Minnesota Rules, Chapter 1245.0900 governs the leasing out of state-owned real property that is temporarily not needed by the state.

Subpart 3 of the rules requires a bid process resulting in the property being leased to the highest bidder, consistent with the state’s intended use and management of the property.

Subpart 4 of the rules sets forth grounds for not using the bidding process. If it is determined that one or more of the following circumstances exist, the bid process shall not be used.

_____ There is only one interested party that can feasibly use the property
_____ Factors other than bid price, such as maintenance of the property are paramount
_____ The contemplated rental term is of short duration
_____ Other governmental entities have expressed the desire to lease the property
_____ Factors exist which make the taking of competitive bids impractical or not in the best interest of the State of Minnesota

If your agency has determined that one of the above circumstances exits, please check the appropriate line next to the applicable circumstance and attach an explanation of how the determination was made for the leasing of ______________________________ located at
_______________________________________________________________________ .

APPROVAL: 
Department of __________________________

APPROVAL
Real Estate and Construction Services

By __________________________
Lease Supervisor

Title __________________________

Date __________________________