



**CASA OF THE SOUTH PLAINS, INC.**

916 MAIN ST., SUITE 425

LUBBOCK, TEXAS 79401

(806) 763-2272

FAX (806) 763-2273

April 28, 2008

CASA of the South Plains, Inc. is requesting proposals for office space in Lubbock, TX. This request for proposal outlines the needs and requirements as determined by the board of directors. CASA of the South Plains, Inc. is a non-profit organization with a 501(c)(3) tax exempt status. Discounted rental rates (below fair market value) qualify as an in-kind, tax-deductible donation to CASA. For more information on CASA of the South Plains, Inc. please see its website at [www.lubbockcasa.org](http://www.lubbockcasa.org).

To expedite the negotiation process, we are requesting that all Landlords propose with their “best and final” deal points. Timeliness and quality of response will be a key-determining factor in our decision process.

<b>Tenant</b>	CASA of the South Plains, Inc.
<b>Permitted Uses</b>	General office space for employees, interns and volunteers of CASA of the South Plains, storing of confidential files regarding children in the foster care system, visitation rooms for families and children in the foster care system. (Visitations will be supervised by volunteers and staff.)
<b>Lease Commencement</b>	Tenant requires beneficial rent free occupancy immediately following lease execution for set-up and installation of workspace, provided Tenant shall not interfere with Landlord’s work.
<b>Rent Commencement</b>	Rent shall commence upon receipt of certificate of occupancy. Rent commencement and payment of rent to be on the 15 <sup>th</sup> day of the month.
<b>Space Requirement</b>	Approximately 3,000 -4,000 feet
<b>Expansion Option</b>	Please provide details as to how the building can accommodate any requirement for future expansion.

<b>Lease Term</b>	Please quote a lease term of five (5) years with two five year renewal options upon completion of required Tenant Improvements.
<b>Rental Rate</b>	Please propose a rental rate based on the above lease term and the following maintenance conditions.
<b>Maintenance of Premises</b>	We are requesting a full service lease that includes utilities and janitorial services. In addition, landlord shall maintain, in good condition at its expense, the structure of the building, including the roof, roof membrane, drains, gutters, down spouts, foundation, floor slab, load-bearing and exterior walls, parking areas, driveways, and sidewalks.
<b>Tenant Improvements</b>	<p>Listed below are typical Tenant Improvement requirements. Please advise as to how your building compares in each category. We will look at accepting existing conditions where possible.</p> <ul style="list-style-type: none"><li>• <b>Heating &amp; Air conditioning:</b> Specify the type of heating and air conditioning system that is in service within the building.</li><li>• <b>Automobile Parking:</b> 15 automobile parking spaces required, not including any ADA specified 'Handicapped Accessible' spaces.</li><li>• <b>Office Requirements:</b> General interior office space with improvements to include one corporate sized office, four standard sized offices, and 10-12 mini offices- or bullpen to hold up to 12 cubicles. Office space will also include a reception area, a large conference room with ability to comfortably sit 40 people (or access to a conference room in the building), male and female bathrooms (or access to male and female bathrooms in the building), kitchen/break room with sink and electricity to power a refrigerator, and a 10x10 storage room. In addition, four (4) 10x10 visitation rooms with observation areas will be required. (Office layout per mutually agreed plan). Heating and air-conditioning will be provided throughout the office areas in accordance with sound engineering practice.</li></ul>

<b>Space Planning</b>	Landlord shall complete all preliminary space plans and construction drawings at Landlord's cost exclusive of any tenant improvement allowance.
<b>Option to Extend Lease Term</b>	Landlord shall provide proposed rates for two (2), five (5) year renewal options.
<b>Structural and Latent Defects</b>	Landlord, at Landlord's sole cost and expense, Shall be responsible for repair to any and all structural and slash or latent defects in the building during the term of the lease.
<b>Roof</b>	Landlord shall be responsible for the maintenance, repair, and replacement of the roof at Landlord's sole cost and expense during the term of the lease.
<b>Floor Slab</b>	Landlord shall be responsible for the maintenance and replacement of the floor in the event of deterioration not due to normal usage by Tenant.
<b>Certificate of Occupancy</b>	Landlord will work with Tenant to obtain a permanent certificate of occupancy to Tenant upon the possession date. Additionally, Landlord will assist Tenant in obtaining a temporary occupancy permit as soon as possible after lease execution.
<b>ADA</b>	Landlord represents that the premises will meet the requirements of the Americans with Disabilities Act of 1990 (ADA) upon commencement of the lease.
<b>Assignment/Subletting</b>	Tenant shall not sublet any part of the Premises, or assign this Lease or any interest therein, without the prior written consent of Landlord.
<b>Building Plans</b>	Please provide the following <i>to the extent available</i> : <ol style="list-style-type: none"><li>1. Site Plan</li><li>2. Building Plan</li><li>3. Phase I report</li><li>4. Electrical details drawings</li><li>5. Plumbing details drawings</li><li>6. Fire sprinkler details and test results</li><li>7. Phone routing details</li></ol>

**Ownership**

Please explain the status of the ownership and any pending sale of the building. Address response times required to complete a lease agreement and identify who will execute the lease.

**Non-Binding Agreement**

This letter is for Proposal purposes only and does not obligate either party in any way. **However, the final Proposal terms and conditions, agreed upon by both parties, shall be the basis for the terms and conditions that are reflected in a formal lease.** A formal written fully executed Lease Agreement shall be the only instrument that shall bind the parties to a transaction.

**Response Date**

Please respond to this request for proposal no later than 5:00 PM, Central daylight savings time, May 30, 2008.

Should you have any questions concerning the enclosed, please call me at 806-763-2272.

Sincerely,

*CASA of the South Plains, Inc.*

*Amy Paiva  
Executive Director*