

August 4, 2016

Dear Property Owner or Agent:

The State of South Carolina is seeking office and training 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.

All proposals must be received by Real Property Services on or before **4:00 PM, August 31, 2016**.

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 Cynthia Young via e-mail at cynthia.young@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 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: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms>.

Sincerely,
Cynthia Young
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
OFFICE AND TRAINING 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.

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 Social Services

- Location: Richland County
- Expected occupancy date: As soon as possible
- Total space needed is approximately 27,000 to 31,000 rentable square feet +/- depending on the circulation and common area factor. Please include both rentable and usable square feet in the proposal to include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - Space will accommodate a breakout of offices of approximately 120 square feet each, cubicles of approximately 48 square foot each (to be provided by landlord) and training:
 - **Department 1:** 15 cubicles and 3 offices
 - **Department 2:** 16 cubicles and 2 offices
 - **Department 3:** 12 cubicles and 2 offices
 - **Department 4:** 7 cubicles and 2 office
 - **Department 5:** 15 cubicles and 4 offices
 - **Department 6:** 2 cubicles and 1 office, training space
 - 6 training rooms, theater style, of approximately 1,000 square feet each
 - 2 training rooms, classroom style, of approximately 600 square feet each
 - 1 break area near training rooms to be shared by staff, to accommodate 30 people at a time, to include sink and counter tops
 - Departments 4 and 5 must be separated by hard walls from other Departments.
 - Space that will be shared by **all Departments**
 - 1 large-sized conference room of approximately 350 square feet
 - 3 medium-sized conference rooms of approximately 250 square feet each
 - 2 small-sized conference rooms of approximately 150 square feet each
 - 2 focus/privacy rooms of approximately 50 square feet each
 - 6 copy/fax/printer areas (to include cabinets or storage space for supplies)
 - 4 storage areas/rooms of approximately 120 square feet each
 - 2 storage rooms of approximately 360 square feet each
 - 1 large reception area, to accommodate up to 10 to 20 people at a time



- 1 room for security equipment of approximately 80 square feet
 - 1 interview room of approximately 100 square feet
 - 1 computer room of approximately 100 square feet with separate HVAC system or separate thermostat for temperature control and backup power
- Space must be ADA compliant. Landlord is 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, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 400 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5, 7 or 10 year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination will not be considered.
- 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.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: <http://admin.sc.gov/generalservices/leasing/procedures-and-forms> or can be provided upon request.**
- 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:

- Proposals must be received by Real Property Services by **4:00 PM, August 31, 2016**.
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.





Nikki R. Haley, Governor
Marcia S. Adams, Executive Director

Real Property Services
Ashlie Lancaster, Director
1200 Senate Street, Suite 460
Columbia, SC 29201
803.734.8120
803.734.9002 fax

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with South Carolina Department of Social Services. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

CYNTHIA YOUNG
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, SUITE 460
COLUMBIA, SC 29201
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