Leasing Basics
How To Acquire A Leased Facility

Department of Administration
Division of General Services
Leasing Section
(907)269-0303

This training material is to provide guidance to State agencies acquiring and residing in a leased space and is intended as an informational guide only. It does not replace or supplement established statutes and regulations governing procurement and is not intended to provide legal advice. For additional information not addressed in these training materials, please refer to the current version of Title 36, Chapter 30 of the Alaska statutes; Title 2, Chapter 12 of the Alaska Administrative Code; and sections 81 and 82 of the Alaska Administrative Manual.

Leasing Basics
How to Acquire a Leased Facility

- This tutorial is to help you better understand the process for acquiring a leased facility.
  - The more knowledgeable you are about the process, the better your relationship will be with the lessor, who will provide better service.
  - For more information see our presentation.

Welcome To Leasing Basics

- Administration
- Introduction
- Timing, Agency vs. DGS
- Solicitation Types
- The PR
  - Lease Funding
  - Move Funding
  - PCN List
  - Boundaries
  - Room Specifications
  - Space Allocation Standard Spreadsheet
  - Adjacency Requirements
- The Evaluation Process
- The Move
- Life After

Division of General Services Leasing & Facilities Section

- Acquisition and management of all leased office space for all agencies in the Executive Branch and allocation of space in all State owned space.
- Acquisition of non-office space (except housing) that exceeds $50,000 for the life of the lease
- All construction in leased space and in some State owned space.
- Currently we manage approximately:
  - 500 plus leases statewide
  - 1.2 Million square feet of space
  - Lease payments of approximate $35 Million per year
  - Assignment of space in all State Owned Buildings Statewide per AS 44.21.020

Division of General Services Leasing & Facilities Section

- 5 Contracting Officers (COs) are responsible for leases in a specific region.
  - Lease compliance for all leases in their assigned region.
  - Ensure that both the lessor and the State live up to the requirements of the lease.
  - At the end of this presentation there is a slide with names and contact information for all COs and their assigned regions.

Ultimate Goal

- Maximize competition for new space.
- Procure space providing the best value to your agency and the State.
- Assist you in getting the best service possible once you move into a new lease.

Overview

- **Timing** – When do you start? We are going to work through a timeline that is no way typical, but assumes the worst case to help you with contingency planning.
- **The Purchase Requisition** – What should be included?
- **The solicitation type** and its effect on the outcome
- **Funding** – Who pays for what?
- **Boundaries** – How do you define where you need to be?

Overview

- **Specification Writing** – How do you describe what you want?
- **Should Vs. Shall or Must Vs. May** – Be very specific with your wording
- **Move Costs** – What does it cost, who pays, what is included and when is it part of the solicitation?
- **The Evaluation Process** – How do we determine a winner?
- **Life After You Move** – What can you expect?

Agency Timing

- How Large Will The Facility Be?
- What Is Your Workload?

Agency Timeline

DGS Timing

- How Large Will The Facility Be?
- What Is Our Workload?

DGS Timeline

130 Days to 3 Years

PR

Bid Preparation – < 3,000 SF - 30 days - >20,000 – 360 days

Solicitation Time – 21 – 90 Days

Evaluation Time – 7-14 Days

Notice of Intent – 10 Days

Develop Final Floor Plan – 7-60 Days

Final Award – 1 Day

Construction Time – 60-540 Days

Move Time 2-7 Days

The Purchase Requisition

- Must include the desired firm term and all renewal options
- Must include certified funding
- Must be signed by certifying officer
- List of occupying PCNs
- Biddable Specs: what you want in each room such as special counters, computer cables, etc.
- Questions? Call your CO!

The Purchase Requisition

- **Add** tells us you want to add space to the current lease. In this case a RAP is probably required.
- **New** or **Replace** tells us you need a totally new lease.
  - Your current lease is expiring, OR ;
  - You have a completely new requirement.
- **Renew** tells us you want to exercise available options

The Purchase Requisition

- **Extend** tells us you want us to attempt to extend the current term for up to 10 years in accordance with AS 36.30.083
  - This statute allows us to extend an existing lease for up to 10 years without solicitation, if the lessor agrees to a rate 10% below current fair market value.
  - DGS will contract with a real estate broker or appraiser to determine fair market value.
  - Good deal for the state in that we get a reduced rate.
  - Good deal for the lessor in that the buildout costs have already been amortized.

Request for Alternate Procurement (RAP)

- A RAP is an authorization document that gives us authority to do something outside the normal solicitation process.
- RAPs require stand alone evidence to support the claims made on the RAP document.
- That evidence is sometimes called “material evidence” in that it is “first hand” statements of fact.
- A Procurement Officer’s re-statement of circumstances someone else observed is most often classified as “Hearsay Evidence” and is normally not acceptable.

Request for Alternate Procurement (RAP)

- Single Source RAPs give authority to contract with only one specific vendor.
  - Proof that no other space is available , OR
  - Proof that no other space will meet agency requirements
- Limited Competition RAPs give authority to contract with only one specific vendor.
  - Proof that only limited options will meet agency requirements
- Amendment Exception RAPs allow us to amend an existing lease. Often used to add space or to add additional time to the existing lease. It can also be used to authorize construction within an existing lease.
  - Proof slightly less rigorous than Single Source
  - We need rationalize why complete rebid is not practical and why the additional space or time is required.
  - This RAP type is less rigorous than Single Source or Limited Competition.
- DGS teaches a 3 hour class on RAPs which is strongly recommended.

Solicitation Types

- Under 3,000 Square Feet
  - Allowed by statute to use a Request For Quotation (RFQ), which is awarded on price only.
  - If the total cost of the firm term and all renewals are less than $50K, the rules are slightly less restrictive, but the same basic format and requirements as an Invitation to Bid (ITB) or Request for Proposal (RFP).
  - If it is less than 3,000 feet but the projected cost for the base year and all renewal options is greater than $50,000, we may still use an RFQ, but we must follow the same basic rules for advertising as an ITB and RFP.
- Over 3,000 Square Feet
  - Normally use an RFP which is awarded on price as well as other factors. While it is more time consuming to write and requires a longer process to make award, the RFP gives some flexibility on the quality and location of space selected.
  - In limited cases we may elect to use an ITB.

Funding – User Agency

- Your agency should be prepared to pay for:
  - All monthly Lease costs
  - All buildout costs
  - All moving costs
  - All special equipment costs
  - Voice & data requirements (phones)
  - Any other costs associated with the move or lease of space

Funding – User Agency

- A move to a new facility frequently requires costs not included in monthly lease cost such as:
  1. Telephone & computer move costs
  2. New telephone and computer equipment
  3. New furniture, either to modernize outdated items or meet the new configuration
- It is imperative to involve your agency Information Technology personnel when developing your space requirements.
- **After receiving all information from the agency, the CO will create a new USD with ETS at the time the solicitation is opened.**

Funding – User Agency

- A solicitation may only be canceled or rejected by the Chief Procurement Officer (AS 36.30.040; 2AAC 12.850, 2AAC 12.860)
- Funding in advance is a critical issue.
  - We cannot issue a solicitation to test the market
  - Once we issue, we must award to the winner
- Make sure your PR is signed by the person authorized to commit funds and that it contains sufficient funding for the space requested through the full firm term of the lease.
  - The amount funded must be based on the estimated fair market value. Call the CO for information on fair market value.

Boundaries
Where do you want to be located?

- Boundaries are essential to define where we want our leased space to be located. They are most often defined by a street, coastline, or other existing structure.
- The boundaries we select cannot be overly restrictive.
- In order to meet the spirit of our procurement statutes, they must maximize competition.

Boundaries

- The boundaries we select must stand up to any legal challenge.
  - “Why can’t you accept my building only one block over?”
  - “Why do you need to be downtown when my building is better, cheaper and only 10 minutes away by car?”
  - “Why do you need to be on a bus route?”
  - “Why are you spending extra money to be on a bus route when there is no mission requirement?”
- The boundaries we select must meet your agency’s mission requirements, while keeping these issues in mind.

Standard Boundaries – Office Space

- In some cases standard boundaries have been pre-approved and adopted.
- For now Anchorage is the only place with pre-approved, office space boundaries. Anchorage boundaries are defined in DGS SOP 007-02, effective March 3, 2003 (see the DGS Leasing website)
- Because these boundaries are set in written policy, they are very easily defended.

Standard Boundaries – Court Related

- There are another set of pre-approved boundaries for agencies with a court related mission.
- These boundaries normally apply to:
  - Attorneys and Probation Officers
  - Those requiring daily contact with the courts
- Court-related boundaries have been defined for Anchorage, Fairbanks, and Palmer.

Customized Boundaries

- The defined boundaries for Anchorage, Fairbanks and Palmer have been time tested and are easy to defend, however <u>they may be expanded or restricted.</u>
  - An expansion may inspire a protest to increase the boundary even further
  - A restriction will almost guarantee a protest

- Charges to the pre-defined boundaries requires:
  - A detailed justification. Forms are available on the State Leasing web site.
  - Approval by the State Chief Procurement Officer.

Non-Standard Boundaries

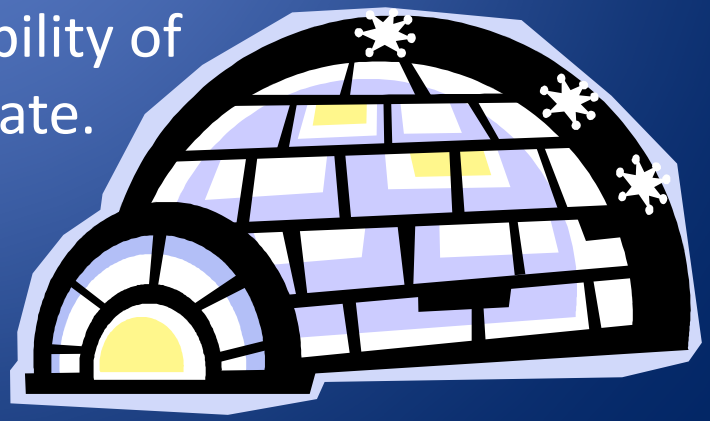
- If you are working on a lease for space outside the areas with standard boundaries, they must:
  - Be based on mission requirements and not on availability of known space
  - Be well defined
  - Maximize competition
  - Be defensible in court

Boundaries and Bus Routes

- In general, property located on a bus route is more expensive. However, the nature of some programs dictate that the space be located on or near a bus route.
  - That requirement should be based solely on the specific program need.
  - It should be well documented in the lease file.
  - It must be legally defensible (You must be able to justify, in court if necessary, why a building one block over is not satisfactory.)

Specifications

- Specifications tell potential bidders
  - What you want your new space to look like
  - How you want it to perform
- There are 2 types of specifications
  - Performance Specifications tell the landlord how we want the space to perform. We don't care what means the landlord uses to meet those performance achievements.
  - Design Specifications tell the Landlord how to build the space and meet the performance achievements. However, it puts the responsibility of those achievements on the State.



Specifications

- DGS has developed standard specifications for part of your requirements that are similar in all leases. These are mostly developed based on performance criteria.

- Then there are the agency specific specifications that you must develop that tell us and the lessor what size space you need and what the space should look like.

Standard Specifications

- Over the years, with the help of engineers, architects and space planners, DGS has developed standard specifications for:
  - Electrical requirements - describes the amount of light and brightness of light required, wiring standards, number of outlets, etc.
  - Heating and ventilation - describe minimum heat and air requirements and sets a method of enforcement
  - Restrooms - that describe a standard restroom
  - ADA standards - describes the minimum standards to guarantee access in accordance with federal law. Alaska has adopted a slightly tougher standard that says all new leases must meet ADA, “as though new construction.”

Standard Specifications

- Floor covering standards allow carpet or resilient flooring.
  - If your mission requirements dictate something special, you must specify that.
- Window covering standards allow blinds, drapes or other approved material
  - Tell us if you require something special like blackout curtains
- Janitorial specs go into great detail about what service must be done daily, weekly, and semi-annually. This should fit most situations.

Standard Specifications

- Cable specifications All new leases include specifications for Cat 5e cabling for both telephone and computer drops to be installed and tested by the lessor.
  - This is the State Standard approved by ETS for use by all agencies.
  - These are updated by ETS as the State accepts new technology.
- All deviations from the standard require ETS approval and may be very costly. Be sure to work with your IT Professional.

Standard Specifications

- We also have standard specifications for
  - Tenantability
  - Fire prevention
  - Acoustical requirements
  - and many more

- Unless you have some special requirement in this area, you can ignore specifications where we have a standard.

Agency Specific Specifications

- Most of your work will involve writing your agency specific specifications. For the most part, this is your configuration, number of rooms required and what you need in them.
- The Space Allocation Standard effective June 1, 2004 incorporates:
  - Old 1984 Space Standards Manual
  - Old Alaska State Trooper Standards
  - Old Health Clinic Standards
- A copy of the Space Standards can be found on the DGS website.

Agency Specific Specifications Space Allocation Standards

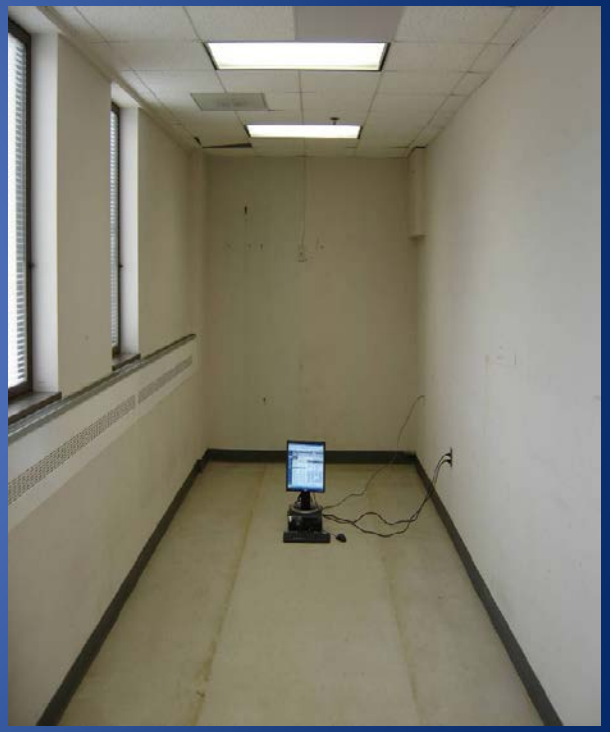
- Used to determine space allocations for the various personnel positions and equipment.
  - Positions are organized into 10 groups according to grade and position responsibility.
  - Describes the maximum authorized, not the minimum.
  - Includes an interactive Excel worksheet to document your requirements and is a great tool to help you define your needs.

Agency Specific Specifications Space Allocation Standards

- Use the Space Standards to:
  - Request private offices. Keep in mind that a Private Office Justification Form must be completed for all private offices not specifically authorized in the manual.
  - Request special use rooms. Some special use rooms require a separate request form.
  - All private office requests and special room requests must be submitted through the CO and approved by the Chief Procurement Officer.

Agency Specific Specifications

- If you are requesting office space, tell us about any special requirements.
  - Space for special equipment for your program
  - Do you have special power requirements for:
    - Copy machines
    - Other special equipment
    - System furniture – many office panels have built in electrical outlets that must be hard-wired into power



Agency Specific Specifications

- Reception area:
  - How many people do you expect to seat?
  - A general description of the space.
  - Do you need a counter or just a desk?
  - Do you need a customer service window that closes off the area?
  - Does your mission require secure or restricted access?

Agency Specific Specifications

- Conference room:
  - How many people do you need to seat?
  - Do you have a large or uniquely shaped table?
  - How often do you need to use it?
  - Do you need exclusive use or can you share?
  - Do you need video conferencing?
  - Do you need telephone and computer capability? How many data in this area? If you want to use this area for training, it may require several computers.
  - Will you need a coffee bar within the conference area?

Agency Specific Specifications

- Operational rooms
  - What size?
  - What they will be used for?
    - File room (special load considerations)
    - Copy room
    - Weapons room
    - Communications room (special temperature requirements)
    - Outdoor storage area (fence or gate requirements)
  - Any special equipment needed
  - Special electrical requirements
  - Special security requirements
  - Special lock requirements

Agency Specific Specifications

- Break room or kitchen area:
  - DGS has a standard specification for break rooms and kitchens.
  - Do you plan on having vending machines installed? Voc Rehab is responsible by Statute. Consider special electrical requirements.

Agency Specific Specifications

- Miscellaneous
  - Plan for known future expansion, and keep them well documented.
  - Consider circulation space when allocating funding. The Space Allocation worksheet will automatically calculate approximate circulation.
  - Building design will dictate the actual amount of circulation
    - A 500 foot space with 1 office may require only 15%
    - A 20,000 space with a lot of hallways may require 35%
  - Plan for the total cost of the space, including circulation. The interactive spreadsheet automatically calculates circulation at 35% for PR budget purposes.

Should Vs. Shall
Must Vs. May

- Be very specific with your specification wording. It will determine which bids are considered, and best offers may inadvertently be thrown out.

- Shall or Must are not negotiable. The Contracting Officer has little if any leeway. "Shall be adjacent to conference room" means award may not be possible unless it is adjacent even if the rest of the building is ideal. "You shall provide 4 parking spaces" means award is not possible if the bidder has only 3.

- Should or May are not binding and provide for more flexibility. "Offeror should provide Cat 5e cable" means we would like to have it included, but we will accept the bid with or without Cat 5e cable (maybe not appropriate). On the other hand, "Offeror should provide a floor plan with his bid" means we can go back and request it if it is not included.

Agency Specific Specifications

- Compare your needs to the Standard Specifications. Are your needs unique?
- You must tell us if you have special adjacency requirements. Example: does the conference room really need to be next to the Clerk's office?
- Are there any special confidentiality requirements, such as sound deadening for a nurse's or investigator's office? If so, to what degree?
- Are there special security requirements such as bullet proof glass or walls, security guards?

Agency Specific Specifications

- Do you require special flooring in a lab or computer room?
- Do you need a back-up power system to keep special equipment running?
- Do you need dedicated circuits for copiers or computers?
- Do you have special cooling requirements for computer rooms?
- Remember everything you add will cost extra money!

Agency Specific Specifications

- Parking
  - SOP L-6 and the majority of our leases stipulate one parking space for every 357 square feet of office space.
  - All employees are not guaranteed a parking space. Buses and car pooling are encouraged.
  - State owned vehicles assigned to your agency may be added to that figure.

Agency Specific Specifications

- Reserved Parking
  - In some areas such as Juneau and most leases with more than one agency, agencies are not allowed to designate parking for their agency only.
  - All parking is on first come, first served basis.
  - Reserved space may be designated for Commissioners, Deputy Commissioners, Directors, and others with functional equivalent of Deputy Director <u>and</u> range 23 or higher.
  - DGS approval and executive permits are required for all reserved spaces in Juneau leases.

Agency Specific Specifications

- Parking
  - If your agency has special requirements over and above the SOP standard, such as a high density client load, present them with justification for approval.
  - Should be well documented and justified as a mission requirement
  - Should not restrict competition **unless it is a mission requirement.**
  - Must be approved by the Chief Procurement Officer.

Specifications
Agency Specific

- Parking
  - Headbolt heaters are rarely approved for areas south of the Alaska Range.
  - <u>May</u> be required for Fairbanks and other extreme cold areas.
  - Will add agency cost for installation and operation.

Relocation/Moving Costs

- Preparation for the move should start at least a year or 1 budget cycle in advance (sooner for a large lease)
  - Move costs are an agency responsibility that must be paid within 30 days of the move.
  - For planning purposes, move costs typically run about $1.25 per square foot in the major metropolitan areas and slightly higher in remote areas.
  - Move costs are not included in your monthly lease rate.

Relocation/Moving Costs

- Contract By Agency
  - If a statewide mandatory moving contract is in place for your city, you are required to follow it
  - You initiate the contract, coordinate the move directly with the mover and make the payment directly to the mover when complete.
  - Check the Contract Awards Manual for mandatory and non-mandatory contract specifics: http://doa.alaska.gov/dgs/cam/

Relocation/Moving Costs

- Contract By Lessor
  - If your new lease is outside Anchorage, Juneau or Fairbanks, moving will most likely be included within the lease contract.
  - The moving company is selected and paid by the lessor.
  - You coordinate the move through the lessor, not the mover.
  - The mover is paid by the lessor.
  - The agency must reimburse the lessor within 30 days of move.

Relocation/Moving Costs

- In either case, DGS requires an agency Point of Contact to escort potential movers for the purpose of providing cost estimates and to coordinate the move.
  - It should be someone with authority to speak for the agency.
  - HOWEVER, that person is not authorized to discuss agency requirements or the solicitation document.
  - Details about the move will be discussed after the award.

The Evaluation Process

- Once all of the specifications are translated into a solicitation document, DGS will issue the solicitation and receive offers. Now we must select a winner.
- An RFP solicitation requires a Proposal Evaluation Committee (PEC) which normally consists of 3 to 5 people:
  - The Contracting Officer leads the committee
  - A second DGS CO if possible
  - The agency Leasing/Purchasing Officer
  - One or two people from the occupying division

The Evaluation Process

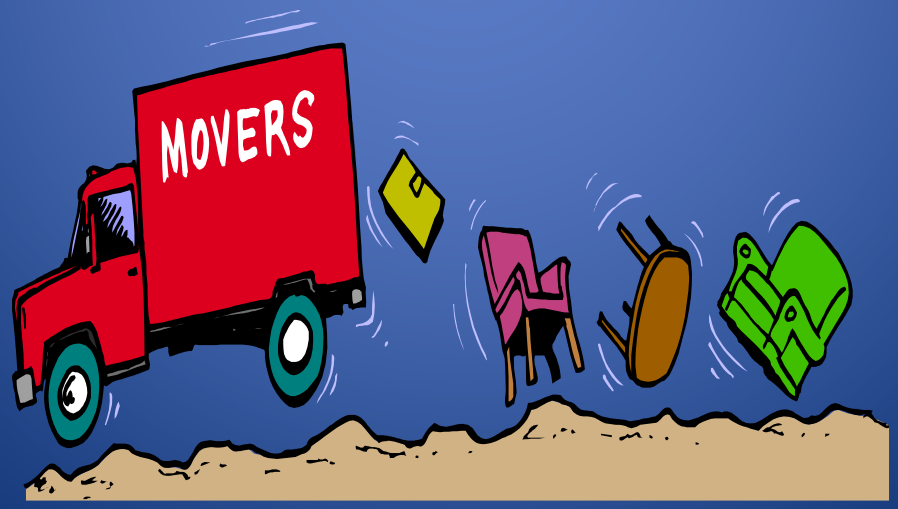
- The evaluation process can take anywhere from a few hours to 3 days. Members will be sequestered in a conference room, preferably in the city where the lease is located.
- Once members are selected, this must be their full time duty for the duration of the evaluation process. If a member leaves, a new member must be selected and everything starts over from the beginning.
- Members must maintain absolute secrecy throughout the process, including discussion with their boss and other co-workers.
- The committee will make their evaluation without knowledge of price and select an apparent winner.
- The CO will review and score the offerors' prices separately and combine with the PEC's evaluation to determine the actual winner.

The Evaluation Process

- After the winner has been selected, the CO will issue the notice of intent to award. We must then wait 10 days before we can issue the notice of final award and notice to proceed with the buildout.
- The Contractor will complete the buildout process.
- During the buildout process it is important that all contact with the lessor or contractors be through the Contracting Officer.

It’s Moving Time!

We made it through award and buildout and it is now time for the move.

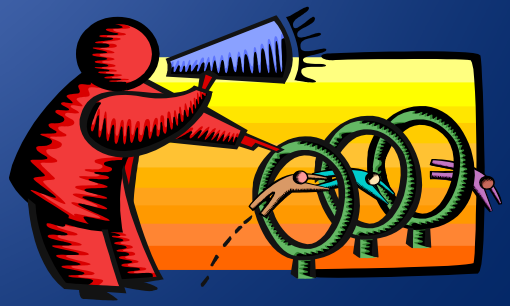


Move-in Requirements

- Before any commitment is made or any boxes moved, DGS <u>must</u> have the following from the lessor:
  - Certificate of Insurance
  - Certificate of Occupancy (where applicable). If you attempt to move in without this, the city inspectors will shut everything down, losing several days of progress. City inspectors will most likely issue citations to the contractor, which you may be liable to pay.
  - ADA Affidavit, a federal requirement even in most small towns.
  - As-built drawings of the space
  - Telecommunication system test report
  - Certified letters from appropriate engineers confirming compliance with the RFP mechanical, electrical, voice and data, and acoustic specifications

Move-in Requirements

- The State must perform a final walk-through inspection of the space after all of the above items have been received. DGS prefers to personally do the walk through with you, however frequently we must rely on you and your local office personnel to do this inspection.
    - That person does not need to be a construction expert, but must have the authority to accept the space on behalf of the agency.
    - DGS can provide a check list to use if needed.
- We also need a copy of the as-built floor plans, but normally we ask for those 30 days after final acceptance.



Other Move Considerations

- When you start your preparation for new space, you should consider if there are any dates when you cannot move due to mission requirements. Consider seasonal workloads, holidays, weekends, and major vacation periods.
- Carefully coordinate with the Contracting Officer and may require a bid amendment just prior to bid opening depending on the time of year.

Other Move Considerations

- Preparation 3 months prior
- About 3 months prior to the move you need to appoint a move coordinator who will be onsite and has the authority to interface with the Contracting Officer, new lessor, and the moving company.
- Update the USD for telephone and computer moves.
- **Plan on Down Time.** Telephones and computers will most likely be down for a period of time during the switch over.

The Move – Who Is Responsible ?

- **If this lease is outside the Anchorage, Juneau or Fairbanks area where moving <u>IS</u> part of the lease,** the new lessor shall:
  - Hire the moving company
  - Hire office equipment specialists
    - Disassemble and reassemble existing workstations
    - Office copy machines
    - Specialized equipment
    - Equipment under warranty
  - The agency will be required to reimburse the lessor at a later date, however the movers and all other contractors work for the lessor, not the State.

The Move – Who Is Responsible ?

- **If this lease is in the Anchorage, Fairbanks or Juneau area where moving is <u>NOT</u> part of the lease:**
  - All of these same items must be handled through your agency procurement officer using a mandatory statewide moving contract (http://doa.alaska.gov/dgs/cam/), a non-mandatory statewide contract, or procuring the services directly. In this case the movers work for you and your agency will pay the movers not the lessor.

The Move – Who Is Responsible ?

- The Moving Company
  - Provide boxes at least 1 week prior to the move date
  - Pack, move and unpack all State owned equipment and supplies

The Move – Who Is Responsible ?

- The Occupants
  - Pack and unpack contents of their desks using the boxes provided.
  - Pack, move and unpack all personal items
  - Disconnect and re-connect computers. This is often done by the Agency IT specialists.
  - Disconnect and re-connect telephones. In some cases this may be done by the local telephone company.
  - Pack and move the computer server equipment. Probably done by Agency IT specialists.

The Move – Who Is Responsible ?

- The Move Coordinator
  - Coordinate with the Contracting Officer
    - What can be moved
    - How to minimize damage
    - What must be repaired (agency expense?)
    - Understand the contract requirements
    - Do not make changes to the contract
    - Do not make any commitments to the new lessor, the old lessor, the moving company or other contractors that obligates the State.
    - Make sure you ask questions. This is a real simple process as long as we talk to each other.

The Move – Who Is Responsible ?

- The Move Coordinator
  - Coordinate with the new lessor
    - Move schedule, when, what time, sequence, etc.
    - The dismantle and assembly date for system furniture and other equipment. Most often this equipment will need to be moved and assembled before boxes and furniture can be moved.
    - Protection of the new and old facility from damage.
    - How and when to get keys to the new facility.
    - Janitorial service start date and point of contact.

The Move – Who Is Responsible ?

- The Move Coordinator
  - Coordinate with the old lessor
    - Establish move dates and schedules.
    - Establish equipment dismantle dates and electrical requirements, i.e.: does electricity need to be turned off
    - Protection of the old facility
    - Security of facility
    - Should be broom clean.
    - Janitorial contract may include normal cleaning, but does not include dumping of old files or other excess garbage.
    - Return of keys

- **Above all maintain a good relationship with the old lessor.** Alaska is small; the State will most likely lease from them again.
- DGS can provide a checklist to assist in clearing the old facility.

The Move – Who Is Responsible ?

- The Move Coordinator
  - Coordinate with the moving company
    - Establish a firm move schedule.
    - Coordinate the move to coincide with the assembly of system furniture equipment.
    - Again, plan to protect the old and new facility from damage. Moving companies normally do a good job, but you need to stress the issue.
    - Secure sensitive equipment and files.
    - Mark boxes and equipment for proper placement in new facility – the moving company will have a policy that may include color code or numbering, but make sure you and your employees know what it is prior to packing.

The Move – Who Is Responsible ?

- The Move Coordinator
  - Coordinate with agency information technology (IT) specialists
    - Disconnect and assemble computer equipment.
    - Move phones.
    - Remember! USDs are submitted by the CO at the beginning of the RFP process. It is the agency's responsibility to communicate with ETS well in advance, usually not less than 45 days, but preferably 90 days prior to the move.
    - Most importantly, **expect some downtime** on both systems.

Summary

- If your current lease is going to expire, or if you just need new space, get your PR to DGS early. The sooner we start the process, the more likely you will get quality space.
- Use the Excel spreadsheet in the Space Standards Manual to give us a clear description of your space needs.
- Plan your move carefully. Expect that there will be downtime for computers and phone systems so plan your daily workload accordingly.

The Move is Complete!

Please see the DGS “Living in the Lease” Tutorial for information on life after the move.

Division of General Services Leasing & Facilities Section

- For a complete and up to date contact list of all Contracting Officers and their assigned regions, please visit the Division of General Services Leasing website: http://doa.alaska.gov/dgs/leasing/

- Leasing & Facilities Manager
  Tanci Mintz, 269-0300

- Leasing main office: 269-0303