

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, OCTOBER 1, 2015**

<u>MAILING ADDRESS:</u> STATE PROPERTY OFFICE 1321 MAIL SERVICE CENTER RALEIGH, NORTH CAROLINA 27699-1321	<u>STREET ADDRESS:</u> 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 on the outside as follows:*

- (A) Lease Proposal Enclosed for: NC EDUCATION LOTTERY*
- (B) Cut-Off Date for Receiving Proposals: – OCTOBER 1, 2015*
- (C) City/Town: WILMINGTON, NC*

**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  
NC EDUCATION LOTTERY**

**I. GENERAL**

- A. Approximate net usable square feet required are **6,102 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. Check One: **Space must be on one floor with ground floor locations 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, C.)

**D. CUT-OFF DATE FOR RECEIVING PROPOSALS IS 4:00 PM, OCTOBER 1, 2015  
IN THE STATE PROPERTY OFFICE.**

II. LOCATION: Wilmington, NC area

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 12 OF 12 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 April 1, 2016 or as soon thereafter as possible.
- B. The initial term of the lease will be for 7-10 years with 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 78 120 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) Duplex receptacle shall be provided for approximately every 5 linear feet of wall space in the Conference/Training Room.
  - 6. A minimum of (6) duplex receptacles shall be provided in the LAN Room.
  - 7. (4) Dedicated 110 Volt circuits with isolated grounds are required in the LAN Room.
  - 8. (1) Dedicated circuit with isolated ground is required in the LAN Room for a battery backup system. Voltage to be determined by the State.
  - 9. (1) Dedicated 110 Volt circuit with isolated ground is required in the copy area.
  - 10. (2) Dedicated 110 Volt circuit with isolated ground is required for the security system(s). (Security system to be installed by the State.)
  - 11. (1) Quad-reel, overhead-mounted retractable electrical receptacle is required in the Conference/Training room.
  - 12. Electrical circuitry for (6) security cameras, in locations to be determined by the State.
  - 13. (6) dedicated 110 volt electrical circuits with isolated grounds are required.

- B. A minimum of 37 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 ¾ 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. 10 Employee parking spaces are desired if supplied at no extra charge to the State.
- C. 2 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.
- 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.)

## 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 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.
- E. Space shall have acceptable acoustical treatment for noise reduction purposes. 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 LAN room is required to house telephone wiring equipment and computer network equipment. A range of 65 degrees to a maximum of 75 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, during normal business hours.
- 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. If janitorial services are provided, all janitorial contractors must be cleared through a Lottery criminal background check. Any janitorial staff changes must complete clearance before beginning to work.

- D. Maintenance of building and grounds including lawn, shrubbery, sidewalks, parking areas and common areas is required. Year-round maintenance is required to maintain a neat and professional appearance of the site at all times. Lessor shall be responsible for snow removal, storm debris removal and treatment of outdoor solid surfaces (sidewalks, parking lot, etc.) for ice accumulation as quickly as possible to avoid work delays. No shrubbery can exceed 2' in height.
- E. Elevator service, if applicable.
- F. Any property management or maintenance personnel must be cleared through a Lottery criminal background check.

Certain secured areas, to be determined by the State, will not be accessible to landlord or janitorial staff during the lease term without the presence of a Lottery employee.

#### **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. Kitchenette requires hot and cold running water, sink, 6 feet of base and top cabinets.
- E. Storage rooms must be secured and will require shelves.
- F. 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.
- G. Locking hardware will be required on all storage rooms, file rooms and LAN rooms.
- H. Training room shall be located adjacent to lobby area.
- I. One mens and one womens restroom shall be located adjacent to the lobby area.
- J. Merchandise/equipment storage room must have a 48" steel door leading to outside of building, and shall shut and lock automatically. A minimum 10' ceiling is required in this area.
- K. A loading dock is required.
- L. The State shall supply its own standby generator for the building. However, Lessor shall be responsible for the installation of the automatic transfer switch and all related connections. Lessor shall also be responsible for providing an outdoor concrete slab for the generator.

- M. The State must be allowed access to the premises before actual possession date to install computer cabling, security devices, etc.
- N. All fire or safety inspection fees or storm water fees shall be paid by Lessor.
- O. A data line with a minimum size of 10 mg with fiber optic line connectivity must be available to the building with a preference given to locations on a Sonet or equivalent telecommunications grid.
- P. All doors must be rekeyed, with a designated State Representative in attendance during such operation. The number of keys provided to State shall be determined by State prior to occupancy, up to 30 keys for the exterior doors and 4 keys for each interior door. The State reserves the right to create additional duplicate keys at its discretion and expense.
- Q. Both District Manager's and Office Manager's offices shall have lockset included.
- R. The Merchandise/Equipment Room shall have a dual locking mechanism on the entry door(s).
- S. In the event of a loss of power to the premises, electronic locks must be included in backup power system or fail in such a way that such doors remain secure while still allowing egress.
- T. The Merchandise/Equipment Room must be adjacent to the General Storage area separated by a chain link fence with (2) 48" gates and (1) 36" gate.
- U. Lessor shall provide card access electrical power to all doors necessary to maintain maximum security. The number of locations shall be determined by the State and will depend upon the layout of the premises.
- V. LAN room and Safe room requires floor to deck construction and must be 2-hour rated and contain additional security barriers to be determined by the State, dependent upon the construction of the rooms. The door to each room shall be a properly fire-rated door with dual-locking mechanisms, and shut and lock automatically.
- W. LAN room and Safe room must not contain any windows.
- X. Permission must be granted to anchor a safe in the Safe Room.

**ADDITIONAL SPECIFICATIONS (Lobby)**

- A. A claims window with built-in counters must be provided with Level 2 bullet-resistant glass and 4 ticket window-style openings with work surfaces in the private areas, and an elbow counter to the lobby side. Both must be ADA accessible.
- B. Additional ADA-accessible counter(s) must be available in the Lobby area for player seating. The size and location of the counter(s) will be determined by the State, dependent upon the size and configuration of the room.
- C. All doors between the lobby area and the remainder of the premises shall shut and lock automatically. Lessor shall provide card access power provisions to such doors according to State guidelines to be determined; the security system and card readers themselves shall be provided by the State.

## **MAINTENANCE STANDARDS**

### 1. Grounds

- Grass height not to exceed 5 inches
- Shrubby to be trimmed seasonally
- Grass not to extend over pavement more than 2 inches
- Weed control and fertilization required to maintain an acceptable appearance

### 2. Pavement

All surfaces to be paved to avoid ruts and unevenness making travel safe for vehicular and pedestrian traffic.

### 3. Recurring Maintenance

- Painted surfaces should be kept in acceptable condition to provide a professional looking appearance, and repainted at least every 5 years.
- Pavement should be kept in acceptable condition to provide a safe operational appearance (cracks and potholes repaired 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) 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 lease agreements or renew lease options with this lessor.



## JANITORIAL CHECKLIST

	Daily	Weekly	Every 2 Weeks	Monthly	Quarterly	Every 6 Months	Annually
Empty trash cans. Replace liners .	X						
Remove all materials marked with word "trash."	X						
Deposit all trash in dumpster and cardboard in provided container.	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						
Wash and/or dust and spot clean walls, woodwork, switchplates, fire extinguishers, etc.			X				
Special cleanup of areas which have had furniture, equipment, carpet, or cabinets 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 cleaners or scrub with soap and water to keep floors 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, sills and partitions to keep dust free and clean.				X			
Deodorize and disinfect all traps, drains, toilets, and urinals in all bathrooms.				X			
Maintain solid or liquid deodorizing agent/air freshener in all bathrooms.	X						
Provide paper towels in breakroom.	X						
Provide and install fluorescent tubes in light fixtures as needed.	X						
Dust all venetian blinds.					X		
Thoroughly wash all restroom walls and partitions.				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					
Blow 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 interiors and exterior glass.						X	
Completely sweep, strip and rewax, buff all tile, linoleum, terrazzo and 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

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 lint or matted. Lessor shall furnish and replace burned-out or defective lighting tubes or bulbs promptly upon notification by lessee. Soiled spots on carpet must be removed as they occur.

**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.**

SPACE ANALYSIS						
<b>AGENCY:</b>	NC Education Lottery - Wilmington Regional Office					
<b>DATE:</b>	8/19/2015					
<b><u>FULL HEIGHT PARTITIONED AREAS:</u></b>						
Quantity	Use	Dimensions			Unit Sq.Ft.	Total Sq. Ft.
1	Regional Manager	10	x	16	160	160
1	Office Manager	10	x	13	130	130
1	Claims Counter (Includes 2 claims staff)	20	x	20	400	400
1	Professional Office (Growth)	9	x	12	108	108
1	Conference	20	x	25	500	500
1	Training	20	x	25	500	500
1	Secured Storage	10	x	15	150	150
1	LAN	15	x	15	225	225
1	Ticket Storage	6	x	10	60	60
1	Merchandise/Equip. Storage	30	x	50	1500	1500
1	General Storage	6	x	8	48	48
1	Kitchenette	10	x	15	150	150
1	Itinerant Office	9	x	12	108	108
Subtotal for Full Height Partitioned Areas:						3879
<b><u>OPEN AREAS:</u></b>						
Quantity	Use	Dimensions			Unit Sq. Ft.	Total Sq. Ft.
1	Lobby	20	x	35	700	700
1	Sales Rep. Area (Includes 6 cubes)	20	x	30	600	600
1	Copy/Fax/Work	10	x	10	100	100
Subtotal for Open Areas:						1400
Total:						5279
Circulation (@ 25%):						583
Restrooms:						240
Grand Total:						6102

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: \_\_\_\_\_

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 \_\_\_\_\_

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	10 clientele
WAREHOUSE							2 state car
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 _____
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Is the proposed building free of hazardous lead paint?	YES _____	NO _____
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DEPARTMENT: NC EDUCATION LOTTERY DIVISION: DISTRICT OFFICE

CITY: WILMINGTON SQUARE FEET: 6,102 AGENT: ANGELA BLINSON

CUT-OFF FOR RECEIVING PROPOSALS IS 4:00 PM DATE: OCTOBER 1, 2015

LESSOR: \_\_\_\_\_

9. ADDITIONAL INFORMATION

Blank lines for 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:

Blank lines for explanation.

11. This proposal is made in compliance with the specifications furnished by \_\_\_\_\_. 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 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

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

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.

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