

Kansas Department of Agency Name
Informal Request for Leased Office Space
In Topeka, Kansas

March 20, 2008

1.0 Requested Lease Terms and Conditions

The following provides an overview of the lease terms and conditions being sought by State of Kansas. 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: 3 year lease
- Renewal option: 2 one-year renewal options will be considered
- Estimated space requirement: Approx. 2,160 square feet of useable space
- Number of staff to accommodate in leased space: 4-5
- Number of off-street parking stalls required: 6
- Entire leased space on one floor

The Kansas Department of Agency Name preference is for a Full Service lease for a three year initial term with two one-year renewal options. Would consider a five year initial term with two one-year renewal options. **The desired occupancy is on or before July 1, 2008.**

1.1 Proposals Submission Process:

The deadline for submission of proposals is 10:00 a.m. local time on April 21, 2008.

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 John Doe, Title, paper proposals will also be accepted and may be faxed, mailed or hand delivered by the deadline to the address below. If submitting paper proposals, please submit one (1) original and three (3) copies. **Late proposals, whether electronic or paper, will not be considered.**

Kansas Department of Agency Name, Office Lease Proposal
c/o John Doe, Kansas Department of Agency Name
123 Main Street, Suite 1
Topeka, Ks 66603

Please direct questions regarding this proposal to John Doe, Financial Examiner Administrator at John.Doe@aol.com or at (785) 296-0000.

Existing Space – prospective bidders may arrange for a tour of the current Kansas Department of Agency Name office space by contacting John Doe, Title at (785) 296-0000.

1.2 Space Requirements:

- **Location** – The office location is to be in the downtown Topeka, Ks. area within walking distance of the State Capitol Building and with easy access to major traffic ways (highways). Proximity to the statehouse will be given preference.
- **Parking** – 6 off street parking spaces are required, all within one half block of the office space. The cost for these parking stalls is to be included in the cost of the lease. 4-6 visitor parking spaces (free preferred) shall be available adjacent to or within reasonable walking distance from the building entrance.
- **Private Offices** – three (3) floor to ceiling walls, lockable doors, two master keys, minimum 5 foot hallways with all necessary cable, internet, electrical, phone connections. Windows preferred, not a must.
- **Cubicle Area** – two (2) contiguous space for 8x8 cubicles or open desk areas, electrical connections provided, cubicles placed at least 5' from windows, aisles to be at least 5' wide all necessary cable, internet, electrical, phone connections
- **Cubicle Area** – one (1) space for 8x8 cubicle or open desk areas, electrical connections provided, cubicles or desks placed at least 5' from windows, aisles to be at least 5' wide all necessary cable, internet, electrical, phone connections. This space to be in reception and is described further below.
- **Reception Area** – one (1) room for reception, open and next to the front door with electrical connection close to the office entrance. This area to include the 8x8 cubicle work area specified immediately above.
- **Conference Room** – Min size of 260 - 300 sq ft includes electrical connections, large white board, pull down screen in ceiling on one end, two doors for entry, no locks required
- **File Area** – 160 sq ft min, flooring able to support heavy fireproof file cabinets.
- **Work Space Areas** – Two (2) or Three (3) cubicles or open desk areas close to other office areas and one of two printers and copy machine and electrical connections for fax machine.
- **Break Room** - Furnish and maintain as part of the lease at least one break room. The break room should be located in the building so that it is convenient for staff usage. The break room will be used both as a coffee area and for lunchtime activities. The break room should have cabinets, counter space and electrical hookups for a refrigerator, microwave oven and coffee pot and a sink.
- **Storage** - one (1) for general office - min size of 280 sq ft and preferably contiguous to work space areas.
- **Rest Rooms** – Furnish and maintain as part of the lease, in close proximity to leased space.

Please see chart below for detail break down of various space requirements (all sizes are approximate).

1. All aisles and hallways to be at least 5 feet wide
2. Break room in reasonable proximity
3. Rest rooms in reasonable proximity
4. Windows preferred but not mandatory
5. Security to inner office areas desirable but not mandatory

Note: The Total Useable square footage is expected to be in close proximity to total rentable area.

Area Type Definitions:

- A** Area partly enclosed or open depending on space plan or building configuration
- E** Enclosed room or workstation with hard wall construction with a door
- O** Open office area – may use miscellaneous open office systems furniture and components (typically Herman Miller).