

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 12, 2013**

MAILING ADDRESS:  
STATE PROPERTY OFFICE  
1321 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA  
27699-1321

STREET ADDRESS:  
STATE PROPERTY OFFICE  
116 WEST JONES ST ROOM 4055  
RALEIGH, NORTH CAROLINA  
27603

**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: Consolidation of VR/IL/AT/Deaf
- (B) Cut-Off Date for Receiving Proposals: – 4:00 PM, December 12, 2013
- (C) City/Town: Raleigh, NC area

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

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**  
**DHHS – CONSOLIDATION OF VOCATIONAL REHABILITATION, INDEPENDENT LIVING, ASSISTIVE TECHNOLOGY AND DEAF AND HARD OF HEARING**

**I. GENERAL**

- A. Approximate net usable square feet required are **18,235 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 more than one floor. If multiple floors, they must be consecutive and an elevator is required. Preference is to have all the space on the ground floor.**
- 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, C.)
- D. CUT-OFF DATE FOR RECEIVING PROPOSALS IS 4:00 PM, DECEMBER 12, 2013 IN THE STATE PROPERTY OFFICE.**

II. **LOCATION:** Raleigh, NC area. Access to public transportation route required. Location must be easily identifiable.

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 required 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 9 OF 11 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. Visitor restroom(s) required in waiting room area.**

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

- A. Possession of space required by **March 1, 2014** or as soon thereafter as possible.
- B. The initial term of the lease will be for **(3) three to (5) five years with renewal options desired.**
- C. 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 **240** 120 Volt duplex electrical outlets are required. Unless otherwise approved by the State:
  - 1. All private offices shall have a minimum of (3) duplex receptacles.
  - 2. 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.
  - 3. 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.
  - 4. (1) Duplex receptacle shall be provided for every 50 linear feet of corridor.
  - 5. (1) Dedicated 30 amp 110 volt circuit with isolated grounds is required in the LAN room. Outlets to be installed 36" from the floor.
- B. A minimum of **70** telecommunication outlets is required. Lessor shall provide all conduits and pull strings from above ceiling to outlet boxes. State to install wiring and cover plates.
- C. A 4' x 8' x  $\frac{3}{4}$ " 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 systems and card access systems if needed by Lessee. Security system may include interior and exterior cameras, glass break sensors, and motion detectors. The location of all security and card access equipment, including cameras shall be determined by the State.
- E. Sufficient electrical capacity to serve networked computers, copy machines and other normal office equipment.

## **VII. PARKING**

- A. 28 Clientele parking spaces shall be included in the per square foot rental charge.
- B. 48 Employee parking spaces are desired if supplied at no extra charge to the State.
- C. 6 Parking spaces for state-owned vehicles shall be included in the per square foot rental charge.
- D. All parking areas shall be adequately lighted and located within a reasonable distance of the office as determined by State. Availability of the above shall be within a safe, convenient distance to the office for wheelchair and foot traffic. Handicapped parking and signage shall be in compliance with the NC Building Code and the Americans with Disabilities Act. Paved parking area is preferred. **DVR ATP requests that 5 clientele spaces be dedicated handicap accessible. (DVR ATP requires more handicap parking than code stipulates due to clientele served.)**
- E. Although parking is considered in the evaluation of proposals, the inability to provide parking as described in A and B above should not preclude the lessors from submitting proposals unless stated above. However, adequate parking shall be located within a 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.) Non-compliance with such codes shall be grounds for the rejection of any proposal and grounds for lease termination after occupancy at the discretion of the Lessee. (See also, provisions regarding required building changes at the bottom of Page 11.)

## **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 26 oz. nylon or equivalent acceptable to the lessee, glue-down type preferred. Tile is preferred in the waiting area, kitchenette, restrooms, hallways, AT Work Room and AT demo center. 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.
- E. Space shall have acceptable soundproofing in all the conference rooms. Soundproofing includes walls, ceilings, and doors.

## **X. 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.**
- C. Year-round ventilation shall be provided to prevent stale air problems and unacceptable CO2 content.
- D. A climate controlled telecommunications room is required to house telephone wiring equipment and computer network equipment. A range of 65 degrees to a maximum of 72 degrees is required. This is a 24-hour per day, 7 day per week requirement. A separate HVAC system may be required to maintain this temperature range.
- E. Zoning of HVAC system and related control shall be appropriate for division and function of spaces within the facility.

#### **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. State policy to dictate utilization.
- B. All lighting and electrical maintenance shall be furnished by lessor **including providing and replacing ballasts, light tubes, and bulbs.**

#### **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.
  - 1. All utilities, except telephone.
  - 2. Daily janitorial and cleaning services and supplies. (See janitorial schedule.)
- B. Alternate proposals which do not include utilities and/or janitorial service 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 and common areas is required.
- D. Elevator service, if applicable.

#### **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.

#### **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 and paper, if applicable.

- B. All pesticides must be applied by a licensed technician.
- C. Lighted exit signs.
- D. 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 area.
- E. Kitchenette requires hot and cold running water, sink, 6 feet of base and top cabinets.
- F. Storage rooms must be secured and will require shelves.
- G. 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.
- H. Locking hardware will be required on all manager offices, storage rooms, file rooms, demonstration rooms and LAN rooms.
- I. Lessor shall provide and install powered door operation system (push plate type) on the front entrance door and all other exit doors to have panic push bars. All interior doors shall have lever type handles. All exit doors shall open out and the entrance door shall be ramped for handicapped accessibility according to code.
- J. An awning, overhead or covered entryway approximately 6'x 8' is required at the main entrance doors and on all exit doors.
- K. The waiting room shall be isolated from the rest of the space by a door with electronic latch release lock to be operated by the receptionist. Receptionist(s) to have fixed window of wired safety glass with document feed for view of waiting area and access to clients. Interior lobby doors going into the office areas are to be solid core doors with vision panels.
- L. Loading and unloading area for cargo van vehicles in proximity to the secure storage area.
- M. Lessee shall have control over paint and carpet color selections due to client and staff visual impairments.
- N. Lessor shall provide wired-in smoke detectors and fire alarm system with audible and visual strobe alarm signals. These must be installed in ALL offices (including common space hallways, rest rooms, kitchenette, etc.).
- O. Baffled lighting in Video Relay, Demo and Conference rooms.
- P. If space requires an elevator, it must be large enough to accommodate large delivery dollies.

**SPECIAL REQUIREMENTS FOR NEW CONSTRUCTION**

**NOTE:** Handicapped code shall be met throughout building and parking area (minimum two-to-three handicapped parking spaces within wheelchair range and out of traffic).

**A. General Building (Ground Level Space Required)**

1. Signage: Required handicapped markings to code. Exterior signs and required internal signage shall be approved by tenant according to North Carolina State Building Code, Volume I-C.
2. All doors shall be a minimum of three feet (3') with lever handles throughout. Locks shall be on designated doors including manager offices, storage, equipment, demonstration, file rooms, LAN room and the door between the waiting area and reception room.
3. Halls shall have five feet (5') clear minimum, (new construction). However, preferred in all locations.
4. No threshold shall be permitted over one-half inch (1/2") high.
5. Reception Area: Counter with reception window thirty-four (34") from floor carpet. Front door chime and visual alert signal required.
6. Where carpet is installed, provide tight-weave commercial carpet (no pad) and subject to the prior approval of the Lessee.
7. Wall covering/wainscoting in corridors to prevent scuffing recommended.
8. Soundproofing shall be required for offices, conference rooms, testing areas and bathrooms. Evaluator Office requires window for view of testing room.
9. Panic bar (interior for safety purposes) with no restrictive devices such as keyed dead bolt. Locks on exits or doors of egress (including front door).
10. Automatic/Electric door operation systems shall be on the front entrance main door opener.
11. Public areas (i.e. restrooms, conference, and evaluation) shall have appropriate signage for the visually impaired.
12. One foot (1') high base wall covering in corridors to prevent scuffing recommended. Carpet or wooden baseboard suggested.
13. Storage rooms require shelving. Five feet of shelving is required on one wall in testing room. Mail slots for employees are required in work area.

**B. Safety Alarm Equipment:** Usable by hearing and visually impaired individuals (smoke and/or heat activated strobe for hearing impaired and horn for visually impaired).

1. Auxiliary lighting with battery back-up is required.
2. Fire extinguishers and servicing as well as illuminated exit signage shall be provided in accordance to code.

**M. Electrical**

1. Lessor shall provide electrical to residential code with switches (including fire alarm pulls and thermostats) no higher than forty-eight inches (48") and duplex outlets no lower than eighteen inches (18"). Quadruples outlets in all clerical areas.
2. Dedicated circuits with isolated ground for computers and telephone equipment.
3. Conduit with box (6" into attic) for computer coaxial cable.
4. Conduit with box (6: into attic) for each telephone.

**D. Restrooms** (Tenant approval of toilet detail required)

- b. Use wall-hung water closets if possible. (If more than two water closets, mount at different height between 16-1/2" and 19).
- c. Mirror should have the bottom maximum forty inches (40") above the floor.
- d. Refer to handicapped code for requirement.

**E. Break Area** (Tenant approval of break area detail, including cabinets, required)

1. No counter shall be over thirty-four inches (34") high, twenty-four inches 24" reach. Require six lineal feet of base and top cabinets and hot and cold running water.
2. Lessor shall provide single lever control for all sinks.
3. Insulate piping under lavatories.
4. Provide an electrical outlet behind low workspace area, on wall, for a coffee maker. Provide adequate electrical service and outlets for refrigerator, microwave and vending machines.
5. Dispensers for paper and soap are shall be no higher than forty inches (40").
6. Water fountain installed per code.

**a. Parking Area**

Required number (refer to code of handicapped parking spaces within wheelchair range and out of traffic. Handicapped parking and signage shall be in compliance with North Carolina State Building Code and The Americans with Disabilities Act.



**FULL HEIGHT PARTITIONED AREAS:**

Quantity	Use	Dimensions			Unit Sq. Ft.	Total Sq. Ft.
1	VR Manager	10	x	15	150	150
1	VR Assistant Manager	10	x	13	130	130
4	VR Rehab. Caseworker / Tech	10	x	13	130	520
12	VR Rehab. Counselor	10	x	13	130	1560
3	VR Professional Staff	10	x	13	130	390
1	VR Lead Office Assistant	9	x	10	90	90
1	VR Secure Files	18	x	20	360	360
1	Testing / Evaluation	15	x	20	300	300
1	VR Secure Storage	18	x	20	360	360
2	IL Rehab Counselor	10	x	13	130	260
2	IL Casework Tech	10	x	13	130	260
1	IL Rehab Engineer	10	x	13	130	130
1	VR ATP Director	10	x	15	150	150
5	ATP Professional Staff	10	x	13	130	650
1	ATP Office Assistant	9	x	10	90	90
1	ATP Secure Files	10	x	13	130	130
1	ATP Secure Storage	10	x	25	250	250
1	ATP Demo Room	30	x	40	1200	1200
1	ATP Work Room	10	x	12	120	120
1	DSDHH Manager	10	x	15	150	150
5	DSDHH Professional Staff	10	x	13	130	650
1	DSDHH Professional Staff (Blind & Deaf)	10	x	15	150	150
1	Video Relay Services Room	9	x	12	108	108
1	DSSHH Secure Outreach Storage	12	x	16	192	192
1	DSDHH Demo Room	15	x	15	225	225
1	DSDHH Work Room	10	x	12	120	120
1	DSDHH Secure Files	10	x	12	120	120
1	DSDHH Secure Equipment Storage	15	x	20	300	300
1	Itinerant Office	10	x	13	130	130
1	Large Conference Room	30	x	30	900	900
1	Medium Conference Room	25	x	30	750	750
1	Small Conference Room	10	x	18	180	180
1	Library	15	x	20	300	300
1	LAN	10	x	10	100	100
1	Kitchenette	10	x	12	120	120

Subtotal for Full Height Partitioned Areas:

11595

**OPEN AREAS:**

Quantity	Use	Dimensions			Unit Sq. Ft.	Total Sq. Ft.
4	VR Clerical	9	x	10	90	360
1	VR ATP Clerical	9	x	10	90	90
1	Temp Workstation	9	x	10	90	90
1	DSDHH Clerical	9	x	10	90	90
1	Loading Dock and Receiving Area	20	x	25	500	500
3	Copy/Fax/Work	10	x	18	180	540
1	Lobby/Waiting	15	x	20	300	300

Subtotal for Open Areas:

1970

Total:

13825

Circulation (@ 30%):

4148

Restrooms:

600

Grand Total:

18235

CLEANING SCHEDULE	DAILY	WEEKLY	EVERY 2 WKS	MONTHLY	QUARTERLY	ANNUALLY
Empty trash cans. Replace liners weekly.	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 cleaning company.	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		
Empty all trash. Plastic liner may be used if trash can has been cleaned thoroughly.	x					
Deodorize and disinfect all traps, drains, toilets and urinals in all bathrooms.		X				
Provide paper towels in kitchen.	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				
Trim shrubs as needed to maintain neat appearance.					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

If any type of normal janitorial duties have been inadvertently omitted, the contract is to be interpreted to include the same. Carpets must be kept free of dirt and dust. Carpet pile must not be allowed to become flat or matted. Lessor shall furnish and replace burned-out or defective lighting tubes or bulbs promptly upon notification by lessee.

**Prior to entering into a lease with the successful proposer the space or building plans are subject to inspection 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.**

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#: FAX#:	PHONE#: FAX#:
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
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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	28 Visitor
WAREHOUSE							6 St Vehicle
OTHER							
TOTALS			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 YES/NO	JANITORIAL SERVICES YES/NO	WATER/SEWER YES/NO
OFFICE						
WAREHOUSE						
OTHER						
TOTALS			XXXX	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: DHHS	DIVISION: Consolidation VR-IL-AT-Deaf
CITY: Raleigh	SQUARE FEET: 18,235 AGENT: Pam Strickland
CUT-OFF FOR RECEIVING PROPOSALS IS 4:00 PM DATE: December 5, 2013	

<b>LESSOR:</b>		
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. This proposal is made in compliance with the specifications furnished by the Department of Health and Human Services. 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):		
<p><i>*** (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.</i></p>		
<p><b>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.</b></p>		
<p>_____ Printed Name of Lessor</p>		
<p>_____ Signature of Lessor</p>		<p>_____ Date</p>
<b>MAILING / DELIVERY INSTRUCTIONS</b>		
<p><b>To be considered this proposal must be received by 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</b></p> <p><b><u>Delivery Address if Delivered In Person:</u></b> Director, State Property Office, Room 4055, Administration Building, 116 West Jones Street, Raleigh, North Carolina</p> <p><b><u>Mailing Address if Sent Through Mail Service:</u></b> State Property Office, 1321 Mail Service Center, Raleigh, North Carolina 27699-1321</p>		
<b>ENVELOPE SHOULD BE MARKED:</b>		
<p>(a) Lease proposal Enclosed  (b) Cutoff Date for Receiving Proposals  (c) Name of State Agency involved.</p>		
<p><b>NOTE:</b> 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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Deduct from the Inside area the following: <ul style="list-style-type: none"> <li>*a. Toilets and lounges</li> <li>*b. Entrance and elevator lobbies</li> <li>*c. Corridors</li> <li>d. Stairwells</li> <li>e. Elevators and escalator shafts</li> <li>f. Building equipment and service areas</li> <li>g. Stacks, shafts, and <b>interior columns</b></li> <li>h. Other space not usable for State purposes</li> </ul> </li> </ol> <p>*Deduct if space is not for exclusive use by the State. <u>Multiple State leases require a, b, and c to be deducted.</u> The State Property Office may make adjustments for areas deemed excessive for State use.</p>		
DEPARTMENT: Health and Human Services		DIVISION: Consolidation VR-IL-AT-Deaf
CITY: Raleigh		SQUARE FEET: 18,235      AGENT: Pam Strickland
CUT-OFF FOR RECEIVING PROPOSALS IS 4:00 PM		DATE: December 5, 2013
FORM (PO-28)		(2011)