

May 12, 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, May 24, 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 7 miles from 66 George Street, Charleston (Campus). Any proposed location outside a half-mile radius from Campus should include an option for shuttle service to and from Campus or be within one (1) block to CARTA bus stop.
- Expected occupancy date: August 1, 2026 preferred
- Term of Lease: College of Charleston (College) is seeking proposals for the 2026/2027 academic school year and will consider 1, 3 and 5 year lease terms with optional extensions.
- Total space needed is approximately 200 – 275 beds in either a hotel style or apartment style housing unit. The College is willing to consider multiple lease agreements at multiple locations as long as the Landlord can supply a minimum of 20 beds.
- Ideal set up should include, but is not limited to:
 - Each bedroom size should be no less than 120 square feet
 - Each bedroom should be furnished with residential hall quality, high use furniture to include a bed, mattress, dresser, desk with chair and adequate closet/wardrobe per resident
 - Dining area should include a table and/or adequate seating for the resident(s)
 - Living area should include comfortable seating (sofa and chairs to accommodate the number of unit occupants), and a coffee table or side tables
 - Kitchen or common shared kitchen area should include a sink, refrigerator, stove, dishwasher and microwave
 - One (1) bathroom for every four (4) beds
 - One (1) area for maintenance and custodial items, if the College is expected to maintain and repair property
 - Ample bike parking for residents
 - Common sitting/open area for occupants is preferred but not required
- 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.
- Approximately one (1) reserved parking space per building, complex or hotel is preferred.
- The College of Charleston will consider leasing additional parking spaces if available.
- Parking lot must be paved and lit.

- The College of Charleston's Office of Campus Housing prefers to maintain management control of the College's leased space in the building to maintain the facility (or floor) solely as a College of Charleston student housing option.
- The College shall be responsible for marketing, leasing of rooms/units and the management of the Residential Life Community.
- Landlord shall specify if building maintenance and/or custodial services will be provided.
- There should be no restrictions on the College's ability to lease to students.
- 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.
- The College will be responsible for student assignment for each bed.
- 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.
- The College reserves the right to reduce the number of beds at the end of the academic year with a 90-day notice to the landlord prior to the beginning of any extended term.
- Landlord is not responsible for the students' personal items.
- Custodial services are not required inside private living spaces during the lease term.

ADDITIONAL REQUIREMENTS FOR FACILITY:

- Student rooms should be move-in ready at the beginning of the lease term.
- 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.
- The 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. The 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.
- 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.
- College shall have option to install signage if needed (number, placement and design). This may include identification and directional signs.

- 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

MINIMUM STATE REQUIREMENTS

- State Housing Lease Agreement is basis for lease – a copy is attached hereto.
- 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, May 24, 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