

November 22, 2016

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Charleston 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 Department of Administration, Real Property Services on or before **4:00 PM, December 21, 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](mailto: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 DEPARTMENT OF MOTOR VEHICLES

### OFFICE SPACE IN CHARLESTON COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property 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 Real Property 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 Motor Vehicles (DMV), DMV field office

- Location: Charleston County on the Charleston Peninsula
- Expected occupancy date: As soon as available
  - Total space needed is approximately 4,000 to 4,250 rentable square feet +/- depending on the circulation and common area factor. Please include both rentable and usable square feet in the proposal to include the common area factor (%).
  - Ideal set up should include, but is not limited to space to accommodate:
    - 1 waiting room to accommodate 50 clients and to include a receptionist workstation of approximately 48 square feet in size
    - Space in a secured area separated from the waiting room with the following mix of rooms is required:
      - 9 service counters including 1 counter to be ADA compliant (all service counters to be provided by landlord)
      - 3 private office of approximately 120 square feet each
      - 1 copy print area of approximately 200 square feet
      - 1 break area of approximately 120 square feet
      - 1 computer room of approximately 100 square feet
- 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.
- 55 parking spaces are required. State availability of reserved parking.
  - Must accommodate space of approximately 12' by 24' to conduct road and parallel parking tests.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 3 year term and extended terms.



- 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.
  - If GROSS lease is not possible, submit an estimate of utility costs, janitorial or any other cost that will be passed on to Tenant for property.
- 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://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, Real Property Services by **4:00 PM, December 21, 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.
- 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 Motor Vehicles. Direct contact can be cause for automatic disqualification.

#### RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

CYNTHIA YOUNG  
DEPARTMENT OF ADMINISTRATION  
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](mailto:cynthia.young@admin.sc.gov)

