

# STATE OF ILLINOIS

## Non-RFI Lease - RECOMMENDATION OF LEASE TERMS

LEASE NO : \_\_\_\_\_  
TENANT AGENCY : \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_

RECOMMENDATION:

Area per Employee:

(Name), Leasing Representative Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED BY: **Kassandra Wilkin, State Purchasing Officer** Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

**Sitha Hun, BOPM CFO** Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

**Michael Pittman, BOPM Deputy Director** Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

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LEASE NO : \_\_\_\_\_  
TENANT AGENCY : \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_

**RECOMMENDATION:** **EXISTING LEASE:** L3456 houses 15 employees in 5,000 square feet; base rent \$10.15; expires 03/31/13. **PROPOSED TERMS:** 5,000 square feet; five years; no renewal option; base rent \$9.75 with a 1.5% increases in yr 3; State pays utilities and janitorial; tax eliminated; Lessor will pay to shampoo the carpet and balance the HVAC. **JUSTIFICATION:** plans to consolidate into other leased space within the next couple of years. The lease is under \$100K per year (exempt from RFI) and the facility is currently working for the Using reasons, it was decided to extend the existing lease rather than RFI at this time. The facility and since we don't plan to stay here long term, I asked for carpet cleaning rather than repair agreed to a 4% reduction in base rent and removal of an existing tax escalation clause. \$ base rent savings of \$2,000.

**Area per Employee:** 334 sq ft per person overall; 274 adjusted

**Leasing Representative** Signature: \_\_\_\_\_

**APPROVED BY:** **Neil Scott, BoPM CFO** Signature: \_\_\_\_\_

**Terry Schierholz, BoPM COO** Signature: \_\_\_\_\_

**Nick Kanellopoulos, BoPM, Deputy Director** Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FY11 TCO \$12.48;  
n; 120 day termination  
x escalation has been  
**ON:** The Using Agency  
; under 10,000 sq ft and  
g Agency. For these  
ilty is in decent shape  
placement. The Lessor  
**SAVINGS:** First year

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



**EXISTING LEASE**

Lease #  
Sq Footage  
Headcount  
Current base rent  
Most current TCO (from CPROPS)  
Expiration date

**PROPOSED TERMS**

Sq Footage  
Term (five year, two year, etc)  
Is there a renewal option?  
Termination option  
Base rent and % increases (for initial and renewal terms)  
Services paid by State (list)  
Improvements (list/specify)  
Payment of improvements (Lessor or State)  
Any changes from current lease

**JUSTIFICATION**

Describe what type of space it is and why it is not being RFI'd;  
Describe reasons why the terms are favorable (proposed base rent is lower than current rent, Lessor is taking over a service responsibility previously paid by the State, Lessor wanted 2% annual increase but you got him down to 1% every other year, etc); Explain why improvements are or are not needed.

**SAVINGS** should include

Specify any savings that may be realized through reduced rent or square footage, etc. If there are no savings, that should be stated as well.