

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
FACILITY SPECIFICATIONS

AND

PROPOSAL FORM

for the

Department of _____,
Division of _____
_____ County
_____, Missouri

RFP No. _____

This document constitutes a Request for Proposal (RFP)
including prices from qualified individuals and organizations
to furnish _____ net rentable square feet of leased office space
located in _____, Missouri, and should be located within the following boundaries:

The City Limits of _____

A pre-bid conference regarding this bid will be held on _____, at _____ a/p.m.
at the _____ office, _____, _____, Missouri.

Attendance at this conference is highly recommended for those who wish to submit a bid.
Bidders should bring a copy of the specifications as this will be used as the agenda.

Bidders are strongly encouraged to advise the Division of Facilities Management, Design and Construction
at least **five** days prior to a scheduled bid opening or
conference of any special accommodations needed for disabled persons who
will be attending the opening or conference so
accommodations can be made.

All questions regarding this Request for Proposal must be directed to:

_____, Coordinator
Division of Facilities Management, Design and Construction, Real Estate Services Section
Telephone # (573) _____
Facsimile # (573) 526-4138

All Proposals must be received no later than 1:30 p.m. on _____.

RFP No.

INDEX

BID PACKAGE FOR THE STATE OF MISSOURI

ATTACHMENTS

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- E. Definitions
- F. Instructions to Bidders
- G. Specifications for Office Space
- H. Janitorial Service Schedule
- I. Proposal Evaluation
- J. Bid/Evaluation/Award & Lease Process
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ATTACHMENT A

SUMMARY OF CRITICAL INFORMATION

1. Location: Should be located within the city limits of

2. Square Footage Required: _____
3. Bid Opening Date: _____
4. Bid Surety Amount: \$ _____ Effective Date: _____ to _____
5. Performance Surety Amount: \$ _____
6. Target Date for Completion: _____ Target Date for Occupancy: _____
7. Term of Lease: 5 years (one-year, with 4 one-year renewals)
8. Number of Employees: _____
9. Total Number of Parking Spaces: _____ Number of Accessible Spaces: _____
10. Staff Restrooms: Male _____ Female _____ Unisex _____
11. Public Restrooms: Male _____ Female _____ Unisex _____
12. Number of Hi/Lo Water Coolers: _____
13. Number of Workstations: _____
14. AMP/BTU Data Requirements:

<u>SPACE</u>	<u>EQUIPMENT TYPE</u>	<u>NUMBER</u>	<u>AMPS</u>	<u>BTUs/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTUs/HR</u>
Data/Telecom	Controller/Modem	_____	_____	_____	_____	_____
Office	Terminals/Printer	_____	_____	_____	_____	_____

15. Growth will be built out as _____.
16. The Tenant agency will / not install systems furniture.
17. Description of Program's use of Space: Hours a.m. to p.m.
 Number of Clients _____ Peak Periods of Traffic a.m. to p.m.
 Brief Description _____

RFP No.

ATTACHMENT B

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ATTACHMENT C

UPDATES TO SPECIFICATIONS

The following special requirements are in addition to the specifications listed in Attachment G, Specifications for Office Space. When a conflict occurs, the following specifications supersede the specifications listed in Attachment G.