Bid Tabulation Sheet
State Agency Name here
as of (DATE)
(DAT)

## GENERAL INFORMATION

1 State Agency
2 Address
3 City Location (market)
4 Landlord
5 Lease Space (sq. ft.)
6
7 $\quad$ Office Sq. Ft. $\quad$ Storage Sq. Ft. $\quad$ Total Sq. Ft.

LEASE COSTS - provided by 1st Party Landlord within the lease
13 Base Lease Cost (annual per sq. ft.)

14 Storage
15 Real Estate Taxes
16 Insurance
17 Major Maintenance
18 Utilities - total
19
20
21
22 Trash Pickup/Remova
23 Custodial/Janitorial

23 Custodial/Janitorial
24 Pest Control
25 Grounds Maintenance (inc. snow removal)
26 Common Area
27 Other Services - Bldg Operating Expense Stops
28 Parking
29

30 SUBTOTAL - Lease Costs w/o Additional Services
Additional Services
31 n/a
32 SUBTOTAL - Additional Services
Electricity
Gas
Water/Sewer/etc.
Stops
Parking Spaces included
$\$ 11.50$
inc. in base
c. in base
nc. in base
7/1/2007 6/30/2009

| SAMPLE |
| :---: |
|  |
| Agency Name |
| 123 Main Street |
| Topeka |
| ABC Corp |
| 1,600 |
|  |
| 1,600 |
|  |
| 6.5 |
| $7 / 1 / 2007$ |
| $6 / 30 / 2009$ |
| 2 |
| 246 |

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.

