

REQUEST FOR PROPOSALS

Date Issued:

FEBRUARY 27, 2018

Due:

11:00 AM

March 27, 2018

Bidders must submit four (4) proposal copies in a sealed envelope entitled:

OMJ Facility RFP

Licking County Commissioners
Office

c/o Bev Adzic, 20 S 2nd Street,
4th Floor, Newark, Ohio 43055

Faxed or emailed proposals will not be accepted

Bidders' Conference

MARCH 13, 2018

2:00 PM

OhioMeansJobs|Licking County
998 East Main Street
Newark, Ohio 43055

Attendance is recommended, but not required, in order to answer questions related to the RFP.

Facility for OhioMeansJobs | Licking County

Purpose:

Licking County Job and Family Services (LCJFS) is responsible for a variety of social services, including, but not limited to, public assistance, workforce development, children services, and adult protective services. LCJFS is currently soliciting possible physical locations for the operation of OhioMeansJobs|Licking County, a Community One Stop and Training Center. OhioMeansJobs|Licking County was previously known as Opportunity Links.

Background:

Licking County Job and Family Services through OhioMeansJobs|Licking County offers a variety of employment and training services to eligible adults, youth, and dislocated workers. In addition, funding received by LCJFS and OMJ requires the implementation of core employment services to the general public. The One Stop Employment and Training Center, OhioMeansJobs|Licking County, is designed to serve all individuals and employers by providing access to employment and training services.

Funding requires that a One Stop System be established in each local area. Each system is comprised of local partners that provide core employment services through the One Stop System. Licking County of Job and Family Services has been designated the One Stop Operator and has the responsibility to implement and manage the Licking County one stop system. In addition, the OhioMeansJobs|Licking County one stop center is a part of a regional one stop system-Opportunity Centers of East Central Ohio which includes Licking, Coshocton, Muskingum and Guernsey Counties.

Employment & training services provided through OhioMeansJobs|Licking County includes, but is not limited to:

- Access to all One Stop Partner services for any and all populations/customers
- Eligibility determination
- Job Search and placement assistance
- Outreach, intake, orientation
- Career counseling
- Training assistance
- Community Resource Room
- Skills assessments
- Employer recruitment
- Rapid Response Services (to respond to mass layoffs)
- Employee needs assessments

In addition to these services, the OhioMeansJobs facility is also used to provide a number of Job and Family Services mandated services and trainings (e.g., foster parent training, children services workshops, etc).

Currently, OhioMeansJobs|Licking County occupies space at 998 East Main Street, Newark, Ohio. The center operates within approximately 12,181 square feet of space. Licking County Job and Family Services is required to adhere to government procurement standards and must issue a request for proposals (RFP) in order to select a facility through a competitive bid process. Licking county Job and Family Services seeks proposals in response to this RFP to determine the future location for OhioMeansJobs|Licking County.

The location is to be rented/leased for a period of time estimated at, but not to exceed three (3) years with an option to renew/extend the lease for up three (3) additional years, for a maximum of six (6) years. Proposals must address facility criteria established in this RFP.

Facility Specifications:

1. Location
 - The physical location of the facility shall be centrally located for Licking County residents within the Newark-Heath area.
 - The facility is to be visible/accessible from a primary street
2. Public Access
 - The facility must be accessible during business hours to any and all public clientele without limitation. Customers served include but are not limited to: youth and adults, private and public employers & businesses, educational institutions, social service agencies, ex-offenders, and individuals with disabilities.
 - The facility must be made available during business hours for general One Stop Services. One Stop business hours are 7:00 am- 5:00 pm Monday- Friday (except, 7:00 am to 7:00 pm on Tuesday). Additional morning, evening and weekend hours must be available without limitation for extended hours, special events, and meetings as needed.
 - The location must also be reasonably accessible through public transportation or taxi service.
3. Outside Facility
 - Location of facility must provide shelter from the elements for those waiting for public transportation.
 - Licking County Job & Family Services must have availability to post signage to identify One Stop (posting on building, street signs, etc.).
 - Facilities/locations will be evaluated for ease of accessibility, including but not limited to:
 - i. Access from street to building/parking area.
 - ii. Entrance to building within street view.
 - iii. Ample free parking, including accessible parking for persons with disabilities (prefer 30-50 parking spaces dedicated for OhioMeansJobs).
 - iv. Parking areas must be well lit during evening hours.
4. General
 - The facility must have or be able to obtain prior to opening all required facility permits which may include but is not limited to:
 - i. Occupancy permits.
 - ii. Safety/health permits (if applicable).
 - iii. Elevator/Equipment (if applicable).
 - iv. The facility may be single or multi-commercial occupancy. If multi-occupant, the One Stop Center must be contained and secured within one designated specific area.
5. Space/Size
 - The One Stop Facility requires a minimum of 12,000 square feet of useable dedicated space.
 - Space requirements:

- i. General lobby/reception area with waiting room seating to accommodate approximately 25 individuals.
- ii. Space for phone bank (to consist of a minimum 3 phones) to be used by customers for employment related phone calls.
- iii. Resource Center that includes a computer lab (approximate room size 38' x 24').
- iv. At least 3 large classrooms.
- v. At least 4 private interview rooms/offices.
- vi. At minimum, 16 staff office 8'x8' cubicles.
- vii. Staff break/lunch room.
- viii. Public restrooms (sufficient to serve 25,000+ visits per year).
- ix. Secured/locked computer server room.
- x. Storage/utility room.

6. Options

- Children's area.
- Additional meeting rooms.

7. Technology

- All offices, private interview rooms, cubicles, resource center, and classroom areas must accommodate computer cabling and access.

8. Utilities/Physical Aspects

- Floor cover.
 - i. If tile, must be verified non-slip surface.
 - ii. If carpet, must be low pile, tightly woven, commercial grade.
- The facility must have adequate electric, heat, water, air conditioning, ventilation, plumbing, phone, internet, and related utilities and services necessary for the operations of the One Stop and for a public building.
- The facility must be compliant with ADA and related rules and regulations, including but not limited to:
 - i. Wheelchair ramp(s) for curbs, sidewalks, etc.
 - ii. Sufficient number of handicapped parking spaces, including van accessible parking.
 - iii. Accessible public drinking fountains.
 - iv. Accessible/equipped restrooms which a minimum must include:
 1. Wheelchair accessible.
 2. Lavatories/sinks – at least one must be 30" wide and 48" deep with clear space underneath.
 3. Lavatories/sinks – any exposed pipes must be insulated for user protection.
 4. Faucets must be operable with one closed fist.
 5. Handrails must be installed near toilet area.
 6. Non-slip floor surfaces are required in all areas, especially restrooms.

9. Additional Conditions

- Licking County Job and Family Services and the Licking County Board of Commissioners reserve the right to, upon the review and inspection of potential sites, require additional specifications or conditions that a proposed site must address to be considered for selection. These additional specifications or conditions will be based on the facility to address safety and/or operation service issues related to OhioMeansJobs|Licking County. Licking County Job and Family Services and the Licking County Board of Commissioners are the sole definers of safety and/or operation/service issues and the sole designees of additional specifications/conditions.
- Licking County Job and Family Services and the Licking County Board of Commissioners will include costs involved with relocating to a new location when evaluating bids. Moving costs include, but are not limited to the costs to physically move furniture, supplies, equipment, computers, etc; and also costs associated with changing programmatic materials such as brochures, flyers and other printed materials to reflect the address change.

PROPOSAL CONTENTS

Proposals must contain the following:

Those interested in submitting a possible facility for OhioMeansJobs|Licking County must provide a written narrative which identifies how the above criteria will be met including:

Physical Location:

- A. Location of facility.
- B. Brief description of the building.
- C. Architectural floor plans of facility.
- D. Name and address of owner.
- E. Name and address of commercial agent, if applicable.
- F. Type of occupancy – single/multi.
- G. Age of building.
- H. Age of equipment.
- I. Square footage of facility and various rooms within the facility.
- J. Parking lot size, number of parking spots, including number of handicapped spots and van accessible spots.
- K. Identification of utility providers (electric, gas, etc).
- L. Rent/lease duration with options.
- M. Brief summary that describes how the site facility meets the criteria set forth in items Facility Specifications 1 – 9 as outlined above.

Costs:

- A. Lease amount per square foot per year.
- B. Define if utilities are included or excluded in rent/lease price.
- C. Define if use of parking lot is included or excluded in rent/lease price.
- D. Define what party is responsible for facility and parking lot maintenance (including heating, air condition, plumbing, etc. repairs as well as grass mowing and snow plowing)
- E. Note any and all fees, costs, and responsibilities not identified elsewhere in your proposal in the above requested items

RFP Limitations:

This Request for Proposals does not commit Licking County Job and Family Services/Licking County Commissioners to award a contract or to pay any cost incurred in the preparation of a proposal. Licking County Department of Job and Family Services/Licking County Commissioners reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers, to award contracts to one or multiple providers, or to cancel in part or in entirety this RFP.

All Proposals submitted will remain the property of Licking County. Contracts awarded shall not be effective beyond June 30, 2021. However, Licking County Job and Family Services reserves the right to renew contracts annually for up to a maximum of three (3) consecutive years through June 30, 2024, based on performance and availability of funds.

Contracts may be amended or terminated during this period if there is a change in Federal, State or Agency regulations that apply to the contract; a reduction of Federal, State or Local funds; unsatisfactory performance by the Provider as determined exclusively by the Licking County Department of Job and Family Services; or upon thirty (30) days written notice by either party.

Issuance of this RFP and subsequent selection of proposals does not imply nor guarantee the availability of funds. Selected providers may contract with the Licking County Job and Family Services pending allocation of funds to the agency.

If a contract is awarded, this RFP guideline shall become a part of the contractual agreement

Licking County Job & Family Services reserves the right to conduct interviews with prospective providers as well as inspect/tour proposed facilities during the proposal review process.

SUBMISSION INFORMATION

Proposals must be submitted in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals are Due no later than 11:00 AM on March 27, 2018
Bidders must submit four (4) proposal copies in a sealed envelope entitled:

OMJ Facility RFP
Licking County Commissioners' Office
c/o Bev Adzic
20 South 2nd Street, 4th Floor
Newark, Ohio 43055

Proposals received after this time will not be considered. Unsolicited materials received after the deadline date will not be added to previous submissions and will not be considered.

Faxed or emailed proposals will not be accepted.

Proposals must be **received** by the Commissioners' Office by the date/time listed above.

A bidders' conference will take place at the OhioMeansJobs | Licking County, 998 East Main Street, Newark, at 2:00 March 13, 2018. Attendance, while not required, is recommended in order to answer questions related to the RFP.

CONTACT INFORMATION

Questions concerning this RFP may be directed to:

Nathan Keirns, Program Planner
Licking County Job & Family Services
Nathan.Keirns@jfs.ohio.gov
740.670.8726

Attachment 1

**OhioMeansJobs | Licking County
Facility Rental RFP
SCORING**

POINTS	APPLICANT RESPONSE	SCORE	COMMENTS
<i>Max = 3</i>	<i>LOCATION: The facility is centrally located for Licking County residents</i>		
<i>Max = 3</i>	<i>PUBLIC ACCESS: The facility is accessible during business hours and any/all public clientele (including private/public employers, businesses, educational institutions, social service agencies, ex-offenders, and individuals with disabilities</i>		
<i>Max = 3</i>	<i>FACILITY EXTERIOR: Location of facility provides shelter from the elements for those waiting for transportation</i>		
<i>Max = 3</i>	<i>SIGNAGE: There are areas/opportunities for JFS/OMJ to post signage to identify center</i>		
<i>Max = 3</i>	<i>PARKING: Ample/adequate parking is available for customers, employees, and visitors</i>		
<i>Max = 3</i>	<i>PERMITS: Facility has all necessary permits (e.g., occupancy, safety/health, elevator equipment, etc)</i>		
<i>Max = 3</i>	<i>SIZE: Facility provides at least 12,000 square feet of dedicated/secure space for OMJ operations.</i>		
<i>Max = 3</i>	<i>TECHNOLOGY: Facility can support all necessary utility and data needs</i>		
<i>Max = 3</i>	<i>SIZE: Facility provides at least a lobby for at least 25 people, space for phone bank, computer lab/Resource Center, 3 large conference/classrooms, 4 private interview rooms/offices, 16 staff cubicles, staff break room, public restrooms to serve 25,000 visitors per year, secured locked computer/server room, storage room</i>		
<i>Max = 3</i>	<i>RELOCATION COSTS: Relocation costs are reasonable/minimal</i>		
	<i>TOTAL: Out of 30 possible points</i>		