

September 9, 2015

Dear Property Owner or Agent:

The State of South Carolina is seeking office and warehouse space in 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, September 25, 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 email 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://www.gs.sc.gov/sb-ps/leasing/LS-leaseproced.phtm>.

Sincerely,
Cynthia Young
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
UNIVERSITY OF SOUTH CAROLINA**

OFFICE AND WAREHOUSE SPACE IN 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 – University of South Carolina

- Location: Richland County in the City of Columbia preferably with-in close proximity of the University of South Carolina.
- Expected occupancy date: October 1, 2015
- Total space needed is approximately 7,500 office, 18,000 warehouse and 1,250 vault space for a total of 26,750 usable square feet +/-; depending on circulation and common area factor. Please include both rentable and usable square feet in proposal include the common area factor (%).
- Space will accommodate a breakout of offices, conference, workrooms, break, support areas, warehouse and vault space:
 - 6 private offices
 - 1 conference room
 - 1 break room (to include sink and counter tops)
 - 1 copy/fax/printer area
 - 1 workroom
 - 1 reception area
 - restrooms
 - 1 warehouse of approximately 18,000 square feet of space
 - 1 vault room of approximately 1,250 square feet of space, with temperature and humidity securable controls
- 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 the Tenant. **Must have connectivity to University of South Carolina network (or provided at landlord's expense).**
- 9 parking spaces are required with additional 5 parking spaces for invitees and guests. State availability of reserved parking.
- Parking lot must be paved and lighted.



- Term: Please provide proposed rates for 5 year initial term with optional 5 year 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://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, September 25, 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.
- Proposals should specify type of lease GROSS, Modified GROSS or NET.
- Proposal should disclose which operating expenses are included in basic rent and an estimate of utility costs or any other costs that will be passed on to Tenant for property.
- 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 University of South Carolina (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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EMAIL: cynthia.young@admin.sc.gov

