



MEMORANDUM

TO: Procurement Policy Board
 c/o Matt VonBehren
 Commission on Equity and Inclusion
 c/o Kellye A. Keyes

FROM: Albert A. Coll, Property & Transactions Manager, CMS Bureau of Property Management

DATE:

SUBJECT:

Proposed Transaction:	
Leasing Representative:	
Current Lease #	
Term:	
Holdover?	
Last Rental Increase:	
Square Footage:	
% Occupancy of Building:	
Proposed Lease #	
Extension?	
Exercising Pre-Negotiated Renewal?	
Headcount:	Actual: Budgeted: Partners: Total:
Square Footage:	
Square Footage Per Employee:	Overall: Personnel Space: Justification:
% Occupancy of Building:	
Term of Lease:	
Termination Option?	
Expansion Option?	

Lease Rates/Base Rent:	
Total Rent Value for Term:	
Total Rent for Renewal Term (if applicable):	
Security Paid by Using Agency?	
If Yes:	Number of Guards: Armed?
	Hours or Shifts Worked per Week:
Improvements:	
General Allowance:	
Lessor:	
Ownership:	
Conflict of Interest Review?	
Purchase Option?	
CDB Certification?	
<u>Lease Rationalization</u>	

Rent Comparison	
Current Lease #	Proposed Lease #
Sq Ft:	Sq Ft:
Current Lease Rates	Proposed Lease Rates, Base Year
Base Rent: Base Rent Amortization Operating Expenses Taxes Rent Subtotal Gas Electric Water/Sewer Lamps Ballasts Janitorial Garbage Pest Control Snow/Ice Removal Landscaping Mat Service Air Freshening Alarms Parking Other/Misc Total Direct Costs Security CMS Indirect Costs TCO Total Annual Cost	Base Rent: Base Rent Amortization Operating Expenses Taxes Rent Subtotal Gas Electric Water/Sewer Lamps Ballasts Janitorial Garbage Pest Control Snow/Ice Removal Landscaping Mat Service Air Freshening Alarms Parking Other/Misc Total Est. Direct Costs Security CMS Indirect Costs Yr 1 Est TCO Yr 1 Est Total Annual Cost
	<u>Proposed vs Current</u> Sq Footage: Base Rent per Sq Ft: Base Rent Cost: TCO Cost:
Real Estate Taxes:	Real Estate Taxes: