

NOTE TO PROPOSER

IN ORDER TO BE CONSIDERED YOUR PROPOSAL SHALL REACH THE STATE  
PROPERTY OFFICE PRIOR TO THE ADVERTISED CUT-OFF TIME.  
BY 4:00 PM, December 11, 2018

<b><u>MAILING ADDRESS:</u></b> STATE PROPERTY OFFICE 1321 MAIL SERVICE CENTER RALEIGH, NORTH CAROLINA 27699-1321	<b><u>STREET ADDRESS:</u></b> STATE PROPERTY OFFICE 116 WEST JONES ST ROOM 4055 RALEIGH, NORTH CAROLINA 27603
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**Please verify receipt in the State Property Office of Proposals that are sent by U. S. Mail as they are routed through the State Mail Service Center. If your proposal is not delivered by the State Mail Service Center by the date and time of the cut-off, the proposal shall not be considered.**

Envelope containing the Proposals shall be marked as follows:

- (A) Lease Proposal Enclosed for: Department of Public Safety, Division of Emergency Management
- (B) Cut-Off Date for Receiving Proposals: – December 11, 2018
- (C) City/Town: Raleigh, NC area.

**NOTE: PROPOSALS FAXED OR E-MAILED INTO THE DEPARTMENT OF ADMINISTRATION BUILDING WILL NOT BE ACCEPTED, AND SHALL NOT BE CONSIDERED.**

**SITE VISITS:** Site visits for qualified proposals will be scheduled for December 17 – 18, 2018

**PROPOSAL CONFERENCE:** A PROPOSAL CONFERENCE FOR SELECTED PROPOSALS WILL BE HELD AT THE STATE PROPERTY OFFICE, 116 WEST JONES ST., CONFERENCE ROOM 4038, RALEIGH, on **DECEMBER 19, 2018 AT 10:00 A.M.**

Following the selection of any proposal and its placement on the Council of State Agenda by the State Property Office, there shall be no further negotiations with those who presented proposals which were not selected for the Agenda.

**SPECIAL NOTE:**

In accordance with the North Carolina Administrative Code (Title I North Carolina Administrative Code, Chapter 6B.0212) a proposer's meeting will be required following the cut-off date for receiving proposals if all acceptable proposals exceed \$150,000.00 annually. After the original proposals are received and site visits made the proposer's meeting will be conducted by the State Property Office at a time and place to be announced by the State Property Office. At this meeting the selected proposers will submit their lowest price proposal.

Annual per square foot rental rates which include indeterminable percentage increases(s), such as uncapped consumer price index increases, etc. shall not be accepted during either the initial term or the renewal period.

**Pursuant to Articles 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 150, the State invites and encourages participation in this procurement by Historically Underutilized Businesses (HUBs) consisting of minority, women and disabled business firms that are at least fifty-one percent owned and operated by individual(s) of the aforementioned categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.**

The State of North Carolina encourages the submission of proposals covering “green buildings”. Components such as site, enclosures, infrastructure, contents and materials in “green building” result in reduced costs in operation, energy, maintenance and insurance as well as could improve employee motivation and productivity.

Pursuant to North Carolina General Statute 146.25-1(b), the Department of Administration may negotiate on relevant factors that represent the best interest of the State. Relevant factors may include, but are not limited to, timeliness of delivery of the proposed space, maintenance, upkeep and condition of the proposed space and prior performance of the proposer.

**SPECIFICATIONS FOR SPACE TO BE LEASED TO THE STATE OF NORTH CAROLINA**  
**NC DPS, DIVISION OF EMERGENCY MANAGEMENT**

**I. GENERAL**

- A. Approximate net usable square feet required are **13,473 sf.**

NOTE: Net usable space is a term meaning the area to be leased for occupancy by State personnel and/or equipment.

To determine net usable space:

1. Compute the inside area of the space by measuring from the normal inside finish of exterior walls or the room side finish of fixed corridor and shaft walls, or the center of tenant separating partitions.

2. Deduct from the inside area the following:

- \*a. Toilets and lounges
- \*b. Entrance and elevator lobbies
- \*c. Corridors
- d. Stairwells
- e. Elevators and escalator shafts
- f. Building equipment and service areas
- g. Stacks, shafts, and **interior columns**
- h. Other space not usable for State purposes

\*Deduct if space is not for exclusive use by the State. Multiple State leases require a, b, & c to be deducted. State Property may make adjustments for areas deemed excessive for State use.

- B. Space may be on multiple floors in one building. **GROUND FLOOR preferred.**

C. All offers shall be submitted in such a manner that the annual per square foot rental rate for each type of space offered, i. e. office, warehouse, and special purpose, can be properly identified. See Form PO-28. (6A, B)

**D. CUT-OFF DATE FOR RECEIVING PROPOSALS IS 4:00 PM, December 11, 2018 IN THE STATE PROPERTY OFFICE.**

II. LOCATION: Raleigh, North Carolina area with preferred locations within 15 miles of 1636 Gold Star Drive, Raleigh, NC providing easy access to a major roadway like I-40, I-440, I-85 or US 1.

III. **The following paragraph shall be incorporated into the Lease Document.**

**Availability of Funds Clause** - The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premises leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

#### IV. ARRANGEMENT OF SPACE

The attached space analysis will indicate the number of offices desired and contain the preferred office sizes. The proposer shall provide at his expense all necessary partitions, doors, etc. to make the space acceptable for State use. Lessor should include 2 copies of a **to scale** floor plan showing proposed layout and 2 copies of the Proposal to Lease Form (PO-28). If new construction is proposed by proposer general specifications, including elevations upon request, should be submitted with the Proposal to Lease Form (PO-28) and a **to scale** floor plan should be provided.

**SEE PAGE 10 OF 10 FOR SPACE GUIDELINE OF ARRANGEMENT OF SPACE.**

Other: Adequate and convenient toilet facilities are to be provided including tissue holders, towel dispensers, coat hooks, mirrors and trash cans. **Toilet facilities shall be handicapped accessible and shall be in compliance with the North Carolina State Building Code and the 2010 ADA Standards for Accessible Design.**

#### V. THE DATE OF POSSESSION AND LEASE TERM:

- A. Possession of space required by **January 15, 2019**, or as soon thereafter as possible.
- B. The initial term of the lease will be for **Three (3) years** with two (2) one-year renewal options desired.
- C. *At the option of the State Property Office, proposer may be required to own the proposed site within thirty (30) days of Council of State approval, or a date approved by State Property Office, or the proposal may be disqualified.*
- D. *Construction shall begin within six (6) months from Council of State approval unless otherwise authorized by the State Property Office.*

#### VI. ELECTRICAL, TELEPHONE, MAIN SERVICE OUTLETS

- A. A minimum of **270** 120 Volt duplex electrical outlets are required. Unless otherwise approved by the State:
  - 1. Prefer electrical outlets to be tied to generator power, or the facility can accommodate a transfer switch with external manual connection for a mobile generator.
  - 2. All private offices shall have a minimum of (3) duplex receptacles.
  - 3. Electrical service shall support a minimum of (3) duplex receptacles per partial height modular workstation or per person in an open office environment. Service shall be provided by lessor via overhead or under floor distribution system utilizing power poles or other suitable facilities to accommodate the electrical needs of the agency. All connections to the building electrical service shall be by the Lessor.
  - 4. Each Kitchenette or Break Area shall be provided with sufficient electrical circuitry to accommodate a refrigerator, microwave oven, coffee maker and vending machine. Separate circuits are required for this area.
  - 5. (1) Duplex receptacle shall be provided for every 50 linear feet of corridor.
  - 6. (1) Dedicated 20 amp 110 volt circuit with isolated grounds are required in the LAN room. Outlets to be installed 36" from the floor. If more than one LAN room, the requirements above are required for each LAN room.
  - 7. Separate isolated ground for water fountain.
- B. A minimum of **110** telecommunication outlets is required. Lessor shall provide all conduit and pull strings from above ceiling to outlet boxes. State to install wiring and cover plates.
- C. A 4' x 8' x 3/4" thick sheet of fire retardant plywood shall be installed on a wall in the telecommunications wiring area to serve as a backboard for telecommunications wiring equipment.

- D. Lessor shall grant consent to install security and card access systems by the Lessee, which may include interior and exterior cameras (collectively the “Security Equipment”). The nature and location of the installation of all Security Equipment shall be determined by the State in its sole discretion. Upon expiration or earlier termination of the lease, State shall be entitled to remove the Security Equipment at its election, without restoration obligation; or abandon such Security Equipment in place, in which case Lessor shall assume ownership of such Security Equipment; and may reuse or remove Security Equipment at its sole discretion.
- E. Adequate telephone and computer conduits are required to accommodate interconnecting computers throughout the space.

## VII. PARKING

- A. **10** Clientele parking spaces shall be included in the per square foot rental charge.
- B. **110** Employee parking spaces are desired if supplied at no extra charge to the State.
- C. **0** Parking spaces for state-owned vehicles shall be included in the per square foot rental charge.
- D. A minimum of four (4) parking spaces shall be van accessible handicapped parking with signage in compliance with the NC Building Code and the Americans with Disabilities Act.
- E. All parking areas shall be adequately lighted and located within a reasonable distance of the office as determined by State. Handicapped parking and signage shall be in compliance with the NC Building Code and the Americans with Disabilities Act. Paved parking area is preferred.
- F. Although parking is considered in the evaluation of proposals, the inability to provide parking as described in A and B above should not preclude proposers from submitting proposals unless stated above. However, adequate parking shall be located within a safe reasonable walking distance as determined by the State.

## VIII. REFERENCE

All space shall comply with local and State building, safety, and zoning codes, specifically including OSHA, provisions for the disabled, and applicable sections of the State Building Code, Volumes I through V. Non-compliance shall be grounds for lease termination at the discretion of the lessee. Space shall comply with Americans with Disabilities Act of 1990 (42 United States Code, Section 12101 et seq.)

## IX. FLOOR, WALL AND WINDOW COVERINGS

- A. Vinyl tile or other floor covering acceptable to the State in all finished areas. **Prefer carpeting for all offices and conference rooms.** If floors are carpeted, they should be commercial grade 26 oz. or 24 oz. carpet squares preferred, acceptable to the lessee. LVT tile is preferred in the waiting area, LAN room(s), kitchenette, restrooms and hallways. New or like-new carpet is preferred. If not new, carpets must be professionally cleaned and all stains removed before occupancy. High traffic areas will require frequent cleaning and replacement of floor finishes to maintain a neat, clean, high-quality finish and will be at the State Property Office’s discretion.
- B. Wall surfaces shall be painted sheetrock, or masonry or other similar finish acceptable to the state.
- C. Sufficient window coverings shall be provided to control glare within the space. (Venetian blinds or acceptable equivalent).
- D. Space shall have acceptable ceiling acoustical treatment for noise reduction purposes.

## **HEATING, AIR-CONDITIONING AND VENTILATION**

- A. Heating and air conditioning facilities shall be sufficient to maintain inside temperature in the range from a low 68° during the heating season to the high of 76° at all other times, with balanced distribution. State policy to dictate utilization. Typical agency hours of operation are 6 am – 6 pm, Monday through Friday; however, occasional holiday and weekend operations are required.
- B. Air conditioning and heating system shall be maintained by lessor **including frequent filter cleaning and replacement, to maintain a relative humidity not to exceed 50%**.
- C. Year-round ventilation shall be provided to prevent stale air problems and unacceptable CO2 content.
- D. A climate-controlled Telecommunications/LAN room is required to house telephone wiring equipment and computer network equipment. A range of 60 degrees to a maximum of 70 degrees and a relative humidity not to exceed 50% dry bulb humidity is required. This is a 24-hour per day, 7 days per week requirement.
- E. A separate HVAC system is preferred for the Telecommunications/LAN room. The HVAC system that is capable of being powered by generator backup is preferred.
- F. Zoning of HVAC system and related control shall be balanced appropriately for division and function of spaces within the facility.
- G. A separate thermostat in conference room(s) may be required.

## **XI. DRINKING FOUNTAINS**

It is required that all employees have access to chilled water fountain.

## **XII. LIGHTING**

- A. Adequate lighting facilities are required in all areas. In office facilities, lighting requirements are no less than 60 foot candles at desk level. In warehouse facilities, lighting requirements are no less than 40 foot candles at eye level. State policy to dictate utilization.
- B. All lighting and electrical maintenance shall be furnished by lessor **including providing and replacing ballasts, light tubes, bulbs and lens**. Lessor shall replace burned-out or defective bulbs promptly upon notification by lessee.

## **XIII. UTILITIES, JANITORIAL SERVICES AND ELEVATORS**

- A. It is desired that the following services be furnished and included in the per square foot cost to the satisfaction of the State.
  - All utilities, except telephone.
  - Daily janitorial and cleaning services and supplies. Supplies to be included are all cleaning products necessary to provide proper cleaning of the office as well as all paper and soap products necessary to keep all dispensers properly stocked. (See Cleaning Schedule)
- B. Alternate proposals which do not include utilities will be considered. (There must be an acceptable method of determining the State's share of costs)
- C. Maintenance of building and grounds including lawn, shrubbery, sidewalks, parking areas (including snow and debris removal) and common areas is required.
- D. Elevator service, if applicable.

- E. Lessor responsible for all cleaning supplies, paper and soap products for kitchen and bath regardless of who contracts for janitorial services.

#### **XIV. LESSOR RESPONSIBILITIES**

The final per square foot price proposal is based on all specifications (PO-27, PO-28), floor plans and repair lists received from the State of North Carolina and includes but is not limited to: all partitions, demolition, and up fitting costs; building and grounds maintenance; property taxes; insurance; fire or safety inspection fees; stormwater fees; land transfer tax; common area maintenance and other building operational costs. Proposers can choose whether or not to include utilities and janitorial service. The following factors will be added to proposals not including these services for comparison purposes: utilities - \$1.50 sq. ft.; janitorial service - \$1.00 sq. ft.; water/sewer - \$0.17 sq. ft.

#### **XV. SPECIAL REQUIREMENTS**

- A. Fire extinguishers and servicing, pest control, and outside trash disposal including provision for the handling of recyclable items such as aluminum cans, cardboard, plastic and paper, if applicable. These responsibilities include providing a dumpster outside and recycling bins as well as a method for the disposal of the recyclable items.
- B. All pesticides must be applied by a licensed technician.
- C. Lighted exit signs.
- D. It is desired that the lessor provide wired-in smoke detectors and fire alarm system with audible and visual fire alarm signals. However, the panel for these systems cannot be located within the LAN room.
- E. Sprinkled facilities are preferred.
- F. Internal and external signage that will provide easy identification of the office by the general public, inclusive of room numbering and signage for each office, conference, file/copy area, waiting/reception area and suites.
- G. Break room requires hot and cold running water, sink, 6 linear feet of base and top cabinets. Dispensers for paper and soap are required. Paper and soap products are supplied by the lessor to keep all dispensers properly stocked.
- H. Storage rooms must be secured and will require shelves.
- I. The number of keys to be provided to the State for each lockset shall be reasonably determined by the State prior to occupancy, at no cost to the State.
- J. Locking hardware will be required on all storage rooms, file rooms and LAN rooms.
- K. Lever style door hardware is preferred but required on all new doors.
- L. All exit doors shall open out and entrance door shall be ramped per code for handicapped accessibility.
- M. All exit doors, other than front entrance, to have panic push bars with no restrictive devices such as a keyed dead bolt.
- N. An awning, overhead or covered entryway is required at the main entrance doors and preferred on all exit doors.
- O. Prefer floor drains in all restrooms; required in new construction.
- P. A secondary LAN room may be required if space is located on multiple floors or if there is an excessive distance within the space.

- Q. All LAN/telecommunications and computer rooms shall be located in secured office area and in interior spaces with no windows.
- R. State will arrange for its Information Technology contractor to do a walk-thru with the contractor at the appropriate point during construction or renovation to determine the location of electrical lines and voice and data lines.
- S. Backup generator with automatic transfer switch preferred.
- T. Maintenance Standards:
1. Grounds
    - Grass height not to exceed 5 inches.
    - Shrubbery to be trimmed seasonally but not to exceed 2 feet.
    - Grass not to extend over pavement more than 2 inches.
    - Weed control and fertilization required to maintain an acceptable appearance.
  2. Parking Lots:
    - All surfaces to be maintained to avoid ruts and unevenness making travel safe for vehicular and pedestrian traffic.
    - Paved parking lots preferred.
  3. Recurring Maintenance
    - Painted surfaces should be kept in acceptable condition to provide a professional looking appearance and repainted at least every 5 years.
    - Existing Pavement should be kept in acceptable condition to provide safe operational appearance (cracks and pot holes repair no later than 60 days after reporting).
    - Mechanical systems to be kept to manufacturer standards for preventative maintenance.
    - Floor coverings to be repaired and cleaned to present a professional appearance.
  4. Repair response
    - Repairs to systems that prevent operation of the office (HVAC, electrical, plumbing, lighting) are required as soon as possible
    - Repairs to safety and health issues are required as soon as possible.
    - Repairs to cosmetic issues that affect the professional appearance of the office are required within 10 days.

The most critical issue to the State during the term of the lease deals with the Lessor's response time to problems and repair issues and the completeness and adequacy of the repairs. If a Lessor does not complete repair/maintenance work in a timely manner and cannot demonstrate good faith efforts to complete said work, then the State may use this performance record to decline to enter into leasing arrangements or renew lease options with this Lessor.

<b>CLEANING SCHEDULE</b>	<b>DAILY</b>	<b>WEEKLY</b>	<b>EVERY 2 WKS</b>	<b>MONTHLY</b>	<b>QUARTERLY</b>	<b>ANNUALLY</b>
Empty trash cans. Replace liners daily.	x					
Remove all materials marked with word "trash".	x					
Deposit all trash and boxes in dumpster.	x					
Spot clean all interior and horizontal surfaces including partitions.				x		
Sweep all uncarpeted floors. Use damp mop as required.		X				
Vacuum all carpeted areas. Remove all pins, clips, paper.		X				
Clean and shine all chrome fixtures including drinking fountains and molding.	x					
Spot clean glass surfaces including entrance areas and glass partitions.				x		
Sweep outside entrances sidewalks and porches.		X				
Clean countertops, sink, microwave oven, refrigerator exterior, table tops and floor.	x					
Cleanup trash, paper, litter.	x					
Wash and/or dust and spot clean walls, woodwork, switch plates, ledges, fire extinguishers and other areas exposed to dust, smudges and scrapes.			x			
Special cleanup of areas which had furniture, equipment, carpet or cartons moved.					x	
Replenish all restroom supplies. Paper products and hand soap to be supplied by Lessor.	x					
Sweep bathroom floors. Wet mop with disinfectant cleaner or scrub with soap and water to keep floor clean and sanitary.	x					
Wash and sanitize toilets, seats and urinals in bathrooms.	x					
Clean all sinks in bathrooms.	x					
Damp wipe and polish all chrome surfaces.	x					
Dust all ledges, grills and partitions to keep dust free and clean.				x		
Deodorize and disinfect all traps, drains, toilets and urinals in all bathrooms.		X				
Provide and install fluorescent tubes in light fixtures as needed.	x					
Dust and damp wipe all horizontal surfaces.		X				
Dust all Venetian blinds.					x	
Thoroughly wash all restroom walls and partitions.				x		
Scrub and disinfect kitchen area.		X				
Vacuum and dust all cloth bottom chairs.					x	
Spray buff all tile, stone, terrazzo floors (more frequently as needed).				x		
Remove trash from front and back parking lots.		X				
Mow grass in front and back of building (more frequently as needed.)		X				
Scrub all tile and linoleum floors with soap and water and rinse; buff as appropriate to keep floors clean and shiny.		X				
Wash and dry all interior and exterior glass.						X
Completely sweep, strip and re-wax, buff all tile, linoleum, terrazzo s polished stone floors.					x	
Clean all grills on heat and air conditioning ducts and cold air returns.					x	
Shampoo all carpet.						X
Wash and dry all Venetian blinds. Blinds must be removed from windows.						X

**Prior to entering into a lease with the successful proposer the space or building plans will be inspected/reviewed by an inspector selected by the State. Listed below are some of the more important deficiencies that will be addressed by the review.**

**I. IMPROPER EXITS OR EXIT ACCESS**

- Lack of adequate number of exits to outside, or exit stairs from upper floors.
- Improper fire-rated enclosure of exit stairs. This includes lack of B-label stairway doors, proper closers, and/or UL listed latching hardware.
- Exit and stair doors which swing in the wrong direction, or which have locks that prevent rapid free egress in emergency.

**II. PARTITIONS OR INTERIOR CONSTRUCTION NON-COMPLYING WITH CODE**

- Use of combustible partitions or paneling in buildings required to be of non-combustible construction.
- Improper enclosure of oil or gas fired boiler/furnace rooms.
- No safety glass or wired glass where required by Code.
- Lack of one-hour fire rated tenant separation.

**III. FIRE PROTECTION AND EMERGENCY EQUIPMENT**

- Building lacks sprinklers OR automatic fire detection system with alarms transmitted off-premises. NOTE: This may not be a Code requirement but is highly desirable. Because the State is self-insured, it gives preference to sprinkled facilities.
- Not enough fire extinguishers of proper type and placement, or the extinguishers are not being inspected and tested in accordance with NFPA-10.
- Inadequate or inoperative lighted EXIT signs, or signs indicating direction to exits.
- HVAC systems do not have smoke detection shutdown.
- Lack of emergency egress lighting, especially in stairways.

**IV. GENERAL**

- Non-compliance with handicapped accessibility requirements of NC Code Volume I-C, or the Americans with Disabilities Act (Federal Law).
- Insufficient number of toilet fixtures.

**The successful proposer must make any changes to the building which the State determines are necessary, even if not required by any other governmental entity having general code jurisdiction for the facility. All such changes shall ordinarily be required to be completed prior to occupancy.**

<b>AGENCY:</b>	<b>DEPARTMENT OF PUBLIC SAFETY, EMERGENCY MANAGEMENT</b>						
<b>DATE:</b>	11/28/2018						
<b>FULL HEIGHT PARTITIONED AREAS: **</b>							
<b>Quantity</b>	<b>Use</b>	<b>Dimensions</b>			<b>Unit Sq.Ft.</b>	<b>Total Sq. Ft.</b>	
3	Excutive Office	12	x	20	240	720	
2	Manager Office	12	x	15	180	360	
16	Supervisor/Professional Staff	10	x	12	120	1,920	
18	Supervisor Staff	10	x	10	100	1,800	
1	Conference Room	20	x	30	600	600	
1	Conference Room	15	x	20	300	300	
1	Records Room	12	x	12	144	144	
1	Supply Storage	8	x	10	80	80	
1	Janitorial Closet	6	x	8	48	48	
1	LAN / Telephone Closet	8	x	12	96	96	
1	Mother's Room	8	x	10	80	80	
1	Break Room	15	x	20	300	300	
Subtotal for Full Height Partitioned Areas:						5,728	
<b>PARTIAL HEIGHT PARTITIONED AREAS: **</b>							
<b>Quantity</b>	<b>Use</b>	<b>Dimensions</b>			<b>Unit Sq.Ft.</b>	<b>Total Sq. Ft.</b>	
63	Administrative/Specialist Staff	8	x	8	64	4,032	
6	Temporary Staff	6	x	8	48	288	
Subtotal for Partial Height Partitioned Areas:						4,320	
<b>OPEN AREAS:</b>							
<b>Quantity</b>	<b>Use</b>	<b>Dimensions</b>			<b>Unit Sq. Ft.</b>	<b>Total Sq. Ft.</b>	
1	Waiting / Receptionist	10	x	15	150	150	
1	Copy/Fax/Mail	10	x	10	100	100	
Subtotal for Open Areas:						250	
Area Total:						10,298	
Circulation (@ 25%):						2,575	
(4)Restrooms:						600	
<b>Grand Total:</b>						<b>13,473</b>	
<b>** Layout of Full and Partial Height Partitioned Areas are <u>PERFERRED</u> as shown</b>							
<b>Alternative configurations <u>WILL BE CONSIDERED</u></b>							

THE STATE OF NORTH CAROLINA SHALL NOT BE RESPONSIBLE FOR ANY EXPENSES INCURRED BY THE PROPOSER IN THE PREPARATION OF THIS PROPOSAL. THE STATE RESERVES THE RIGHT TO REJECT ANY PROPOSAL FOR ANY REASON IT DEEMS WARRANTED. **FAXED OR E-MAILED PROPOSALS ARE NOT ACCEPTABLE.**

**PROPOSAL TO LEASE TO THE STATE OF NORTH CAROLINA - PO-28**

1. NAME OF LESSOR:	2. LESSOR'S AGENT:
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INDICATE EACH LESSOR'S BUSINESS CLASSIFICATION AS APPLICABLE: \_\_\_ A. PROPRIETORSHIP \_\_\_ B. PARTNERSHIP \_\_\_ C. CORPORATION \_\_\_ D. GOVERNMENTAL \_\_\_ E. NON-PROFIT \_\_\_ F. \*\*\* (HUB) HISTORICALLY UNDERUTILIZED BUSINESSES \_\_\_ G. OTHER: \_\_\_\_\_ TAX I.D. # \_\_\_\_\_

MAILING ADDRESS:	MAILING ADDRESS
CITY: _____ ZIP: _____	CITY: _____ ZIP: _____
PHONE#: _____ CELL#: _____	PHONE#: _____ CELL#: _____
E-MAIL: _____	E-MAIL: _____

3. SPACE LOCATION:(including building name, floors involved & suite or room numbers unless entire floor)

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

4. ATTACH FLOOR PLAN TO SCALE SHOWING THE SIZE AND LAYOUT OF SPACE OFFERED)

5. GROSS SQUARE FOOTAGE BEFORE NET USAGE COMPUTED	A. OFFICE	B. WAREHOUSE	C. OTHER
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6. All proposals must be submitted on the basis of net square footage as defined on reverse side of this sheet and in Specifications (PO-27)

A. DESIRED PROPOSAL (See PO-27 Items VI and XII-A)

TYPE OF SPACE	TOTAL NET SQ. FT.	ANNUAL RENTAL	ANNUAL RENT PER SQ. FT.	UTILITIES	JANITOR. SERVICES	WATER / SEWER	REQUIRED PARKING SPACES
OFFICE				YES	YES	YES	
WAREHOUSE							
OTHER							
<b>TOTALS</b>			XXXX	XXXX			XXXX

Lessor will provide ( ) employee parking spaces in above proposal at no additional charge to the State. (See explanation in PO-27 Item VI - Parking)

Comments:  
**ERRORS BY PROPOSERS IN CALCULATING NET SQUARE FOOTAGE WILL REDUCE THE ANNUAL RENTAL WITHOUT CHANGING THE PROPOSED RATE PER SQUARE FOOT IN THE PROPOSAL**

B. OPTIONAL ALTERNATE PROPOSAL NO. 1 (See PO-27 ITEMS VI AND XII-B)

*(FOR PROPOSALS NOT INCLUDING UTILITIES AND/OR JANITORIAL SERVICES)*

TYPE OF SPACE	TOTAL NET SQ. FT.	ANNUAL RENTAL	ANNUAL RENT PER SQ. FT.	UTILITIES	JANITOR. SERVICES	WATER / SEWER	
OFFICE							
WAREHOUSE							
OTHER							
<b>TOTALS</b>			XXXX	XXXX			

Lessor will provide ( ) clientele parking spaces and ( ) employee parking spaces

Comments:

7. LEASE TERM: \_\_\_\_\_ YEARS BEGINNING DATE: \_\_\_\_\_

8. RENEWAL OPTIONS, IF ANY: TERMS AND CONDITIONS:

*NOTE: RATES THAT INCLUDE INDETERMINABLE PERCENTAGE INCREASES, SUCH AS UNCAPPED CPI INCREASES ETC., ARE NOT ACCEPTABLE DURING EITHER THE INITIAL TERM OR ANY RENEWAL PERIOD(S)*

**The State of North Carolina supports the use of products and materials having recycled content in renovation and construction. The proposed building must have facilities for handling materials to be recycled such as plastics, aluminum, waste paper and cardboard.**

**THE PROPOSED BUILDING MUST BE COMPLETELY FREE OF ANY HAZARDOUS ASBESTOS OR HAZARDOUS LEAD PAINT THROUGHOUT THE STATE'S TENANCY.**

Is the proposed building free of hazardous asbestos?	YES _____	NO _____
Is the proposed building free of hazardous lead paint?	YES _____	NO _____

DEPARTMENT: Department of Public Safety	DIVISION: Division of Emergency Management
CITY: Raleigh	SQUARE FEET: 13,473 AGENT: Troy Baker

CUT-OFF FOR RECEIVING PROPOSALS IS 4:00 PM DATE: December 11, 2018

**LESSOR:**

9. ADDITIONAL INFORMATION

10. Does this space comply with local and State Building safety and zoning codes specifically including OSHA provisions for the handicapped and applicable sections of the State Building Code Volumes I-V?

YES NO PARTIALLY

EXPLAIN IF OTHER THAN "YES" IS CHECKED ABOVE:

11. IS PROPERTY TO BE LEASED WITHIN AN AREA DESIGNATED BY FEMA TO BE IN A FLOOD PRONE AREA (100 YEAR, 500 YEAR)? IF SO, PLEASE PROVIDE DETAILS BELOW.

12. This proposal is made in compliance with the specifications furnished by the Department of \_\_\_\_\_ . I realize that the State reserves the right to reject this proposal for any reason it deems warranted. This proposal is good until \_\_\_\_\_ . I ACKNOWLEDGE AND FURTHER AFFIRM THAT I am aware of and familiar with the Americans with Disabilities Act of 1990 (42 United States Code, Section 12101 et seq.) and if the above firm is awarded the contract, it will comply with the provisions of said Act.

I am aware that annual per square foot rental rate(s) which include indeterminable percentage increase(s) such as uncapped Consumer Price Index increases etc., are not acceptable during either the initial term or any renewal period(s):

\*\*\**(HUB) HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) CONSIST OF MINORITY, WOMEN AND DISABLED BUSINESS FIRMS THAT ARE AT LEAST FIFTY-ONE PERCENT OWNED AND OPERATED BY AN INDIVIDUAL(S) OF THE AFOREMENTIONED CATEGORIES. ALSO INCLUDED IN THIS CATEGORY ARE DISABLED BUSINESS ENTERPRISES AND NON-PROFIT WORK CENTERS FOR THE BLIND AND SEVERELY DISABLED.*

**N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this proposal, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.**

Printed Name of Lessor

Signature of Lessor Date

**MAILING / DELIVERY INSTRUCTIONS**

To be considered this proposal must be **received in the State Property Office** prior to 4:00 PM on the cutoff. No faxed or e-mailed proposals will be accepted. PHONE: 919-807-4650

**Delivery Address if Delivered In Person:** Director, State Property Office, Room 4055, Administration Building, 116 West Jones Street, Raleigh, North Carolina

**Mailing Address if Sent Through Mail Service:** State Property Office, 1321 Mail Service Center, Raleigh, North Carolina 27699-1321. **Use of Mail Service Center may delay proposal reaching the State Property Office.**

**ENVELOPE SHOULD BE MARKED:**

- (a) Lease proposal Enclosed
- (b) Cutoff Date for Receiving Proposals
- (c) Name of State Agency involved.

**NOTE:** Net square footage is a term meaning the area to be leased for occupancy by State Personnel and/or equipment. To determine net square footage:

1. Compute the inside area of the space by measuring from the normal inside finish of exterior walls or the roomside finish of fixed corridor and shaft walls, or the center of tenant separating partitions.
2. Deduct from the Inside area the following:
  - \*a. Toilets and lounges
  - \*b. Entrance and elevator lobbies
  - \*c. Corridors
  - d. Stairwells
  - e. Elevators and escalator shafts
  - f. Building equipment and service areas
  - g. Stacks, shafts, and **interior columns**
  - h. Other space not usable for State purposes

\*Deduct if space is not for exclusive use by the State. Multiple State leases require a, b, and c to be deducted. The State Property Office may make adjustments for areas deemed excessive for State use.

DEPARTMENT: Department of Public Safety DIVISION: Division of Emergency Management

CITY: Raleigh SQUARE FEET: 13,473 AGENT: Troy Baker

CUT-OFF FOR RECEIVING PROPOSALS IS 4:00 PM DATE: December 11, 2018