

## **PUBLIC NOTICE**

State of Kansas  
Informal Request for Proposal  
Leased Storage Space

The Kansas State Library in Topeka, Kansas requests written proposals for a full service lease for approximately 9,000 square feet of storage space; downtown Topeka preferred. Will consider 4,000 square feet in downtown Topeka, with reminder 5,000 square feet at a satellite location. Written proposals should include a description of the property, total square feet, cost per square foot and name and address of contact person.

The information pertaining to this space search is available at:

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

Proposals may be submitted electronically via e-mail, faxed, mailed or delivered to:

Linda Thomas

State Lease Administrator

900 SW Jackson Suite 600

Topeka, KS 66612

Fax – (785) 296-3456

[Lthomas@da.ks.gov](mailto:Lthomas@da.ks.gov)

**The deadline for submission of proposals is 10:00 a.m. local time on October 14, 2009.**

**Office of the Kansas State Library**

**Informal Request for Leased Storage Space  
In Topeka, Kansas**

**1.0 Requested Lease Terms and Conditions**

The following provides an overview of the lease terms and conditions being sought by the Kansas State Library. Additional lease terms and conditions will be provided for in the written Lease Agreement between the parties. The base lease document is the State's standard lease form (DA-46) which may be found at: <http://da.ks.gov/fm/dfm/services/leasing.htm>.

- Initial lease term desired: three (3) year lease
- Renewal option: two (2) renewable 1 year options
- Includes early termination with 180 day notice after initial three years of lease
- Estimated space requirement: Approx. 9,000 square feet of useable space - would consider 4,000 square feet in downtown Topeka, with 5,000 square feet at a satellite location
- Number of staff to accommodate in leased space: 0
- Number of parking stalls required: 3

The Kansas State Library's preference is for a Full Service lease for an initial term of three (3) years with two (2) one-year renewal options. **The desired occupancy date is on or before January 1, 2010.**

**1.1 Proposals Submission Process:**

**The deadline for submission of proposals is 10:00 a.m. local time on October 14, 2009.**

Written proposals should include a completed cost proposal sheet which is available at:  
<http://da.ks.gov/fm/dfm/services/InformalBidSolicitationsforLeasedSpace.htm>.

The State prefers proposals to be submitted electronically via email to Linda Thomas, State Lease Administrator, paper proposals will also be accepted and may be faxed, mailed or hand delivered by the deadline to the address below. **Late proposals, whether electronic or paper, will not be considered.**

Linda Thomas  
State Lease Administrator  
900 SW Jackson  
LSOB - Suite 600  
Topeka, Kansas 66612

Please direct questions regarding this proposal to Linda Thomas, State Lease Administrator – (785) 296-5909.

**1.2 Space Requirements:**

- **Location** – The storage location is to be in Topeka, Ks.
- **Parking** – 3 parking spaces are required.
- **Rest Rooms** – Furnish one restroom within the 4,000 square feet area if space is divided.
- **Secured** – Space should be lockable and secure from intrusion.
- **Climate Control** – Space should be heated and cooled.

**1.3 Space Preferences:**

- **Office Area** – 100 sq ft area - either hard wall or open area for cubicle arrangement.