STATE OF NORTH CAROLINA

Department of Administration

State Property Office – Leasing Section

Request for Proposal (RFP) #: 92-938

North Carolina Department of Transportation

Date Issued: November 9, 2026

Proposal Closing Date: November 30, 2026

At 4:00 PM ET

Direct all inquiries concerning this RFP to:

Agency Contact Shellbi Chapman,
DOT Real Property Manager, Facilities Management Division
(919) 707-4859
schapman5@ncdot.gov

NOTICE TO PROPOSERS

1. **READ, REVIEW AND COMPLY:** It shall be the Proposer's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Proposers or elsewhere in this RFP document.

2. **PROPOSAL SUBMITTAL**

   All proposals shall be submitted electronically via the North Carolina eProcurement Electronic Vendor Portal (eVP) website. For additional information, the eProcurement Vendor Training page includes online training videos and a link to Viewing and Responding to Solicitations in eVP.

   There is No Fee for lease proposal submittal through North Carolina eProcurement Electronic Vendor Portal (eVP) .

   Failure to submit a proposal in strict accordance with these instructions may constitute sufficient cause to reject a vendor's proposal(s).

3. **CRITICAL UPDATED INFORMATION**: This RFP may be updated to include critical information in an Addenda. It is important that all Proposers proposing on this RFP periodically check the State's IPS website for any Addenda that may be issued prior to the proposal opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

4. **LATE PROPOSALS**: It shall be the Proposer's sole responsibility to ensure the timely delivery of proposals at the designated office by the designated time.

5. **ACCEPTANCE AND REJECTION:** The State reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Proposer, to accept any item in the proposal.

6. **CERTIFICATE TO TRANSACT BUSINESS IN NORTH CAROLINA:** As a condition of lease award, each Proposer that is a corporation, limited-liability company or limited-liability partnership shall have, and shall maintain throughout the term of The Lease, Registration to Transact Business in North Carolina from the **North Carolina Secretary of State**, as required by North Carolina law.

7. **PROPOSER REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM**: The North Carolina eProcurement electronic Vendor Portal (eVP) allows Proposers to electronically register **free** with the State to receive electronic notification of current procurement opportunities for goods and Services of potential interests to them available on the Interactive Purchasing System, as well as notifications of status changes to those solicitations. Online registration and other purchasing information is available at the following website:

https://evp.nc.gov/.

Note: Be aware that vendor data may expire every 30 days when using the NC electronic Vendor Portal, so allow adequate time when attempting to respond to time-sensitive deadlines.

NOTE TO PROPOSER

ELECTRONIC RESPONSES ONLY WILL BE ACCEPTED FOR THIS SOLICITATION

IN ORDER TO BE CONSIDERED, YOUR PROPOSAL SHALL BE SUBMITTED IN STRICT ACCORDANCE WITH THESE INSTRUCTIONS PRIOR TO THE ADVERTISED CUT-OFF TIME.
BY 4:00 PM, November 30, 2026

ALL PROPOSALS SHALL BE SUBMITTED ELECTRONICALLY VIA THE NORTH CAROLINA EPROCUREMENT ELECTRONIC VENDOR PORTAL (eVP)

For additional information, the NC eProcurement Vendor Training https//:eprocurement.nc.gov/training/vendor-training page includes online training videos and a link to Viewing and Responding to Solicitations in eVP. eVP has a file size limitation of 24MB. If the proposal exceeds 24MB, the proposal or space plans should be split into multiple files. Proposers are to use the following naming standard when submitting proposals:

[PROPOSAL NUMBER]_[PROPOSER NAME]_[MthDayYr] (*ex. SPO-92-501_ACME-LLC_070120*)

NOTE: Failure to submit a proposal in strict accordance with these instructions may constitute sufficient cause to reject the vendor's proposal(s).

PROPOSALS MAILED, E-MAILED OR HAND DELIVERED TO THE DEPARTMENT OF ADMINISTRATION BUILDING MAY NOT BE ACCEPTED.

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 for leases with rental exceeding $150,000 annually (including renewal options). A proposer's meeting might not be required if initial proposal(s) are less than $150,000 in annual rent. 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.

IN LIEU OF THE PROPOSER OR ITS AGENT BEING PRESENT AT THE PROPOSER'S MEETING, PROPOSER MUST SUBMIT THE FINAL PRICE PROPOSAL TO THE STATE PROPERTY OFFICE AGENT OR TO THE PHYSICAL LOCATION OF THE MEETING BEFORE THE COMMENCEMENT OF THE PROPOSERS MEETING. IT IS THE PROPOSER'S RESPONSIBILITY TO ENSURE THE FINAL PRICE PROPOSAL IS RECEIVED BY THE STATE PROPERTY OFFICE AGENT BEFORE COMMENCMENT OF THE PROPOSER'S MEETING.

(Due to the health risks associated with COVID-19, The Proposer's meeting MAY be held virtually. Instructions for the meeting will be provided under separate cover.)

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. 25, 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, the Department of Administration may give preference to lease proposals involving buildings identified by the North Carolina Historical Commission as having historic, architectural or cultural significance.

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

North Carolina Department of Adult Correction

I. **GENERAL**

A. Approximately net usable square feet required are ± **53,963** Square Feet.

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 on multiple floors if necessary. Floors to be adjacent.**

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)

D. CUT-OFF DATE FOR RECEIVING PROPOSALS IS 4:00 PM, November 30, 2026 IN THE eVP SYSTEM.

II. LOCATION: In Garner, NC. The location should be situated within a 2 mile radius of Auburn Knightdale Rd and Business Highway 70 in Garner, NC, Wake County preferred.

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 rooms and areas required and contain the preferred sizes. The proposer shall provide at his expense all necessary partitions, doors, etc. to make the space acceptable for State use. This is mandatory for all new construction and relocation proposals. Lessor should include a **to scale** floor plan showing proposed layout and 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 _11__ 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.**

V. THE DATE OF POSSESSION AND LEASE TERM:

A. Possession of space required by **July 1, 2027** or as soon thereafter as possible.

B. The initial term of the lease will be for **5 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 **800** 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 20-amp 110-volt circuit with isolated grounds are required in the LAN room. Outlets to be installed 36” from the floor. If more than one LAN room, the requirements above are required for each LAN room.
   6. Separate isolated ground circuit for water fountains.
   7. (6) dedicated 110-volt electrical circuits with isolated grounds are required.
   8. Outlets to be installed no lower than 18 inches (18”) from the floor.

B. A minimum of 370 telecommunication outlet boxes 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.

The building must be able to accommodate access to the highest level of data speed as allowable by the location. The infrastructure/line (including conduits) must be brought into the building by Lessor and terminated at the demarcation point in the LAN Room, at Lessor's sole cost. The State will be responsible for cables and connections from the demarcation point within the LAN room. Lessor is also responsible for bringing the telephone connection into the building and connecting to the internal equipment.

E. Adequate telephone, computer conduits and data are required to accommodate interconnecting computers throughout the space.

VII. PARKING

A. **25** Clientele parking spaces shall be included in the per square foot rental charge.

B. **202** Employee parking spaces are desired if supplied at no extra charge to the State.

C. **10** Parking spaces with adequate vehicular circulation for state-owned vehicles shall be included in the per square foot rental charge

D. **24** **Fenced-in secured p**arking spaces to accommodate oversized vehicles, i.e., campers and pick-up trucks with attached trailer shall be included in the per square foot rental charge.

E. 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.

F. Although parking is considered in the evaluation of proposals, the inability to provide parking as described in A and B above should not preclude proposers 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 commercial grade 26 oz. or 24 oz carpet squares preferred, acceptable to the lessee. LVT tile is preferred in the waiting area, LAN room(s), kitchenette, restrooms, and hallways. LAN room tile should be anti-static. 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. Wall covering/wainscoting in corridors preferred to prevent scuffing recommended.

C. Sufficient window coverings shall be provided to control glare within the space. (Venetian blinds or acceptable equivalent).

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, to maintain a relative humidity not to exceed 50%.**

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 computer network equipment and telephone wiring equipment. A range of 65 degrees to a maximum of 72 degrees and a relative humidity not to exceed 50% dry bulb humidity 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 balanced appropriately for division and function of spaces within the facility.

F. A separate thermostat in conference and/or training room(s) may be required.

XI. DRINKING FOUNTAINS

It is required that all employees have access to a chilled water fountain per code. Prefer fountain be equipped with water bottle filling station.

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. In warehouse facilities, lighting requirements are no less than 40 foot candles at eye level. State policy to dictate utilization.

B. All lighting and electrical maintenance shall be furnished by lessor **including providing and replacing ballasts, light tubes, bulbs**, **lenses, and fixture covers.** Lessor shall replace burned-out or defective bulbs promptly upon notification by lessee.

C. Lessor should keep lighting fixtures free and clear of insects and water.

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. Supplies to be included are all cleaning products necessary to provide proper cleaning of the office. (see Cleaning 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 (including snow, ice and debris removal) and common areas is required.

D. Elevator service, if applicable.

E. Lessor responsible for providing only paper and soap products for kitchen and bathrooms regardless of who contracts for janitorial services.

F. Janitorial services provider shall provide their own cleaning supplies.

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. All relevant moving costs (i.e. add'l furniture purchases, IT, security, etc.) will be considered when evaluating proposals. 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.; and water/sewer $0.17 sq. ft.

Unless specifically stated herein, this set of specifications (PO-27) refers to guidelines and deliverables which a lessor must adhere to or provide to the State during upfit and construction of the premises, and throughout the term of the lease and any associated renewal options.

XV. SPECIAL REQUIREMENTS

A. Fire extinguishers and servicing, pest control, and adequate outside trash disposal including provision for the handling of recyclable items such as aluminum cans, cardboard, plastic and paper, if applicable. These responsibilities include providing adequate dumpsters outside and recycling bins as well as a method for the disposal of the recyclable items. These must be emptied on a regular schedule.

B. All pesticides must be applied by a licensed technician.

C. Lighted exit signs.

D. Safety alarm equipment usable by hearing and visually impaired individuals (smoke and/or heat activated strobe for hearing impaired and horn for visually impaired). Alarm and smoke detectors to be wired in. Auxiliary lighting with battery back-up is required.

E. A secondary LAN room may be required if space is located on multiple floors or if there is an excessive distance within the space.

F. All LAN/telecommunications and computer rooms shall be located in secured office area and in interior spaces with no windows.

G. It is preferred that the LAN room be secured and separate for other office and utility areas, however if the LAN equipment is collocated with other equipment/office areas then the LAN equipment must be secured to prevent tampering.

H. A separate LAN room is required/preferred for new construction.

I. Fire extinguishers and servicing as well as illuminated exit signage shall be provided in accordance to code.

J. External road and building signage that will provide easy identification of the office by the general public (per local code).

K. Internal signage will provide identification of the office, inclusive of room numbering and signage for each office, conference, file/copy area, waiting/reception area and suites.

L. Kitchenette requires hot and cold running water, sink, and 6 linear feet of base and top cabinets. Dispensers for paper and soap are required. Paper and soap products are supplied by the lessor to keep all dispensers properly stocked.

M. Storage rooms must be secured and may require shelves.

N. 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.

O. Locking hardware will be required on all storage rooms, file rooms and LAN rooms.

P. Lever style door hardware is preferred but required if new construction.

Q. All exit doors shall open out and entrance door shall be ramped per code for handicapped accessibility.

R. A minimum of one men's and one women's restroom is preferred in the waiting room or public building area. A minimum of one men's and one women's restroom for staff is preferred in the secured office area. All must be handicap accessible.

S. A front door chime and visual alert signal is required.

T. All exit doors, other than front entrance, to have panic push bars with no restrictive devices such as a keyed dead bolt.

U. An awning, overhead or covered entryway is required at the main entrance doors and preferred on all exit doors.

V. Prefer floor drains in all restrooms; required if new construction.

W. State will arrange for its Information Technology contractor to do a walk-thru with the contractor at the appropriate point during construction or renovation to determine the location of electrical lines and voice and data lines.

X. All restrooms shall have paper towel dispensers, soap dispensers and toilet paper dispensers. **Lessor to provide all paper and soap products regardless of who supplies janitorial services.**

Y. A janitorial room, if provided, should include adjustable shelves, utility sink (exhaust fan and floor drain preferred). A janitorial room is preferred if janitorial services are not provided by Lessor.

Z. A secured external location must be provided to accommodate a State courier mailbox, if applicable, that can be easily accessed by mail delivery driver. Lessor shall be responsible for installing the box.

AA. Lessor shall make every effort necessary to ensure walkways and parking areas are promptly cleared of snow, ice and debris, so that the office may remain open during inclement weather.

BB. Lessor to install three (3) analog landlines.

XVI. Maintenance Standards:

1. Grounds
   - Grass height not to exceed 5 inches.
   - Shrubbery to be trimmed seasonally but not to exceed 2 feet.
   - Grass not to extend over pavement more than 2 inches.
   - Weed control and fertilization required to maintain an acceptable appearance.
   - Debris removal as necessary.
2. Parking Lots:
   - All surfaces to be maintained to avoid ruts and unevenness making travel safe for vehicular and pedestrian traffic.

- Paved parking lots preferred. If paved, parking spaces must be clearly marked.

3. Recurring Maintenance
   - Painted surfaces should be kept in acceptable condition to provide a professional looking appearance and repainted at least every 5 years.
   - Existing Pavement should be kept in acceptable condition to provide 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, lighting) 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 leasing future arrangements or renew lease options with this Lessor.

CLEANING SCHEDULE	DAILY	WEEKLY	EVERY 2 WKS	MONTHLY	QUARTERLY	ANNUALLY
Empty trash cans. Clean trash cans. Replace liners daily.	x					
Remove all materials marked with word "trash".	x					
Deposit all trash and boxes in dumpster.	x					
Spots 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, tabletops 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 kitchen and restroom supplies. Paper products and hand soap to be supplied by Lessor.	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		
Deodorize and disinfect all traps, drains, toilets, and urinals in all bathrooms.		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 buffs all tile, stone, terrazzo floors (more frequently as needed).				x		
Remove trash from front and back parking lots.		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

* COMPLIANCE WITH THIS SCHEDULE IS REQUIRED IF LESSOR IS PROVIDING JANITORIAL SERVICES.

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).
    1. 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.

AGENCY:	NC DOT 92-838					
FULL HEIGHT PARTITIONED AREAS:						
Quantity	Use	Dimensions			Unit Sq.Ft.	Total Sq. Ft.
26	Supervisor	10	x	10	100	2600
2	Director	15	x	16	240	480
5	Assistant Director	12	x	18	216	1080
9	Manager	10	x	15	150	1350
23	Professional Staff	10	x	10	100	2300
1	Director Conference room	10	x	15	150	150
3	Small Conference room	12	x	15	180	540
8	Electronic Lab Tech	12	x	14	168	1344
1	Closed Loop Testing	10	x	20	200	200
1	Secured Parts Storage	10	x	16	160	160
1	Cabinet & Controller Testing	25	X	30	750	750
1	QPL Testing	20	x	20	400	400
1	Lab & testing	12	x	20	240	240
1	Preempt testing area	12	x	15	180	180
1	DMS Testing	30	x	30	900	900
3	Equipment Storage	10	x	12	120	360
2	Large Conference Room	20	x	30	600	1200
1	Mailroom	10	x	10	100	100
1	Bulk Storage/Recycling	12	x	20	240	240
1	Equipment Storage	5	x	10	50	50
2	Satellite Telephone Rooms	6	x	8	48	96
1	Mother's Room	10	x	10	100	100
	Subtotal for Full Height Partitioned Areas					**14,820**
Partial Height Partionied Areas						
16	Workstations	8	x	8	64	1024
215	Professional Staff	8	x	8	64	13760
2	Storage	8	x	10	80	160
3	Professional Staff	8	x	8	64	192
1	Reception/Security desk	12	x	15	180	180
6	Workstations	8	x	9	72	432
1	Conference Room	10	x	12	120	120
1	Waiting Area	50	x	15	750	750
	Subtotal for Partial Height Partitioned Areas					**16,618**
Common Areas						
1	Shipping/Receiving/Storage	20	x	20	400	400
1	File room	40	x	52	2080	2080
1	Rodeo Storage	12	x	15	180	180
1	System Workstation	10	x	15	150	150
3	Shared Equipment Area/Storage	15	x	20	300	900
1	Parts Storage	20	x	20	400	400
10	Copy/ Fax Room	8	x	10	80	800
1	Work Area/Files	10	x	16	160	160
1	LAN room	12	x	15	180	180
4	Eletrical closet/ telecom	8	x	10	80	320
1	Breakroom	20	x	30	600	600
1	Unit File Room	27	x	50	1350	1350
1	Unit File Room	30	x	40	1200	1200
1	Plotter Room	20	x	20	400	400
2	Other Storage	8	x	12	96	192
1	Wellness Room	8	x	10	80	80
	Subtotal for Full Height Common Areas:					**9,392**
					Area Total:	40,830
					Circulation (@ 30%):	12,249
4	Restroom	13	x	17	221	884
					Grand Total	**53,963**

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. ALL RELEVANT FACTORS, TO INCLUDE MOVING COSTS (I.E. ADD'L FURNITURE PURCHASES, IT, SECURITY, etc.), WILL BE EVALUATED AS PART OF THE SELECTION PROCESS.

ELECTRONIC RESPONSES ONLY WILL BE ACCEPTED FOR THIS RFP.

ADVERTISED 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#: CELL#:	PHONE#: CELL#:
E-MAIL:	E-MAIL:

3. SPACE LOCATION including building name, floors involved and 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

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	__ clientele
WAREHOUSE							__ 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 INCLUDINING 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, (____) employee parking spaces and (____) state vehicle parking spaces

Comments:

7. LEASE TERM: _____YEARS BEGINNING DATE: _____

8. RENEWAL OPTIONS, IF ANY:_____. TERMS, CONDITIONS AND RATES:

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, wastepaper 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: Department of Transportation	DIVISION: Highways
CITY: Garner	SQUARE FEET: 53,963 AGENT: OBoone

SPO#: 92-938

LESSOR:

9. ADDITIONAL INFORMATION

10. Is Property To Be Leased Within An Area Designated By FEMA To Be In A Flood Prone Area (100 Year, 500 Year)? If So, Please Provide Details Below

11. 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:

12. This proposal is made in compliance with the specifications furnished by _____*Adult Correction*_____ 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

ELECTRONIC DELIVERY INSTRUCTIONS

To be considered this proposal must be submitted prior to 4:00 PM on the cutoff. No faxed, mailed, or hand-delivered proposals will be accepted. PHONE: 984-236-0270

Electronic Delivery Only Through NC eVP:
https://evp.nc.gov/.

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.

DEPARTMENT Department of Transportation	DIVISION: Highways	
CITY: Garner	SQUARE FEET: 53,963	AGENT: OBoone
CUT-OFF FOR RECEIVING PROPOSALS IS 4:00 PM	DATE: __November 30, 2026_____	*SPO# 92-938*_____