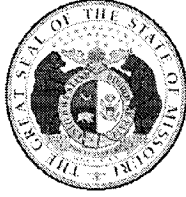


Matt Blunt
Governor



Walter Johannpeter
Director

Larry W. Schepker
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Facilities Management
Design and Construction
840 Truman Building, 301 West High Street
Post Office Box 809
Jefferson City, Missouri 65102
INTERNET: <http://www.oa.mo.gov/fmdc>
E-MAIL: FMDC Real Estate@oa.mo.gov

(573) 751-1003
FAX (573) 526-4138

AMENDMENT NO. 2

to Specifications and Proposal Forms for the Office of the Secretary of State, Records Services Division

Jefferson City (Cole County), Missouri

RFP No. 02602026

December 11, 2008

Bidders are hereby informed that the following changes must be incorporated in the above-referenced RFP:

Bid date is changed to January 28, 2009. See attached pages reflecting the new bid date.

All other terms and conditions of the original RFP shall remain the same.

Authorized by:

A handwritten signature in cursive script that reads "Randall Jenkins".

Randall Jenkins, Coordinator
Facilities Management, Design & Construction

RJ:rcw
Attachment
c/att: Valerie Heet
Debbie Schertzer
Craig Kelso
Bob Wibberg
Robert C. Wiles
Karen Lupo

ACKNOWLEDGMENT OF AMENDMENT RECEIPT

Please sign, date and return this acknowledgment of receipt of Amendment No. 2 to RFP No. 02602026 with your proposal.

Bidder

Date

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
FACILITY SPECIFICATIONS
AND
PROPOSAL FORM

for the

Office of Secretary of State,
Records Services Division
Cole County
Jefferson City, Missouri

RFP No. 02602026

This document constitutes a Request for Proposal (RFP) including prices from qualified individuals and organizations to furnish 105,629 net rentable square feet of leased warehouse/office space, with option to purchase, located in Jefferson City, Missouri, and should be located within the following boundaries:

Within 2-miles of the corporate city limits of Jefferson City, Missouri, and must allow for easy access to main highways. The location cannot be in a flood plain or in an area prone to flooding. It must be served by a water system and fire hydrants with sufficient capacity for a building of this size containing paper records.

A pre-bid conference regarding this bid will be held on November 12, 2008, at 1:30 p.m. at the James C. Kirkpatrick State Information Center, 600 West Main Street, Jefferson City, Missouri 65101. Attendance at this conference is highly recommended for those who wish to submit a bid.

Bidders should bring a copy of the specifications as this will be used as the agenda.

Bidders are strongly encouraged to advise the Division of Facilities Management, Design and Construction at least **five** days prior to a scheduled bid opening or conference of any special accommodations needed for disabled persons who will be attending the opening or conference so accommodations can be made.

All questions regarding this Request for Proposal must be directed to:
Randall Jenkins, Coordinator
Division of Facilities Management, Design and Construction, Real Estate Services Section
Telephone # (573) 522-4399
Facsimile # (573) 526-4138

All Proposals must be received no later than 1:30 p.m. on January 28, 2009.

INDEX

BID PACKAGE FOR THE STATE OF MISSOURI

ATTACHMENTS

- A. Summary of Critical Information
- B. Office and Support Space Summary Form
- C. Agency Special Requirements
- D. Proposal Forms
- E. Definitions
- F. Instructions to Bidders
- G. Specifications for Office Space
- H. Janitorial Service Schedule
- I. Proposal Evaluation
- J. Bid/Evaluation/Award & Lease Process
- K. Sample State Lease
- L. Prevailing Wage Listing
- M. Preference for Historic Buildings and/or Buildings Located Within a Specialized District
- N. Construction Schedules, Progress Reports, Extensions, Etc.

ATTACHMENT A

SUMMARY OF CRITICAL INFORMATION

1. Location: Should be located within the city limits of the city of Jefferson City. Must allow for easy access to main highways: Highway 50, Highway 54 and Highway 63.
2. Square Footage Required: 105,629
3. Bid Opening Date: January 28, 2009
4. Bid Surety Amount: \$ 52,500.00 Effective Date: January 28, 2009 to April 28, 2009
5. Performance Surety Amount: \$ 105,000.00
6. Target Date for Completion: October 1, 2009 Target Date for Occupancy: October 1, 2009
7. Term of Lease: 5 years (one-year, with 4 one-year renewals)
8. Number of Employees: 8
9. Total Number of Parking Spaces: 15 Number of Accessible Spaces: 2
10. Staff Restrooms: Male Female Unisex 1
11. Public Restrooms: Male Female Unisex 1
12. Number of Hi/Lo Water Coolers: 2
13. Number of Workstations: 8
14. AMP/BTU Data Requirements:
- | <u>SPACE</u> | <u>EQUIPMENT
TYPE</u> | <u>NUMBER</u> | <u>AMPS</u> | <u>BTUs/HR</u> | <u>TOTAL
AMPS</u> | <u>TOTAL
BTUs/HR</u> |
|--------------|---------------------------|---------------|-------------|----------------|-----------------------|--------------------------|
| Data/Telecom | Controller/Modem | -- | -- | -- | -- | -- |
| Office | Terminals/Printer | -- | -- | -- | -- | -- |
15. Growth will be built out as open area.
16. The Tenant agency will / not install systems furniture.
17. Description of Program's use of Space: Hours 7:00 a.m. to 5:00 p.m.
 Number of Clients Peak Periods of Traffic 9:00 a.m. to 5:00 p.m.
 Brief Description The Secretary of State's Record Services Division is seeking a building with capacity to house 350,000 cubic feet of records. An Electronic Media Vault and Isolation Room are required as part of the bid.