

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Lease of Space

Procedure No.: PP-450

Approved by:

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I. Purpose

To define the parameters of leasing space.

II. Scope

This procedure applies University wide.

III. General

LEASE OF SPACE

All lease of space requirements for Texas A&M University-Kingsville must be submitted to the Department of Procurement and General Services. Procedures for processing lease of space requirements is dependent on the type of funds used.

Lease of Space Funded by State-Appropriations

Procurement and General Services will assist departments in developing lease specifications and all necessary documentation required by the General Services Commission under TAC 10 - D. The Office of Procurement and General Services will formally submit the lease specifications to the Planning and Space Management Division of the General Services Commission. The General Services Commission will formally bid the space requirements and, upon award, will issue all lease documents for the State of Texas.

In responding, to requests for lease of space, the TBPC is subject to the following statutory direction:

1. Space may be leased from another State agency through an interagency contract or from the Federal government or a political subdivision of the State through negotiated contracts.
2. Space may be leased from a private source through competitive bidding whenever possible, or through negotiations when competition is not available.
3. The Lease contract may provide for an original term not to exceed 5 years and may include options to renew for as many terms, not to exceed 5 years each, that are considered in the best interest of the State. When the contract contains no option to renew, the lease may be renewed once according to the same provisions that were in the original contract for a term not to exceed one year.
4. Space may be leased by a contract which contains an option for the TBPC to purchase the space, subject to the Legislature's appropriation of funds for the purchase. Such contract shall show the amount that will be credited toward the purchase at various periods during the terms of the lease and the purchase price of the property at the beginning of each fiscal biennium during the term of the lease.

5. The lease contract must comply with State law governing elimination of barriers to handicapped persons.

6. At least 60 days before the beginning of each fiscal biennium during the term of a lease contract, the State agency occupying the leased space shall certify to the TBPC that funds are available to cover the lease.

Lease of Space Funded by Other Sources

A purchase requisition, letter acknowledging funding, and a lease request must be submitted to Procurement and General Services to initiate the lease process. Procurement and General Services will assist departments in developing lease specifications and all necessary documentation. The Lease Officer shall formally bid all lease requirements, where possible, and upon award, will issue all lease documents. The Lease Officer is required by statute to comply with Sections 6.5(c), (g), and (j) and 6.06 as they apply to accessibility for handicapped persons.

Quarterly reports will be submitted in compliance with GSC rule 115.40 (c)(4).

In order to provide the necessary time for processing, and advertising and to ensure adequate competition, the following schedules have been established:

LOCAL FUNDS		STATE FUNDS	
Square Footage	Processing Time	Square Footage	Processing Time
30,000	9 mo. prior to effective date	30,000	20 mo. prior to effective date
15,000 - <30,000	7 mo. prior to effective date	15,000 - <30,000	16 mo. prior to effective date
7,000 - <15,000	5 mo. prior to effective date	7,000 - <15,000	12 mo. prior to effective date
3,000 - <7,000	4 mo. prior to effective date	3,000 - <7,000	10 mo. prior to effective date
<3,000	4 mo. prior to effective date	<3,000	9 mo. prior to effective date