



**Township of North Brunswick
Request for Proposal
Commercial Lease Agreement**

Background:

Hurricane Ida impacted New Jersey on Wednesday, September 1, 2021. The storm caused severe damage to municipal facilities for the Township of North Brunswick, including the Municipal Complex. In the months following the event, Police and other Departments operating out of the Municipal Complex were relocated to temporary locations, including other municipal facilities, commercial leased space and rented trailers.

In addition, the archive of municipal records for the various departments was located within the basement and damaged by flood water during the event. In October of 2021, a company was engaged with the expertise in treating water damaged documents. Restoration of the paper documents includes stabilization, cleaning, drying and sterilization so they are environmentally safe when returned.

The restoration company has provided the Township with a status on treatment progress along with the estimated volume of files to be returned and an anticipated delivery date in January. Municipal Officials are in the process of seeking approval from the excess carrier to cover expenses associated with leased space necessary to accommodate the timeline, volume, structural load, access, security and climate control necessary to continue with the next phase. Once returned, municipal officials require adequate working space to begin identifying, sorting and preparing the restored files. It is anticipated the Municipal Complex shall be done with restoration in early 2024. When complete, files shall be returned to the facility.

Requirements:

Respondents shall demonstrate the commercial space includes at minimum the following:

- ✓ Located in a business/commercial district within the Township of North Brunswick
- ✓ 1,500 Square Feet
- ✓ Accessible as-needed by municipal staff
- ✓ Year-round climate control with access to temperature control room
- ✓ Restroom facilities
- ✓ Security System
- ✓ First (ground) floor so no stairs or elevator will be required for loading and unloading
- ✓ Capacity to house approximately 25 gorilla rack units, with 1600 boxes
- ✓ Access to data connection
- ✓ Workspace for up to three workers
- ✓ Initial Term shall be for a period of one-year with a provision for a month-to-month if additional time is needed
- ✓ Proposed monthly fee shall be all inclusive, including rent, access to parking space, utilities, maintenance. No additional deposit or other fees shall be assessed
- ✓ Space shall available no later than February 1, 2023

Option:

Additional space may be needed within the year to house additional staff. Pricing for additional Lease space if determined necessary.

- ✓ Located in a business/commercial district within the Township of North Brunswick
- ✓ 2,000 Square Feet
- ✓ Assessible as-needed by municipal staff
- ✓ Year-round climate control with access to temperature control room
- ✓ Restroom facilities
- ✓ Security System
- ✓ First (ground) floor so no stairs or elevator will be required for loading and unloading
- ✓ Access to data connection
- ✓ Adequate space for up to 10 workstations and file cabinets
- ✓ Initial Term shall be for a period of six months with a provision for a month-to-month if additional time is needed
- ✓ Proposed monthly fee shall be all inclusive, including rent, access to parking space, utilities, maintenance. No additional deposit or other fees shall be assessed

Dates:

Proposals to be received by December 31, 2022

Proposals shall address items outlined herein above

Proposals shall be submitted to Justine Progebin at jprogebin@northbrunswicknj.gov

Authority:

There is an open claim with the insurance carrier for the Township. Proposals received will be presented to the adjuster for approval prior to the Township executing a lease agreement.

Local Lands and Buildings Law N.J.S.A. 40A:12-5 permits that a municipality to solicit for the acquisition of any real property, capital improvement, or personal property by lease agreement.

On December 12, 2022, the governing body for the Township passed Resolution 347-12.22, confirming the need for leasing additional commercial space for storage and work space.

Questions or inquiry:

Justine Progebin, Business Administrator

Township of North Brunswick

710 Hermann Road

jprogebin@northbrunswicknj.gov

732-247-0922 ext. 435