

**01 NCAC 06B .0208 LEASE MORE THAN \$12,000 OR MORE THAN THREE YEARS**

For space needs where the annual rental exceeds twelve thousand dollars (\$12,000) or the term exceeds three years, Form PO-26 provides the basic steps to follow in the leasing procedures required by G.S. 146-25.1. Additional guidance is provided below:

- (1) Specifications. The agency prepares a Form PO-27. This serves as a guideline for supplying information which a prospective lessor needs to make a lease proposal.
- (2) Advertising. Newspaper ads will be prepared by the Division of State Property and will be forwarded to the agency for submission to a newspaper of general circulation in the "Legal Notices" section or other appropriate section. The ad must run for at least five consecutive days and give a specific cut-off date for receiving proposals. The cut-off date must be at least seven days after the last day the ad is run.
- (3) Proposals. All proposals should be submitted on Form PO-28 which includes the basic information that is necessary to evaluate and compare each proposal received. All proposals must be submitted directly to the Division of State Property prior to the time of cut-off.
- (4) Space Selection. After the location of desired space has been selected by the Division of State Property and reviewed by the agency, a Form PO-1 must be submitted by the agency to the Division of State Property requesting acquisition of the space. If the low proposal is not selected, a statement of justification must be submitted also. If in order, the Division of State Property will present the matter to the Council of State for consideration. Space selections will be made in keeping with G.S. 146-23.1 regarding the acquisition by the state of buildings and space in buildings having historic, architectural or cultural significance.

*History Note: Authority G.S. 146-25.1;  
Eff. February 1, 1976;  
Readopted Eff. February 27, 1979;  
Amended Eff. June 1, 1987;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2018.*