

LEASE PROPOSAL RANKING SHEET

FOR OFFICE & RETAIL FACILITIES

all proposals will remain confidential until a lease is negotiated

AGENCY NAME: _____ PROPOSAL DUE DATE: _____

Offeror Company, Name & Phone Number							
Street Address Location							
Square Footage (NRA) Floors of Building							
Rent/Sq Ft (NRA) 1 st yr, 1 st 5 yrs Rent Per Year- 1 st yr, 1 st 5 yrs Rent Increases & Pass-Throughs							
# Parking Spaces							
ADA Access (Yes or No)		("No" disqualifies office & retail properties)		("No" disqualifies office & retail properties)			
RATING (Total = 100)	FACTOR Type of Factor	Proposal # 1 Comments/Notes	Score*	Score x Rating %	Proposal # 2 Comments/Notes	Score*	Score x Rating %
	Load Factor/ <i>Cost</i>						
	Rent – First yr/ <i>Cost</i>	Budget is for \$			Budget is for \$		
	Rent-1st 5 yrs/ <i>Cost</i>	Budget is for \$			Budget is for \$		
	Rent Escalation/ <i>Cost</i>						
	Offeror Incentives/ <i>Cost</i>						
	Finish Allowance/ <i>Cost</i>						
	Free Parking/ <i>Cost</i>						
	Site Issues/ <i>Construction</i>						
	Property Amenities/ <i>Construction</i>						
	Exterior Condition/ <i>Construction</i>						
	Adequate Sq Ft/ <i>Construction</i>						
	Interior Condition/ <i>Construction</i>						
	Able to Expand/ <i>Construction</i>						
	HVAC & Energy/ <i>Construction</i>						
	Security/ <i>Construction</i>						
	Offeror Capability/ <i>Construction</i>						
	Parking/ <i>Construction</i>						
	Adjacent Uses/ <i>Location</i>						
	Employee Accessibility/ <i>Location</i>						
	Visibility/ <i>Location</i>						
	Bus Line/ <i>Location</i>						
	Collocation Issues/ <i>Location</i>						
	Public Access/ <i>Location</i>						
	Agency Discretion/ <i>Other</i>						
	Purchase Option/ <i>Other</i>						
	Quality of Proposal/ <i>Other</i>						
TOTALS							