

## **PUBLIC NOTICE**

State of Kansas

### **Informal Request for Proposals Leased Office Space**

The Kansas Department of Agency is accepting proposals for approximately 2,160 square feet of office space in downtown Topeka, Kansas. This office space must be located within eight blocks of the Statehouse. Proximity to the statehouse will be given preference. The space must include a minimum of three (3) private offices (additional private offices are acceptable), a conference room, a reception area, a work area for up to three (3) desks, a file room, a storage area or room and six (6) designated parking spaces. Additional visitor parking for 4–6 vehicles should be available in close proximity. The facility should be ADA compliant, provide a break area and at least one set of ADA accessible rest rooms within the facility. Information regarding the description of the property, name and address of the contact person and a completed cost proposal sheet should be included in the written proposal. A full service lease is preferred. The desired occupancy date is July 1, 2008. The desired lease term is for three (3) years with two (2) one-year renewal options.

Additional information and the cost proposal form are available at:

<http://da.ks.gov/fm/dfm/services/InformalBidSolicitationsforLeasedSpace.htm>

Proposals may be submitted electronically via email, faxed, mailed or hand-delivered to:

John Doe, Kansas Department of Agency  
123 Main Street., Suite 11  
Topeka, Ks 66603

[any.onesemail@aol.com](mailto:any.onesemail@aol.com)

(785) 296-0000 phone

(785) 296-0000 fax

**The deadline for submission of proposals is April 1, 2008.**