REQUEST FOR PROPOSALS

for

Commercial Office Space Eastside Career Centers 2026

(COS Eastside RFP 2026)

ISSUE DATE: October 20, 2026

RESPONSES DUE: November 3, 2026 ** EXTENDED **

ORIGINAL DUE DATE: 11/2/2026

AWARD NOTIFICATION: November 16, 2026

City of Detroit
Mary Sheffield, Mayor

Mayor's Workforce Development Board
Dr. Darienne Hudson, Co-Chairperson
Jared Fleisher, Co-Chairperson

Detroit Employment Solutions Corporation
Alice Thompson, Chairperson
Terri Weems, Interim President

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BIDDING INFORMATION	
Issue Date:	**October 20, 2026**
Questions Deadline:	**October 26, 2026 at 5:00PM (EST)** All questions should be received in writing via email to procurement@detempsol.org. To be properly received, Email Subject line must include: **Questions for COS Eastside 2026 RFP** DESC will provide a response to all companies/individuals that requested an RFP via email upon completion of responses.
Response to Questions:	**October 29, 2026 by 5:00PM (EST)** Responses to questions will be available at this link: **https://www.descmiworks.com/opportunities/rfps-and-rfqs/**
EXTENDED **Proposal Due Date:**	**November 3, 2026** ~~November 2, 2026~~ **at 5:00PM (EST)** Responses must be **received** electronically by email to: **procurement@detempsol.org**. • Files submitted via email must not exceed 25 MB. • Do not include embedded links to external information in proposal submissions. Links provided in response to this RFP will not be evaluated. • To be properly received, Email Subject line must include: **Response to COS Eastside 2026 RFP** • Proposal submissions must be directed exclusively to procurement@detempsol.org. . Proposals addressed or copied to individual DESC staff members shall not be accepted. • Confirmations of proposals received will be provided within 48 hours of receipt. **Please note:** *Allow ample time to submit your proposal. DESC strongly encourages submitting at least one business day prior to due date above. DESC will not extend the submission deadline due to technical issues or outages.* **DESC WILL NOT ACCEPT PAPER/HARD COPY OR LATE PROPOSALS.**
Award Notice:	The award notification is planned to be provided by **November 16, 2026**
Site Visit:	**November 9, 2026 through November 13, 2026 between 10:00 AM and 1:00 PM.** DESC will schedule site visits with those organizations selected as finalists during the review process, as required. **All prospective responders should hold these dates/times**. Finalists will be notified by email upon completion of written proposal evaluations regarding site visit details.
Contract Start Date:	The contract period is scheduled to begin **as early as December 1, 2026** pending negotiations and needed renovations.

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I. INTRODUCTION

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Labor and Economic Development, Workforce Development (LEO/WD) for the planning and oversight of talent development programs in the City of Detroit. Designated by the MWDB, Detroit Employment Solutions Corporation (DESC) serves as the fiscal and administrative entity that provides workforce services to job seekers and employers. DESC's primary funding streams include Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families (TANF) that funds Michigan's PATH (Partnership. Accountability. Training. Hope.) employment program, Food Assistance Employment and Training (FAE&T), Wagner-Peyser Employment Services (ES), and other public and private funding.

DESC oversees eight (8) Detroit Michigan Works! One-Stop Service Centers and contracts with qualified entities to provide workforce development services to job seekers and employers. Locally, the Michigan Works! One-Stop Service Centers are branded as Detroit at Work Career Centers. DESC is also a proud member of the American Job Center network.

In February 2017, the Mayor's Office of Workforce Development and DESC launched Detroit at Work to build Detroit's talent pool, create an opportunity for Detroiters, and give employers access to a demand-driven talent pipeline. Detroit at Work offers residents and employers a simplified brand to serve as the umbrella for all City of Detroit workforce development efforts. This includes the employment and training programs administered by DESC.

DESC is seeking competitive proposals from qualified commercial property owners or duly authorized leasing representatives for commercial office space within the City of Detroit's designated Eastside target areas. The proposed premises must be suitable for the operation of a Detroit at Work Career Center and meet the space, accessibility, location, and operational requirements specified in this RFP.

A. Accommodate DESC's workforce development and employment services, including applicable WIOA, PATH, Wagner-Peyser Employment Services, and other workforce programs administered or coordinated by DESC.

B. Provide appropriate space for customer reception, employment counseling, computer and resource access, staff workstations, private consultations, and other related workforce development activities identified in this RFP.

C. Permit reasonable alterations or improvements necessary to establish a welcoming, accessible, human-centered, and trauma-informed environment for individuals receiving services.

D. Accommodate necessary renovations or tenant improvements, where applicable, in accordance with mutually agreed specifications, responsibilities, and applicable construction and occupancy requirements.

E. Provide adequate, accessible parking to accommodate DESC staff, contractors, and customers at no additional cost to DESC. Proposals must identify the number of available parking spaces, including designated accessible parking, and indicate whether parking is dedicated to DESC or shared with other building occupants.

F. Provide for the ongoing management, maintenance, and repair of the property, leased premises, and building systems in accordance with the responsibilities established in the executed lease agreement.

G. Provide commercial-grade office space that complies with applicable federal, State of Michigan, and City of Detroit building, fire, zoning, and accessibility requirements, including applicable Americans with Disabilities Act (ADA) standards. The premises must be suitable for public access and the intended operation of a Detroit at Work Career Center.

DESC intends to lease a minimum of two (2) commercial office locations within the designated target areas identified in this RFP. DESC anticipates awarding multiple lease agreements, subject to the availability of funding, suitability of proposed properties, successful lease negotiations, and applicable procurement requirements. DESC reserves the right to make fewer awards or no awards if proposals do not meet its operational needs or procurement requirements.

II. CONFIDENTIALITY

DESC will treat non-public information received from Applicants in connection with this RFP as confidential to the extent permitted by applicable federal, state, and local laws and regulations. Applicants should clearly identify any information considered confidential or proprietary. DESC reserves the right to disclose such information as required by law or for purposes of procurement review, monitoring, auditing, or oversight by authorized governmental or funding agencies.

III. ORGANIZATION QUALIFICATIONS

Eligible applicants include individuals, commercial property owners, private for-profit companies, nonprofit organizations, governmental entities, and other legally established entities that own or are duly authorized to lease commercial property meeting the requirements of this RFP.

Small businesses, minority-owned firms, women’s business enterprises, and labor surplus area firms are particularly encouraged to apply.

Organizations and individuals are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the State of Michigan Department of Revenue or Internal Revenue Service requirements.

Applicants must possess the following:

- All licenses, permits, approvals, and other qualifications required by applicable law to own, lease, operate, and maintain the proposed Premises. Where construction or substantial renovation is proposed, the Lessor must ensure that applicable contractor licensing, bonding, permits, and other construction-related requirements are satisfied.
- Documentation of the Applicant's legal business structure (e.g., corporation, limited liability company, sole proprietorship, or partnership); and
- Compliance with applicable federal, state, and local nondiscrimination, equal employment opportunity, accessibility, and other legal requirements relevant to the ownership, leasing, operation, and maintenance of the proposed Premises, including applicable federally funded contract requirements.

Applicants must assure the ability to comply with all applicable laws and regulations, as well as the non-discrimination and equal opportunity provisions of 29 C.F.R. § 38.25, if awarded a contract and remain in compliance for the duration of the award.

Applicants must be financially and operationally stable and must possess sufficient scale in terms of staff and other resources to support DESC throughout the term of a contract, if awarded as a result of this RFP.

INSURANCE REQUIREMENTS

If a lease is awarded as a result of this RFP, the selected Lessor must maintain insurance appropriate to the ownership, operation, maintenance, and condition of the proposed Premises. Required coverage may include:

- **Commercial General Liability Insurance:** The Lessor shall maintain Commercial General Liability insurance, written on an occurrence basis, covering premises/operations, bodily injury, property damage, personal injury, and contractual liability, with minimum limits of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) general aggregate.

  Detroit Employment Solutions Corporation (DESC) shall be named as an Additional Insured under the Lessor's Commercial General Liability policy with respect to liability arising out of the Lessor's ownership, maintenance, or operations of the Premises, to the extent permitted by the policy and applicable law.

- **Commercial Property insurance** covering the building and improvements against customary insurable risks;
- **Workers' Compensation insurance** as required by Michigan law;
- **Commercial Automobile Liability insurance** where applicable to services performed under the lease; and
- **Professional Liability and/or Builders Risk insurance**, where applicable to architectural, engineering, construction, or substantial renovation activities.

Proof of Insurance: Prior to lease commencement, the Lessor shall provide DESC with a Certificate of Insurance evidencing the required coverage, together with the applicable Additional Insured endorsement confirming DESC's status under the Commercial General Liability policy.

The Lessor shall maintain the required coverage throughout the lease term and any authorized renewal periods and provide updated evidence of coverage upon renewal or upon DESC's reasonable request.

LEGAL AUTHORITY TO ENTER AND NEGOTIATE THE AGREEMENT

To be considered for an award under this RFP, the proposing organization or individual must possess the legal authority to submit a proposal, negotiate lease terms, and enter into a binding lease agreement for the proposed Premises. DESC may require documentation of property ownership or written authorization from the property owner before award.

IV. LEASE OPPORTUNITY & REQUIREMENTS

Applicants may submit proposals for existing commercial office space, space requiring renovation or remodeling, or build-to-suit facilities. The proposed Premises must be delivered in a turnkey condition suitable for DESC's intended operations, unless otherwise agreed upon in writing.

Where renovations or construction are required, the Applicant must identify the scope of improvements, anticipated completion schedule, responsible parties, and associated costs. All improvements required to deliver the Premises in accordance with this RFP shall be included in the proposed full-service gross rental rates unless DESC expressly identifies and authorizes a separately procured or separately funded improvement.

All construction and improvements must comply with applicable building codes, accessibility requirements, permitting requirements, and approved specifications. Building construction and finishes must be of commercial-grade quality. DESC reserves the right to select its own construction contractor, subject to applicable lease terms and procurement requirements.

Interested applicants must demonstrate that they can deliver **all** the requirements listed in this section and provide a detailed response for the items in the sections below:

A. Space Requirements:

PREMISES: For purposes of this RFP, DESC is seeking approximately 700 to 2,000 square feet of commercial office space to accommodate approximately six (6) employees and members of the public. Applicants must provide as part of their response both the usable and rentable square footage of the proposed Premises and describe how the space will accommodate the functional requirements listed below.

- Open waiting and reception area;
- Modular workstations or offices for six (6) staff;
- One private office for confidential conversations;
- Computer/resource lab with Internet/video connections large enough to accommodate a minimum of ten (10) computer stations with the opportunity to expand to at least five (5) additional stations, if necessary;
- One conference room that can accommodate meetings and training for at least 10 people;
- Locked on-site storage room/area;
- File Room;
- Centralized clerical and operational support areas to accommodate high volume multi-function machines;
- Securable IT Network room, independently cooled with storage;
- ADA accessible restroom facilities;
- Adequate lighting that complies with applicable building and safety requirements, with natural lighting in public and customer service areas preferred where available; and
- Provide adequate space for anticipated staff and customer occupancy, accessible circulation, and emergency egress(es) in accordance with applicable building, fire, occupancy, and accessibility requirements.

LOCATION: DESC intends to lease a minimum of two (2) commercial office locations within the City of Detroit, with at least one (1) location in ZIP code 48234 and at least one (1) location in ZIP code 48224.

Properties must be physically located within one of the identified ZIP codes. DESC will verify ZIP code eligibility based on each property's physical street address.

Applicants may submit proposals for properties in either or both ZIP codes. Each proposed property must be identified separately and meet the applicable requirements of this RFP. Proposals will be evaluated based on the established evaluation criteria, with no preference assigned to either ZIP code.

Target Area	Zip Code	General Geographic Boundaries
Eastside Location	**48234**	Northeast Detroit, generally south of Eight Mile Road, extending toward East McNichols Road, in the vicinity of Ryan Road, Conant Street, Mound Road, and Van Dyke Avenue.
Eastside Location	**48224**	East Detroit, generally covering areas around Moross Road, Kelly Road, Cadieux Road, Harper Avenue, East Warren Avenue, and Mack Avenue.

The intention is that these locations will serve nearby residents living in these zip codes and the surrounding areas. The space should be accessible to Detroit residents meaning close to major expressways, public transportation and must provide at no extra cost, ample parking that can accommodate staff and visitors. DESC is interested in space in densely populated areas or potential or planned economic development areas (including schools, hospitals, commercial or retail anchor institutions, libraries, corporations, community-based organizations or within anchor institutions). Proposals should identify the location of the space by street and mailing address. They also should include the property's current occupancy rate.

ZONING: The proposed Premises must be appropriately zoned for DESC's intended use as a public-facing workforce development Career Center. The Lessor shall obtain or ensure the availability of all applicable governmental approvals, permits, and occupancy authorizations necessary for the proposed use. The building and leased Premises must comply with applicable federal, State of Michigan, and City of Detroit building, fire, zoning, and accessibility requirements, including applicable Americans with Disabilities Act (ADA) standards.

PARKING: Each proposed location must provide adequate parking for DESC staff, contractors, and customers at no additional cost to DESC. Parking may be located on the premises or nearby, provided that it is reasonably accessible to the leased facility. Applicants must identify the number of parking spaces available, including accessible parking spaces, whether parking is dedicated or shared, and the location of any off-site parking facilities.

B. Lease Terms:

OCCUPANCY/COMMENCEMENT: The Occupancy/Lease Commencement Date shall be established in the executed lease agreement following substantial completion of required improvements, issuance of applicable occupancy approvals, and delivery of the Premises in the condition required by the lease. Applicants must identify the earliest date the Premises will be available for occupancy. Rental obligations shall commence as specified in the executed lease agreement.

INITIAL TERM: The initial lease term shall be one (1) year, beginning on the commencement date established in the executed lease agreement.

RENEWAL OPTIONS: Applicants must submit binding rental rates for the initial lease term and each of the four (4) one-year renewal option periods. The rental rates accepted by DESC shall be incorporated into the executed lease agreement and shall remain fixed for their respective periods.

DESC shall provide the Lessor with written notice of its intent not to renew at least sixty (60) calendar days before expiration of the then-current lease term.

Continuation into each renewal period shall be subject to funding availability, completion of a documented cost/price or market analysis establishing continued rental-cost reasonableness, and compliance with applicable procurement requirements.

No renewal period beyond the four (4) options established in the executed lease shall be authorized without an appropriate procurement process.

BASE RATE: Applicants must provide competitive rental rates for comparable commercial office space within the City of Detroit. The proposed rental rates shall include all ordinary operating expenses and required renovation costs specified in this RFP. No additional operating expenses shall be charged separately to DESC.

Applicants must identify the costs included in their proposed full-service gross rental rates and confirm that all ordinary utilities, real estate taxes, maintenance, and operating expenses required under this RFP are included without separate charges or pass-throughs.

The rental rates proposed for the initial term and each renewal option shall be full-service gross rental rates, inclusive of all operating expenses specified in this RFP, and shall constitute the maximum rental amounts payable by DESC for the respective lease periods. No additional ordinary operating expenses, utility charges, real estate taxes, maintenance expenses, or related pass-through charges shall be imposed on DESC.

The rental rates proposed and accepted by DESC shall be incorporated into the executed lease agreement and shall constitute the maximum rental rates for their respective lease periods. The Lessor shall not increase the agreed rental rates during the initial term or any authorized renewal option period.

OPERATING EXPENSES: The proposed full-service gross rental rates must include all ordinary building and property operating expenses necessary for DESC's intended occupancy and use of the Premises, including property management, building maintenance, repairs, janitorial services, insurance, real estate taxes, utilities, and other operating expenses required under this RFP.

The Lessor shall be responsible for payment of all such operating expenses throughout the initial lease term and each authorized renewal option period.

DESC shall not be responsible for separately billed operating expenses, common area maintenance charges, operating expense escalations, base-year adjustments, or annual expense reconciliations.

The proposed full-service gross rental rates for the initial lease term and each of the four (4) renewal option periods shall remain fixed for their respective periods, as established in the executed lease agreement.

TAXES: All real estate taxes and assessments attributable to the building and property shall be the responsibility of the Lessor and must be included in the proposed full-service gross rental rates for the initial lease term and each of the four (4) one-year renewal option periods.

DESC shall not be responsible for separately billed real estate taxes, assessments, tax escalations, or related reconciliations during the lease term or any authorized renewal period.

UTILITIES: The proposed full-service gross rental rates must include all ordinary utilities necessary for DESC's intended use and occupancy of the Premises, including electricity, natural gas, heating, cooling, water, and sewer services.

The Lessor shall be responsible for payment of these utilities, whether separately metered or provided through shared or master building meters. DESC shall not be responsible for separately billed utility charges, utility escalations, or annual utility expense reconciliations during the initial lease term or any authorized renewal period.

Electrical systems must provide adequate capacity, outlets, and service for individual workstations, computer equipment, and high-volume multifunction machines. All electrical equipment, wiring, fixtures, receptacles, and switches must comply with applicable adopted electrical codes and safety requirements.

Applicants must identify the utility services available to the Premises, whether utilities are separately or jointly metered, and any known limitations affecting DESC's intended operations.

RIGHT OF FIRST OFFER: During the initial lease term and any authorized renewal periods, the Lessor shall provide DESC with the first opportunity to consider leasing any available contiguous space before offering such space to other prospective tenants.

The Lessor shall provide DESC with written notice identifying the available space, proposed rental terms, and anticipated availability date. DESC shall have thirty (30) calendar days from receipt of the notice to advise the Lessor in writing whether it wishes to pursue the additional space.

Any lease of additional space shall be subject to mutual written agreement, funding availability, and applicable procurement requirements. DESC shall have no obligation to lease additional space.

CANCELLATION: All DESC leases for real property must contain a provision permitting DESC to terminate the lease upon sixty (60) days' advance written notice in the event federal or state funding supporting the lease becomes unavailable, is terminated, or is reduced to a level insufficient to support continued occupancy.

Such termination shall be without penalty, termination fee, or other financial obligation attributable to the unexpired portion of the lease, including any remaining rental payments or unamortized tenant improvement costs.

DESC shall remain responsible only for rent and other properly incurred obligations attributable to the period before the effective termination date, consistent with the executed lease agreement and applicable funding requirements.

ASSIGNMENT & SUBLETTING: DESC shall have the right to assign the Lease or sublet all or any portion of the Premises, subject to the Lessor's reasonable prior written consent and compliance with applicable federal, state, and local requirements.

Any assignment or subletting shall be subject to applicable funding restrictions and shall not relieve DESC of its obligations under the Lease unless otherwise agreed upon in writing by the Lessor.

SECURITY DEPOSIT: DESC will not provide a security deposit.

HOLDOVER: Any occupancy of the Premises beyond the expiration of the initial lease term and all authorized renewal options shall be subject to the Lessor's written consent and compliance with applicable procurement and funding requirements.

Any authorized holdover arrangement shall be temporary, documented in writing, and shall not constitute an automatic extension or renewal of the Lease.

During an authorized holdover period, the rental rate shall not exceed one hundred percent (100%) of the monthly rental rate in effect immediately preceding expiration, unless otherwise agreed upon in writing and supported by applicable procurement requirements.

DESC shall not be obligated to continue occupancy beyond the expiration of the authorized lease term or renewal options.

ALTERNATIVE TERMS: DESC may consider alternative lease terms and conditions that are consistent with the requirements of this RFP and applicable procurement standards.

Applicants must clearly identify any proposed deviations from the stated lease terms and provide sufficient information for DESC to assess their financial and operational impact.

Alternative terms shall not waive mandatory requirements or alter the established proposal evaluation criteria. DESC reserves the right to request clarifications, negotiate permissible lease

provisions, consider acceptable alternatives, or reject any or all proposals in accordance with applicable procurement requirements.

C. Building Standards, Systems and Requirements

The proposed Premises and all applicable building systems must comply with federal, State of Michigan, and City of Detroit building, fire, electrical, mechanical, plumbing, accessibility, and other applicable codes and regulations adopted and enforced by the appropriate authorities.

Where required by applicable law, the property must be equipped with approved fire alarm, smoke detection, fire suppression, and other life safety systems. All applicable systems must comply with adopted codes and accessibility requirements, including the Americans with Disabilities Act (ADA).

Please provide a detailed description of the building and other material descriptions; for example, explain the HVAC system, the type of access control and security system/ procedures, the telecommunications services available, barrier free design, etc. that will allow DESC to understand the amenities, services, quality and appearance of the building.

COMFORT LEVEL: The temperature and ventilation in the Premises shall be maintained at a level to provide a comfortable working environment during Normal Business Hours and any time Tenant requires use outside of Normal Business Hours.

EMERGENCY POWER: Please provide a description of the building's emergency power systems and if the building will supply emergency power capacity to Tenant exclusive of base building systems.

LIFE SAFETY: Please fully describe the life safety systems installed in the Building and confirm whether or not the Building is fully sprinklered. Landlord shall warrant in the Lease that existing life safety systems will be maintained at current level(s) or better throughout the Term.

NETWORK AND TELECOMMUNICATION SERVICES: DESC requires state of the art infrastructure and telecommunication products to support voice, data and video systems. Existing Lan cabling can be used if graded category 5e or later. The property must have a designated data/telecommunications room to support DESC's specific equipment and wiring requirements. Building must be capable of and allow the installation of the tenants chosen fiber and high-speed internet service provider. Network room(s) should be climate controlled, centrally located and free of electrical panels or water sources.

ENVIRONMENTAL: The proposed Premises must comply with applicable federal, state, and local environmental, health, and safety requirements and must be suitable for DESC's intended occupancy and use.

Applicants must disclose any known hazardous substances, environmental conditions, violations, contamination, or remediation requirements that may affect the safe occupancy or use of the Premises.

The property must be served by properly authorized water and sewer systems and must not be subject to environmental restrictions that would prohibit DESC's intended use.

The Lessor shall be responsible for addressing environmental conditions as required by applicable law and the executed lease agreement.

RECYCLING: DESC encourages environmentally responsible building operations, including recycling services where available.

Applicants are requested to describe any existing or proposed recycling services available at the Premises, including the types of materials accepted, location of collection receptacles, and collection arrangements.

Where recycling services are included as part of the proposed lease, all associated costs must be incorporated into the proposed full-service gross rental rates.

Information concerning recycling services is requested for informational purposes only and will not be scored or otherwise considered in determining proposal rankings or award recommendations.

HVAC: The proposed Premises must be equipped with heating, ventilation, and air conditioning (HVAC) systems capable of maintaining a safe and comfortable indoor environment during DESC's normal operating hours.

All HVAC systems must be properly maintained, operational, and compliant with applicable federal, State of Michigan, and City of Detroit building, mechanical, fire, and ventilation requirements, including applicable adopted NFPA and ASHRAE standards.

Applicants must describe the existing HVAC systems, including their general condition, maintenance arrangements, and any known deficiencies or improvements necessary to meet the requirements of this RFP.

The Lessor shall be responsible for the maintenance, repair, and operation of the HVAC systems serving the Premises, with all associated ordinary operating costs included in the proposed full-service gross rental rates.

ACCESSIBILITY: The proposed Premises must comply with applicable Americans with Disabilities Act (ADA) accessibility standards and federal, State of Michigan, and City of Detroit accessibility requirements.

The building and leased Premises must provide accessible routes, entrances, restrooms, and other facilities necessary to accommodate individuals with disabilities and support DESC's intended public-facing operations.

Where the proposed Premises or facilities necessary for DESC's operations are located on multiple levels, the property must provide an accessible means of travel between the applicable levels, including an elevator or other legally permissible accessible means where required.

Applicants must identify any existing accessibility deficiencies and describe the improvements necessary to achieve compliance. All required accessibility improvements must be completed before DESC's occupancy, with costs included in the proposed full-service gross rental rates unless otherwise expressly authorized by DESC in the executed lease agreement.

SECURITY SERVICES: The proposed Premises must provide reasonable security measures to prevent unauthorized entry and protect the building and leased space during non-operating hours. Security measures must include appropriate building access controls and intrusion detection or other equivalent security systems suitable for the proposed Premises.

Applicants must describe the existing building security systems and procedures, including access controls, intrusion detection, after-hours access, and any known security limitations or improvements necessary to meet DESC's requirements.

DESC is also interested in information concerning any available on-site security guard services, including building patrols, parking area security, and related services. Information regarding security guard services is requested for informational purposes only and will not be scored or otherwise used to influence proposal rankings or award recommendations.

All required building security services must be included in the proposed full-service gross rental rates.

JANITORIAL SERVICES: The Lessor shall provide janitorial services for the leased Premises a minimum of five (5) days per week, including cleaning of offices, public areas, restrooms, and other areas designated for DESC's use.

Janitorial services shall include routine cleaning, trash collection and disposal, and the cleaning supplies and equipment necessary to perform these services. The Lessor shall also maintain common areas, exterior walkways, entrances, and surrounding grounds in a clean and safe condition.

Janitorial services shall be scheduled to minimize disruption to DESC's operations and customers. The schedule and scope of services shall be established in the executed lease agreement.

All required janitorial services, supplies, equipment, and ordinary associated costs shall be included in the proposed full-service gross rental rates, with no separate charges to DESC.

MAINTENANCE SERVICES: The Lessor shall be responsible for the maintenance, repair, and, when necessary, replacement of landlord-owned building systems, equipment, and components serving the leased Premises throughout the initial lease term and any authorized renewal periods.

Maintenance responsibilities shall include, but are not limited to, plumbing repairs, HVAC maintenance and inspections, electrical systems, lighting replacement, fire alarm testing, fire extinguisher inspection and servicing, snow and ice removal, landscaping, and maintenance of common areas and exterior portions of the property.

All building systems and equipment shall be maintained in safe, reliable, and efficient operating conditions and in compliance with applicable building, fire, health, and safety requirements.

The Lessor shall perform necessary preventive maintenance and respond promptly to maintenance requests, including emergency conditions that may affect the safety, accessibility, or continued operation of the Premises.

All required maintenance, repairs, inspections, permits, and replacement costs associated with landlord-owned building systems shall be included in the proposed full-service gross rental rates, without separate charges to DESC, except for damage caused by DESC's negligence or misuse as expressly addressed in the executed lease agreement.

D. Allowances, Contributions and Concessions

DESC welcomes proposals that include customary commercial lease concessions, including reduced rent, rent-free periods, moving allowances, space-planning or design allowances, and other financial contributions offered by the Lessor.

Applicants must identify and separately describe any concessions or allowances offered, including the proposed dollar amount, applicable conditions, and the lease period to which each concession applies.

RENT CONCESSIONS: Applicants must identify any proposed rent reductions or rent-free periods, including their duration and financial value.

MOVING ALLOWANCE: Applicants must identify any moving allowance offered, including the dollar amount and applicable conditions.

SPACE PLANNING/DESIGN ALLOWANCE: Applicants must identify any proposed space-planning or design allowance, including the dollar amount, scope of services, and number of plan revisions included.

ADDITIONAL ALLOWANCES AND CONTRIBUTIONS: Applicants must identify any additional allowances, contributions, or concessions offered and describe their value and applicable conditions.

Any concessions or allowances accepted by DESC shall be incorporated into the executed lease agreement and shall not result in additional charges or increases to the agreed full-service gross rental rates.

Information concerning optional concessions and allowances shall be requested for informational purposes only and will not be independently scored. Any financial benefit reflected in the objective total-cost evaluation must be treated consistently with the published evaluation methodology.

V. JOINT PROPOSALS AND AUTHORIZED REPRESENTATIVES

Proposals may be submitted by commercial property owners, duly authorized leasing representatives, or legally established entities possessing the authority to lease the proposed Premises.

Where a proposal involves multiple entities, the Applicant must identify the legal owner of the property, the proposed Lessor, and the roles and responsibilities of each participating entity.

Any individual or organization submitting a proposal on behalf of a property owner must provide documentation demonstrating its authority to represent the owner and negotiate the proposed lease. Authority to execute the lease agreement must be established before contract execution.

Where property management companies, construction contractors, or other third parties will perform obligations under the proposed lease, the Applicant must identify those parties and describe their respective responsibilities, if known at the time of proposal submission.

The selected Lessor shall remain responsible for fulfilling all obligations established in the executed lease agreement, including obligations performed through authorized representatives, property managers, or contractors.

No grant, subgrant, or subrecipient relationship shall be established solely by the award or execution of a commercial lease resulting from this RFP.

VI. AWARD, TERM AND RENEWAL INFORMATION

If a lease is awarded as a result of this RFP, the initial lease term shall be one (1) year, commencing on the date established in the lease agreement executed. The commencement date shall be subject to completion of required improvements, applicable occupancy approvals, and delivery of the Premises in accordance with the executed lease agreement.

DESC intends to award commercial lease agreements for a minimum of two (2) locations, including at least one (1) location in ZIP code 48234 and at least one (1) location in ZIP code 48224.

Lease awards shall be based on the evaluation of responsive proposals in accordance with the published evaluation criteria, determination of rental-cost reasonableness, availability of funding, and successful lease negotiations.

Rental amounts may differ between selected properties based on their respective characteristics, proposed rental rates, and total costs of occupancy.

DESC reserves the right to make fewer awards or no awards if acceptable proposals or sufficient funding are unavailable, consistent with applicable procurement requirements.

The lease shall include four (4) additional one-year renewal options following the initial one-year term. Rental rates for the initial term and each renewal option shall be established through the original competitive procurement and incorporated into the executed lease agreement.

Each renewal shall be subject to funding availability, a documented cost/price or market analysis confirming continued rental-cost reasonableness, and applicable procurement requirements.

Any renewal option exercised under this Lease shall be subject to approval by the DESC Board of Directors and/or President/CEO, as applicable, in accordance with DESC's established approval procedures.

DESC reserves the right to award additional commercial lease agreements from responsive proposals received under this RFP, subject to available funding, the published evaluation criteria, and applicable procurement requirements.

If federal or state funding supporting an awarded lease becomes unavailable, is terminated, or is reduced to a level insufficient to support continued occupancy, DESC shall have the right to terminate the lease without penalty or termination fee in accordance with the funding-related cancellation provisions established in Section IV.B and the executed lease agreement.

VII. PROPOSAL REQUIREMENTS

Accuracy and Completeness of Information: Applicants must complete and submit the required COS Eastside 2026 RFP Applicant Response Form and all applicable supporting documentation identified in this RFP. A separate response form and corresponding pricing schedule must be submitted for each proposed property. Information submitted must accurately and completely address the mandatory requirements and requested disclosures.

Accuracy and completeness are essential. Failure to provide required information or documentation may result in a proposal being determined nonresponsive, in accordance with the requirements of this RFP.

Information identified as being requested for informational purposes only will not be scored or used to influence proposal rankings or award recommendations. Proposal evaluations shall be based on the mandatory requirements and published evaluation criteria.

Applicants are advised that information submitted in response to this RFP may be incorporated into the resulting lease agreement. Accordingly, all representations, proposed rental rates, commitments, and other material statements must be accurate and capable of being incorporated into a legally binding agreement.

Ambiguous or inaccurate budget information is a basis for proposal disqualification.

VIII. RFP PROCESS AND PROCEDURES

A. Questions, Question Deadline and Responses to Questions

Should an Applicant have questions concerning this RFP, require clarification of its requirements, or identify an ambiguity, inconsistency, or omission, the Applicant must submit a written request for clarification to DESC.

No oral interpretation, information, or instruction provided by an officer or employee of DESC shall be binding upon DESC. Only written responses or addenda officially issued by DESC shall be considered authoritative.

All questions regarding the RFP shall be received by email no later than **October 26, 2026 at 5:00PM (EST)** to procurement@detempsol.org.

To be properly received, Email Subject line must include **Questions for COS Eastside 2026 RFP**

DESC will publish written responses to questions by **October 29, 2026 at 5:00 PM (EST) at this link**: https://www.descmiworks.com/opportunities/rfps-and-rfqs/

All substantive clarifications or changes to the RFP shall be issued in writing and made available to prospective Applicants.

DESC does not guarantee responses to questions received after the established deadline. Telephone inquiries will not be accepted. All questions concerning this RFP must be submitted by email to procurement@detempsol.org.

B. Preparation of Proposals

Proposals must be prepared and submitted in accordance with the instructions, required forms, and supporting documentation identified in this RFP.

Each proposal must identify the full legal name and business address of the Applicant, including the physical address if different from the mailing address, and must be signed and dated by the property owner or a duly authorized representative.

Applicants must complete the required Applicant Response Form and provide all applicable supporting documentation. A separate Applicant Response Form and corresponding pricing schedule must be submitted for each proposed property.

Supplemental narrative materials shall not exceed fifteen (15) pages, double-spaced, using a minimum 12-point font, unless otherwise specified. Page limits shall not apply to the required Applicant Response Form, lease pricing schedules, financial documents, property ownership and authorization records, floor plans, building specifications, or other required attachments.

Proposals must contain the requested information directly or through submitted attachments. **Embedded links to external websites or documents shall not substitute for required proposal materials and will not be evaluated.**

DESC reserves the right to determine whether proposals satisfy the mandatory submission and responsiveness requirements established in this RFP. **DESC reserves the right to reject proposals that do not meet these requirements and they may not be evaluated.**

Applicants must clearly identify any exceptions to the RFP requirements in their submissions. Material exceptions to mandatory requirements may result in a determination of non-responsiveness. Exceptions shall not be assigned discretionary scoring penalties outside the published evaluation criteria.

C. Changes in Proposal Requirements

DESC reserves the right to amend or modify the requirements of this RFP as necessary. All amendments, modifications, and official clarifications shall be issued in writing by DESC and published on the DESC website designated for this solicitation.

Where practicable, DESC will also provide notice of amendments to prospective Applicants who have formally identified themselves as interested Applicants.

If an amendment materially changes the requirements of the RFP, DESC shall provide prospective Applicants with sufficient additional time to prepare or revise their proposals, as appropriate, to preserve full and open competition.

DESC reserves the right to extend the proposal submission deadline when necessary. Any extension shall be announced through a written addendum published on the DESC website.

D. Submittal Information

Prospective vendors shall submit their proposals in the following order and must contain the elements listed below, including all applicable attachments:

1. **General RFP Application Information**

a) DESC Cover Sheet (Form A) – available for download from DESC's website: https://www.descmiworks.com/wp-content/uploads/DESC-FORM-A-Cover-Sheet-042420-General.pdf . This document must be submitted as a separate attachment with RFP proposal response.

b) Representations and Certifications - available for download from DESC's website: https://www.descmiworks.com/wp-content/uploads/DESC-Representations-and-Certifications-for-RFP-

Offerors-042420.pdf. Provide as applicable below. This document must be submitted as a separate attachment with RFP proposal response.

i. If registered with www.SAM.gov, provide Representations and Certifications Report; otherwise;

ii. If not registered with SAM.gov, complete and provide DESC Representations and Certifications for RFP Offerors as provided in this RFP.

2. **Table of Contents**

3. **Summary**

Provide a one (1)-page summary identifying the proposed property, its location, available square footage, anticipated occupancy date, and the Respondent's experience owning, leasing, or managing commercial office space.

The summary should describe the property's general suitability for DESC's intended use as a workforce Career Center.

4. **Qualifications**

The Applicant shall provide the following information demonstrating its legal authority and ability to fulfill the obligations of the proposed commercial lease:

a) Documentation establishing ownership of the proposed property.

b) Documentation establishing the Applicant's legal authority to negotiate and execute the proposed lease agreement, if the Applicant is not the property owner.

c) Documentation identifying the Applicant's legal business structure, including corporation, limited liability company, partnership, sole proprietorship, or other applicable legal entity.

d) A summary of property operating expenses and real estate taxes for the two (2) most recently completed years, where available. If two (2) years of information are unavailable, the Applicant must provide available documentation and a written explanation.

The operating expense and property tax information shall be used for DESC's review of rental-cost reasonableness and shall not modify the requirement that all applicable operating expenses and property taxes be included in the proposed full-service gross rental rates.

5. **Proposal and Proposal Response Form**

Applicants must provide a clear, complete, and concise proposal addressing the requirements of this RFP, including Section IV, Lease Opportunity and Requirements.

Applicants must complete and submit the required COS Eastside 2026 RFP Applicant Response Form and all applicable supporting documentation identified in this RFP. A separate response form and corresponding pricing schedule must be submitted for each proposed property.

Applicants shall be evaluated using only the evaluation criteria and relative weights published in this RFP. Failure to satisfy mandatory requirements may result in a determination of non-responsiveness.

Information expressly designated as being requested for informational purposes only shall not be scored or used to influence proposal rankings.

- All submitted documents must be complete, accurate, and signed by an authorized representative where required.

6. **Price Proposal**

Applicants must submit a firm, full-service gross lease price proposal for the initial one-year lease term and all four (4) one-year renewal options using DESC's required Lease Pricing Schedule.

The proposed rental rates must include all ordinary costs of occupancy identified in Section IV, including applicable property taxes, building insurance, utilities, operating expenses, maintenance, janitorial services, and other costs expressly required to be included in the full-service gross rental rate.

The Lease Pricing Schedule must identify, for each of the five (5) years:

a) Annual full-service gross rental amount;
b) Monthly full-service gross rental amount; and
c) Annual rental rate per rentable square foot.

All proposed rental rates must remain firm for the respective lease years identified in the proposal and, if accepted, shall be incorporated into the executed lease agreement.

No additional ordinary operating expense reimbursements, tax escalations, utility pass-throughs, maintenance charges, or related operating expenses shall be imposed on DESC during the initial lease term or any authorized renewal period.

Proposed rent concessions, allowances, or contributions must be separately identified in accordance with Section IV.D.

DESC will not reimburse costs or expenses outside the terms and conditions of the executed lease agreement.

Best and Final Offer (BAFO): DESC reserves the right to request a Best and Final Offer when determined appropriate. Any BAFO request shall be issued in writing and administered in accordance with applicable procurement requirements. Unsolicited revisions to proposals after the established submission deadline will not be accepted unless expressly authorized in writing by DESC.

7. **Financial Fit and Capacity**

Applicants must complete and submit the **Financial Fit Cash-On-Hand Certification Form** included with this RFP as a separate attachment to their proposal response.

Note*:* Applicants, proposed Lessors, and subcontractors or other partners responsible for essential obligations under the proposed lease that are determined by DESC to be financially

insolvent or unable to fulfill their contractual responsibilities may be subject to disqualification.

A lease agreement shall not be awarded without a determination of Financial Fit and Capacity as it relates to this RFP.

An executed lease may be terminated if financial insolvency or inability to fulfill material lease obligations threatens the continued use or operation of the Premises, subject to the terms and conditions of the executed lease agreement.

8. **Administrative Capacity**

Applicants shall provide the following information to demonstrate their capacity to manage and maintain the proposed Premises and fulfill the obligations of the commercial lease throughout its term.

A. Property Management Structure

Identify the property owner, property management company (if applicable), and individuals responsible for the administration and management of the proposed Premises. Provide an organizational chart, if available, or a description of the applicable management structure.

B. Property Management and Maintenance Procedures

Describe the procedures used to receive, track, and respond to maintenance requests, including requests involving building systems, repairs, emergencies, and other services required under the proposed lease.

Identify the process for reporting after-hours emergencies and obtaining timely assistance.

C. Key Personnel and Contractors

Identify the principal individuals, property managers, and known contractors expected to be responsible for maintaining and operating the proposed Premises.

As applicable, provide:

i. Name;

ii. Title or role;

iii. Employer or business affiliation; and

iv. Description of responsibilities associated with the proposed lease.

The selected Lessor shall remain responsible for ensuring that all property management, maintenance, and operational obligations are fulfilled in accordance with the executed lease agreement.

9. **Performance History**

The applicant shall provide the following information that demonstrates a proven track record:

A. Provide up to three (3) current or former commercial tenant references, including the tenant's name, contact person's name, mailing address, email address, and telephone number.

If fewer than three (3) references are available, the Applicant must provide the available references and a brief explanation.

B. Identify any commercial leases or property management agreements terminated before their scheduled expiration during the preceding five (5) years due to alleged nonperformance, default, or other contractual disputes. Provide a brief explanation of the circumstances and resolution.

C. Disclose any material claims or lawsuits filed against the Applicant during the preceding five (5) years relating to commercial property ownership, leasing, building conditions, maintenance, or contractual performance. Identify the nature of the matter, its current status, and its resolution, if applicable.

DESC reserves the right to verify references and review disclosed performance matters when determining the Applicant's responsibility and ability to fulfill the proposed lease obligations.

Any scored evaluation of performance history shall be based solely on the published evaluation criteria. The existence of a prior termination, claim, or lawsuit shall not automatically result in disqualification without consideration of its circumstances and relevance.

DESC reserves the right to award multiple commercial lease agreements in accordance with the requirements and evaluation criteria established in this RFP.

E. Changes in Facts

Applicants must promptly notify DESC in writing of any material changes in ownership, principal officers, organizational structure, financial capacity, or other information contained in their proposals while the proposals remain under consideration.

F. Evaluation Procedures, Oral Presentations, and Site Inspections

Following the receipt of the applicant’s proposal, a DESC designated evaluation committee will evaluate each response. All proposals which meet the required format of this RFP will be evaluated. Any proposal determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless DESC determines, at its sole discretion, that noncompliance is not substantial or that an alternative proposal by the prospective vendor is acceptable.

DESC reserves the right to request additional information to amplify, clarify, or support proposals. DESC also reserves the right, at its own discretion, to request oral presentations regarding proposals received in response to the RFP. Failure to make an oral presentation after one is requested by DESC will be grounds for rejection of your proposal.

Prospective applicants will be notified by DESC of the date, time and location for any pre-award survey, site inspection, or oral presentation, if one is requested. A final determination will be made by DESC after any pre-award survey, site inspection, or oral presentations are completed.

Proposals shall be evaluated in accordance with the requirements and evaluation criteria established in this RFP. Applicants selected as finalists may be invited to participate in a site inspection or oral presentation, as applicable.

DESC reserves the right to accept or reject proposals in accordance with applicable procurement requirements. DESC's evaluation and award decisions shall be final, subject to applicable laws, regulations, and established procurement protest or appeal procedures.

CATEGORY		MAXIMUM POINTS POSSIBLE
A.	Summary	**5**
B.	Qualifications	**5**
C.	Premises and Requirements	**40**
D.	Administrative Capacity	**5**
E.	Performance History	**5**
F.	Price Proposal	**40**
TOTAL MAXIMUM POINTS – WRITTEN PROPOSAL		**100**
Site Visit/ Building Inspection		**50**
TOTAL Maximum Points – Written Proposal and Site Inspection		**150**

G. Pre-Award Termination of RFP process

DESC in conjunction with the MWDB reserves the right to cancel this RFP in part or in its entirety, to accept or reject any or all proposals received, to waive any non-conformity, to re-advertise for proposals, or withhold the award for any reason DESC determines, and to take any other appropriate action regarding this RFP that is in the best interest of DESC.

DESC reserves the right to negotiate with all qualified entities. This RFP does not commit the MWDB or DESC to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

H. Contract Negotiations/Stipulations

The RFP is competitive. Each proposal should be submitted in the most favorable terms that the prospective vendor can submit from a technical and price standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation unless required by DESC.

All contracts with DESC in excess of $10,000 are subject to termination for cause, and for convenience by DESC. DESC will not enter into a contract with any person or entity that has been debarred or suspended from contracting with any Federal or State governmental unit. The selected Applicant must accept DESC's standard lease provisions or negotiate any proposed revisions with DESC before execution of the lease agreement. DESC’s standard contract provisions can be provided upon request.

DESC has the right to terminate the negotiation process, at any time for default, or for convenience, at the sole discretion of DESC.

I. Contract Approval

Upon award of a contract, pursuant to this RFP, DESC and the applicant shall execute a contract that shall contain all contractual terms and conditions in a form provided by DESC. No contract shall become effective until the contract has been approved and executed by DESC. Prior to completion of the required approval and execution process, the selected Applicant shall have no authority to commence lease-related work or incur costs on behalf of DESC. DESC shall not be responsible for rental payments, improvements, materials, services, or other expenditures incurred before authorization under the executed lease agreement.

J. DESC Performance Monitoring and Evaluation Procedures

DESC reserves the right to inspect the leased Premises and review the Lessor's compliance with the executed lease agreement, including applicable building conditions, maintenance, safety, accessibility, and other contractual obligations.

Where deficiencies are identified, DESC may require the Lessor to implement corrective measures within a reasonable timeframe or as otherwise required under the executed lease agreement.

K. Modification of Services and Funding

Any modification to the leased Premises, scope of required building services, or other material lease terms shall be documented through a written amendment executed by DESC and the Lessor, subject to applicable funding availability, procurement requirements, and approval procedures.

The Lessor shall comply with applicable federal, state, and local laws and any funding-related requirements expressly incorporated into the executed lease agreement.

Prospective vendors may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

L. Terms and Conditions

The successful applicant will be expected to enter into a contract with DESC which will contain the Terms and Conditions outlined in a separate document that can be found on DESC's website at *https://www.descmiworks.com/opportunities/rfps-and-rfqs/*.