

## **REQUEST FOR INFORMATION (RFI) AS TO THE AVAILABILITY OF OFFICE SPACE FOR LEASE ON THE SAINT REGIS MOHAWK RESERVATION**

The Saint Regis Mohawk Tribe (SRMT) is requesting information on available office space to be possibly leased. The SRMT may use the information, should it require additional office space for the programs under the Tribal Government.

Responses must include information on items below and include a name and contact information

1. Indicate if space meets all state and local building codes,
2. Number of parking spaces available to accommodate employees and visitors
3. Geographic location(s) of building(s) (must be within St. Regis Mohawk Reservation boundary)
4. If the site is office ready
5. Terms regarding phone lines, computer lines, etc
6. Square footage available
7. Rate per square foot
8. If available floor plan
9. Type of heating system, example fuel oil, kerosene, propane or wood, electricity
10. List what the lease cost includes such as utilities, maintenance, snow removal, etc.
11. Is it connected to the waterline
12. Sewer line or septic system (tank size)
13. Insurance carried on the facility

This RFI does not obligate the SRMT to pay any costs incurred in the preparation of a response to this RFI. Contact information will be kept on file for any future related Request for Proposal (RFP) solicitations. Please understand that this is not an invitation for bid or a solicitation for offer, but merely an inquiry to determine amount, availability and suitability space. All information received in response to this RFI that is marked as proprietary will be handled accordingly.

If you are interested in possibly providing office space to the SRMT, respond in writing no later than June 11, 2012. Written responses may be sent by: US Mail or fax to the following address. Please note the SRMT does not accept responsibility for fax failure. Grants & Contracts, Saint Regis Mohawk Tribe, 412 State Route 37, Akwesasne, New York 13655, Phone: (518) 358-2272, FAX: (518) 358-6234