

REQUEST FOR INFORMATION
PUBLIC NOTICE
STATE OF OREGON
Department of Administrative Services
Date: December 17, 2025

The State of Oregon's Department of Administrative Services (DAS) is requesting information on leasable office facilities in the **Medford, Oregon** area as further defined below. We are looking for a suitable facility to be leased by the Oregon Employment Department (OED) for office and client services. The State of Oregon will only consider existing buildings in the target area as defined below.

Please note: This Request for Information (RFI) is not a procurement process and DAS Real Estate Services is not bound to public contracting codes. This RFI process is not a scoring process; rather, it is part of a negotiation process. The choice made is not based on scores.

LOCATION PARAMETERS:

Properties submitted for consideration must be located in Medford, Oregon. The State will lend preference to those sites that contribute to the city's economic development and comprehensive plans.

FACILITY:

Approximately **1,200-1,300 rentable square feet of space**, including exclusive use of a minimum of 8 parking spaces, with ADA parking adjacent to the office space as required by code. The facility/site also must be properly zoned for governmental office space. Located on or near a bus line is preferred. Easy ingress and egress from the parking lot.

The Facility to be delivered by the selected owner will be a "Turn Key" building to be occupied by OED. OED will provide systems furniture and furniture for conference/client interview rooms and waiting areas.

LEASE TERM:

Requesting information on either a five (5) year or seven (7) year lease term with two (2) Extension Options for consecutive terms of three (3) years. Use of the standard State of Oregon lease will be required. **Occupancy is desired on or before April 1, 2026.**

INFORMATIONAL SUBMITTAL:

Please provide the following information in the submittal package:

1. Provide the exact location and description of the facility such as size and shape, type of construction, floor plans, asking rental rate, site map, photos, and other appropriate location and descriptive material.
2. Provide zoning map(s) and city limits boundary map(s).
3. Provide information on surrounding neighborhood compatibility, and access to public transportation.
4. Proof of ownership or authority to represent ownership as well as cursory information that speaks to financial strength and development/project management history, if applicable.
5. Describe parking availability at the facility as well as alternative parking availability.
6. Provide the date the property is available for tenant improvement construction as may be required.

This RFI is seeking preliminary information on potential suitable properties. For those properties identified or selected by the State of Oregon for further evaluation, an RFP will be submitted.

Submit by 12:00 p.m. on Tuesday, December 31, 2025 to:

Jennifer Blake, Leasing & Property Agent Department of Administrative Services Real Estate Services 1225 Ferry Street SE, U100 Salem, Oregon 97301 Email: jennifer.j.blake@das.oregon.gov Phone: 503-510-0650	With a copy to: Matt Johnson Cushman & Wakefield (CW) 200 SW Market Street, Suite 200 Portland, OR 97201 Email: matt.johnson@cushwake.com Phone: (503) 279-1789
--	--