

January 14, 2025

Dear Property Owner or Agent:

The State of South Carolina is seeking parking 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, January 24, 2025**.

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 ADMINISTRATION**

PARKING 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 – SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

- Location: City of Columbia – Richland County, South Carolina – **located within the current Downtown Columbia and within walking distance to State House Complex.**
- Expected occupancy date: **September 1, 2025.**
- Total parking spaces needed are approximately up to **200 spaces.** The South Carolina Department of Administration is open to one lot/garage or multiple lots/garages to accommodate the total parking need. Parking hours could vary depending on the location(s), but a typical M-F schedule is required. Lots/garages do not need to be the exclusive use of the State.
- Parking facility can be gravel, paved, or concrete or other similar types of surfaces and may include surface options.
- Parking facility must include lighting for safe passage.
- Parking facility must have proper drainage.
- Parking facility may be new or existing construction.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Term: Please provide proposed rates and available terms.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, grounds maintenance, repairs, taxes, insurance, and any other service necessary to maintain and operate any 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

MINIMUM STATE REQUIREMENTS

- Property must be barrier free, hazard free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- **Proposals must specify the following:**
 - Facility is new or existing parking lot or garage.
 - Describe the surface as well as any systems in place, including lighting and access/revenue control system (manufacturer and software).
 - Indicate if Agency will not have exclusive use of parking facility.
 - Provide total number and cost per space/per month for garage and surface parking, reserved spaces and open spaces available for each individual parking location offered.
 - Indicate if proposal is for a GROSS lease, and if so, what services are included.
- Please submit proposals to the Department of Administration, Real Property Services on or before **4:00 PM, January 24, 2025**.
- 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](#).

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with [the South Carolina Department of Administration](#). 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