

LESSOR PROPOSAL QUOTATION FORM

To:

1. This Proposer hereby offers to lease space to Tennessee Tech University (TTU) in accordance with the terms and conditions stated in the *Request for Proposals*.
2. The **space offered** is identified and described as follows:
(Street Address should be the 911 emergency response location)

Name of Building: _____
 Street Address: _____
 City: _____ Zip Code: _____

The Building is located on:

Assessor's Map # _____ and Parcel Number: _____
 Deed to this property is registered in:
 County: _____ Deed Book: _____ Page: _____

(This information may be obtained at the County Register's office and/or Tax Assessor's office.)

3. This lease proposal is based on the following **CONTIGUOUS NET USABLE SPACE** and **NET RENTABLE SPACE** within the building described above, for the **TERM** set forth below:

CONTIGUOUS NET USABLE SPACE	
Square Feet	Floor Number
_____ square feet on floor # _____	_____
_____ square feet on floor # _____	_____
_____ square feet on floor # _____	_____
_____ square feet on floor # _____	_____
_____ square feet on floor # _____	_____
_____ square feet on floor # _____	_____
_____ square feet on floor # _____	_____
_____ square feet on floor # _____	_____
_____ Total	_____

CONTIGUOUS NET USABLE SPACE is defined for the purposes of this proposal as all net usable floor area, without intervening tenants, located in a single parcel of space on a single floor. Unless restricted by additional criteria stated in the *Request for Proposals*, if the square footage exceeds the amount available on a single floor, then additional area may be provided on an adjacent floor until all of the area on the adjacent floor is exhausted. Additional criteria in the *Request for Proposals* requiring a single floor location, such as "to be located on one level" or "to be on one level ground floor", prohibits the option of using adjacent floors.

_____ square feet of **NET RENTABLE SPACE** for a **TERM** of _____

4. The **proposed base rental** for the space described above is as follows:

Proposal A: Proposed base rental based upon TTU reserving the right to cancel the lease upon 90 days written notice to Lessor, to be written into the TERMINATION FOR CONVENIENCE section of the *Standard Form for Lease*:

\$ _____ **Annually**

Proposal B: Proposed base rental based upon TTU waiving its right to cancel the lease except as provided in the TERMINATION FOR CAUSE and APPROPRIATIONS sections of the *Standard Form for Lease*:

\$ _____ **Annually**

5. The proposer makes the following stipulations as to secondary costs:

a) The previously stated rental quotation includes utilities and services at Lessor's cost as indicated below; and, for those utilities not included in the quotation, separate meters will be provided for TTU space.

Electricity	<input type="checkbox"/> Yes	<input type="checkbox"/> No. A separate meter will be provided.
Gas	<input type="checkbox"/> Yes	<input type="checkbox"/> No. A separate meter will be provided.
Water and sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> No. A separate meter will be provided.
Janitorial Service and Supplies including Restroom Supplies	<input type="checkbox"/> Yes	<input type="checkbox"/> No.

b) This Proposer will complete all required renovation, refurbishment, improvements, and construction necessary to meet TTU's requirements contained in the *Standard Specifications for Office Space*, but exclusive of tenant alterations, within _____ calendar days of receipt of an executed lease.

6. I, the Proposer, understand and acknowledge by my signature each of the following:

a) I have received, read, and understand the *Request for Proposal* package.

b) Any exceptions to the terms, conditions, and specifications contained in the *Request for Proposal* package are clearly and precisely set forth in an attached, signed statement, which specifically refers back to this item 6b of this *Lessor Proposal Quotation Form*; and, that in all other respects, this proposal is made in accordance with the *Request for Proposal* Package.

Mark this box if a statement of exceptions is attached.

c) TTU will not waive the proposal security requirement, except for current lessors meeting the requirements set forth in the *Instructions for Submission of Proposals*.

d) The terms and conditions set forth in the *Request for Proposal* Package are those desired by TTU.

e) TTU reserves the right to reject any and all proposals and to waive any informality in any proposal.

f) Compliance with applicable codes is required for access to and use of the rental space.

- g) I will hold this lease proposal open for a period of one hundred twenty (120) calendar days from the date of the opening of the proposals; and I will enter into and execute a lease, if offered, on the basis of this proposal, and complete and sign an Authorization Agreement for Automatic Deposits (ACH Credits) Form.
 - h) I will permit TTU to audit the proposed net rentable space to verify the accuracy of the proposal, and if the actual space available is less than indicated in the proposal but still within the TTU's requirements, a corresponding adjustment in the rental amount will be made.
 - i) TCA § 12-2-114 requires disclosure of those financially interested in the lease, and I have attached a list with the name, address, and telephone number of each such person or entity.
 - j) The proposal must be signed by a person or persons authorized to bind the proposer to a contract. Failure to complete this quotation form may be cause for rejection of the proposal.
 - k) If Tenant Development Services will be required of the successful proposer, under the guidance and support of TTU's Project Design Manager, then, for these services, the Architect(s) and/or Interior Designer(s) I will utilize is/are:
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7. As required by the **Request for Proposal** package (paragraphs 6 and 7 of Instructions for Submission of Proposals), Proposal Security is as follows (check one):

- proposal bond, attached; or
 certified check, attached; or
 cashier's check, attached; or
 waived for eligible current lessor

8. Proposers are encouraged to submit plans, maps, photographs, and other supporting material, which might be useful to TTU in understanding and evaluating the Proposal; and, the following attachments, which are required by the **Request for Proposal** Package, are submitted with and made a part of this proposal:

- site location map.
- floor plan of space proposed (paragraph 8 of Instructions for Submission of Proposals)
- photographs (paragraph 10 of Instructions for Submission of Proposals).
- supplementary building description and data schedule.
- authority to bind (agents only).
- list of those having financial interest in the proposed lease, per item **6i** above.

9. Thus, this proposal is made:

Owner Name: _____ Address: _____ Telephone: _____ Fax number: _____ e-mail: _____ FIN number: _____ OR SocSec number: _____	Proposer Name: _____ Address: _____ Telephone: _____ Fax number: _____ e-mail: _____ Title: _____ Date: _____
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Proposer's Signature: _____