

## INVITATION TO SUBMIT LEASE PROPOSAL

The State of Connecticut, Department of Public Works, will accept lease proposals/site offerings from property owners or their representative(s) through **4 p.m. Friday, September 3, 2010**, to lease **5,000 to 15,393 +/- net usable square feet of office space**, in **one or more locations**, with on-site, reserved, paved and lighted parking for **fifteen to forty-five (15-45) cars** in **City of Hartford**, for use and occupancy by the **Commission on Human Rights and Opportunities** for a term of five (5) years, with one (1) or two (2) five (5) year renewal options. Offers from option holders cannot be considered. The premises must be accessible to handicapped individuals and public transportation. Preference will be given to proponents offering purchase and/or renewal options.

Proposals should be addressed exclusively to:

Department of Public Works  
State Office Building  
165 Capitol Avenue – Room G-35  
Hartford, CT 06106

Attention: Bidding & Contracts Section  
Solicitation Number: **LP 10-10**  
(Two (2) copies should be submitted)

Proposals must be submitted using the State of Connecticut "Proposal to Lease Space" form together with a "Notice of Listing Agreement", if applicable. Lease proposal information and related forms may be obtained using the "Leasing" link at [www.ct.gov/dpw/](http://www.ct.gov/dpw/) or by calling (860) 713-5600. The submission of a proposal shall not bind the State of Connecticut, nor does it constitute a competitive bid. The Department of Public Works reserves the right to reject any and all proposals. **Faxed proposals will not be accepted.** If you are awarded the subject lease and the lease has a value of \$50,000 or more, you will be required to sign and submit, at the time of lease execution, a certification, certifying that you, your company, and specified other individuals have given no gifts to DPW personnel and other individuals set forth in the Contractor/Consultant Certification. See [www.ct.gov/dpw/](http://www.ct.gov/dpw/), click on Affidavits, click on Contractor/Consultant Certification or see Conn. Gen. Stat. §4-252. For the purposes of signing the Certification, the "date DPW began planning the subject project or services is March 9, 2010. Pursuant to Conn. Gen. Stat. §4-252(d), any bidder, proposer, or person who responded to a request for qualifications for a contract with a value of \$50,000 or more who does not make this certification shall be disqualified.

State of Connecticut  
Department of Public Works  
Raeanne V. Curtis, Commissioner

## AGENCY SPACE REQUEST

Solicitation Number: LP 10- 10

Agency Name: Commission on Human Rights and Opportunities

Function of facility being requested: Office

Geographic area requested: City of Hartford - in one or more locations

Date of need: Immediate Square Feet Required: Up to 15,393 +/-nust

### SPACE NEEDS:

OFFICE SPACE:	TOTAL NEEDED	TOTAL SQUARE FEET
Private offices	9	1,915
Open office area		6,464 – 8,464
Copy/Mail rm (lg copier/mail slit)	1	80
Comp equip/operations room	1	100
Data/telecom room	1	48
AV equip storage room	1	80
Shipping/receiving	1	170
Break room (20 person)	1	100
Hearing room	4	576
Interview room/12 (confidential)	2	240
Conference room (60 people)	2	1,800
Training Room (30 people)	1	900
Storage, supplies, etc.	1	100
Storage, Active	1	192
Storage, Dormant	1	175
Library	1	120
Security/Public Information Area	1	80

Reception/waiting area	1	80
Vault, walk-in w/security door	1	80
Parking	15 to 45	

**Assigned space subject to change and/or reassignment**

