

**May12, 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, May 27, 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  
SOUTH CAROLINA DEPARTMENT OF SOCIAL 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 – SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES**

- Location: Florence County, Florence, South Carolina. Location needs to be accessible by public transportation.
- Expected occupancy date: November 1, 2025.
- Total space needed is approximately 29,000 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:
  - 1 private office for professional staff of approximately 180 square feet each.
  - 36 private offices for professional staff of approximately 120 square feet each.
  - Open area to accommodate 116 workstations of approximately 36 square feet each (Please indicate in your proposal the quantity and size of any workstations to be provided at no cost).
  - 1 reception area to accommodate up to 12 people of approximately 200 square feet.
  - 4 beverage alcoves with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet each.
  - 2 small break rooms (to include counter tops) to accommodate 4 people at a time of approximately 120 square feet each.
  - 3 large break rooms (to include countertops) with seating 10 people of approximately 200 square feet each.
  - 4 print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each.
  - 6 copy/print/supply rooms for dedicated floor mounted printer and storage of approximately 120 square feet each.
  - 3 copy/print/mail/supply rooms for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet each.
  - 5 IT closets of approximately 40 square feet each.
  - 3 LAN rooms of approximately 100 square feet each.
  - 6 storage closets of approximately 50 square feet each.
  - 1 small storage room of approximately 120 square feet.
  - 2 medium storage rooms of approximately 180 square feet each.
  - 4 large storage rooms of approximately 250 square feet each.
  - 2 board rooms with seating for 20 people of approximately 600 square feet each.

- 3 large conference rooms with seating for 12 people of approximately 350 square feet each.
- 3 medium conference rooms with seating for 8 people of approximately 250 square feet each.
- 6 focus rooms of approximately 50 square feet each.
- Open area for 57 filing cabinets of approximately 513 square feet.
- 2 work rooms with work surface and storage of approximately 120 square feet each.
- 1 child support file room of approximately 600 square feet.
- 1 children's room of approximately 120 square feet.
- 1 childcare licensing file room of approximately 600 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.
- Facility needs to be accessible by public transportation.
- 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. High speed internet capable of supporting VOIP.
- 194 parking spaces are required of which 41 should be reserved spaces.
- Landlord will allow tenant to install video surveillance and access control systems at tenant's sole cost.
- Landlord to provide typical signage (ADA, no smoking, no concealed/open weapons and employee 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.
- 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, May 27, 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 Department of Social 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 or 803-737-3880; FAX: 803-737-0592  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)