WEST TEXAS OPPORTUNITIES, INC.



**Request for Proposal for Lease Space**

**Midland, Texas**

Inquiries and proposals should be directed to:

Jenny Gibson

Executive Director

West Texas Opportunities, Inc.

603 North 4th Street

PO Box 1308

Lamesa, Texas 79331

(806)870-9061

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# I. PURPOSE AND BACKGROUND INFORMATION

## A. Purpose

West Texas Opportunities, Inc. is soliciting proposals for lease space for offices to administer the programs of our agency. Office space is to be located in Midland, Texas. The purpose of this Request for Proposal is to solicit proposals to lease existing space in whole or part to West Texas Opportunities, Inc. (WTO).

## B. Authority

WTO is a private, non-profit, 501(c)3, Community Action Agency with the mission to ease the limitations of poverty by investing in families to improve their quality of life. The organization does this by providing comprehensive social service programs that support families and individuals during the transition period. The agency receives federal, state and private funding to provide comprehensive social service programs that support individuals during this transition period. WTO’s service area includes 18 counties in the Permian Basin including Midland county. The WTO administrative office is located in Lamesa, Texas.

## C. Description of Occupancy Needs

WTO is currently leasing 500 square feet located at 1101 Garden Lane in Midland, Texas. WTO is seeking a minimum of three individual offices in Midland, Texas. The WTO Midland office currently houses three (3) staff and serves an average of 15 clients per day. In addition to the office space WTO will need access to a meeting room large enough to accommodate 20 people to be utilized approximately one time per month.

### Location

The office space is to be located within the city limits of Midland, Texas.

### Specifications/Requirements

* The building must be centrally located on an accessible bus route and must be within 1 block of a public transportation stop.
* The building must meet all accessibility requirements for the American Disabilities Act (ADA).
* Public restrooms must meet ADA accessibility requirements.
* Elevators must meet ADA requirements.
* The building must provide the required number of accessible parking spaces based on total spaces in the lot meeting ADA requirements.
* The building must have a minimum of 3 individual offices, a conference/meeting room, a reception/waiting area and adequate space for a copier, fax machine and supplies. The conference room is to accommodate tabled seating for no less that 20 people and available by reservation at least once per month.
* The facility will provide secure access on all staff internal and external entry doors.
* The facility will provide zoned heating and air conditioning.
* The facility must provide parking for 3 employees 2 company vehicles and additional parking for clients.

## D. Lease Term

The space must be ready for occupancy no later than September 1, 2022. **The obligations of WTO under the resulting lease agreement are expressly contingent upon the availability of Federal and State funds through WTO’s contract with the Texas Department of Housing and Community Affairs. Lease provisions must include a early termination clause (without penalty) should WTO suffer a loss of its public funding.**

**WTO is willing to enter into an annual lease with an option to renew for a total of five years. Owner/landlord will be responsible for the repair and maintenance of plumbing, HVAC, roof, foundation, flooring and other structures or equipment serving the facility, and any items considered long-lived assets. Such costs shall not be the responsibility of WTO.**

# II. GENERAL INFORMATION

The RFP will be released July 21, 2022. RFP packets may be requested by calling 806-872-8354, Monday through Friday, 8:00 am to 5:00 pm or by emailing [j.gibson@gowto.org](mailto:j.gibson@gowto.org). Responders may also access the RFP documents on our website at [www.gowto.org](http://www.gowto.org)

## A. Contact Person

All questions regarding this RFP should be directed to:

Jenny Gibson, Executive Director

[j.gibson@gowto.org](mailto:j.gibson@gowto.org)

Questions regarding this RFP must be in writing and submitted on or before August 9, 2022. No questions will be accepted after this date. No verbal questions will be accepted or answered. All questions and answers will be sent by email to potential responders that have provided their name and contact information, including their email address.

Responses will only be provided to questions or inquiries requesting general information about this RFP or the content of this RFP. No technical assistance will be provided.

WTO staff or Board members may not help a responder either by providing information, answering questions, or assisting with writing the proposal through personal contact, by phone, by text, by email, by fax, or any other method of contact. ***WTO is not responsible for the accuracy of information obtained from sources other than the authorized contact person for this procurement. Communication with any WTO staff person or WTO Board member other than the WTO contact person for this RFP is prohibited unless prior written approval is obtained by the WTO contact person. Failure to follow this provision will result in the disqualification of the proposal.***

## B. Proposal

The proposal must contain the following documents:

* RFP Proposal (Attachment A)
* Floor Plan of the proposed office space
* HUB Certification (If Applicable)
* Certifications Regarding Federal Lobbying (Attachment B)
* Certification Regarding Conflict of Interest (Attachment C)
* Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Attachment D)
* Other relevant information

## C. Submission Instructions

**This Request for Proposal does not commit WTO to enter into a lease agreement, to pay any cost incurred in the preparation of a response to this request, or for any costs incurred prior to the execution of a lease. WTO reserves the right to accept or reject any or all proposals because of this request and to negotiate with all qualified sources if it is in the best interest of WTO to do so.**

* One original of the completed proposal must be submitted. Proposal should be clipped or stapled in the upper left-hand corner. Binders or notebooks are not required. Responses should be prepared using the forms provided and presented in a clear and concise manner and submitted in the order as prescribed above. Proposals not submitted as required will be considered non-responsive.
* Proposals may be emailed, mailed, or delivered by a delivery service, such as UPS or FedEx. While not required, Responders are encouraged to use a traceable delivery method.
* The Responder is solely responsible for ensuring that their proposal is physically received by WTO by the submission date and time. WTO is not responsible for any errors or failures on the part of the U.S. Postal Service or other guaranteed express carrier regarding the timely delivery of a proposal. Late proposals will not be accepted.
* Proposal are to be sent by one of the following methods at the address indicated:

Email: [j.gibson@gowto.org](mailto:j.gibson@gowto.org)

Delivery Service: Jenny Gibson

West Texas Opportunities, Inc.

603 N. 4th Street

Lamesa, Texas 79331

US Postal Service: Jenny Gibson

West Texas Opportunities, Inc.

PO Box 1308

Lamesa, Texas 79331

* Faxed proposals will not be accepted, will be considered non-responsive, and will not be reviewed.
* All bids must be received no later than **4:00 pm** **August 11, 2022.** Proposals received by WTO after this date and time will be considered non-responsive and will not be reviewed.
* Proposals not containing all the required information/documents will be considered non-responsive and will not be reviewed.
* Proposals may be withdrawn at any time prior to the due date by notifying WTO’s contact person in writing. A proposal may be modified prior to the due date by submitting an amended proposal to the contact person before the due date and time.

## D. Evaluation Criteria

* Proposed Facility – 40 Points
  + Location within desired geographic area
  + Appropriately zoned for office usage
  + Sufficiency of parking
* Reasonableness of Cost – 50 Points
  + Base Lease/Rent Amount
  + Cost per square foot inclusive of utilities, janitorial, grounds maintenance, building maintenance and repair
* Other – 10 points
  + Restrictions
  + Acceptance of funding clause
* Historically under-utilized Businesses Bonus Points (with a valid certification) – 5 Points
* Total Possible Points

# III. GOVERNING PROVISIONS AND LIMITATIONS

The only purpose of this request for Proposal (RFP) is to ensure uniform information in the solicitation of proposals and procurement of services. This RFP is not to be construed as a purchase agreement of contract or as a commitment of any kind; nor does it commit WTO to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by WTO.

A response to this RFP does not commit WTO to pay any costs incurred in the preparation of such response

WTO reserves the right to accept or reject any proposals received, to canel or reissue this RFP in part or its entirety.

WTO reserves the right to negotiate the final terms of all contracts or agreements that may be initiated from this RFP.

Misrepresentation of the responder’s ability to perform as stated in the information provided may result in cancellation of any contract or agreement awarded.

Responders shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee or agent of WTO for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.

No employee, officer, member, or agent of WTO shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.

Responders shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a responder’s proposal to be rejected. This does not preclude joint ventures or subcontracts.

Any responder may withdraw information either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of proposals

Solicitation and selection of proposals must conform to relevant State and Federal laws and regulations and local policies governing the procurement of supplies, equipment, and services. Responders are responsible for familiarizing themselves with these laws and regulations.

All proposals and their accompanying attachments become the property of WTO upon submission. Materials submitted will not be returned. Any material that is to be considered as confidential in nature must be clearly marked as such. All proposals are subject to the Texas Public Information Act.

This is a negotiated procurement utilizing the Request for Proposal method and as such, award does not have to be made to the responder submitting the lowest price proposal, but rather the responder submitting the most responsive proposal satisfying WTO’s requirements.

Proposals must be manually signed by a person having the authority to bind the organization in a contract.

Funding for goods or services requested in this RFP is contingent upon WTO’s actual receipt and availability of funds from the Texas Department of Housing and Community Affairs.

### Bid Protest Procedure

WTO procurement procedures will strive to provide a means which allows both parties to remedy a disagreement related to the terms of the contract and/or either party’s contractual obligation.

A protest must be filed within three working days of the initial knowledge of the fact being protested. A request for reconsideration must be filed within three working days of receipt of the answer to the protest. A working day is defined as one working period not to include weekends, national holidays or declared natural emergencies. WTO will provide an initial response within ten working days of receipt of the protest or request for reconsideration. A final report will be made within 20 working days of receipt of the protest or request for reconsideration.

The protest must contain the name and address of the protester (corporate or Individual), The solicitation or contract number or a description of the invitations to bid, and a statement of grounds on which a protest is made. Please include individual to be contacted and a telephone number in case clarification of the protest is needed.

WTO will respond in detail to each substantive allegation raised in the protest. The protest will be reviewed by a committee consisting of the Board President, Board Secretary and Executive Director. This committee will make the final decision on any protest filed with the Corporation. All determinations are considered final three working days after a protester’s receipt of our final report, usually not longer than 30 working days after protest is filed.

Only when life is at risk will a procurement be made when a protest is pending. Under no conditions will an award be made prior to the resolution of a protest, nor will we open bids if a protest is filed before bid opening. All potential vendors will be informed if a protest is filed prior to award of a bid.

A request for reconsideration will be granted only when a protester acquires data not previously known or available, or there has been an error of law or state bidding regulations.

# ATTACHMENT A – PROPOSAL

|  |  |
| --- | --- |
| Name of Company/Organization | Click or tap here to enter text. |
| Mailing Address | Click or tap here to enter text. |
| Authorized Representative or Contact | Click or tap here to enter text. |
| Telephone Number | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Fax Number | Click or tap here to enter text. |
| Federal Tax ID Number | Click or tap here to enter text. |
| HUB | Yes No |
| Type of Organization | Corporation Partnership  Sole Ownership  Other (Describe)  Click or tap here to enter text. |
| Name and Title of Authorized Signatory | Click or tap here to enter text. |
| Physical Address of Proposed Office Space | Click or tap here to enter text. |
| Age of Facility | Click or tap here to enter text. |
| Proposed Square Footage | Click or tap here to enter text. |
| Cost Per Square Foot | Click or tap here to enter text. |
| Cost Includes | Utilities  Building Maintenance and Repairs  Janitorial  Grounds Maintenance |
| Total Cost Per Month | Click or tap here to enter text. |
| Estimated Date Facility will be Ready to Occupy | Click or tap here to enter text. |
| Is Space ADA Compliant | Yes  No |
| Are there currently any tax or other types of liens against the property? | Yes  No  If Yes, explain:  Click or tap here to enter text. |
| Are employees able to enter the building at any time? | Yes  No  If no, explain times and procedure:  Click or tap here to enter text. |
| Are Other Organizations Co-Located in Space? | Yes  No  If yes, list other organizations.  Click or tap here to enter text. |
| Parking | List Number of Available Parking Spaces.  Click or tap here to enter text. |
| Building Maintenance/Repair | Owner/landlord is willing to accept cost of repair and maintenance of roof, foundation, parking, plumbing, HVAC, other structures or equipment considered long-lived assets?  Yes  No |
| Lease provisions includes an early termination clause (without penalty) should WTO suffer a loss of its public funding. | Yes  No |

1. Provide any additional information you believe to be an asset of this location.

Click or tap here to enter text.

1. Attach a copy of the floor plan of the proposed space.

Click or tap here to enter text.

1. Attach any additional relevant information.

Click or tap here to enter text.

**AUTHORIZED SIGNATURE AND ACKNOWLEDGEMENTS**

**On behalf of the Bidder:**

1. The individual signing certifies that he/she is authorized to contract on behalf of the bidder.
2. The individual signing certifies that the bidder is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the bidder.
3. The individual signing certifies that the process in this proposal has been arrived at independently, without consultation, communication, or agreement, other than to an employee of the bidder.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the offeror prior to an award to any other bidder or potential bidder.
5. The individual signing certifies that there has been no attempt by the bidder to discourage any potential offeror.
6. Individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

Dated this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offeror’s/Firm Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Title

# ATTACHMENT B

CERTIFICATION REGARDING FEDERAL LOBBYING

(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

Federal legislation generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the Federal government. Lobbying with respect to certain grants, contracts, cooperative agreements, and loans is governed by relevant statutes, including among others, the provisions of 31 U.S.C. 1352, as well as common rule, “New Restrictions on Lobbying” published at 55 Federal Register (FR) 6736 (February 26, 1990), including definitions, and the Office of Management and Budget “Government wide Guidance on New Restrictions on Lobbying” and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).

Contracting entities or sponsored sites that contract for goods or services using Federal funds must obtain this certification for any award exceeding $100,000 and if necessary, must obtain the Standard Form-LLL, “Disclosure Form to Report Lobbying.”

CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that:

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to

Report Lobbying”, in accordance with its instructions.

3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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Name of Organization submitting certification

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization Representative Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Organization Representative Date

# ATTACHMENT C

Statement Denying Conflict of Interest

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request for Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_certify I have read the following conflict of Interest statement. A signature indicates an understanding of the statement and verifies that no conflict of interest exists, and that if a conflict should arise, I will immediately notify West Texas Opportunities, INC. and disqualify my proposal.

“NO OFFICE, EMPLOYEE, OR AGENT OF THE PROPOSAL HAS ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THE OPERTION OF WEST TEXAS OPPORTUNITES, INC. OR WITH ANY PARTY CONNECTED WITH WEST TEXAS OPPORTUNITIES, INC.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer Name (signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# ATTACHMENT D

CERTIFICATION

REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY

EXCLUSION FOR COVERED CONTRACTS

|  |  |
| --- | --- |
| Name of Business (Contractor) | Vendor ID No. or Social Security |

(1) The prospective contractor certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Contractor Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed/Typed Name of Title

Contractor Representative