

January 29, 2025

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Florence County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

Please submit proposals to the Department of Administration, Real Property Services on or before **4:00 PM, February 19, 2025.**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§ 1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, § 19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [FMPS-202C.docx](#).

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA DEPARTMENT OF REVENUE**

OFFICE SPACE IN FLORENCE COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord may be required to provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – SOUTH CAROLINA DEPARTMENT OF REVENUE

- Location: Florence County, Florence South Carolina (prefer easily accessible access from major interstates).
- Expected occupancy date: As soon as possible
- Total space needed is approximately 12,400-13,900 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - Open area for 32 private workstations of approximately 120 square feet each. Tenant responsible for installing workstations and Landlord responsible for electrical connection to workstations.
 - Area for 39 workstations of approximately 48 square feet each. Tenant responsible for installing workstations and Landlord responsible for electrical connection to workstations.
 - 1 reception area to accommodate up to 12 people of approximately 200 square feet.
 - 1 break room (to include sink and counter tops) to accommodate 10 people at a time of approximately 200 square feet. Room must have garbage disposal, two water lines to accommodate an ice machine and an inline water cooler, a minimum of 6 outlets for the appliances (refrigerator, coffee pot, microwave, water cooler, etc.)
 - 3 print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each.
 - 1 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet.
 - 1 LAN room for floor mounted racks of approximately 200 square feet. Room requires door that can be locked with a key. Must have separate mini split HVAC unit to ensure the room maintains 68 degrees year-round even if rest of building is adjusted.
 - 1 storage closet of approximately 50 square feet.
 - 1 medium storage room of approximately 180 square feet.
 - 1 board room to accommodate 18 to 20 people at a time of approximately 600 square feet and equipped with dimmer switches for lighting.
 - 1 large conference room to accommodate 12 people at a time of approximately 350 square feet each and equipped with dimmer switches for lighting.

- 3 medium conference rooms to accommodate 8 people at a time of approximately 250 square feet each and equipped with dimmer switches for lighting.
- 3 small conference rooms to accommodate 4 people at a time of approximately 120 square feet each and equipped with dimmer switches for lighting.
- 2 focus/privacy rooms of approximately 50 square feet each.
- Open area for 6 file cabinets of approximately 54 square feet.
- 1 work room with work surface and storage of approximately 120 square feet.
- Landlord is responsible for ensuring that any space proposed meets all American Disabilities Act (ADA) requirements and shall be responsible for all costs associated with ADA compliance.
- All interior doors must have a window or “light kit: installed on door with the exception of the server room, lactation room, and CID room.
- All demising walls must be floor to deck.
- Landlord will agree to allow Tenant’s vendors to install security system, access control, cameras, cubicles and data cabling.
- All rooms in demised premises will be equipped with occupancy sensors.
- All internet connections, phone/data connections, electrical and other outlets to be provided by the Agency throughout the space as specified by Agency.
- External signage and interior directory should list Department of Revenue.
- Landlord will install overhead projectors provided by tenant in each conference room.
- Landlord responsible for providing electricity and connect to magnetometer located in reception area; providing a raise security platform, providing eight service counters and one check-in counter as specified by tenant
- 80 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 2, 3, 5, 7 or 10-year terms.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- The following proposals are not preferred and may be eliminated from consideration. Proposals that require:
 - the pass-through of any increases in operating expenses above the amount included in the rent rate.
 - reimbursement of tenant improvement costs upon early termination
 - use of a lease form that differs from the Department of Revenue lease form similar to the Standard State Lease form [found here](#) or available upon request.

MINIMUM STATE REQUIREMENTS

- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Please submit proposals to the Department of Administration, Real Property Services on or before **4:00 PM, February 19, 2025**.
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent’s responsibility to ensure receipt). Please submit proposals on the [FMPS-202E form](#).

- Proposals should specify floor usable and rentable square feet (if applicable) and should be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

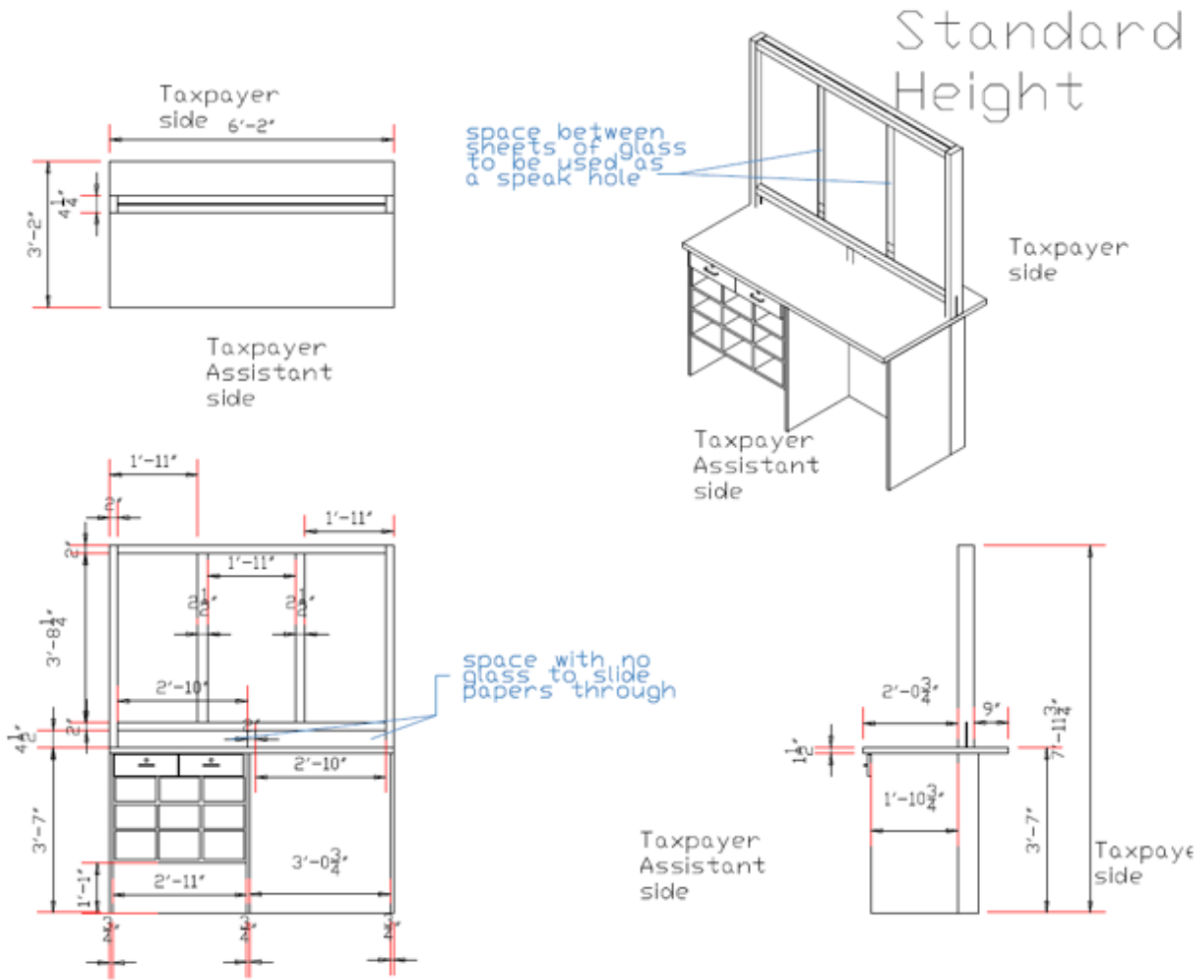
All information and questions should be directed to Real Property Services – no direct contact can be made with South Carolina Department of Revenue. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

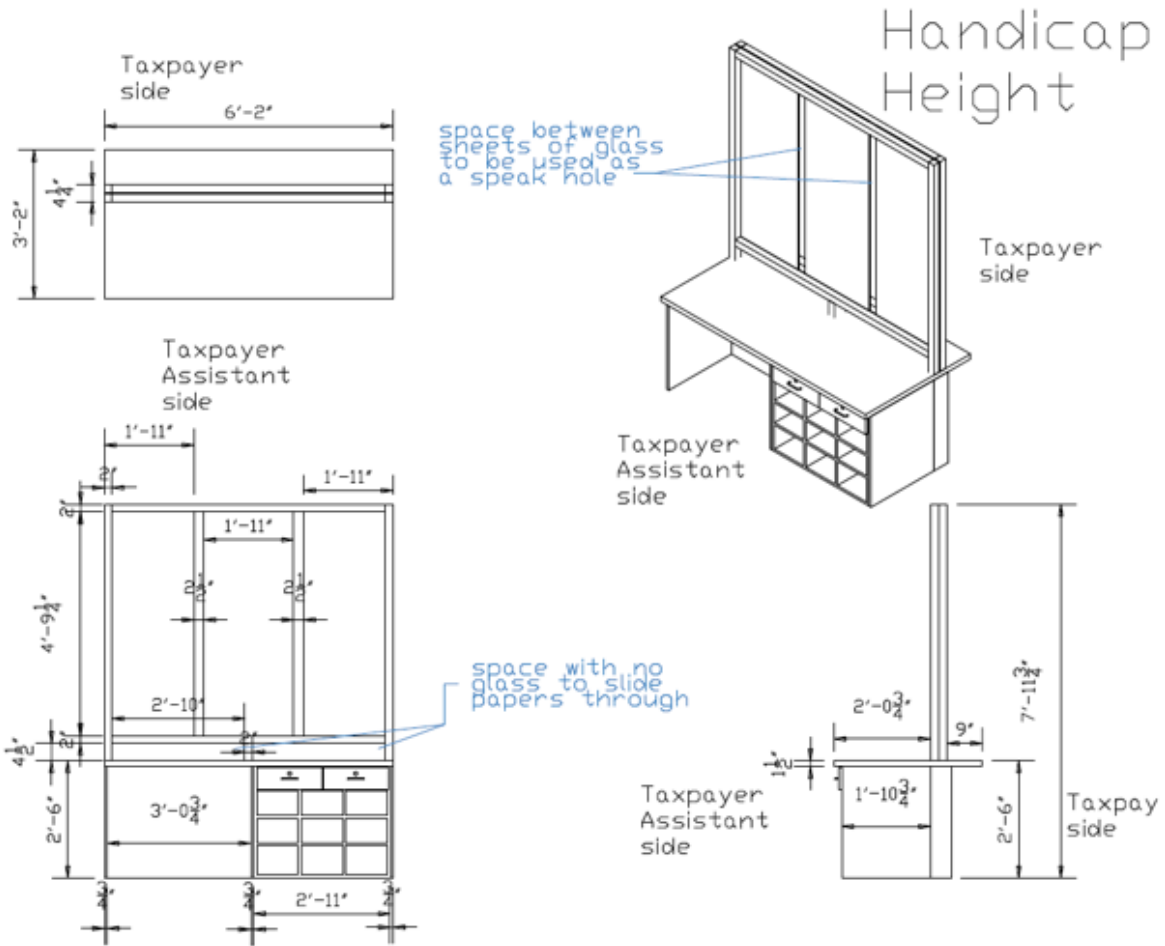
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644; FAX: 803-737-0592
EMAIL: rps@admin.sc.gov

EXHIBIT "A" SERVICE COUNTERS

Standard height:



Handicap height:



this cabinet is the same for both check in counters



Both top shelves need to have locking drawers

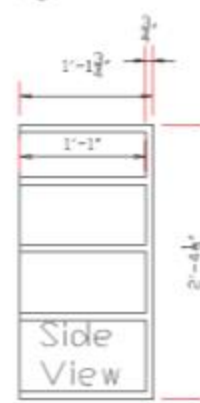
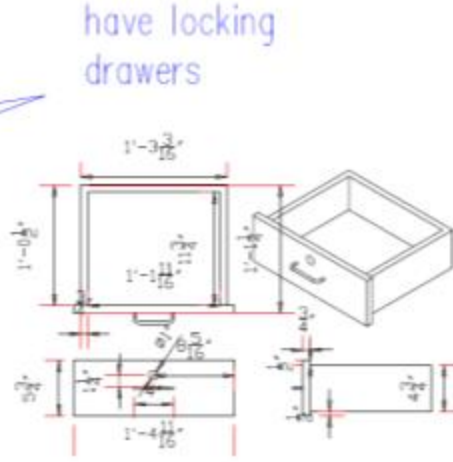
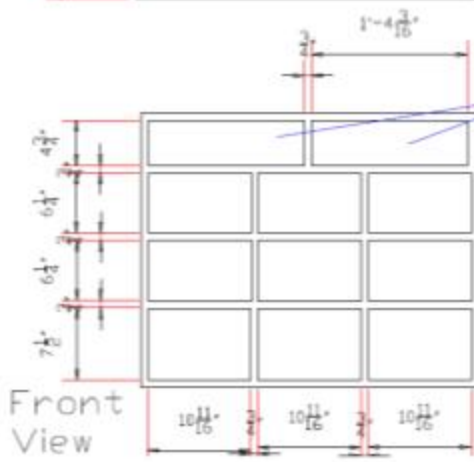
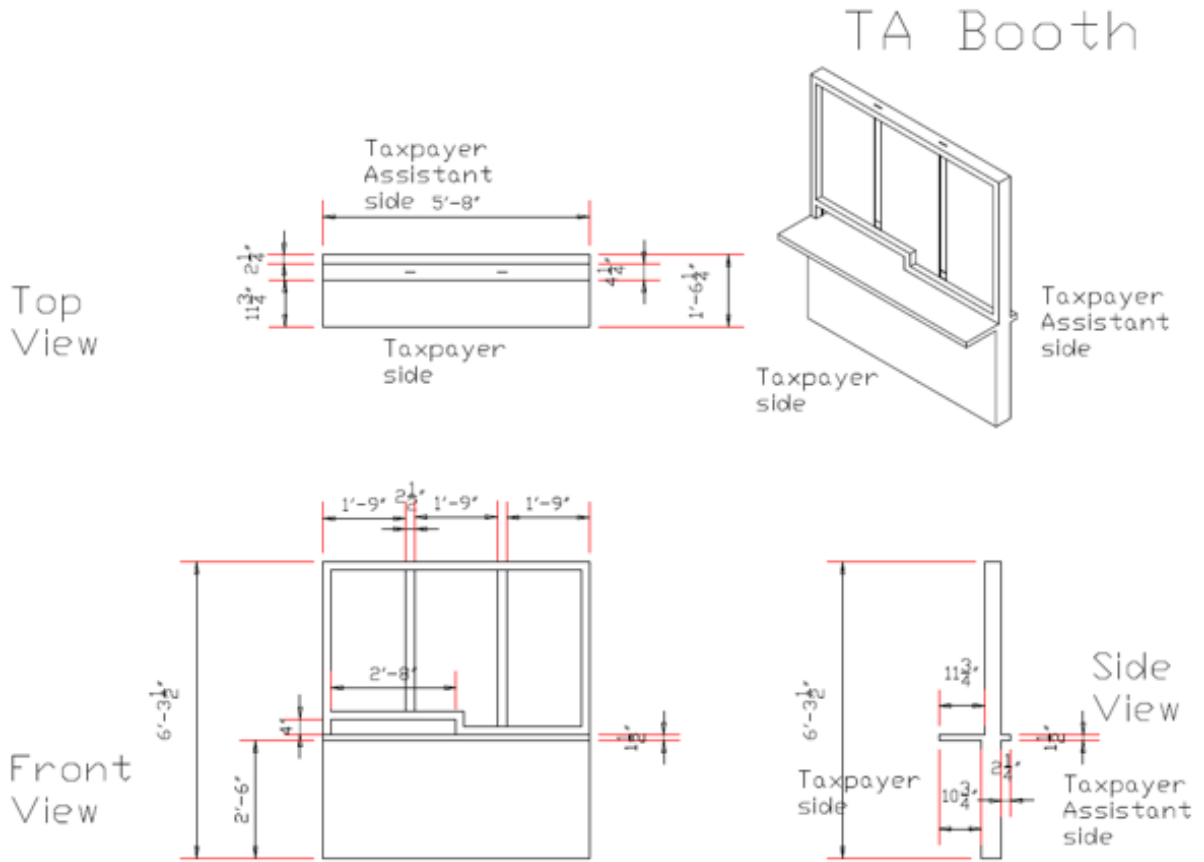
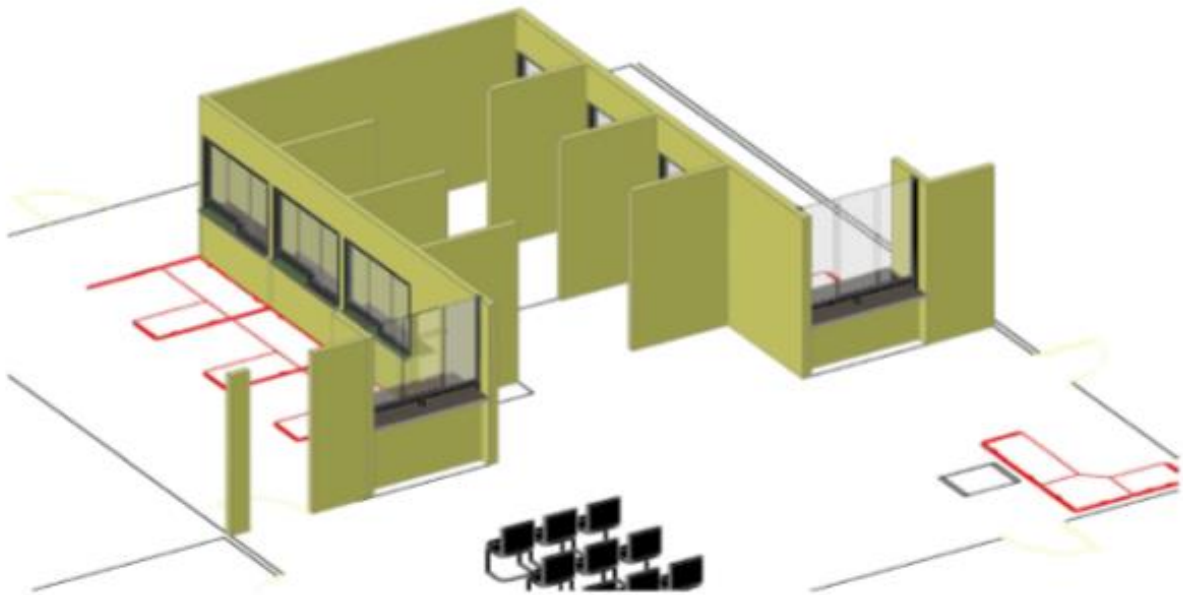


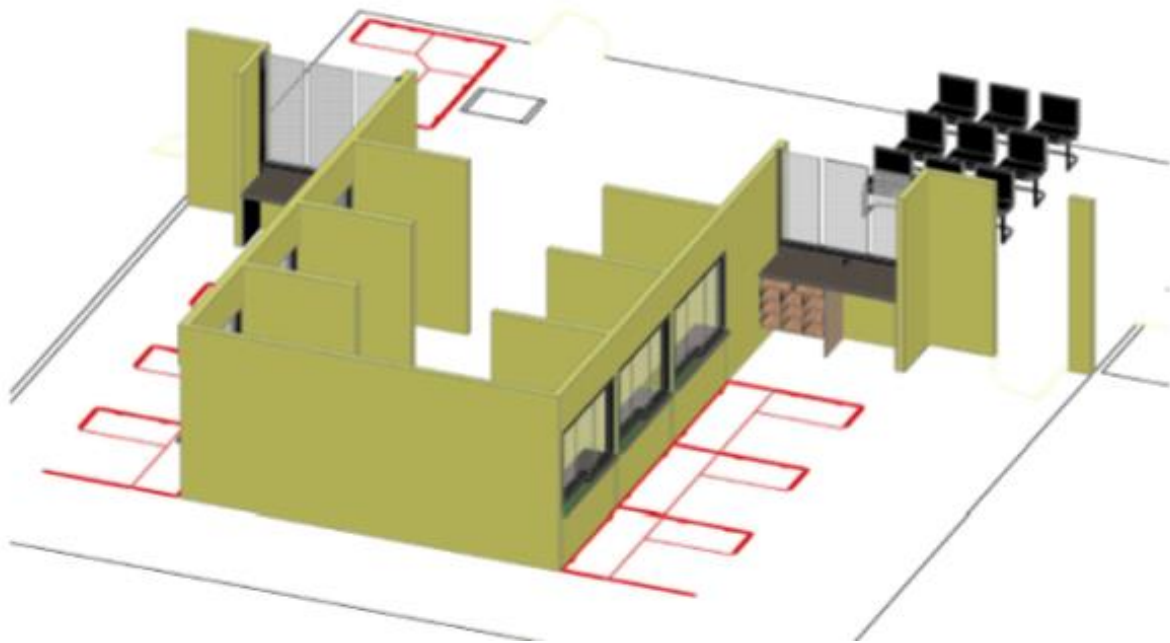
EXHIBIT "B"
TAXPAYER SERVICE AREA DETAILED SPECIFICATIOIS



- Green represents hard walls to be built, and they must be floor to ceiling for security.
- The glass for the check in counter as well as the service counters must be tempered security glass.
- The red outline is the cubicle furniture that Department of Revenue will install.

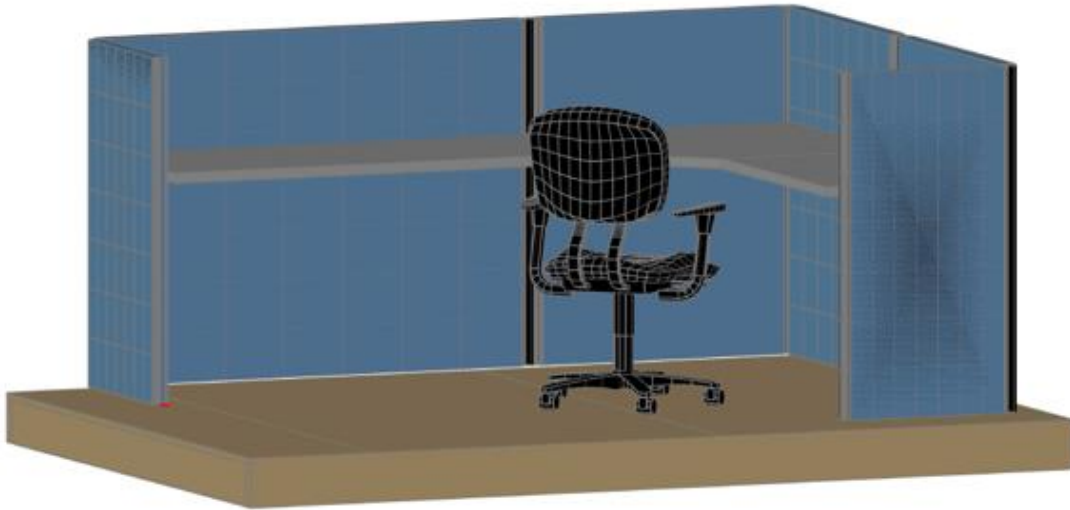


Example of Service Counter (requirement is for 8 service counters and 1 check-in counter)



Example of Service Counter (requirement is for 8 service counters and 1 check-in counter)

**EXHIBIT “C”
GUARD PLATFORM AND DESK**



Above is the platform with a guard desk on it. Platform needs to be secured to the floor and carpeted and large enough to house two officers and their equipment comfortably (approx 12'x10'). Agency will furnish cubicle system for platform.