**Section 2000.4020 Leases Acquired by Other Methods**

a) The following types of leases may be acquired without a formal RFI process:

1) Leases for less than 10,000 square feet.

2) Leases in which the base rent is estimated to be less than $100,000 per year.

3) Leases in which the term is less than one year and whose term is not subject to renewal.

4) Specialized space available only at one location. Specialized space is defined as space of unique function or configuration, not generally available on the market on an as-built or turnkey basis. Examples of specialized space include, but are not limited to: laboratories, vehicle testing stations, correctional facilities, medical facilities, boat docks, and evidence storage facilities.

5) Leases with other governmental units.

b) The CPO may authorize a new lease term at an existing location when the existing location is the most economically feasible location available.

c) Acquisitions of such leases shall be by negotiation. Written summaries of all negotiations will be maintained in Secretary of State files.

d) The Secretary of State is not restricted to negotiating only with those who respond to advertisements. The Secretary will remain responsible for considering other buildings or spaces known to meet general criteria.

e) Recommendation of sites shall be reduced to writing and the final determination shall be made by the CPO. Reasons for selection will be documented and maintained in Secretary of State lease files.

f) Nothing in this Section prohibits the CPO from ordering a lease procurement to be made under the RFI provisions of Section 2000.4015 if the CPO deems it in the best interests of the State.

(Source: Amended at 47 Ill. Reg. 10622, effective July 3, 2023)