

April 3, 2024

Dear Property Owner or Agent:

The State of South Carolina is seeking office, warehouse and parking space in Richland 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, April 24, 2024**.

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
UNIVERSITY OF SOUTH CAROLINA**

OFFICE, WAREHOUSE AND PARKING SPACE IN RICHLAND 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 – UNIVERSITY OF SOUTH CAROLINA

- Location: Richland County, Columbia, South Carolina (prefer to be in proximity to athletic facilities and USC event venues)
- Expected occupancy date: As soon as possible
- Total space needed is approximately 27,500 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:
 - 18 private office(s) for professional staff of approximately 120 square feet each
 - Open area for 40 workstations of approximately 48 square feet each. **(Tenant to provide workstations if unavailable from Landlord)**
 - Open area for 79 workstations of approximately 25 square feet each. **(Tenant to provide workstations if unavailable from Landlord)**
 - 1 large-sized reception area, to accommodate up to 20 people of approximately 400 square feet.
 - 1 beverage alcove with 6 linear feet of cabinet with U.C refrigerator, sink and microwave of approximately 24 square feet.
 - 1 break room to accommodate 4 people at a time of approximately 120 square feet.
 - 1 break room to accommodate 8-10 people at a time of approximately 200 square feet.
 - 1 print alcove of approximately 40 square feet inch.
 - 1 copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 square feet.
 - 1 copy/print/mail/supply room for dedicated floor mounted printer and storage and mail slots of approximately 200 square feet.
 - 1 LAN room to accommodate floor mounted racks of approximately 100 square feet.
 - 2 storage area/rooms of approximately 180 square feet each.



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
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- 2 storage area/rooms of approximately 250 square feet each.
- 1 board room of approximately 600 square feet to accommodate 18 to 20 people at a time.
- 1 large conference room of approximately 350 square feet.
- 1 work room with work surface and storage of approximately 120 square feet.
- 1 warehouse space of approximately 6,000 square feet.
 - Must be temperature and humidity controlled and securable.
 - Tenant will provide necessary racks.
- 1 warehouse space of approximately 3,000 square feet.
 - Must have 3 loading docks, 3 bay doors, 12-15 ft ceilings, unconditioned and securable.
 - Tenant will provide necessary racks.
- 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.
- Demised Premises must have secured access.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections capable of supporting VOIP, electrical and other outlets to be **(provided by the Landlord)** throughout the space as specified by Agency.
- 126 parking spaces are required of which two spaces are handicapped. State availability of reserved parking as well as availability to park oversized vehicles (ex. buses) on premises.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 3, 4, 5, 7 and/or 10-year terms.
- Proposals that 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 are preferred.
- If a NNN lease is proposed, the property owner should clearly articulate services and costs that are excluded in the lease.

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, April 24, 2024**
- 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](#).





Henry McMaster, Governor
Marcia S. Adams, Executive Director

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- 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 University of South Carolina. 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 or 803-737-8731; FAX: 803-737-0592
EMAIL: rps@admin.sc.gov

