Bid Tabulation Sheet

State Agency Name here

A	В	С	D	E	F
GENERAL INFORMATION	SAMPLE	Proposal #1	Proposal #2	Proposal #3	Proposal #4
GENERAL INFORMATION					
State Agency	Agency Name				
2 Address	123 Main Street				
3 City Location (market)	Topeka				
4 Landlord	ABC Corp				
5 Lease Space (sq. ft.) Office Sq. Ft.	1,600				
S Storage Sq. Ft.					
7 Total Sq. Ft.	1,600	0	0	0	0
3 Full Time Equivalency (FTE) employees/workstations	6.5	0	0	0	0
9 Lease Begin Date (initial lease period)	7/1/2007				
D Lease End Date (initial lease period + renewals/extensions)	6/30/2009				
1 Years of Lease	2				
2 Space Standards Check (sq. ft. per FTE/workstation)	246	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
LEASE COSTS - provided by 1st Party Landlord wit	hin the lease				
Base Lease Cost (annual per sq. ft.)	\$11.50	\$0.00	\$0.00	\$0.00	\$0.00
4 Storage	¢11.00	φ0.00	ψ0.00	<i>Q</i> 0.00	\$0.00
5 Real Estate Taxes	inc. in base				
3 Insurance	inc. in base				
7 Major Maintenance	inc. in base				
3 Utilities - total					
B Electricity Gas	inc. in base inc. in base				
Gas 1 Water/Sewer/etc.	inc. in base				
2 Trash Pickup/Removal	inc. in base				
3 Custodial/Janitorial	not included				
4 Pest Control	inc. in base				
5 Grounds Maintenance (inc. snow removal)	partial included				
6 Common Area	inc. in base				
7 Other Services - Bldg Operating Expense Stops	n/a				
Parking No. of Parking Spaces included	inc. in base on-site parking lot				
	on site parking lot				
SUBTOTAL - Lease Costs w/o Additional Services	\$11.50	\$0.00	\$0.00	\$0.00	\$0.00
Additional Services					
1 n/a					
2 SUBTOTAL - Additional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER BUILDING OCCUPANCY COSTS - funded b B Building Operating Cost (not included in base rent)	y State Agency s	eparate from the	lease		
4 Utilities - total (estimated)					
5 Electricity 6 Gas					
7 Water/Sewer/etc.					
3 Trash Pickup/Removal					
9 Custodial/Janitorial	\$0.75				
) Pest Control					
1 Grounds Maintenance (inc. snow removal)					
2 Parking					
No. of Parking Spaces included Other Services - Security					
5 Total Other Bldg Optg Costs (not included in lease)	\$0.75	\$0.00	\$0.00	\$0.00	\$0.00
IMPROVEMENTS					
6 Improvements - lump sum payment	* 0.00	* 0.00	* 0.00	* 0.00	* 0.00
7 Subtotal - Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Annual Cost per Sq. Ft. (estimated)	\$12.25	\$0.00	\$0.00	\$0.00	\$0.00
Annual Cost (estimated)	\$19,600	\$0	\$0	\$0	\$0
) Total Cost of Lease (estimated)	\$39,200	\$0	\$0	\$0	\$0
Pros & Cons of Proposals - categories					
	1. Overall lowest cost				
Proximity/Location					
	partners/customers 3. Parking reqs. met but				
•	not the best				
	 Most efficient design/layout 				
	Best security				
	Ground floor location				

52 Comments/Justification for Selection:

The "Sample" proposal was selected as it represented the overall lowest cost option to the State of Kansas (rent costs and operational costs). This site was also better geographically located to better serve customers and partners. Although not ideal, the parking requirements were met and adequate. The proposed security arrangements were the best of all of the proposals. This site also offered a ground floor location which translates to more efficient customer service.