

**April 3, 2024**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Greenville or Spartanburg 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, April 23, 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 SOCIAL SERVICES**

**OFFICE SPACE IN GREENVILLE OR SPARTANBURG 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 SOCIAL SERVICES**

- Location: Greenville or Spartanburg County, South Carolina and prefer being on a public bus route
- Expected occupancy date: May 2024
- Total space needed is approximately **3,070** 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:
  - 4 private office(s) for professional staff of approximately 120 square feet each
  - 10 cubicles of approximately 36 square feet each (**Landlord to provide cubicles**)
  - 1 reception area, to accommodate up to 10-12 people of approximately 200 square feet
  - 1 beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave time of approximately 24 square feet
  - 1 small break room with seating for 4 people of approximately 120 square feet
  - 2 print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
  - 1 IT closet for wall mounted racks of approximately 40 square feet
  - 2 storage closets of approximately 50 square feet each
  - 1 small storage room of approximately 120 square feet
  - 1 large conference room to accommodate seating for 10-12 people of approximately 350 square feet
  - 1 open area for 6 file cabinets of approximately 54 square feet
  - 2 service counters of approximately 50 square feet each
  - 1 exterior area for drop box of approximately 8 square feet



- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Landlord agrees to allow the installation of surveillance and access control system to the demised premises at Tenant's sole cost
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. Must be capable of supporting high speed internet and VOIP. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 24 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 3, 5 and 7-year terms.
- 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.
- 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, April 23, 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.





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

**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

**CONTACT INFORMATION**

All information and questions should be directed to Real Property Services – no direct contact can be made with South Carolina Department of Social 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)

