

**State of Minnesota**  
**Department of Administration**  
**Real Estate and Construction Services**

**Leasing State Property to Third Party**

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 exists, 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 \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

APPROVAL  
Real Estate and Construction Services

By \_\_\_\_\_  
Lease Supervisor

Date \_\_\_\_\_