



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 #: 25-03-039
Agency: Washington State Auditor (SAO)
Location: Yakima County, within a 10 mile radius of the City of Yakima
Square Footage: Approximately 1,912 BOMA rentable SF of Office space.
Date posted: 6/9/2025
Desired term: Five years.
Occupancy desired: 9/1/2026

DES Real Estate Services (RES) Contact Information

Leasing Agent: Trevor Lybbert
Email: trevor.lybbert@des.wa.gov
Phone number: 360-701-7259
Mailing Address: 1500 Jefferson Street SE
P.O. Box 41468
Olympia, Washington 98504-1468

Attachments: [Appendix A Leased Space Requirements](#)
[Appendix B LSR New Space Addendum](#)
[Appendix C Space Allocation](#)
[Appendix D Definitions](#)
[Appendix E State Standard Lease](#)
[Appendix F Area of Consideration](#)



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. Desired parking: Space availability 10 stalls for employee and customer use would be advantageous to the agency. Parking quantities exceeding code minimums may require a parking exemption per [RCW 43.01.240 \(3\)](#).
- c. Lease will be written on the State of Washington's approved lease documents. See Appendix E, "State Standard Lease."
- d. RES will require proof of ownership prior drafting lease documents. The preferred proof of ownership is a clear title report. In certain circumstances, a certified copy of the deed may be an acceptable substitute for the title report.
- e. Prevailing Wage: Proposer and Proposer's vendors and contractors shall pay Prevailing Wages or applicable Federal Wages to all workers, laborers, or mechanics employed in the performance of any part of the proposed project in accordance with RCW 39.12 and the rules and regulations of the Washington State Department of Labor and Industries (L&I). Proposer agrees to comply with the provisions of RCW 39.12 as required under RCW 39.04.260 unless specifically exempted by the L&I. Submit all compliance paperwork directly to L&I, who makes all determinations regarding the applicability of Prevailing Wage. For additional information, visit L&I's website at <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/>.
- f. Agencies will consider a facility with a documented or calculated low Energy Use Intensity score (EUI) to be advantageous. Building shell construction, air sealing, insulation, electrical and lighting systems, and HVAC systems in State leased facilities are required to meet or exceed the Washington State Energy Code at the sole cost and expense of the lessor.

Location Characteristics:

- a. Proposals should be located within the following Geographical boundaries as listed below and depicted in Appendix F :
 - 1. North: The town limits of the City of Selah
 - 2. East: The town limits of the Census Designated Place (CDP) of Terrace Heights
 - 3. South: The town limits of the City of Union Gap
 - 4. West: The town limits of the CDP of Summitview
 - 5. Limited: Outside of the downtown corridor of the City of Yakima



- b. Proposed facilities should be in an appropriately zoned area.
- c. Preference may be given to locations that are near existing public transportation route or routes. Additionally, proposed facilities served by public transportation with hourly service during the hours of 8 AM to 5 PM may be advantageous to the agency.
- d. Facilities located outside of the 100-year flood plain (as defined by the Federal Emergency Management Agency (FEMA)) may be advantageous to the agency.
- e. Proposed facilities must be in areas with sufficient infrastructure in place to support the agency operational needs. See building characteristics below.

Building Characteristics:

- a. The minimum requirement for leased office space is a complete, code compliant, enclosed, conditioned space with plumbing, power, and lighting, able to be configured to suit the agency program.
- b. Please refer to:
 - 1. Appendix A, "Leased Space Requirements" for general performance requirements and specifications.
 - 2. Appendix B, "New Space Addendum" for specific site, building, and minimum tenant fit-up requirements.
 - 3. Appendix C, "Space Allocation" for space planning information. The program and layout will be adapted to the selected facility during the design process.
 - 4. Appendix F Area of Consideration
- c. It is desirable to the agency that the leased space have:
 - 1. A conference room that can hold at least 16 people.
 - 2. A separate enclosed collaboration space that can accommodate 4 people.
 - 3. Three walled office spaces.
 - 4. 10 touch down-stations
 - 5. A space for a secured IT cabinet.
 - 6. A separate breakroom/lunchroom with a sink, fridge, and counter space.
- d. 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.