

Request for Proposal – Hopkinsville Surface and Stormwater Utility

A Cost Proposal is formally submitted for Office Space Located at _____
_____, Hopkinsville, KY 42240.

The Office Space being submitted has the following amenities:

1. Two Offices, office one has _____ Square Feet, office two has _____ Square Feet.
2. Board Room, the Board Room has _____ Square Feet and has IT/Internet capabilities _____ yes, _____ no.
3. Waiting/Reception Room, the Waiting/Reception Room has _____ Square Feet.
4. Filling/Copier/Storage Room, the F/C/S Room has _____ Square Feet.
5. Bathroom Facilities, Bathroom facilities are available _____ yes, _____ no.
6. Breakroom/Kitchen Facilities, Breakroom/Kitchen Facilities are available _____ yes, _____ no.
7. Parking Spaces, the number of parking spaces provide _____. The number of handicap parking spaces provided _____.
8. Handicap Accessibility, all offices spaces are handicap accessibility _____ yes, _____ no.

Additional information Required:

1. Proposed Lease
2. Certificate of Occupancy
3. Floor Plan
4. Utility Cost History or Monthly Utility Cost

Proposed Rent:

The monthly rent for the office space as referenced above is _____, does this rent amount includes utilities _____ yes, _____ no. The cost of the office space per square foot _____.

Please list any customization of the space to meet the needs of the Hopkinsville Surface and Stormwater Utility being offered

_____.

Please list the date the offices space would be available _____.

I, _____, acting as owner or agent for _____
_____, have the authority to submit this proposal and to execute the lease agreement and agree to hold this offer open for forty-five (45) days.

Signature

Date
