

**5/16/2024**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Greenville 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, May 30, 2024**

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](mailto: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  
CLEMSON UNIVERSITY**

**(OFFICE & LAB) SPACE IN GREENVILLE 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 – CLEMSON UNIVERSITY COLLEGE OF ENGINEERING, COMPUTING  
& APPLIED SCIENCES (CECAS)**

- Location: Greenville, South Carolina, preferably within five (5) miles of the Clemson University International Center for Automotive Research (CU-ICAR) and Carroll A. Campbell Jr. Graduate Engineering Center (CGEC)
- Expected occupancy date: July 2025
- Total space needed is approximately 17,000 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:
  - 7 private office(s) for professional staff of approximately 120 square feet each
  - 1 small-sized reception area, to accommodate up to 2 people of approximately 50 square feet
  - 1 large conference room of approximately 350 square feet
  - 1 small conference room of approximately 120 square feet
  - 2 focus/privacy rooms of approximately 50 square feet each
  - 1 break room (to include sink and counter tops) to accommodate 8 to 10 people at a time of approximately 200 square feet
  - 2 storage areas of approximately 250 square feet each
  - 1 LAN Room of approximately 100 square feet
  - 1 work room of approximately 120 square feet
  - 1 room of approximately 500 square feet for storing electrical equipment
  - Research labs of approximately 8500 square feet combined to include:
    - A portion of the space should be able to accommodate two vehicle lifts under a ceiling height of 20 feet with 8” thick 3,000 PSI reinforced concrete floors.



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
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- Access to or ability to install 240VAC single phase hookups, required to operate vehicle lifts
- Two engine exhaust removal systems for car lifts
- Research labs require 480V service to a breakout panel
- A compressed air system, or the ability to add one
- 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.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Location will require 24/7 access to the space
- Location will require 24/7 building and/or campus security
- Location will require ability to install security card access to space, compatible with Clemson's network
- Location will require ability to connect to Metro-E which allows for data and information connectivity to the Clemson University main campus.
- 15 parking spaces are required but 20 parking spaces are preferred. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 3, 5, 7 or 10-year terms, as well as renewal terms.
- Proposals should be for a NET lease The University would like to be responsible for operations and maintenance costs within its leased space.
- The following proposals are not preferred and may be eliminated from consideration. Proposals that require:
  - reimbursement of tenant improvement costs upon early termination
  - use of a lease form that differs from the Standard State Lease form (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, May 30<sup>th</sup>**.
- 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.





**Henry McMaster**, Governor  
**Marcia S. Adams**, Executive Director

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- 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 Clemson University. Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> Floor  
COLUMBIA, SC 29201  
PHONE: 803-737-0644 or 803-737-8731; FAX: 803-737-0592  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)

