

Janice K. Brewer
Governor



Brian C. McNeil
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

GENERAL SERVICES DIVISION

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June 5, 2013

Dear Agency Leasing Administrator:

A.R.S. 41-792.D directs the Arizona Department of Administration (ADOA) to approve all State agency leases for privately owned office space, except leases for the Arizona Board of Regents and the Arizona Commerce Authority (ACA). ADOA reviews and approves State agency leases through its General Services Division (GSD) Building and Planning Services (BPS).

In 2011, ADOA competitively rebid the Tenant Broker Service Contract and awarded the tenant broker services contract to Jones Lang LaSalle (JLL). JLL represents the State's interests to locate suitable office space, provide a complete analysis of market conditions, facilitate competition, and ensure cost-effective business terms. JLL has experience to negotiate ADOA's standardized lease form, review non-standard or unique business issues, and facilitate the signature process. State agencies may not enter into an oral or written contract for lease representation with any other real estate broker.

ADOA requires State agencies to use JLL contracted services for the following:

- Space searches
- Negotiations to initiate a new lease, including a new lease for existing holdover status
- Negotiations to renew an active lease
- Negotiations to "recast" the financial terms or extend the term of an active lease

Agencies can contact JLL representatives directly for leasing assistance.

Vicki Robinson
Jones Lang LaSalle Americas, Inc.
3131 East Camelback Road, Suite 400
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Leasing Administrators
Private Sector Lease Tenant Broker Services
June 5, 2013
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If you have any questions regarding the ADOA private sector leasing program, please contact Sara Sullivan, ADOA Leasing Coordinator, by telephone at 602-542-1936 or by email at sara.sullivan@azdoa.gov.

Sincerely,



Nola Barnes
General Manager
Building and Planning Services

cc: William Hernandez, Assistant Director, ADOA
Sara Sullivan, Leasing Coordinator, ADOA
Sean Phillips, Program and Project Specialist, ADOA
Pat Williams, Jones Lang LaSalle
Steve Corney, Jones Lang LaSalle
Vicki Robinson, Jones Lang LaSalle