

July 27, 2026

Dear Property Owner or Agent:

The State of South Carolina is seeking student housing in Charleston 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, August 17, 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
COLLEGE OF CHARLESTON**

RESIDENTIAL STUDENT HOUSING IN CHARLESTON 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 – COLLEGE OF CHARLESTON

- Location: Charleston County, Charleston, South Carolina
The ideal location is within the downtown Charleston peninsula or no more than 3 miles from the campus core of the College of Charleston, 66 George Street, Charleston (Campus). The proposal must address transportation to and from Campus if the proposed location is not within a half-mile walking distance to Campus.

The College of Charleston (College) is seeking fully furnished housing with a reasonable, student-centric pricing structure. The College is seeking proposals to solve student housing shortage and will consider all options and lease structures, so it is important the proposal clearly how you will solve the housing shortage outlining all features and benefits provided along with all relevant details including price in the proposal. Please outline options that will differentiate your proposal from others.

- Expected occupancy date: August 1, 2027
- Term of Lease: The College is seeking proposals beginning the 2027/2028 academic school year and will consider 1, 3, 5 and 7 year lease terms with optional extensions. Lease end date for the last year of the lease term will be May 15th.
- Total space need is a minimum of 200 beds. Proposals with less than 200 beds will be considered if the College has control over all units in the building.
- College reserves the right to reduce or increase the number of beds/units/rooms/apartments at the end of academic each year with no less than (90) days' notice.
- College to maintain all unit/room/apartment assignment control of the leased area, building or complete floors for the sole use of student housing with no restrictions on the College's ability to lease to lease to students.
- The selected location will serve as student housing for single gender residents per unit/room/apartment. The College will manage unit/room/apartment assignments and determine how many residents will be placed in each bedroom but will not exceed two persons per bedroom or four residents per bathroom.
- For all unit/room/apartment and associated buildings and/or common areas the College prefers that all of the following be managed by the Landlord and included the proposal - general maintenance and replacement of systems, appliances, electrical, lighting, pest control, key & lock repairs and replacement, maintenance of furniture and furnishings, custodial services, landscaping, etc.

- Key or card access maintained by Landlord is preferred with Campus Housing and Facilities Lock Shop having input or ability to assume control upon request. Must provide Residence Life/Housing Staff and Campus Police 24/7 access to student spaces in the event of emergencies
 - Custodial services are not required in private living space while the rooms are occupied.
 - College prefers the proposal utilities for the unit/room/apartment for 24/7 use – electricity, gas, water, sewer, trash removal, wireless internet. Other utility billing models may be considered; however, a statement of current annual billing levels for each unit should be included with the proposal.
 - Ideal set up should include, but is not limited to:
 - Room/unit/apartment should be in ready to move in condition at the start of lease
 - Utilities provided for each unit
 - Common area and/or community space for resident use
 - Ample bike parking for residents
 - Each bedroom size should be no less than 120 square feet
 - One (1) bathroom for every four (4) beds
 - Washer and dryer located in the building for easy access and at no cost to the residents
 - Refrigerator, range with stove and built in microwave is preferred.
- Proposal must include an inventory of furniture and furnishings for each unit and should include similar items described below:
 - The minimum requirement is for each bedroom unit to be furnished with residential hall-quality, high-use furniture to include a bed, mattress, dresser, desk with chair and adequate closet/wardrobe space per occupant. The kitchen/dining areas should provide a table and adequate seating. The common living area of each unit should provide comfortable seating with sofa and/or chairs to accommodate the number of unit occupants, coffee or side tables.
- 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 and will be responsible for all costs associated with ADA and fire/life compliance.
- Landlord to provide a security plan for the building.
- Wireless internet service provided for each unit and common area(s) within the building - wireless speed a minimum of 100 MBps download and 75 MBps upload.
- Proposal should include details on parking availability.
- College shall be responsible for marketing, leasing of rooms/units and the management of the Residential Life Community.
- There should be no restrictions on the College's ability to lease to students.
- No security deposits can be required for the units/rooms.
- The College will be responsible for the payment of the master lease. Students will be billed individually through the College's billing system. Master lease payments shall align with the student billing cycle as published by the College of Charleston.
- Students assigned to the location will fall under the College's current housing policies and will be held to the student code of conduct, the Cleary Act, title XI, Title II and other applicable laws and regulations.
- Each apartment/unit/room selected will provide student housing for single gender resident. The determination of how many residents shall be placed in each bedroom will be determined by Campus Housing but shall not exceed three residents per bedroom.
- Landlord will allow the College to conduct its Service Assistance and Animal Policy in the Selected location, which allows the accommodation of an emotional support animal for students as determined by the Center for Disability Services.
- Landlord is not responsible for the students' personal items.

ADDITIONAL REQUIREMENTS FOR FACILITY:

- 24/7 access for residents.
- The facility will be used 7 days a week and therefore the HVAC is required for all times during the lease term, including nights, weekends, and holidays.
- College shall have the option to install its own camera system and use of security personnel at any time during the lease term.
- Landlord is responsible for performing and providing current criminal background checks for all Landlord employees, contractors, service vendors and outside repairmen 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. College 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 the College of the circumstances, and the College 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.
- Must have safety and security lighting in and around the interior and exterior of building to include entry pathways and doors.
- College shall have 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 for lease – a copy is attached hereto.
- Property must be barrier free, hazard free and tobacco free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.
- Must be ADA compliant. Landlord is responsible for all costs associated with ADA and fire/safety compliance.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Please submit proposals to the Department of Administration, Real Property Services on or before **4:00 PM, May 16, 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 [the College of Charleston](#). 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
EMAIL: rps@admin.sc.gov