

PUBLIC NOTICE
State of Kansas

Informal Request for Proposal
Leased Office Space

The Southeast Kansas Public Defender Office in Chanute, Kansas requests written proposals for a full service lease for approximately 1,250 square feet of office space in Chanute. This facility must be ADA compliant. It is preferred the space be located within walking distance (three blocks) of the Neosho County Courthouse. Approximate occupancy date of July 1, 2011.

The information pertaining to this space search and required document templates are available at:

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

Proposals may be submitted electronically via e-mail, faxed, mailed or delivered. Please call Linda Thomas at 785-296-5909 for more information.

SBIDS Chanute Space Lease Proposal
Linda Thomas, State Lease Administrator
Fax – (785) 296-3456
linda.thomas@da.ks.gov

The deadline for submission of proposals is 3:00 p.m. local time on August 16, 2010.

State Board of Indigents' Defense Services
Southeast Kansas Public Defender Office

Informal Request for Leased Office Space
In Chanute, Kansas

July 9, 2010

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>.

- Initial lease term desired: 5 year lease
- Renewal option: 2 two-year renewal options will be considered
- Estimated space requirement: Approx. 1,250 square feet of useable space
- Number of staff to accommodate in leased space: 5
- Number of off-street parking stalls required: 7
- Entire leased space on one floor (Basement area will not be considered.)

The State Board of Indigents' Defense Services' preference is for a Full Service lease for a five year initial term with two two-year renewal options. The agency will consider four one-year renewal options. Full service is considered to include utilities, custodial services, taxes, insurance, snow removal and grounds maintenance. **The desired occupancy is on or before July 1, 2011.**

1.1 Proposals Submission Process:

The deadline for submission of proposals is 3:00 p.m. local time on August 16, 2010.

Written proposals should include:

- * Completed Cost Proposal Sheet
<http://da.ks.gov/fm/dfm/services/InformalBidSolicitationsforLeasedSpace.htm>
- * ADA Checklist <http://da.ks.gov/fm/dfm/services/InformalBidSolicitationsforLeasedSpace.htm>
- * Energy Audit Report
http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliamanager
- * Kansas Tax Clearance Certificate <http://ksrevenue.org/taxclearance.htm>

The Board 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.**

SBIDS Chanute Lease Proposal
Department of Administration, Facility Management
c/o Linda Thomas
900 SW Jackson, Suite 600
Landon State Office Building
Topeka, Ks 66612
Fax: 785-296-3456

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 Southeast Kansas Public Defender office space by contacting Judy Keenan at (620) 431-3796.

1.2 Space Requirements:

- **Location** – The office location is to be in the downtown Chanute, KS area within walking distance (approximately three blocks) of the Neosho County Courthouse and within access to public transportation if it is available. Proximity to the Courthouse will be given preference.
- **Parking** – Seven (7) off street parking spaces are required, all within one half block of the office space for staff vehicles and two agency vehicles. The cost for these parking stalls is to be included in the cost of the lease. Two (2) visitor parking spaces (free preferred) shall be available adjacent to or within reasonable walking distance from the building entrance.
- **Private Offices** – Three (3) offices with floor to ceiling walls, lockable doors with two master keys, and hallways with a minimum of 3 foot clearance. All necessary cable, internet, data, electrical, and phone wiring / connections should be provided. Windows preferred, not a must. If windows, coverings such as blinds or curtains should be provided.
- **Cubicle Area** – One (1) space for 8x8 cubicle or open desk area, electrical connections provided. Aisles to have at least 3 foot clearance. All necessary cable, internet, data, electrical, and phone wiring / connections should be provided. The agency will provide cubicle materials.
- **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 space for an 8x8 cubicle work area that includes all necessary cable, internet, data, electrical and phone wiring / connections. Should include space for three (3) waiting chairs.
- **Conference Room** – Min size of 100 sq ft includes all electrical, cable, internet, data, and phone wiring / connections. Prefer that the room contain a large white board and a pull down screen on one end of the room.
- **File Area** – 100 sq ft min, flooring able to support heavy file cabinets.
- **Work Space Areas** – Open desk or table area close to other office areas. Will contain a printer, shredder, fax, and copy machine. All necessary cable, internet, data, electrical, and phone wiring / connections should be provided. May be combined with the file area.
- **Break Room** - Furnish and maintain as part of the lease at least one break area. 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, coffee pot and a sink.
- **IT Server Room** – A 64 sq ft area to house a server. Prefer phone hubs to also be in this room. Requires tile or vinyl flooring, adequate air circulation / cooling, and a locking door.
- **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).

Space Requirements Breakdown

LINE #	SOUTHEAST KANSAS PUBLIC DEFENDER OFFICE	NOTES	TYPE	WORK AREAS	NET USA BLE SQ FT	TOTAL NET USABLE SQ FT
1	Chief Attorney		E	1	150	150
2	Public Defender		E	2	100	200
3	Special Investigator		E	1	80	80
4	Legal Assistant		O	1	80	80
5	IT Server & Telecom Room	3	E	1	64	64
6	Central File Area	4	A	1	100	100
7	Work Room – Printer, Fax, Mail, Supplies, Copier, Shredder	1	A	1	50	50
8	Conference Room / Interview Room / Evidentiary Media Room	2	E	1	100	100
9	Break Room		A	1	90	90
10	Waiting Room		O	1	50	50
	Circulation Multiplier 30%					289
	Total - approx					1,250

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

NOTES:

1. The work area should be located close to support staff and the legal assistant.
2. To be used for video and telephone conferencing, client and family interviews, as well as for staff meetings. This room should be wired for video, internet, data, and telephone conferencing.
3. To have adequate airflow or be climate controlled for server stability and must have a locked door. Flooring should be resilient tile or ceramic tile flooring. Telecom controls for this office area should also be located in this room.
4. It is recommended that the Central File Area be located centrally in the office with staff work areas and offices situated to the exterior of the office. This area should be accessible to support staff and attorneys. Must include locking door(s).

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
 - Open office area – may use miscellaneous open office systems furniture and components (typically Herman Miller).

2.0 Variances

All variances to the Specifications and Attachment(s) must be fully explained on a separate document attached to the completed proposal. Failure to comply with this requirement may result in disqualification of the proposal or, at the discretion of the State, insistence on full compliance with Specifications.

3.0 Energy

In order to address increasing energy cost, the State of Kansas will require the completion of an energy audit when submitting a lease proposal. The State of Kansas has determined the EPQ administrated Energy Star auditing program is an acceptable tool in determining the energy usage of the proposed property. The program is free to use after registering at the EPA website. The program will require the entering of the most recent 12 months of utility data, number of employees located in the building and number of computers. **Please submit the audit finding with your proposal.**

The EPA Energy Star website can be found at:

http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager

4.0 ADA Checklist

The proposed facility must be ADA compliant. The ADA Checklist can be found on the Department of Administration web page at: <http://www.da.ks.gov/fm/dfm/services/leasing.htm> under Resources. **The completed form must be submitted with your proposal.**

5.0 Tax Clearance

Per KSA 75-3740, the Department of Administration may reject the bid of any bidder who is in arrears on taxes due the State of Kansas. The Secretary of the Kansas Department of Revenue is authorized to exchange such information with the Director of Administration as is necessary to determine a bidder's tax clearance status, notwithstanding any other provision of law prohibiting disclosure of the contents of taxpayer records or information.

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

Bidders (and their subcontractors, if applicable) are expected to **submit a current Tax Clearance certificate with every submitted proposal.** Bidders may obtain a Kansas Tax Clearance certificate through the Kansas Department of Revenue's secured website at:

<http://www.ksrevenue.org/taxclearance.htm>.

6.0 Consolidation

The lease agreement (DA-46) will provide for a 180 day early termination special provision, **ONLY** in the event that the State Board of Indigents' Defense Services (BIDS) is consolidated with another State Agency or a BIDS office is consolidated with the agency.