

August 31, 2026

Dear Property Owner or Agent:

The State of South Carolina is seeking laboratory with 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, September 4, 2026.**

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
SOUTH CAROLINA DEPARTMENT OF ENVIRONMENTAL SERVICES**

LABORATORY WITH 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 – South Carolina Department of Environmental Services

- Location: Berkeley, Charleston or Dorchester County, South Carolina
- Expected occupancy date: October 1, 2027
- Total space needed is approximately 18,200 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 180 square feet each
 - 27 private offices for professional staff of approximately 120 square feet each
 - Area for 10 workstations of approximately 64 square feet each
 - *proposal should include cost with and without workstations provided by Landlord*
 - 1 reception areas of approximately 100 square feet to accommodate a minimum seating area of 6 people
 - 1 break room (to include sink and counter tops) to accommodate up to 10 people at a time of approximately 200 square feet
 - 1 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
 - 1 IT closet for wall mounted racks of approximately 40 square feet
 - 2 storage rooms of approximately 180 square feet each
 - 5 storage rooms of approximately 250 square feet each
 - 2 conference rooms of approximately 600 square feet each to accommodate 18-20 people at a time
 - 3 workrooms with work surface and storage of approximately 120 square feet each
- 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 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 with the ability to access network via fiber optic connection and support VOIP.
- Minimum of 43 parking spaces are required and outside boat storage area to accommodate 1 boat with fencing & gate.
- Parking lot must be paved and lighted.
- Lab Space Requirements
 - 1 Microbiology Lab of approximately 1,100 square feet
 - 1 Chemistry Lab of approximately 675 square feet

- 1 prep area of approximately 235 square feet
 - 1 lab storage area of approximately 340 square feet
 - 1 autoclave room of approximately 200 square feet with plumbing, water supply line and 120/240 three phase power
 - 1 field lab storage room of approximately 600 square feet
 - HVAC for lab space must be separate and isolated from office space HVAC system
 - Flooring in all lab areas must be chemical resistant, easily cleanable and durable
 - Agency will provide lab vent hood and landlord shall be responsible for installing vent hood connection to vent outside or have an exterior exhaust system available for vent hood connection.
 - 1 lab safety shower and eye wash station per lab
 - Plumbing for residential dishwasher
 - Water supply and drain plumbed for commercial ice maker. Ice maker will be provided by agency
 - Plumbing for two lab sinks that will *not* be within close proximity of each other
 - Electronic access card system
- Tenant shall have 24/7 access to demised premises with HVAC operational afterhours and on Weekends **proposal should include HVAC operational details*
 - Landlord shall provide secure building access (card access preferred) and shall allow Tenant to install security cameras within demised premises as well as entrance code lock
 - Term: Please provide proposed rates for 3, 5, 7 or 10-year terms.
 - 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, September 4, 2026**
- 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 [South Carolina Department of Environmental 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, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-8731
EMAIL: rps@admin.sc.gov