

INVITATION TO SUBMIT LEASE BID

The Williams Soil & Water Conservation District (SWCD), will accept lease bids/site offerings from property owners or their representative(s) through 4:30 p.m. June 3, 2019, to lease a total of 7,500 net usable square feet of office space. For use and occupancy by the **Williams Soil & Water Conservation District** for a term of fifteen (15) years, with one (1) or two (2) year lease options. The premises must be accessible to handicapped individuals and public transportation.

Proposals should be addressed exclusively to:

Attn: Office Lease Proposal
Williams Soil & Water Conservation District
1120 W High ST
Bryan OH 43506

(Only one (1) copy is to be submitted)

Bids must be submitted with lease options and a drawing/blueprint of the space. The submission of a bid shall not bind the Williams SWCD, the right is reserved to reject any and all bids not in the best interest of the Williams SWCD. Faxed bids are not acceptable.

Space/Lease Requirements

Agency Name: Williams Soil & Water Conservation District

Function of facility being requested: Office Space/Meeting Room/Shop

Geographic area requested: Bryan, Ohio

Date of need: 7/31/19 Square Feet Required: +/- 7500

SPACE NEEDS:

OFFICE SPACE:	TOTAL NEEDED	TOTAL SQUARE FEET
Private Office(s)	5	1300
Open office space/Receptionist	1	250
Copy Room	1	150
Meeting Room/Kitchen/Appliances	1	1800
Employee Break Area	1	250
Public Waiting Area	1	150
Storage, General supplies, etc.	5	750
Shop/Equipment Storage	1	2800
Number of Parking Spaces	50	

All Inclusive Lease: Utilities (Electric/Gas/Water), Lawn Care, Snow Removal, Janitor Services must be included in the lease agreement.