

INVITATION TO SUBMIT LEASE PROPOSAL

The State of Connecticut, Department of Public Works, will accept lease proposals/site offerings from property owners or their representative(s) through **4 p.m. on Tuesday, January 31, 2006**, to lease **34,500 net usable square feet** of office space with on-site, reserved, paved and lighted parking for **One Hundred (100) vehicles** in the **City of Hartford**, for use and occupancy by the **Department of Banking** for a term of five (5) years, with one (1) or two (2) five (5) year renewal options. Offers from option holders cannot be considered. The premises must be accessible to handicapped individuals and public transportation. Preference will be given to proponents offering purchase and/or renewal options.

Proposals should be addressed exclusively to:

Department of Public Works
State Office Building
165 Capitol Avenue – Room G-35
Hartford, CT 06106

ATTN: Bidding & Contracts Section
Solicitation Number: **LP-06-03**
(Only one (1) copy is to be submitted)

Proposals must be submitted using the State of Connecticut "Proposal to Lease Space" form together with a "Bid/Proposal Affidavit" and a "Notice of Listing Agreement", if applicable. Lease proposal information and related forms may be obtained using the "Leasing" link at www.ct.gov/dpw/ or by calling (860) 713-5600. The submission of a proposal shall not bind the State of Connecticut, nor does it constitute a competitive bid. The Department of Public Works reserves the right to reject any and all proposals. ***Faxed proposals will not be accepted.***

State of Connecticut
Department of Public Works
James T. Fleming, Commissioner

AGENCY SPACE REQUEST

Solicitation Number: LP-06-03

Agency Name: Department of Banking

Function of facility being requested: Office space

Geographic area requested: Hartford

Date of need: Immediate Square Feet Required: 34,500

SPACE NEEDS:

OFFICE SPACE:	TOTAL NEEDED	TOTAL SQUARE FEET
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Employee office space

Open Office Space

Computer Equipment/Operations	1	200
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Conference room (private)	1	384
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Classroom	1	240
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Conference Room	5	1275
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Conference Room	2	962
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Library	1	365
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Hearing Room	2	420
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Interview Room	2	260
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Lounge for Employees	1	720
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Mail/Work Room	1	150
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Printing area

Public Waiting area	1	180
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Reception area	1	270
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Storage – Supplies	1	300
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Shipping & Receiving area

Security area

Storage, Dormant files	1	300
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Secure Data/Telecom Room	1	60
Training Room	1	225
Parking Spaces		100