

9040-JL Request for Lease Proposal

City of Atlanta

Department of Procurement

For the

Office of Enterprise Assets Management

June 16, 2016

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 Atlanta Information Management (AIM). **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. July 1, 2016. (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 Assets 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.

Requirements of the proposed lease at a minimum must include:

- Approximately 2,500 to 4,000 square feet of furnished rentable office space, grade C or better to accommodate 55 personnel
- Must be located within one radial mile of 55 Trinity Avenue, S.W., Atlanta, Georgia 30303
- ADA compliant
- 5 to 6 office spaces with remaining area being cubicles or touch down spaces
- 5 fully furnished conference rooms wired for overhead projectors and conference phones
 - 2 conference rooms to accommodate 15 people per room
 - 3 conference rooms to accommodate 25 to 30 people per room (2 of the conference rooms to be adjacent, separated by temporary wall to allow conferencing of 50+ people)
- Break room with refrigerator, microwave, coffee machine and water
- 55 pre-configured telephones
- Network and internet access for all employees that will allow VPN
- 2 network capable high capacity copier/scanner/printers with faxing capabilities
- Secured access to all offices
- Easy accessible restrooms
- 2-year term
- Term to automatically renew for consecutive periods of one (1) month each until written notice of termination by either party, with an absolute termination date no later than July 31, 2019.
- Utilities, janitorial and elevator service 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 other rental concessions. Please include a copy of your proposed lease form. Pursuant to section 2-1189 of the Procurement and Real Estate Code, proposals will be evaluated and the most responsible and responsive proponent will have the right to negotiate a Lease Agreement.