



## Request for Proposals – Rental Office Space

### Honey Lake Valley RCD

6/6/2022

#### Project Overview

The Honey Lake Valley Resource Conservation District (HLVRCD) in Susanville, CA, is soliciting written proposals for month-to-month office space for up to four (4) years and as described below. The HLVRCD is an independent Special District under California statute (CA Public Resources Code Division 9). As a public agency, we provide services that conserve, restore and sustain local agricultural and natural resources to the landowners and communities within a large portion of Lassen County.

The HLVRCD (<https://www.honeylakevalleyrcd.us/>) receives revenue from grant funding from various federal, state and local agencies and donations to accomplish its mission and goals. We are in need of office space that meets the conditions listed in the following section.

#### Conditions Required

The HLVRCD is seeking office space that meets the following:

- A minimum of 150 square feet up to 700 square feet;
- Located within the city limits of Susanville, CA or within five (5) miles;
- Non-smoking building;
- Office security consisting of secure lock on all office and building doors; secure lock on office window(s) if it opens;
- At least one window greater than or equal to 2 feet by 2 feet;
- Office heating and cooling;
- Ability to have internet service installed in the office space;
- Allow HLVRCD to recognize itself as tenant through signage;
- Trash pickup and removal from the office building;
- Property owner insurance (HLVRCD will have renters insurance);
- Ability for HLVRCD to move in within a short period of time;
- Schedule an appointment for HLVRCD personnel to view the available office space after bids are submitted and before final bidder selection.

#### Conditions Desired

- The building in which the office space is located and the office is compliant with accessibility requirements listed in the Americans with Disabilities Act (ADA) (1990).  
<https://www.adachecklist.org/checklist.html>
- Utilities included in the monthly rental price.
- Separate men and women's restrooms.
- Kitchen sink or drinking fountain in building.

## Proposal Content

In responding to this request, we require the following information:

1. Detail your ability to provide the required and desired rental conditions by completing and submitting Exhibit 1. If the bidder wishes to have more than one office space considered, complete Exhibit 1 for each office space.
2. Discuss your company's independence with respect to the HLVRCD.
3. Provide a blank copy of the rental agreement that you will use, if successful.

## Submit Responses To:

All proposals must be submitted by email in PDF format to [astuemky@honeylakevalleyrcd.us](mailto:astuemky@honeylakevalleyrcd.us) by **5:00 P.M., Wednesday, July 6, 2022**. Late proposal submissions will not be considered. All proposals, whether selected or rejected, shall become the property of the Honey Lake Valley RCD. Transmittal/cover letters for the proposals shall be signed by an authorized employee, officer or owner in order to receive consideration. The Honey Lake Valley RCD shall not be responsible for proposals delivered to a location other than that specified above.

HLVRCD will review and evaluate proposals based on proposal price, responses to Exhibit 1, rental agreement terms and condition and condition of the property being offered for rent. Applicants that meet the initial screening criteria will be asked to show the proposed office space to HLVRCD personnel. If an insufficient number of proposals are received in response to this RFP, or if the selected bidder and HLVRCD are unable to agree to the terms of the rental agreement, HLVRCD reserves the right to cancel and reissue the RFP in whole or in part.

### Schedule:

Date of Announcement:	June 6, 2022
Questions/Inquiries Accepted:	June 20, 2022
Response to Questions:	June 24, 2022
Deadline for Proposal Submissions:	July 6, 2022
Proposals Reviewed:	July 11, 2022
Office space showing	On or before July 15, 2022
Notification of Award:	On or before July 29, 2022

## Other Details

- All written questions and request for clarification should be directed to Andrea Stuemky at [astuemky@honeylakevalleyrcd.us](mailto:astuemky@honeylakevalleyrcd.us) or 530-257-7271, ext 100. Questions and responses will be posted for all bidders at <https://www.honeylakevalleyrcd.us/documents-links>
- All submittals are public information. Restrictions on any information submitted will render a bid non-responsive.
- The Honey Lake Valley RCD expects to sign a Rental Agreement with the selected bidder.
- Selected bidder shall maintain at all times insurance of not less than \$1,000,000 per occurrence for workers' compensation and employer's liability, and \$1,000,000 per occurrence for general liability thus insuring against all liability of bidder and its authorized representatives arising out of and connected with bidder's work on this project. All such policies of insurance shall be primary insurance, and a copy of bidder's insurance policy shall be submitted to the District for review and approval prior to signing the rental agreement.

**EXHIBIT 1. OFFICE RENTAL SPACE QUESTIONNAIRE for BIDDERS  
Honey Lake Valley Resource Conservation District**

Please complete a form for each office space to be considered and provide all information requested.

**PART A**

<b>Bidder's Name:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Rental Space Address:</b>	
<b>Is office space located within a larger building?</b>	
<b>Monthly Rent Price (Bid)</b>	\$

**PART B**

Please answer the following questions; provide explanation or remarks where necessary.

Question	Response
1. Size of office space in square feet?	
2. Is building non-smoking?	
3. Security measures in place? Please list/explain	
4. Number of windows & their dimensions?	Number:
	Dimensions of each:
5. Heating system? Method?	
6. Office cooling system? 7. Method?	
8. Can internet service be provided to the office space?	
9. Will HLVRCD be allowed to recognize itself as tenant through signage?	
10. Is trash disposal to the building included in the rental price?	
11. Property, workers comp & general liability insurance?	
12. Can HLVRCD view the office space & building?	

13. If selected, when could HLVRCD move in?	
14. Office is compliant with ADA accessibility requirements?	
15. Are utilities included in the monthly rental price? Explain	
16. Are there separate men and women's restrooms?	
17. Is there a kitchen sink or drinking fountain in building? Which?	

Submitted : \_\_\_\_\_  
(Please Print)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_