

## PUBLIC NOTICE

State of Kansas

### Informal Request for Proposals Leased type (office, storage, etc.) Space

The State of Kansas agency name is accepting written proposals for approximately number square feet of leased office space in city name/county name. The facility must be ADA compliant with at least one set of ADA accessible restrooms. Insert a brief summary of special requirements here, (such as “Easy access to highways is preferred”). The State is seeking a number year lease term with a number year renewal option. The desired occupancy date is on or before date. Specific space requirements are available at: <http://www.da.ks.gov/fm/dfm/services/InformalBidSolicitationsforLeasedSpace.htm>.

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 deadline for submission of proposals is time/am/pm local time on date.**

Proposals may be submitted via email, fax, mail or hand-delivered to:

Agency name (of person receiving proposals), division (of person receiving proposals)–  
Lease Proposal

c/o person accepting proposals, title

department name (of department conducting search), division name (of division conducting search)

name State Office Building (or other building name if applicable)

street address, Suite number

city, state zip code

email address of person receiving proposals

phone number of person receiving proposals

fax number of person receiving proposals