



TRAINING RESOURCES OF AMERICA
INCORPORATED

December 21st, 2023

RE: Training Resources of America, Inc. - Request for Proposal ("RFP") to lease ±4,000 square feet of office space

To whom it may concern,

Training Resources of America, Inc. ("Tenant") is presenting you with this Request for Proposal ("RFP") to lease ±4,000 rentable square feet of office space located in Quincy or within a 5-mile radius of its existing office at 1515 Hancock Street in Quincy, Massachusetts.

We are currently soliciting lease proposals that will provide space for Training Resources of America, Inc.'s Quincy training site. Training Resources of America, Inc. is a private, non-profit organization that has been providing quality education, employment, and training services in Massachusetts since 1975. The office space will provide on-site training and education for Quincy area residents.

The proposal can be downloaded at Training Resources of America's website: tra-inc.org.

Please submit your proposal via email to **Maryann Johnson at mjohnson@tra-inc.org no later than January 19th, 2024 at 4 p.m.**

Sincerely,

Kim Radcliffe

Kim Radcliffe
President/CEO



**Request for Proposal
Training Resources of America, Inc.**

Building Address:	Please define building address
Tenant:	Training Resources of America, Inc.
Landlord:	Please define Landlord and ownership structure.
Property Management & Building Security:	Please define on-site property management and building security, if any.
Use:	Office and training space
Lease Term:	Please provide the Tenant with a proposal for a three (3) year or four (4) year lease term.
Premises:	±4,000 rentable square feet to include the following build-out: - Three (3) Classrooms - Five (5) private offices - One (1) kitchenette area with a sink - One (1) storage room - Bathrooms for staff & students
Base Rental Rate:	Please provide the Tenant with your most aggressive Base Rental Rate and specify whether the Base Rental Rate shall be calculated on a Triple Net, Gross, or Modified Gross Basis.
Lease Commencement Date ("LCD"):	± March 1, 2024
Tenant Electric HVAC, & Utilities:	Please provide detail on the electrical, HVAC systems, and utilities that will service the Premises, and any costs, and the metering of such, that will be the responsibility of the Tenant, if any.
Signage:	Please define any exterior building signage opportunities that can be provided to Tenant, if any, as well as any restrictions.
Parking:	Please define the number of parking spaces that will be included in the lease agreement and Base Rental Rate. In addition, please define the location of such parking spaces. Tenant requires ten (10) parking spaces for its staff. Proximity to public transportation is desirable.

**Cleaning and
Trash Removal:**

Please define any cleaning services that Tenant could contract with for the Premises, and define how trash is disposed of, and at whose expense.

**Sublease &
Assignment:**

The Tenant will have the right to sublease or assign all or part of the Premises, subject to Landlord's approval which shall not be unreasonably withheld or delayed.

Telecommunications:

Tenant shall be responsible for telecommunication connectivity and usage within the leased Premises throughout the term of the lease.

Access:

Tenant shall have 24-hour, 7-day a week access to the Premises.

Deadline:

Tenant requests a response to this Request for Proposal no later than 4 p.m. on Friday January 19th, 2024. Requests should be emailed to Maryann Johnson at mjohnson@tra-inc.org.

This Request for Proposal is a submission only and as such is non-binding. The submission of this RFP creates no legal obligation on the part of the Tenant or Landlord, and is subject to prior lease, change of price, or withdrawal without notice. Any agreement between the parties shall be non-binding until such time that both parties sign a mutually acceptable Lease Agreement.

We appreciate the opportunity to submit this RFP and look forward to your timely response. Should you have any questions or wish to discuss any part of this RFP in detail, please call or email Mary Gleason at 508-797-0060/mgleason@tra-inc.org.

Sincerely,

Kim Radcliffe

Kim Radcliffe
President/CEO