

**Lakewood Board of Education
Lakewood, New Jersey 08701**

REQUEST

for

PROPOSAL

(RFP)

for

2012-2013

LEASED EDUCATIONAL SPACE

Due Date: July 31, 2012

REQUEST FOR PROPOSALS

NOTICE is hereby given that Proposals are requested by the LAKEWOOD BOARD OF EDUCATION, Lakewood, New Jersey for:

LEASED EDUCATIONAL PROGRAM SPACE
SCHOOL YEAR 2012/2013

LAKEWOOD TOWNSHIP BOARD of EDUCATION
1771 MADISON AVENUE – SUITE B
Lakewood, NJ 08701

Proposals will be received by Arlene Biesiada, Lakewood Public Schools Interim Business Administrator, at the Lakewood Board of Education Offices, 1771 Madison Avenue – Suite B, at **10:00 AM on July 31, 2012**

Instructions: Proposal Forms, Specifications and other Contract Documents may be obtained during normal office hours at the Lakewood Board of Education Offices, 1771 Madison Avenue – Suite B, Lakewood, NJ.

Proposals must be submitted on the Proposal Forms as provided and in the manner designated, sealed in an opaque envelope with the name and address of the property owner/responsible party and noting on the outside the proposal name.

No proposal may be withdrawn for a period of sixty (60) days from the date set for the proposal opening. The award of the proposal will be made as soon after the opening as practicable. The Board may reject any proposal not prepared and submitted in accordance with the provisions hereof, and hereby reserves the right to waive any informalities in, or to reject any or all proposals, or to accept that proposal which in its judgment is in the best interest of the Lakewood Board of Education.

Proposals shall be in conformance with the applicable requirements of the New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et. seq.).

Proposals must comply with Chapter 33, Laws of 1977 (Assembly Bill No. 22, 1976, approved March 8, 1977): An Act requiring corporate and partnership bidders for State, County, Municipal or School District Contracts to submit a list of the names and addresses of those partners owning 10% or greater interest herein.

Pursuant to P.L. 1975, Chapter 127, effective July 23, 1975, Affirmative Action Against Discrimination pertaining to all aspects of the Project will be a condition of the Contract. During the performance of the contract, the Owner agrees to comply with and be an Affirmative Action Employer. The Proposal must be accompanied by a signed Affirmative Action Acknowledgment (Chapter 127, 1975 N.J. Statute NJAC 17:27).

General Requirements

Proposal

Proposal shall be for **Leased Educational Program Space** for the school year 2012/2013 and **must** be located within the Township of Lakewood, New Jersey 08701

Visit to Site(s)

The Lakewood Board of Education reserves the right to complete a site inspection of each proposed location for educational adequacy.

Term

The lease term for Leased Space shall be for the 2012/2013 school year, **September 1, 2012** through **June 30, 2013** with reasonable access being granted prior to the beginning of the school year. The proposal shall include up to four (4) additional one year lease options for the school years 2013/2014 through 2016/2017.

Reporting

All requests for information regarding this proposal shall be made directly to the Lakewood Board of Education or its designee.

Program Space Requirements

Leased Educational Program Space of approximately 16,000 Square Feet shall include, but not be limited to, the following:

1. Ten (10) classrooms at a minimum of 600 Sq. Ft. each.
2. Each classroom shall contain a closet.
3. One multi-purpose room, a minimum of 1000 Sq. Ft. with a ceiling height of not less than ten (10) feet.
4. A reception area suitable for visitors.
5. Eight speech therapy rooms at a minimum of 100 Sq. Ft.
6. One physical therapy room at a minimum of 600 Sq. Ft.
7. Suitable office space and or conference areas, at a minimum of 2,000 Sq. Ft.
8. An outside playground area including, but not limited to, the following activities, swings, slide, climbing equipment and picnic tables.
9. Restrooms located in common areas.
10. A kitchen area suitable for food preparation.
11. Suitable storage areas at a minimum of 300 Sq. Ft.

Building Requirements

1. The leased space must be in move-in condition prior to the commencement of the lease agreement.
2. The leased space shall be located in an area that is conducive to education.
3. The leased space shall be all on one floor, main level.
4. The leased space shall be ADA Compliant.
5. The infrastructure of the building shall be sound, including but not limited to, electrical service(s), heating ventilation and air conditioning, telephone, DSL and or cable connections, water and sewer and natural gas service (if applicable).
6. The integrity of the building shall be sound including functionality of all components such as, but not limited to, doors, windows, locks, switches and fixtures.
7. The leased space shall have its own entrance, separate from other tenants.

Site Requirements

1. The site must be accessible from a paved roadway surface, centrally located within the Township of Lakewood.
2. The site shall contain a minimum of thirty five designated parking spaces.
3. The site must be suitable for school bus access.
4. The playground area(s) shall be fenced on all four sides.
5. The site shall be well lit including parking areas and walkways.
6. The site shall be properly landscaped and well maintained.
7. The site, including parking areas, walkways and entrances must be wheel chair accessible.

Code Compliance

1. Leased space and property must be in compliance with all state, local and national codes including, but not limited to, Fire, Building, Zoning, Planning, Environmental and any other governmental agency having jurisdiction.
2. The playground area(s) shall be in compliance with the New Jersey Department of Education's adopted guidelines for Playground Safety and N.J.A.C. 5:23-11, N.J.A.C. 5:23-7 and the barrier free subcode of the UCC.
3. The facility, including all exterior areas, shall be in compliance with the New Jersey Department of Education's guidelines for IPM (Integrated Pest Management).

4. The facility must be in compliance with the New Jersey Department of Education guidelines for IAQ (Indoor Air Quality).

Educational Adequacy

1. The leased space shall comply with all New Jersey Department of Education guidelines for educational adequacy for Preschool and Kindergarten Students.
2. The in-classroom lavatories shall include a juvenile size water closet equipped with an open front seat and a flood rim height no greater than 14 inches from the floor.
3. The in-classroom lavatories shall include a lavatory sink with a flood rim height no greater than 26 inches from the floor.

Review of Proposals

1. The Lakewood Board of Education reserves the right to refuse any and all proposals if the board determines they are not in the best interests of the school district.
2. All proposals shall be reviewed, within sixty-days of receipt, for, but not limited to, accuracy, integrity, compliance and price.
3. The Lakewood Board of Education reserves the right to request a site visit and inspection of the proposed facility giving 48 hours notice.
4. The Lakewood Board of Education reserves the right to rescind this Request for Proposal at any time with or without cause.

Owner Qualifications

General Qualifications – In order to enter into a Lease Agreement with the Lakewood Board of Education, the property owner shall demonstrate that they possess the skills, experience, necessary facilities and financial resources to furnish the proposed facility within the time specified.

Property Owner shall furnish, at time of proposal submission, the following information:

1. Established, permanent place of business and its address.
2. A complete listing of all owned properties.
3. Notification to the Lakewood Board of Education, in writing, of any property and or contract default(s) of this type, whether by termination, untimely completion, failure to pay sub-contractors, suppliers or employees, for the preceding three (3) years.
4. Must, at owner's request, be able to showcase a similar project, within a reasonable travel distance (two-hours), for the owner's inspection, to determine the contractor's ability to provide quality workmanship.

Submission of Proposal

The submitted proposal(s) must clearly state the monthly and yearly cost for the proposed facility, as outlined below.

Building Location: _____

Monthly Lease Amount \$ _____

Yearly Lease Amount Ten (10) Months \$ _____

% Increase for School Year 2013/2014 % ____ \$ _____

% Increase for School Year 2014/2015 % ____ \$ _____

% Increase for School Year 2015/2016 % ____ \$ _____

% Increase for School Year 2016/2017 % ____ \$ _____