

**March 13, 2024**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Charleston 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 PM, April 10, 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  
CHILDREN'S ADVOCACY  
OFFICE 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 – CHILDREN'S ADVOCACY – CONTINUUM OF CARE**  
**CHILDREN'S ADVOCACY – GUARDIAN AD LITEM**

- Location: Charleston County, Charleston, South Carolina
  - Offerors may provide 2 separate suites in the same building for these agencies, provided that the suites are separate.
  - Offerors may propose 2 separate locations, maintaining close proximity where possible.
  - Offerors may propose 1 location for one of the two agencies if multiple locations are not available. However, in such a case, offeror must distinguish which agency has been selected for the space.
- Expected occupancy date: As soon as possible.

**COMMON REQUIREMENTS FOR BOTH SPACES**

- Term: Please provide proposed rates for 3, 5, 7 and 10-year terms with optional renewals.
- Cabling must be certified to CAT-6 standards, capable of supporting high speed internet and VOIP with all terminations by the Landlord.
- Parking must be paved and lighted.
- Electronic card access.
- **Landlord responsible for providing workstations of approximately 48 square feet each.**
- **Landlord responsible for installing passthrough glass with tray between reception area and work area.**
- **Landlord responsible for providing wayfinding signage.**
- 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



**DIVISION of Facilities Management  
and Property Services**

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Columbia, SC 29201  
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maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.

- 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.
- 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).

**CHILDREN'S ADVOCACY – CONTINUUM OF CARE REQUIREMENTS**

- Total space needed is approximately 2,850 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 of approximately 180 square feet.
  - 2 private offices of approximately 120 square feet each.
  - Open space for 9 workstations for staff of approximately 48 square feet each. **(Landlord to provide workstations).**
  - 1 small break room with seating for 4 people at a time of approximately 120 square feet.
  - 1 IT closet of approximately 40 square feet.
  - 1 copy/printer/mail/supply area (to include dedicated floor mounted printer, storage and mail slots) of approximately 200 square feet.
  - 1 large storage open room of approximately 250 square feet.
  - 1 medium reception area to accommodate seating for up to 4-6 people at a time of approximately 100 square feet.
  - Training/conference room of approximately 350 square feet to accommodate 12-15 people.
- 23 parking spaces are required which 2 shall be handicap parking spaces. State availability of reserve parking.

**CHILDREN'S ADVOCACY – GUARDIAN AD LITEM REQUIREMENTS**

- Total space needed is approximately 4,000 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:
  - 13 private offices of approximately 120 square feet each.
  - Open space for 3 workstations of approximately 48 square feet each. **(Landlord to provide workstations).**
  - 1 medium size reception area to accommodate seating for 4-6 people of approximately 100 square feet.



- 1 break area of approximately 120 square feet to accommodate seating for approximately four people at one time.
- 1 copy/print/supply room with dedicated floor mounted printer and storage of approximately 120 square feet.
- 1 IT closet of approximately 40 square feet.
- 1 medium storage room of approximately 180 square feet.
- 1 training room of approximately 400 square feet.
- 26 parking spaces are required which 2 shall be handicap parking spaces. State availability of reserved parking.

#### 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:

- Proposals must be received by the Real Property Services by **4:00 PM, April 10, 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 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 Real Property Services – no direct contact can be made with the [Department of Children's Advocacy](#). 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)

