

## REQUEST FOR PROPOSAL

The Center for Workforce Innovation and Solutions (CWIS) is a division of the W.E. Upjohn Institute and operates Michigan Works! Southwest services at sites in four counties. The sites offer employment services to the community in general, employers, to those who are under or unemployed, and for those who qualify for Federal, State or locally funded employment programs.

This request for proposals is to review available options to provide office space for the Michigan Works! Southwest Kalamazoo County Service Center.

**Specifications:** Approximate size requirement is 16,500 to 17,500 square feet within the City of Kalamazoo, accessible to public transportation and high-speed internet service. Preferred is a ground level contiguous space suitable, or configurable, for use as reception/lobby area, conference room(s), computer lab, office spaces, storage area, custodial area, and appropriate restroom accommodations. Building space must meet all handicap requirements. Prefer off-street parking of 25 to 35 slots, including handicap slots.

Any buildout cost and length of the lease are negotiable. A gross lease is preferred, and items included can be discussed. A required early termination clause is needed to provide for early termination based on funding availability and cannot require a penalty cost.

**Evaluation:** Suitability of office space and cost will be major factors in the evaluation of proposals.

**Timeline:** Proposals will be considered if received on or before May 10, 2024.

To express interest or for further discussions, please contact:

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