**Section 5000.232 Leases Acquired by Other Methods**

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

1) Leases of less than 10,000 square feet as determined by DCMS space measurement standards (see Appendix A).

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

3) Leases whose 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 or 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) Acquisition of such leases shall be by negotiation. Written summaries of all negotiations shall be maintained in DCMS files.

c) DCMS is not restricted to negotiating only with those who respond to advertisements. DCMS shall remain responsible to consider other buildings or space known to meet general criteria.

d) Recommendation of sites shall be reduced to writing and the final determination shall be made by the Director of DCMS. Reasons for selection shall be documented and maintained in DCMS lease files.

e) None of the above shall prohibit the Director of DCMS from ordering a lease procurement to be made under the RFI provisions of Section 5000.231 if the Director deems it in the best interests of the State.

(Source: Added at 22 Ill. Reg. 20545, effective November 16, 1998)