

April 8, 2026

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Lexington 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 30, 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 VOCATIONAL REHABILITATION DEPARTMENT**

OFFICE SPACE IN LEXINGTON 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 VOCATIONAL REHABILITATION DEPARTMENT

- Location: Lexington County, South Carolina
- Expected occupancy date: July 1, 2027
- Total space needed is approximately 51,800 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: Space for three (3) independent areas in one (1) location. Each with their own entrance, address, lobby, etc. Additional information for space requirements are attached in Exhibit A.
 - Area 1
 - 2 private offices for professional staff of approximately 180 square feet each
 - 47 private offices for professional staff of approximately 120 square feet each
 - Area for 73 workstations of approximately 100 square feet each
**proposal should include cost with and without workstations provided by Landlord*
 - 1 reception area of approximately 100 square feet to accommodate a minimum seating area of 6 people
 - 2 break rooms (to include sink and counter tops) to accommodate approximately 10 people at a time of approximately 200 square feet each
 - 2 print alcoves to include 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
 - 1 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
 - 3 storage rooms of approximately 180 square feet each
 - 1 storage room of approximately 250 square feet
 - 3 conference rooms of approximately 350 square feet each to accommodate 10-12 people at a time
 - 1 small conference room of approximately 120 square feet to accommodate 2-4 people at a time
 - Area 2
 - 1 private office for professional staff of approximately 180 square feet
 - 13 private offices for professional staff of approximately 120 square feet each
 - Area for 17 workstations of approximately 100 square feet each
**proposal should include cost with and without workstations provided by Landlord*

- 1 reception area of approximately 100 square feet to accommodate a minimum seating area of 6 people
- 1 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet
- 3 storage rooms of approximately 180 square feet each
- 1 conference room of approximately 350 square feet to accommodate 10-12 people at a time
- 1 conference room of approximately 1,600 square feet to accommodate up to 90 people at a time
- Area 3
 - 8 private offices for professional staff of approximately 180 square feet each
 - 15 private offices for professional staff of approximately 120 square feet each
 - Area for 39 workstations of approximately 100 square feet each
 - Area for 12 workstations of approximately 25 square feet each
 - *proposal should include cost with and without workstations provided by Landlord*
 - 1 reception area 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 approximately 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 conference room of approximately 350 square feet to accommodate 10-12 people at a time
 - 1 conference room of approximately 250 square feet to accommodate 6-8 people at a time
- Shared Space by All Areas
 - 1 LAN room with uninterrupted power supply/back-up generator with temperature control of approximately 900 square feet
 - 1 security monitoring room of approximately 400 square feet
 - 1 confidential interview room of approximately 120 square feet
 - 1 room for multiple printers and scanners of approximately 2,175 square feet
 - 1 archives storage room of approximately 525 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.
- All reception desks, private interview rooms, and interviewing desks must be installed with panic button to summon assistance (DI 39567.025). Hearing rooms must also be equipped with panic button alarm, connective to Administrative Office (DI39567.045)
- All ground floor windows and upper floor windows that can be easily accessed but be sealed or have motion detector including windows looking out into corridors in multi-tenant space.
- All access points through which entry is possible, including skylights, roof hatches, crawls spaces, ventilation shafts and drain pans ,must have IDS monitoring.
- Circuit Requirements – All the receptacles for the computer equipment shall be isolated ground (IG) type and shall meet requirements of NEC 250-96(B). Adhere to the following for maximum number of isolated ground receptacles per circuit and connection criteria. Maximum load per circuit is 16 amps.

Equipment	Load (amps)	Max per Circuit	Allowable Connection Criteria
Workstation	2.0	4	Only with other workstations
Laser Printer	7.8	2	Only with other printers

Digital Copiers	12.0	1	Dedicated Circuits
LAN rack	1	1	Dedicated Circuits

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- 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.
 - Provide cable suitable for indoor installation
 - Provide cable with 4 twisted pairs of insulated copper conductors per cable, 24 AWG solid copper, fully insulated with retardant low-smoke thermoplastic material, plenum NEC CMP rated, and UL listed as such
 - Color code twisted pairs individually, within color coded bundles, to industry standards (ANSI/ICEA Publications S-80-576, and EIA-230)
 - Comply with appropriate TIA/EIA-568 performance requirements
- A minimum of 240 parking spaces is required. Provide availability of reserved parking.
- Parking lot must be paved and lighted.
- 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.
- Barrier and hazard free. Hot and cold running water in restrooms and break room
- Additional handicap parking spaces beyond code, required for claimant/van access. This is especially critical near the Hearing Room.
- Secured space accessible only by employees
- Contiguous space and elevator access where space is above ground. Multiple floors are acceptable, but not preferred and only with interior, secure, exclusive elevator access.
- Directory Signage in lobby and exterior for all areas (Office of State Claims, Regional Office and Administrative Office designations), especially for Hearing location.
- Confidential Hearing Room (120 sq. ft.) shall be insulated for sound. Furnishings will be attached to floor. Room must have capacity for security alarm, with interior window.
- 4-ton HVAC system required for DDS Columbia Regional Office/Office of State Claims
- 2-ton HVAC system required for DDS State Administrative Office
- Dedicated computer outlets (3:1) required
- Main Conference room must accommodate space for smartboard
- Some interior doors will require locks and special insulation.
- Interior (custodial) and grounds maintenance (all-inclusive lease) required.
- **Telephone System Summary:** The DDS currently uses the VOIP SC State phone system that will change to Amazon AWS by February 2027. After the AWS conversion staff member will require one AWS compatible headset. The telephone equipment – consisting of switches, punch boards, etc. will need a footprint of at least 4 feet X 8 and a wall mounted, fire resistant 4’ X 8’ plywood sheet attached to the wall on the telephone area of the wiring closet. The telephone-wiring closet, together with the computer equipment, will require a dedicated A/C unit to provide the optimum temperature for the efficient operation of the computer and phone systems.

- 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 30, 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 Vocational Rehabilitation Department. 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

Exhibit A – Additional Information

Cabling Requirements:

1. Provide horizontal minimum Category 6 unshielded twisted pair (UTP) cable meeting the following requirements:
2. Provide cable suitable for indoor installation.
3. Provide cable with 4 twisted pairs of insulated copper conductors per cable, 24 AWG solid copper, fully insulated with retardant low-smoke thermoplastic material, plenum NEC CMP rated, and UL listed as such.
4. Color code twisted pairs individually, within color coded bundles, to industry standards (ANSI/ICEA Publication S-80-576, and EIA-230).
5. Comply with appropriate TIA/EIA-568 performance requirements.

Circuit Requirements:

All the receptacles for the computer equipment shall be isolated ground (IG) type and shall meet requirements of NEC 250-96(B).

Adhere to the following for maximum number of isolated ground receptacles per circuit and connection criteria. Maximum load per circuit is 16 amps.

Equipment	Load (amps)	Max per Circuit	Allowable Connection Criteria
Workstation	2.0	4	Only with other workstations
Laser Printer	7.8	2	Only with other printers
Digital Copiers	12.0	1	Dedicated Circuit
LAN rack	12	1	Dedicated Circuits

Property Information: Required Premises (q) and (cc)

SSA regulations indicate that if a DDS is located in multi-tenant building, its workspace should be self-contained. To prevent unauthorized entry, offices should have perimeters or walls, with true slab-to-slab construction or passive infrared sensors and nine-gauge wire mesh, unless there is an intrusion detection system (IDS) with motion detectors that are properly designed and installed, depending on the situation or facility (DI 39567)

An Intrusion Detection System (IDS) is required in DDS facilities, unless determined unnecessary (e.g., the office is located in a building with 24-hour/day guard service, and the guard has the ability to monitor adequately the DDS facility: DI 39567.020E). SSA has funded armed guards for the Columbia Complex DDS since 2020.

All DDS reception desks, private interview rooms, and interviewing desks must be installed with a panic button to summon assistance (DI 39567.025). Also, DHU hearing rooms must also be equipped with a panic button alarm, connected to the Administrative Office (DI 39567.045)

Intrusion Detection System and Panic Alarms: (more detail on SSA Special Space Allocation Requirements is available upon request)

The IDS must provide protection for all perimeter doors.

All ground floor windows and any upper-floor windows leading into SSA space that can be easily accessed must be sealed or have motion detectors, including windows looking out onto corridors in multi-tenant space.

All access points through which entry is possible, including skylights, roof hatches, crawl spaces,

ventilation shafts and drainpipes, if within SSA/DDS's control, must have IDS monitoring.

(NOTE: Motion detectors could be used to detect access if the unit can be placed in close proximity to the opening).

In case of building power failure the IDS control panels shall provide back-up batteries capable of maintaining the systems operation for a minimum of 8 hours.

The system must be capable of providing electronic or printed reports of arm/disarm dates, times and access codes used.

The DDS is responsible for ordering and paying for the telephone line necessary to monitor the system. The line shall be a single dedicated dial-up line with an RJ-31X jack with no telephone instrument installed. The line should not go through a Centrex or other phone system.

Panic Alarm System Specifications:

The panic alarm system must consist of the following equipment or equivalent:

- Panic Alarm Buttons, Ademco 269;
- Minimum two strobe lights, Amseco SL-1

The panic alarm buttons will be installed at each reception counter opening, and at interviewing desks as indicated on the floor plan. The panic buttons will flash strobe lights when activated. An adequate number of strobe lights, (minimum two) will be installed.

Property Information: Required Premises

Exit and Emergency lighting shall be provided. Generally, emergency lighting shall be available in every windowless room. Lighting must provide at least 0.5 foot candles of illumination.

Property Information: Required Premises

Scanner Rooms

Available space for scanning equipment (at least 3 scanners and testing equipment) and staff. Since 2005, it has been determined that approximately 525-550 sq. ft. is needed to accommodate this process in each of the three regional offices. With the use of the SCEIS initiative, another 200 sq. ft. is needed in the Administrative Fiscal area for two scanning machines.

HSPD-12 Room

The DDS requires a separate room no more than 400 sq. ft to house a monitor/camera/etc for our security requirements through HSPD-12. Room is used when the office has new hires and then for renewal purposes for each employee's ID cards. This room is a requirement in each office including The Office of State claims.

Computer/LAN Room

Requires no less than 650 sq.ft. but more realistically 900 sq. ft. to house the LAN computer room and additional wiring components. This space shall have painted ceiling-high walls and vinyl tile on the floor must be provided. The entry door should be of solid wood core or metal sheathed with hinges mounted inside the room. *(The room shall be secured with a mechanical cipher lock, similar to the UNICAN LP1000)

The DCR shall contain a minimum of five standard duplex electrical outlets circuited to a general purpose panel-board, and three duplex electrical outlets, type IG NEMA 5-20R or equivalent circuited to an isolated ground panel-board. Two of these IG electrical outlets will be devoted to the IWS/LAN rack. Electrical power shall consist of one dedicated 115 volt, 60 Hz single-phase, 20 amp dedicated circuit with an IG wire for each of the three duplex IG electrical outlets.

The walls of the computer room should have slab-to-slab construction to prevent unauthorized entry or the computer room should be made secure by installing chain link fences, heavy wire mesh, or motion-sensor devices in the space between the false ceiling and the true ceiling of the facility.

The computer room should have a properly installed alarm for environmental controls that addresses issues (e.g., water, temperature, etc.). * An ABC type fire extinguisher is required.

Computer Training Rooms

A computer training room (750 sq.) will accommodate 15-18 computer terminals, desks, and chairs.

With the transition to the automated work environment, computer-training areas are critical. A smaller (150 sq. ft.) area will be necessary for administrative testing of the DDS legacy system, such as when modifications are installed and for troubleshooting and resolution of statewide computer issues.

Special Interview Room

120 sq. ft. is required for a confidential interview room used for disability hearings. This room must be located near a building entrance and disabled parking spaces. The applicants should be able to attend their hearing without being inconvenienced due to their alleged physical or mental impairments. However, they should not be allowed to enter the DDS secured office space. The furniture in this room shall be bolted to the floor and an inconspicuous emergency alarm made available to the Hearing Officer. The hearing room should be no less than **120 sq. ft. (ref: DI 39567.045)**

Other Requirements

- Barrier and hazard free. Hot and cold running water in restrooms and break room
- Additional handicap parking spaces beyond code, required for claimant/van access. This is especially critical near the Hearing Room.
- Secured space accessible only by employees
- Contiguous space and elevator access where space is above ground. Multiple floors are acceptable, but not preferred and only with interior, secure, exclusive elevator access.
- Directory Signage in lobby and exterior for all areas (Office of State Claims, Regional Office and Administrative Office designations), especially for Hearing location.
- Confidential Hearing Room (120 sq. ft.) shall be insulated for sound. Furnishings will be attached to floor. Room must have capacity for security alarm, with interior window.
- 4-ton HVAC system required for DDS Columbia Regional Office/Office of State Claims
- 2-ton HVAC system required for DDS State Administrative Office
- Dedicated computer outlets (3:1) required
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