

8285-JL Request for Lease Proposal
City of Atlanta
Department of Procurement
For the
Office of Enterprise Assets Management

May 26, 2015

Pursuant to Section 2-1546 of the Procurement and Real Estate Code of the City of Atlanta, Sealed Proposals will be accepted from potential lessors for office space to be leased by the City on behalf of its Department of Corrections. **Sealed Proposals must be submitted to the Department of Procurement, 55 Trinity Avenue, S.W., Suite 1900, Atlanta Georgia, and 30303-0307 no later than 2:00 P.M. June 16, 2015. (OUR BID CLOCK TIME IS VERIFIED AND CALIBRATED WITH THE BUREAU OF NATIONAL STANDARDS TIME PRIOR TO EACH BID OPENING).** All proposals will be publicly opened and read at that time, in the conference room at the Office of Enterprise and Asset Management/Real Estate Division, 68 Mitchell Street, S.W., Suite 1225, Atlanta, Georgia 30303-0307. A lease with the successful Proponent will be negotiated and developed that, will be subject to adoption by the Atlanta City Council and approval by the Mayor. **The deadline for bidders to submit questions regarding the bid is Tuesday, June 02, 2015. Questions should be submitted via email to David A. Chapman, Deputy Chief Procurement Officer at dchapman@atlantaga.gov.** For information, call (404) 330-6508.

Requirements of the proposed lease at a minimum must include:

- Approximately 3500 square feet of rentable office space, grade C or better
- Nine separate offices and a reception area
- Must be located within one radial mile of the Department of Corrections' Headquarters at 254 Peachtree St., SW, Atlanta 30303.
- On-site management
- ADA compliant
- 24 hour/ 7 days a week accessibility
- Carpeted space
- WiFi
- 5-year term with one 5-year option to renew
- Utilities and janitorial to be included in base rent.
- Annual right to terminate the lease upon written notice

Please indicate your best lease terms, including parking, monthly rental fee, and any free rent and tenant-improvement allowances offered. Pursuant to section 2-1189 of the Procurement and Real Estate Code, proposals will be evaluated and a subsequent award made to the most responsible and responsive proponent with which to enter into a Lease Agreement.