

Category: Procurement and Public Notice

Department: Administration

Location: Juneau

**Body of Notice
Request for Information
February 3, 2014**

The Department of Administration, Division of General Services (DGS) is requesting information on available office space and designated parking for a short-term 19-month lease for the Department of Corrections (DOC) and the Department of Fish & Game (DFG).

DGS is seeking letters of interest from contractors, developers, or lessors, interested in providing a minimum of 20,000 square feet of office space and preferably a minimum of 56 exclusive-use parking spaces for a period of 19 months beginning March 1, 2014. The lease space shall be used for temporary offices for DOC and DFG while their current offices in the Douglas Island Building are renovated. The space must currently be configured for standard office use with minimal, if any, tenant improvements. The building owner must consent to the State's installation of its data/telecom system at the State's sole expense. The space should be in one building.

If you are interested in providing DOC and DFG with temporary office space in Juneau, respond in writing no later than February 10, 2014 at 3:00 P.M. Responses must indicate compliance with the items below and include a name, contact information, and building location/address:

- The space shall have a minimum of 20,000 square feet and should be in one building
- The state prefers that the space be ADA compliant
- The space prefers that the space has a minimum of 56 exclusive-use parking spaces to accommodate employees and visitors
- The space must be available for occupancy to include standard office, storage, ceiling, hvac, electrical and finishes to accommodate occupants no later than March 1, 2014
- The building owner must consent to the State's installation of its data/telecom system at the State's sole expense and the space must be ready for such installation no later than March 1, 2014

This RFI does not obligate DGS to issue a RFP, award a contract or pay any costs incurred in the preparation of a response to this RFI. Do not submit price/costs with your response. A Notice of Award for space will not be made as a direct result of this RFI. Contact information will be kept on file for any future related Request for Proposal (RFP) solicitations under AS 36.30, Alaska State Procurement Code.

Written responses may be sent by: US Mail, fax, or e-mail to the following address. Please note the State does not accept responsibility for failed fax or emailed response deliveries.

Department of Administration
Division of General Services
c/o Mike Szewc, Contracting Officer
550 West 7th Avenue, Suite 1970
Anchorage, AK 99501
Phone: (907) 355-0773
FAX: (907) 269-0308 or E-mail: Mike.Szewc@alaska.gov