

**October 8, 2024**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in the Columbia Business District. 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 5, 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  
RETIREMENT SYSTEM INVESTMENT COMMISSION**

**OFFICE SPACE IN THE COLUMBIA BUSINESS DISTRICT**

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 – RETIREMENT SYSTEM INVESTMENT COMMISSION**

- Location: Richland County or Greater Columbia Area
- Expected occupancy date: September 1, 2025
- Total space needed is approximately 18,000 to 20,000 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:
  - 13 private offices for professional staff of approximately 180 square feet each.
  - 19 private offices for professional staff of approximately 120 square feet each.
  - One area for 39 workstations of approximately 48 square feet each. **Landlord to provide workstations.**
  - 2 small-sized reception areas, located outside 2 executive offices, to accommodate up to 2 people of approximately 50 square feet.
  - 1 large reception area of approximately 400 square feet to accommodate 20-24 people at a time.
  - 1 large break room (to include sink and countertops) to accommodate 8-10 people at a time of approximately 200 square feet.
  - 1 break room (to include sink, countertops, and a passthrough window to conference rooms) to accommodate at least 4 people at a time of approximately 200 square feet.
  - 2 print alcoves with 8 linear feet of upper and lower cabinets of approximately 40 square feet.
  - 2 Copy/Print/Supply room of approximately 120 square feet.
  - 1 LAN room of approximately 100 square feet.
  - 3 storage areas/rooms of approximately 180 square feet each.
  - 1 Public Hearing room of approximately 1300 square feet



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
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- 1 large conference room, with the ability to add teleconferencing capabilities, of approximately 350 square feet to accommodate 10 to 12 people at a time.
- 3 medium conference rooms, with the ability to add teleconferencing capabilities, of approximately 250 square feet each to accommodate 6 to 8 people at a time.
- 2 Focus/Privacy rooms of approximately 50 square feet each.
- 1 Collaboration Room of approximately 529 square feet.
- 1 collaboration/planning room of approximately 400 square feet.
- 1 IT storage/receiving/workroom of approximately 200 square feet this space should include:
  - Room for 24U of enterprise-grade network equipment
  - Room for 10U of enterprise-grade compute/storage equipment
  - Temperature and humidity control
  - Preferred termination location of office network drops
  - Two separate, dedicated power circuits connected to NEMA L5-30P electrical sockets.
  - Badge access
- Space for 12 file cabinets
- 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.
- Must have direct connection to the State of South Carolina MetroNet for primary internet access and VOIP connectivity and services. 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.
- Availability of commercial internet services provided by a major internet service provider for secondary/redundant internet access.
- Physical access to leased space controlled through badge access.
- Surveillance camera coverage of all publicly available areas associated with leased space.
- 74 parking spaces are required of which 10 should be reserved. State availability of reserved.
- Parking lot must be paved and lighted.
- 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, November 5, 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 the South Carolina Retirement System Investment Commission. 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)

