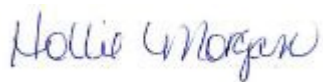


**PREBLE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
PUBLIC NOTICE OF
REQUEST FOR PROPOSALS
LEASE OF PROPERTY**

The Preble County Board of Developmental Disabilities (the "Board") is inviting offerors to submit proposals to provide property for rental space for the Board and its operations. The property needs to be of one level and between 5,000 and 6,500 square feet and located within Preble County. The space will be used for office space and a training center. All proposals submitted in response to this request shall be enclosed in a sealed envelope clearly marked ***"Proposal for Lease of Property"*** and be received by the Preble County Board of Developmental Disabilities office, 200 Eaton-Lewisburg Road, Eaton, OH 45320, by Monday September 26th at 3:00 PM. Proposals received after this deadline will not be considered. The proposals will be opened on Tuesday September 27th at 3:00 PM at the Preble County Board of Developmental Disabilities office, 200 Eaton-Lewisburg Road, Eaton, OH 45320. This legal advertisement is also published on the Board's website, www.prebledd.org. To access the advertised legal notice, click on "Lease Proposal" in the middle of the home page at www.prebledd.org. Copies of the project description and proposal requirements may be obtained from the Preble County Board of Developmental Disabilities, 200 Eaton-Lewisburg Road, Eaton, Ohio 45320.

This request for proposal requires offerors to provide the Board with information concerning the offeror's proposed property, its location and price per square foot, among other items. The offeror shall provide this information in their response to the Request for Proposal, which must be completed and sent to the Board of Developmental Disabilities office at the above address in a sealed envelope as described above. A "Lease Proposal Description" which describes the criteria the Board is looking for may be obtained from the Board. The specific information requested can be found in the "Form of Proposal" section of the Lease Proposal Description. Please be as specific as possible when providing the information requested. If you have any questions please direct them to Brian Green, Superintendent, at phone number 937-456-5891.

The Board reserves the right to reject any and all proposals submitted in response to this request, in whole or in part; to waive any and all informalities or irregularities in any proposals; to accept the proposal the Board deems most favorable to the Board.



Hollie Morgan, Executive Assistant
Preble County Board of Developmental Disabilities

LEASE PROPOSAL DESCRIPTION

Name of Project: Lease of Property for Office Space and Training

Proposal Requestor: Preble County Board of Developmental Disabilities

Property Location: Preble County, Ohio

Contact Person: Brian Green, Superintendent
Preble County Board of Developmental Disabilities
200 Eaton-Lewisburg Road
Eaton, OH 45320
Phone: (937) 456-5891

Any questions shall be directed to the Contact Person. Any changes or amendments to the Request for Proposals will be faxed to all offerors within five days of the proposal due date.

Proposal Description: The Preble County Board of Developmental Disabilities "DD Board" is looking for new leased office space that would also have an area that could be used as a meeting/training room. In general, it needs to meet the following criteria:

Leased Space Size- 5000- 6500 square feet

Primary Use- Office Functions & Training Center

Location- Preble County, Ohio. It should also have easy access from main arterial roadways.

Building Layout- first floor space with all rental area on one floor; accessible entrances with door opener buttons; two means of egress that are each accessible compliant; accessible restrooms; and, parking for a maximum of 20 employees, with 30 additional spaces for guests during training sessions.

Building Function- need 16-20 offices for employees; reception area with access to waiting room; waiting room that seats 4-8 people; training/conference room that would seat 30 people. The DD Board would like for this room to have its own external entrance, but it is not required.

Lease Term- the DD Board would like to have the space no later than January 1, 2023.

Cost- the cost of leasing the space.

Source of Funding: County Funds

Requirements/
Restrictions: The DD Board reserves the right to reject any proposal which fails to meet the terms and conditions of the request for proposals,

including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the DD Board considers to be excessive, compared to existing market conditions, or determines that it exceeds the available funds of the DD Board. The DD Board reserves the right to reject, in whole or in part, any proposal that the DD Board has determined, using the factors and criteria the DD Board has provided, would not be in the best interest of the DD Board. The DD Board may conduct negotiations with prospective lessors who submit proposals to obtain a lease at the best and lowest price reasonably possible, considering the fair market value of the property and any relocation and operational costs that may be incurred during the period the lease is in effect.

Form of Proposal:

In response to this proposal, please provide the following information:

- 1) Location with building address
- 2) Photograph of exterior of the property
- 3) Square footage
- 4) Building layout
 - a. Location of space inside building, i.e. first floor or another floor; where within the building
 - b. Number of ingresses and egresses
 - i. Whether ingress and egress are accessible
 - ii. Whether buttons are on doors to open/close?
 - c. Description of restrooms
 - i. Number
 - ii. Accessible
 - iii. Location in building
 - iv. Sole use of leased facility or shared
 - d. Size of parking lot- how many spaces available for use by the DD Board?
- 5) Building Function
 - a. Interior office space for 16-20 people, preferred to already be set up with offices, but want the ability to create these office spaces
 - b. Size of waiting room- how many people does it seat
 - c. Meeting room that can seat at least 30 people
 - d. Ability to use the meeting room for training
 - e. Does the meeting/training room have a door to the exterior of the building, i.e. can you get to it without going through the main entrance
 - f. Is the leased space wired for internet usage?
- 6) Date space would be available for the DD Board to move in.
- 7) Is there a minimum term of the lease required? Is early termination permitted?
- 8) Does the Lessor have to provide Lessee with notice to inspect?
- 9) Cost of leasing the space
 - a. Cost per month to lease the space provided in cost per square foot
 - b. Who pays utilities- what do utilities typically cost
 - c. Cleaning
 - i. If any shared space with other lessees, does lessor pay for the cleaning of that space
 1. Bathrooms

2. Waiting areas
3. Entrance areas
- ii. Lease office space- any cleaning or trash pick-up covered by lessor? Does the DD Board have to pay for anything in regards to trash service?
- d. Changing of office space to meet needs- will Lessor pay to make changes inside leased space to meet needs
- e. If no accessible buttons or accessibility, will Lessor pay to have these changes made
- f. Who is responsible for snow removal?
- g. Who is responsible for any yard work/flower beds/mowing
- h. Is the space furnished or unfurnished?
- i. Who is responsible for repairs?