



STATE OF NORTH CAROLINA

**East Carolina University
Property Office – Leasing Section
Request for Proposal (RFP) #:
56-2501CKCPO27**

**Coastal Studies Institute Student Housing
Wanchese, Dare County**

Date Issued: July 12, 2024

**Proposal Closing Date:
August 2, 2024 At 2:00 PM ET**

Direct all inquiries concerning this RFP to:

**University Contact
Property Office, (252) 916-6390
Property@ecu.edu**

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.

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 2:00 PM, August 2, 2024

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) <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 DIRECTLY TO EAST CAROLIN UNIVERSITY MAY NOT BE ACCEPTED.

Following the selection of any proposal and approval by the East Carolina University administration, there shall be no further negotiations with those who presented proposals which were not selected for the agenda.

SPECIAL NOTE:

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 East Carolina University Property Office 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.

East Carolina University Property Office 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), East Carolina University Property Office 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.

Refer to requirements to meet the energy code of Senate Bill 668: An Act to promote the conservation of energy and water use in state, university, and community college buildings. Specifically Section 1.(i) Purchase of Buildings Constructed or Renovated to Certain Energy and Water Efficiency Standards. Senate Bill 1946: An Act to codify the standards governing energy efficiency and water use for major facility construction and renovation projects involving state, university, and community college buildings in order to reduce the consumption of energy and water, as recommended by the Environmental Review Commission, and to allow the state, the University of North Carolina System, and the North Carolina Community College System to install photo luminescent exit signs when permitted by the State Building Code; and House Bill 628: An Act to require net savings in association with major facility construction and renovation projects and protect use of North Carolina products in major facility construction and renovation projects under the Sustainable Energy-Efficient Buildings Program. If the energy payback exceeds ten (10) years for the equipment necessary to meet the requirement of SB668; the requirement to comply with SB668 is not necessary. The designer will provide modeling that demonstrates the building and equipment meet SB668 and the cost to achieve is greater than ten (10) years. Review of the analysis is required by the State, along with documentation in the event a future purchase of this property is desired.

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**SPECIFICATIONS FOR SPACE TO BE LEASED TO THE STATE OF NORTH CAROLINA
EAST CAROLINA UNIVERSITY (ECU)**

I. GENERAL

- A. Approximate net usable square feet required are not estimated but shall be adequate to house 18-36 college students, and a visiting instructor/staff to be located only in entire apartment buildings or structures; however, facilities for a lesser number of occupants may be considered if a single apartment complex is unavailable and the population must be split between more than one apartment complex. Students will be housed no more than two per sleeping room.

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 and shafts
 - h. Other space not usable for State purposes
- B. Space must be located within complete apartments and apartment buildings only. Space may be on more than one floor and need not be on contiguous floors. Units located in low-rise structures (less than seven stories tall) or apartment style developments are preferred.
- C. Strongly prefer one (1) apartment complex but multiple complexes may be considered to acquire the necessary number of rooms. Lessor's ability to house students together in same building or contiguous buildings will be a strong consideration in bid award.
- D. All offers shall be submitted in such a manner that states the cost per student bed in accordance with the enclosed requirements.

II. Location:

Manteo, NC area. Sites providing proximity or easy walking distance to the campus of ECU are preferred. However, sites within +/- ten (10) miles from the CSI campus will be considered.

III. Arrangement of Space

The Lessor shall provide at his/her expense all necessary partitions, doors, etc. to make the space acceptable for State use. Lessor to include an apartment and building floor plan with the Proposal to Lease Form PO-28 showing proposed layout(s).

The desired space shall be used to provide **residential housing** for students of ECU and programs affiliated with Coastal Studies Institute. The State of North Carolina shall be the Lessee. The size and configuration of the space may be in individual single/one-bedroom units or multiple bedroom units.

1. It is highly desired that the rental units be clustered in a fashion to keep students housed in full apartments and buildings under this lease within "very close" proximity to each other and the ability of the lessor to provide this proximity "shall be a consideration" in the award of this lease.

2. The Lessor shall provide access to a meeting room or common space on site to accommodate +/-30 persons and the room shall be made available for University use with one weeks' notice at no additional cost.

Bedroom specifications:

1. The minimum bedroom size for an occupant unit shall be 180 SF for dual occupancy units, and the size of other multiple occupancy units are subject to the review of the State.
2. Bedroom furniture must be provided for each resident consisting of one (1) desk, one (1) desk chair, , one (1) dresser drawer and one (1) bed with associated headboard, frame, mattress and box spring. The minimum size for the bed shall be standard twin size, with extra long mattress and frames preferred and being available at no additional cost to the University.
3. Each area designated/designed for sleeping quarters must have the capacity to be closed off from other general purpose/accessible areas with a lockable door.
4. Each bedroom will also contain at least one closet and/or wardrobe unit (with the appropriate number of doors) per resident.
5. Each bedroom will contain a minimum of one preinstalled light fixture with controllable on and off switch and capable of delivering 50-foot candles of light at desk level.

Bathroom specifications

1. Each unit must have adequate bathroom facilities, which include a water closet, hot and cold running water and a shower stall or tub/shower unit, and ± 4 linear feet of base cabinets.
2. The preferred student to bathroom ratio is one (1) bathroom per one (1) resident with a maximum ratio of one (1) bathroom to every two (2) residents as being acceptable.
3. Each bathroom should at a minimum contain one (1) toilet, one (1) sink and one (1) shower unit.
4. Each bathroom/shower shall have a preinstalled, occupant-controlled, ventilation system.
5. Each bathroom/shower area should contain a minimum of one preinstalled light fixture with a controllable on and off switch and capable of delivering 50-foot candles of light at the countertop level.

Kitchenettes (If Applicable)

1. It is desired that each unit, complex or adjoining group of rooms rented to house students contain a kitchenette.
2. The preferred kitchenette to resident ratio is no more than one (1) kitchenette per four (4) students.
3. Access to a private multi-purpose room with a common group kitchen which shall include multiple 4 burner oven/range (with a lighted hood ventilation system) with +/-10 linear feet of base and top cabinets, hot and cold running water, +/-12 cubic foot capacity refrigerator is also desired.
4. Kitchenette must contain sufficient seating and table spacing of four adults and be of like finish, color, stain and style/make.
5. Each kitchenette area should contain a minimum of one preinstalled light fixture with a controllable on and off switch and capable of delivering 50 foot candles of light at the countertop level.

Semi-Private Living Rooms and Common Areas (If Applicable)

1. Must contain at a minimum one (1) sofa, two (2) upholstered chairs, one coffee table, one end table. It is desired that a free-standing, wall entertainment unit shelving are also present.
2. All common areas and semi-private living rooms should contain at least one preinstalled light fixture, with a controllable on and off switch and capable of delivering 50-foot candles of light at the seated lab position.
3. All furniture should be of same finish, color, stain and style/make and must be of commercial industrial grade/make. All fabrics colors, finish, textures and patterns must be complementary within the grouping/area.
4. All furniture and carpeting with the living room should be clean and in good repair.

General Common Areas and Facilities:

Adequate and convenient toilet facilities are to be provided including tissue and towel holders and mirrors.

In order to comply with the Americans with Disabilities Act an appropriate number of residential units/suites must be handicapped accessible and they must be in compliance with NC State Building Code.

IV. The Date of Possession and Lease Term

Possession and occupancy of space required for the first semester of the contract period shall commence on January 1, 2025 and shall continue uninterrupted thru December 31, 2025.

Renewal Options: ECU highly desires two (2), one (1) year renewal options. ECU guarantees to inform Lessor of intent to renew and the number of beds required within ninety (90) days of written notice of intent to so renew prior to the expiration of the initial term or any renewal term, as applicable.

Other: The following clauses must 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 appropriation of said funds, in its sole discretion, determines in view of its total local office operations that available funding for the payment of rents is insufficient to continue the operation of its local office on the premise 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.

V. Electrical, Telephone, Internet and Main Service Outlets

- A. Adequate duplex electrical outlets are required to provide +/-3 duplex outlets per occupant or the building code required minimum number of outlets; whichever number is greater.
- B. Access to a telephone with 911 capabilities must be provided by the Lessor
- C. One high-speed Internet connection per resident is required. Each outlet should be within three (3) feet of each resident desk, located in the bedroom, or adequate wireless connection or protocol to accommodate each resident for wireless internet.
- D. Cable television service is required in the common areas and preferred in student sleeping rooms.

VI. Parking

- A. Where possible, it is desired that there be one automobile parking space for each bed space; however, alternative proposals that include less parking will be considered.
- B. Where applicable, paved well-lighted parking areas located within a safe, reasonable distance to the building are required.
- C. East Carolina University and/or its employees and/or students assigned to work and/or live at the lease property will not be charged any additional fees or charges for parking privileges and or associated service at the leased property parking lot(s).
- E. A reasonable number of guest and visitor parking spaces must be made available and that number should be identified in the proposal.

VII. Special Requirements

- A. All space to 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 through V. Non-compliance shall be grounds for lease termination at the discretion of the lessee. Space must comply with Americans with Disabilities Act of 1990 (42 United States Code, Section 12101 et seq.). Each qualified proposer must demonstrate compliance with applicable fire, health and environmental safety regulations for their proposed facilities.
- B. Accommodations for Service animals, as defined within the Americans with Disabilities Act (ADA), while under the control of their handler and as necessary to provide assistance to disabled individual and for Comfort or Emotional Support Animals, an animal selected by, or prescribed to, an individual with a disability by an appropriately qualified healthcare or mental health professional for emotional support, well-being or comfort.
- C. Security measures to provide for the safety and control of access to this facility will be considered in the evaluation of proposals.

VIII. Floor, Wall and Window Coverings

- A. Vinyl tile or other floor covering acceptable to the State in all finished areas. Carpeting is preferred in living room and bedroom areas.
- B. Wall surfaces shall be painted sheetrock or masonry, paneling or other similar finish.
- C. Operable windows are required in each unit, which provide a glazed window area equal +/- 10% of the square footage of the floor area of the room. Sufficient window coverings shall be provided to control glare within the space. All windows must be lockable from the inside and must have an associated blackout blind/mini-blinds and exterior window screens.

IX. Heating, Air Conditioning and Ventilation

- A. It is required that heating and air conditioning facilities be sufficient to maintain inside temperature in the range from a low 68° during the heating season to the high of 78° at all other times. State policy will dictate utilization.
- B. Air conditioning and heating system to be maintained by lessor.
- C. Sufficient year-round ventilation must be provided to prevent unhealthy stale air problems and high CO₂ content.

X. Insurance

Proposer must provide proof of comprehensive general insurance coverage for the proposed facilities. Insurance shall be broad based form including but not limited to cover personal injury, liability and property damage liability with limits of liability not less than \$1,000,000.00. A certificate of insurance, endorsed by a North Carolina resident agent is required. The insurance policy shall further contain a covenant by the company issuing the same that insurance shall not be cancelled unless thirty (30) days written notice of cancellation is provided to ECU.

XI. Lighting

- A. Adequate lighting facilities are required in all areas. Lighting requirements are to be no less than 50 foot-candles at all desk, table and counter top surface levels. Exterior lighting shall be no less than 1.5 foot candles and shall be designed to eliminate shadowy or dark areas. State policy will dictate utilization.
- B. All lighting and electrical maintenance to be furnished by lessor to include providing and installing replacement bulbs, as needed.

XII. Janitorial Services, Pest Control, Utility Services

A. Lessor must provide contract administrator with an advanced annual preventative maintenance scheduled. At the minimum, the following activities should happen as prescribed below but on an “As needed Basis” and in between change in assigned student residents.

1. Annual and Prior to Move In Cleaning
 - a. Cleaning individual rooms carpet (vacuum, deodorize and hot steam extract shampoo)
 - b. Cleaning of stove (to include ovens, burners, microwaves)
 - c. Defrost, sanitize and clean refrigerators
 - d. Treatment of drainage lines
 - e. Shampooing and refurbishing of all furniture
 - f. Sanitize and cleaning of all mattresses
 - g. Mop and wax all non-carpeted semi-private and private areas floors
 - h. Scrub clean, deodorize and sanitize all private and semi-private sinks, toilets, showers, tubs
 - i. Clean all windows (inside and out), blinds, ceiling fans, shades, curtains, mirrors and pictures
 - j. Dust and shine all furniture, fixtures and metallic surfaces such as sinks, hand rails, door kick plates and handrails
 - k. Wipe clean and touchup as need all doors, walls, drawers and cabinets.
 - l. Treatment of drainage lines (sinks, tubs and garbage disposals)
 - m. Mop and wax all common area floors
2. Semi-Annually
Pressure wash common areas, if applicable
3. Quarterly
 - a. Replacement of HVAC filters
 - b. Extermination in common, semi private and private living and office space areas/spaces
4. Monthly
Test and inspect all emergency type of equipment (emergency lights, fire extinguishers, smoke/fire detectors)
5. Daily (Monday thru Saturday)
 - a. Police all common grounds to include parking lots, stairwells, walkways, paths, corridors sidewalks and etc... of trash and other debris
 - b. Sweep all common areas indoors and outdoors. (Computer labs, club house, laundry rooms, corridors, stairwells, sidewalks, front entries, and porches)
 - c. General cleaning of common areas. (Community kitchen, public bathrooms, etc.
 - d. Weekly cleaning of private or semi-private bathrooms.
6. As needed
 - a. Cut grass
 - b. Have dumpster(s) emptied
 - c. Trim all shrubbery and trees (to prevent health and/or safety hazards)
 - d. Remove graffiti from any and all surfaces and areas
 - e. Mop
 - f. Changing of light bulbs in all lessor provided appliances and fixtures (in private, semi-private and all common areas in regardless of in doors or out doors)

- B. Lessor must have entire property exterminated two weeks before both the fall and spring semester. Provisions must be made to have extermination also available on an as-needed basis and for emergencies call back services. All extermination services must be done by an individual properly trained and licensed to provide such a service and, only utilizing properly legal pesticides, insecticides, materials and/or product. Proof of this service is required.
- C. Provide elevator service (to include regular recurring maintenance and cleaning) in facilities with existing installed elevators.
- D. It is required that the following utilities service fees are calculated into total lease agreement fee proposal. Fees for all electrical, water, sewage, solid waste removal, and gas.
- E. Proposer must provide adequate refuse storage or dumpster capacity and disposal schedule to meet the requirements of the occupants. Provision for the handling of recyclable items such as aluminum cans, plastics and cardboards must be included.
- F. Patron room cleaning and trash removal to be the responsibility of the Lessee's Patrons.

XIII. Personnel

- A. Lessor shall perform criminal background checks on all employees, contractors, sub-contractors and anyone else whom would have unrestricted access to resident rooms and/or keys to student living areas.
- B. Lessor shall provide sufficient staffing of administrative and maintenance personnel to respond to lessee needs and/or concerns. Lessor shall identify individual(s) for administrative and maintenance purposes whom are available for emergency call backs and services on a 24 hours a day, seven (7) days a week basis.
- C. Required response time for any emergency call back services is to be no more than one-half day (or sooner, depending upon the severity or significance of the event) after the initial call for services has been delivered.
- D. Should the lessor fail to respond within the agreed upon emergency call back reaction time or should a delay in response pose a significant threat to life or property damage, the University may take actions necessary to minimize any such risk at the Lessor's expense. Such expense shall be reimbursable to the University at the full price (to include labor, materials and associated cost).

XIV. Confidentially

All information gained by Lessor in reference to students housed or personnel assigned to work in leased property is considered confidential and should not be disseminated, discussed or disclosed without the University written authorization. All knowledge is considered confidential and should be treated as such by all lessors' personnel (permanent, temporary, seasonal and etc...), vendors, contractors and etc...

XV. Accessibility

Lessee shall have the right to rekey all of the leased premises and shall be solely responsible for the access and key control to the lease premises, except in the event of an emergency.

XVI. Solicitation

Absolutely no solicitation of students by second or third parties is allowed. This is to include solicitation by the property ownership, its partnership, legal representation or property management company. Only entities approved by the University contract administrator in writing are authorized to solicit the student assigned to reside at contractor provided leased accommodations.

XVII. Facility Usage

Persons assigned to live and/or work in leased property shall have quiet enjoyment and unrestricted usage of the leased property. Access to common spaces, areas, facilities and amenities shall be permitted in the same manner, fashion, and protocol as other Lessor tenants.

XVIII. Financial Condition and Terms

Financial consideration for the lease of the property shall be in advance, on a monthly basis. The fee agreed upon for contracting/leasing purposes shall be a flat fee, which is inclusive of all other fees and charges thereby associated. This includes any and all application fees, and utility (electrical, gas, water, sewage and solid waste disposal). No additional charges will be assessed for parking, security and/or house and grounds keeping services.

XIX. Lessor Responsibilities

The 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.

XX. Additional Specifications (if any)

- A. Lessor is required to provide fire extinguishers and servicing, pest control, handling of recyclable items such as paper, glass, aluminum, and cardboard and outside trash disposal. Student access to recycle containers is strongly desired.
- B. An audible and visual fire alarm system is required for this facility.
- C. Sprinklered facilities are required.
- D. Preference will be given to sites that do not exceed seven floors.
- E. Any fire or safety inspection fees shall be paid by the Lessor.
- F. Controlled access and on site security shall be a significant factor in the award of this bid. All bids submitted must demonstrate this to the satisfaction of ECU.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

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 inspection.

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 closures, 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. INSUFFICIENT FIRE PROTECTION AND EMERGENCY EQUIPMENT

- Building lacks sprinklers OR automatic fire detection system with alarms transmitted off-premises.
- 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 DEFICENCIES

- 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.

EAST CAROLINA UNIVERSITY SHALL NOT BE RESPONSIBLE FOR ANY EXPENSES INCURRED BY THE PROPOSER IN THE PREPARATION OF THIS PROPOSAL. ECU 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 SLECTION PROCESS.
ELECTRONIC RESPONSES ONLY WILL BE ACCEPTED FOR THIS RFP.

PROPOSAL TO LEASE TO EAST CAROLINA UNIVERSITY – ECU PO-28

1. NAME OF LESSOR:	2. LESSOR'S AGENT:
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INDICATE EACH LESSOR'S BUSINESS CLASSIFICATION AS APPLICABLE: ☐ A. PROPRIETORSHIP ☐ B. PARTNERSHIP ☐ C. CORPORATION ☐ D. GOVERNMENTAL ☐ E. NON-PROFIT ☐ F. *** (HUB) HISTORICALLY UNDERUTILIZED BUSINESSES ☐ G. OTHER: _____ TAX I.D. # _____

MAILING ADDRESS:	MAILING ADDRESS
CITY: _____ ZIP: _____	CITY: _____ ZIP: _____
PHONE#: _____ FAX#: _____	PHONE#: _____ FAX#: _____
E-MAIL: _____	E-MAIL: _____

3. SPACE LOCATION:(including building name, floors involved & suite or room numbers unless entire floor)

STREET ADDRESS _____ CITY _____ COUNTY _____ ZIP CODE _____

4. ATTACH FLOOR PLAN TO SCALE SHOWING THE SIZE AND LAYOUT OF SPACE OFFERED)

5. GROSS SQUARE FOOTAGE BEFORE NET USAGE COMPUTED	APARTMENT
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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 ECU PO-27 Items VII and XIII-A)

TYPE OF SPACE	TOTAL NET SQ. FT.	MONTHLY RENTAL PER BED	UTILITIES	TRASH SERVICES	WATER / SEWER	PARKING SPACES
STUDENT BEDS			YES	YES	YES	YES
TOTALS			xxxx	xxxx	xxxx	

Lessor will provide () parking spaces in the above proposal at no additional charge to ECU (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

7. LEASE TERM : _____ MONTHS 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)

East Carolina University 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 UNIVERSITY'S TENANCY.

Is the proposed building free of hazardous asbestos?	YES _____	NO _____
Is the proposed building free of hazardous lead paint?	YES _____	NO _____

DEPARTMENT: ECU	DIVISION: Student Affairs
CITY: Manteo	SQUARE FEET: _____ AGENT: Kevin Carraway

CUT-OFF FOR RECEIVING PROPOSALS IS 2:00 PM DATE: August 2, 2024

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. 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.		
12. This proposal is made in compliance with the specifications furnished by East Carolina University. I realize that the East Carolina University 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):		
<i>*** (HUB) HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) CONSIST OF MINORITY, WOMEN AND DISABLED BUSINESS FIRMS THAT ARE AT LEAST FIFTY-ONE PERCENT OWNED AND OPERATED BY AN INDIVIDUAL(S) OF THE AFOREMENTIONED CATEGORIES. ALSO INCLUDED IN THIS CATEGORY ARE DISABLED BUSINESS ENTERPRISES AND NON-PROFIT WORK CENTERS FOR THE BLIND AND SEVERELY DISABLED.</i>		
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.		
<div style="border-bottom: 1px solid black; width: 300px; margin-bottom: 5px;"></div> Printed Name of Lessor		
<div style="border-bottom: 1px solid black; width: 200px; margin-bottom: 5px;"></div> Signature of Lessor		<div style="border-bottom: 1px solid black; width: 150px; margin-bottom: 5px;"></div> Date
ELECTRONIC DELIVERY INSTRUCTIONS		
To be considered this proposal must be submitted prior to 2:00 PM on the cutoff date. No faxed, mailed or hand-delivered proposals will be accepted. PHONE: 252-328-6910.		
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 University 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 East Carolina University. Multiple State leases require a, b, and c to be deducted. East Carolina University may make adjustments for areas deemed excessive for University use.		
DEPARTMENT: ECU		DIVISION: Student Affairs
CITY: Manteo		SQUARE FEET: AGENT: Kevin Carraway
CUT-OFF FOR RECEIVING PROPOSALS IS 2:00 PM DATE: August 2, 2024		
FORM (ECU PO-28)		(2024)