


| | | |
|---|--|---------------------------------|
|  | DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION | NUMBER 125-6-110 |
| | APPROVAL: | EFFECTIVE DATE March 1, 1998 |
| SUBJECT: OFFICE SPACE ASSIGNMENT AND LEASING | | PAGE 1 OF 3 |

PURPOSE: To explain the policies and procedures of the Department concerning assignment of space in state office quarters and leased office quarters subject to the jurisdiction of the Department under ORS Chapter 276.

POLICY: In making space assignments or leasing office space, the Department, through its Facilities Division, shall be guided by the policy articulated in ORS 276.426 to promote economy, efficiency and convenience to the public by centralizing the location of all leased or rented office quarters of State agencies having offices in the same city or community.

The Division shall be responsible for making space assignments for all Department-owned office facilities and all leased state agency office facilities under the jurisdiction of the Department.

The Division will not approve new leases if suitable Department-owned or leased space is available in the community.

When suitable space is not available in any Department-owned building or Department controlled leased space in a community, the Division may negotiate for a new lease on behalf of the agency requesting office quarters or it may authorize the requesting agency to negotiate for a single agency lease. In any case, lease agreements for office quarters entered into by state agencies must be prior approved by the Division before they become effective; this includes interagency lease agreements.

PROCEDURE:

| <u>Responsibility</u> | <u>Action</u> |
|-----------------------|---|
| Agency | <ol style="list-style-type: none"> 1. Analyzes its space requirements applying the Department's Office Space Standards provided in the Department's Policy Manual 125-6-100. 2. Completes Space Request Form #125601, attaching documentation to support requests for "special" space needs exceeding the Department's space standards, and delivers to the Division. |

- Facilities
1. Receives and reviews completed Space Request. Resolves elements of space request that may not be in compliance with space standards or which are not adequately justified or documented. Determines final space allocations and approves request.
 2. Ascertains availability of suitable Department-owned space. If available, assigns it to the requesting Agency. Notifies Agency of the space assignment and prepares a Space Assignment/Rental Agreement for agency signature. After agency signs agreement, submits written request to adjust the Uniform Rent Billing System per internal operating procedures.
 3. If no suitable Department-owned space is available, ascertains availability of space in Department-leased facilities or in a Joint Office Building (JOB). If suitable space is available, assigns space to agency. Prepares appropriate lease documents for Agency and Lessor signature.
 4. Where assignment in State-owned or leased space is not feasible, the Division will procure leased office quarters in an appropriate manner as prescribed under OAR 125-120-000 through 125-120-200, the "Leasing Rules." Except that, the Administrator or designee may delegate, under the supervision of the Division, all or portions of the procurement actions, outlined below, to the requesting Agency. Said delegation of authority and responsibility shall be in writing to the Agency and shall specify the specific leased office quarter procurement actions delegated to the Agency.

LEASE PROCUREMENT ACTIONS:

Responsibility

Action

- Facilities Division
1. Listens to agency needs and in cooperation with the agency, prepares an action plan to locate and lease office quarters which meet criteria and requirements specified in the approved space request.
 2. Consults with agency regarding lease terms and conditions. Conducts lease negotiations, keeping the agency informed of progress.
 3. Prepares draft lease document and attachments and reviews with agency to ensure understanding and acceptance. Material changes to boilerplate lease clauses may require review by the Attorney General's Office.
 4. Delivers three copies of the lease document to the agency (lessee) for agency signature(s).

- | | |
|---------------------|---|
| Agency | <ol style="list-style-type: none">1. Obtains approvals (signatures) on each of the three copies of the lease documents.2. Returns approved lease documents to the Division for approval and further processing.. |
| Facilities Division | <ol style="list-style-type: none">1. Secures lessor's approval/signature of the lease and attachments.2. Approves (signs) the lease per ORS Chapter 276.428.3. Delivers one copy each of the executed lease to the Agency/lessee, the lessor and to the Department's permanent lease files. |