



State of Oklahoma
Real Estate and Leasing Services
Office of Management and Enterprise Services
Policies and Procedures

OKLAHOMA CAPITOL RESTORATION PROJECT/TENANT RELOCATION POLICY

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Approved: Lucinda Meltabarger as designee of OMES Director Preston Doerflinger	Approval Date: 03/06/2015

PURPOSE

The purpose of this policy is to establish expectations for state Capitol tenants being relocated as part of the Capitol restoration project pursuant to Joint House Resolution 1033. Qualified expenses from state Capitol tenants being temporarily relocated will be paid from the State Capitol Restoration Fund as approved by the State Capitol Manager. The State Capitol Manager has the authority to approve qualified expenses until relocated state Capitol tenants return to the Capitol.

POLICY

General Expectations:

1. Relocation will be under the direction of the State Capitol Project Manager.
2. The OMES Real Estate and Leasing Services standard lease agreement must be used.
3. Vacated space must be free of clutter and debris within five (5) business days or the state Capitol tenant will be charged the actual costs of cleanup reimbursing the State Capitol Restoration Fund.
4. Offsite storage will be utilized when feasible.
5. Private tenants are responsible for the full cost of their move.

6. State Capitol tenants should ensure that all documents and personal property that will not be moved will be disposed of properly and in compliance with applicable statutes.

Qualified Moving Expenses:

Qualified expenses include:

1. Moving state-owned property. This includes such common items as furniture, cubicles, computers, copiers, and supplies. Qualifying expenses shall not include moving employee-owned personal property. OMES Central Purchasing will assist state Capitol tenants with the procurement of moving services.
2. The cost to run new telephone and data lines to the relocated space. OMES ISD will manage this process.
3. Document shredding in lieu of storing at the new location.
4. Transporting and disposing of surplus furniture and contents in lieu of storing at the new location.

Qualified Space Relocation Expenses:

Qualified expenses include:

1. Space requests submitted to OMES Real Estate and Leasing Services and approved by the State Capitol Project Manager.
2. The rental fee regulated by OMES Real Estate and Leasing Services which must be in alignment with rates for similar types of space being leased.

Remittance of Qualified Expenses:

The Oklahoma Capitol Improvement Authority (OCIA) will pay vendors for qualified moving and rental space expenses incurred by state Capitol tenants through the following process:

1. For rental space expenses, the State Capitol Project Manager will provide a memo to OCIA that the proposed space and cost is appropriate and a necessary expense along with an estimated length of time OCIA will be expected to support the temporary office space. State Capitol tenants will receive invoices for rent and submit the invoices to OCIA.
2. For moving expenses, the State Capitol Project Manager will provide a memo to OCIA indicating that the invoiced amount is appropriate and represents the cost of moving Capitol-only state-owned property. State Capitol tenants will receive invoices for prequalified expenses and submit the invoices to OCIA.

Private state Capitol tenants do not qualify for reimbursement. Exceptions to this policy may be made by the State Capitol Project Manager.