

**Project #:** 1001591  
**Agency:** State Auditor's Office  
**Location:** Kitsap County/ Port Orchard  
**Square footage:** 2,073 SF BOMA Rentable Office Space  
**Contact agent:** Amber Dixon  
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**Description:**

The state of Washington is seeking space for general office use and audit functions for the Office of the State Auditor (SAO).

**Approximate Square Footage:**

2,073 Rentable SF of office space

**General Areas of Consideration:**

- a. Kitsap County area/Port Orchard
- b. Preferred Location: Port Orchard.

**General Considerations:**

- a. Leased space must meet the requirements of Appendix A (Space Requirements) which includes the RES Leased Space Requirements (July 2005 edition) along with the RES Accessibility Addendum (Issued June 2007) except as expressly exempted by the RES Design manager.
- b. Additional information describing the space use is provided in Appendix B (Space Planning Data Sheet)
- c. Space should meet the RES definition of "Existing Space". See Appendix C for RES definition of "Existing Space".
- d. Parking requirement – Code required parking.
- e. Lease will be written on the State of Washington's approved lease documents
- f. Desired term is five (5) years.
- g. Expected occupancy is no later than January 1, 2019.

**Location Characteristics:**

Properties submitted for consideration should be located in the General Area of Consideration as stated, and Facilities within the Preferred Location would be advantageous to SAO. In addition to the location area of consideration, SAO has identified a number of characteristics as important to the delivery of service by this field office. They include, but are not limited to the following:

- a. Proposed facilities should be in an appropriately zoned area and should not be located in an area of heavy industrial, large or busy retail, or of a residential character.
- b. Proposed facilities that are in close proximity to an existing public transportation route or routes may be advantageous.

**Building Characteristics:**

The State and SAO have identified some unique building characteristics as being advantageous to the Agency's functions, including the delivery of services to its clients. These characteristics include, but are not limited to the following:

- a. Contiguous office, equipment and storage, and special areas as depicted in Appendix B (Space Planning Data) with a highly efficient load factor.
- b. Adequate conference rooms and meeting spaces for staff meetings.

If you have any questions regarding this market search, please contact Amber Dixon at (360) 407-9320 or via email at [amber.dixon@des.wa.gov](mailto:amber.dixon@des.wa.gov)

Attachments:

[Appendix A Space Requirements](#)

[Appendix B Space Planning Data Sheet](#)

[Appendix C Definitions](#)

[Appendix D Lease Document](#)