

**PRINCE GEORGE’S COUNTY GOVERNMENT  
OFFICE OF CENTRAL SERVICES**

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REQUEST FOR SPACE (“RFS”)  
OCS-RFS-FLEET-2026-05

The Prince George’s County’s Office of Central Services (OCS) is seeking offers for 20,000 to 40,000 SF of flex/warehouse space that satisfy the criteria listed below. Responsive offers, among other things, should provide space that is within one building or project. A preference will be given to those Landlords willing to provide the County with a purchase option as part of the lease. The OCS Fleet Division (“Fleet”) is the agency identified to initially utilize the proposed space.

**Background**

The Fleet Management Division is responsible for the overall management of a fleet of over 4,000 vehicles used by 18 agencies of the County Government. The Division operates two vehicle maintenance facilities and maintains over 3,500 vehicles. Services provided include general light and heavy repair, scheduled preventive maintenance, vehicle emission inspections, body repairs, towing and road service.

Types of vehicles maintained include all County pursuit vehicles, administrative sedans, light trucks, and paratransit buses. Additionally, the Division provides repairs under contract for 10 County municipalities, three Volunteer Fire Departments, and the Department of Social Services’ state-issued vehicles.

**Evaluation Criteria**

The Evaluation Criteria are as follows:

- A. Serves the Agency’s operations
- B. Rental Rate, Rent and/or Purchase Structure consistent with OCS’s typical standards
- C. Location that meets the preferred criteria

**Submission Instructions**

Offerors shall submit their proposals by responding to or accepting each of the terms included under the Evaluation Criteria in the order and format presented below. Please clearly state any exceptions or substitute language to any of the terms listed below.

**Section A. Landlord Qualifications, Financial Feasibility and Agency Operations** – To be evaluated and scored based on the Landlord’s financial resources, capacity, and ability to successfully complete a lease with the County and perform ongoing operations of suitable space that meets the operational needs of OCS.

**Tenant:** Prince George’s County Maryland, a body corporate and politic acting through its Office of Central Services (the “County”).

The Prince George’s County agency initially occupying the premises will be OCS Fleet Division. The County retains the right to change occupying agencies without such substitution constituting a sublet of the Premises or an assignment of the Lease or otherwise requiring Offeror’s consent.

**Landlord Qualifications:** Please provide ownership information including:

- Evidence of control of property and timely availability of the Building and Premises (if offeror does not currently own the property please provide evidence of site control and timing and all contingencies (if any) for closing); and,
- Management structure.

**Landlord’s Financial Capability:**

- Please provide a detailed description of any lenders with financing associated with the building and any liens and/or ground leases that may or will encumber the building.
- Evidence of Offeror’s wherewithal to fund development (where appropriate) ongoing building operations, a tenant improvement allowance and, if applicable, other property improvements.

**County's Operational Support Services Requirements:**

Please propose from 20,000 to 40,000 Rentable Square Feet ("RSF") of space to accommodate the storage, ancillary office and vehicle parking lot needs of OCS.

If there are existing tenants in the space proposed, please provide evidence including dates for the existing tenant's plans to vacate the space.

Building, please provide building name and address and the following:

- A description of any renovations planned for the building, including timeline.
- A description of building systems, including HVAC system servicing any office space, its capacity and additional capacity available within the building;
- Description of the loading docks (type and number), bay doors and ceiling heights; and,
- Description of building's security and access control; and,
  
- Please provide the following:
  - Floor plans delineating specific floor and square footage; and,
  - Description of the condition of space;

**Section B. Rental Rate, Rent and /or Purchase Structure and Required Lease Terms** – To be evaluated and scored in context of the overall value to the County and the competitiveness relative to market, considering such factors as condition of space, efficiency of space, proposed TIA, fair market valuation and flexibility in the utilization of the TIA, rental abatement period, escalations, etc. Rent structure should be submitted based on the following proposed structure. The terms below are based on RSF.

**Net Rent:**

Escalations will be allowed on the Net Rent only. Do not include any escalation on the Annual Rent (as hereinafter defined).

**Operating Expenses:** The Annual Rent for the first year shall include operating expenses (“OpEx”). OpEx is subject to annual escalations according to changes in the Consumer Price Index (CPI). The amount of the OpEx for the first year proposed by Offeror will be subject to verification by the County and may be subject to revision prior to Lease execution.

**Real Estate Taxes:** The Annual Rent for the first Lease year shall include the “Real Estate Tax Base,” which shall be equal to the County’s proportionate share of real estate taxes for the building for such first year.

Commencing on the anniversary of the first Lease year, the County will owe its proportionate share of real estate taxes for the building that exceeds the Real Estate Tax Base. The Real Estate Tax Base will be subject to verification by the County, and the amount may be subject to revision prior to Lease execution.

**Tenant Improvement Allowance Amortization:** Annual Rent shall include TIA amortized over the initial Lease Term.

**Annual Rent:** Total of all of the above factors. Please provide an aggressive, market sensitive rent proposal (**including concessions such as rent abatement**). Please use a full-service gross rental structure.

Below is an **EXAMPLE ONLY** of how the proposed rent structure should be presented:

Net Rent	\$10.00
Operating Expenses	\$1.50
Real Estate Tax Base	\$ 2.00
TIA Amortization	<u>\$TBD</u>
<b>Annual Rent for first Lease year</b>	<b>\$13.50 RSF</b>

- Test Fit:** After thorough analysis of all proposals, the County will notify Offerors whose proposals have been shortlisted by the County for purposes of building/property tours. After the building/property tours are complete, the County shall deliver programming requirements to such Offerors and each such Offeror shall, at its sole cost and expense, without any reimbursement from the County, provide \$0.25/RSF in funding for and deliver one test fit for the Premises based upon the programming requirements provided by the County, which shall include two (2) revisions to the test fit, together with the architect’s detailed pricing notes. The architect selected by each Offeror shall be subject to the County’s prior approval.
- Lease Term:** Ten (10) years.
- Option Term:** The County requests an option to extend the term for two (2) additional period of five (5) years.
- Rent Commencement Date:** The County shall commence paying rent when the Premises is delivered to the County with any work to be performed by the Offeror completed to the Premises, Base Building, Parking Areas and Site, as evidenced by a certificate of occupancy. Please confirm Offeror can deliver the substantially completed Premises by the 3<sup>rd</sup> quarter of 2027.
- Use:** Primarily warehouse storage with ancillary office and any other lawful use. If relevant, please provide the names of the other tenants in the building.
- Assignment/Subletting:** Please confirm the County shall have the right, subject to Offeror’s consent, which consent shall not be unreasonably withheld, conditioned or delayed, to assign the Lease or sublease all or any portion of the Premises.
- Building Hours:** 24 hours a day, 7 days a week access.

The County shall have the right to design the appropriate card access system for the Building or utilize Offeror's base building card access system to the building and building elevators and shall be provided with a sufficient number of access cards for each County employee.

**Parking:** Please reference the availability and type of parking. Please offer the County a competitive parking ratio for its consideration. Additional parking spaces beyond ratio would be highly favorable.

**Tenant Improvement Allowance:** The County requires a Tenant Improvement Allowance (“TIA”) for racks, tenant build-out and HVAC for the small office portion (if not already provided with in the space). The County requires a non-restrictive TIA. Specifically, the County may use its allowance for hard and soft construction costs, IT, FF&E, specific electronic equipment and relocation services. The County may require the Offeror to contract for the build-out of the space.

If the County requires that the Offeror build-out the Premises, the Lease shall include a Work Exhibit. In such event, the TIA thereunder shall be subject to the requirements of Supplier Development & Diversity Division, provided that 50% certified Prince George’s County-Based Small Business (CBSB); participation shall be required. The Work Exhibit shall set forth the foregoing requirement.

**Brokerage:** County hereby represent and warrant that it has not engaged, employed or utilized the services of any business or real estate brokers, salesmen, agents or finders in the initiation, negotiation or consummation of the business and real estate transaction reflected in this Lease. On the basis of such representation and warranty, Landlord shall and hereby agrees to indemnify and save and hold the County harmless from and against the payment of any commissions or fees to or claims for commissions or fees by any real estate or business broker, salesman, agent or finder resulting from or arising out of any actions taken or agreements made by them with respect to the business and real estate transaction reflected in this Lease.

**Purchase Option:** A preference will be given to those Landlords willing to provide the County with a purchase option as part of the lease.

**Section C: Location**– To be evaluated and scored based on their responsiveness to the goals and objectives of the County’s requirements as summarized below:

**Location:** To be evaluated based on the location’s accessibility to the constituents it serves.

Briefly describe the proximity (distance to the access point of the building) and accessibility to multiple modes of public transportation, including color of metro train line and major highway/freeway access proximate to the building.

**Confidentiality:** The information contained in this proposal is privileged and confidential, intended only for the use of Landlord and Tenant. All parties shall keep the terms of this proposal and any negotiations or agreements strictly confidential unless mutually and specifically agreed otherwise; provided, however, each party may disclose such information to its legal, financial, and space planning advisors as is necessary for the negotiation and consummation of the transaction contemplated hereunder.

**Submission Format and Due Date:**

Please submit two (2) electronic copies in Microsoft Word and PDF by email to [ocs\\_realproperty@co.pg.md.us](mailto:ocs_realproperty@co.pg.md.us) with cc to: [lfsawyers@co.pg.md.us](mailto:lfsawyers@co.pg.md.us). The offers shall be written in 12-point font size. Only electronic mail will be accepted.

Within the body of the email please reference “**Offer in Response to OCS-RFS-FLEET-2026-05.**” Offers must be submitted to OCS by email with all required information and documentation to be considered. Offers will be received and considered on a rolling basis starting **May 5<sup>th</sup>, 2026**, and this solicitation shall remain open until the County has awarded a contract which satisfies the entirety of this requirement.

**Addendum:** If it becomes necessary to revise any part of this RFS or if additional data is necessary to enable interpretation of provisions of this RFS, such revisions or additional data will be made available online.

***Any matters that are not addressed in this RFS and that would further distinguish the building from other competing buildings should be addressed in your response.***

***This Request for Space shall not be considered an offer to lease, and OCS reserves the right to withdraw this Request for Space at any time.***