

January 26, 2016

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Lexington 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
THE MILITARY DEPARTMENT OF SOUTH CAROLINA**

OFFICE SPACE IN LEXINGTON 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 – The Military Department of South Carolina - Office of the Adjutant General - Recruiting and Retention

- Location: Town of Lexington, Lexington County in a high visibility and traffic count location. The preferred location should be in the vicinity of the intersection of Hwy1 and Hwy 378.
- Expected occupancy date: June 1, 2016
- Total space needed is approximately 1,200 to 1,700 rentable square feet depending on layout and circulation.
- Ideal set up should include, but is not limited to:
 - 4 private offices for professional staff
 - 1 break room (to include sink and counter tops) to accommodate 2 people at a time
 - 1 storage room of approximately 112 square feet
 - 1 large reception area, to accommodate up to 6 people at a time
 - 1 full lavatory and one enclosed shower
- 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.
- 8 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5 year or 7 year 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, 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 Modified GROSS lease (janitorial services and supplies to be provided by tenant) to include all operating expenses, including utilities, 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).
 - 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 Military Department of South Carolina - Office of the Adjutant General - Recruiting and Retention (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
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COLUMBIA, SC 29201
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