

May 18, 2016

RE: Warehouse space availability on an as-needed emergency basis

At this time, the Department of Administration, in conjunction with the South Carolina Emergency Management Division, is looking for available warehouse or like space for a central location to be used as a drop-off point for goods, supplies and then distribution of emergency items on an as-needed basis. Potential sites will be visited to ensure certain requirements for such space are met and a list of approved locations will be maintained, which will assist the State in securing space in the event an emergency arises. Any space secured during an emergency will be used on a temporary short term basis until the state of emergency has been recalled and the location is no longer needed.

Please use the criteria below to respond if you have any space that meets the requirements.

Criteria:

Richland, Lexington, Orangeburg, Sumter and/or Florence Counties

At least 60,000sf, up to 100,000sf of dry storage space

Adequate restrooms

Office (administrative area – minimum 4 offices)

A minimum of 6 docks with levelers or dock plates

At least one (1) drive-in bay

Easy access to major transportation routes

Adequate space for helicopter pad

Adequate parking for 40-50 vehicles, 10 Semi trailers with adequate turn around space

Building must be securable

Preferred:

Full temperature controlled

Generator backup or ability to plug generator into building

Wired w/ telephone access (8 lines); wired w/ LAN capability

Please respond by the close of business on Friday, June 3, 2016. Locations must be identified immediately to ensure space can be acquired quickly should a state of emergency be called. If you have any questions concerning this matter, please contact me at (803) 737-4636 or linda.gordon@admin.sc.gov.

Very truly yours,



Linda M. Gordon
Real Property Services

