

**November 7, 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.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, November 28, 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  
SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**OFFICE SPACE IN GREENVILLE**

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 HEALTH AND HUMAN SERVICES**

- Location: Greenville County, Greenville, South Carolina
- Expected occupancy date: As soon as possible
- Total space needed is approximately 5,600 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:
  - 6 private offices for professional staff of approximately 120 square feet each.
  - Open area to accommodate 24 workstations of approximately 48 square feet each.
  - 1 small-sized reception area, to accommodate up to 3 people of approximately 50 square feet.
  - 1 break room (to include sink and counter tops) to accommodate 4 people at a time of approximately 120 square feet.
  - 1 copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 square feet.
  - 1 Local Area Network (LAN) room of approximately 100 square feet.
  - 2 storage rooms of approximately 180 square feet each.
  - 1 conference room to accommodate 6 to 8 people at a time of approximately 250 square feet.
  - Open area for file cabinets of approximately 18 square feet.
  - 2 focus/privacy rooms of approximately 50 square feet each.
  - 1 workroom with surface and storage of approximately 120 square feet.
  - 4 Interview rooms of approximately 150 square feet each.
- Space must be ADA compliant. Landlord is 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.
- 37 parking spaces are required, of which 5 should be reserved parking spaces.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 1, 2, 3, 5, 7 or 10-year terms.
- Landlord will agree to allow Tenant to provide agency signage at Tenant's cost.

- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.
- 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.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

#### MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: [Commercial Real Estate Lease Template](#) or can be provided upon request.**
- 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:

- Proposals must be received by the Real Property Services by **4:00 PM, November 28, 2024.**
- 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 must 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 Health and Human Services. 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)

