

LEASE OF SPACE

The following lease of space procedures will direct the lease or rental of clinic space, office space, classroom, or instructional space. Storage space (including mini-storage units) does not usually fall under this procedure, however, if the square footage exceeds 1000 square feet, or if the dollar value, or length of contract are deemed by Purchasing to be unusual or contain potential risks to the agency, a department may be required to comply with following guidelines in whole or in part.

A significant amount of lead time is required to obtain leased facilities. It is suggested that at least 120 days be allowed for competitive bidding and contract processing time to insure move in date when needed. All lease space must be bid unless the Director of Purchasing has approved a proprietary purchase request, in which case, the contract will be negotiated with the involvement of the Purchasing Department. All space leased by TTUHSC must be accessible by aged, persons with a disabilities and mobility-impaired persons. The occupying department will be responsible for paying for inspection of the space by a licensed inspector. The accessibility inspection is to be completed, and any deficiencies corrected prior to occupancy, except in unusual circumstances.

Any specification for lease space or facilities considered unduly restrictive must be justified in writing and approved by the Director of Purchasing.

Leases that cover a period in excess of four years must be approved by the Board of Regents prior to contracting with the Lessor. Time must be allowed for submission to the Board of Regents. For information regarding Board dates, call the Purchasing Department.

A new purchase order must be submitted each fiscal year. Lease contracts which are longer than one year, must be encumbered at the beginning of each fiscal year. A purchase order must be submitted annually for the purpose of encumbering the funds necessary for that fiscal year. An order is required as part of the original request package. Subsequent orders for annual payments must be forwarded to the Purchasing Office ninety (90) days prior to the end of each fiscal year.

State law prohibits payments for any unoccupied space. If it is anticipated that any currently leased space will be unoccupied for more than 30 days, the department should notify the Director of Purchasing. The Director of Purchasing will contact the lessor for possible renegotiation of lease payments.

Please contact the Purchasing department when the need for space is first identified; the following necessary forms will be provided at that time:

1. Lease of Space Routing Sheet
2. Lease of Space Bid Specifications
3. Lease of Space Contract

Lease of storage facilities that do not exceed 1,000 square feet may be processed by following the standard bid procedures. Those in excess of \$5,000 must be supported with informal competitive bids or a proprietary purchase justification form. A requisition must be submitted and a purchase order number assigned prior to move in.