

**PUBLIC NOTICE
State of Kansas**

**Request for Proposal
Leased Office Space**

The Kansas Department of Credit Unions is accepting written proposals for approximately 2,250 square feet of renovated or new office space in downtown Topeka, Kansas, preferably within eight blocks of the Statehouse. The facility must be ADA compliant. Information regarding the description of the property, total square feet, annual cost per square foot, name and address of the contact person should be included in the written proposal. Information pertaining to this space search is available at: <http://da.ks.gov/fm/dfm/services/InformalBidSolicitationsforLeasedSpace.htm>

The deadline for submission of proposals is 10:00 AM, August 17, 2009.

Proposals may be submitted electronically via email, by fax, mail or hand-delivered to:

Linda Thomas
State Lease Administrator
900 SW Jackson
Suite 600 – LSOB
Topeka, Kansas 66612
785-296-5909
785-296-3456 – fax
Linda.thomas@da.ks.gov

Kansas Department of Credit Unions
Informal Request for Leased Office Space
In Topeka, Kansas
June 17, 2009

1.0 Requested Lease Terms and Conditions

The following provides an overview of the lease terms and conditions being sought by the 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>.

- Lease term desired: 5 year lease
- Estimated space requirement: 2,225 square feet of useable space
- Number of staff to accommodate in leased space: 9
- Number of off-street parking stalls required: 7
- Security and sprinkler system preferred
- **Must be ADA compliant**

The Kansas Department of Credit Union's preference is for a Full Service lease for a five year term. **The desired occupancy is July 1, 2010.**

1.1 Proposals Submission Process:

The deadline for submission of proposals is 10:00 a.m. local time on August 17, 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. If submitting paper proposals, please submit one (1) original and three (3) copies.

Late proposals, whether electronic or paper, will not be considered.

Linda Thomas
State Lease Administrator
Landon State Office building – Suite 600
900 SW Jackson
Topeka, Ks 66612
(785)-296-5909
(785)-296-3456 - FAX

Please direct questions regarding this proposal to Linda Thomas, State Lease Administrator at linda.thomas@da.ks.gov or at (785) 296-5909

Existing Space – prospective bidders may arrange for a tour of the current Kansas Department of Credit Union office space by contacting Linda Thomas at (785)296-5909.

1.2 Space Requirements:

- **Location** – It is preferred that the office location be in the downtown Topeka, Kansas area. Preference will be given to locations within eight blocks of the Statehouse.
- **Parking** – Six (6) off street parking spaces are required, all within one half block of the proposed space. The cost for these parking stalls is to be included in the cost of the lease. Additionally, 4 to 6 visitor parking spaces are needed, (free preferred, not a must).
- **Private Offices** – Three (3) floor to ceiling walls, lockable doors, two master keys, with all necessary cable, internet, electrical, phone connections. Windows preferred, but not a must.
- **Cubicle Area** – Two (2) contiguous space for 8 x 10 cubicles or open desk areas, electrical connections provided, with all necessary cable, internet, electrical and phone connections.
- **Cubicle Area** – One (1) space for 8 x 10 cubicle or open desk area, electrical connections provided with all necessary cable, internet, electrical and phone connections. This space to be in the reception area and is described further below.
- **Reception Area** – One (1) room for Reception, open and next to the front door with electrical connections close to the office entrance. This area to include the 8 x 10 cubicle work area specified immediately above.
- **Conference Room** – Minimum size of 260 square feet, with two (2) doors, no locks required. Includes all necessary cable, internet, phone and electrical connections, a large white board and a pull down screen in the ceiling on one end are preferred.
- **File Area** – 180 sq. ft. minimum, 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 with one or two printers and copy machine and electrical/phone connections for fax machine.
- **Break Rom** - Furnish and maintain as part of the lease 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, sink and electrical hookups for a refrigerator, microwave oven and coffee pot.
- **Storage** - One (1) area for general office – Minimum 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. Must be ADA compliant.

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

Space Requirements Breakdown

LINE	Kansas Department of Credit Unions	TYPE	WORK AREAS	NET USABLE SQ FT	TOTAL NET USABLE SQ FT
1	Administrator	E	1	225	225
2	Financial Examiner Administrator	E	1	185	185
3	EDP	E	1	185	185
4	Administrative Specialist	O	1	80	80
5	Administrative Specialist	A	1	80	80
6	Additional Work Areas	O	4	80	320
7	File Area, copy machine, fax machine	A	1	180	180
8	Conference Room	E	1	255	255
9	Storage Room	A	1	100	100
10	Reception Area	O	1	100	100
	Subtotal				1,710
	Circulation Multiplier – 30%				540
	TOTAL ADMINISTRATIVE OFFICE				2,250

	Space Standards Target for 9FTE				2,250

The preceding is the approximate square footage needed. Each building is unique and development of the building floor plan will determine the actual square footage need.

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 locking door.
- O** Open office area - may use miscellaneous open office systems furniture and components (typically Herman Miller). The open office areas typically backup to a spine wall.