

SS Office Lease Comparison

Item Description	Current - Omni FRC	New - 215 Williams Street
Length of lease	OFRC prefers annual, but now we're "month-to-month"	3 years with 2 year option to renew
Lease cost increase?	Unknown	Years 4 & 5 use CPI (3% typ)
Room to shrink or grow?	YES in both directions	Smaller? NO. Expand? MAYBE, if "studio" offices are vacant
Lease "escape" cost?	0	pay the balance due on 3 year lease
Can SS sublet?	NO, but not relevant	NO
Office space in SF	500	1113
Office arrangement	4 private offices, each approximately 125 SF	Open floor plan: 933 SF on ground floor, 180 SF mezzanine. No private office.
Cost per SF (annual)	\$15	\$14
Annual rent credit	n/a	(\$3,000)
Annual lease cost	\$7,500	\$12,582
Monthly lease cost	\$625	\$1,049
Effective annual \$/SF	\$15	\$11.30
Conference rooms	6 rooms total, ranging from 8-40 person capacity, all private with white boards, tables, chairs, etc.	6-8 person area in SS space, Landlord space has 20 person area (not a private room) for occasional use by SS
Copier/fax	Access to 2 high speed production copiers, B&W and color. SS is charged \$0.02/pg B&W, \$0.70/pg color. Avg \$25/mo. This includes cost of paper! SS shares fax number for rcv'g.	SS is exploring cost of copier lease. Best estimate is now \$50/mo.
Phone	SS has Embarq business bundle - one phone number, unlimited long distance calling, wireless DSL internet - \$125/mo	
Internet		
Utilities	Paid by Landlord	Water by Landlord, electricity by SS. Best estimate is \$120/month
Janitorial	Included in lease	Not included - use \$50/month
Restrooms	Yes	Yes, includes a shower
Break/lounge	Yes, includes ice & vending machines, kitchen sink, refrigerator, microwave	Yes, but includes what? Who pays utilities?
SS storefront	NO	YES
Parking	Ample, well-lit, secure	Ample and well-lit, but secure?
Security after hours?	YES	NO
TOTAL MONTHLY COST - rent, utilities, phone, copier	\$775	\$1,394
TOTAL ANNUAL COST/SF	\$18.60	\$15.02