

January 22, 2016

Dear Property Owner or Agent:

The State of South Carolina is seeking clinical, research and 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, February 12, 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
MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC)**

CLINICAL, RESEARCH AND 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 – Medical University of South Carolina (MUSC) – This space is used for clinical, research and office space by the Department of Psychiatry, Clinical Neuroscience Division (CNS), Drug Abuse Research Training (DART), Southeastern Clinical and Translational Research Institute (SECTR) and the Women’s Health Center.

- Location: walking distance to the MUSC Institute of Psychiatry located at 67 President Street, Charleston
- Expected occupancy date: June 24, 2016 or as soon as available
- Total space needed is approximately 11,500 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:
 - 36 private offices
 - 12 shared private offices for professional staff
 - Space to accommodate 40 employees in private offices or cubicles approximately 6’ by 7’ in size (Cubicles to be provided by Agency)
 - 1 office for exams of approximately 100 square feet
 - 1 large-sized conference room of approximately 357 square feet
 - 2 small-sized conference room of approximately 160 square feet each
 - 1 break room (to include sink and counter tops) accommodate 5 people at a time
 - 1 mailroom/ copy/fax/printer area of approximately 50 square feet
 - File room and storage areas or rooms to accommodate 126 file cabinets 4’ by 3’ in size
 - 5 small-sized reception areas of approximately 100 square feet each
 - 1 computer room of approximately 40 square feet with separate HVAC system or separate thermostat for temperature control and backup power
 - Restrooms ADA compliant



- 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.
- 4 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5 year term.
- 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, February 12, 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).
- If GROSS lease is not possible, submit an estimate of utility costs for property. Please specify whether operating expenses are subject to increases. If the proposal is submitted with the tenant being responsible for increases in operating expenses after the first year, tenant's responsibility for any increases will be limited to a 3% cap.
- 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.





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 **Medical University of South Carolina (MUSC)**. 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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