

September 12, 2025

Dear Property Owner or Agent:

The State of South Carolina is seeking meeting/event 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, October 3, 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 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**

MEETING/EVENT 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: Columbia, County Richland, South Carolina
- Expected occupancy date: January 2026
- Total space needed is approximately 37,500 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 (%).
- Space shall be utilized for student life activities, events and meetings.
- ***All furniture and equipment provided by the landlord should be furnished per room in accordance with occupancy need. Furniture should be flexible for multiple uses but should include round table seating for a minimum of 6 people per table in the large event spaces.***
- Ideal set up should include, but is not limited to:
 - Area for 4 workstations of approximately 48 square feet each, landlord to provide workstations
 - 1 reception lobby area of approximately 200 square feet to accommodate a minimum seating area of 10-12 people
 - 1 small break room (to include sink and counter tops) to accommodate approximately 4 people at a time of approximately 120 square feet
 - 1 catering prep/set up area of approximately 100 square feet with sink and countertop included
 - Student study space of approximately 2,500 square feet to include desk/workstations and chairs
 - 1 print alcove to include 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet
 - 1 large climate controlled storage area of approximately 2,000 square feet
 - 1 IT closet room with uninterrupted power supply/back-up generator with temperature control of approximately 300 square feet
 - Meeting / Event Space – ability to reconfigure space into multiple sizes
 - 4 meeting spaces to accommodate a minimum of 10 people of approximately 225 square feet each
 - 3 large event spaces to accommodate 175-350 people of approximately 2,500 square feet each
 - 4 event spaces to accommodate 75-175 people of approximately 1,200 square feet each

- 1 open lounge area for students of approximately 3,000 square feet
 - 2 meeting spaces to accommodate 12-16 people of approximately 300 square feet each
 - 2 meeting spaces to accommodate 25-30 people of approximately 600 square feet each
- 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, highspeed internet and support VOIP.
- 6 parking spaces are required.
- Parking lot must be paved and lighted.
- Signage to meet agency's branding standards including street and walking visibility
- Additional items of interest include;
 - Electronic access card system
 - Electronic card access on reception door with reception remote button
 - Electrical power for overhead projector in meeting and event areas
- 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
- 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, October 3, 2025**
- 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.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the 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: 803-737-0644 or 803-737-8731; FAX: 803-737-0592
EMAIL: rps@admin.sc.gov