

January 15, 2025

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in the Greater Columbia Area. 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.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, February 5, 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 to view the property.

All inquiries regarding this RFP 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 should 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: [RealEstate AgentorPropertyOwnerAcknowledgementForm_23.pdf \(sc.gov\)](#).

Sincerely,

Real Property Services



REQUEST FOR LEASE PROPOSALS FOR DEPARTMENT OF SOCIAL SERVICES

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 regulations prohibit any party participating in this RFP process from making direct contact with the agency seeking space without prior approval of Real Property Services until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord may be requested 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.

LEASE CRITERIA

Mandatory Requirements

- Parking lot must be paved and lighted.
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.

ADDITIONAL INFORMATION

- Location: Greater Columbia Area, South Carolina.
- Expected occupancy date: As soon as possible based on available funding for the affected agency.
- Total space needed is detailed below and dependent on circulation and common area factor. Also attached to this RFP is a space allocation worksheet for the agency more specifically detailing their general needs and supplemental information regarding any special needs.
 - SC Department of Social Services - +/-240,000 rentable square feet
- Ideal set up should include, but is not limited to:
 - sufficient office/cubicle space to accommodate staff, with adequate reception areas
 - SC Department of Social Services – approximately 958 staff
 - support space to include conference rooms, breakrooms, mailroom, storage space, and IT closets.
- Cabling should be certified to CAT-6 standards, with all terminations by the Landlord.

INFORMATION FOR OFFERORS TO SUBMIT

- Submit proposals in writing and include the attached completed **Proposal to Lease Form**.
- Term: Provide proposed rates for 7, 10- and 20-year terms.
- Include both rentable and usable square feet in proposal and include the common area factor (%) as well as an amenities factor.
- Specify floor usable and rentable square feet.

- Specify the amount of square footage allocated to traditional office space and the amount of square footage allocated to each specified amenity offered. For any amenities, proposals should specify whether the landlord or tenant is responsible for the operation and maintenance.
- Specify lease type (Gross, MG, or Net). A gross lease is preferred. For MG or Net leases, proposals should provide an estimate of annual operating costs for which the tenant would be responsible. For MG proposals, specify which operating and maintenance expenses are included (e.g., 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).
- Specify if any workstations or other furniture is included in the proposal.
- Specify if the facility includes a back-up generator and/or uninterrupted power source.
- Indicate the amount of parking included in the rent, whether or not it is covered, and the availability of reserved parking spaces.
- Specify any tenant improvement allowance to be provided.
- Review Admin's standard Commercial Real Estate Lease and provide any proposed edits with any proposal submitted in response to this RFP. There are two versions of Admin's standard Commercial Real Estate Lease, one with operating cost escalation and one without, and both are available on our website at [Real Estate | Department of Administration \(sc.gov\)](#) or can be provided upon request.
- Attach a proposed floor plan.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS

- Proposals must be received by Real Property Services by **4:00 PM, February 5, 2025**.
- Proposals may be submitted by mail or e-mail. (It is property owner/agent's responsibility to ensure receipt).

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
 REAL PROPERTY SERVICES
 1200 SENATE STREET, 6th Floor
 COLUMBIA, SC 29201
 PHONE: 803-737-9822 or 803-737-8731
 EMAIL: rps@admin.sc.gov



State of South Carolina
Department of Administration
Space Allocation Worksheet

Agency Requirements Summary

Agency Information								
Agency Name: DSS								

Agency Space Needs				Current Space		Future Space			
Personnel Areas			Typical Size (SF)	x	Qty =	Area	Qty =	Area	
CON	Consultant	No dedicated space - some touchdown space	0	x	0	0	65	1,500	
EO	Executive Office	Executives	300	x	0	0	18	5,400	
M	Manager Office	Managers	200		0	0	76	15,200	
SO	Standard Office	Staff who spend 50% or more of their time counseling others	120	x	0	0	269	32,280	
SPW	Supervisor Workstation	Supervisors	75	x	0	0	83	6,225	
WS	Workstation	Professionals and administrative staff	48	x	0	0	372	17,856	
SW	Small Workstation	Staff who are mostly out or call center positions	36	x	0	0	75	2,700	
Total Personnel					0		958		
Total Personnel Area Net Square Feet						0		81,161	
Standard Support Areas				Typical Size (SF)	x	Qty =	Area	Qty =	Area
Reception/Lobby/Waiting Area									
Lobbies		Various Sizes						3,500	
Break Area									
Break Rooms		Various Sizes						3,200	
Copy / Print / Mail / Supply									
Copy / Print / Supply		Various Sizes						5,000	
Mailroom								1,500	
IT Rooms									
IT/LAN Equipment Space								2,000	
Storage Rooms									
Storage Rooms		Various Sizes						5,000	
Conference Rooms									
Conference/Multipurpose/Collab		Various Sizes						16,000	
Focus / Privacy Room		1 per 1-30 employees							



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 Space Allocation Worksheet

Filing and Work Rooms					
File Rooms	Various Sizes				4,500
Total Support Area net Square Feet				0	40,700
Total Agency Area Requirements				Current Space	Future Space
Net Area (Sum of Personal and Support Areas)				0	121,861
Circulation (30% of Net Area)				0	36,559
Sub-Total Usable Area (Square Feet)				0	158,420
Usable Square Feet/Employee (180 USF/FTE Average Target)				0	165
Rentable Square Feet/Employee (210 RSF/FTE Average Target)				0	190
Total Special Support Usable Square Feet (From Page 2 of Worksheet)				0	48,796
Total Usable Area (Square Feet)				0	207,216
Estimated Total Rentable Area (based upon 16% common area factor))				0	240,370

Office to workstation Summary			
Percentage offices		0%	30%
Percentage standard workstations		0%	39%
Percentage small workstations		0%	8%
Office to workstation ratio		0%	30 : 47



State of South Carolina
 Department of Administration
 Space Allocation Worksheet

Agency Special Support Requirements

Agency Information
 Agency Name: DSS

Public Use Space	Typical Size (SF)	x	Qty =	Area	Current Space	Qty =	Area	Future Space	Qty =	Area
Main reception area (200 - 600 SF)	500	x	0	0	0	1	500			
Service counter (50 SF per position)	50	x	0	0	0	2	100			
Waiting area (15 SF per seat)	150	x	0	0	0	1	150			
Interview rooms (100 SF - 150 SF each)	100	x	0	0	0	1	100			
Public hearing rooms	400	x	0	0	0	3	1,200			
Public hearing rooms	1500	x	0	0	0	1	1,500			
Waiting area (15 SF per seat)	15	x	0	0	0	27	405			
	0	x	0	0	0	0	0			
	0	x	0	0	0	0	0			
Total Public Use Space - Net Square Feet					0			3,955		
Special Use Space	Typical Size (SF)	x	Qty =	Area	Current Space	Qty =	Area	Future Space	Qty =	Area
Training Room, theater style	1,000	x	0	0	0	6	6,000			
Training Room, classroom style	600	x	0	0	0	2	1,200			
Room for security equipment	80	x	0	0	0	1	80			
Large Training Room for 100 people	3,000	x	0	0	0	1	3,000			
IT equipment and program material staging/storage area	10,000	x	0	0	0	1	10,000			
Canteen/kitchen	5,000	x	0	0	0	1	5,000			
A/V and Sound Room	400	x	0	0	0	1	400			
A/V Equipment Rooms	400	x	0	0	0	1	400			
Warehouse space	7500	x	0	0	0	1	7,500			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
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other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0	0	0			
other	0	x	0	0	0					

Department of Social Services Supplemental Information

- Emergency back-up generators and UPS system necessary for IT equipment
- Separate entrances and designated parking areas for the public/clients/visitors vs. DSS employees/contractors.
- Warehouse space
 - ceiling height of at least 12 feet
 - climate controlled
 - flooring capable of supporting a forklift
 - two loading docks preferred