

**January 23, 2025**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Florence 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, February 13, 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](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  
DEPARTMENT OF ENVIRONMENTAL SERVICES**

**OFFICE SPACE IN FLORENCE 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 – DEPARTMENT OF ENVIRONMENTAL SERVICES**

- Location: Florence County, Florence, South Carolina.
- Expected occupancy date: As soon as possible.
- Total space needed is approximately 10,400 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:
  - 2 private offices for professional staff of approximately 180 square feet each.
  - 4 private offices for professional staff of approximately 120 square feet each.
  - Open space for 21 workstations of approximately 48 square feet each. **(Workstations to be provided by Landlord).**
  - 1 medium reception area, to accommodate up to 6 people of approximately 100 square feet.
  - 1 break room (to include sink and counter tops) to accommodate 4 people at a time of approximately 120 square feet each.
  - 1 print alcove with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet.
  - 1 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet.
  - 1 IT closet for wall mounted racks of approximately 40 square feet.
  - 1 Local Area Network (LAN) room of approximately 100 square feet. Room must be secured with a key lockable door and must have separate HVAC or separate thermostat for temperature control to ensure the room stays 68 degrees Fahrenheit even if rest of building is adjusted and equipped with backup power.
  - 2 small storage rooms of approximately 120 square feet each.
  - 2 large storage rooms of approximately 250 square feet each.
  - 1 board room with seating for 20 people of approximately 600 square feet.
  - 1 small conference room with seating for 4 people of approximately 120 square feet.
  - 1 regional operations room of approximately 1,200 square feet.

**SPECIAL SUPPORT AREAS:**

- Lab space of approximately 1,500 square feet.
  - Laboratory space must be equipped with natural gas.

- Separate HVAC for laboratory space, to include complete isolation from other HVAC units.
- Laboratory flooring must be sheet vinyl with heat weld seams and self-coving base.
- Sheet goods to be chemical resistant.
- Laboratory space to include hood that Tenant will provide and (**Landlord to have vented to the outside**).
- 2 restrooms with showers and lockers of approximately 300 square feet each.
- 2 equipment storage rooms of approximately 500 square feet each.
- 1 equipment calibration room of approximately 240 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.
- 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.
- Landlord to provide outside building signage at the front of the property identifying “SC Department of Environmental Services” and wayfinding signage.
- 85 total parking spaces are required. State availability of reserved parking.
- A secured parking area surrounded by an 8-foot chain link fence with three rows of barb wire across the top to accommodate 40 vehicles.
- All parking lots must be paved and lighted.
- Term: Please provide proposed rates for 3, 5, 7 and 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.
- 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, February 13, 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 Department of Environmental Services. 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; FAX: 803-737-0592  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)