

REQUEST FOR PROPOSALS FOR LEASING VACANT OFFICE SPACE LOCATED AT THE BRINNON COMMUNITY CENTER, 306144 HWY 101, BRINNON, WASHINGTON WA 98320

- PROJECT:** JEFFERSON COUNTY, WASHINGTON IS SEEKING PROPOSALS FROM INTERESTED AND QUALIFIED PROPOSERS TO LEASE VACANT OFFICE SPACE LOCATED AT THE BRINNON COMMUNITY CENTER, 306144 HWY 101, BRINNON, WASHINGTON 98320
- ISSUER:** JEFFERSON COUNTY, WASHINGTON
- PROJECT CONTACT:** Mark McCauley, Director, Central Services
Jefferson County
P.O. Box 1220
1820 Jefferson Street
Port Townsend, WA 98368
Telephone: (360) 385-9130
E-mail: mmccauley@co.jefferson.wa.us
- ISSUE DATE:** *Wednesday, November 13, 2019*
- RETURN DEADLINE:** *Thursday, December 5, 2019 by 4:30 p.m.*
- PROPOSAL SELECTION:** *Monday, December 9, 2019*
- NOTIFICATION:** *Monday, December 9, 2019*
- CONTRACT AWARD:** *Monday, December 16, 2019*

INTRODUCTION

Jefferson County (population approximately 31,000) is located on the Olympic Peninsula, in western Washington State. The county seat is located in Port Townsend in the historic county courthouse. It is largely a rural county with forestry, agriculture, local government, a paper mill and the maritime industry being the principal drivers of its economy.

The County is seeking a qualified lessee to lease vacant office space located at 306144 Hwy 101, Brinnon, WA 98320. The office space being offered for lease is comprised of the following:

- (a) (a) office space on the north end of the center of approximately 544 square feet. This space has been gutted and will require substantial investment to make it suitable for use; and
- (b) (b) office space on the south end of the center of approximately 561 square feet. This space is clean and ready for immediate occupancy.

QUESTIONS

Questions regarding the contents of this RFP must be submitted in writing on or before **Monday, December 2, 2019** and directed to the individual listed under Project Contact on Page 1.

Tours of the space can be arranged for interested parties.

All questions will be answered and both the question and answer will be posted on the County's website www.co.jefferson.wa.us

PROPOSAL SUBMISSION DEADLINE

Proposals must be received no later than **4:30 pm, Thursday, December 5, 2019**. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be accepted.

SELECTION PROCESS

1. Solicit Requests for Proposals.
2. Review proposals for lease terms, to include monthly rent and lease term.
3. Select the proposal with the greatest economic benefit to the county.

PROPOSAL FORMAT

Proposals must adhere to the format below and contain all of the information specified.

REQUIRED PROPOSAL INFORMATION

1. Full name and address of the proposer.
2. Brief description of the history, mission, and organizational structure of the proposer.
3. Brief statement of the proposer's intended use of the property.
4. Brief statement regarding the proposer's ability to make monthly rent payments.
5. Proposed lease term and monthly rate.

Jefferson County
Request for Proposals
Leasing County Office Space at the Brinnon Community Center

PLEASE SUBMIT ONE HARD COPY AND ONE ELECTRONIC COPY TO:

**Mark McCauley
Central Services Director
Jefferson County
P.O. Box 1220
1820 Jefferson Street
Port Townsend, WA 98368
mmccauley@co.jefferson.wa.us**

EVALUATION CRITERIA

1. Nature of the proposer's history, mission and organizational structure.
2. Suitability of the proposer's intended use of the property.
3. Ability of the proposer to make monthly rent payments.
4. Proposed lease term and monthly rent.

Jefferson County reserves the right to reject any and all proposals based upon evaluation of the above considerations.

Jefferson County is furnishing this Request for Proposals (RFP) for the respondent's convenience, and it is the responsibility of the respondent to assure that information contained is accurate and complete. Jefferson County shall have no obligation or liability with respect to this RFP; any action taken in response to this RFP or any action taken in making or canceling an award shall be without any liability or obligation on the part of Jefferson County. In addition, Jefferson County reserves the right to request additional information. To the extent permitted by law, all materials shall be kept confidential. We will not return any materials received in response to this invitation.