DEPARTMENT OF REVENUE
STATE OF MISSISSIPPI

Request for Lease Proposal
Brookhaven District Office
Proposal Questions and Answers
Notice of Amendment #1

Question No. 1: We are unable to participate in the RFP for the Brookhaven Lease based on the current Schedule outlined in Section A of the request. As discussed, we currently have vacant land across from the existing DOR offices in Brookhaven that we considered for a new building. Based on a June 6 approval date and a required occupancy date of September 1, 90 days would not make it possible for us to erect a new structure.

Unless more substantial time can be provided for design, permitting, and construction of a new facility I'm afraid that our group will have to withdraw from this RFP.

Response: The occupancy date of September 1, 2018 remains the same. If you believe you can meet this build time, please feel free to submit a proposal.

Question No. 2(a): In the summary of item A. Space Requirements on page 7, the RFP lists the need for 8 transient workstations, however in the narrative "Other Space Requirements," it lists that there must be 10 cubicles. Should there be 8 or 10 separate workstations? (We have more enough separate offices to accommodate all other needs).

Response: The RLP states that there must be eight transient workstations in the open area. Two other workspaces should be made available at the front counter adjacent to the open area, the counter having the measurements listed in the RLP with the two workspaces constructed and integrated into the counter. This would constitute ten cubicle spaces. The RLP also lists a permanent cube worker included as one of the 80 square feet office/workstations. Please submit what you believe to be a responsive proposal. DOR will evaluate each received proposal to determine whether all requirements are met to be considered responsive.

Question No. 2(b): Also, under the section "Other Space Requirements," a notation is made that "The copy/work room, receptionist area, and ten cubicles must all be in an open area totaling at least 1200 square feet." However, in your sample drawing at the end of the proposal, there is an "Open Area" listing of 1071 square feet. Are we reading something incorrectly?

Response The layout sample is expressly not to scale. It is meant to provide a visual aid for the preparation of your proposal. All dimensions should be made accordance with the Space Requirements listed in the RLP.

Question No. 2(c): Both of these are of extreme interest because of our property. We feel that we have a property that would exceed the needs of an office your size and we have 8 permanent workstations built in, in addition to multiple offices to meet the needs of your office. However, these 8 workstations are split into two different locations - 4 together in 2 different locations, and neither of them are connected to an area that could be used to house your receptionist area. We can have a receptionist area with multiple windows and a waiting area that meets your specifications, but not sure if there is a way to physically connect all of the workstations along with the reception area. Is the 1200 sft open area connected to the receptionist area an absolute requirement?

Response: Please submit what you believe to be a responsive proposal. DOR will evaluate each received proposal to determine whether all requirements are met to be considered responsive.

Question No. 3.: We also have a question about the need for carpet in all offices. We have multiple offices that have hard wood floors. Would that be acceptable?

Response: Hardwood floors would not serve as an eliminating factor. However, the landlord would be required to refinish or repair the hardwood floors at the same schedule for carpet replacement as listed in the RLP and should similarly be in good condition, free from stains, scratches or discoloration.

Question No. 4: Our building is also slightly larger than your request. We have 3,942 sft and your proposal is for 3,350. The RFP indicates that a possible variation of up to 10% is allowable or a square footage of 3,685. If we are willing to calculate a rental amount based upon the smaller square footage, is our building still eligible for consideration? If so, how do we need to list the square footage - as the 3.685 with a higher rate per sft or at the total 3,942 with a smaller cost per sft? (In other words, if we are open to a market rate of rent for the smaller square footage, that would make the actual rate for the total square footage even lower. Is that something you would entertain?)

Response: Our RLP states that we are seeking a building with square footage of 3,350 with a 10% variation. Therefore, any pricing submitted on the RPM-2 Form should be based on this spectrum of square footage. If you wish to include in your proposal the usage of additional square footage at no additional cost, this would not serve as an eliminating factor but should be included when calculating the estimated Utilities. However, the only factor that will be considered to all responsive proposals will remain overall cost.

Question No. 5: We understand that these answers are not obligating you to accept anything we propose, but if these items are non-negotiable, then we may not be able to offer a proposal. If you are at least able to entertain an offer that meets the overall square footage and individual office square footage requirements, and we are able to base the overall costs on square footage that is less than what you are using, then we would like to prepare an offer. Of course you would then have the choice to accept or reject our offer as you see fit for your agency.

Response: Please see responses to #1-3 above.