

March 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, March 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.

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
OFFICE OF REGULATORY STAFF**

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 – OFFICE OF REGULATORY STAFF

- Location: Richland County, Columbia, South Carolina
- Expected occupancy date: No later than September 1, 2025, or sooner.
- Total space needed is approximately 30,300 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 (%).
 - **Please identify any Landlord provided allowance for upfit costs** related to the total rentable square feet.
 - Please identify any Landlord provided allowance for moving costs.
- Ideal set up should include, but is not limited to:
 - 5 private offices for executive staff of approximately 180 square feet each.
 - 69 private offices for professional staff of approximately 120 square feet each.
 - Open area to accommodate 40 workstations of approximately 48 square feet each. **Please identify any Landlord provided workstations with size and age and/or any Landlord provided allowance for new workstations.**
 - Open area to accommodate 18 workstations of approximately 25 square feet each. **Please identify any Landlord provided workstations with size and age and/or any Landlord provided allowance for new workstations.**
 - 1 main reception area, to accommodate up to 24 people of approximately 400 square feet.
 - 1 medium-sized reception area, to accommodate up to 6 people of approximately 100 square feet.
 - 2 breakrooms with 8 linear feet of cabinet with U.C. refrigerator, sink and microwave with seating for 25 people of approximately 500 square feet each.



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
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- 4 print alcoves with 8 linear feet of upper and lower cabinets for supply and storage and printer of approximately 40 square feet each.
- 3 copy/print/supply rooms for dedicated floor mounted printer and storage of approximately 120 square feet each.
- 1 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet.
- 1 LAN Room with floor mounted racks of approximately 100 square feet.
- 3 small storage rooms of approximately 120 square feet each.
- 5 medium storage rooms of approximately 180 square feet each.
- 4 large storage rooms of approximately 250 square feet each.
- 1 general conference room of approximately 1,000 square feet.
- 1 general conference room of approximately 800 square feet.
- 2 conference rooms of approximately 350 square feet each.
- 2 general conference rooms of approximately 300 square feet each.
- 1 conference room of approximately 250 square feet.
- Open area for 52 file cabinets of approximately 468 square feet.
- 1 work room with work surface and storage of approximately 120 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.
- Security features of proposed locations should be included with the offer. Please identify any **Landlord provided allowance for security systems.**
 - Minimum office access security: electronic card swipe.
 - Minimum office camera monitoring: office space entrances, stairwells, elevators.
- 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.
- 136 parking spaces are required of which 20 spaces should be reserved.
- Parking lot must be paved and lighted and adjacent to the facility or maximum distance within one block of the facility.
- Term: Please provide proposed rates for, 5, 7 or 10-year terms as well as 5-year renewal options.
- 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).



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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, March 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 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 Office of Regulatory Staff. 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
EMAIL: rps@admin.sc.gov

