

March 4, 2025

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, March 14, 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 to 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
MEDICAL UNIVERSITY OF SOUTH CAROLINA**

PARKING SPACE IN CHARLESTON 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 – MEDICAL UNIVERSITY OF SOUTH CAROLINA

- Location: Greater Charleston Area, South Carolina, remote options that are within close proximity to major highway/interstate roadways and close to a CARTA pick up area or MUSC transportation route including but not limited to North Charleston, Summerville and West Ashley.
- Expected occupancy date: As soon as possible, indicate available start date.
- Total space needed is between 500-720 parking spaces +/- . MUSC is open to one lot/garage or multiple lots/garages to accommodate the total parking need. Parking hours M-F 6:00 a.m. – 7:00 p.m. is preferred.
- Parking areas and covered bus stops areas must be paved and well lighted.
- **Describe any existing call boxes, parking gates, cameras, covered bus stop areas or if not existing ability to install. Locations requiring parking cards are not preferred.**
- 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.
- Landlord agrees to allow Tenant to install standard MUSC parking signage at Tenant’s sole cost.
- Term: Please provide proposed rates for 3 and 5 as well as renewal options.
- Proposals should be for a GROSS lease to include all operating expenses, taxes, insurance, utilities parking lot/garage maintenance costs and any other service necessary to maintain and operate parking areas and site improvements. No additional costs outside of lease agreement.
- 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, March 14, 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](#).
- 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 Medical University of South Carolina. 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: 803-737-3880; FAX: 803-737-0592
EMAIL: rps@admin.sc.gov