



1208 S 17TH STREET
CHICKASHA, OK 73018
405-428-0781

SOUTH CENTRAL OKLAHOMA WORKFORCE BOARD

Notice

Invitation for Bids

South Central Oklahoma Workforce Board (SCOWB) is seeking office space for the South Central Oklahoma Workforce Board. The following is a list of specifications for the space:

- Location – Chickasha, OK
 - Approximately 400-600 square feet
 - Minimum of two (2) offices
 - Minimum of one (1) restroom
 - Parking to accommodate two (2) employees and two to three (2-3) customers (employee parking and customer parking may be separate areas)
 - Space and parking must be ADA (Americans with Disabilities Act) compliant and will be inspected for compliance
1. Bid should include a description showing how proposed space conforms to the specifications or a plan showing how space will be remodeled to conform to specifications.
 2. Bid should specify the amount of square footage in the proposed space.
 3. Bid should include information with utility cost to include: gas, electric, water, sewer, trash, if available and without utility cost.
 4. Price should be expressed in both cost per square foot and in cost per month.
 5. Price should include any costs for construction or remodeling that will be passed on to SCOWB.
 6. Lease period shall be one year with the possibility for two extensions.
 7. Any questions submitted by any bidder to SCOWB will be answered and disseminated to the Bidder's List.
 8. All bids are due by March 31, 2022. Any bids received after March 31, 2022 will not be considered.
 9. One copy of the bid must be submitted by either e-mail or postal mail. Bidders who submit their request via e-mail are required to submit the bid using software that is completely compatible with Microsoft Office or Adobe Reader. Compatibility means SCOWB staff will not have to go through extra steps to view documents.
 10. SCOWB staff, partners and ADA compliance professional will visit proposed office space. Each bidder should submit along with their bid the exact address of the proposed space and the telephone number of the contact person who can arrange these visits.
 11. All bids will be considered for negotiation. SCOWB will negotiate with one or more respondents on a possible lease.
 12. SCOWB reserves the right to reject any and/or all bids that do not meet bid specifications or are deemed not suitable to the business and interest of SCOWB.

It is the intent of SCOWB to take occupancy of the space when all details and contracting are finalized. Interested entities may direct their written response to Sissel Brown, at sisselb@scworkforceboard.org, or by mail at 1208 S 17th Street Chickasha, OK 73018. If you have questions regarding this invitation for bids, please contact Sissel Brown at 405.428.0781.



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