

December 16, 2025

Dear Property Owner or Agent:

The State of South Carolina is seeking student housing in Horry 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. Coastal Carolina University may choose to enter a lease with more than one responsive offeror based on its needs.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, January 9, 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 COASTAL CAROLINA UNIVERSITY STUDENT HOUSING IN HORRY 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 – COASTAL CAROLINA UNIVERSITY

- Location: HORRY COUNTY, SOUTH CAROLINA. No more than one and a half (1.5) miles from an existing Coastal Carolina University operated student housing facility, and easily accessible to the CCU Shuttle system.
- Expected occupancy date: July 1, 2026
- Term of Lease: Coastal Carolina University is seeking proposals beginning the 26/27 academic year for a three (3) year term with four (4) additional one (1) year extension options and/or a five (5) year term with two (2) additional one (1) year extension options.
- Bedrooms needed: minimum of 150 that can be accommodated in various apartment style units with square footage that meets all applicable state, county, city codes and regulations. Only two (2), three (3), and/or four (4)-bedroom apartments with bathroom/bedroom parity will be considered. Only bedrooms with minimum dimensions of 10 ft x 11 ft will be considered.
 - Apartments must be fully furnished including:
 - Per Living Area
 - Upholstered seating for up to four (4) individuals
 - Dining Table
 - Dining chairs
 - Per Bedroom
 - A double/full bed
 - Student desk
 - Desk chair
 - Dresser
 - Closet
 - One kitchen area per apartment with oven, range, sink, dishwasher, a full-sized refrigerator, counter space, and microwave.
 - Apartments must have bedroom-bathroom parity (i.e., one bathroom for each bedroom)



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Laundry facilities on site (either per building or per unit) free of charge. Please provide details of laundry facilities.
- The University's lease is to be inclusive of the entire property rather than for some units—even whole buildings—within the property. Please describe the University's full use of the premises. Please confirm that the University would have full use of the premises and if not, please indicate percent split between available space and space reserved for outside renters.
- University requests the option to install a key lock on bedroom doors, with each bedroom uniquely keyed inside the same suite.
- Per room or apartment cost to include utilities water, power, sewer and WiFi-internet connection for 24/7, 365-day use. WiFi specifications - 1GBps download and 200 Mbps upload in all areas of the apartment, common and amenity areas.
- Students will have access to landlord amenities that would typically be offered to building residents or guests of the location (pool, fitness center, business center, continental breakfast, etc.).
- Describe availability of on-premises office space to include 3-5 personal offices, a meeting room for up to five people and a small reception area that may be utilized by students upon request.
- Parking shall be available at no additional cost. Parking must comply with current city, state, county codes and regulations. Provide parking details. Parking area must be paved and well lit.
- The University will be responsible for marketing and assigning all bedrooms and the management of the residential life community. There should be no restrictions on the University's ability to assign bedrooms to students. The Landlord shall not have a direct lease with the students.
- Landlord shall specify whether building and grounds maintenance and custodial services are provided by the Landlord and if so, what services will be provided. Custodial services are not required inside private living spaces during periods of occupancy.
- The University will be responsible for the payment of the lease. Lease payments to landlord shall align with the student billing cycle as published by the University.
- Students assigned to the facility will fall under the University's current Housing policies and will be held to the student code of conduct, the Clery Act, Title IX, Title II, and other applicable laws and regulations.

Special requirements that the University has for its facility are:

- Ideal set up for student rooms should be move-in ready at the beginning of the lease.
- 24/7 access for residents.
- Landlord should provide details of security services offered and must be willing to accommodate additional security measures necessary including but not limited to
 - Access control systems as specified and approved by University.
 - Security cameras as specified and approved by University.
- University Police Officers will add the selected location to their patrol route.
- Landlord is responsible for performing and providing current criminal background checks for all Landlord employees, who will have access to the building. Landlord shall not consider any employee who has been convicted of homicide, any assault levels, any sex related crimes, any crimes involving minors, drug charges, illegal gaming, or theft of any kind. The University reserves the right to accept or reject any individual being considered for employment at this facility. If Landlord becomes aware of any current employees at this facility being charged with any of the above crimes while assigned to provide services at the facility, the Landlord will immediately notify



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the University of the circumstances, and the University shall have the right to request the immediate removal of the employee from the facility.

- Service vendors and outside repairmen who will have access to the building must be escorted by an employee of the Landlord (or an employee of the University if available).
- Must have safety and security lighting in and around the interior and exterior of building to include entry pathways and doors.
- University wants the option to install signage if needed (number, placement and design). This may include identification and directional signs.

MINIMUM STATE REQUIREMENTS

- State Housing Lease agreement is basis of lease agreement
- No security deposits can be required for the facility or the units.
- 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 and fire/safety compliance.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, January 9, 2026.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Full-service gross leases are preferred and shall include all operating expenses such as utilities, trash service, internet, janitorial services and supplies, pest control, 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. **If a full gross lease is not proposed, a statement of current annual billing levels for each type of unit/service should be included with the proposal.**
- Provide security plan for building and describe any security services, camera coverage and building access. Include camera coverage of internal common spaces and external entrances and common spaces and how University will be allowed to view the camera coverage.
- Landlord shall establish and provide an annual inspection and life-cycle refresh plan of each unit as well as a turnover cleaning if the apartments were to term between semesters as part of the offer.
- Landlord shall provide an inventory of furniture and furnishings with the proposal.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the University. 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, South Carolina 29201
PHONE: 803-737-8731
EMAIL: rps@admin.sc.gov

