

October 25, 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, November 15, 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
STATE FISCAL ACCOUNTABILITY AUTHORITY**

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 – STATE FISCAL ACCOUNTABILITY AUTHORITY

- Location: Richland County, Columbia, South Carolina.
- Expected occupancy date: July 1, 2025.
- Total space needed is approximately 39,500 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:

Division of Administration

- 1 private office for professional staff of approximately 350 square feet.
- 5 private offices for professional staff of approximately 180 square feet each.
- 15 private offices for professional staff of approximately 120 square feet each.
- 1 open area for 8 workstations each equipped with a door of approximately 100 square feet each. **(Workstations to be provided by Landlord)**
- 1 open area for 3 workstations of approximately 72 square feet each. **(Workstations to be provided by Landlord)**
- 1 small reception area to accommodate up to 2 people of approximately 50 square feet.
- 1 large reception area, to accommodate up to 12 people of approximately 200 square feet.
- 1 small break room (to include sink and countertop) to accommodate 4 people at a time of approximately 120 square feet.
- 4 print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each.
- 4 IT closets for wall mounted racks of approximately 40 square feet each.
- 1 Local Area Network (LAN) room of approximately 100 square feet. (room needs to be secured with a door that can be locked with a key, must have mini split HVAC to ensure room stays 64 degrees Fahrenheit even if rest of building is adjusted and must remain a constant temperature 24/7).
- 4 small storage rooms of approximately 120 square feet each.
- 1 medium storage room of approximately 180 square feet.
- 1 board room with seating for 20 people of approximately 600 square feet.

- 2 small conference rooms with seating for 4 people of approximately 120 square feet each.
- 1 focus/privacy room of approximately 50 square feet.
- 1 work room with work surface and storage of approximately 120 square feet.
- 2 interview rooms of approximately 120 square feet each.
- 1 multi-purpose room divisible into 4 separate rooms with kitchen and storage of approximately 3,250 square feet.

Division of Procurement Services

- 9 private offices for professional staff of approximately 180 square feet each.
- 18 private offices for professional staff of approximately 120 square feet each.
- 1 open area for 35 workstations each equipped with a door of approximately 100 square feet each. **(Workstations to be provided by Landlord)**
- 1 open area for 9 workstations of approximately 72 square feet each. **(Workstations to be provided by Landlord)**
- 1 small break room (to include sink and countertop) to accommodate 4 people at a time of approximately 120 square feet.
- 1 large break room (to include sink and countertop) to accommodate 10 people at a time of approximately 200 square feet.
- 2 print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each.
- 1 copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 square feet.
- 2 small storage rooms of approximately 120 square feet each.
- 1 medium storage room of approximately 180 square feet.
- 1 large storage room of approximately 250 square feet.
- 2 focus/privacy rooms of approximately 50 square feet each.
- 2 work rooms with work surface and storage of approximately 120 square feet each.

Insurance Reserve Fund Division

- 6 private offices for professional staff of approximately 180 square feet each.
- 8 private offices for professional staff of approximately 120 square feet each.
- 1 open area for 32 workstations each equipped with a door of approximately 100 square feet each. **(Workstations to be provided by Landlord)**
- 1 open area for 9 workstations of approximately 72 square feet each. **(Workstations to be provided by Landlord)**
- 1 large break room (to include sink and countertop) to accommodate 10 people at a time of approximately 200 square feet.
- 2 print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each.
- 2 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 medium storage room of approximately 180 square feet.
- 2 large storage rooms of approximately 250 square feet each.
- 1 small conference room with seating for 4 people of approximately 120 square feet.
- 2 focus/privacy rooms of approximately 50 square feet each.
- 1 open area for 10 file cabinets of approximately 90 square feet.
- 2 work rooms with work surface and storage of approximately 120 square feet each.
- 1 insurance library of approximately 120 square feet.

- 1 area for heavy floor loading of lockable storage of approximately 400 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.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections – capable of supporting VOIP, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Demised Premise must be equipped with electronic card access system. **(Electronic card access system to be provided by Landlord)**
- Signage will include agency name on both an interior directory and external sign/building and wayfinding signage. **(Signage to be provided by Landlord)**
- 195 parking spaces are required of which 11 should be reserved spaces to include 10 special use/handicapped spaces. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 3, 5, 7 and 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.
- HVAC must be available for after hours and weekends as needed.
- 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 15, 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 State Fiscal Accountability Authority. 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