



## Jackson office space Request for Quote

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The Southeast Michigan Consortium is seeking commercial office space in Jackson County for the local American Job Center (AJC). A sublease offer should be at least three years with options to extend for two additional years. The Consortium, DBA Michigan Works! Southeast (MWSE), includes the counties of Jackson, Washtenaw, Livingston, Lenawee and Hillsdale. It provides workforce development services to employers and job seekers in these counties.

The desired characteristics of the office space are listed below.

- Located close to or in the city of Jackson
- At least 10,000 square feet
  - o Cubicle space for approximately 30 staff
  - o A large, open floor room able to accommodate approximately 25 computers
  - o At least one large meeting room able to accommodate approximately 40 people
  - o At least two smaller meeting rooms to accommodate up to five people
  - o A room that can be made into a computer lab with the capacity for approximately 20 computers
  - o Secure rooms for Information Technology equipment and sensitive item storage
- Location on or near a bus line or other busy streets for public access
- At least 50 dedicated parking spots
- Available for move-in or begin custom work as soon as July 1, 2020

If you have available commercial space that meets the above criteria and you wish to submit a quote, please contact Justin Al-Igoe at [jaligoe@mwse.org](mailto:jaligoe@mwse.org) by May 22, 2020.