

**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

**April 9, 2025**

Dear Property Owner or Agent:

The State of South Carolina is seeking student housing in Greenwood 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, April 30, 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](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  
LANDER UNIVERSITY  
STUDENT HOUSING IN GREENWOOD 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 – LANDER UNIVERSITY**

- Location: CITY OF GREENWOOD, GREENWOOD 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. Should the location be within a few blocks of the transportation route operated by Lander University, it is possible Lander University could accommodate the shuttle requirement.
- Expected occupancy date: August 1, 2025
- Term of Lease: Lander University is seeking proposals for a base 1-year term with three 1 year renewals (total 4 years) for student housing during the academic year (August 1-May 15).
  - Fall semester (August 1 – December 23) historically has been the range of time where the need for additional rooms is greatest. It is possible no rooms would be needed for a spring semester (January 1 – May 15). If no need for rooms exists for the spring term, Lander University will notify the Landlord 60 days prior to the start of the term so rooms can be returned, and no lease expense incurred for the second half of the lease term.
  - Pricing proposal should provide pricing under a full academic year need and a half academic year need.
- Total space needed is approximately 50 bedrooms at least 120 square feet in size in either double beds (queen mattress) or 100 bedrooms with a single bed style (queen or king mattress):
  - Two students per room (for doubles) and One student per bedroom (for singles).
  - 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.
  - Room should be equipped with a sink, an office-sized refrigerator, counter space, and microwave.



- 1 bathroom per unit with shower, toilet and sink.
- Lander University would also consider apartment style set up, but is not limited to:
  - Total bedrooms required are 50 (for doubles) or 100 (for singles) 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).
    - Two students per room (for doubles) and one student per bedroom (for singles).
    - 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.
    - 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.
- Preference to limit outside non-student renters on same floor or area of a complex. Please indicate whether Lander University would have full use of the building and if not, please indicate percent split between available space and space reserved for outside renters.
- Laundry facilities on site (either per building or per unit) free of charge.
- Per bed cost to include utilities (water, power, sewer and WiFi-internet connection).
- Students will have access to landlord amenities offered to other residence of the location (pool, fitness center, business center, continental breakfast, etc.) as long as the location is not fully occupied by Lander University (split use).
- Units have parking available for all residents. Parking costs to be included in any pricing
- Lander 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, if the full building is to be occupied by only Lander University students. Should a split occupancy model be accepted, Landlord would retain all such responsibilities.
- 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 and is to include pest control, common area custodial, and landscaping.
- Custodial services are not required inside private living spaces during periods of occupancy.
- 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**).



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- 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 the assignment of students to each bed.
- The University reserves the right to reduce the number of bedrooms semi-annually for the spring semester within 60 days of the semester start (January 1) and annually for the fall semester and will notify the Landlord of any necessary adjustments at least 90 days in advance of the following contract year.
- 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.
- 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 Lander 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.
  - Lander 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 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.



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- 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, April 30, 2025.**
- 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 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 Lander 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: 803-737-3880  
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

