

September ~~12~~13, 2024

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, October 10, 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.

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
DEPARTMENT OF PUBLIC HEALTH**

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 – DEPARTMENT OF PUBLIC HEALTH

- Location: Florence County, Florence, South Carolina
- Expected occupancy date: As soon as possible
- Total space needed is approximately 29,900 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:
 - 28 private offices for professional staff of approximately 120 square feet each.
 - Open area to accommodate 52 workstations of approximately 48 square feet each. (Tenant to provide workstations)
 - Open area to accommodate 12 workstations of approximately 25 square feet each. (Tenant to provide workstations)
 - 4 medium reception areas to accommodate up to 6 people of approximately 100 square feet each.
 - 1 reception area to accommodate up to 10 people of approximately 150 square feet.
 - 1 large reception area to accommodate up to 36 people of approximately 600 square feet.
 - 1 beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave.
 - 1 break room to accommodate 30 people at a time of approximately 600 square feet.
 - 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 Local Area Network (LAN) room for floor mounted racks of approximately 100 square feet.
 - 7 small storage rooms of approximately 120 square feet each.



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
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- 1 large storage room of approximately 250 square feet.
- 1 large conference room with seating for 12 people of approximately 350 square feet.
- 1 medium conference room with seating for 8 people of approximately 250 square feet.
- 3 focus/privacy rooms of approximately 50 square feet each.
- Open area to accommodate 10 file cabinets of approximately 90 square feet.
- 5 service counters of approximately 25 square feet each.
- 10 interview rooms of approximately 120 square feet each.
- 6 exam rooms with sinks of approximately 132 square feet each.
- 1 medical records room of approximately 460 square feet.
- 1 IT equipment storage room of approximately 500 square feet.
- 1 classroom of approximately 525 square feet.
- 1 clinic lab of approximately 215 square feet.
- 1 public health pharmacy room of approximately 120 square feet.
- 1 storage room of approximately 440 square feet.
- 1 emergency operations center of approximately 1,160 square feet.
- 1 training room of approximately 515 square feet.
- 1 auditorium of approximately 1,530 square feet.
- 4 exam rooms of approximately 100 square feet each.
- 3 medication and supply rooms of approximately 120 square feet each.
- 1 biological storage room of approximately 50 square feet.
- 1 special health care needs storage room of approximately 110 square feet.
- 3 vaccination rooms of approximately 125 square feet each.
- 1 immunization prep and storage room of approximately 310 square feet.
- 1 HR storage room of approximately 150 square feet.
- 1 medication room of approximately 90 square feet.
- 1 exam room of approximately 130 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.
- Cabling must be certified to fiber optic 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. **(Full internet service to be provided by Landlord)**
- **Landlord will allow Tenant to install access control and video surveillance at Tenant's sole cost.**
- Must be equipped with a backup generator to provide power for the entire demised premises. **(Generator to be provided by Landlord)**
- Wayfinding and agency signage **(Signage to be provided by Landlord)**
- 157 parking spaces are required. Thirty-five (35) of these parking space must be in a secured fenced area surrounded by an 8' chain link fence.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 1, 3, 5, 7 and 10-year terms.



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- 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 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, October 10, 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 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 [Department of Public Health](#). 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 or 803-737-8731; FAX: 803-737-0592
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