

January 22, 2023

Dear Property Owner or Agent:

The State of South Carolina is seeking student housing in York 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.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, February 19, 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](mailto: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  
WINTHROP UNIVERSITY  
STUDENT HOUSING IN YORK 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 – WINTHROP UNIVERSITY**

- Location: CITY OF ROCK HILL, YORK COUNTY, SOUTH CAROLINA. No more than five miles from campus. Either location is walkable to campus (within 0.75 miles of the center of main campus), or Landlord is willing to run a shuttle to campus, at their own expense, every half hour between the hours of 7:00AM-10:00PM Monday-Friday and 9:00AM-8:00PM Saturday and Sunday.
- Expected occupancy date: August 1, 2024
- Term of Lease: Winthrop University is seeking proposals for 1, 3, 5, 7 and 10-year terms during the academic year (August 1-May 15) with optional extensions. The University is also willing to consider options to purchase or commercial rent to own at the expiration of the lease term.
- Total space needed is approximately 200-320 bedrooms at least 120 square feet in size in apartment style housing.
- Ideal set up should include, but is not limited to:
  - Total bedrooms required are 200-320 at least 120 square feet or larger in furnished apartment style housing.
    - 2-, 3- or 4-bedroom units preferred (a limited number of 1-bedroom units would be acceptable).
    - One student per bedroom.
    - Individual bedrooms can be locked, and each bedroom is uniquely keyed inside the same suite.
    - Each bedroom unit should be furnished with residential hall- quality, high use furniture to include a bed frame, mattress, dresser, desk with chair and adequate closet/wardrobe space per occupant.
    - A kitchen area per apartment with a sink, a full-sized refrigerator, counter space, and microwave.
    - The dining areas should provide a table and/or adequate seating.



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

- The common living area of each unit should provide a couch. (additional furniture such as a coffee table, armchair, side table, and dining set is optional).
- 1-2 bathrooms per unit with shower, toilet and sink.
- One (1) office. If offered space is in multiple buildings, an office is required in each building.
- Preference to limit outside non-student renters. Please indicate whether Winthrop University would have full use of the building and if not, please indicate percent split between available space and space reserved for outside renters.
- A Meeting Space that can hold between 30 and 40 occupants is provided for students to use up to two times per semester.
- A main reception area for building entrance.
- A furnished common area community space for residents in addition to unit living and dining areas.
- Laundry facilities on site (either per building or per unit) free of charge.
- Ample bike parking for residents.
- Units have parking available for all residents.
- Winthrop University wishes to maintain management control of the University's leased spaces in the building in order to ideally maintain the facility (or floor) solely as a University student housing option.
- The University will be responsible for marketing and leasing these spaces and the management of the residential life community.
- Maintenance work is to be completed by the Landlord at Landlord's own expense (minus damages) and is to include pest control, common area custodial, and landscaping.
- Custodial services are not required inside private living spaces during periods of occupancy. Apartment Complex is responsible for cleaning between May and August, APPA custodial level 2 or equivalent.
- There should be no restrictions on the University's ability to lease to students.
- The University will be responsible for the payment of the lease. Students will be billed individually through the University's billing system. Lease payments to landlord shall align with the student billing cycle as published by the University (**August 1- May 15**).
- 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.
- The University will be responsible for assignment of students to each bed.
- Landlord will allow the University to conduct its Service Assistance and Animal policy in this facility, which allows the accommodation of an emotional support animal for students as determined by the Office of Accessibility Services.
- The University reserves the right to reduce the number of bedrooms annually and will notify the Landlord of any necessary adjustments at least 90-days in advance.
- Landlord is not responsible for tenant personal items.

**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.



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- The Landlord will be responsible for facility access control and the lock and key system and will be responsible for key replacement and maintenance of locks including key or key card access to buildings and key or key card access to individual units.
  - Hallways must be secured, i.e. no direct access to individual units without use of key or key card.
  - Master keys provided to Winthrop to be used as necessary.
- Preference for video surveillance to be provided by the Landlord. However, the University reserves the right to bring in its own camera system and security personnel if deemed necessary.
- 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 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).
- The facility should be able to offer wireless speed a minimum of 100 Mbps download and 75 Mbps upload.
- 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 – a copy is attached hereto.**
- 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.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by the Real Property Services by **4:00 PM, February 19, 2024.**
- 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



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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 apartment 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 Winthrop 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, 6<sup>th</sup> Floor  
Columbia, South Carolina 29201  
PHONE: 803-737-0644 or 803-737-1617  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)  
FAX: [803-737-0051](tel:803-737-0051)



### LEASE SOLICITATION FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

**RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65  
AND REGULATION 19-447.1000**

I have read the contents of S.C. Code of Laws §§ 1-11-55, 1-11-56 and 1-11-65, and Regulation §19-447.1000 in their entirety. I agree to comply with the foregoing statutes and regulations and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes and regulations.

Also, I understand that the Department of Administration, Real Property Services is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of Real Property Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Typed or Printed Name

#### EMAIL LIST

**You will receive all solicitations by email only**

Name of Company: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please return completed form by mail, fax or email to: The South Carolina Department of Administration, Real Property Services, 1200 Senate Street, 6<sup>th</sup> Floor, Columbia, SC 29201,  
E-mail: [rps@admin.sc.gov](mailto:rps@admin.sc.gov); Fax: 803-737-0051

