

August 20, 2025

Dear Property Owner or Agent:

The State of South Carolina is seeking office with warehouse space in Richland County or Lexington 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, September 10, 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.

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
SC FIRST STEPS TO SCHOOL READINESS**

OFFICE WITH WAREHOUSE SPACE IN RICHLAND OR LEXINGTON 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 – SC FIRST STEPS TO SCHOOL READINESS

- Location: Richland or Lexington County, Columbia, South Carolina
- Expected occupancy date: November 1, 2026
- Total space needed is approximately 16,000-17,000 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:
 - 10 private offices for professional staff of approximately 180 square feet each
 - 39 private offices for professional staff of approximately 120 square feet each
 - Area for 30 workstations of approximately 48 square feet each
 - Area for 15 workstations of approximately 25 square feet each
 - *proposal should include cost with and without workstations provided by Landlord*
 - 1 reception area of approximately 200 square feet to accommodate 10-12 people
 - 1 beverage alcoves to include 6 linear feet of cabinet with U.C. refrigerator sink and microwave of approximately 24 square feet
 - 1 break room (to include sink and counter tops) to accommodate approximately 8-10 people at a time of approximately 200 square feet
 - 2 print alcoves to include 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
 - 1 copy/print/mail/supply room for dedicated floor mounted printer and storage of approximately 120 square feet
 - 1 IT closet with wall mounted racks of approximately 40 square feet
 - 1 LAN temperature and humidity-controlled LAN room with floor mounted racks of approximately 100 square feet with raised flooring
 - 3 storage closets, no shelving of approximately 50 square feet each
 - Warehouse Storage Space
 - 2 open storage rooms of approximately 120 square feet each or 240 square feet total
 - 3 open storage rooms of approximately 180 square feet each or 540 square feet total
 - 3 open storage rooms of approximately 250 square feet each or 750 square feet total
 - ceiling height minimum requirement is 8 feet

- 1 loading dock with bay
- Conference Rooms
 - 1 conference room to accommodate 18-20 people of approximately 600 square feet
 - 1 conference room to accommodate 10-12 people of approximately 350 square feet
 - 3 conference rooms to accommodate 2-4 people of approximately 50 square feet each
- 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. Direct fiber internet connection, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency including, VOIP and uninterruptible power supply (UPS).
- 115 total minimum parking spaces of which 20 should be reserved.
- Parking lot must be paved and lighted.
- Additional items of interest include;
 - Landlord maintained preventative HVAC service contract
 - Electronic access card system or key fob system
 - Security system with direct 911 response
 - Fire extinguishers provided for demised premises
- Tenant shall have 24/7 access to demised premises with HVAC operational afterhours and on weekends **proposal should include HVAC operational details*
- 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, September 10, 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 SC First Steps to School Readiness. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 or 803-737-8731; FAX: 803-737-0592
EMAIL: rps@admin.sc.gov