

**FOUNDATION FOR BEHAVIORAL RESOURCES
REQUEST FOR QUOTATION (RFQ)
FOR
OFFICE SPACE
June 19, 2024**

INTRODUCTION

The Foundation for Behavioral Resources a 501(c)(3) non-profit organization based in Augusta, Michigan requests quotations from interested parties for provision of office space for program services.

The release of this RFQ does not require The Foundation for Behavioral Resources to award funding. The Foundation for Behavioral Resources may terminate this RFQ in whole or in part if it is in their best interest to do so. The Foundation for Behavioral Resources reserves the right to accept or reject any or all quotations received as a result of this request, and to negotiate with all qualified sources if it is in the best interest of The Foundation for Behavioral Resources to do so.

The Foundation for Behavioral Resources encourages small businesses, minority-owned businesses and woman-owned businesses to submit a quotation. A Bidder qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

All quotations must be valid through September 30, 2024, address the minimum specifications listed on page two and include a copy of Attachment 1, the mandatory Conflict of Interest form and Attachment 2, the Non-Appropriation of Funds Clause (or similar document). All quotations are subject to negotiation. Responding entities are solely responsible for the content of their quotations. Quotations may not be modified or revised after submittal.

The Foundation for Behavioral Resources is requesting the bidders submit lease options for office space listed on page 2. Quotations should include the cost of a maintenance/service contract and utilities for both the lease and purchase options. Quotations should also include anticipated closing costs, move-in dates and warranty specifications.

The Foundation for Behavioral Resources is not responsible for the preparation costs of any quotation or for comments or information provided by other parties.

DUE DATE, COPIES, SIGNATURES, DELIVERY

A quotation, with an original signature, on company letterhead, must be received by 4:30 p.m. EST July 31,2024. Quotations are to be mailed or electronically transmitted (certified) to the following address:

Foundation for Behavioral Resources
6535 N. 42nd Street
Augusta, MI 49012
ATTN: Kerstin Kacmarek
kkacmarek@fbrmichigan.org

NOTE: Mailed quotations must be securely sealed and clearly marked “Quotation.” Certified electronic submissions titled “Quotation” only. Late quotations will not be accepted.

Questions regarding this RFQ should be directed to Kerstin Kacmarek at (248) 639-3090

MINIMUM SPECIFICATIONS

- Lease terms for minimum of three (3) years
- Security deposit and closing costs to be specified
- Maintenance and utility costs to be specified on a cost per square foot basis
- Minimum of 2,600 square feet of “useable” office space
- Location within downtown Pontiac, MI 48342
- Parking accommodations for staff and visitors to be specified
- Provision for lack of contract funding for lessor (Non-Appropriation of Funds Agreement)

EVALUATION CRITERIA

Quotations will be evaluated using a cost comparison/cost benefit analysis and lease vs. purchase system, including but not limited to move-in dates, closing costs and warranty specifications.

NOTICE OF AWARD

It is anticipated that the successful bidder will be notified no later than August 30th, 2024.

ATTACHMENT 2

NON-APPROPRIATION OF FUNDS AGREEMENT

It is acknowledged by both parties that Foundation for Behavioral Resources' funding is contingent upon continued authorization for program activities and the availability of federal, state and/or local funding. This agreement is subject to amendment or termination due to lack of funds or authorization. The signatures below indicate agreement with this provision.

WITNESSES:

VENDOR:

By: _____
Its: _____

WITNESSES:

FOUNDATION FOR BEHAVIORAL RESOURCES

By: _____
Its: _____