

February 11, 2026

Dear Property Owner or Agent:

The State of South Carolina is seeking office and wet lab space in Berkeley County, Charleston County or Dorchester 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, March 13, 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
SOUTH CAROLINA DEPARTMENT OF ENVIRONMENTAL SERVICES**

**OFFICE & WET LAB SPACE WITH WET LAB IN BERKELEY, CHARLESTON OR
DORCHESTER 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 Environmental Services

- Location: Berkeley, Charleston or Dorchester County, South Carolina
- Expected occupancy date: October 1, 2027
- Total space needed is approximately 29,770 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
 - 32 private offices for professional staff of approximately 120 square feet each
 - Area for 58 workstations of approximately 64 square feet each
 - Area for 25 workstations of approximately 48 square feet each
 - *proposal should include cost with and without workstations provided by Landlord*
 - 2 reception areas of approximately 100 square feet each to accommodate a minimum seating area of 6 people per area
 - 1 beverage alcove 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 up to 4 people at a time of approximately 120 square feet
 - 1 break room (to include sink and counter tops) to accommodate up to 10 people at a time of approximately 200 square feet
 - 4 print alcoves to include 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
 - 2 copy/print/mail/supply room for dedicated floor mounted printer, storage and mail slots of approximately 200 square feet each
 - 1 IT closet with wall mounted racks of approximately 40 square feet
 - 1 LAN room with floor mounted racks and temperature control of approximately 100 square feet
 - 1 storage closet without shelving of approximately 50 square feet
 - 3 storage rooms of approximately 120 square feet each
 - 4 storage rooms of approximately 180 square feet each
 - 5 storage rooms of approximately 250 square feet each
 - 2 focus rooms of approximately 50 square feet each
 - 3 work rooms with work surfaces and storage of approximately 120 square feet each

- 2 board room of approximately 600 square feet each to accommodate up to 20 people at a time with light dimmer switches
 - 3 conference rooms of approximately 350 square feet each to accommodate 10-12 people at a time
 - 2 conference rooms of approximately 250 square feet each to accommodate 6-8 people at a time
 - 1 conference room of approximately 120 square feet to accommodate 2-4 people at a time
 - Open storage file area to accommodate up to 123 standard file cabinets of approximately 1,100 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 with the ability to access network via fiber optic connection and support VOIP.
 - 170 parking space are required of which 48 should be reserved spaces. [outside boat storage area – optional, not a requirement]
 - Premises should be secured with a six (6) foot tall chain link fence made preferably of black fencing material, with three (3) rows of barbed wire along top of chain link fence with a minimum of one 20 foot gate.
 - Parking lot must be paved and lighted.
 - Lab Space Requirements.
 - 1 Microbiology Lab of approximately 1,100 square feet
 - 1 Chemistry Lab of approximately 660 square feet
 - 1 prep area of approximately 230 square feet
 - 1 lab storage area of approximately 340 square feet
 - 1 autoclave room of approximately 100 square feet with plumbing, water supply line and 120/240 three phase power
 - 1 field lab storage room of approximately 150 square feet
 - HVAC for lab space must be separate and isolated from office space HVAC system
 - Flooring in all lab areas must be chemical resistant, easily cleanable and durable
 - Agency will provide lab vent hood and landlord shall be responsible for installing vent hood connection to vent outside or have an exterior exhaust system available for vent hood connection.
 - 1 lab safety shower and eye wash station per lab
 - Plumbing for residential dishwasher
 - Water supply and drain plumbed for commercial ice maker. Ice maker will be provided by agency
 - Plumbing for two lab sinks that will *not* be within close proximity of each other
 - Electronic access card system
 - 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, March 13, 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 South Carolina 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, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-8731
EMAIL: rps@admin.sc.gov