



STATE OF NORTH CAROLINA
Department of Administration
State Property Office – Leasing Section

Final Proposal: SPO-60-ow-100- -FINAL

North Carolina Office of State Auditor

FINAL PROPOSER'S CONFERENCE FOR PROPOSERS
Meeting July 28, 2025, 3 pm ET
(Microsoft TEAMS)

FINAL PRICE PROPOSAL SUBMISSION DEADLINE:
August 1, 2025 at 4:00 PM ET

Direct all inquiries concerning this Final Proposal to:

Shellbi Chapman

Email: Shellbi.chapman@doa.nc.gov

Phone: 984-236-0285

NOTE TO PROPOSER

ELECTRONIC RESPONSES ONLY WILL BE ACCEPTED FOR THIS SOLICITATION

IN ORDER TO BE CONSIDERED, YOUR FINAL PROPOSAL SHALL BE SUBMITTED IN STRICT ACCORDANCE WITH THESE INSTRUCTIONS PRIOR TO THE ADVERTISED CUT-OFF TIME. **BY 4:00 PM EST, August 1, 2025.**

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

BID No: 60-ow-100 Final

The [Vendor Training | NC eProcurement](#) page includes online training videos and a link to [Viewing and Responding to Solicitations in eVP](#). eVP has a file size limitation of 125MBs. If the proposal exceeds 125MBs, the proposal or space plans should be split into multiple files. Proposers are to use the following naming standard when submitting proposals:

[60-ow-100-FINAL]-[PROPOSER NAME] (ex. *SPO-39-509-FINAL-BAKER-LLC*)

Online registration and other purchasing information are available at the following website:

<https://evp.nc.gov/>.

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 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 that were not selected for the Agenda.

FINAL PROPOSAL FORM

NC Office of State Auditor – Charlotte, NC area
APPROXIMATELY 2,511 NET SQUARE FEET of conditioned office space
(RFP # SPO-60-ow-100 advertised issued 7/28/25)

The following 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 full-height partitions, demolition, and up-fitting costs; building and grounds maintenance; taxes; insurance; and other building operational costs. Proposers can choose whether to include full services. The following full-service factors will be added to the 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. Rental for each year of term and renewal periods may include escalations but there must be a cap on any percentage increases. Throughout the State’s tenancy space must be free of hazardous asbestos and hazardous lead paint.

Lessor _____

Building Address: _____

_____ term for approximately _____ square feet

EFFECTIVE DATE: _____

INCLUDED (check all that apply): Utilities Janitorial Services Water/Sewer

Year One	_____ per sq. ft.	_____ per year
Year Two	_____ per sq. ft.	_____ per year
Year Three	_____ per sq. ft.	_____ per year
Year Four	_____ per sq. ft.	_____ per year
Year Five	_____ per sq. ft.	_____ per year
Year Six	_____ per sq. ft.	_____ per year
Year Seven	_____ per sq. ft.	_____ per year
Year Eight	_____ per sq. ft.	_____ per year
Year Nine	_____ per sq. ft.	_____ per year
Year Ten	_____ per sq. ft.	_____ per year

Number and Length of Renewal Options: _____

If additional renewals are offered, please specify details on the following page.

Parking: The State requires a paved parking area. Please indicate the total number of parking spaces included in the lease at no cost to the State.

Employee spaces: _____ Clientele spaces: _____ State Car spaces: _____ Total spaces: _____

The State reserves the right to reject this proposal for any reason it deems warranted. **Tenant Improvement Allowances or additional rent for building operational expenses are not acceptable.**

Signature: _____

Proposer _____

Date _____

NC Office of State Auditor- Charlotte, NC

INCLUDED (check all that apply): Utilities Janitorial Services Water/Sewer

Renewal Option: 1

Year One	_____ per sq. ft.	_____ per year
Year Two	_____ per sq. ft.	_____ per year
Year Three	_____ per sq. ft.	_____ per year
Year Four	_____ per sq. ft.	_____ per year
Year Five	_____ per sq. ft.	_____ per year

Renewal Option: 2

Year One	_____ per sq. ft.	_____ per year
Year Two	_____ per sq. ft.	_____ per year
Year Three	_____ per sq. ft.	_____ per year
Year Four	_____ per sq. ft.	_____ per year
Year Five	_____ per sq. ft.	_____ per year

The State reserves the right to reject this proposal for any reason it deems warranted. **Tenant Improvement Allowances or additional rent for building operational expenses are not acceptable.**

Signature: _____ Proposer _____

Date _____

Describe any deviations from the State of North Carolina specifications PO-27 and PO-28 and make any comments in the space below or on a separate page. Space must be free of hazardous asbestos and hazardous lead paint.

Attachments for preliminary floor plans may be added to submittal.

SUBJECT: File 60-ow-100 Final Proposers Notice

Notification of a Proposer's Meeting previously scheduled for 3:00 p.m., Monday July 28, 2025 pursuant to the NC Office of State Auditor re-advertisement for ±2,511 square feet of conditioned office space.

Dear Proposer:

Please be advised that a Proposer's Tele-Meeting was scheduled for 3:00 P.M.EST, Monday, July 28, 2025, via Microsoft TEAMS teleconference. The purpose of the tele-meeting was to allow for the final opportunity to ask any questions you may have related to the specifications provided, as well as the process for providing the facilities required by the NC Office of State Auditor (OSA). Representatives from the State Property Office and OSA will be available to answer questions.

Following the conclusion of the tele-meeting, you have been asked to provide your final best price proposal. Your proposal must be submitted through the North Carolina eProcurement Electronic Vendor Portal (eVP). **All final proposals must be submitted by 4:00 p.m., Friday August 1, 2025.** Upon completion of this form and submission to the eVP system, no additional price negotiations will occur related to this proposal process. We will evaluate your final proposal and make a final decision as quickly as possible as to a recommendation.

Review your proposal to ensure that all the program's needs can be met prior to the proposer's tele-meeting. Each proposer is responsible for space planning such that in the State's opinion, the agency's program needs are adequately addressed.

NOTE:. It is the Proposer's responsibility to ensure the final proposal is submitted by the cutoff.

My phone contact: 984-236-0285, email: Shellbi.chapman@doa.nc.gov. Thank you again for participating in this process.

State Property Office
NC Dept of Administration