

**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, MARCH 16, 2010**

<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 as follows:

- (A) Lease Proposal Enclosed for: DHHS – Division of Public Health – HIV/STD
- (B) Cut-Off Date for Receiving Proposals: – 4:00 PM, March 16, 2010
- (C) City/Town: Charlotte, 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 Statues 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.

<p align="center"><b>SPECIFICATIONS FOR SPACE TO BE LEASED TO THE STATE OF NORTH CAROLINA HEALTH AND HUMAN SERVICES – DIVISION OF PUBLIC HEALTH – HIV/STD</b></p>
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**I. GENERAL**

A. Approximate net usable square feet required are **3,550 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 must be on one floor. If on an upper floor, it must have an elevator.**

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.) The evaluation of proposals shall be made considering in the best interest of the State and compliance with minimum specifications. Proposals offering properties exceeding minimum requirements may be preferred.

**D. CUT-OFF DATE FOR RECEIVING PROPOSALS IS 4:00 PM, MARCH 16, 2010 IN THE STATE PROPERTY OFFICE.**

**II. LOCATION:** Charlotte, 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 approximate office sizes. The lessor shall provide at his expense all necessary partitions, doors, etc. to make the space acceptable for State use. Lessor should include 3 copies of a **to scale** floor plan showing proposed layout and 3 copies of the Proposal to Lease Form (PO-28). If new construction is proposed by lessor 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 9 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 North Carolina State Building Code, Volume I-C and the American With Disabilities Act.**

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

- A. Possession of space required by **June 1, 2010** or as soon thereafter as possible.
- B. The initial term of the lease will be for **five (5) to seven (7) 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 98 120 Volt duplex electrical outlets are required. Unless otherwise approved by the State:
  - 1. All private offices shall have a minimum of (3) duplex receptacle.
  - 2. Electrical service shall support 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. (2) Dedicated 30 amp 110 volt circuit with isolated grounds is required in the LAN room. Outlets to be installed 36" from the floor.

6. (1) dedicated 110 volt electrical circuits with isolated grounds are required for copy machine(s).
  7. Lessor shall grant consent to Lessee for Lessee to install security systems and card access systems to the space.
- B. A minimum of 22 telecommunication outlets are 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.

## **VII. PARKING**

- A. 3 Clientele parking spaces shall be included in the per square foot rental charge.
- B. 15 Employee parking spaces shall be included in the per square foot rental charge.
- C. 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.

## **VIII. REFERENCE**

All space shall, a minimum, 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. 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 7.)

## **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.

## **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 – 7 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 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. (See attached 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. Snow/ice removal 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. A factor of \$1.50 per sq. ft. for utilities and \$1.00 per sq. ft. for janitorial services shall be added to proposals not including these services for comparison purposes.

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

- A. Fire extinguishers and servicing, pest control, and outside trash disposal including all provisions for the handling of recyclable items such as aluminum cans, cardboard and paper, if applicable. All pesticides must be applied by a licensed technician.
- B. Lessor shall provide lighted exit signs and emergency lighting in the hallways.
- C. Lessor shall provide 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.
- 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. All fire or safety inspection, or storm water fees after possession shall be paid by Lessor.
- 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 storage rooms, file rooms and LAN rooms.
- I. An awning, overhead or covered entryway approximately 6' x 8' is required at the main entrance doors and on all exit doors.

**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.**

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 & partitions to keep dust free & clean.				x		
Empty all trash. Plastic liner may be used if trash can has been cleaned thoroughly.	x			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
Wash and dry all Venetian blinds. Blinds must be removed from windows.						X

**SPACE ANALYSIS**

**AGENCY: Public Health HIV-STD**

**DATE: 11/18/2009**

**FULL HEIGHT/ PARTITIONED AREAS:**

<b>Quantity</b>	<b>Use</b>	<b>Dimensions</b>			<b>Unit Sq. Ft.</b>	<b>Total Sq. Ft.</b>
1	Manager	10	x	16	160	160
13	Professional Staff	9	x	12	108	1404
1	Clerical (Confidential)	8	x	12	96	96
1	Itinerant Office	9	x	12	108	108
1	Conference Room	12	x	16	192	192
1	Secure File Storage	10	x	20	200	200
1	copy/fax/work area	12	x	14	168	168
1	Secure Storage	8	x	10	80	80
1	Kitchenette	8	x	10	80	80
1	LAN	8	x	10	80	80
					Subtotal for Full Height Partitioned Areas:	2568

**OPEN AREAS:**

<b>Quantity</b>	<b>Use</b>	<b>Dimensions</b>			<b>Unit Sq. Ft.</b>	<b>Total Sq. Ft.</b>
1	Waiting	8	x	10	80	80
					Subtotal for Open Areas:	80
					Total:	2648
					Circulation (@ 25%):	662
					Restrooms:	240
					Grand Total:	3550



**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. 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 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.
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  - \*a. Toilets and lounges
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  - 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: Health and Human Services

DIVISION: Public Health – HIV/STD

CITY: Charlotte, NC area

SQUARE FEET: 3,550

AGENT: Pam Strickland

CUT-OFF FOR RECEIVING PROPOSALS IS 4:00 PM

DATE: March 16, 2010

FORM (PO-28)

(11/2009)