

LETTERS OF INTEREST
COMMERCIAL OFFICE BUILDING
INFORMATION REQUIREMENTS

The commercial office space offered must be at a minimum Class B space and it must be available and ready for occupancy within 6-8 months.

Parties interested in submitting a Letter of Interest must include the following information in the submittal.

- Owner's name
 - Property address
 - Tax Assessor's Plat and Lot numbers
 - Offering price
 - Photographs of property (preferably both exterior & interior)
 - Site plan
 - Easements of record
 - Total square footage of building (also breakdown per floor)
 - Date of construction
 - Completion date and description of any major building upgrades/improvements
 - Number of floors
 - Number of elevators
 - Number of restrooms
 - Code compliance information (Re: all federal, state and local codes)
 - Information relating to the fire suppression system
 - Information relating to the HVAC system
 - Parking capacity
 - Utility connections as well as available utilities
- The Letter of Interest information must be submitted in a sealed envelope. The outside of the envelope shall be clearly marked in the following manner:

“Letter of Interest – Commercial Office Building”

NOTE: In the event that the State of Rhode Island decides to pursue the acquisition of a commercial office building, a formal Request For Proposals will be advertised.