

**LEASE PROPOSAL FORM – Page One**

LEASE PROPOSAL FOR: \_\_\_\_\_  
ST ADDRESS: \_\_\_\_\_ PROPOSED OCCUPANCY DATE: \_\_\_\_\_

**THE OFFEROR**

PROPOSAL SUBMITTED BY \_\_\_\_\_ (Company)  
\_\_\_\_\_ (Contact Person)  
\_\_\_\_\_ (Street Address)  
\_\_\_\_\_ (City, State, ZIP)  
\_\_\_\_\_ (Phone/Fax/Email)

CREDIT REFERENCES (Please provide three (3) verifiable references as noted below):

BANK REFERENCE: \_\_\_\_\_ (Company)  
\_\_\_\_\_ (Contact Person)  
\_\_\_\_\_ (Street Address)  
\_\_\_\_\_ (City, State, ZIP)  
\_\_\_\_\_ (Phone/Fax/Email)

TRADE REFERENCE: \_\_\_\_\_ (Company)  
\_\_\_\_\_ (Contact Person)  
\_\_\_\_\_ (Street Address)  
\_\_\_\_\_ (City, State, ZIP)  
\_\_\_\_\_ (Phone/Fax/Email)

TENANT REFERENCE: \_\_\_\_\_ (Company)  
\_\_\_\_\_ (Contact Person)  
\_\_\_\_\_ (Street Address)  
\_\_\_\_\_ (City, State, ZIP)  
\_\_\_\_\_ (Phone/Fax/Email)

QUALIFICATIONS (Please provide information as noted below):

COMMERCIAL DEVELOPMENT EXPERIENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please provide brief narrative detailing size and nature of properties developed, locations and tenancies. A copy of your company's professional brochure may be attached to this proposal as additional information.)

COMMERCIAL PROPERTY MANAGEMENT EXPERIENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please provide brief narrative detailing size and nature of properties managed, professional designations in property management, if any, landlord/tenant relationships with other governmental entities, etc. A copy of your company's professional brochure may be attached to this proposal as additional information.)

CAUTION: Any incomplete items in this proposal form may cause proposal to be discarded.

**LEASE PROPOSAL FORM Page Two**

LEASE PROPOSAL FOR: \_\_\_\_\_  
 ST ADDRESS: \_\_\_\_\_ PROPOSED OCCUPANCY DATE: \_\_\_\_\_

**COST OF THE FACILITY**

RENT SCHEDULE: Please fill in the blanks below with each year's rent. If any expenses are not included in the rent, please note on the line below the rent schedule.

Initial Lease Term	Annual Rent	Rent per Sq Ft per Year*
Year 1	\$	\$
Year 2	\$	\$
Total	\$	\$

ITEMS NOT INCLUDED IN RENT: \_\_\_\_\_

RENT ESCALATION PROVISIONS: The State prefers a flat lease rate during the Initial Lease Term. Proposals without escalations will be given the highest points. All others will be prorated according to the perceived degree of cost exposure to the State. If no increases are to be charged to State, write "None". Due to budget approval issues, it is beneficial for the State to have caps on increases so it can plan accordingly.

CONSUMER PRICE INDEX				FIXED INCREASE			BASE YR EXPENSE STOP						
BASE YR:				%:			Base \$/Sq Ft*						
Initial Lease Term	Y E S	N O	% Cap	Initial Lease Term	Y E S	N O	Initial Lease Term	Taxes	Insur	Util	Janit	Maint	% Cap
Year 1			%	Year 1			Year 1			N/A	N/A		
Year 2			%	Year 2			Year 2			N/A	N/A		

DIRECT PASS-THROUGH OF BUILDING EXPENSES (IF NNN LEASE)							DETAIL OF MAINTENANCE EXPENSE (i.e., what would be charged as Maintenance)						
% of BLDG AREA:													
\$/SF													
Lease Term	Taxes	Insur	Util	Janit	Maintenance	NNN Lse							
Year 1			N/A	N/A									
Year 2			N/A	N/A									

LESSOR INCENTIVES TO LEASE SPACE: The State can potentially provide a Lessor with a long-term tenancy and the security of a viable tenant. As such, please detail any financial incentives you would be willing to offer to offset the agency's moving expense and financial exposure:

Rent Discount For Annual Prepayment Of The Lease: \_\_\_\_\_%. (Rent will be prorated based upon the State's fiscal year, which begins in July of each year).

Moving Expense Reimbursement: \$\_\_\_\_\_.

Additional Services: \_\_\_\_\_  
 \_\_\_\_\_ (Examples: enhanced building maintenance, use of a forklift, provision of additional amenities which the Offeror feels will enhance the proposal beyond what is requested.)

Other Incentives: \_\_\_\_\_

(Examples could include free rent for a stated period of time, no escalations in rent for a stated period of time, first right of refusal on adjacent space, etc.)

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 \*Rent & Costs per Sq Ft to be based upon Usable Area, as defined in the RFP.

**LEASE PROPOSAL FORM Page Three**

LEASE PROPOSAL FOR: \_\_\_\_\_  
ST ADDRESS: \_\_\_\_\_ PROPOSED OCCUPANCY DATE: \_\_\_\_\_

**THE FACILITY**

SQ FT: \_\_\_\_\_ (Usable) **Please attach a floor plan.** We do not wish to have you expend a large amount of funds on initial floor plans and renderings since we are seeking more of a rough floor plan to provide a general concept of the facility.

DESCRIPTION OF FACILITY: \_\_\_\_\_ Date of Construction \_\_\_\_\_ (To Be Renovated) \_\_\_\_\_ (As Is)

\_\_\_\_\_ (Single User) \_\_\_\_\_ (Multi-tenant) Expansion area available in the future? \_\_\_\_\_ (Sq Ft) \_\_\_\_\_ (No)

\_\_\_\_\_ (Single-Story Bldg) \_\_\_\_\_ (Multi-storied Bldg)- \_\_\_\_\_ # of Floors \_\_\_\_\_ Floor Plate Size

Windows: \_\_\_\_\_ Single glazed \_\_\_\_\_ Double glazed \_\_\_\_\_ Window coverings: \_\_\_\_\_ (Exterior windows)

OH Doors: # \_\_\_\_\_ Ground Level # \_\_\_\_\_ 4' High Comments: \_\_\_\_\_

Type of construction: \_\_\_\_\_

(Tilt-up, masonry, metal building) Photos & property brochure may be attached as supplemental information.

Type of Heating System: \_\_\_\_\_ Fire Sprinkered? \_\_\_\_\_ Yes \_\_\_\_\_ No

PROPERTY AMENITIES: \_\_\_\_\_

\_\_\_\_\_ (Amenities available at the facility, such as outside storage).

ARCHITECT: \_\_\_\_\_ (Company)

(must be licensed in \_\_\_\_\_ (Contact Person)

the State of Idaho) \_\_\_\_\_ (Credentials)

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City, State, ZIP)

\_\_\_\_\_ (Phone/Fax/Email)

ENGINEER: \_\_\_\_\_ (Company)

(must be licensed in \_\_\_\_\_ (Contact Person)

the State of Idaho) \_\_\_\_\_ (Credentials)

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City, State, ZIP)

\_\_\_\_\_ (Phone/Fax/Email)

PROPERTY MANAGEMENT: \_\_\_\_\_ (On-site) \_\_\_\_\_ (Off-site, located @ \_\_\_\_\_

\_\_\_\_\_ (Company)

\_\_\_\_\_ (Contact Person)

\_\_\_\_\_ (Credentials)

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City, State, ZIP)

\_\_\_\_\_ (Phone/Fax/Email)

SERVICES INCLUDED IN LSE: \_\_\_\_\_ Snow Removal \_\_\_\_\_ Landscape Maint \_\_\_\_\_ Security Patrol \_\_\_\_\_ Facility Maint

PARKING: \_\_\_\_\_ (# of Employee Spaces) Parking is \_\_\_\_\_ (Off-street) \_\_\_\_\_ (On street) \_\_\_\_\_ (Paved) \_\_\_\_\_ (Gravel)

Would there be any cost for the use of this parking? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No) If yes, Cost: \$ \_\_\_\_\_

**THE SITE**

\_\_\_\_\_ (Current Zoning) \_\_\_\_\_ (Proposed Zoning) Is a design review required? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Are public utilities available to the site? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Has a Phase One Report been completed? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No) Are there any known

environmental issues? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No). If yes, detail potential issues and proposed resolution:

\_\_\_\_\_

Is exterior lighting in the parking/loading areas planned for the site (or already in place)? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

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**LEASE PROPOSAL FORM Page Four**

LEASE PROPOSAL FOR: \_\_\_\_\_  
ST ADDRESS: \_\_\_\_\_ PROPOSED OCCUPANCY DATE: \_\_\_\_\_

**LOCATION OF THE FACILITY**

LOCATION OF THE FACILITY: \_\_\_\_\_ (Street Address)  
\_\_\_\_\_ (City, State, ZIP)

NEAREST CROSS STREETS: \_\_\_\_\_

ADJACENT PROPERTY USES: \_\_\_\_\_ (to the East)

\_\_\_\_\_ (to the West)

\_\_\_\_\_ (to the North)

\_\_\_\_\_ (to the South)

PROXIMITY TO BUS ROUTE: \_\_\_\_\_ (# of Blocks)

PROXIMITY TO FEDERAL, STATE AND LOCAL AGENCIES WITHIN 1 MILE RADIUS: \_\_\_\_\_

BENEFITS OF THIS LOCATION TO THE STATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please provide brief narrative detailing amenities available and other benefits to this location, etc. A copy of the property brochure may be attached to this proposal as additional information.)

**CERTIFICATIONS**

1. I hereby certify that I am authorized to act on behalf of the firm, individual, partnership, corporation or association making this proposal and that all statements made in this document are true and correct to the best of my knowledge. I agree to hold this offer open for a period of ninety (90) days from the deadline for receipt of proposals unless the property is leased to another party; or, if I am selected as the Top-Ranked Offeror, for such further period as is necessary for obtaining Lease signature and approval. If the proposed property is leased to another party, I agree to immediately notify the Division of Public Works in writing so the property may be removed from consideration.
2. It is the objective of the Division of Public Works to obtain the highest quality space at a competitive market rate. Unless otherwise noted, all terms listed in the proposal shall be subject to negotiation between the Offeror and the committee. No understanding, whether oral or written, whether made prior to or contemporaneously with the lease negotiations, shall serve to enlarge, modify, limit or otherwise affect the terms and conditions as ultimately detailed in the executed Lease Agreement.
3. I understand and agree to be bound by the conditions contained in the Request for Proposals and shall conform with all requirements of the Request for Proposals.

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

Offeror Signature \_\_\_\_\_ Offeror Name \_\_\_\_\_ (Please Print)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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