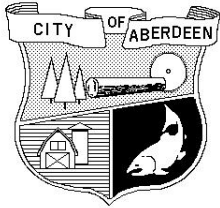


Request for Proposals

Storage for City's Museum Artifacts & office space

November 26, 2018



Issued by:

City of Aberdeen, Parks Department
Stacie Barnum, Parks Director
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360.537.3229

1. Introduction & Background

- a) The City of Aberdeen ("City"), a Government Municipality, requires storage and office space for City owned property including, but not limited to: historic artifacts and archives, vehicles, office records, office equipment, furniture, and photos. The need for leased space is due to: a fire destroyed the building which housed the City's Museum; and, additional property related to the City's museum currently stored at inadequate facilities.
- b) The objective of this Request for Proposal is to locate storage and office space for City owned museum artifacts and set up office space for staff and volunteers. It is NOT contemplated that property leased under this Request will be used for public access for museum display purposes.
- c) Leased space should have security measures, be fully ADA compliant for access, parking and restroom(s), and include:
 - i) Warehouse type storage space, with the following options:
 - (1) Climate controlled environment;
 - (2) Minimum storage area of 4,000 (four thousand) square feet;
 - (3) Ceiling heights in at least one-half of the storage facility of 20 (twenty) feet or higher;
 - (4) Storage accessibility for multiple vehicles, including ingress and egress; and
 - (5) Adequate fire/smoke detection and fire suppression system
 - ii) Separated office space, with:
 - (1) Easy accessibility to warehouse storage space; and,
 - (2) Minimum office area of 1,000 (one thousand) square feet
- d) Based on the nature of items to be stored and need for localized expertise, preference will be given to facilities located within the city limits of Aberdeen, Washington, and which are zoned commercial, residential/commercial, or industrial.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposals:

1. Bidder's intent on submitting a proposal should so notify the representative identified on the cover page no later than December 14, 2018
3. Proposals must be signed by a representative that is authorized to commit the bidder's company.
4. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
5. Bidders must complete the provided Lease/Terms Form, or provide an attachment with substantially the same information in substantially the same format.
6. Proposals must be received prior to 3:00 p.m. on December 14, 2018 to be considered.
7. Proposals must remain valid for a period of 28 days.
8. City of Aberdeen anticipates selecting at least two individuals or firms to have more in-depth discussions with, and anticipates making an award to one of these "down-selected" individuals or firms.

7. Evaluation Factors

The City of Aberdeen will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost
5. Technical expertise/experience of bidder and bidder's staff

City of Aberdeen, Parks Department, reserves the right to award to the bidder that presents the best value to the City of Aberdeen determined solely by the City of Aberdeen in its absolute discretion.



**City of Aberdeen, Parks Department
200 E Market Street, Aberdeen WA 98520**



LEASE/TERMS FORM

(2 pages)

BUSINESS NAME: _____

INDIVIDUAL'S NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER(S): _____

ADDRESS OF PROPOSED SPACE: _____

DESCRIPTION OF SPACE: _____

WHAT SECURITY OPTIONS DOES THE FACILITY HAVE (e.g., cameras, locks, security fencing, etc.): _____

DOES THE SPACE HAVE A GARAGE DOOR(S)? _____

IF YES, WHAT SIZE(S)? _____

IS THE SPACE ADA ACCESSIBLE? _____

IS THERE A FIRE SUPPRESSION SYSTEM? _____

IF YES, WHAT TYPE AND WHERE ? _____

ARE THERE SMOKE DETECTORS? _____

IF YES, WHAT TYPE? _____

WHAT TYPE OF HVAC SYSTEM? _____

IS IT THROUGHOUT THE WHOLE LEASED SPACE? _____

IF NO, PLEASE EXPLAIN _____

WHAT ARE THE LEASE TERMS, MONTHLY? ANNUALLY? ETC? _____

Monthly Lease/Rent Charge - \$ _____

Damage Deposit - \$ _____

Are utilities (w/s/g) included in the Lease/Rent Charge: _____

Any other monthly charges? _____



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