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Washington, PA 15301
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**Washington Greene County
Job Training Agency
INC**

David P. Suski
President/CFO
Linda Bell
Vice President
Bill Polachek
Chairman

REQUEST FOR PROPOSALS

SEALED PROPOSALS are being accepted by the Washington Greene County Job Training Agency, Inc., for approximately 9000-11,000 square feet of office space and 50 parking spaces within Center Township, Beaver County, Pennsylvania. Proposals will be accepted until **2:00 P.M., March 26, 2010** at the Washington Greene County Job Training Agency Inc. office, 351 West Beau St., Suite 300, Washington, Pennsylvania 15301 or visit our website at www.washingtongreene.org

All proposals must be submitted according to specifications and upon a uniform proposal blank. Specifications and proposal blanks may be obtained at the office of the Washington Greene County Job Training Agency, Inc.

Proposal envelope must be marked **Office Space Proposal
PA CareerLink Beaver Co.**

The Washington Greene County Job Training Agency, Inc. reserves the right to reject any or all offers.

Note: To be advertised 3/15, 3/16, 3/17 *Beaver Co. Times*



Thank you for responding to the Washington Greene County Job Training Agency, Inc., solicitation for proposals to lease the agency useable square feet of office space with employee and client parking for the purposes of providing space for the PA CareerLink Beaver Co. offices.

Enclosed you will find

1. Proposal Submission Package
2. Specifications and Space Requirement Package

Each package contains information that will guide you in making a proposal on the enclosed form.

Proposals must be received in the:

Washington Greene County Job Training Agency, Inc. Office
351 West Beau St., Suite 300
Washington, Pennsylvania 15301
By **2 PM on March 26, 2010**

PROPOSALS WILL NOT BE ACCEPTED AFTER THIS TIME.

Proposals are to remain firm for a period of ninety (90) days from the aforementioned date. No information will be disclosed regarding offers submitted until an award has been made.

Your proposals must be submitted in a sealed envelope and labeled:

OFFICE SPACE PROPOSAL FOR PA CAREERLINK BEAVER CO.

Please be advised that this is a proposal solicitation process. Proposals will be reviewed according to square foot cost and ability to provide space in accordance with specifications. The Washington Greene County Job Training Agency, Inc. reserves the right to reject any or all offers, waive any defect or negotiate for better terms.

Please be sure to carefully read the whole document. If you have any questions concerning the attached information, please contact me at (724) 229-5083.

Sincerely,

David P. Suski
President/CFO

PROPOSAL SUBMISSION PACKAGE

The President/CFO is authorized to negotiate the terms and conditions of a proposed lease agreement. Any negotiations between proposal submittals and the Washington Greene County Job Training Agency, Inc. must be reduced to a written agreement and are subject to approval by the PA CareerLink Beaver Co. Operators. Therefore, said negotiations with the President/CFO cannot be interpreted as binding upon the Washington Greene County Job Training Agency, Inc. until a formal lease agreement has been fully processed. Formal lease agreement is fully processed when it has received all necessary signatures and approvals and has been delivered to the lessor.

Proposal submitters are further advised that the Washington Greene County Job Training Agency, Inc. has no responsibility for any costs the proposal submitter may encounter, including, but not limited to cost and expenses in acquiring the leased space, preparing it for occupancy or preparing the proposal. Nor will the Washington Greene County Job Training Agency, Inc. be bound by *any* of the prospective lease's terms and conditions, until the lease is fully approved and executed by the Washington Greene County Job Training Agency, Inc. and delivered to the lessor.

A complete proposal package is necessary for evaluation of your proposal. Proposal packages submitted without a completed and signed Proposal to Lease Space shall be rejected. Failure to include any other required information or form will delay evaluation of your proposal and may, at the Washington Greene County Job Training Agency, Inc.'s sole discretion result in rejection of your proposal.

A separate proposal package is required for each site/building offered. You may copy the forms provided for this purpose.

A complete proposal package will be as follows:

1. Proposal to lease space form.
2. Lessor Identity Disclosure.
3. Useable Area Definition Acknowledgment
4. 1/8 inch scale drawing of the proposed offered space.
5. Site/building photographs
6. Exact location shown on local area map.
7. Proof of ownership or evidence of control.

SPECIFICATIONS PACKAGE

Intent: The Washington Greene County Job Training Agency, Inc. intends to locate a suitable location for the PA CareerLink Beaver County. To that end, the Agency is open to any and all proposals that believe they can meet the objectives and intent of the Agency.

Question: Should any proposer be in doubt as the intention and meaning of this package of specifications, he or she may make inquiry to Mr. David P. Suski, President/CFO at (724) 229-5083. The President/CFO reserves the sole right to determine if, how, and to what extent it will respond to such inquiries.

Lease Document: The selected Lessor shall be required to enter into a lease with the Washington Greene County Job Training Agency, Inc. For client accessibility space must be in Center Twp., Beaver County, PA.

Location Boundaries: Location must be within walking distance of a public bus route and in close proximity to Job Training for Beaver County, Community College of Beaver County, and Penn State Beaver County.

Useable Square Feet Required: 9,000 to 11,000 square feet. All space must be contained to one floor, and built to suit the needs of the PA CareerLink Beaver County. Location must have adequate lighting, heat and air conditioning.

Entrance: Must have private entrance and be accessible to disabled.

Term: Will accept one 5 year lease w/one optional renewal for 5 years.

Occupancy Date: Occupancy is requested to be by July 1, 2010.

Hours: Must be accessible twenty-four (24) hours a day, 365 days a year.

Restrooms: Restroom facility on premises with accessibility to the disabled.

Maintenance/Services: It is preferred that the lessor be responsible for most maintenance and repairs of the leased premises.

Parking: The lessor must provide a minimum of 50 parking spaces and there must be a disabled space available.

PROPOSAL TO LEASE OFFICE SPACE TO WGCJTA, INC.

1. Useable Square Feet Offered _____
2. Building Address _____

3. Floor Number _____
4. Square Footage _____
5. Type of Construction _____
6. Age of Building _____
7. Present Use of Building _____
8. Effective date of occupancy _____
9. Initial Lease Term _____
10. Renewal options _____
11. Initial Term:
 - Annual Square Foot Rate _____
 - Monthly Rent _____
 - Annual Rent _____
8. Renewal Term
 - Annual Square Foot Rate _____
 - Monthly Rent _____
 - Annual Rent _____
9. Notice required to cancel _____
10. Said rent to include/type:
 - Heat _____
 - Electricity _____
 - Hot/Cold Water _____
 - Sewer _____
 - Gas _____
 - Air Conditioning _____
 - Separate Utilities _____
 - Trash Removal _____

- Restrooms _____
- Elevator _____
- Snow and Ice Removal _____
- Parking/# of spaces area _____
- Private Entrance _____
- Percent of Building used by PA CareerLink _____
- Building Dimensions _____
- General Condition of Building _____

11. This offer will remain in effect until: _____

12. Rental checks made payable to: _____

13. Rental checks mailed to: _____

14. Person responsible for proposal and coordination:

Name _____

Address _____

Phone _____

Attach evidence of the most recent safety inspections of elevators, boilers, all fire suppression systems such as but not limited to sprinklers, fire extinguishers, fire alarms and emergency lighting and recent photograph of (1) outside of building and (2) sample of office space.

The undersigned offers to rent to WGCJTA, Inc. space in the above described building and agrees to construct and/or alter the building and to complete the leased space offered herein in accordance with plans and specifications provided by WGCJTA, Inc. under the following terms and conditions:

 Attest

 Signature/Date

LESSOR IDENTITY DISCLOSURE

The following information must be filled out accurately and completely before the accompanying proposal will be considered.

Name of Lessor: _____
Corporation/Partnership/sole Owner (Circle One)
Lessor Federal I.D. # _____

If Lessor is a corporation, list below the names, addresses and percentage of stock owned by all corporate officers and stockholders. If the corporation is listed on any major stock exchange, only list those stockholders owning more than 5% outstanding shares.

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Percentage of Stock</u>
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Secretary/Treasurer

President/vice President

Date _____ (Corporate Seal)

If the Lessor is a partnership, list below the names and addresses of all partners, including, if applicable, any limited partners.

<u>Name</u>	<u>Address</u>
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Witness _____

Partner

Date _____

This property is owned entirely by the individual listed as Lessor on the proposal.

Witness _____

Lessor

Acknowledgement Useable Area Definition

Although the Washington Greene County Job Training Agency, Inc. will be paying for the space on a monthly rental basis, it desires to measure the area based upon useable square feet which is determined as follows:

Since the space is on a single tenancy floor, compute the inside gross area by measuring between the inside finish of the permanent exterior building walls from face of the convectors (pipes or other wall-hung fixtures) if the convector occupies at least 50 percent of the length of the exterior walls.

In all measurements, make no deductions for columns and projections enclosing the structural elements of the building and deduct the following from the gross area including their enclosing walls:

- Stairwells
- Elevators and escalator shafts
- Building equipment and service areas
- Entrance and Elevator lobbies
- Stacks and shafts, and corridors in place or required by local codes and ordinances.

Unless otherwise noted, all references in this solicitation to square feet shall mean useable square feet.

Total Amount of Useable Square Feet _____

Signature

Date