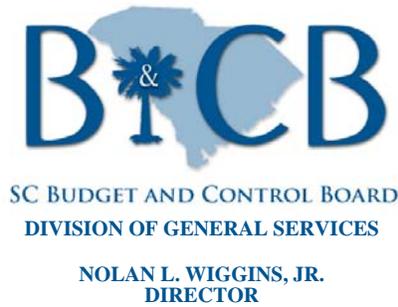


NIKKI HALEY, CHAIR
GOVERNOR
CURTIS M. LOFTIS, JR.
STATE TREASURER
RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE
COMMITTEE
W. BRIAN WHITE
CHAIRMAN, HOUSE WAYS AND MEANS
COMMITTEE
MARCIA S. ADAMS
EXECUTIVE DIRECTOR

June 1, 2015

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Berkeley, Charleston, or Dorchester 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, July 1, 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 cyoung@gs.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

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REQUEST FOR LEASE PROPOSAL FOR SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

OFFICE SPACE IN BERKELEY, CHARLESTON OR DORCHESTER 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 Department of Public Safety: Space will accommodate the South Carolina Highway Patrol Troop and Post Headquarters for this part of the state.

Location: Facility should be located in Berkeley, Charleston or Dorchester County, either in Charleston, North Charleston, Summerville or Goose Creek and in close proximity to I-26.

Expected occupancy date: September 2015

Total space needed is approximately 11,000 to 13,000 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include common area factor (%).

- **Space will accommodate a breakout of offices, cubicles, meeting spaces, training room, storages rooms, and break rooms.**
- Operation of facility is a 24/7 operation and will require heating and air conditioning 24/7. Back-up generator must be provided.
- Facility must be accessible by department canine service animals.
- Firearms and ammunition will be on site.
- 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.
- Facility should accommodate business level high speed internet service, VOIP, data service and cable TV.
- 60 parking spaces are required. In addition to parking spaces a secured parking bull pen is required (fenced parking enclosure for 10 to 12 vehicles).
 - Bull pen will be secured by a gated chain link fence, 8' in height with 3 strands of barbed wire at the top. (provided by landlord)
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5, 7 or 10 year term.
- Landlord to include up-fit costs in the proposal. Proposals that require reimbursement of tenant improvement costs upon early termination will not be considered.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities (facility is a 24/7 operation and will require heating or air conditioning 24/7), 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.

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- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

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, July 1, 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.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with South Carolina Department of Public Safety (agency). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

CYNTHIA YOUNG
SC BUDGET AND CONTROL BOARD
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1200 SENATE STREET, SUITE 460
COLUMBIA, SC 29201
PHONE: 803-737-2363 FAX: 803-737-0592
EMAIL: cyoung@gs.sc.gov