

August 6, 2026

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in York 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, August 31, 2026**.

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
DEPARTMENT OF REVENUE**

OFFICE SPACE IN YORK 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 REVENUE

- Location: York County, Rock Hill, South Carolina
- Expected occupancy date: April 2027
- Total space needed is approximately 12,000 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 (%).
- Agency draft layout attached Exhibit A
- Ideal set up should include, but is not limited to:
 - Open area for 18, 6x8 workstations
 - Open area for 6, 6x8 workstations
 - Open area for 10, 6x8 workstations
 - *Landlord shall provide electrical hook up for workstations*
 - 1 waiting/reception area to accommodate the following needs:
 - service counter to accommodate 10 people, should include handicap height access, Exhibits B & C
 - inclusive of waiting area to accommodate up to 20 people
 - security guard desk built in with desk casework on a raised platform, Exhibit D
 - area for walkthrough metal detector
 - guest restroom unless provided in building common area
 - 1 break room (to include sink, garbage disposal, two waterlines to accommodate ice machine and an inline water cooler, counter tops, minimum of 6 outlets for appliances, vending machines) to accommodate approximately 8 people at a time of approximately 200 square feet
 - 3 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/supply rooms for dedicated floor mounted printer and storage of approximately 120 square feet each
 - 1 LAN room with a secured door including key lock (requires separate HVAC unit and must maintain 68 degrees, key access) with enough room to install 2 racks with surrounding 3-foot walk around area of approximately 150-200 square feet
 - 4 storage rooms of approximately 120 square feet each

- 1 open file area of approximately 160 square feet
- 6 conference rooms should include dimmer switch & landlord willingness to install tenant ceiling mounted projectors
 - 1 to accommodate up to 12 people of approximately 350 square feet
 - 3 to accommodate up to 8 people of approximately 250 square feet each
 - 1 to accommodate up to 4 people of approximately 120 square feet
 - 1 focus room of approximately 50 square feet
- Dedicated staff restrooms within the demised premises that meet occupancy building code
- Single restroom for public in lobby, if there is not one available within common space.
- 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.
- All interior doors must have window or light kit [exclusions, mother's room, server room]
- Tenant will provide cabling. All electrical and other outlets to be provided by the Landlord throughout as specified by Tenant with the ability to access network via fiber option connection.
- Agency requires landlord ensure cell phones are accessible within the demised premises, Exhibit E.
- Agency requests to have occupancy sensors located within the demised premises
- 94 parking spaces are required to include 14 reserved parking spaces
- Parking lot must be paved and lighted.
- Tenant shall have 24/7 access to demised premises with HVAC operational afterhours and on Weekends **proposal should include HVAC operational details*
- Landlord shall provide secure building access (card access preferred) and shall allow Tenant to install security cameras within demised premises as well as entrance code lock
- 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, August 31, 2026**

- 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 the South Carolina Department of Revenue. 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: 803-737-8731
EMAIL: rps@admin.sc.gov

Exhibit A

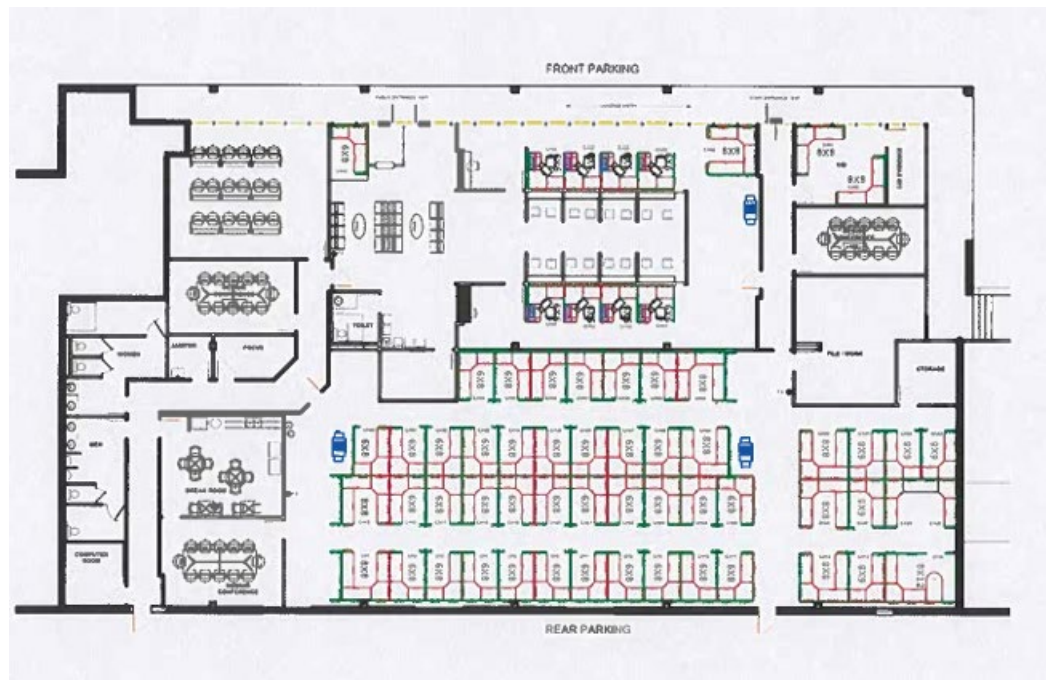
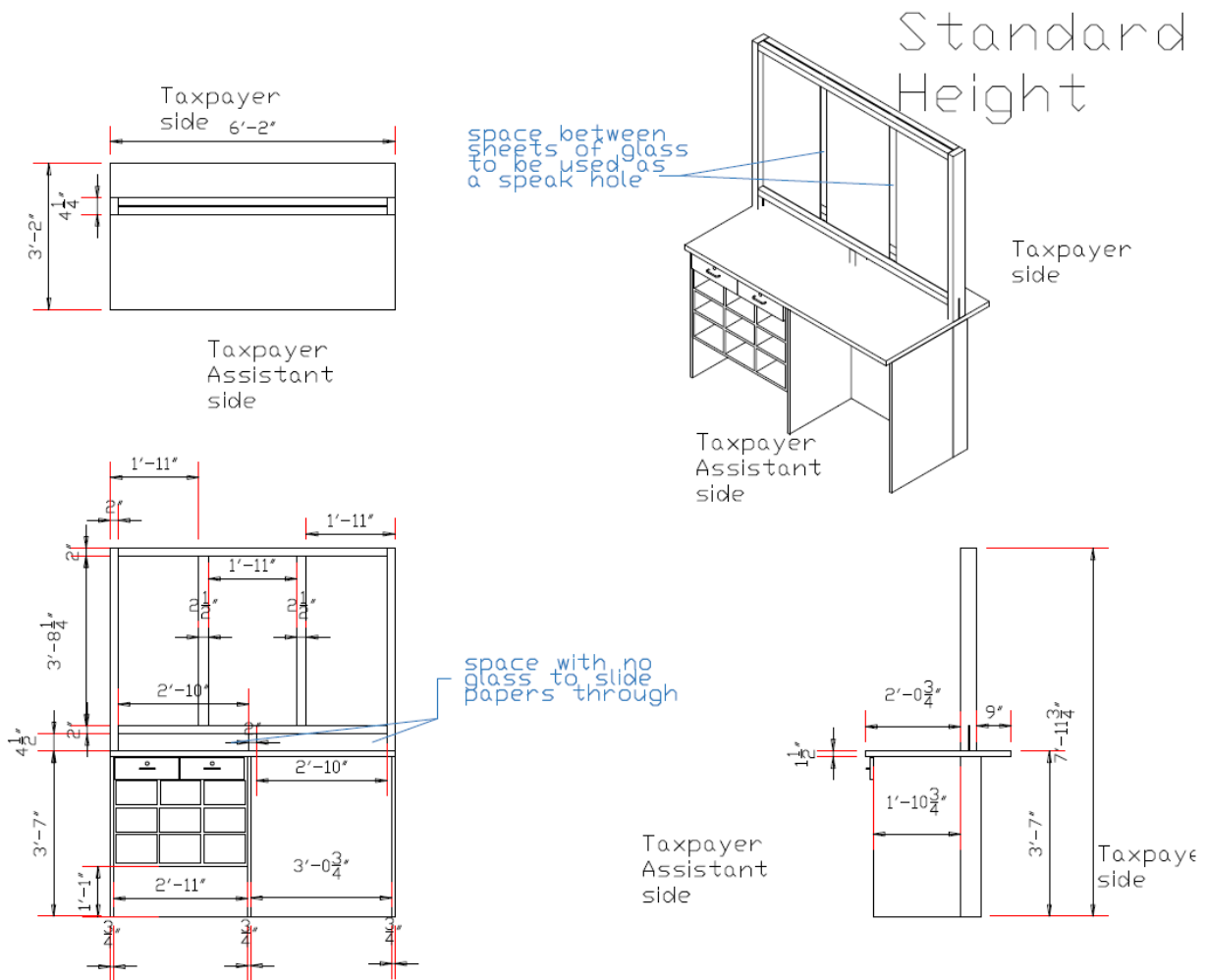
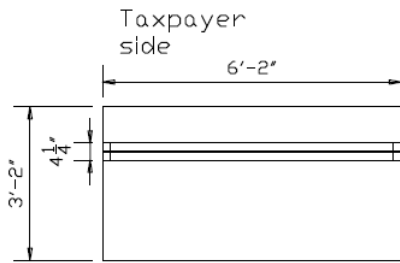


Exhibit B

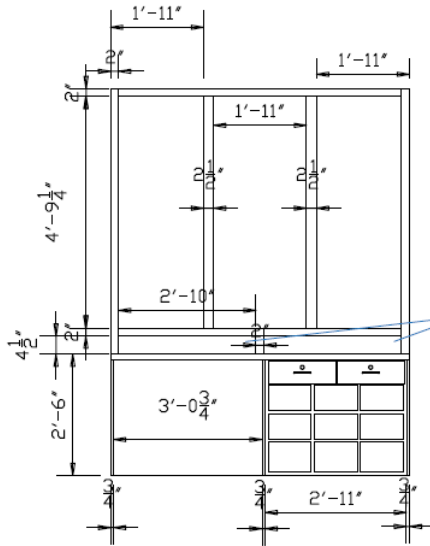
Standard height:



Handicap height:



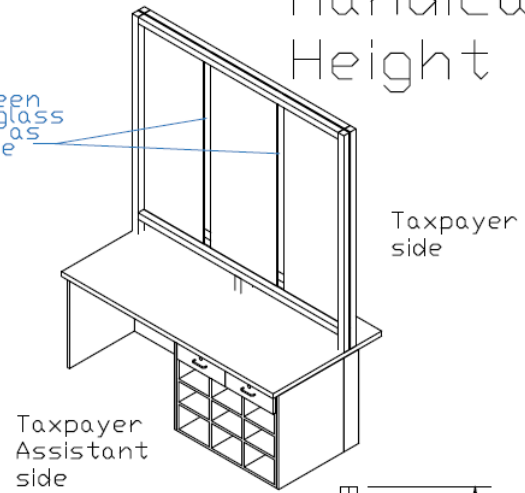
Taxpayer
Assistant
side



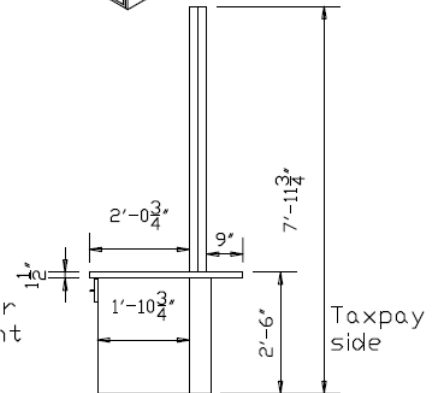
space between
sheets of glass
to be used as
a speak hole

space with no
glass to slide
papers through

Handicap
Height

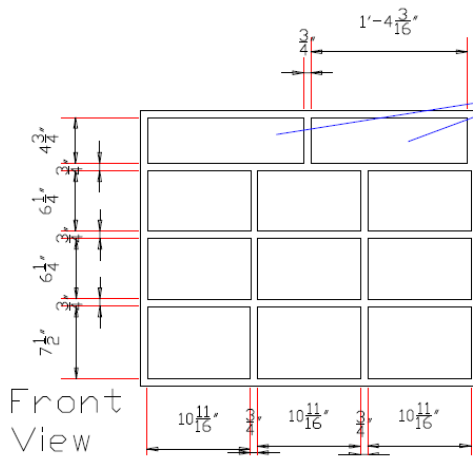
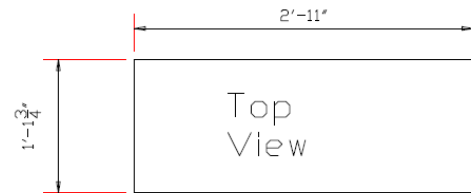


Taxpayer
Assistant
side



Taxpay
side

this cabinet is
the same for
both check in
counters



Both top shelf
holes need to
have locking
drawers

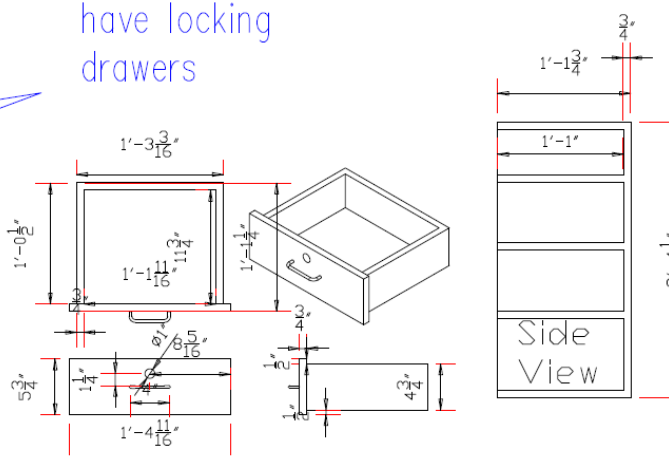
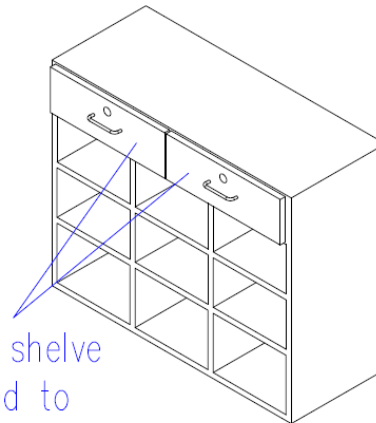
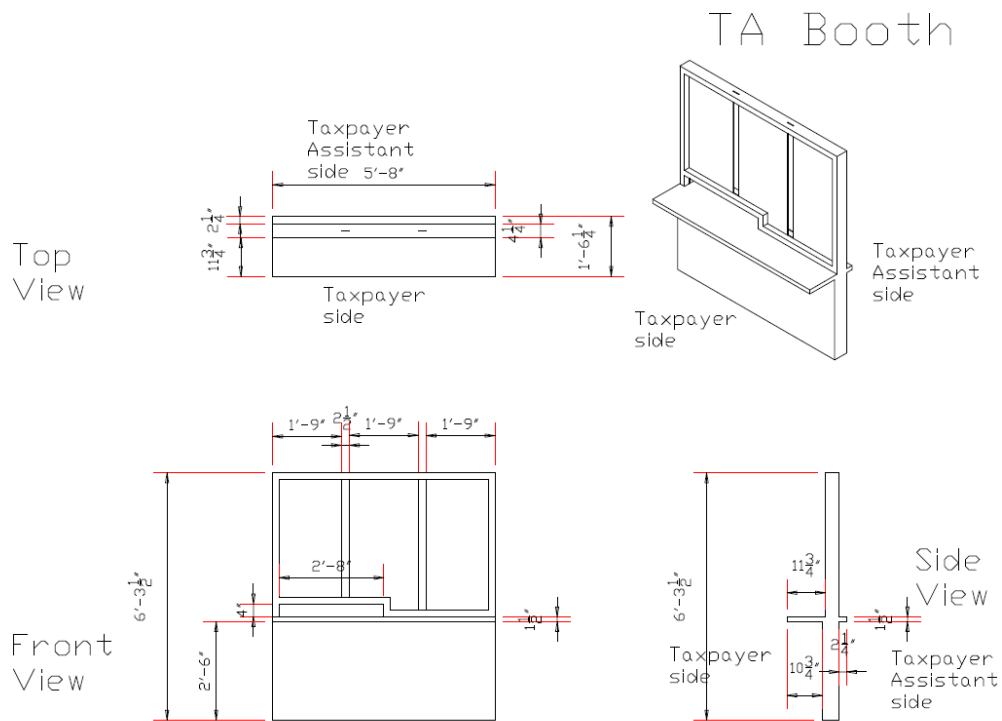


Exhibit C

Taxpayer service area detailed specifications:



- Green represents hard walls to be built, and they must be floor to ceiling for security.
- The glass for the check in counter as well as the service counters must be tempered security glass.
- The red outline is the cubicle furniture that Department of Revenue will install.

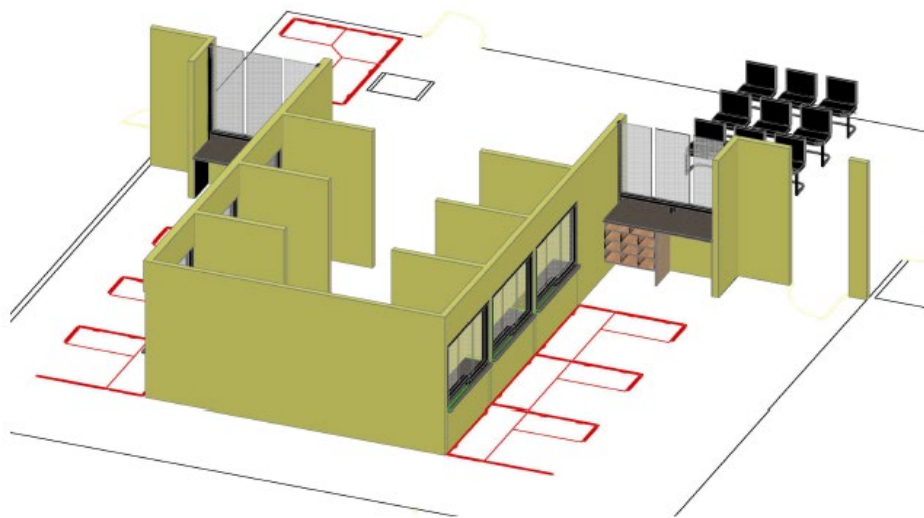
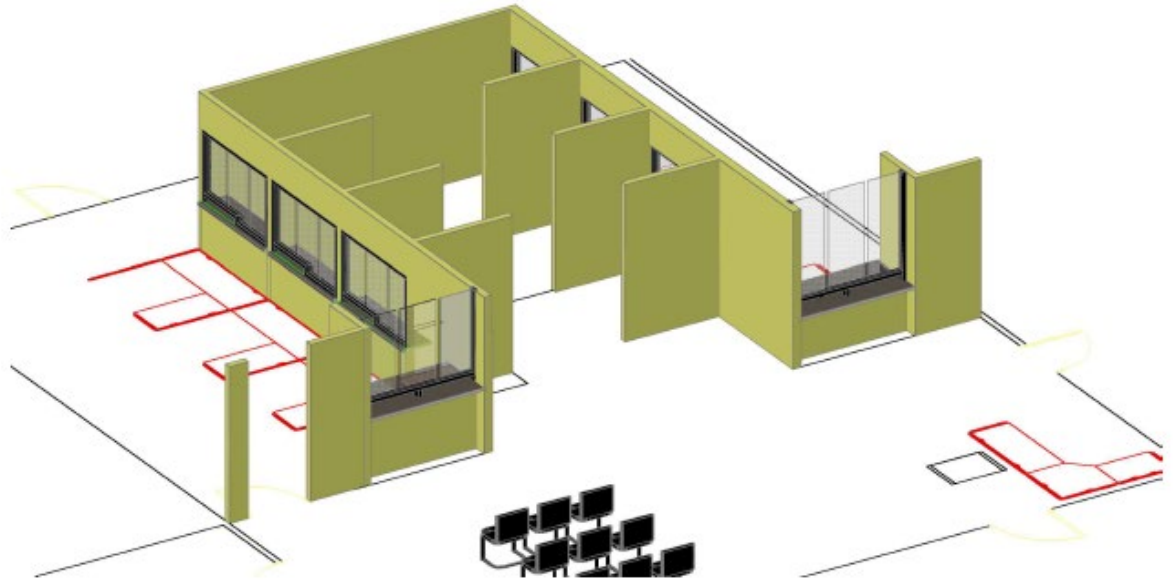
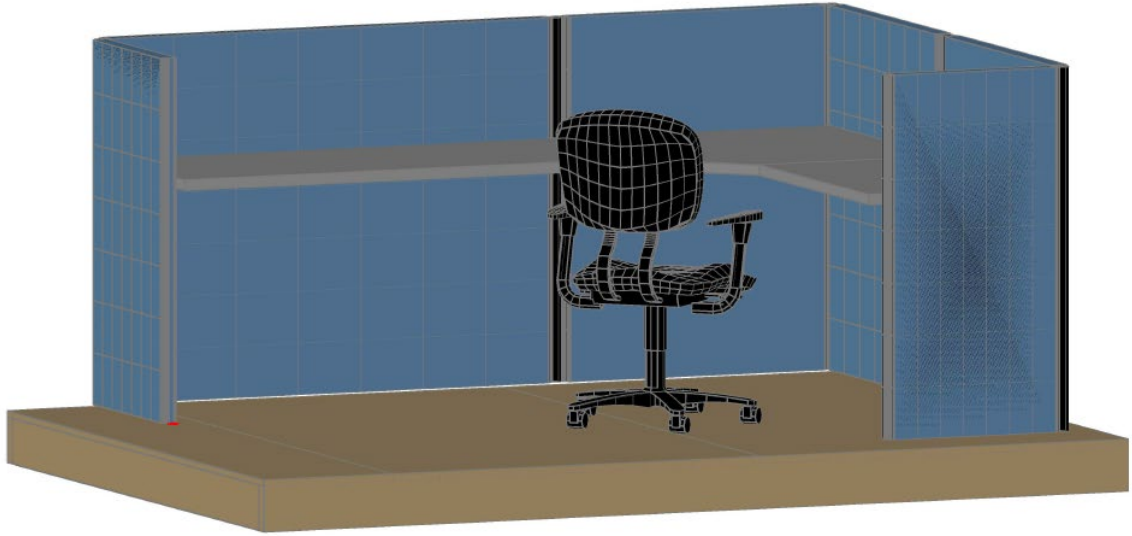


Exhibit D



Above is the platform with a guard desk on it. Platform needs to be secured to the floor and carpeted and large enough to house two officers and their equipment comfortably (approx 12'x10'). Agency will furnish cubicle system for platform.