

IV. INSTRUCTIONS TO PROPOSERS

1. **Occupancy:** The proposed space shall be complete and ready for occupancy no later than July 1, 2017. Should the space be ready for occupancy prior to this date, the Agency shall have the option to occupy the space sooner, as agreeable between the Lessor and Lessee, and as approved by the Public Procurement Review Board.
2. **Rentable Square Feet:** Proposers are to identify the number of rentable square feet (the amount of square feet for which rent shall be paid) offered for lease. The Agency has identified the total amount of usable square feet needed, and each Proposer shall identify the rentable square feet offered for Lease, including common area.

Preferences: Please refer to A. SPACE REQUIREMENTS AND F. PROPERTY CONDITION UNDER III. MINIMUM MANDATORY REQUIREMENTS.

V. CHECKLIST FOR PROPOSERS

Each Proposer should read carefully to ensure that he or she has included all required forms and documents with the Proposal. The minimum requirements which must be included are:

1. Official Proposal Form, signed and dated
2. Photos of the Interior and Exterior of the Building
3. Proposed Floor Plan / Sketch of layout
4. Proposed security measures, if any
5. RPM-2