

**February 8, 2024**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Charleston 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, February 29, 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  
MEDICAL UNIVERSITY OF SOUTH CAROLINA – RISK MANAGEMENT**

**OFFICE SPACE IN CHARLESTON 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 – MEDICAL UNIVERSITY OF SOUTH CAROLINA – RISK  
MANAGEMENT**

- Location: Charleston County, South Carolina - Close proximity to MUSC Campus – Ideal location is within a half mile walking distance of the MUSC Campus or within MUSC bus transit system
- Expected occupancy date: **January 1, 2025**
- Total space needed is approximately **3,300 – 4,000** 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:
  - 6 private offices for professional staff of approximately 120 square feet each.
  - Open area to accommodate 19 cubicle/workstations for professional and administrative staff of approximately 48 square feet each. (Workstations/cubicles to be provided by the Tenant).
  - 1 small-sized reception area, to accommodate up to 2 people of approximately 50 square feet.
  - 1 small break room (to include sink and counter tops) to accommodate 4 people at a time of approximately 120 square feet.
  - 1 print alcove with 8 linear feet of cabinet with U.C. refrigerator sink and microwave of approximately 40 square feet.
  - 1 medium storage room of approximately 180 square feet.
  - 1 large storage rooms of approximately 250 square feet each.
  - 1 large conference room with seating for 10-12 people of approximately 350 square feet.
  - Open area for 6 file cabinets of approximately 54 square feet.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.



**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

- 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.
- Landlord must provide and allow MUSC signage based on MUSC sign standards - Landlord to cover cost for monument and building signage.
- Space must be accessible 24/7.
- 15 parking spaces are required depending on proximity to the MUSC campus. Reserved space need shall be discussed as part of the negotiation process.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 3, 5, 7 or 10-year term.
- 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, February 29, 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.





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

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**CONTACT INFORMATION**

All information and questions should be directed to Real Property Services – no direct contact can be made with the Medical University of South Carolina. 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)

