

**DIVISION OF FACILITIES MANAGEMENT - BIENNIUM LEASE PROCESS  
JUNE 29, 2000**

<u>TIMEFRAME</u>	<u>AGENCY RESPONSIBILITIES</u>	<u>FACILITIES MANAGEMENT RESPONSIBILITIES</u>
May-July	Formulates 2 and 6 year facilities plan Determines space requirement: a) Expiring lease b) New requirement c) Other requirements	Tracks expiring leases and notifies agency - Selects procurement method - Follows budget process and updates core budgets
August-October	By August 1st submit: a) Space analysis / 2 and 6 year plan b) Bid waiver (if appropriate) c) Agency special requirement (Section C of the RFP) d) Justification for stand-alone facilities (if appropriate)	Validates space requirement against standards - Validates funding source - Updates boilerplate specifications - Validates agency special requirements
November-December	Review specifications Develop leasing budget requests	Prepares procurement documentation: a) Prevailing Wage b) Specifications for negotiations c) RFP for bid Forward documentation to agency for review
January-April	Solicitation of bids - Attends pre-bid - Participates on evaluation committee - Agency has ten working days to comment on or sign Intent to Award Negotiations/Extensions - Evaluates terms for extensions - Evaluates proposals for negotiations	Begins procurement process Analyzes leasing budget requests with Budget and Planning, and recommends appropriate funding <u>Bid</u> Advertise Pre-bid Received bids Open bids Responsive bids to agency Establishes evaluation committee Chairs committee Prepares Intent to Award <u>Negotiated</u> Contacts appropriate parties Solicits proposals Receives proposals Prepare Intent to Award <u>Extensions</u> Contacts landlords Negotiate terms Receive proposals Prepare Intent to Award
May	Legislative review and appropriation approval	Governor's budget approved Awards contract (Notice of Award)
June-October	Reviews proposed floor plan Attends pre-construction meeting	Obtains footprint Lays out floor plan Chair pre-construction meeting Evaluates engineering drawings
November		Issues Notice to Proceed
September-June	Monitors build-out - Reviews draft lease - Begins to set up move requirements - OA signs lease	Monitors build-out Prepares draft lease Obtains owner signatures Lease forwarded to owner and agency Advise agency on tentative occupancy date
June	Agency occupies facility - Handles day-to-day problems/issues a) Janitorial contracts b) Minor maintenance problems c) Utilities	Conduct acceptance inspection Issues Certificate of Acceptance Validates rent payments Conducts annual inspection Handles major facility problems and issues regarding the contract

