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October 2, 2009

RE: Lease Solicitation No. 10020902

Dear PROPERTY OWNER OR AGENT:

The State of South Carolina is seeking office space in Richland or Lexington County. Attached is a summary of requirements (proposal requirements and lease criteria). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to DeLaine S. Duckworth.

All proposals must be received in the Real Property Services office on or before **5:00 PM, October 16, 2009, in duplicate.**

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

LHC/mjp
Enclosure

REQUEST FOR OFFICE LEASE PROPOSAL

LEASE SOLICITATION #:	**10020902**
ISSUE DATE:	**OCTOBER 2, 2009**
RETURN PROPOSALS TO:	**DIVISION OF GENERAL SERVICES** **REAL PROPERTY SERVICES** **1201 MAIN STREET, SUITE 420** **COLUMBIA, SOUTH CAROLINA 29201** **PHONE: (803) 737-0783 FAX: (803) 737-4965** **E-MAIL: DDUCKWORTH@GS.SC.GOV**
PROPOSAL DUE:	**OCTOBER 16, 2009 AT 5:00 PM**

ALL PROPOSALS MUST BE IN WRITING AND SUBMITTED IN DUPLICATE. **ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET**, ANNUAL RENT, AND RATE PER RENTABLE SQUARE FOOT BASED ON BOMA STANDARDS.

LEASE CRITERIA

USABLE AREA: 17,255 square feet. Include rentable and usable area in proposal. Please also include the common area factor (%).

NUMBER OF EMPLOYEES: Seventy-four (74)

COUNTY: Lexington / Richland

PROPOSED USE: Office Space

PREFERRED LOCATION: Within fifteen (15) miles of the Columbia Metropolitan Airport

TERM OF LEASE: Five (5) years with optional automatic extended term of five (5) years at stated rates for both the initial term and extended term.

EXPECTED OCCUPANCY DATE: Occupancy will be in 2010, to be determined. Proposal should include the estimated date the proposed space will be ready for occupancy based on availability and expected completion of any renovations.

PARKING REQUIREMENTS: 74 employee spaces and 4 visitor spaces. Stated parking requirement must include at least 3 handicap spaces, compliant with ADA Accessibility Guidelines for Buildings and Facilities (ADAAG) and one van accessible handicap space. Parking must be paved and lighted.

REQUIREMENTS:
*Standard state lease must be used.
*Property must be barrier free, hazard free and smoke free.
*Space must be provided move in ready. Landlord shall make all tenant improvements. Landlord must either absorb the cost of all tenant

improvements or propose a rate per square foot that includes the cost of all tenant improvements. Please specify. Proposals that only cover a portion of tenant improvements may be considered non-responsive.

*A copy of the existing floor plan and the proposed floor plan must be submitted with the proposal.

*Leased space must include:

-31 private offices for professional staff

- Space to accommodate 43 employees in an open floor layout for placement of cubicles. Tenant to provide cubicles.

-Reception area

-Conference room of approximately 1,765 square feet.

-Document scanning room of approximately 150 square feet

-Workroom of approximately 296 square feet

-Separate and secure main file room, electrical room and supply room.

-Approximately 1,190 square feet of open space is to be allocated for the eighteen (18 printer/file cabinet stations and 6 document centers to accommodate copiers and fax machines

-Break room with cabinets, sink, refrigerator and microwave oven capability

-Secure computer server/telephone room with 24/7 HVAC of approximately 200 square feet. HVAC must be a separate unit.

-Directory signage to list multiple areas within leased area

-Mini blinds on all exterior windows

-HVAC system must be able to accommodate the tenant for occasional after business hours and weekend hours

-85 computer outlets to accommodate 3 computers per circuit

*Building must accommodate a digital phone system

*Restrooms and break room must have hot and cold running water.

*Access to all leased space, with the exception of the reception area, must be secure and accessible only by employees. Secure access control system utilizing swipe cards to be installed by the tenant.

*All space must either be contiguous on the same floor or, if space is separated on multiple floors, the floors must be contiguous and an interior elevator for traveling between the floors, exclusively accessible by employees, is required.

*Building must accommodate the placement of a 1.8 meter satellite dish on the roof with an unobstructed southwestern view. The operation of the satellite dish further requires two (2) standard analog phone lines and an inside coaxial cable running to the receiver. Proposal must specify whether the building will accommodate this requirement and whether tenant may place a satellite dish on the roof as required. Satellite dish and the required wiring will be provided by the tenant.

*Proposal must be for a GROSS lease to include all operating expenses (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.)

*Proposal must disclose the rate per square foot allocated for operating expenses. (Used to compare proposals.)

PREFERENCES:

*Prefer all space on same floor.
*Prefer space to be on the first floor.
*Prefer the ability for future expansion in the next two years on the same floor up to 2,500 square feet.

ADDITIONAL INFORMATION:

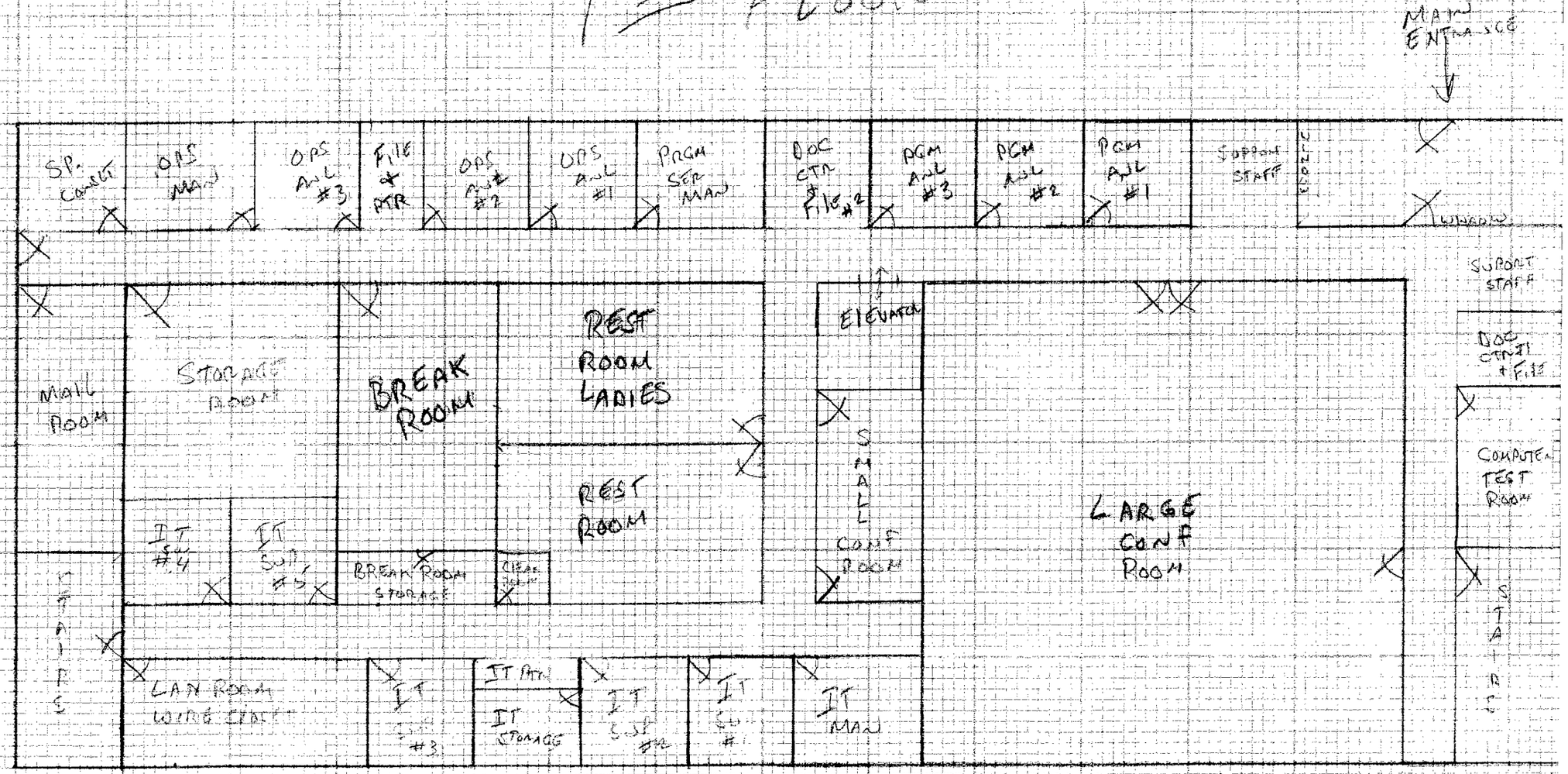
*Please specify whether operating expenses are included or whether such expenses are subject to increases. If the proposal is submitted with tenant to be responsible for increases in operating expenses after the first year, tenant's responsibility for any increases will be limited to a 3% cap.
*Please indicate the total rentable area of the building in the proposal.
*Space requested herein may be combined with the space requested under Lease Solicitation # 10020901. All space needs will remain the same with the exception that only one computer server/telephone room will be necessary. If the space requested under Lease Solicitation #s 10020901 and 10020902 are combined, one proposal may be submitted.

Note: 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. Any party participating in this solicitation process is prohibited 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.

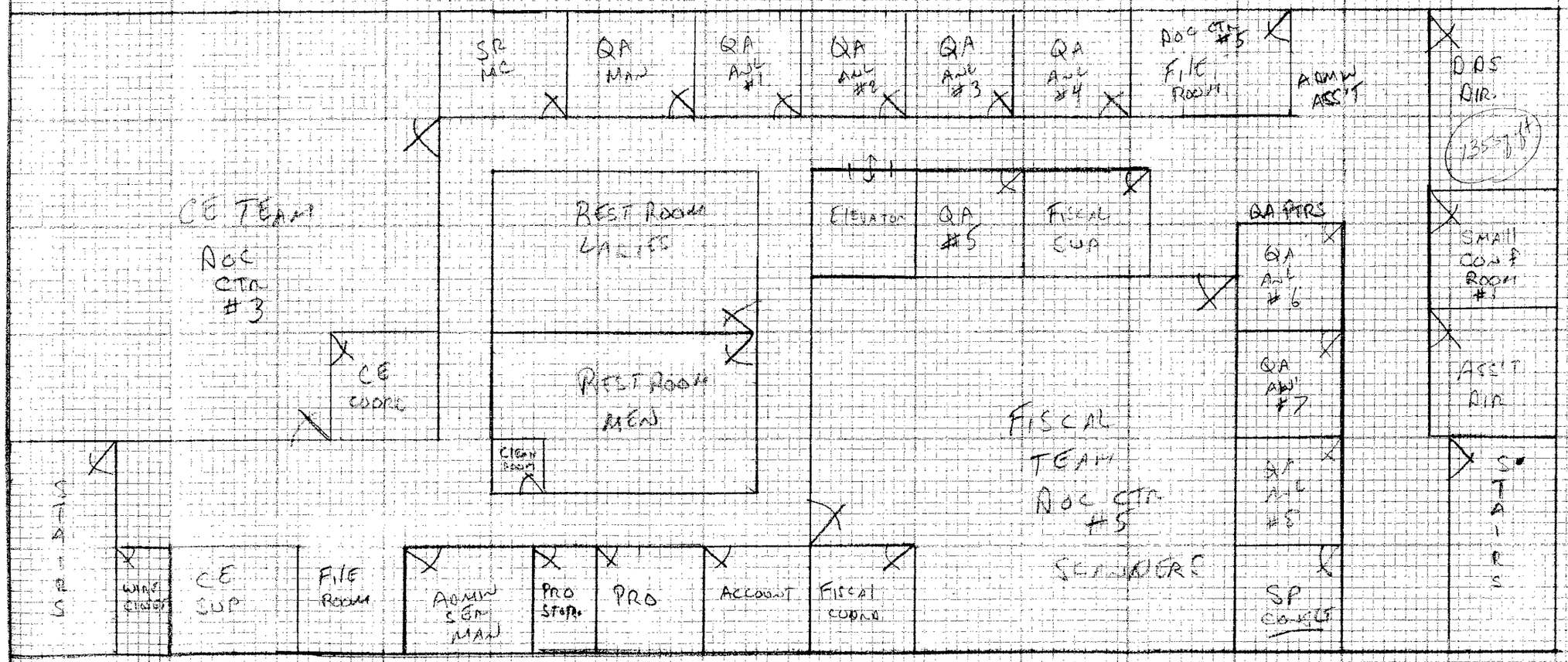
Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

A model floor plan is attached as an example of an acceptable floor plan of the proposed leased space. Variations of this floor plan will be considered.

1ST Floor


MAIN ENTRANCE
SP. CONST
OPS MAN
OPS ANL #3
FILE & PTR
OPS ANL #2
OPS ANL #1
PRGM SER MAN
DOC CTR & FILE #2
PGM ANL #3
PGM ANL #2
PGM ANL #1
SUPPORT STAFF
LUNCHROOM
SUPPORT STAFF
DOC CTR #1 + FILE
MAIL ROOM
STORAGE ROOM
BREAK ROOM
REST ROOM LADIES
REST ROOM
ELEVATOR
SMALL CONF ROOM
LARGE CONF ROOM
COMPUTER TEST ROOM
IT SUP #4
IT SUP #5
BREAK ROOM STORAGE
CLEAN ROOM
STAIRS
LAN ROOM WORK STATION
IT SUP #3
IT ANL
IT STORAGE
IT SUP #2
IT SUP #1
IT MAN
STAIRS

2ND FLOOR


SR MC
QA MAN
QA ANL #1
QA ANL #2
QA ANL #3
QA ANL #4
DOC CTR #5 FILE ROOM
ADMIN ASS'T
DOS DIR.
CE TEAM
DOC CTR #3
REST ROOM LADIES
ELEVATOR
QA #5
FISCAL SUP
QA MGRS
QA ANL #6
SMALL CONF ROOM #1
CE COORD
REST ROOM MEN
QA ANL #7
ASS'T DIR
CLEAN ROOM
FISCAL TEAM DOC CTR #5
QA ANL #8
STAIRS
STAIRS
WIND CLEAN
CE SUP
FILE ROOM
ADMIN SUP MAN
PRO STOPS
PRO
ACCOUNT
FISCAL COORD
SP COORD