

**State of Kansas  
Office of The Attorney General  
Office space  
Topeka, KS  
  
5/16/2024**

**1.0 DELIVERABLE**

The State of Kansas is seeking leased office space in Topeka, Kansas. The preferred location would be in within 2 miles of Memorial Hall, 120 SW 10<sup>th</sup> avenue, to house the operations of a division of the Office of The Attorney General. The goods and services being sought from prospective bidders include provisions for the following elements, in accordance to the criteria and specifications prescribed in this RFP.

**1.1 PROPOSALS SUBMISSION PROCESS**

**The deadline for submission of proposals is: June 13<sup>th</sup>,2024**

**Written proposals must include:**

**\*EXHIBIT A – Vendor's Estimated Cost Worksheet (1<sup>st</sup> Tab) & EXHIBIT B - Vendor's Proposed Lease Cost Submission Form (2<sup>nd</sup> Tab), ADA Checklist, Energy Audit Report, and a KS Tax Clearance Certificate.**

Bidders should use the MS Excel worksheet available by clicking on the icon below. Populate the necessary pricing fields, print and submit with bid documents. There are two (2) tabs on this worksheet (Exhibit A & Exhibit B). Include both with your proposal.

**The State of Kansas will not pay any up-front payments or payments in addition to that which bidders indicate on the attached worksheets.**



Worksheet Formal  
RFP

\* ADA Checklist:

<http://admin.ks.gov/offices/ofpm/real-estate-leasing>

\* Energy Audit Report:

[http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliamanager](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliamanager)

\* Kansas Tax Clearance Certificate:

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

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Please direct questions regarding this proposal to Jude Overton at 785-296-3666 or by email at Jude.Overton@ag.ks.gov.

It is preferred that proposals be submitted electronically to the individual listed above; however, mailed or delivered proposals are acceptable. If mailed or delivered proposals are submitted the Vendor's proposal shall consist of three **(3) copies** of the proposal to the address below:

120 SW 10<sup>th</sup> Ave, 2<sup>nd</sup> Floor, Topeka, KS 66612

**Faxed or telephoned proposals are not acceptable and late proposals may not be considered.**

**2.0 AGENCY BACKGROUND AND SCOPE**

The Office of The Attorney General is seeking a facility to house a Topeka, Kansas area to house anywhere from 15 to 30 personnel. The property may be new, renovated, or remodeled.

The location should be in proximity to well-traveled routes and on current public transportation routes. Proximity to other similar facilities and the general appearance of a professional office building are desired features. Proximity to other state agencies and community providers and organizations may be advantageous. Other desirable features of the proposed location could include proximity to restaurants, commercial or retail areas. The proposed site would preferably have a main front entrance that faces either east or west with an airlock. Consideration should be given to effective siting to reduce utility expenditures and to the use of day lighting without glare and heat build-up.

It is preferable that the location is adjacent to sidewalks which are continuous throughout the neighborhood and which adjoin and lead to both busy and residential streets. Traffic lights should be available at an intersection of a busy street in the immediate area and available through travel on sidewalks. Customer parking is to be located next to the building.

**3.0 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.

The agreement, together with the successful bidder's responses to this RFP, shall be incorporated into and made a part of the lease agreement.

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**Lease Terms and Conditions – Summary**

All responses should include costs associated with lease requirements as outlined below.

- Lease term: 2 years
- Estimated Occupancy Date: July 15<sup>th</sup>, 2024
- Estimated space requirement: 4,000 square feet
- Number of staff to accommodate in leased space: 15-30
- Number of off-street parking stalls required: 15-30
- Entire leased space on one floor
- Conference room
- Kitchenette hookups and/or access to a breakroom

\*The Office of The Attorney General shall have the full and unrestricted use of the premises for the term of this lease, or any renewals thereof. Hours of operation may vary dependent on business need.

**4.0 LEASE TYPE**

Office of The Attorney General’s preference is for a Full-Service lease where the landlord will assume responsibility for payment of utilities, security, custodial services, pest control, snow removal, and lawn and landscape maintenance. The State will not agree to assume responsibility for payment of any of the following categories of operating expense or service item:

- Real estate taxes;
- Property insurance;
- Special Assessments;
- Maintenance and capital repairs;
- Parking;
- Snow removal, lawn care and landscaping.

**5.0 PARKING REQUIREMENTS**

Off street parking for a minimum of 25 vehicles is to be provided to the office. The cost for parking is to be included in the cost of the lease.

- Parking areas should be paved with asphalt or concrete and have adequate drainage, striping and curbs or bumper blocks. A well-lit parking area is necessary for staff returning to the office after dark and to deter vandalism to state vehicles. The parking area shall be illuminated with either pole or building mounted lighting. The arrangement of the parking should not detract from the image or visibility of the building and should emphasize the location and provide easy access to the front entry. The agency expects typical dimensions, clearances and aisle widths to be used in planning for parking areas. Minimum stall width is to be 9 feet. The parking area and accessible stalls need to meet requirements of Americans with Disabilities Act (ADA) accessibility guidelines.

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Adequate care is to be taken to consider walkways. Appropriate directional signs and safety markings must be provided in all parking and driveway areas. All signage designs and/or graphics are to be approved by the agency and provided and installed by the contractor upon final input by the agency. The parking areas shall be maintained which includes, asphalt/concrete, signage, curbing, marking/stripping and lighting by the Lessor for the term of the lease at no cost to the Lessee.

**6.0 BUILDING REQUIREMENTS**

- **Stories/levels** – Ground level location (preferred)
- **Windows** – Low-E anti-glare, energy efficient exterior windows are required
- **Building entranceways** – Two (2)
- **Building lobby** – Can be shared
- **Storage areas** – Required
- **Break room/kitchen area** – Required

**7.0 INTERIOR SPACE REQUIREMENTS**

Number of Agency Employees – 15-30

**Space Needs**

Office of The Attorney General prefers the size of the space listed; however, minor adjustments to this size are understandable in order to enhance the design, functional relationships and the available space. Office of The Attorney General will approve design alteration as the final space plan evolves.

**Space Requirements Breakdown:**

UNIT	NOTES	TYPE	WORK AREAS	NET USABLE SQ. FEET	TOTAL NET USABLE SQ. FEET
Office Manager	Private offices	E	8	100	800
Gen Office Area	Cubicles, mixed use areas	O	10	64	640
Break Area		E	1	400	400
Restrooms		E	2	400	800
Storage Room		E	1	225	225
Telecommunications Room		E	1	64	64
Conference room		E	1	400	400

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SUBTOTAL					3329
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Note: The total useable square footage is expected to be in close proximity to total rentable area. If location is not able to support the request for common area restrooms for public use, additional square footage will be needed to accommodate.

\*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.

**AREA TYPE DEFINITIONS:**

**E** – Enclosed room or workstation with hard wall construction with a door. Inside walls to be insulated with no less than R-13 value for sound proofing. Other bat material with similar effectiveness will be discussed.

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

**8.0 CONSTRUCTION & FINISH MATERIALS SPECIFICATIONS**

**Flooring** – Only 2’ x 2’ carpet squares with a loop construction designed for heavy wear (density of not less than 18-20-ounce weight with a high-performance synthetic backing) for the term of the lease will be accepted. Carpet adhesive shall be solvent free and carpet shall be approved by the Carpet and Rug Institutes Indoor Air Quality Testing Program. Appearance, loss and maintenance needs shall be considered in carpet selection. Entrances, restrooms, storage areas, utility rooms, and kitchen/break rooms should have ceramic/porcelain tile or LVT flooring. Telecommunications room should have LVT or concrete. Tile flooring shall be 12 inch by 12 inch or 18 inch by 18 inch. The agency shall make the final choice of carpet and tile to ensure durability and compatible colors. All walls shall be trimmed out at the bottom with 4 inch vinyl or rubber cove base. Restrooms are to have a 6-inch cove base that may be integrated with the flooring. Ceramic tile back splash to be placed on walls behind sinks and paper towel holders. The proposer shall plan on carpet replacement at the end of year five and at a minimum of five-year intervals thereafter at no cost to the Lessee.

**Windows** – All exterior windows shall have commercial grade window tint film installed on all. Window tinting selected will have the ability to reduce glare on computer screens and offer enhanced privacy and security needs for the facility.

**Painting** – All walls, steel door frames and steel doors should be painted. Two coats of semi-gloss finish over primer as required. Paint material shall be acrylic latex or type appropriate to the material. More durable finishes shall be used in restrooms, break rooms and public entry. All wood doors shall

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be stained and clear finished. The agency shall make the final choice on paint to ensure durability and compatible colors. Suggested painting intervals shall be five years. Telecom room requires white semi-gloss paint and fire retardant ¾" plywood on designated walls. The proposer shall plan on repainting at the end of year five and at a minimum of five-year intervals thereafter at no cost to the Lessee.

**Reception and Waiting Area** – Ceiling fans are required for anywhere that air movement cannot be guaranteed. These ceiling fans are to operate with wall switches not with pull chains. The waiting area is to have a chair rail on the perimeter walls.

**Restrooms** – The restroom space has not been calculated for these specifications and could vary based on the proposals submitted. A minimum of one set of restrooms, to have both male and female rooms. If bidder is not able to meet the preferred request of common area restrooms maintained by owner, then the set of restrooms is to be within the public access area. Each restroom is to be equipped with an exhaust fan. All restrooms shall comply with ADA design requirements. Public use restrooms shall have diaper changing stations and child safety seats are to be installed. Sound containment within the restrooms is required. The restrooms are to be equipped with a floor drain, even if not required by building code. Shut off valves are to be provided for all sinks and toilets.

**Restroom Accessories** – Restrooms shall have the following accessories as selected by tenant agency: mirrors, soap dispensers, trash containers, tissue dispensers, and paper towel dispensers or hand dryers. Sanitary napkin disposal units shall be provided in the women's restrooms. Toilet partitions shall be provided for restrooms with more than one water closet and/or urinal.

**Water Fountains/Bottle filler** – Water fountains are to be provided adjacently to the set of restrooms. These must be electric refrigerated type water coolers and shall comply with ADA design requirements and to be fully accessible to disabled individuals.

**Doors** – All doors shall have a minimum width of 36" as selected by tenant agency. Doors must be steel framed and equipped with handicap-accessible hardware and have a doorstop. All interior doors are to be solid core with steel frames. All security access doors are required to have a door closer.

**Break Room** – Furnish and maintain as part of the lease. Durable, easily cleaned finishes and flooring must be installed. These should be located in the building so that it is convenient for staff usage. Also, one (1) four-plex outlet must be positioned above the counter top every four (4) linear feet of counter top.

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The kitchen/break room area is to be equipped as follows:

1. One garbage disposal unit with a two-bowl sink. The sink is to also have a built-in hand sprayer.
2. Approximately 8 linear feet (lf) of counter top, 8 (lf) wall cabinets and 8 (lf) base cabinets for storage use.
3. Exhaust fan for the break room area.
4. Provide space, water source, and electrical hookups for 1 frost free refrigerator with ice maker and 1 microwave oven.

**Telecommunications Room** – Equipment and telecommunications rooms should be hard-walled and large enough to house equipment, servers, security equipment, switches, hubs, routers, LAN racks, fiber optic equipment, telephone systems, voice mail/auto attendant and Telco lines. Closets should have a minimum ceiling height of 8 feet. This room should have an exposed ceiling (no drop ceiling) for easy access to wiring. Fire protection for telecom rooms must be in compliance with local building and fire codes. There shall be no wet pipes traversing, entering or residing in the telecom room unless specifically required in local building or fire codes. No sinks, furnaces, air conditioners or other moisture-producing devices will be allowed in telecommunications closets or equipment rooms unless these devices are required by the equipment installed in such rooms. All telecommunications rooms are to have a sealed floor, such as sealed concrete or LVT. All walls shall be trimmed out at the bottom with 4 inch vinyl or rubber cove base. No carpeting of any type is allowed in equipment rooms. The Telecommunications room should be located against an outside wall for ease of wiring entry to the room. The TC Room must have its own temperature controls to cool agency computer systems per manufacturer recommendations. All telecommunications work will be reviewed by KDOR and work not meeting specifications will need to be corrected at the proposer’s expense.

**Telephone, Data (Tel-Data) and Security Systems**–The successful bidder shall provide the design and installation of the tel-data and security systems wiring and distribution system. The number of cable and wire drops shall correspond with the total number of workstations, cameras, door lock overrides, and panic buttons with expansion capability and layout flexibility to allow for agency growth and/or reconfiguration of workspace areas. Special wiring of power outlets and additional data jacks will also be required to accommodate copiers, fax machines, and shared printers.

**Tel-data Design Standards** - The tele-data wiring design shall conform at minimum to the standards described in the State of Kansas Publication entitled, “Office of Information Technology Services (OITS), Telecommunications/Network Infrastructure Guidelines”, dated August 2015 and revised August 29, 2016, (**Icon below**). These guidelines are based on EIA/TIA 568 Commercial Building

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Telecommunications Wiring Standard, and on the BICSI Telecommunications Distribution Methods Manual.



OITS

Telecommunications

**Acoustics** – Care should be taken to consider sound deadening materials and design. Sound insulation or sound batting must be installed in all enclosed, hard-wall rooms; this is required for the interior side walls and is also required in the ceiling above such rooms. This insulation requirement is not required for the Telecom Room ceiling and the storage room. Control of noise in the HVAC system and adequate insulation of duct work is needed.

**Ceilings** – Clear, unobstructed ceiling height should be at a minimum of 8 feet. In areas where ceiling fans are required these are to operate independently from the lighting controls with wall switches and not with pull chains.

**Exterior Signs** – Furnish, install, and maintain exterior signage per agency specifications. Exterior signs shall read “Office of The Attorney General of Kansas”. Furnish and install a decal sign per agency specifications on the window inside the foyer to indicate office hours and other information as determined by the agency. Directional and traffic control signs are to be installed in driveways and parking area as needed and required. Parking areas shall also be identified by signs for accessible stalls, state vehicles, staff and visitors. All signage designs and/or graphics are to be approved by the agency.

**Interior Signs** – The proposer shall install acrylic, metal, or plastic room signs, typically including room name/function and room number, on all enclosed offices, hard wall rooms such as conference rooms, break rooms, equipment rooms and restrooms. In addition, the proposer shall install room signs as required by ADAAG or building codes. All signage designs and/or graphics are to be approved by the agency.

## **9.0 MECHANICAL & HVAC SYSTEMS**

**Air conditioning specifications** – Telecommunication, Computer, UPS and server room(s) require air conditioning systems designed to ensure proper environmental requirements are met. These shall be sized to cool the tenant agency’s computer systems per manufacturer’s recommendation.

## **10.0 ELECTRICAL SYSTEMS**



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**Preliminary installation schedule for electrical outlets** – At a minimum provide one (1) outlet on each wall. **Other electric design requirements** – 2 dedicated electrical and 2 non-dedicated electrical for PC's and peripherals at each employee work station.

**11.0 LIGHTING SYSTEMS**

**Other lighting requirements** – Interior controls and lighting for after hour usage shall be provided. Interior controls may be motion detected, programmable timers, or photo sensors.

**12.0 SECURITY REQUIREMENTS**

**General** – The proposed plan must take into account building and site security, which shall be developed in detail with the agency as part of the design process. Consideration is to be given to ensuring visibility throughout the facility. The following security features shall be understood as a baseline requirement, possibly supplemented with other security systems as may be requested by the agency on a to-be-negotiated basis.

**Door Locks and Keys** – Exterior entrance doors shall have a key override. Consideration should be given to access to local fire department and emergency personnel. All enclosed offices are to have locking doors with 3 keys provided for each office. Keys shall be based on a Master Key System. As physical access to Telecommunication rooms by non-agency authorized staff is not acceptable, a minimum of 3 Telecommunication rooms' door keys will be provided only for Management/Operations staff to these secured areas.

**Other Security Needs** – Doors will need to be compatible with a key card access locking system for all main entrances and exits to the space occupied by the Office of The Attorney General.

**13.0 HEALTH & LIFE SAFETY SYSTEMS**

A life safety system shall be provided that meets building code and NFPA recommendations (NFPA 72, 2016 or newer, National Fire Alarm Code and NFPA 70, 2017 or newer, National Electrical Code). A fire alarm, smoke detection (and/or heat detection) shall be provided in the building and if local code requires an automatic fire sprinkler system. Appropriate fire rated structure, walls and doors are required per building codes and industry standards. HVAC equipment interlocks shall be provided as required by NFPA, IBC and local jurisdictions based on the proposed facility and its configuration. Fire extinguishers shall be provided and maintained as required by code in finished areas in compartments and in-service areas hung directly from the wall. Notwithstanding code requirements, fire extinguisher and fire sprinkler inspection and maintenance are required no less than once a year by trained personnel

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at no cost to the Lessee. Emergency lights shall be provided and positioned, with rechargeable batteries and with a changeover time of no more than ten seconds and with no less than 90 minutes of backup power per IBC 2018. Exits and exit access shall be provided and marked by approved illuminated signs using high efficiency light-emitting diodes readily visible from any direction of access. The proposer shall identify all known or suspected hazardous or contaminated conditions on site including, but not limited to, subsurface, surface, and the building and its building envelope. Identify status of asbestos abatement, if any, for facility. Identify known or suspected areas of asbestos contamination. Identify known surveys and abatement projects or investigations and the author.

The State of Kansas reserves the right to require the proposer to provide appropriate environmental audits, hazardous material studies and abatement. The State of Kansas will determine the need for this during negotiations.

**14.0 TELECOMMUNICATION JACKS, ELECTRICAL OUTLETS, SPECIAL LIGHTING, CEILING FAN, AND PROXIMITY READER ESTIMATED REQUIREMENTS**

Line #	Area	Type A,E,O	Work Areas	Voice Jacks	Data Jacks	General Outlets	Computer Outlets	Room Fans	Special Lighting	Proximity Readers
1	Office Manager	E	8	8	8	16	8	0	0	0
2	Gen office Area	O	10	10	10	10	8	0	0	0
3	Break Area	E	0	0	1	8	0	0	0	0
4	Customer Counter	O	NA	NA	NA	NA	NA	NA	NA	NA
5	Storage Room	E	0	0	0	2	0	0	0	0
6	Telecommunications Room	E	0	1	1	2	0	0	0	0
	<b>Total</b>		18	19	20	38	16	0	0	0

**15.0 TAX CLEARANCE**

BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE

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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 Kansas Department of Revenue (KDOR) 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).

**INSTRUCTIONS:** To obtain a Current Tax Clearance Certificate, you must:

- Go to <http://www.ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate was not issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response.

**REMINDER:** You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

**The Tax Certificate must be submitted with your proposal.**