admin
THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION

Henry McMaster, *Governor*
Marcia S. Adams, *Executive Director*

DIVISION *of* Facilities Management and Property Services
Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

September 19, 2018

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Beaufort 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 the Department of Administration, Real Property Services on or before **4:00 p.m., October 2, 2018.**

The agency and Real Property Services will determine which proposal best suits 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 Caroline Hulett via e-mail at caroline.hulett@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/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms.

Sincerely,
Caroline Hulett
Real Property Services

admin
THE SOUTH CAROLINA
DEPARTMENT of ADMINISTRATION

Henry McMaster, *Governor*
Marcia S. Adams, *Executive Director*

DIVISION of Facilities Management and Property Services
Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

REQUEST FOR LEASE PROPOSAL FOR SOUTH CAROLINA DEPARTMENT OF REVENUE

OFFICE SPACE IN BEAUFORT 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 Revenue

- Location: Beaufort County (the location should be easily accessible to taxpayers from major interstates)
- Expected occupancy date: As soon as possible
- Total space needed is approximately 3,700 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:
  - **Agency space needs for personnel areas: (workstations provided by Agency and electrical hookup for workstations to be provided by Landlord)**
    - 1 manager workstation of approximately 96 square feet
    - 2 supervisor workstations of approximately 64 square feet each
    - 13 employee workstations of approximately 48 square feet each
  - **Agency space needs for special support areas:**
    - 1 large lobby area of approximately 550 square feet: approximately 300 square feet main reception area, one (1) check in counter of approximately 50 square feet, waiting area to accommodate up to 10 people at a time including guard station and metal detector (metal detector provided by agency)
      - See Exhibit "A" example for detail and specifications of build out
      - Cabinetry, service counters (including Handicap version) to be provided by landlord
  - **Agency space needs for standard support areas:**
    - 1 beverage alcove (6 linear feet of cabinet) of approximately 24 square feet
    - 1 break room (to include sink, two water lines, garbage disposal, counter tops with a minimum of 6 outlets to be provided by landlord) 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

admin
THE SOUTH CAROLINA
DEPARTMENT of ADMINISTRATION

Henry McMaster, *Governor*
Marcia S. Adams, *Executive Director*

DIVISION of Facilities Management and Property Services
Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- 1 LAN room for floor mounted racks of approximately 144 square feet with secured door that can be locked with a key. The room must have a mini split HVAC unit (to be provided by Landlord) to ensure the room stays at 68 degrees at all times 24/7.
- 2 storage rooms: one (1) room of approximately 120 square feet, one (1) room of approximately 180 square feet
- 1 medium conference room of approximately 250 square feet, (conference room will have dimmer switch provided by landlord)
- 1 small conference room of approximately 120 square feet, (conference room will have dimmer switch provided by landlord)
- 1 small focus/privacy room of approximately 50 square feet
- Filling room and workroom:
  - 1 open area of approximately 90 square feet to accommodate 10 lateral file cabinets
  - 1 workroom with work surface and storage of approximately 120 square feet

- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- All rooms that have a door will have a window or "light kit" installed to door
- Cabling for computers and copy machines will be provided by the Agency. All internet connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Agency will install the security system, badge system and camera system; any electrical requirements for these systems will be provided by Landlord.
- 20 parking spaces are required with a minimum of 4 reserved parking spaces. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5, 7 or 10 year terms.
- 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

admin
THE SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION

Henry McMaster, *Governor*
Marcia S. Adams, *Executive Director*

DIVISION *of* Facilities Management and Property Services
Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- **Standard State lease must be used – a copy is available on our website at:** http://admin.sc.gov/facilitiesmanagementandpropertyservices/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 the Real Property Services by **4:00 p.m., October 2, 2018**
- 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.

CONTACT INFORMATION

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

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

CAROLINE HULETT
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
PHONE: 803-737-1617 FAX: 803-737-0592
EMAIL: caroline.hulett@admin.sc.gov

Exhibit A

107

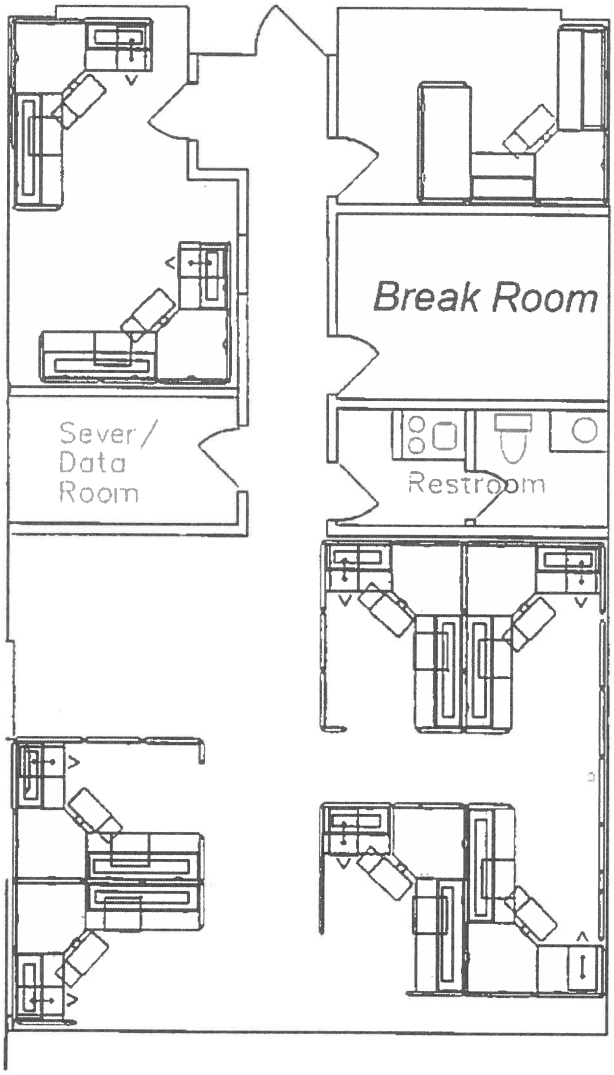
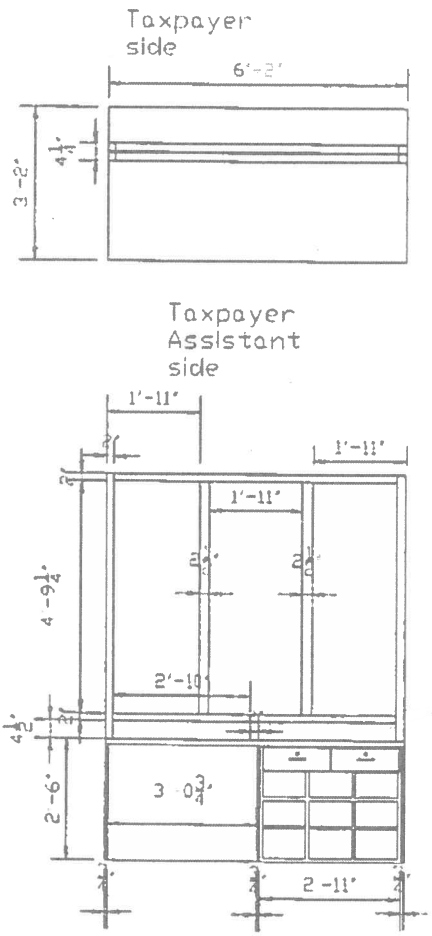
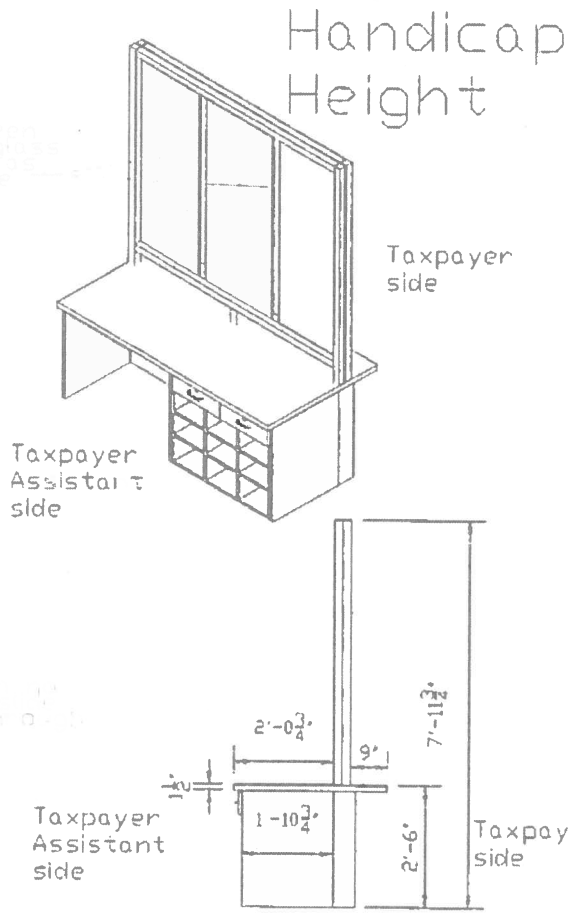


Exhibit B


Taxpayer side
6'-2"
3'-2"
Taxpayer Assistant side
1'-11"
1'-11"
1'-11"
4'-9¼"
2'-10
2'-6"
3'-0¾"
2'-11"


Handicap Height
Taxpayer side
Taxpayer Assistant side
2'-0¾"
9"
7'-11¾"
1½"
1'-10¾"
2'-6"
Taxpayer Assistant side
Taxpay side

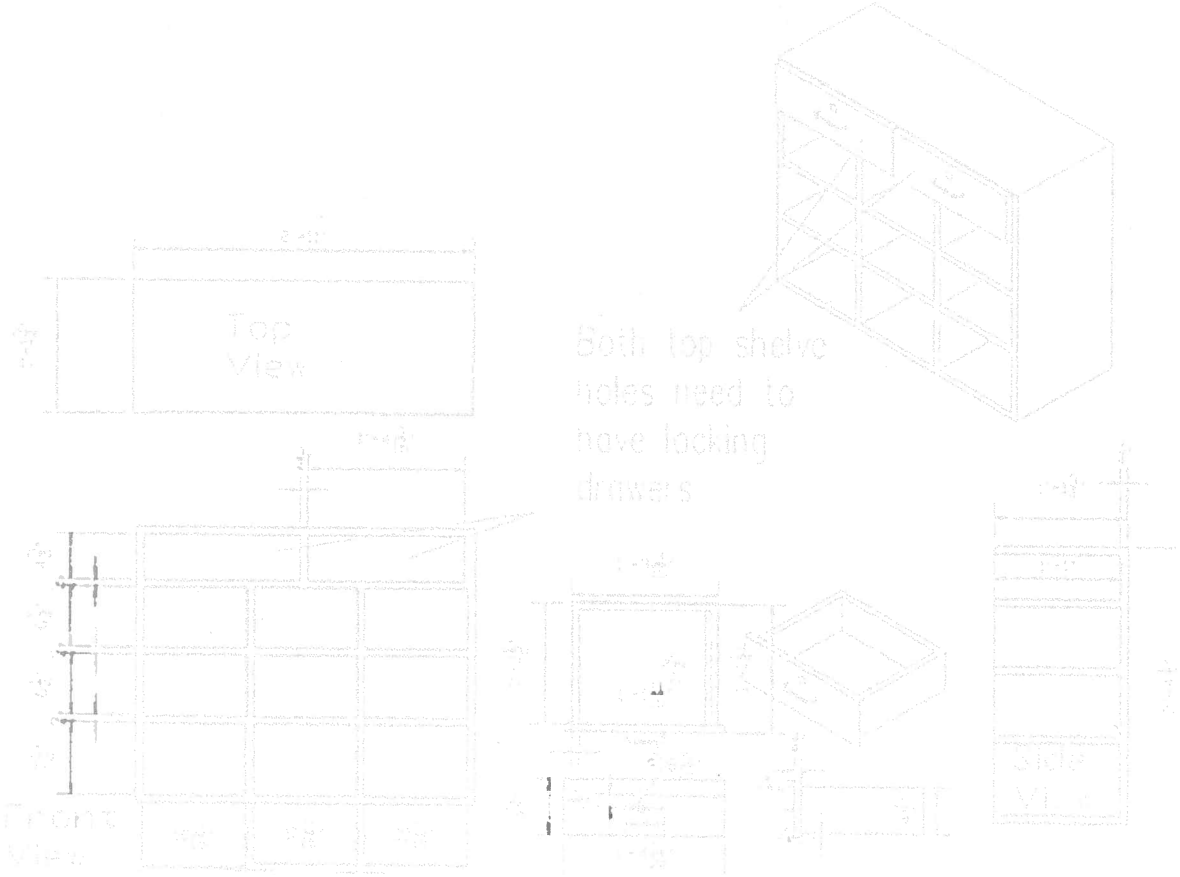
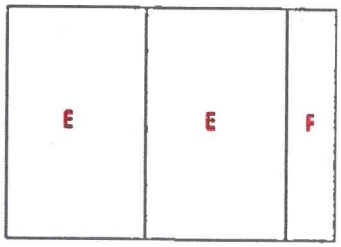
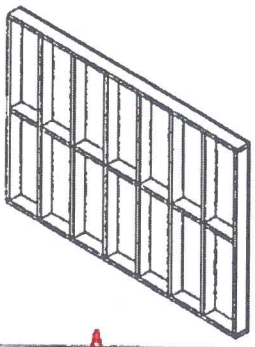

Top View
Front View
Side View
Both top shelve holes need to have locking drawers

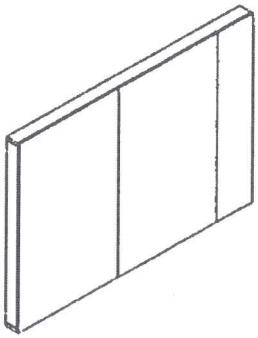
Exhibit C

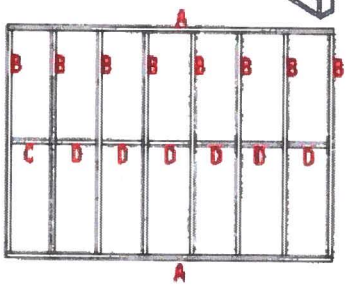
Guard Station
Platform

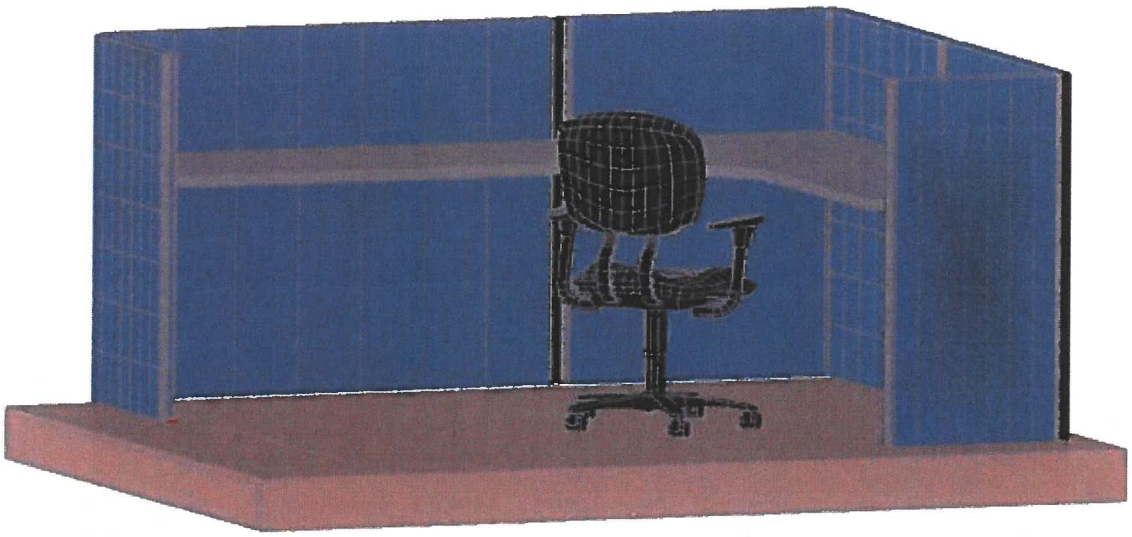


A 2 - 9'5" x 2" x 6"
B 8 - 6'5" x 2" x 6"
C 1 - 1'2" x 2" x 6"
D 6 - 1'3" x 2" x 6"
E 2 - 6'8" x 4' x $\frac{3}{4}$"
F 1 - 6'8" x 1'4$\frac{3}{4}$" x $\frac{3}{4}$"



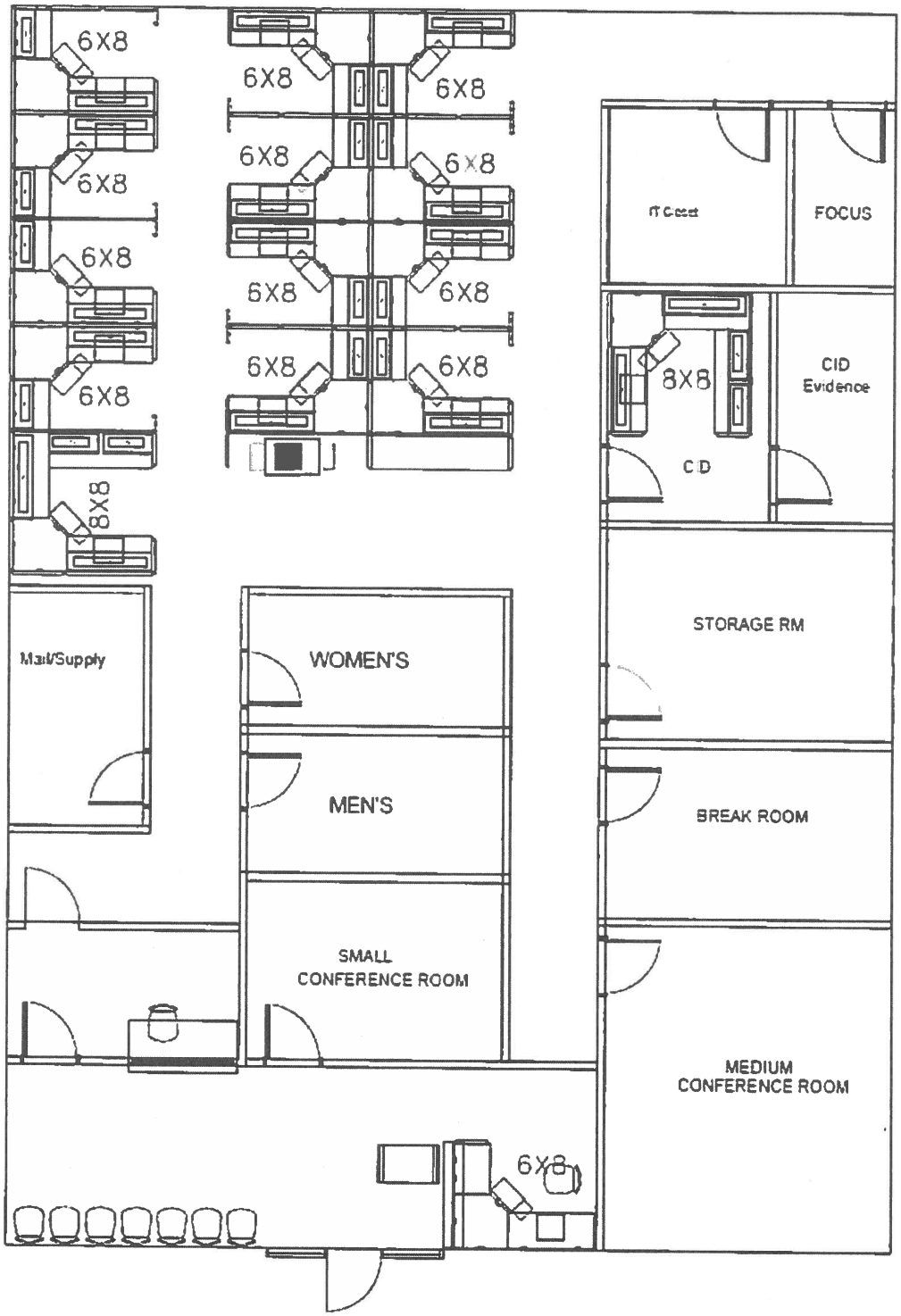






Above is the platform with a guard desk on it. Platform needs to be secured to the floor and carpeted

Exhibit D


6X8
6X8
6X8
6X8
6X8
6X8
6X8
6X8
6X8
6X8
6X8
6X8
6X8
8X8
FOCUS
CID
Evidence
8X8
CID
STORAGE RM
Mail/Supply
WOMEN'S
MEN'S
BREAK ROOM
SMALL
CONFERENCE ROOM
MEDIUM
CONFERENCE ROOM
6X8