

June 19, 2015

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Berkeley, Charleston or Dorchester County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Division of General Services, Real Property Services on or before **4:00 PM, July 17, 2015**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Cynthia Young via e-mail at [cynthia.young@adm.sc.gov](mailto:cynthia.young@adm.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: <http://www.gs.sc.gov/sb-ps/leasing/LS-leaseproc.phtm>.

Sincerely,  
Cynthia Young  
Real Property Services



## **REQUEST FOR LEASE PROPOSAL FOR SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION**

### **OFFICE SPACE IN BERKELEY, CHARLESTON OR DORCHESTER COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

#### **LEASE CRITERIA – South Carolina Department of Transportation**

Location: Facility should be located in Berkeley, Charleston or Dorchester County, either in North Charleston (areas Northwest of Ashley Phosphate Road), Summerville or Goose Creek (areas west of US 176) and in close proximity to I-26.

- Expected occupancy date: November 1, 2015
- Total space needed is approximately 3,500 rentable square feet +/-
- Ideal set up should include, but is not limited to:
  - 6 private offices for professional staff
  - Open floor area to accommodate 10 cubicles 10' by 10' in size (Cubicles to be provided by Agency)
  - 1 large-sized conference room of approximately 385 square feet
  - 1 break room (to include sink and counter tops) to accommodate 5 people at a time
  - 5 storage areas/rooms of various sizes totally approximately 750 square feet
  - 1 reception area and lobby, to accommodate up to 2 people at a time
  - restrooms
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency. Conditioned closet space for agency installed network electronic equipment.
- 42 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5, 7 or 10 year term.
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- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
  - Agency would consider a Modified Gross lease to make direct payment of utilities to the suppliers.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

#### MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: <http://www.gs.sc.gov/sb-ps/leasing> or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

#### PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Division of General Services, Real Property Services by **4:00 PM, July 17, 2015.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

#### CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with South Carolina Department of Transportation (agency). Direct contact can be cause for automatic disqualification.





**Nikki Haley**, *Governor*  
**Marcia S. Adams**, *Executive Director*

Nolan Wiggins, Director  
Division of General Services  
1200 Senate Street, Suite 408  
Columbia, SC 29201  
803.737.3880  
803.737.0592 fax

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

CYNTHIA YOUNG  
SC DEPARTMENT OF ADMINISTRATION  
DIVISION OF GENERAL SERVICES  
REAL PROPERTY SERVICES  
1200 SENATE STREET, SUITE 460  
COLUMBIA, SC 29201  
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