

Tennessee Board of Regents  
Standard Cost Estimates for Lease Proposal Evaluations

Effective: Upon approval of State Building Commission (“SBC”) on December 17, 2014.  
Prepared by: Tennessee Board of Regents (“TBR”)

In accordance with the terms of SBC Policy 7.07A.1, TBR will use the following Standard Cost Estimates for evaluation of the Average Annual Effective Cost in TBR Lease Proposals:

- 1) **Annual Utility Cost**  
will be determined by multiplying the proposed rentable square feet by \$1.75.
- 2) **Annual Janitorial Cost**  
will be determined by multiplying the proposed rentable square feet by \$1.10.
- 3) **Annual cost of reconfiguring the current open office work stations**  
will be based upon a cost of \$200 per station divided by the term of the lease.
- 4) **Annual cost of purchasing new open office work stations**  
will be based upon a cost of \$3,000 per work station divided by fifteen years.
- 5) **Annual cost of moving telephones**  
will be based upon a cost of \$300 per person divided by the term of the lease.
- 6) **Annual cost of moving computers**  
will be based upon a cost of \$150 per computer divided by the term of the lease.
- 7) **Annual cost of hiring movers to move existing furniture, fixtures, and data**  
will be based upon a cost of \$100 per person divided by the term of the lease.
- 8) **Annual cost of moving existing open office work stations**  
will be based upon a cost of \$250 per work station divided by the term of the lease.
- 9) **Annual cost of purchasing new open office work stations**  
will be based upon a cost of \$3,000 per work station divided by fifteen years.

As noted in SBC Policy 7.07A.1, TBR may utilize other cost estimates for the specific need or requirement of the users to be located in leased space by inserting those estimates in the procurement document and maintaining information as to how those cost estimates were determined in the procurement file.