



Washington State
**DEPARTMENT OF
ENTERPRISE SERVICES**

MARKET SEARCH

The State of Washington, acting through the Department of Enterprise Services (DES), and on behalf of the agency referenced below, is seeking to lease space as defined in this document.

Project Information

Project #: 23-06-187
Agency: Secretary of State
Location: Olympia or Tumwater, WA
Square Footage: 2,100 BOMA rentable square feet of Storage Space
Date posted: July 7, 2023
Desired term: 3 Years
Occupancy desired: October 1, 2023, or sooner if possible

DES Real Estate Services (RES) Contact Information

Leasing Agent: Linda Ward
Email: linda.ward@des.wa.gov
Phone number: (360) 791-5128
Mailing Address: 1500 Jefferson Street SE
P.O. Box 41468
Olympia, Washington 98504-1468

Geographical Areas of Consideration:

Properties for consideration should be in Olympia or Tumwater, WA.

Attachments:

[Appendix A Leased Space Requirements](#)
[Appendix B New Space Addendum](#) (Not Used)
[Appendix C Space Allocation](#)
[Appendix D Definitions](#)
[Appendix E Lease Standard](#)

General Considerations:

- a. Space should meet the RES definition of “**Existing Space**.” See Appendix D, “Definitions” for RES definition of “Existing Space,” “Space Under Construction,” or “Planned Space.”
- b. Parking count must meet the code parking requirements . Proposals that include access to additional parking stalls may be advantageous to the AGENCY.

- c Lease will be written on the State of Washington's approved lease documents. See Appendix E, "Lease Standard."

Location Characteristics:

The agency has identified certain key location features for delivery of their services, including but not limited to the following:

- a Proposed facilities should be in an appropriately zoned area.
- b Facilities located outside of the 100-year flood plain as defined by the Federal Emergency Management Agency (FEMA) may be advantageous to the agency.
- c Proposed facilities must be in areas with sufficient infrastructure in place to support the agency operational needs. See building characteristics below.

Building Characteristics:

- a. Proposals that are fully ground floor access may be advantageous to the agency.
- b. Space should be heated, air conditioning may be advantageous to the agency.
- c. Proposals should provide the ability to load and unload pallets off and into and trucks.
- d. A rollup door may be advantageous to the AGENCY with sufficient dimensions to roll loaded pallets in and out of the space.
- e. Security of the storage space will be an important consideration.
- f. Please refer to Appendix C, "Space Allocation" for specific program requirements. The program and layout will be adapted to the selected facility during the design process.
- g. Please refer to Appendix A, "Leased Space Requirements" for general performance requirements and specifications.