

**June 7, 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, June 24, 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  
STATE HUMAN AFFAIRS COMMISSION**

**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 HUMAN AFFAIRS COMMISSION**

- Location: Richland County, Columbia, South Carolina
- Expected occupancy date: As soon as possible
- Total space needed is approximately 13,400 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:
  - 5 private offices for professional staff of approximately 180 square feet each
  - 11 private offices for professional staff of approximately 120 square feet each
  - 42 workstations of approximately 48 square feet each (**Landlord to provide workstations**)
  - 3 workstations of approximately 25 square feet each (**Landlord to provide workstations**)
  - 1 large-sized reception area, to accommodate up to 12 people of approximately 200 square feet.
    - Reception area must be separate from workspace, to where the workspace is accessed through a card access system.
    - **Landlord to provide two passthrough document windows** between reception area and work area as a standup service area for guests.
    - 2 service counters of approximately 50 square feet each
  - 1 beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink, water and microwave of approximately 24 square feet each
  - 1 break room to accommodate seating 15 people at a time of approximately 320 square feet
  - 1 print alcove with 8 linear feet of upper and lower cabinets for storage and printer of approximately 40 square feet



- 1 copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 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 mount racks of approximately 40 square feet
- 1 LAN room with floor mounted racks of approximately 100 square feet equipped with a separate HVAC unit with humidity control to ensure room stays at 68 degrees Fahrenheit 24/7/365
- 2 storage closets of approximately 50 square feet each
- 2 small storage rooms of approximately 120 square feet each
- 3 medium storage rooms of approximately 180 square feet each
- 1 board room of approximately 600 square feet to accommodate 18 to 20 people at a time (**must be equipped with dimmable lights and provide electrical power for overhead projector**)
- 2 large conference rooms to accommodate 10-12 people of approximately 350 square feet each (**must be equipped with dimmable lights and provide electrical power for overhead projector**)
- 2 medium conference rooms to accommodate 6-8 people of approximately 250 square feet each time (**must be equipped with dimmable lights and provide electrical power for overhead projector**)
- 1 small conference room to accommodate 2-4 people of approximately 120 square feet time (**must be equipped with dimmable lights and provide electrical power for overhead projector**)
- 1 focus/privacy room of approximately 50 square feet
- Open area for 15 file cabinets of approximately 135 square feet
- 2 workrooms with surface and storage of approximately 120 square feet each
- 2 interview rooms of approximately 100 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.
- Must be equipped with electronic card access
- Must be equipped with security cameras
- Must have security guard in workspace during normal work hours (Guard provided by Agency)
- **Landlord to provide** “No Concealed Weapons Allowed” **signage** in both English and Spanish at entrances.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, wireless service, electrical and other outlets to support VOIP **be provided by the Landlord** throughout the space as specified by Agency
- 75 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 1, 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



**DIVISION of Facilities Management  
and Property Services**

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1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
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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, June 24, 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 Human Affairs 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)

