

NIKKI HALEY, CHAIR
GOVERNOR

CURTIS M. LOFTIS, JR.
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

DIVISION OF GENERAL SERVICES
1200 SENATE STREET, SUITE 460
COLUMBIA, SOUTH CAROLINA 29201

(803) 737-3880
FAX: (803) 737-0592

HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

W. BRIAN WHITE
CHAIRMAN, HOUSE WAYS AND MEANS
COMMITTEE

MARCIA S. ADAMS
EXECUTIVE DIRECTOR

Thank you for your request concerning the requirements for being placed on the list for the State's commercial leasing program.

Commercial lease activity by the State of South Carolina is subject to S. C. Code of Laws, 1976, as amended, Regulation 19-447.1000, a copy of which is enclosed. Please read the Regulation, complete the enclosed statement (Receipt and Acknowledgement), indicating the counties in which your firm is active, and return the form to this office. Once the completed statement is received your firm's name will be placed on the mailing list.

Please note that companies with more than one agent should have the leasing manager, broker-in-charge, or other designated person fill out the active counties on behalf of the company, and then have each leasing agent sign a separate statement (without county listings) to be attached to the company's statement.

If you have any questions, please feel free to contact this office.

Sincerely,

Latina Morris

Latina Morris
Real Property Services

/jlm

REAL ESTATE AGENT/OWNER ACKNOWLEDGEMENT FORM

(This form is for property owners and leasing brokers who wish to lease real property to State agencies.)

RECEIPT AND ACKNOWLEDGEMENT OF LEASE REGULATION 19-447.1000

I have received a copy of procurement Regulation 19-447.1000 and have read its contents in its entirety. I agree to comply with Regulation 19-447.1000 and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such Regulation.

Also, I have given special attention to section A, subsections 1 (f); and 4 (a) and (f). I understand that the Budget and Control Board's General Services Division (Real Property Services) is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

Also, I have given special attention to section A, subsections 1 (b); 1 (c) (3) and (4); 1 (i); and 4 (e). I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of the General Services Division and shall be of no force or effect unless the consent of such office is obtained.

Dated this _____ day of _____, 2011.

WITNESS

Signature of Owner or Agent

Typed or Printed Name

E-MAIL LIST

Please print information clearly

You will receive all solicitations by e-mail only

Name of Company: _____

Name: _____

Address: _____

City: _____ **State** _____ **Zip Code** _____

Telephone: _____ **fax:** _____

E-Mail Address: _____

Please return the completed form by mail, fax or email to:
SC Budget and Control Board, Division of General Services
Attn: Latina Morris
1200 Senate Street, Suite 460, Columbia, SC 29201,
Fax: 803-737-0592 e-mail: lmorris@gs.sc.gov

