State of Connecticut

Department of Administrative Services

INVITATION TO SUBMIT LEASE PROPOSAL

The State of Connecticut, Department of Administrative Services, will accept lease proposals/site offerings from property owners or their representative(s) through **3:00 p.m**. **March 26, 2013,** to lease a total of **8,003*±* net usable square feet** of **office and** **classroom space**, with on-site, reserved, paved and lighted parking, to be included in the lease, for up to Twenty-five **(25)** cars in **Bristol** for use and occupancy by **Tunxis Community College’s Workforce Business and Industry Training Program** for a term of five (5) years, with one (1) or two (2) five-year renewal options. Offers from option holders cannot be considered. The premises must be accessible to individuals with disabilities and public transportation. ***Preference will be given to proponents offering purchase, renewal and/or termination options.***

Proposals should be addressed exclusively to:

Department of Administrative Services

State Office Building

Fifth Floor - South East Corner

165 Capitol Avenue

Hartford, CT 06106

Attention: Bidding & Contracts Section

Solicitation Number: **LP-13-08**

Please submit two [2] copies

**[Take freight elevator (Car #6 to 5th floor use wall-mounted telephone and call ext. 5795 or 5783 for assistance]**

Proposals must be submitted using the State of Connecticut “Proposal to Lease Space” form together with a “Notice of Listing Agreement”, if applicable. Lease proposal information and related forms may be obtained using the “Leasing” link at [www.ct.gov/das/](http://www.ct.gov/das/) or by calling (860) 713-5600. The submission of a proposal shall not bind the State of Connecticut, nor does it constitute a competitive bid. The Department of Administrative Services reserves the right to reject any and all proposals. ***Faxed proposals will not be accepted****.* If you are awarded the subject lease and the lease has a value of $50,000 or more, you will be required to sign and submit, at the time of lease execution, a certification, certifying that you, your company, and specified other individuals have given no gifts to DAS personnel and other individuals set forth in the Contractor/Consultant Certification. See [www.ct.gov/das/](http://www.ct.gov/das/), click on Affidavits, click on Contractor/Consultant Certification or see Conn. Gen. Stat. 4-252. For the purposes of signing the Certification, the “date DAS began planning the subject project or services is November 15, 2011**.** Pursuant to Conn. Gen. Stat. 4-252(d), any bidder, proposer, or person who responded to a request for qualifications for a contract with a value of $50,000 or more who does not make this certification shall be disqualified.

Donald J. DeFronzo, Commissioner

AGENCY SPACE REQUEST

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| Solicitation Number: | | | **LP 13-08** | | | | | |
| Agency Name: | | Tunxis Community College Workforce Business and Industry Training Program | | | | | | |
| Function of facility being requested: | | | | | Office and Classroom Space | | | |
| Geographic area requested: | | | | Bristol | | | | |
| Date of need: | immediate | | | | Square Feet Required: | | | 8,003 +/- |
| **SPACE NEEDS:** | | | | | | | | |
| **OFFICE SPACE:** | | | | | | **TOTAL NEEDED** | **TOTAL SQUARE FEET** | |
| Private Offices | | | | | | 6 | 550 | |
| General Office Spaces | | | | | | 3 | 192 | |
| Reception area | | | | | | 1 | 484 | |
| Building maintenance and management | | | | | | 1 | 200 | |
| Computer Equipment/Operations Room | | | | | | 1 | 64 | |
| Printing and Reproduction area | | | | | | 1 | 100 | |
| Conference Room-8 person | | | | | | 1 | 168 | |
| Classroom | | | | | | 4 | 3,600 | |
| Storage, supplies, etc. | | | | | | 1 | 168 | |
| Food Preparation area | | | | | | 1 | 56 | |
| Student Lounge | | | | | | 1 | 480 | |