# City of Iowa Park, Texas

## Request for Proposal (RFP)

## Office / Storage Space Lease

## 105 W Cash St, Iowa Park, TX 76367

September 8, 2025

**GENERAL CONDITIONS.**

1.0 The City of Iowa Park, Texas (the "City") is requesting proposals for leases of office space and/or storage space in the West Cash St Municipal Building owned by the City of Iowa Park, specifically at 105 W Cash Street.

1. Office Space Lease. Approximately 690 square feet of climate-controlled office space, including one office (approx. 218 SF), lobby (approx. 274 SF), restroom (approx. 28 SF), and equipment supply room (approx. 65 SF), located at 105 W Cash St, Iowa Park, TX 76367, in the General Commercial District.

2. Storage Space Lease. Approximately 930 square feet of secure storage space, not climate controlled, located at rear of 105 W Cash St, Iowa Park, TX 76367, with access at 104 W Highway, in General Commercial District.

3. Office & Storage Space Lease. Combined 1 & 2 above.

1.1 Sealed Proposals will be accepted in the office of the City Secretary located in City Hall at 103 N Wall in Iowa Park, Texas until 2:00 p.m. on Tuesday, October 14, 2025, at which time proposals will be opened and read. Proposals must be submitted in sealed envelopes clearly labeled:

"105 W Cash St Lease"

1.2 An on-site pre-proposal meeting will be conducted at 105 W Cash St, Iowa Park, at 2:00 p.m. on Wednesday, September 24, 2025. Attendance is NOT mandatory.

1.3 A copy of the request for proposal (RFP) can be obtained by contacting City Hall at 103 N Wall in Iowa Park, Texas, by telephone at (940) 592-2131, by e-mail at JNewman@IowaPark.com. Or online at https://iowapark.com/rfp-105WCash/. Technical questions may be directed to the City Economic Development Director located at 107 N Wall in Iowa Park, Texas, by telephone at (940) 592-5441 or by e-mail at

DOwen@IowaPark.com. The City of Iowa Park reserves the right to reject any, and all, proposals.

**TERMS AND CONDITIONS**:

2.0 The intent of this RFP is to have prospective lessors provide proposals with reasonable rent to lease 1) the office space, 2) the storage space, or 3) both the office and storage space, for purposes consistent with the General Commercial District as described in Sec. 607 of the Iowa Park Zoning Ordinance.

2.1 The City will select the proposal which provides the best combination of property use, economic development, improvements and/or revenue, and the City reserves the right to lease the office space (1) and storage space (2) separately or combined (3) based on proposals received.

1. In the event that both the office and storage space are leased to a single party, subleasing will be permitted.

2.2 Any exceptions to this RFP must be specified in the proposal.

2.3 Any proposed improvements and/or modifications of the property must be specified in the proposal.

2.4 Upon selection of one or more proposals, the City will enter into a formal commercial lease agreement for a term of one year.

**PROPOSAL FORMAT**

3.0 At a minimum, the proposal should include:

1. Lessor Information: Name of individual or corporation, address, telephone number and other contact information.
2. Statement if proposal is for 1) the office space, 2) the storage space, or 3) both the office and storage space.
3. General statement of proposed building use.
4. Detailed description of any proposed improvements or modifications to the property, and which party (or parties) will be responsible for implementation of proposed improvements or modifications.
5. Any exclusions or special considerations.
6. Proposed term(s) of lease.
7. Proposed monthly rental payment.