

STATE PROPERTIES COMMISSION

270 Washington Street SW, Suite 2129, Atlanta, Georgia 30334

Chairman
Brian P. Kemp
Governor

Executive Director/State Property Officer
Marty W. Smith

12/20/2021

Mr. Tim Callanan
County Manager
Effingham County Board of Commissioners
601 N. Laurel Street
Springfield, GA 31329
912-754-2111
TCallanan@effinghamcounty.org

**RE: Letter of Intent - Georgia Department of Human Services – Division of Family and Children Services
Lease # 3362 – 204 Franklin Street, Springfield, GA 31329**

Dear Mr. Callanan:

Thank you for your efforts to date in proposing and providing information to State Properties Commission (“**Tenant**”) and the Georgia Department of Human Services – Division of Family and Children Services (“**Occupying Agency**”) regarding the potential lease of the space at the above referenced address. Please review the following terms and conditions. If such are necessary, please make any revisions in customary Microsoft Word “redline” format and return the “redlined” electronic document to me via email at your earliest convenience as time is of the essence. Once fully executed, this letter will signal agreement of the parties to the terms and conditions therein for a new lease agreement (hereinafter, the “**Agreement**”). However, this letter does not – nor will it ever - constitute a binding offer. **Therefore, we request your response within ten (10) business days of the date of this letter.**

PROPOSED PREMISES INFORMATION

LANDLORD LEGAL NAME AND NOTICE ADDRESS:	Effingham County Board of Commissioners Attn: County Manager 601 N. Laurel Street, Springfield, GA 31329
LANDLORD RENT:	601 N. Laurel Street, Springfield, GA 31329
PREMISES ADDRESS:	204 Franklin Street, Springfield, GA 31329 County of Effingham
PREMISES:	The Premises comprises: 12,014 Rentable Square Feet (“ RSF ”) and 11,251 Usable Square Feet (“ USF ”) in a Single Tenant 12,014 square foot building situated on Parcel ID S1010026, Pine Street, Springfield, GA 31329; and assigned the mailing address of 204 Franklin Street, Springfield, GA 31329, and is further described in the Floor Plan attached hereto as Exhibit A .

RENTAL RATE:	The following Rental Rate schedule outlines the Modified Gross rent that the Landlord is proposing to Tenant for the Term. <table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>PERIOD</th> <th>MONTHLY RENT</th> <th>ANNUAL RENT</th> <th>ABATED RENT</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>7/1/21 – 6/30/22</td> <td>4,560.00</td> <td>\$54,720.00</td> <td>\$0.00</td> </tr> </tbody> </table>	FISCAL YEAR	PERIOD	MONTHLY RENT	ANNUAL RENT	ABATED RENT	2022	7/1/21 – 6/30/22	4,560.00	\$54,720.00	\$0.00															
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2022	7/1/21 – 6/30/22	4,560.00	\$54,720.00	\$0.00																						
RENEWAL OPTIONS:	Four (4), one-year Renewal Option(s)																									
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OPERATING EXPENSES:	Landlord shall be responsible for all building and property operating expenses for the Term including any renewals.																									
UTILITIES:	Tenant shall maintain accounts in its name for any utility used by Tenant to service the Premises including electricity, gas, water, sewer, data/internet, and telephone and shall pay for these utilities directly to the appropriate utility service provider.																									
JANITORIAL:	Tenant shall furnish and pay for all janitorial services for the Premises.																									
PARKING:	Tenant's parking allocation shall not be less than Five (5) spaces per 1,000 RSF of the Premises (Fifty-Five (55) parking spaces) located on the Land containing the Premises. All parking spaces shall be free of charge throughout the Term and any Renewal Term(s).																									

OTHER BUSINESS TERMS

OBLIGATION TO REPAIR & MAINTAIN:	Landlord will be responsible for all building and property operations, interior and exterior repairs, and maintenance of the Premises at no additional charge to Tenant.
SIGNAGE RIGHTS:	Within one hundred twenty (120) calendar days of the execution of a lease Agreement, Tenant or Occupying Agency (or Agencies), at Landlord's sole cost and expense, shall be permitted to replace, as necessary, the Occupying Agency's (or Agencies') identity signage graphics where such are extant in, on, and around the Building and Premises' exterior, in order to bring such into compliance with the standards set forth in

	<i>Department of Human Services Facilities Signage Guide</i> , attached hereto and incorporate herein as Exhibit B .
AT-WILL PERIOD:	<p>Landlord and Tenant will acknowledge and agree that during the time period from June 30, 2015 through the Commencement Date of the proposed lease Agreement (the “At-Will Period”):</p> <ul style="list-style-type: none"> a. Tenant’s Subtenant or the state entity occupying the Premises (the “Occupying Agency”) will have continually occupied the Premises. b. The Occupying Agency will have continued to pay rent to Landlord for the Premises. c. Landlord will have continued to accept rent from the Occupying Agency. <p>No additional amounts will be due from Tenant and/or the Occupying Agency to Landlord for obligations accruing during the At-Will Period.</p>

OTHER LEGAL TERMS

CONTINGENCY:	The terms of any real estate transaction for the Premises shall be subject to final approval and full execution of the lease by both Landlord and Tenant.
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If the foregoing is acceptable to Landlord and Landlord agrees to undertake good faith negotiations with Tenant in order to finalize a lease Agreement embodying the terms and conditions set forth above, please execute this letter where indicated below and return a copy to our office (via email) by the time and date referenced in the opening paragraph. If you have any questions or would like to discuss any aspect of this letter or the subsequent lease Agreement on which it will be based, please contact me directly.

Robert C. "Rob" Hill, III
Leasing Specialist
State Properties Commission of Georgia
270 Washington Street, SW
Suite 2-129
Atlanta, Georgia 30334
Office: (404) 463-1728
Mobile: (404) 973-9699
Email: rob.hill@spc.ga.gov

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AGREED AND ACCEPTED THIS 4th DAY OF January, ²⁰²²~~2021~~.

Landlord: Effingham County Board of Commissioners

By: Wesley M. Corbett

Name: Wesley M. Corbett

(print name)

Its: Chairman

AGREED AND ACCEPTED THIS ____ DAY OF _____, 2021.

Occupying Agency: Georgia Department of Human Services – Division of Family and Children Services

By: _____

Name: Candice L. Broce

Its: Commissioner

By signing, the Occupying Agency approves this Letter of Intent as to content including monetary obligations that will be incurred by the Occupying Agency subsequent to the execution of the lease by the State Properties Commission and the Landlord, and upon assignment of the Premises to such Occupying Agency by the State Properties Commission.

Exhibit B

Department of Human Services Facilities Signage Guide



Georgia Department of Human Services

DHS Facility Signage Guide

DHS Facility Signage Guide

Fonts

Signage across the Department's facilities should be consistent. Overall, signs should use the state seal and the name of the Department and Division in Arial and Arial Black font. "Georgia Department of Human Services" is always represented in Arial Black font. Division names are represented in Arial regular font. Both are written in title case format.

The DHS signs should use black type. Signage restrictions and mandates from building / complex owners should be provided to ofsrealestateunit@dhs.ga.gov.

Doors

Facility doors should have all writing in Arial font, with the exception of the Department name in Arial Black. Font color should be white or black, depending on the tint of the glass. Images of the state seal can be downloaded from the Employee Intranet.

If a vector file is needed, contact dhsgraphics@dhs.ga.gov.

Hours of operation should follow Associated Press Style format, with the hours represented as numerals and "a.m." or "p.m." represented lowercase with periods. Please find examples on the following pages.

Hours of operation
Monday – Friday
8 a.m. – 5 p.m.

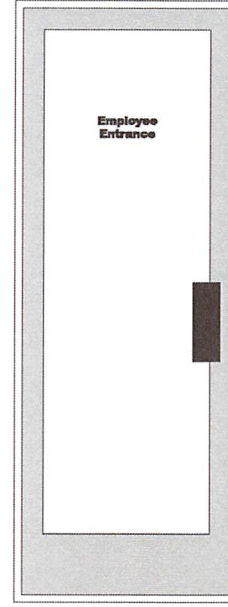
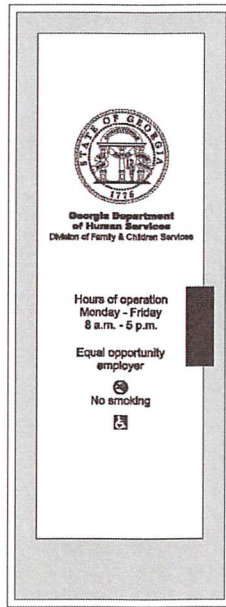
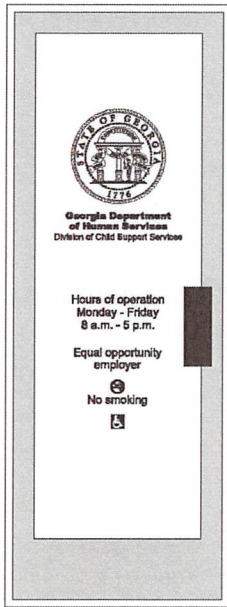
Design approvals

All signage graphics must be approved by DHS prior to installation. The Office of Facilities and Support Services is the primary contact with the sign vendor regarding design edits. Design approvals and installations will not be authorized unless approved by the DHS Office of Communications.

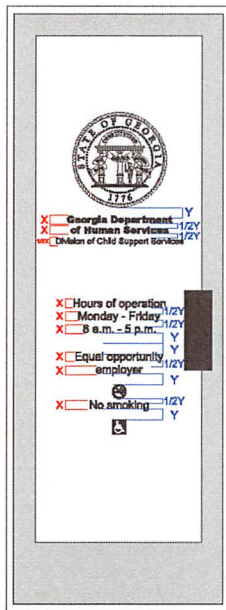
Measurements

"Y" is determined after the DHS seal is scaled proportionally by the vendor. Once "Y" is determined, the vendor will need to measure and use accordingly.

Single door mockup



Single door specifications



All text and seal centered

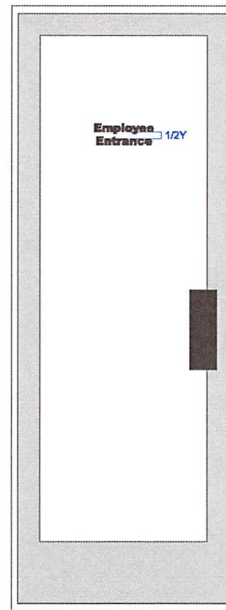
Department name
Arial Black

Division name
Arial Regular
(0.005 inch smaller than Department name)

Do not change kerning/tracking from default settings.

Hours of operation times
Arial Regular
Follows Associated Press Style

Equal opportunity and no smoking sign
Arial Regular
Add handicap accessible signage on all new-construction facilities



All text centered at eye level

Font
Arial Black

X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

Double door mockup



Double door specifications

All text left-aligned

Hours of operation times
Arial Regular

Follows Associated Press Style

Equal opportunity and no smoking sign
Arial Regular

Add handicap accessible signage on all new-construction facilities

All text and seal centered

Department name
Arial Black

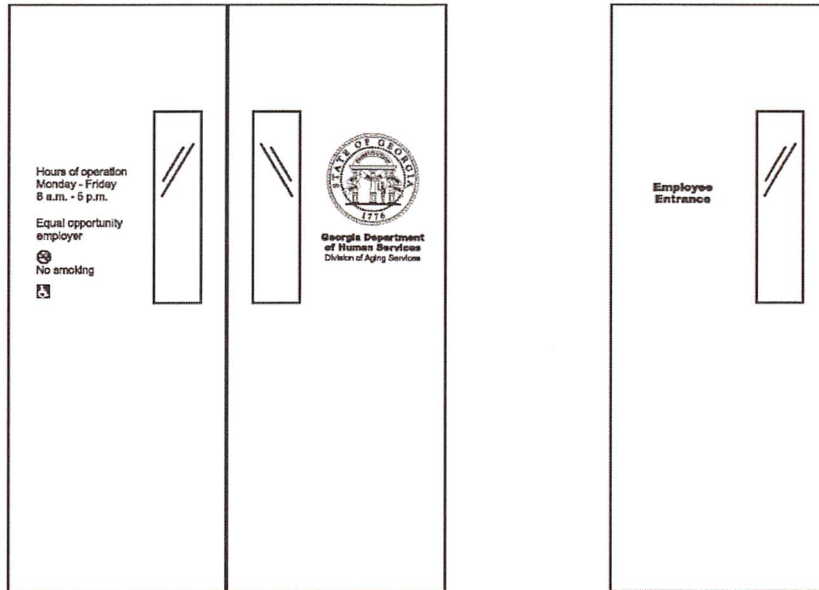
Division name
Arial Regular
(0.005 inch smaller than Department name)

Do not change kerning/tracking from default settings.

X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

Solid/non-glass door mockup



Solid/non-glass door specifications

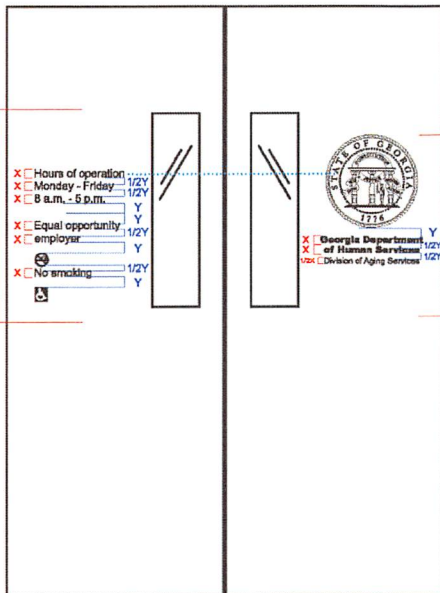
All text left aligned

Hours of operation times
Arial Regular

Follows Associated Press Style

Equal opportunity and no smoking sign
Arial Regular

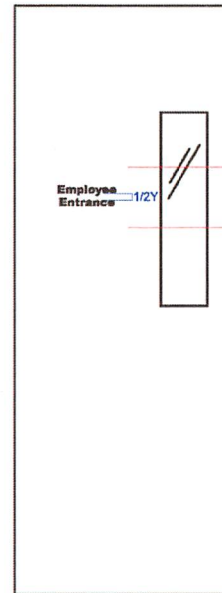
Add handicap accessible signage on all new-construction facilities



All text and seal centered

Department name
Arial Black

Division name
Arial Regular (0.005 inch smaller than Department name)
Do not change kerning/tracking from default settings.

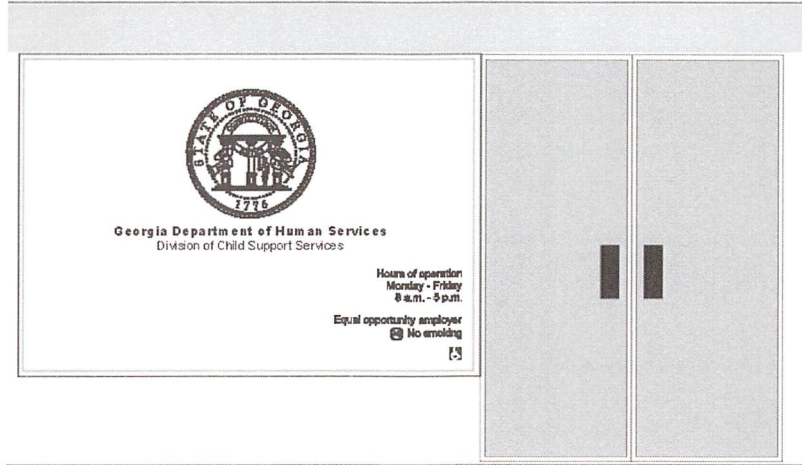


All text centered at eye level.
Font
Arial Black

X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

Solid door with adjacent window panel mockup



Solid door with adjacent window panel specifications

Seal

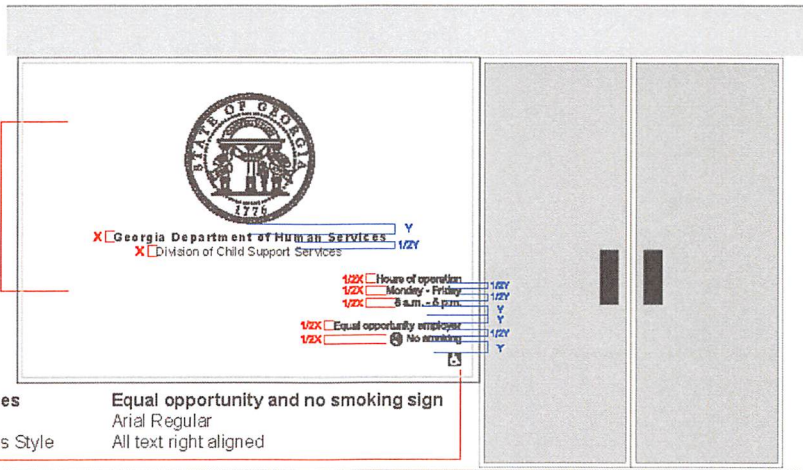
Department name
Arial Black

Division name
Arial Regular
Do not change kerning/tracking from default settings.

Seal, Department and Division names must be centered on glass

Hours of operation times
Arial Regular
Follows Associated Press Style

Equal opportunity and no smoking sign
Arial Regular
All text right aligned



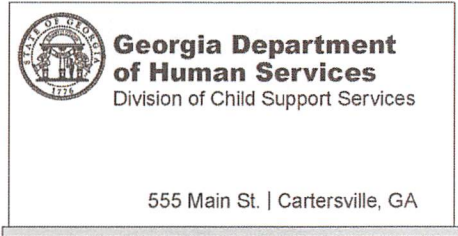
X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

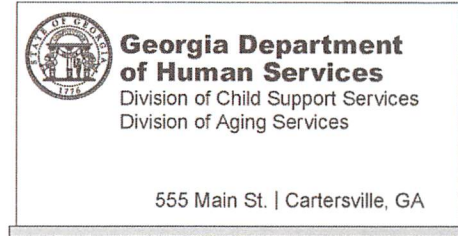
Signs/Marquees

Monument/panel sign mockup

Horizontal - Single location

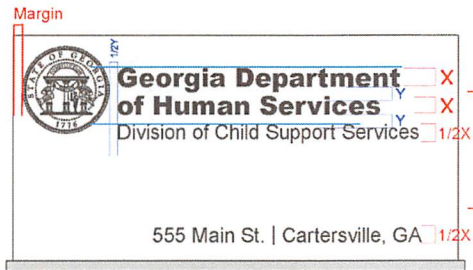


Horizontal - Co-location



Monument/panel sign specifications

Horizontal - Single location

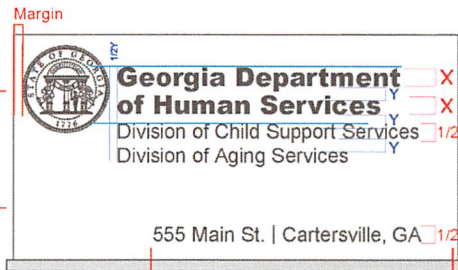


Department name
Arial Black

Division name
Arial Regular
Do not change kerning/tracking from default settings.

All text must be left aligned

Horizontal - Co-location

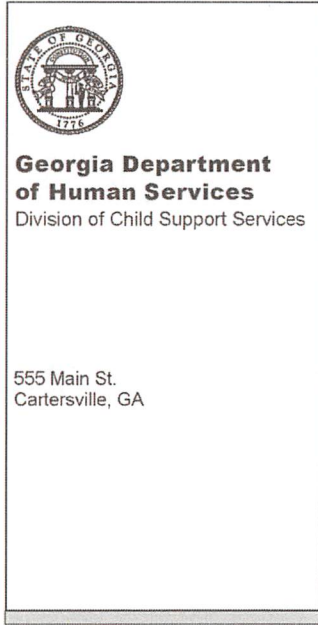


Address
Arial Regular
Text must be flush right

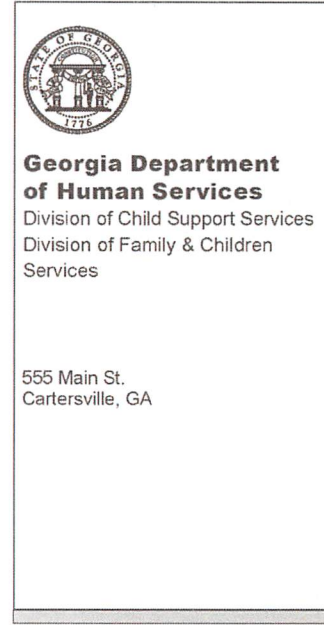
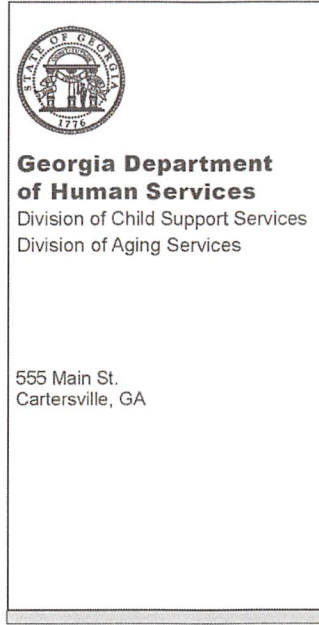
X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

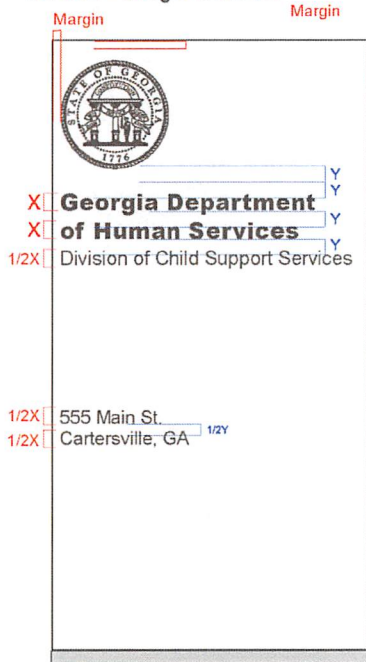
Monument/panel sign mockup
Vertical - Single location



Vertical - Co-location



Monument/panel sign specifications
Vertical - Single location



Seal

Department name
Arial Black

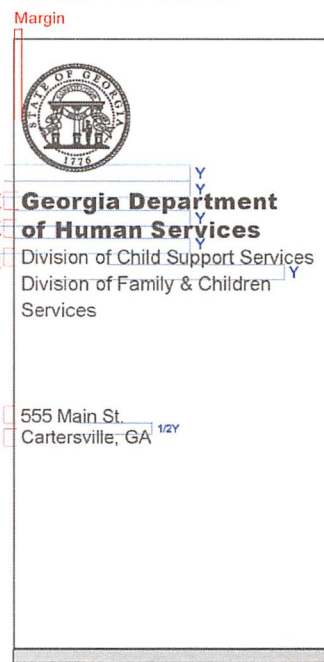
Division name
Arial Regular
Do not change kerning/tracking from default settings.

Seal, Department and Division names must be flushed left

Address
Arial Regular
Text must be left aligned

Address high enough to allow for vegetation growth, formats can include street number only or full address

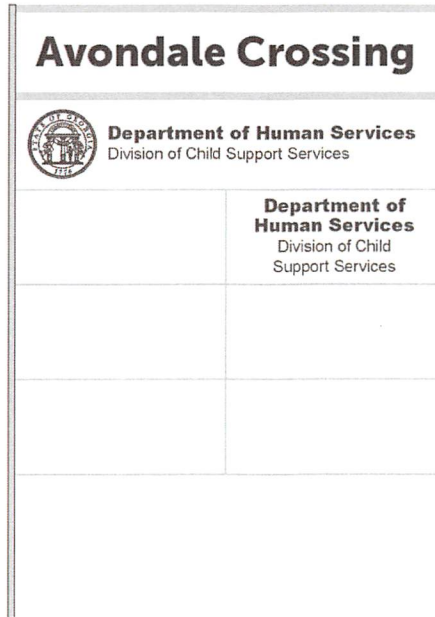
Vertical - Co-location



X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

Illuminated complex marquee mockup



Illuminated complex marquee specifications

Seal

Department name
Arial Black

Division name
Arial Regular
**Do not change kerning/
tracking from default
settings.**

(use this design for larger,
horizontal displays)



Department name
Arial Black

Division name
Arial Regular

(use this design for smaller
displays)

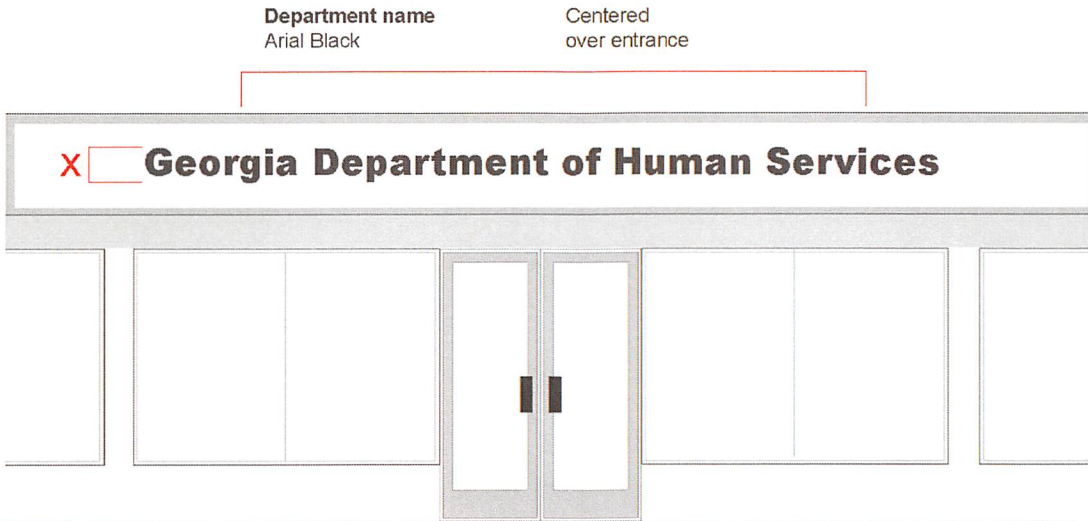
X = Letter height
1/2X = Letter height variable

Y = Spacing between lines reference
1/2Y = Spacing between lines variable

Building Fronts
Standard mockup

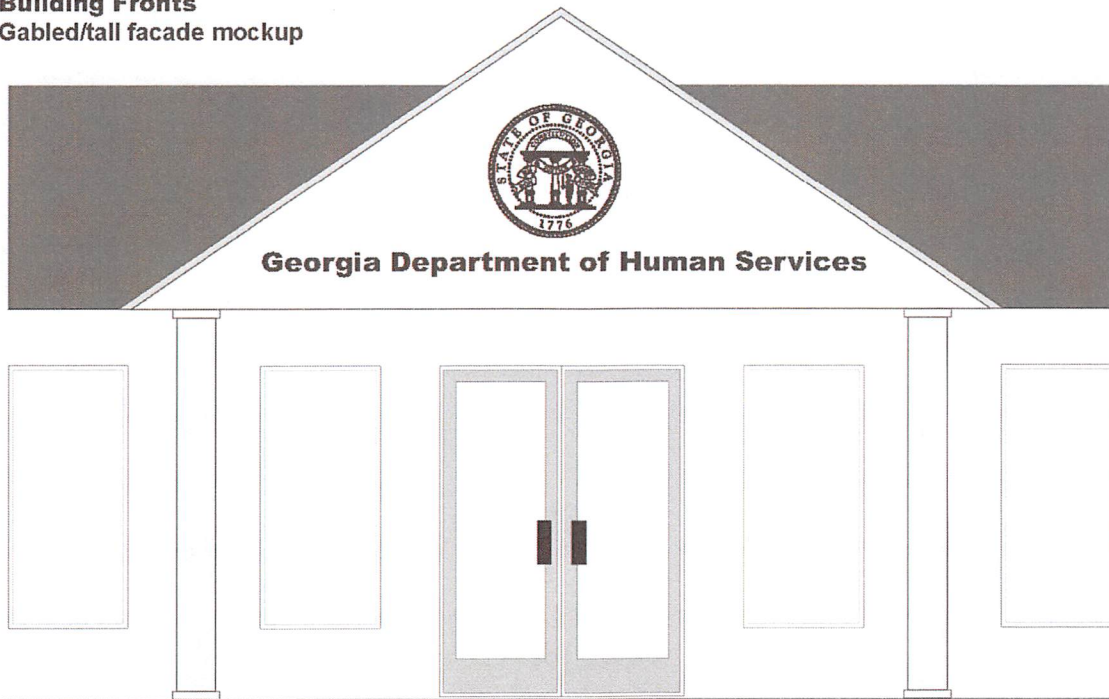


Standard specifications



X = Letter height
1/2X = Letter height variable

Building Fronts
Gabled/tall facade mockup

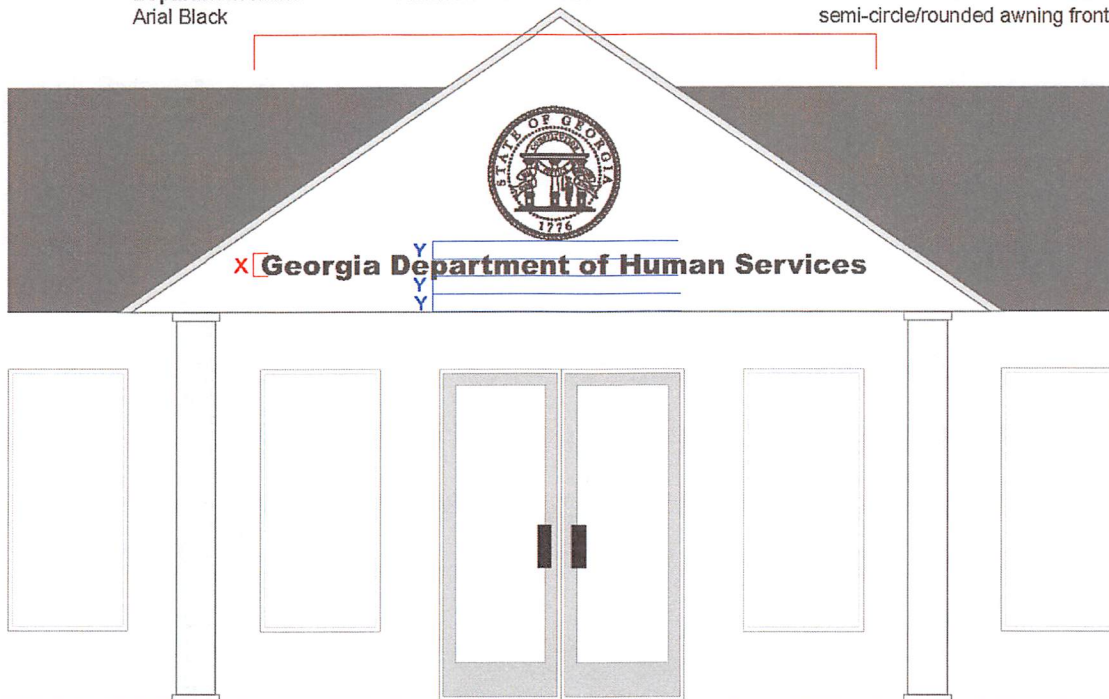


Gabled/tall facade specifications

Department name
 Arial Black

Centered over entrance with seal above

This format can also be used on
 semi-circle/rounded awning fronts



X = Letter height
 1/2X = Letter height variable

Y = Spacing between lines reference
 1/2Y = Spacing between lines variable