

September 22, 2015

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Charleston 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, October 16, 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@admin.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://admin.sc.gov/generalservices/leasing/current-solicitations>.

Sincerely,
Cynthia Young
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SEA GRANT CONSORTIUM**

OFFICE SPACE IN CHARLESTON 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 – Sea Grant Consortium

- Location: Charleston, SC area, including lower and upper peninsula, West Ashley (down to the I-526 interchange), James Island, Johns Island, Daniel Island
- Expected occupancy date: November 15, 2015 or as soon as available
- Total space needed is up to approximately 5,300 rentable square feet +/-
- Ideal set up should include, but is not limited to:
 - 1 private office for director
 - Space to accommodate 15-to 20 employees in private offices or large cubicles (Cubicles to be provided by Landlord)
 - Open floor area to accommodate 4-6 cubicles for transitory staff (Cubicles to be provided by Agency)
 - 1 large-sized conference room of approximately 300 square feet
 - 1 reception area to accommodate up to 3 people at a time
 - 1 computer room of approximately 120 square feet with separate HVAC system or separate thermostat for temperature control and backup power
 - 1 break room (to include sink and counter tops) to accommodate 3 people at a time
 - In addition, space is needed to accommodate the following, either jointly or in separate combinations of space:
 - 1 general printer area to accommodate three business B&W/color printers
 - 1 copy/fax area (to include cabinets or storage space for supplies)
 - 1 mailroom of approximately 120 square feet (Can be combined with copy/fax room)
 - 1 file room/ publications storage of approximately 500 square feet
 - 1 educational storage area of approximately 180 square feet
 - 1 file room for administrative files of approximately 375 square feet



- 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.
- 25-30 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 3 or 5 year term.
- 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.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rental rate are not preferred and may be eliminated from consideration.
- If GROSS lease is not possible, submit an estimate of expenses agency will be required to pay; for example, utilities, janitorial, or any other operating expense for the office space.

STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: <http://www.admin.sc.gov/generalservices/leasing/procedures-and-forms> 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, October 16, 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.





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

DIVISION of GENERAL SERVICES
Nolan Wiggins, Director
1200 Senate Street, Suite 408
Columbia, SC 29201
803.737.3880
803.737.0592 fax

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with Seas Grant Consortium (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

CYNTHIA YOUNG
DEPARTMENT OF ADMINISTRATION
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1200 SENATE STREET, SUITE 408
COLUMBIA, SC 29201
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