow State and Local Building Codes
- Is there a requirement for an Alarm System - Security & or Fire?
Follow State and Local Building Codes
- Is there a requirement for Built in Surge Protector?
Would be preferred - after the selection process, more detailed specs will be developed and discussed with contractor.
- Is there a requirement for dedicated communication lines?
Yes at this time. This may change with new technology. To be discussed later.
- Will the office furniture be provided by the Lessee?
Yes
- Electrical requirements; conduit in floors or power poles in open data entry and IRA area?
This will need to be discussed in detail when the contractor is selected. Much depends on either existing building or new facility.
- Who provides the exterior signage?
Lessee
- Does IT/mechanical room have to have it's own HVAC?
Yes.

What are the ceiling heights?

This would be decided when the contractor is selected and a detailed floor plan is drawn.

- Do you want an employee keyless entry?
Not required
- Does the electrical system have to have surge protectors built in or does tenant provide their own?
See above
- What are the floor covering requirements? (ceramic, VC Tile, carpet, carpet tiles, etc.?)

No specific requirements

- Do you want the walls finished? (wallpaper, paint, chair rails, etc.?)
Will be decided later
- Do you want solid or hollow core interior doors?
Will be decided later.

Second Series of Questions - June 11th

- Is it possible to see a copy of the contract that will be signed?
A copy of an existing one can be provided. There is no "set" lease.
- In the janitorial services, how often will the building need to be cleaned?
This will need to be decided at the time the lease is negotiated.
- Will the State have any insurance on the building and property including liability insurance and what amounts?
Each tenant will be responsible for having liability insurance. The landlord is responsible for insurance up to the point of entry into the building.
- I understand it to be that after a bidder is chosen, that there would be negotiations, what all is and is not included in these negotiations?
This would include all items the lessee needs addressed in the lease as well as the landlords requirements and questions.
- How will the lease be paid? Monthly? What day? And ahead or behind?
The lease is customarily due the first of each month.
- For what reasons, if any, could the lease be terminated?
If either party is not performing according to the terms of the contract (this can be either the tenant or landlord). The other reason would be funding availability.
- Terms of option to renew if any?
The length of the lease may be for two or more years with the option to renew the lease.
- Are there any inflation clauses, for increase of maintenance cost, electric and utility bills, general inflation, taxes etc.?
This could be discussed during negotiations and included in the lease.
- What insurance etc. do you require the land owner to have?
Other than liability insurance up to the point of entry, this would be your decision.

- Will the public telephones be inside, outside or both? Do we supply them and maintain them? And how many?
No specific requirement other than public phones be available somewhere.
- If there is future needs for changes to the building or property including to comply to future laws and building codes, will the tenant pay the landowner for these changes or will they have changes or improvements done without the landowners permission?
This is usually addressed in the lease.
- How does the proposal need to read? Dollar amounts per year? Per Month? Per sq. ft.? Does the lot size need to be listed? Type and style of building? Length of lease? Type and size of parking lot, landscaping, etc.?
The proposal needs to answer the main questions as follows: location, style and size of building, parking availability, cost and what is included in this cost. It is usually stated in per sq. ft.
- In regards to the first question in the first email sent out, can we see or where do we find the terms in the mandatory out clause required by the State?
The mandatory out clause usually states: Per funding availability if the lease is broken prior to the end of the current term with a 30, 60 or 90 day notice.