

ADMINISTRATIVE PROCEDURES



Procedure Number: 51-1

Effective Date: 12/15/1995

Revision Date: _____

C. DeLubau
County Administrator

SUBJECT: **LEASE OF REAL PROPERTY**

DEPARTMENT RESPONSIBLE: **Facility Management**

I. STATEMENT

This procedure for lease of real property has been adopted to ensure a coordinated approach to the acquisition of and negotiations for the lease of building space by Pima County. This procedure will apply to leases of more than six months' duration. To assist in this coordination and to provide a service to all departments, the Facilities Management Department Director has been designated as the Real Property Leasing Coordinator.

II. PROCEDURE

A. Establish Needs -

Departments perceiving the need for additional space will work with Facilities Management to:

1. Provide a written cost-effective justification for new space.
2. Prepare and forward a recommendation to the County Administrators Office.

B. Establish Budget -

Based upon the recommendation and supporting material furnished, the County Administrator may:

1. Request Facilities Management to budget sufficient funds in the next fiscal year for construction or lease of the additional space.
2. Request the Budget and Research Department to prepare a submittal for presentation to the Budget Review Committee concerning appropriation of funding.

C. Preparation of Proposal -

When approved by the County Administrator, the Facilities Management Department shall obtain proposals for lease of space through advertising or other appropriate means. Proposals shall be requested based upon desired geographic location, type, character, and amount of space required.

D. Evaluation of Proposal -

The Facilities Management Department, with the assistance of the requesting department, and/or the County Attorney's Office and the Purchasing Department, as appropriate, shall evaluate proposals received. Evaluations shall consider the location, type, character of the space offered and including:

1. Square foot costs for net usable area.
2. Building Operating Costs.
3. Build out costs.
4. Building amenities.
5. Utility Costs.

The Facilities Management Department shall prepare and submit a recommendation complete with appropriate analysis and cost comparisons to the County Administrator for review and approval.

E. Consideration of Proposal -

The County Administrator will recommend to the Board of Supervisor the appropriate item for their consideration.

F. Should the Board accept the County Administrator's recommendation for leasing, then an appropriate document shall be forwarded to Contracts Administration of the Purchasing Department, for processing in accordance with County procedures.

G. Renewal of Existing Leases -

When a lease becomes due for renewal, the responsible department will coordinate the lease renewal through the Facilities Management Real Property Leasing Coordinator.