

December 16, 2025

Dear Property Owner or Agent:

The State of South Carolina is seeking Office space in Greenville 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, January 6th, 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 PUBLIC SAFETY**

OFFICE SPACE IN GREENVILLE 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 Public Safety for a Headquarters and Telecommunication Center

- Location: Greenville, Greenville County, South Carolina
- Expected occupancy date: November 1, 2026
- Total space needed is approximately 18,200 to 18,500 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:

Personnel Areas:

- Five (5) private offices of approximately 180 square feet each.
- Twenty-seven (27) private offices of approximately 120 square feet each.
- Fourteen (14) workstations of approximately 48 square feet each (workstations to be provided by Tenant).
- Twenty-six (26) workstations of approximately 25 square feet each (workstations to be provided by Tenant).

Standard Support Areas:

- One (1) medium suite reception lobby to accommodate seating for 6 people of approximately 100 square feet. This space must be securable from all other portions of the leased space.
- One (1) beverage alcove including 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet.
- One (1) large break room with seating for 10 people of approximately 200 square feet.
- Four (4) print alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each.
- One (1) copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 square feet.
- Four (4) small storage rooms of approximately 120 square feet each. Rooms must be equipped with HVAC common to the suite in which they are located and have adequate floor strength capable of supporting safes and large file cabinets.
- Two (2) large conference rooms with seating for 12 people of approximately 350 square feet each.
- Two (2) medium conference rooms with seating for 8 people of approximately 250 square feet each.
- One (1) open area for four (4) file cabinets of approximately 36 square feet.

Special Support Areas:

- One (1) MAIT Day/Ops room of approximately 660 square feet.
- One (1) MAIT, ACE, & Post C evidence room of approximately 280 square feet. Room, must be climate controlled, equipped with exhaust ventilation and adequate floor strength capable of supporting floor safes.
- One (1) Post C & ACE Day/Ops room of approximately 1140 square feet.
- One (1) STP Evidence Room of approximately 130 square feet. Room must be climate controlled, equipped with exhaust ventilation and adequate floor strength capable of supporting floor safes.
- One (1) STP Day/Ops room of approximately 540 square feet.
- One (1) TCC-Dispatch/Emergency Operations room of approximately 1,280 square feet. Lighting to telecommunication center must be individually controllable and dimmable.
- One (1) TCC Communication room of approximately 250 square feet. Room needs to be secured with a door that can be locked with a key, must have mini split HVAC system to ensure the room stays 68 degrees Fahrenheit. Humidity should be maintained at 40-60%, dew point 60%.
- One (1) Troop 3 training room of approximately 680 square feet.
- One (1) Troop 3 HQ storage and file room of approximately 270 square feet with flooring capable of supporting floor safes.
- 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 Pandit brand data jacks and face plates, 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.
- Backup generator is required for the leased area capable of operating for a minimum of 72 continuous hours to be provided by landlord. Tenant requires a monthly inspection and test of generator along with an annual test of generator being operated under a full load at Landlords expense. Landlord is responsible for providing Tenant with a copy of the 12 monthly inspection and test results and annual test of operation under a full load.
- A UPS device is required that is large enough to carry the load of the TCC area during the switch from utility power to generator power.
- Landlord will allow access control equipment to be installed to leased space at Tenant's sole cost
- Monitored fire alarm system is required.
- Monitored security system is required for common areas accessible to the public.
- Adequate accessibility for rooftop-mounted communications equipment and associated cabling is required.
- Adequate power and dedicated circuits (up to 30 amps) will be required in TCC room.
- Public-accessible common areas should be securable from public outside of normal business hours, while still allowing Tenant access 24/7/365.
- HVAC for the entire suite is required 24/7/365. Ability to provide zone adjustments to temperature is required. Adequate functionality is required to eliminate cold and hot spots.
- 97 parking spaces are desired. State availability of reserved parking for 15 vehicles.
- Fenced, paved and securable "bullpen" is to be provided by Landlord in adjacent parking lot of leased space. This bullpen is to be an area that can accommodate up to 25 vehicles and/or trailers, with standard maneuverability space. The fence must be a minimum of eight (8) feet high with a locking gate(s) for vehicles to pass through.
- Parking lot must be paved and lighted.
- All exterior windows must be deep tinted and/or blinds must be installed.
- Exterior signage is required, to be provided by Landlord.
- All rooms must be securable with doors and locks.

- Flooring must be adequate to support safes and heavy evidence.
- Ventilation exhaust fans are required for evidence rooms.
- Term: Please provide proposed rates for 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, January 6th, 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 [SC Department of Public Safety](#). 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
 EMAIL: rps@admin.sc.gov