



May 15, 2014

Carie Carman  
Deputy Director  
Real Estate and Leasing Services  
Division of Capital Assets Management  
Office of Management and Enterprise Services  
State of Oklahoma  
2401 N Lincoln Blvd, Suite 112  
Oklahoma City, OK 73105

**Re: PROPOSAL TO LEASE – OK STATE ATTORNEY GENERAL– THE SUN BUILDING**

Dear Carie:

On behalf of the Landlord, Oklahoma Property Investors III, LLC, we are pleased to present this proposal to the Oklahoma State Attorney General's ("Tenant") office and the Oklahoma Department of Central Services to lease approximately 8,000 +/- useable square feet MOL of office space at the Sun Building ("Property") located at 907 S. Detroit, Tulsa, Oklahoma 74120.

We would like to offer the following vital information in order to illustrate the advantages and benefits of leasing space at the Sun Building. Additionally, we are addressing commonly asked questions about our general lease structure.

#### OWNERSHIP

The Landlord, Oklahoma Property Investors III, L.L.C., is committed to providing a first-class tenant experience.

#### MANAGEMENT & LEASING

The Sun Building is professionally managed by Oklahoma Property Investors III, LLC. Our professional, on-site staff delivers an "open-door" policy designed to maximize the satisfaction of tenants and their guests. Our on-site Property Manager is Mr. Kelly Baker. The leasing and management office is located on the seventh floor of the Sun Building located at 907 S. Detroit, Tulsa, OK 74120.

#### BUILDING HIGHLIGHTS

- Affordable Lease Rates
- Superior Downtown Location

- Immediate Expressway Access
- Abundant Free Surface and Designated Garage Parking
- On-Site Café – The 907 Café
  - Free Wi-Fi access
- On-Site Catering – Vitter’s Catering
- Quality Custom Office Finish
- On-Site Video Conference Room
- Conference Center
  - Free Wi-Fi Access
  - Large Conference Room – Accommodates up to 100 people
  - Video Conference Room – Boardroom style configuration
  - Medium Size Conference Room – Modular furniture
- Optional Basement Storage Available
- On-Site Professional Management
  - Property Manager has been with the building for 23 years
- On-Site Security Desk and Courtesy Patrol
- Dock-High Loading and Freight Elevator Access
- Certified “Storm Ready” Office Building
- Security Card Building Access System
- Two Separate PSO Power Feeds
  - Only one outage in the last 23 years
- Two separate PSO power feeds

## BUILDING SERVICES

The Landlord has the highest standards of service to all those who office at the Sun Building. These standards are set with the expectation that all who are engaged as vendors, contractors, or management employees will consistently meet these standards.

1. Janitorial: The Sun Building has a contract with a large and well-established building maintenance contractor to provide all those who office at the Sun Building with quality janitorial service.
2. HVAC Maintenance: The Sun Building has two experienced and professional on-site engineers who provide ongoing preventative maintenance of HVAC equipment and respond quickly to the needs of tenants in the Sun Building.

The following represent the general business terms by which the Landlord is willing to enter into a new Lease.

1. **Building:** The Sun Building
2. **Landlord:** Oklahoma Property Investors III, LLC
3. **Tenant:** Oklahoma State Attorney General.
4. **Premises:** Approximately 8,000 square feet of useable space on the 5th floor of the Sun Building located at 907 South Detroit Avenue in Tulsa, Oklahoma.
5. **Term:** 5 years.
6. **Use of Premises:** The Tenant shall have the right to occupy and use the Demised Premises for general office purposes. Tenant shall have access to the Demised Premises, the building and the parking facilities, and to the use of the freight elevator without the requirement of prior notice to the building's management, seven (7) days a week, twenty-four (24) hours a day, subject to casualty and other unusual situations expressly addressed herein.
7. **Occupancy and Lease Commencement :** The latter of **August 1, 2014** or upon substantial completion of tenant improvements (including the installation of Tenant's voice and data wiring and furniture). Subcontractors for voice, data and furniture will be given time for their installation as a part of Landlord's or Landlord's general contractor's schedule.
8. **Base Rent:** \$11.50 per useable square foot with \$0.50 cent annual increases.
9. **Tenant Improvements:** The Landlord shall provide a turn-key build-out and construct the leased premises with building standard materials based upon a mutually agreeable space plan. All colors, style selections and methods of installation shall be building standard and Landlord approved. The delivery of a turnkey build-out shall be subject to Landlord review and final approval.  
  
Landlord's construction shall include any costs associated with demolition, remodeling, carpet, paint, taxes, construction management fees, and all architectural, mechanical & electrical drawings required.  
  
As indicated previously, the Landlord shall provide in-house space planning and design at no additional charge to the Tenant.

Landlord shall hire a contractor and/or subcontractors of its choosing to complete and manage the construction of the tenant improvements.

**10. Access:** Shall be 24 hours a day, 7 days a week.

**11. Signage:** Landlord, at Landlord's cost, shall provide building standard signage for the suite and lobby marquee directory signage.

Tenant shall have the right, at Tenant's sole cost and expense, to install prominent signage on the Sun Building. Tenant's signage shall be subject to Landlord's approval as to size, design, location, graphics, materials, colors and similar specifications and shall be consistent with the exterior design, materials and appearance of the Sun Building and shall be further subject to all applicable local governmental laws, rules, regulations, codes and Tenant's receipt of all permits and other governmental approvals and any applicable covenants, conditions and restrictions. The cost to maintain and operate all utilities, if any, with respect to Tenant's signage shall be paid for by Tenant, and Tenant shall be separately metered for such expense (the cost of separately metering any utility shall also be paid for by Tenant, as well as, any such metering equipment).

**12. Building Security:** The Sun Building provides an on-site security desk and courtesy patrol from 8:30 AM – 4:30 PM Monday – Friday. The guards perform foot patrols both inside the building and on the grounds outside, monitor the CCTV system and escort employees/tenants to their vehicles.

In addition, there is a building key card entry system in place for after hours building access and building floor access. After hours access control is provided through a series of proximity readers located at the front (west) entry doors and on each floor.

Card Key System:

Johnson Controls Pegasys 2000 access control system with card key access through two (2) first floor entry doors for after-hours access and restricted access to each of the floors during non-business hours.

The Landlord shall provide all security keys at no additional cost to the Tenant.

Video Surveillance:

The building has closed circuit TV camera coverage of select areas of the first floor, building perimeter and lower level of the parking garage.

Emergency Paging System:

The Sun Building emergency paging system consists of speakers placed near stairwells on all floors. This system is used during events to relay instructions and information to the tenant base.

**13. Parking:**

The Landlord shall provide on-site surface parking at a ratio of 3:1,000 rentable square feet at no additional charge.

The Landlord shall provide garage parking at a ratio of 1:2,000 rentable square feet at no additional charge.

**14. Building  
Amenities:**

Conference Center:

The Sun Building is equipped with three (3) common conference rooms. All three rooms are free of charge for Sun Building tenants. The conference rooms are offered on a first come first serve basis. The Sun Building PM coordinates and manages the use of the conference center.

1. Large Conference Room: This particular conference room can accommodate up to 100 people. In addition, there is also a podium, white board and projector screen available for use.

2. Video Conference Room: This conference room has a boardroom style conference table, as well as, equipment to support video conferencing. The use of this conference room and equipment are provided free charge to Sun Building tenants.

3. Medium Size Conference Room: This conference room comes equipped with modular furniture which can be configured as needed. In addition, there is also a white board, as well as, a projector screen available for use.

4. Break Room: There is also a break room that is conveniently located down the hall from the conference center. It comes equipped with a sink, small refrigerator, ice maker and lockers.

Additional Storage:

The Sun Building also has additional storage available in the basement for tenants. Storage is offered at a reduced rate of only \$4.50 per square foot.

Sun-Ray Café and Bakery:

The Sun-Ray Café is conveniently located on the ground floor of the building. The hours of operation are from 8:00 AM – 2:00 PM. The Sun-

Ray Café provides breakfast, lunch and snacks.

Vitter's Catering:

Vitter's Catering is located on the ground level of the Sun Building as well.

Vending Machines:

Beverage and snack beverage machines are located on the ground floor.

This proposal is submitted subject to review and mutual acceptance of the final terms and conditions of the lease related documents. Terms and conditions of this proposal may be subject to Landlord's final approval. Nothing contained herein will be binding on either party unless and until such documents are fully executed and exchanged by both parties. The terms and conditions offered in this proposal are subject to change or withdrawal without notice, including prior leasing, and will otherwise expire 30 days from the date hereof.

We look forward to working with you, as we are confident that we can accommodate the overall office solution that your client requires. Based upon our value proposition, we believe that the Sun Building is the most certainly the logical choice for the Oklahoma State Attorney General's office. Should there be any questions or concerns pertaining to this proposal, please contact me directly at (405) 528-2860.

Again, we thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth W. Gray". The signature is written in black ink and is positioned below the word "Sincerely,".

Elizabeth W. Gray  
Vice President  
Oklahoma Property Investors

**PROPOSED FLOOR  
FIFTH FLOOR – DRAFT PLAN**



**Proposed Space**

 **New Wall**  
 **New 1/2 Wall**


 Anderie Khaled  
 818-282-8510  
 8728 E. 42nd Street, Suite 100  
 Tulsa, Oklahoma 74147



**907 S. Detroit  
Tulsa, Oklahoma**

**Fifth Floor  
Attorney General  
Proposal**

8,060 R&F MCL 03 APR 2014

 North Elizabeth Gray  
Oklahoma Property Investors