

December 5, 2024

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Greenville 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 9, 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 VOCATIONAL REHABILITATION DEPARTMENT**

OFFICE SPACE IN GREENVILLE 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 VOCATIONAL REHABILITATION DEPARTMENT

- Location: Greenville County, Greenville, South Carolina
- Expected occupancy date: January 1, 2026
- Total space needed is approximately 29,700-30,700 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:
 - 1 private office for professional staff of approximately 180 square feet.
 - 28 private offices for professional staff of approximately 120 square feet each.
 - 1 open area to accommodate 103 workstations of approximately 48 square feet each. **(Landlord responsible for providing workstations)**
 - 1 reception area, to accommodate up to 12 people of approximately 200 square feet.
 - 1 break room/canteen to accommodate 60 people at a time of approximately 1,200 square feet. Canteen area must have a garbage disposal, two water lines to accommodate a refrigerator or ice maker and an inline water cooler, a minimum of 5 outlets for appliances (refrigerator, coffee pot, microwave, water cooler, etc., a sink with a minimum of 10 linear feet of countertop with upper and lower cabinets. **(Landlord responsible for providing tables and chairs)**
 - 2 print alcoves with 8 linear feet of upper and lower cabinets for 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 mounter printer, storage and mail slots of approximately 200 square feet.
 - 1 IT closet of approximately 40 square feet.
 - 1 Local Area Network room for floor mounted racks of approximately 900 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 24/7/365).
 - 2 storage closets of approximately 50 square feet each.
 - 4 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.
 - 1 large conference room with seating for 12 people of approximately 350 square feet.

- 2 medium conference rooms with seating for 8 people of approximately 250 square feet each.
- 3 focus/privacy rooms of approximately 50 square feet each.
- 1 open area for 50 file cabinets of approximately 450 square feet.
- 1 work room with work surface and storage of approximately 120 square feet.
- 1 public hearing room of approximately 120 square feet.
- 1 public use computer carrel of approximately 120 square feet.
- 1 scanning room of approximately 550 square feet.
- 1 computer/lab room of approximately 680 square feet.
- 1 area for 20 network printers of approximately 640 square feet.
- 1 IT storage area of approximately 265 square feet.
- 1 archive room of approximately 525 square feet.
- 1 general supply room of approximately 484 square feet.
- 1 additional mailroom space of approximately 375 square feet.
- 1 conference/training room of approximately 2,000 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.
- Landlord agrees to allow Tenant to install and monitor security systems (electronic card access and cameras) for the demised premises at Tenant's sole cost and to hire armed security guards for the demised premises.
- Landlord to provide wayfinding signage.
- Will need access to building 24/7/365.
- Cabling should be certified to CAT-6 standards, capable of supporting VOIP 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.
- 142 parking spaces are required. State availability of reserved parking.
- 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.
- Janitorial custodians are required to go through Homeland Security background checks (HSPD-12) in order to have access to demised premises without escorts and after hours.
- 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, January 9, 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 South Carolina Vocational Rehabilitation Department. 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