

March 1, 2016

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Lexington or Richland 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, March 18, 2016**.

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/procedures-and-forms>.

Sincerely,
Cynthia Young
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA EMERGENCY MANAGEMENT DIVISION (SCEMD)**

OFFICE SPACE IN LEXINGTON OR RICHLAND 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 Emergency Management Division (SCEMD)

- Location: With-in a 30 minute drive of SCEMD located at 2779 Fish Hatchery Road, West Columbia
- Expected occupancy date: April 1, 2016
- Total space needed is approximately 5,100 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 4 private offices for professional staff
 - Open floor area to accommodate 46 cubicles of various sizes (Cubicles to be provided by Landlord)
 - 1 large-sized conference room of approximately 375 square feet to accommodate 10 to 15 people at a time
 - 1 break room (to include sink and counter tops) accommodate 10 people at a time
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- 64 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 6 month initial term with optional month to month extended term at stated rates.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at:**
<http://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, March 18, 2016.**
- 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.
- 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 should disclose the rate per square foot allocated for operating expenses (used to compare proposals).
- Unless express exception is taken with regard to this requirement, any proposal will be for a gross lease and will include all referenced expenses.
- 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 Emergency Management Division (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 460
COLUMBIA, SC 29201
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