

II. TERMS AND CONDITIONS

A. SCHEDULE

The schedule and dates below are subject to change. The dates below are intended to provide all Proposers an estimated time frame for Receipt of Proposals and the selection process.

First Advertisement:	May 8, 2017
Second Advertisement:	May 15, 2017
Deadline for Receipt of Proposals:	May 25, 2017
Review of Proposals and Property Assessments:	May 25 – May 30, 2017
Final Selection:	May 31, 2017
Lease Presented to RPM for PPRB Approval:	June 7, 2017
Deadline for Building Occupancy:	July 1, 2017

B. CLARIFICATIONS

All requests for additional information related to this RFP shall be directed in writing to:

Betsy Toles or Sonya Toaster, Procurement Department, MS Dept. of Public Safety, 1900 East Woodrow Wilson Ave, Jackson, MS 39215

For E-Mails, please input "Lease RFP" in the subject line. Should a Proposer find discrepancies in, or omissions from, the Proposal Package, or be in doubt as to its meaning, the Proposer should immediately notify the Agency in writing for clarification.

C. DISQUALIFICATION AND REJECTIONS

The Agency reserves the right to reject any and all Proposals. Reasons for rejecting a Proposal include, but are not limited to:

- a. The Proposal is not submitted at or by the specified time
- b. Failure to meet the minimum, mandatory requirements in this RFP
- c. The Proposal is incomplete or contains irregularities, which make the Proposal indefinite or ambiguous
- d. The Proposal is not signed by the Owner or authorized Agent
- e. The Proposal contains false or misleading information
- f. The Proposal ultimately fails to meet the announced requirements of the State in some material aspect
- g. Failure to acknowledge any or all Addenda
- h. The Proposal price is clearly unreasonable
- i. Failure to fill out and sign the RFP-2 form

D. ADDENDA

Any addenda to the Proposal Package issued before the time of Receipt of Proposals shall be included in the Proposal Package and become a part of the Lease contract. The Official Proposal Form will be modified with space to indicate the receipt of all Addenda; OR, the Proposer may elect to print each Addendum, sign and date, and submit the signed and dated Addenda WITH the Proposal. Failure to acknowledge all Addenda may render the Proposal non-responsive, if it is determined that the Addenda had a material impact on the building requirements, price or time frame for building occupancy. An example of an Addendum which would *not* impact building requirements, price or the time frame for building occupancy would be a correction to a phone number.

E. SUBMITTAL

Proposals must be delivered to the address indicated in the Advertisement and in this RFP. A minimum of three (3) copies of the Proposal shall be submitted in a sealed, opaque envelope. Proposals submitted by E-Mail, Fax, or any other method than that identified here will not be accepted. The following is an example of the envelope itself and how it should be addressed and labeled on the outside of the envelope:

Responder's Name
Physical Address

TO: Department of Public Safety,
4th Floor Procurement
1900 E. Woodrow Wilson Ave
Jackson, MS 39215

NOTE: Please be sure to label the bottom left-hand corner of the envelope as "Proposal for Lease." Without this on the outside of the envelope, the Proposer risks the envelope being mistakenly opened with other mail.

F. WITHDRAWAL OF PROPOSAL

No Proposer will be allowed to withdraw his or her Proposal once submitted and following the Deadline for Receipt of Proposals. Should a Proposer wish to withdraw his or her Proposal due to error or omission, once it has been submitted, the Proposer shall send a notice to the MS Department of Public Safety **IN WRITING**, requesting that the Proposal be withdrawn and the reason for such.

G. RECEIPT OF PROPOSALS

Proposals shall not be opened publicly.

H. MANNER OF EVALUATION AND AWARD

1. **Selection Process-** The Department will review the Proposals for compliance with the required documentation to determine responsiveness. The responsive submittals will then be evaluated by the Department based on the requirements specifically outlined in this RFP, including but not limited to the following criteria:
 - Annual Cost
 - Age of the HVAC system
 - Building's Professional Aesthetics
2. **Right to Reject Submissions-** The Department may at any time prior to the selection of a property and entering into final contract may reject any and all proposals and cancel this RFP, without liability therefore, when doing so is deemed to be in the Department's best interests. Further, regardless of the number and quality of proposals submitted, the Department shall under no circumstances be responsible for any proposer's cost, risk or expenses related to the development and submission of this RFP. The Department accepts no responsibility for the return of successful or unsuccessful proposals. This RFP in no way obligates the Department to select a property or to enter into a contract with the property owner. The Department reserves the right to reject a proposal if the subject building contains friable asbestos.

3. **Evaluation Criteria-** The qualifications will be reviewed by the Department, which will employ the following evaluation criteria:

- i. Annual Cost (60 points) - The Annual Cost shall include Rent, Electricity, Gas, and Water. Vendor is to use prior annual amounts utility cost to estimate if available. Documentation of prior utility cost may be requested.
- ii. Age of the HVAC system (20 points) - The Department will evaluate the HVAC systems servicing each proposed location. If the proposer wishes to be evaluated based on the assurance that a new HVAC system will be installed into its location prior to the Department taking possession, the proposer should include this information in its proposal.
- iii. Professional Aesthetics – (20 points) – The Department will allocate points based on the original use at the time of construction. Any building that was built solely for an office space will receive all points. Any building that was built for another purpose, even partially, will not be awarded any points.

Award, if any, shall be made to the responsive Proposer whose Proposal is determined to be the most advantageous to the State, based on the Evaluation Criteria listed above. A sample scoring sheet is attached indicating all formulas for the evaluation criteria. Once the Agency has made a decision of the space it wishes to Lease, the Agency will furnish all Proposers a Notice of Intent to Award. Final approval must be obtained by the Public Procurement Review Board and any communication made prior to such approval is subject to same.

I. LEASE CONTRACT

The Lease Agreement shall be in the form of the State of Mississippi's Standard Lease Agreement, found in this RFP. By submitting this proposal, you are agreeing to all terms and conditions listed in the attached lease agreement. No changes can be made.

J. SHORT-LIST SELECTION AND BEST AND FINAL OFFER

The Agency reserves the right to do a short-list of the top-scoring proposals submitted. Should the Agency elect to perform a short-list selection, followed by Best and Final Offers, no more than three (3) proposals will be selected for the short-list. Should the Agency choose *NOT* to perform a short-list selection, selection will be made based on the original Proposals submitted.