

State Board of Agency

Informal Request for Leased Office Space In Topeka, Kansas

January 20, 2009

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: **5 year lease**
- Renewal option: **5 one-year renewal options will be considered**

The **State Board of Agency's** preference is for a **Full Service lease for a five year initial term with five one-year renewal options. The desired occupancy is April 1, 2010.**

Administrative Office:

- Occupancy Date: **July 1, 2009**
- Estimated space requirement: **Approx. 3,480 square feet of useable space**
- Number of staff to accommodate in leased space: **13**
- Number of off-street parking stalls required: **13**
- Office entrances & exits: **2 – 1 primary and 1 emergency. Primary entrance needs push button secured entry system.**
- Entire leased space on one floor

1.1 Proposals Submission Process:

The deadline for submission of proposals is 2:00 p.m. local time on January 2 , 2010.

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 **Worker Bee, Assistant Director**, Any.one@email.ks.gov . 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 two (2) copies. **Late proposals, whether electronic or paper, will not be considered.**

State Board of Agency
c/o Worker Bee
123 Main St.
Anytown, Ks 66666

Please direct questions regarding this proposal to **Worker Bee, Assistant Director** at Any.one@email.ks.gov or at (785) 296-0000.

Existing Space – prospective bidders may arrange for a tour of the existing space of the State Board of Agency office by contacting **Worker bee, Assistant Director** at (785) 296-0000.

1.2 Space Requirements:

Administrative Office:

- **Location** – The office location is to be in the downtown **Topeka, Ks. Capital Complex Area**. It is preferred that the Administrative Office be located within walking distance (3 blocks, +/-) of the Statehouse, the Landon State Office Building, and the Docking State Office Building.
- **Parking** – Thirteen (13) off street parking spaces are required, preferably within one half block of the office space. The cost for these parking stalls is to be included in the cost of the lease. One (1) visitor parking space (free preferred) shall be available adjacent to or within reasonable walking distance from the building entrance. It is preferred that nine (9) additional parking spaces be available one Friday afternoon per calendar quarter for Board Member usage during their quarterly meeting.
- **Private Offices** – Three (3) offices with floor to ceiling walls, lockable doors, two master keys, minimum 44” hallways with all necessary cable, internet, data, electrical, and phone connections. Windows preferred, not a must.
 1. Executive Director Office – to include a small meeting room that can be closed off separately that holds up to 6 people.
 2. Assistant Director Office – provide room for one lateral file cabinet.
 3. Technology Support Consultant II's –adjacent to the IT server room and to the IT testing, training, and work area. Since computer and small electronic equipment may be contained in this area, the IT area should be secured. The two TSC II's will share the open office area with cubicle partitions.
- **Cubicle Area** – Contiguous space for six (6) 8x8 cubicles or open desk areas, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections.
- **Cubicle Area** – One (1) space for 8x8 cubicle or open desk area, aisles to be at least 44” wide, with all necessary cable, internet, data, electrical, and phone connections. This space to be in reception area and is described further below.
- **IT Server Room** – Will house multiple agency servers and store semi-retired computer equipment. Needs to be climate controlled with separate HVAC vents, return ducts, and thermostat or an independent cooling unit. Flooring should be resilient tile or ceramic tile flooring; no carpet.
- **IT Work Area, Training, Testing Room** - Needs multiple electrical, phone, and internet jacks beyond the normal office area requirements.
- **Central File Area** – The central file area and the work room should be located in the office with staff work areas and offices situated to the exterior of the office. The flooring must be able to support file cabinets and contents.
- **Work Space Areas** – Open work area central to other office areas. Will contain copy machine, shredder, supply cabinet, collating and mailing table, bins for out-based offices for mail and supply distribution. Needs electrical and fax connections for multipurpose copy machine.

Conference Room – Minimum size of 400-450 sq ft. Should be wired for video, data, and telephone conferencing. Video wiring needs to be Category 6e, tested and certified, following the BICSI (Building Industry Consulting Service International) standard. Prefer location close to main office entrance. May have external hallway entrance and can be shared with other agency offices located within the same building.

- **Break Room** – Furnish and maintain a break room as part of the lease. The break room should be located in the office so that it is convenient for staff usage and away from the front entrance. The room will be used as a coffee area and for lunchtime activities. It should have cabinets, counter space and a

sink large enough to wash a 20 cup coffee pot. Electrical hookups are needed for a full-size refrigerator, two microwave ovens, a toaster, and two coffee pots.

- **Reception / Waiting 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 above as well as seating for up to 4 individuals. Should contain space for a printer/fax machine and mailboxes for eleven staff members.
- **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 #	ADMINISTRATIVE OFFICE	TYPE	WORK AREAS	NET USABLE SQ FT	TOTAL NET USABLE SQ FT
1	Executive Director w Attached Mtg Rm	E	1	225	225
2	Assistant Director	E	1	100	100
3	Public Service Executive II	A	1	100	100
4	Information Technology Manager	A	1	100	100
5	Technology Support Consultant II	E, O	2	64	128
6	Human Resource Prof II	A	1	100	100
7	Interview Room	E	1	100	100
8	Accountant III	O	1	64	64
9	Accountant I	O	1	64	64
10	Accounting Specialist	O	1	64	64
11	Senior Administrative Assistant/Receptionist	O	1	64	64
12	IT Server / Telecom Room & Secured Storage (Climate Controlled)	E	1	168	168
13	IT Training, Testing, & Work Area	E	1	200	200
14	Central File Area	O	1	300	300
15	Work Room-Printer, Fax, Mail, Supplies Copier, Shredder,	A	1	150	150
16	Conference, Board, Training Room	E	1	450	450
17	Break & Kitchen Area	A	1	200	200
18	Waiting Area	O	1	100	100
	Subtotal				2,677
	Circulation Multiplier 30%				803
	TOTAL ADMINISTRATIVE OFFICE				3,480

*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. *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).

SAMPLE