

December 1, 2015

Dear Property Owner or Agent:

The State of South Carolina is seeking office 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, December 21, 2015**.

The agency and Real Property Services will determine which proposals best suit the agency's need. 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://www.admin.sc.gov/generalservices/leasing/procedures-and-forms>.

Sincerely,
Cynthia Young
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
STATE ACCIDENT FUND**

OFFICE 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 – STATE ACCIDENT FUND

- Location: Richland County in the downtown Columbia area
- Expected occupancy date: Depending on Construction timeline
- Total space needed is approximately 22,000 to 25,000 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:
 - 1 private office for director (with small private conference room and waiting area contiguous)
 - 3 private offices for deputy directors
 - 50 private offices for professional staff
 - 1 open floor area to accommodate 45 cubicles of 8' by 8' (Cubicles to be provided by Agency)
 - 1 large-sized conference room of approximately 640 square feet
 - 3 medium-sized conference rooms of approximately 320 square feet each
 - 1 auditorium/training room of approximately 1,280 square feet
 - Seat 75 staff members with tables
 - Independent temperature control
 - 1 large-sized break room (to include sink and counter tops) to accommodate up to 30 people at a time
 - 1 small-sized break room (to include sink and counter tops) to accommodate up to 15 people at a time
 - 6 copy/fax/printer areas (to include cabinets or storage space for supplies)
 - 1 mailroom of approximately 300 square feet
 - 1 scanning work area of approximately 600 square feet
 - 8 storage areas/rooms of approximately 300 square feet each



- 1 large waiting area, to accommodate up to 10 people at a time
- 1 computer room of approximately 640 square feet with separate HVAC system or separate thermostat for temperature control and backup power
- ADA compliant restrooms inside suite
- Automated lock system that provides the agency with the capability to limit access to the area (to be provided by landlord)
- A staff entrance and exit without passing through the reception area
- 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.
- 100 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5 or 7 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 rent rate are not preferred and may be eliminated from consideration.

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, December 21, 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 the State Accident Fund (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: cynthia.young@admin.sc.gov

