



**SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE**

Purchasing Department

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7255 Fax: 316 383-7055

[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

**REQUEST FOR INFORMATION
RFI #20-2058
LEASE OR PURCHASE OPTIONS FOR BUILDING
FOR VARIOUS COUNTY OFFICES**

September 2, 2020

This is a **Request for Information (RFI)** and it is neither a Request for Bid (RFB) nor a Request for Proposal (RFP). This request is for information and planning purposes and shall not be construed as a solicitation or as any kind of obligation on the part of Sedgwick County. A solicitation for services has not been developed yet, so please do not request a copy of a solicitation at this time. This Request for Information (RFI) is intended to gain information from providers regarding the services described in this document. Providers may also be contacted to discuss their responses.

Any information collected through this RFI process may or may not be used in the future to develop a solicitation for proposals or bids. Providing a response to Sedgwick County does not in any way give an advantage to any particular provider. All responses will not be published until evaluation has been completed.

Sedgwick County may or may not award a contract on the basis of responses nor otherwise pay for the preparation of any information submitted or the County's use of such information from this request. Sedgwick County will not critique responses and the RFI should not be used by interested parties to market their products/services. Proprietary information is not being solicited; however, if proprietary information is submitted it will be subject to open records statutes. Responses will be separated from and have no bearing on subsequent evaluations of proposals submitted in response to any resulting RFB or RFP process.

Firms interested in submitting an e-mail response should do so by or before **September 16, 2020 no later than 5:00 P.M. CDT** to Joseph Thomas at joseph.thomas@sedgwick.gov Late responses will not be accepted.

Sincerely,

**Joe Thomas, CPSM, C.P.M.
Director of Purchasing**

JT/ch

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I. About this Document

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II. Background

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the county is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking information on current buildings for lease or purchase for various county programs.

III. Project Objectives

Sedgwick County, Kansas (hereinafter referred to as "county") is seeking a firm or firms to provide listings with descriptions to include cost data for proposed buildings for lease or purchase according to minimum requirements and specifications. The following objectives have been identified for this request:

1. Acquire information meeting the parameters, conditions and mandatory requirements presented in the document.
2. Acquire range in costs and conditions for lease or purchase of building.
3. Acquire information with most advantageous overall cost and suitability to the county.

IV. Scope of Request

Building should have:

Minimum of 28,000 square feet of which 20,000 square feet shall be office ready space and maximum of 200,000 square feet of space.

Information Request:

- Street Address
- Available square feet
- Year built
- Purchase/Lease
- Site Size
- Zoning
- Loading dock
- Number of stories
- Single tenant or multi-tenant building
- County Appraised Value
- Owner of Record
- Provide pictures of the facility

Please respond to these through the additional response form. Attach any additional information to this form.

Request for Information Timeline

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7265 to confirm any and all dates.

Distribution of Request for Proposal to interested parties	September 2, 2020
Questions and Clarifications submitted in writing	September 8, 2020
Questions Answered	September 9, 2020
Request for Information due date no later than 5:00 PM CDT	September 16, 2020

V. Required Response Content

Please provide details using attached form regarding all items listed and provide any additional information that would distinguish your organization in addressing the needs of the County in providing a building for lease or purchase for various county programs.

SUBMITTALS are due NO LATER THAN September 16, 2020 no later than 5:00 P.M. CDT.

RFI #20-2058 Response Form Building for Various County Offices

Address:			
Minimum Square Feet Available:	Office Area:	Other (please specify):	
Maximum Square Feet Available:	Office Area:	Other (please specify):	
Year Built:		Number of Stories:	
Single Tenant or Multi-Tenant Building:		Site Size:	
County Appraised Value:	\$	Zoning:	
Loading Dock (circle one):	Yes or No	Owner of Record:	
Location/Accessibility Description (ground floor, parking garage available, near major highway, etc.):			

If a lease:

Price Per Square Foot (can be a range):	Office Area:	Other (please specify):	
Total Annual Lease Cost (can be a range, include terms, double/triple net):			

If a purchase:

Approx. Total Purchase Price (can be a range):	\$
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Please include and attach photos of the proposed building & interior space.

CONTACT INFORMATION:

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____