

**November 7, 2024**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland 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, November 15, 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  
Department of Health and Human Services (DHHS)**

**OFFICE SPACE IN RICHLAND 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 HEALTH AND HUMAN SERVICES**

- Location: Richland County Columbia, South Carolina along or in close proximity to a bus line.
- Expected occupancy date: As soon as possible.
- Total space needed is approximately 3,600 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:
  - 3 private offices for professional staff of approximately 120 square feet each.
  - Open space to accommodate 16 cubicles of approximately 48 square feet each (cubicles provided by Tenant)
  - 1 large reception area with seating for 12 people of approximately 200 square feet.
  - 1 large break room with seating for 10 people of approximately 200 square feet.
  - 1 print alcove with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet.
  - 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.
  - 1 large storage room of approximately 250 square feet.
  - 1 large conference room to accommodate seating for 12 people of approximately 350 square feet.
  - 1 open area for 2 file cabinets of approximately 18 square feet.
  - 3 interview rooms of approximately 120 square feet each.
  - 1 training room of approximately 200 square feet.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, capable of supporting high speed internet and VOIP with all terminations by the Landlord.
- 30 parking spaces are required. State availability of reserved parking.
- Parking must be paved and lighted.
- Term: Please provide proposed rates for 1, 2, 3 and 5-year terms with optional renewals.
- Landlord agrees to allow the installation of surveillance and access control system to the demised premises at Tenant's sole cost.

- **Landlord responsible for installing passthrough glass with tray between reception area and work area.**
- **Landlord responsible for providing mini split HVAC unit for LAN room**
- **Landlord responsible for providing wayfinding signage along with “No Guns Allowed on Premises”, “No Smoking” and “Handicap Parking” signs.**
- 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 15, 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 the [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)