Invitation to Negotiate (ITN)–Office Lease Opportunity- ITN.2026.2027-0001

Responses to Questions Posted: November 2, 2026, by 5:00 p.m. EST

Question: It must have enough parking. Section 3.5 says “fifty (60)” spaces, but the scoring sheet says a minimum of 100. Which number is scored?
Response: The minimum parking requirement is **60 parking spaces**. The reference to 100 spaces in the scoring sheet was included in error and has been corrected. Proposals will be evaluated based on the revised minimum requirement of 60 spaces.

Question: What does the test fit entail? What finishes are they looking for?
Response: The proposer should engage its architect to prepare a test fit based on the space requirements and program outlined in the ITN. The test fit should demonstrate how the proposed space can accommodate ELC’s operational needs and provide a basis for construction pricing. Building standard finishes are acceptable; however, proposers should provide a description of their standard finishes. ELC reserves the right to select colors and finish options from the landlord’s standard offerings.

Question: Can we put a CAP on utilities since they require landlord to cover them, or would that disqualify us?
Response: ELC’s preference is a full-service gross lease with no additional utility charges or pass-through costs.

Question: Does the ELC have its own lease, or will it negotiate from ours? If it’s their lease, can we request a copy?
Response: ELC intends to use the proposer’s standard lease form as the basis for negotiations. The final lease agreement will be subject to the inclusion of any required state and federal provisions, as well as mutually agreed-upon terms and conditions.

Question: Insurance lists a bond and automotive coverage for the landlord. What type of bond, and what limits are required?
Response: No bond is required as part of this solicitation. Proposers should maintain insurance coverage customary for commercial landlords and as otherwise required by applicable law. Any insurance requirements applicable to the selected proposer will be addressed during lease negotiations and contract execution.

Question: How early can they move in if our space is ready?
Response: ELC's current lease expires on October 5, 2027. ELC anticipates occupying the new space on or after that date and does not intend to incur overlapping rent obligations. However, ELC may coordinate reasonable pre-occupancy activities, such as furniture installation, technology setup, and move planning, if mutually agreeable.

Question: Any cap on expenses?
Response: ELC is seeking a full-service gross lease with no operating expense pass-throughs, reconciliations, or additional common area maintenance charges beyond the agreed-upon rental rate.

Question: Is it required for us to replace the roof?
Response: ELC does not specifically require roof replacement. However, the proposer is responsible for ensuring that the building and its major systems, including the roof, are maintained in good condition and free from conditions that could adversely affect occupancy. Roof maintenance, repair, and replacement are expected to be landlord responsibilities.

Question: Parking count. The scope says 60 spaces, §3.5(a) reads "fifty (60)," and the scoring sheet says 100. What is the required minimum, and is the score tied to the number?
Response: The minimum parking requirement is 60 parking spaces. References to 100 spaces were included in error and have been corrected. The evaluation will be based on the revised requirement of 60 spaces.

Question: Proposal validity. The ITN says 180 days and the cover page says "not to exceed 90 days." Which governs?
Response: Please use 180 days for the proposal validity.

Question: Missing Component 9. Numbering jumps from 8 to 10, though the points still total 1,350. Was a component removed?
Response: Number 9 was not removed. The scoring criteria are based on ten components with a total of 1,350 points.

Question: The attachments require agreement to all ITN and lease terms, while the body contemplates negotiation and a proposer-submitted lease. May a proposer take exceptions or submit an alternate (for example a 10-year initial term) without being non-responsive?
Response: The proposer should submit a proposal based on a five-year lease term and may also include an alternative proposal with a longer lease term for consideration.

Question: Will the ELC supply a lease form?
Response: No. ELC expects to utilize the selected proposer's standard lease form, subject to the inclusion of any required state and federal provisions and successful lease negotiations.

Question: Is a proposed lease form scored and required to be part of the submittal?
Response: No. A proposed lease form is not a scored component of the evaluation and is not required as part of the proposal submission