

Cost Proposal Sheet
state agency name here

type and location here (e.g. office space in Topeka, KS)

Vendor Name here
Proposal Name here

A	B	C
GENERAL INFORMATION	SAMPLE	Cost Proposal
1 State Agency	Agency Name	
2 Address of Proposed Location	123 Main Street	
3 City Location (market)	Topeka	
4 Vendor Name	ABC Corp	
5 Lease Space (sq. ft.)	Office Sq. Ft. 1,600	
6	Storage Sq. Ft.	
7	Total Sq. Ft. 1,600	0
8 Full Time Equivalency (FTE) employees/workstations	6.5	5
9 Lease Begin Date (initial lease period)	7/1/2007	
10 Lease End Date (initial lease period + renewals/extensions)	6/30/2009	
11 Years of Lease	2	5
12 Space Standards Check (sq. ft. per FTE/workstation)	246	0
LEASE COSTS - provided by 1st Party Landlord within the lease		Annual Cost per Sq. Ft.
13 Base Lease Cost (annual per sq. ft.)	\$11.50	
14 Storage		
15 Real Estate Taxes	inc. in base	
16 Insurance	inc. in base	
17 Major Maintenance	inc. in base	
18 Utilities - total		
19	Electricity	
20	Gas	
21	Water/Sewer/etc.	
22 Trash Pickup/Removal	inc. in base	
23 Custodial/Janitorial	not included	
24 Pest Control	inc. in base	
25 Grounds Maintenance (inc. snow removal)	partial included	
26 Common Area	inc. in base	
27 Other Services - Bldg Operating Expense Stops	n/a	
28 Parking	inc. in base	
29	No. of Parking Spaces included 6 spaces	_ spaces
30 SUBTOTAL - Lease Costs w/o Additional Services	\$11.50	\$0.00
Additional Services		
31 please specify		
32 SUBTOTAL - Additional Services	\$0.00	\$0.00
OTHER BUILDING OCCUPANCY COSTS - funded by State Agency separate from the lease		
33 Building Operating Cost (not included in base rent)		
34 Utilities - total (estimated)		
35	Electricity	
36	Gas	
37	Water/Sewer/etc.	
38 Trash Pickup/Removal		
39 Custodial/Janitorial	\$0.75	
40 Pest Control		
41 Grounds Maintenance (inc. snow removal)		
42 Parking		
43	No. of Parking Spaces included	
44 Other Services - please specify		
45 Total Other Bldg Optg Costs (not included in lease)	\$0.75	\$0.00
IMPROVEMENTS		
46 Improvements (if not included in base rent)		
47 Subtotal - Improvements	\$0.00	\$0.00
48 Annual Cost per Sq. Ft. (estimated)	\$12.25	\$0.00
49 Annual Cost (estimated)	\$19,600	\$0
50 Total Cost of Lease (estimated)	\$39,200	\$0