

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

**Request for Proposal (RFP) #: SPO-92-928-REVISED**

***And Re-advertised***

**North Carolina Education Lottery**

**Date Issued: May 12, 2025**

**Proposal Closing Date: May 30, 2025**

**At 4:00 PM ET**

**Direct all inquiries concerning this RFP to:**

(Ira Seamster)  
Facilities Manger  
Email: [ira.seamster@lotterync.net](mailto:ira.seamster@lotterync.net)  
Phone: 919-301-3353

## 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, May 30, 2025**

### 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 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 COMMENCEMENT 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 Education Lottery*

The North Carolina Education Lottery (NCEL) is excited to announce this RFP for its new headquarters location. NCEL is a thriving organization with nearly 200 employees in the Raleigh area. NCEL is seeking a new location in Raleigh with space for central offices and its Prize Claims Center where North Carolinians become lottery winners every day.

*Pursuant to N.C.G.S. §18C-110, the North Carolina State Lottery Commission is an independent, self-supporting, and revenue-raising agency of the State. The Commission pays all of its expenses out of the revenues it raises and is not dependent upon allocations from any agency or political body other than the Commission itself.*

Last year, lottery sales and sports betting generated \$12B. Prizes awarded were \$2.86B averaging \$7 Million per day. In 2024 NCEL turned over \$1B to the State and looks forward to doing even better this year. As a revenue generating agency, NCEL does not receive nor rely on state taxpayer funds for its business operations and expenses.

NCEL is looking for a highly visible, safe and secure location that will be easy for its players to find to claim their prizes. The complete details of NCEL's needs are fully described below.

Contact Ira Seamster, Facilities Manager, NCEL at [ira.seamster@lotterync.net](mailto:ira.seamster@lotterync.net) or 919-301-3353 for additional information.

### I. GENERAL

- A. Approximately net usable square feet required are +/- 85,070 Square Feet of *conditioned* office and lab space. **Class A, preferred.** *NCEL vendor may elect to locate elsewhere.*

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. 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. CUT-OFF DATE FOR RECEIVING PROPOSALS IS 4:00 PM, May 30, 2025 IN THE eVP SYSTEM.**

II. LOCATION: Raleigh, NC area with locations in close proximity to major highways and public transportation preferred with strong visibility to be defined as, "An ideal location would be in or near a commercial district or other retail establishment(s) that provide convenient access to major thoroughfares, temporary parking and a convenient and safe and secure way for NCEL players to claim their prizes.

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 PAGES 20 through 30 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 **October 1, 2026** or as soon thereafter as possible.
- B. The initial term of the lease will be for **10 years** with **two 5- year** 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 1000 amp 480 volt electrical service is required to the Headquarters building and warehouse. Phase 3 power throughout is required.
- B. A minimum of **1747** 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/worktable 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. ( 6) Dedicated circuit 30 amp 220 volt with isolated grounds are required in the LAN room. Six or more 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.
  - 9. For each Conference/Training Room- duplex receptacles shall be provided for approximately every 5 linear feet of wall space and (1) Quad-reel, overhead-mounted retractable electrical receptacle is required in the Conference/Training room.

10. Receptacles for a total of 8 copiers- each with (2) dedicated 110 volt circuit with isolated ground and receptacles is required.
  11. Shut off power panels may be needed in each computer and testing labs or as otherwise designated by the State.
  12. Electrical panel(s) for leased premises to have capacity for additional equipment, etc.
  13. Additional electrical outlets as specified throughout RFP.
  14. Security Monitoring Room- wall outlets for fifteen (15) monitors.
- C. The State shall supply its own standby generator for the building. However, Lessor shall be responsible for the installation of the automatic transfer switch and all related connections. Lessor shall also be responsible for providing an outdoor concrete slab for the generator.
- E. Three phase power (208 volt) into LAN Rooms for two 3 phase UPS.(one for Data Center, a second for the remainder of the facilities).The State shall supply its own UPS system which is a minimum of 125 kva. However, Lessor shall be responsible for all switching and connections.
- F. Each Data Center shall require a minimum of:
- a. (20) 20 amp 120 VAC outlets
  - b. (20) Hubbell 30 amp 208 VAC outlets
  - c. (20) Hubbell 20 amp 208 VAC outlets
  - d. Emergency power shutoff for the room.
- G. Data lines:
- One (1) internet data line with one (1) gigabyte up and down
  - One (1) internet data line (Fiber) with 1 megabyte up and down
  - One (1) landline with one (1) gigabyte up and down
- Additional data line(s) may be required during lease term depending on advances in technology.
- H. A minimum of **617** 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.
- I. 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. This plywood should be installed behind the Network Racks and meet the following guidelines:
- All telecommunications backboards shall be void free and fire-retardant (preferred) or treated on all sides with at least two coats of fire-retardant paint. If fire-retardant paint is used, plywood shall be repainted on all sides at manufacturer specified intervals. Certification seals on all plywood must remain visible, even if painted.
- J. 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, specific equipment and location of the installation of all Security Equipment shall be determined by the State (NCEL) in its sole discretion. Upon expiration or earlier termination of the lease, State (NCEL) 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 demarcation point for internal equipment.*

- K. Adequate telephone, computer conduits and data are required to accommodate interconnecting computers throughout the space including offices, workstations and caged areas in warehouse.
- L. Four (4) 2” conduits may be required to extend demarcation point to each LAN room(s), as required by layout and selected by the State. Due to the business operations of lessee, a minimum of two of the points of demarcation will be required in the facility, one of which will be in the LAN room adjacent to the Gaming Lab.

## VII. PARKING

- A. **85** Clientele parking spaces shall be included in the per square foot rental charge. Spaces to be designated and include handicapped parking spaces.(60 for district claims, 25 for HQ office)
- B. **225** Employee parking spaces are required at no extra charge to the State. Spaces to be designated and include handicapped parking spaces.
- C. **15** Parking spaces in a designated fenced and gated area with adequate vehicular circulation for state-owned vehicles shall be included in the per square foot rental charge
- D. All parking areas shall be adequately lighted and located within a reasonable distance of the office as determined by State. Availability of the above shall be within a safe, convenient distance to the office for wheelchair and foot traffic. Handicapped parking and signage shall be in compliance with the NC Building Code and the Americans with Disabilities Act. Paved parking area is preferred.
- E. Although parking is considered in the evaluation of proposals, the inability to provide parking as described in A and B above should not preclude proposers from submitting proposals unless stated above. However, adequate parking shall be located within a reasonable walking distance as determined by the State.
- F. Ample turn radius for tractor-trailer is required for ingress and egress into parking lot.
- G. **Minimum of Two (2) Electric Vehicle recharging** stations with dual heads or four (4) electric vehicle recharging stations with single heads. Charging port standard to be mutually agreed upon by lessor and lessee Lessor to provide new power line with capacity for 70 amps of power to each charging head or as required by state mandate, whichever is greater. Lessor to provide, maintain and repair of charging stations. Additional recharging stations to be added by lessor as required by state mandated electric vehicle policy and motor fleet assignment changes in the future.

## 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).
- D. Areas to be soundproof shall be Director, Managers, conference/training or as otherwise determined by the State prior to construction. Soundproofing includes walls, ceilings, and doors.
- E. White or yellow noise as specified by State is required throughout entire facility.
- F. Tile flooring is to be sealed.
- G. All LAN/safe rooms require floor to deck wall construction, and must be 2-hour rated with uninterruptible and backup power as set forth elsewhere in this specification. This includes the secure storage area in the Finance section., and all testing, data and gaming labs
- H. **Full height Kevlar or other protective material required in all walls separating Claims Center from staff space as determined by the State (NCEL) and shown on final floor plan.**
- I. **All walls adjoining another tenant/business entity shall be constructed with concrete block and drywall**
- L. LAN/VOIP/Telco, Testing, Data, Gaming labs and Safe Rooms are required to be internal with no window access.
- M. The option for tiered or step-down flooring for monitors in security monitoring room as determined by NCEL security.

#### **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. Agency operations are continuous 24 hours a day, 7 days a week.
- 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. Additional cooling is required for all Data Center, labs, Security Monitoring Room and UPS/LAN rooms. Such additional cooling must be sized to accommodate equipment to be placed in the room.

Estimated heat load for the Computer Room and Security Monitoring Room is approximately 200 watts/square foot. State approval as to the size and type of system used is required prior to installation.

- G. A separate thermostat in conference and/or training room(s), data center, labs, security monitoring and UPS/LAN rooms may be required. Separate Back Up (*Redundant*) HVAC System for LAN/Data Rooms/Labs is 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. Sufficient outside lighting is required to enhance security of the facility following best industry practices prior to occupying the building.
- C. 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.
- D. Lessor should keep lighting fixtures free and clear of insects and water.
- E. Dual light level switches must be provided for fluorescent lights.
- F. Any rooms with more than one entry point shall include three-way switching of lights.
- G. The Training Room must have dimmable incandescent lights.
- H. All exterior entrances and adjacent areas, including the Loading Dock area, shall include adequate convenience lighting for staff, clients and deliveries

#### 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 common areas is required. Year-round maintenance is required to maintain a neat and professional appearance of the site at all times. Lessor shall be responsible for snow removal, storm debris removal and treatment of outdoor solid surfaces (sidewalks, parking lot, etc.) for ice accumulation as quickly as possible to avoid work delays. No shrubbery can exceed 2' in height.
- D. If janitorial services are provided, all janitorial contractors must be cleared through a Lottery criminal background check. Any janitorial staff changes must complete clearance before beginning to work.

- E. Elevator service, if applicable.
- F. Any property management or maintenance personnel must be cleared through a Lottery criminal background check.
- G. Certain secured areas, to be determined by the State, will not be accessible to landlord or janitorial staff during the lease term without the presence of a Lottery employee.
- H. Lessor responsible for providing only paper and soap products for kitchen and bathrooms regardless of who contracts for janitorial services.
- I. 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 repair, maintenance or service providers' personnel must be accompanied by NCEL staff.**
- C. All pesticides must be applied by a licensed technician.
- D. Lighted exit signs.
- E. 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. *The fire alarm panel may not be located in the MIS area.*
- F. Secondary LAN room(s) may be required if space is located on multiple floors or if there is an excessive distance within the space.
- G. All LAN/telecommunications and computer rooms shall be located in secured office area and in interior spaces with no windows.
- H. 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.
- I. A separate LAN room is required for new construction.

- J. Fire extinguishers and servicing as well as illuminated exit signage shall be provided in accordance to code.
- K. External road and building signage that will provide easy identification of the office by the general public (per local code).
- L. 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.
- M. Kitchen/Break Area requires hot and cold running water, sink, and a minimum of 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.
- N. Kitchen and Mail rooms are to be located adjacent to one another.
- O. Storage rooms must be secured and may require shelves.
- P. 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.
- Q. Exterior doors require Mechanical Locking Mechanisms**
- R. Locking hardware will be required on all storage rooms, file rooms and LAN rooms.
- S. Lever style door hardware is preferred but required if new construction.
- T. Merchandise/storage room shall have key locking mechanism on entry doors.
- U. **Sales Merchandise room/equipment storage** must have 36 inch wide by 84 inch high eighteen (18) gauge/thickness steel door with peep hole leading to the outside of the building and shall shut and lock automatically  
  - A minimum 12 foot ceiling is required in this area.
  - To access this area one 10-foot high and one 12-foot high automatic roll up door is required with grade level access. A ramp may be required.
- V. Sales Merchandise/equipment storage room must be adjacent to the General Storage Room and separated by a chain link fence with (2) 48-inch gates and (1) 36-inch gate. Fencing to be a minimum of 10 feet high.
- W. Commercial Grade door locking hardware (must be a Classroom/Entrance lock with capability to be locked and unlocked) will be required on all offices, storage rooms, file rooms, and conference rooms (if located within secured office area).
- X. All exit doors shall open out and entrance door shall be ramped per code for handicapped accessibility.
- Y. All exit doors, other than front entrance, to have panic push bars with no restrictive devices such as a keyed dead bolt.
- Z. In the event of loss of power to the premises, electronic locks must be included in backup power system or fail in such a way that such doors remain secure while still allowing egress.
- AA. All doors shall be a minimum of three (3') feet wide.
- BB. A secure external location must be provided to accommodate a State courier mail box that can be easily accessed by a mail delivery driver. Lessor shall be responsible for installing the box.
- CC. Controlled access is required with a full height door to separate waiting area from the remainder of the office space, including an electronic door lock with remote latch release located at the front desk counter area.

- DD. Buildings with a handicap door activator at entrance of building are preferred. Lessor shall provide and install powered door operation systems (push plate type) on the front entrance door and all other exit doors to have panic push bases or automatic/electric door operation systems shall be on the front entrance door.
- EE. If multi-level building, well-lit stairways and elevator landings are necessary.
- FF. Dedicated/isolated ground outlets will be required for all copier receptacles. Location and outlet type shall be determined by the State.
- GG. A minimum of one unisex restroom is preferred in the waiting room or public building area. Separate men's and women's restrooms are required in secure staff areas per code. The final number of restrooms shall comply with building code based on the number of employees.
- HH. A front door chime and visual alert signal is required.
- II. All exit doors, other than front entrance, to have panic push bars with no restrictive devices such as a keyed dead bolt.
- JJ. An awning, overhead or covered entryway is required at the main entrance doors and preferred on all exit doors.
- KK. Prefer floor drains in all restrooms; required if new construction.
- LL. 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.
- MM. The State must be allowed access to the premises before actual possession date, preferably 120 days, to install computer cabling, security devices, etc.
- NN. Lessor shall grant consent to allow a minimum of (6) satellite dishes as well as any other equipment as necessary on the rooftop of the building.
- OO. Lessor shall provide card access electrical power to all doors necessary to maintain maximum security. The number of locations shall be determined by the State and will depend upon the layout of the premises.
- PP. All doors must be rekeyed, with a designated State Representative in attendance during such operation. The number of keys provided to State shall be determined by State prior to occupancy, up to 30 keys for the exterior doors and 4 keys for each interior door. The State reserves the right to create additional duplicate keys at its discretion and expense.
- QQ. A sprinkler system for the premises is preferred. However, a wet sprinkler system is prohibited in the Safe Room and Computer Rooms, Data Center, testing labs, Lan/Tel, and therefore other code-compliant measures for fire protection shall be made in these rooms as approved by the State, subject to authority having jurisdiction approval. A sprinkler system is preferred and required if new construction. Lessee to install SAFFIRE Fire Suppression System at its own expense in areas throughout the facility as needed in compliance with local ordinances. Lessee may remove this system at the end of the lease term.
- RR. Bollards may be required on public facing side of building to prevent vehicles from crashing into the building.
- SS. Gaming Compliance & Sports Betting areas are to be located close to Executive offices.
- TT. District Claims Center is required to be on the ground level with easy access to public.

## UU. Security Monitoring Area

- 1.) Primary entrance opening as 96 inch x 72 inch double door
- 2.) 5500 ± sq ft with a minimum of ten foot (10') ceilings throughout.
- 3.) Requires separate and supplemental air conditioning system. The size and type of this system must be approved by the State prior to installation. Temperature must be maintained at a range of 68°-75° F and humidity must be maintained at or below 50% at all times. This is a 24 hour per day, seven days per week requirement.
- 4.) Tiered or step-down seating for security monitors or high ceilings allowing an unobstructed view of the entirety of the live wall from every work station may be required at State's discretion depending on location selected.
- 5.) Live wall for 16 security monitors. Includes wall electric and data outlets as well as any reinforcement required to walls to support monitors.
- 6.) Monitoring area to accommodate workstations for 18± staff on a 24 hour 7 day basis and an enclosed computer "Sure Lock" area.
- 7.) One separate office with window into main room for operations manager.
- 8.) One separate conference room
- 9.) One separate secured back-up draw studio with 96 inch x 72 inch double door opening. Large drawing equipment to be located within.
- 10.) One separate secured draw storage room with 96 inch x 72 inch double door opening
- 11.) Two secured storage areas off main monitoring area. One for file cabinets. One for equipment storage and testing with workbenches for 2 staff. Twelve (12) electrical outlets required at or above workbench height.
- 12.) Secured RNG/safe room to be fireproof with 2-hour walls and space for 4± employees. Lessor agrees to safes being anchored to the floor.
- 13.) Separate LAN room for Security Monitoring Area with separate HVAC and halon fire suppressant system to be located adjacent to Security Monitoring Area
- 14.) Located near restrooms
- 15.) Prefer location near prize validation and district claims

VV. 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.**

XX. 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.

YY. 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.

ZZ. Lessor to provide solid core doors with vision panels, separating the waiting area and the remainder of the office space. Doors are to be equipped with an electronic door lock and remote latch release to be operated by staff at front claims counter.

**AAA. Main Lobby** for headquarters office areas: A reception window with built-in counters(kiosk) must be provided with Level 2 bullet-resistant glass and a sliding drawer opening with work surfaces on in the private areas and an elbow counter to the lobby side. Both must be ADA accessible.

All doors between the lobby area and the remainder of the space shall shut and lock automatically. Lessor shall provide card access power provisions to such doors according to State guidelines to be determined. The security system and card readers themselves shall be provided by the State.

BBB. Secured Sections within the building include Finance, Administration or other sections as defined by State. This includes areas outside Digital and Regulatory conference rooms which require separation by law.

CCC. Safe Room(s) and LAN room(s) and secure storage in Finance section and District Claims Center require floor to deck wall construction and must be 2-hour rated with uninterruptible and backup power as set forth elsewhere in this specification.

DDD. **Safe Room(s)**

- 1) Each safe room requires floor to deck wall construction; must be 2-hour rated and contain additional security barriers to be determined by the State, dependent upon the construction of the room. The Safe Room door shall be a properly fire-rated door with dual-locking mechanisms, and shut and lock automatically.
- 2) Each safe room must not contain any windows.
- 3) Permission must be granted to anchor a safe in each Safe Room.
- 4) Each Safe Room requires separate circuit and separate temperature control. Temperature must be maintained at a range of 68°-75° F and humidity must be maintained at or below 50% at all times. This is a 24 hour per day, seven days per week requirement.

#### **EEE. District Claims Center**

- 1) A claims window with built-in counters must be provided with Level 2 bullet-resistant glass and 4 ticket window-style openings with work surfaces in the private areas, and an elbow counter to the lobby side. Both must be ADA accessible.
- 2) Safe room to be fireproof with 2-hour walls. See XV.CCC. above for further details.
- 3) Additional ADA-accessible counter(s) must be available in the Lobby area for player seating. The size and location of the counter(s) will be determined by the State, dependent upon the size and configuration of the room.
- 4) The wall area above and below the claims window must be constructed to resist forced entry and be designed to offer impact resistance of up to 950 ft. pounds of energy, to the ASTM D2394-83 Standard and Class 2, Sequence 5. The entire wall must be constructed slab-to-slab. The walls may be constructed of approved materials such as masonry, brick, or security reinforced dry wall (Coreguard™- a two-ply laminated system comprised of 5/8" or 3/4" gypsum board and .030" or .080" polycarbonate (PC) sheet with a one or two hour UL fire rating capability) or ¼' AR-500 rating steel.
- 5) All doors between the lobby area and the remainder of the premises shall shut and lock automatically. Lessor shall provide card access power provisions to such doors according to State guidelines to be determined; the security system and card readers themselves shall be provided by the State.
- 6) Public restrooms must be provided in the claims lobby area.
- 7) Parking in front of District Claims Center shall be designated with signage for 25 client and 2 handicap spaces.

#### **EEE. All Data Centers and labs-MIS/Gaming and Regulated Gaming**

- 1) Raised floor may be required.
- 2) Reinforced slab to deck perimeter walls are required.
- 3) 3 phase power.
- 4) Separate and redundant air conditioning systems are required. 2 UPS Eaton 2 Liebert-tier 2 data redundancy. The size and type of systems must be approved by the State prior to installation. Temperature must be maintained at a range of 68°-75° F and humidity must be maintained at or below 50% at all times. **This is a 24 hour per day, seven days per week requirement.**

- 5) Dry fire suppression system is required for facility, (offices and warehouse). (Note: The pre-action system will be provide by NCEL in Data Center, ICS Room & Security LAN Room.) A halon system will be used in MIS/Gaming and ICS.
- 6) Separate electrical panels needed in these rooms.

**FFF. Conference Rooms and Adjacent Support Areas**

- 1) Zoned lighting, and separate HVAC in large conference/public hearing rooms
- 2) Wall and floor outlets and data connections for monitors in all conference rooms.
- 3) Secure AV equipment room with separate mini-split.
- 4) Separate secured storage room for conference room tables, chairs etc.
- 5) Acoustic wall panels dividing large conference rooms into smaller rooms are required. Each subdivided room shall have zoned HVAC, lighting, wall and floor outlets, and white or yellow noise

**GGG. Regulated Gaming- Space for current operations and pending legislation**

- 1) This is a rapidly expanding agency. Lessors need to indicate whether additional space could be made available to accommodate growth via 1<sup>st</sup> right of refusal as adjacent space is vacated.

**HHH. Vendor Space (NEW)**

- 1) Lessor agrees to allow Lessee to sublet an approximate 8500± SF portion of the facility to Lessee's vendor that provides technical/IT support for its operations. Vendor may elect to locate elsewhere. Vendor to make determination prior to final proposals.
- 2) Lessor agrees to allow sublessee/vendor to upfit the sublet premises for their business needs related to the support services provided to the Lessee. All upfit shall be performed in compliance with local, state and other regulatory agencies. Sublessee/Vendor shall coordinate with both the Lessor and Lessee such that its upfit activities do not interfere with other tenants' operations in the same facility.
- 3) Lessor agrees to allow vendor to locate satellite dishes on roof.

**III. Lessee may locate satellite dishes on roof.**

**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 buff 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.**

## SPACE ANALYSIS

### SUMMARY

	<b>Square Feet</b>	
<b><u>Office /Lab</u></b>		
Executive	1,487	
Audit	1,136	
Human Resources	880	
Legal	1,028	
Sports Betting	1,340	
Digital Gaming	780	
Brand Management & Communications	2,205	
MIS-Gaming	9,296	
Finance	1,116	
Sales	2,850	
District Claims Center	4,524	
Prize Validation	880	
Administration	1,156	
Security	5,500	
Vendor-IGT	8,500	
Regulated Gaming-Pending Legislation	5,510	
Regulated Gaming- Video Lottery Terminals	5,510	
Regulated Gaming- Horse Racing	1,516	
Common Areas	<u>9,455</u>	
	Office/Lab	Subtotal
		64,669
Circulation 30%	<u>19,401</u>	
	Total office & Lab	84,070
Restrooms (to code)	<u>1,000</u>	(estimate)
	<b>Total</b>	<b>85,070</b>

**NCEL Executive Offices**

	<b>Units</b>	<b>Dimensions</b>		<b>SF/Unit</b>	<b>Total/SF</b>	
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Director	3	12	x	14	168	504
Conference room	1	15	x	25	375	375
<b><u>Staff Space (Open Area)</u></b>						
workstation	4	6	x	8	48	192
worktables	4	6	x	8	48	192
				Subtotal Staff		1263
<b><u>Support space (Full Height Partitioning)</u></b>						
Secure Storage	1	10	x	12	120	120
Worktable	1	3	x	8	24	24
<b><u>Support Space (Open Area)</u></b>						
Waiting Area	1	8	x	10	80	80
				Subtotal Support		224
				<b>TOTAL</b>		<b>1487</b>

**Audit - Internal**

	<b>Units</b>	<b>Dimensions</b>		<b>SF/Unit</b>	<b>Total/SF</b>	
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Division Director	1	12	x	13	156	156
Team Room (adjacent to Director)	1	10	x	12	120	120
Profession Office	5	10	x	10	100	500
<b><u>Staff Space (Open Area)</u></b>						
workstation	5	6	x	8	48	<u>240</u>
				Subtotal Staff		1016
<b><u>Support Space (Full Height Partitioning)</u></b>						
Secured file room	1	10	x	12	120	<u>120</u>
				Subtotal Support		120
				<b>Total</b>		<b>1136</b>

**HR** (HR & Legal to be adjacent)

	<b>Units</b>	<b>Dimensions</b>		<b>SF/Unit</b>	<b>Total/SF</b>		
<b><u>Staff Space (Full Height Partitioning)</u></b>							
Division Director	1	12	x	13	156	156	
Team /Interview Room (adj. to Div.Director)	1	10	x	12	120	120	
<b><u>Staff Space (Open Area)</u></b>							
workstation	8	6	x	8	48	384	
						Subtotal Staff	660
<b><u>Support space (Full Height Partitioning)</u></b>							
Secure Storage	1	10	x	12	120	120	
<b><u>Support Space (Open Area)</u></b>							
Waiting area	1	10	x	10	100	100	
						Subtotal Support	220
						<b>TOTAL</b>	<b>880</b>

**Legal** (Legal & HR to be adjacent)

	<b>Units</b>	<b>Dimensions</b>		<b>SF/Unit</b>	<b>Total/SF</b>		
<b><u>Staff Space (Full Height Partitioning)</u></b>							
Chief Legal							
Counsel	1	10	x	12	120	120	
Team Room (adjacent to Director)	1	10	x	12	120	120	
Professional Offices	6	10	x	12	100	400	
<b><u>Staff Space (Open Area)</u></b>							
workstation	6	6	x	8	48	144	
						Total Staff	784
<b><u>Support Space (Full Height Partitioning)</u></b>							
Secure Storage	1	12	x	12	144	144	
Secure Storage	1	10	x	10	100	100	
						Subtotal Support	244
						<b>TOTAL</b>	<b>1,028</b>

**Gaming Compliance & Sports Betting** (separate agency)

	<b>Units</b>	<b>Dimensions</b>			<b>SF/Unit</b>	<b>Total/SF</b>
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Deputy Executive Director	1	10	x	12	120	120
Team Room (adjacent to Director)	1	10	x	12	120	120
Directors Offices	6	10	x	10	100	600
<b><u>Staff Space (Open Area)</u></b>						
workstation	8	6	x	8	48	384
						Subtotal Staff 1224
<b><u>Support Space (Full Height Partitioning)</u></b>						
Secure Storage	1	10	x	12	120	120
						Subtotal Support 120
						<b>TOTAL 1344</b>

**Product Development and Digital Gaming** (on-line division)

	<b>Units</b>	<b>Dimensions</b>			<b>SF/Unit</b>	<b>Total/SF</b>
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Deputy Executive Director	1	10	x	12	120	120
Team Room (adjacent to Director)	1	10	x	12	120	120
<b><u>Staff Space (Open Area)</u></b>						
workstation (remote/hybrid/drop-in)	15	6	x	6	36	540
						<b>TOTAL 780</b>

## Brand Management & Communications

	Units	Dimensions			SF/Unit	Total/SF
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Division Director	1	10	x	12	120	120
Team Room (adjacent to Director)	1	10	x	12	120	120
Section heads	3	10	x	10	100	300
Professional Offices	5	10	x	10	100	500
<b><u>Staff Space (Open Area)</u></b>						
workstation	5	6	x	8	48	240
		Subtotal Staff				1280
<b><u>Support space (Full Height Partitioning)</u></b>						
Secure Storage	1	25	x	25	625	625
Print room	1	15	x	20	300	300
		Subtotal Support				925
		<b>TOTAL</b>				<b>2205</b>

## MIS/Gaming Systems/PMO

	Units	Dimensions			SF/Unit	Total/SF
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Division Director	1	10	x	12	120	120
Team Room (adjacent to Director)	1	10	x	12	120	120
Professional Offices	4	10	x	10	100	400
<b><u>Staff Space (Open Area)</u></b>						
workstation	37	6	x	8	48	1,776
		Subtotal Staff				2,416
<b><u>Support space (Full Height Partitioning)</u></b>						
Secure Storage	1	20	x	20	400	400
Lab	2	25	x	40	1000	2,000
Gaming Lab	1	50	x	60	3000	3,000
DATA CENTER	1	25	x	40	1000	1,000
LAN (general office)	4	10	x	12	120	480
		Subtotal Support				6,880
		<b>TOTAL</b>				<b>9,296</b>

**Finance** (entire suite to be secure)

	<b>Units</b>	<b>Dimensions</b>	<b>SF/Unit</b>	<b>Total/SF</b>
<b><u>Staff Space (Full Height Partitioning)</u></b>				
Division Director	1	10 x 12	120	120
Team Room (adjacent to Director)	1	10 x 12	120	120
<b><u>Staff Space (SECURED Open Area)</u></b>				
workstation (shared) secure area	12	6 x 8	48	576
		Subtotal Staff		816
<b><u>Support space (Full Height Partitioning)</u></b>				
Secure Storage (fire proof)	1	15 x 20	300	300
		Subtotal Support		300
		<b>TOTAL</b>		<b>1116</b>

white noise throughout;

**Sales** (easy access to exterior ramp for moving materials)

	<b>Units</b>	<b>Dimensions</b>	<b>SF/Unit</b>	<b>Total/SF</b>
<b><u>Staff Space (Full Height Partitioning)</u></b>				
Deputy Executive Director	1	10 x 12	120	120
Directors	2	10 x 12	120	240
Team Room (adjacent to Director)	1	10 x 12	120	120
Professional Offices	4	10 x 10	100	400
<b><u>Staff Space (Open Area)</u></b>				
Desktops -bull pen	30	3 x 8	24	720
		Subtotal Staff		1,600
<b><u>Support space (Full Height Partitioning)</u></b>				
Secure Storage	1	20 x 20	400	400
Promotional Storage (secured)	1	25 x 25	625	625
<b><u>Support Space (Open Area)</u></b>				
Files	1	15 x 15	225	225
		Subtotal Support		1250
		<b>TOTAL</b>		<b>2,850</b>

**District Claims Center (on-site, ground level)**

	Units		Dimensions		SF/Unit	Total/SF
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Professional Offices	1	10	x	10	100	100
Winner's Rooms	3	10	x	12	120	360
Workroom for claims reps behind kiosk window	1	12	x	12	144	144
Sales Kiosk(protective wall material)	1	14	x	20	280	280
<b><u>Staff Space (Open Area)</u></b>						
workstation	2	9	x	10	90	180
				Subtotal Staff		1,064
<b><u>Support space (Full Height Partitioning)</u></b>						
Secure Storage/Safe Rm(2 hr fire proof walls)	1	5	x	6	30	30
Storage secure	1	10	X	15	150	150
Copy area	1	8	x	10	80	80
<b>Claims Lobby</b> (built in player seating)	1	30	x	100	3000	3,000
2 restrooms	2	10	x	10	100	200
				Subtotal Support		3,460
				<b>TOTAL</b>		<b>4,524</b>

Preferred location near Prize Validation and Security

**Prize Validation** (preferred location next to District Claims Center)

	Units		Dimensions		SF/Unit	Total/SF
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Professional Offices	2	10	x	10	100	200
Team Room	1	10	x	12	120	120
<b><u>Staff Space (SECURED Open Area)</u></b>						
workstation (shared) secure area	10	6	x	8	48	480
<b><u>Support space (Full Height Partitioning)</u></b>						
Secure Storage	1	8	x	10	80	80
				<b>Total</b>		<b>880</b>

**Administration** (Includes customer service and facilities; Prize Validation to be separate)

	Units		Dimensions		SF/Unit	Total/SF
<b>Staff Space (Full Height Partitioning)</b>						
Division Director	1	10	x	12	120	120
Team Room (adjacent to Director)	1	10	x	12	120	120
Professional office	3	10	x	10	100	300
<b>Staff Space (Open Area)</b>						
workstation Secured area for RCA	2	6	x	8	48	96
workstation (remote/telecommute)	8	6	x	6	36	288
workstation(facilities)	3	6	x	6	36	108
Subtotal Staff						636
<b>Support space (Full Height Partitioning)</b>						
Secure Storage (facilities)	1	10	x	12	120	120
Secure Storage (facilities)	1	10	x	12	120	120
<b>Support Space (Open Area)</b>						
PV workstation/files/mail area (secured)	1	14	x	20	280	280
Subtotal Support						520
<b>TOTAL</b>						<b>1,156</b>

<b>Security</b>	<b>24/7 operation</b>	<b>2 HVAC splits required in this area</b>					
		Units		Dimensions		SF/Unit	Total/SF
<b>Staff Space (Full Height Partitioning)</b>							
Operations Manager		1	10	x	12	120	120
Conference (adjacent to Op. Mngr)		1	12	x	15	180	180
Secured Monitoring Screen Room		1	50	x	50	2500	2500
includes 18 workstations (6' x 8')							
Subtotal Staff						<b>2800</b>	
<b>Support space (Full Height Partitioning)</b>							
Back up Draw Studio		1	40	x	50	2000	2000
Secured Draw Storage		1	15	x	15	225	225
Secured RNG/Safe Room (fire proof)		1	15	x	15	225	225
Secured File Storage		1	10	x	15	150	150
Secured Testing and Equipment		1	10	x	15	150	150
Subtotal Support						<b>2750</b>	
<b>TOTAL</b>						<b>5550</b>	

**Vendor (IGT)**

(To do own build out except data room;  
 Lessor to bring data line to point of demarcation)  
 Vendor to provide any add.  
 HVAC

	Units		Dimensions		SF/Unit	Total/SF
<b><u>Support space (Full Height Partitioning)</u></b>						
Fully conditioned workspace	1	85	x	100	8500	8500
Data room/LAN						
<b><u>Support Space (Open Area)</u></b>						
Copy/print/fax						
Files						
						Subtotal Support 8500
						<b>TOTAL 8500</b>

**Regulatory Gaming- Pending Legislation**

	Units		Dimensions		SF/Unit	Total/SF
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Division Director	1	10	x	12	120	120
Team Room (adjacent to Director)	1	10	x	15	150	150
Professional Offices	4	10	x	10	100	400
<b><u>Staff Space (Open Area)</u></b>						
workstation	20	6	x	8	48	960
						Subtotal Staff 1,630
<b><u>Support space (Full Height Partitioning)</u></b>						
Secure Storage	1	20	x	20	400	400
Test Lab	1	40	x	50	2000	2,000
DATA CENTER	1	25	x	40	1000	1,000
LAN (general office)	4	10	x	12	120	480
						Subtotal Support 3,880
						<b>TOTAL 5,510</b>

**Regulatory Gaming- Video Lottery Terminals**

(separate controlled access)

	<b>Units</b>	<b>Dimensions</b>			<b>SF/Unit</b>	<b>Total/SF</b>
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Division Director	1	10	x	12	120	120
Team Room (adjacent to Director)	1	10	x	15	150	150
Professional Offices	4	10	x	10	100	400
<b><u>Staff Space (Open Area)</u></b>						
workstation	20	6	x	8	48	960
						Subtotal Staff
						1,630
<b><u>Support space (Full Height Partitioning)</u></b>						
Secure Storage	1	20	x	20	400	400
Test Lab	1	40	x	50	2000	2,000
DATA CENTER	1	25	x	40	1000	1,000
LAN (general office)	4	10	x	12	120	480
						Subtotal Support
						3,880
						<b>TOTAL</b>
						<b>5,510</b>

**Regulated Gaming (Horse Racing)**

	<b>Units</b>		<b>Dimensions</b>		<b>SF/Unit</b>	<b>Total/SF</b>
<b><u>Staff Space (Full Height Partitioning)</u></b>						
Director	1	10	x	12	120	120
Team Room (adjacent to Director)	1	10	x	12	120	120
Professional Offices	6	10	x	10	100	600
<b><u>Staff Space (Open Area)</u></b>						
workstation	12	6	x	8	48	576
						Subtotal Staff
						1416
<b><u>Support Space (Full Height Partitioning)</u></b>						
Secure Storage	1	10	x	10	100	100
						Subtotal Support
						100
						<b>TOTAL</b>
						<b>1516</b>

**Common Areas**

	Units		Dimensions		SF/Unit	Total/SF
Mother's Room	1	8	x	10	80	80
Waiting/reception area w/security window	1	10	x	12	120	120
LAN Room(s) (depends on layout)*	4	10	x	12	0	0
Kitchenette/Break	1	25	x	30	750	750
Conference Room						
large	1	55	x	55	3025	3,025
medium	2	30	x	30	900	1,800
small	2	20	x	23	460	920
Kitchenette for conf.	1	10	x	15	150	150
Open area adj. support conference	2	20	x	20	400	800
Conference Room Storage	2	12	x	15	180	360
Conference room AV equipment	1	10	x	15	150	150
Copy/print/fax	8	10	x	10	100	800
Mail Room (adjacent to kitchen)	1	20	x	25	500	500
						<b>9,455</b>

Restrooms 1) near conf. rooms SF to code  
 2) secured staff area SF to code

Note: SF for LAN Rooms under MIS section \*

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:
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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#:	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
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6. All proposals must be submitted on the basis of net square footage as defined on reverse side of this sheet and in Specifications (PO-27)

**A. DESIRED PROPOSAL (See PO-27 Items VI and XII-A)**

TYPE OF SPACE	TOTAL NET SQ. FT.	ANNUAL RENTAL	ANNUAL RENT PER SQ. FT.	UTILITIES	JANITOR. SERVICES	WATER / SEWER	REQUIRED PARKING SPACES
OFFICE/LAB				YES	YES	YES	____ clientele
WAREHOUSE	none						____ state car
OTHER							
TOTALS			XXXX	XXXX			XXXX

Lessor will provide (\_\_\_\_) employee parking spaces in above proposal at no additional charge to the State. (See explanation in PO-27 Item VI – Parking)

Comments:

**ERRORS BY PROPOSERS IN CALCULATING NET SQUARE FOOTAGE WILL REDUCE THE ANNUAL RENTAL WITHOUT CHANGING THE PROPOSED RATE PER SQUARE FOOT IN THE PROPOSAL**

**B. OPTIONAL ALTERNATE PROPOSAL NO. 1 (See PO-27 ITEMS VI AND XII-B)**

*(FOR PROPOSALS NOT INCLUDING UTILITIES AND/OR JANITORIAL SERVICES)*

TYPE OF SPACE	TOTAL NET SQ. FT.	ANNUAL RENTAL	ANNUAL RENT PER SQ. FT.	UTILITIES YES/NO	JANITORIAL SERVICES YES/NO	WATER/SEWER YES/NO
OFFICE/LAB						
WAREHOUSE	none					
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: NC Education Lottery	DIVISION: Headquarters
CITY: Raleigh	SQUARE FEET: 85,070 SF± Office & lab AGENT: M.Patrick

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 NC Education Lottery 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 NC Education Lottery	DIVISION: Headquarters
CITY: Raleigh	SQUARE FEET: 85,070± office & lab AGENT: M.Patrick
CUT-OFF FOR RECEIVING PROPOSALS IS 4:00 PM	DATE: SPO# 92-928 Revised and re-advertised

