

STATE OF FLORIDA
DEPARTMENT OF CORRECTIONS

QUOTE SUBMITTAL PACKAGE 700:1042
FOR LEASED OFFICE SPACE

The Department of Corrections, Bureau of Probation & Parole Field Services, will be accepting quote submittals for lease space in an existing building to be utilized as a Probation and Parole Office in Lake County, Florida, preferably in the Leesburg area. Questions related to this Quote Submittal should be addressed to the Issuing Officer, named below:

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Department of Corrections
Bureau of Probation & Parole Field Services
2601 Blair Stone Road, AG-15
Tallahassee, Florida 32399-2500

Phone (850) 922-0848
FAX (850) 487-4427

Quotations will be received until **5:00 P.M.** on **September 29, 2008** at the address listed above.

Space offered must be within, or abutting boundaries stated in Attachment B.

DESCRIPTION AND MEASUREMENT OF PROPOSED SPACE

Location of Proposed Space: Lake County, Florida, preferably within the boundaries shown on the map (**ATTACHMENT B**). If space is outside the boundaries, the Department may still consider the proposal.

The Agency is seeking approximately **3,064** (+/- 3%) square feet of usable space (as defined below). Each Submission should specify the amount of space available and the address of such space.

The type of space required shall accommodate a Probation and Parole Office. Information regarding the mission of the Department of Corrections, Office of Community Corrections, the agency specifications and attachments are available online at: <http://www.dc.state.fl.us/business/ls/index.html>

Offeror must provide the location of the space in a building(s) (the "Proposed Space") and the amount of space available. Any and all references to square feet of the Proposed Space contained in a Reply must be "usable square feet" in accordance with the Standard Method for Measuring Floor Area in Office Buildings, BOMA/ANSI Z65.1-1996, available online at www.boma.org, or at Publication Orders/BOMA International, P.O. Box 79330, Baltimore, MD 21279-0330. The Agency and DMS reserve the right to independently verify the space measurement.

The total square feet offered in the Proposed Space is: _____

The Offeror/Lessor shall be responsible for build-out and clean up and shall provide the Agency with a clean, ready to operate space.

TYPE OF SPACE REQUIRED

Total square footage proposed must be on a single floor with contiguous access within the proposed space.

LOCATION OF SPACE

THE DEPARTMENT REQUIRES THAT PROPOSED SITES BE LOCATED AT A MINIMUM, 250 FEET FROM ANY OF THE FOLLOWING:

- 1) A SCHOOL FOR CHILDREN IN GRADE 12 OR LOWER;**
- 2) A LICENSED DAY CARE CENTER;**
- 3) A CHILDREN’S PARK OR PLAYGROUND; OR**
- 4) A YOUTH CENTER, OR;**

IN NO EVENT WILL A PROPOSED SITE BE ACCEPTED IF IT IS WITHIN 250 FEET OF ANY OF THE AFOREMENTIONED FACILITIES. ANY PROPOSED SITE DETERMINED TO BE LOCATED WITHIN 250 FEET OF THESE PREMISES WILL RENDER THE PROPOSAL NON-RESPONSIVE AND THE PROPOSAL WILL BE REJECTED.

SITES THAT ARE LOCATED 1000 FEET OR MORE FROM THE ABOVE-STATED LOCATIONS ARE PREFERRED. THE DEPARTMENT MAY ACCEPT SITES MORE THAN 250 FEET BUT LESS THAN 1000 FEET OF ANY OF THE ABOVE LOCATIONS, IF TO DO SO IS IN THE BEST INTEREST OF THE DEPARTMENT AND THE STATE OF FLORIDA.

NOTE: IF PROPOSED SPACE IS LOCATED WITHIN BOUNDARY AREA SPECIFIED IN ATTACHMENT B, OFFEROR SHALL MARK LOCATION OF SITE ON MAP AND INCLUDE MAP WITH PROPOSAL.

ADDITIONAL REQUIREMENTS REGARDING LOCATION

In accordance with Section 945.28, Florida Statutes, the Department must publish the location of property it intends to lease for probation and parole office space, and if the property is located within one quarter mile (1320 feet) of any of the below-listed facilities, the Department shall also provide written notification thereof to the county or city administrator at least thirty (30) days prior to signing a lease agreement.

To provide information to accomplish the above task, offeror shall indicate in Column A (YES or NO) whether the proposed office space is located within one quarter mile (1320 feet) of any of the following facilities. If you answered YES to any of the items in Column A, you must indicate in Column B how many feet from the facility the proposed office space is located.

<u>COLUMN A</u> (Yes/No)	<u>TYPE OF FACILITY</u>	<u>COLUMN B</u> (# of Feet Away)
_____	A school for children in grade 12 or lower	_____
_____	A licensed day care center facility	_____
_____	A park or playground	_____
_____	A nursing home	_____
_____	A convalescent center	_____
_____	A hospital	_____
_____	An association for disabled population	_____
_____	A mental health facility	_____

- _____ A youth center _____
- _____ A group home for disabled population or youth _____
- _____ Another place where children or a population especially vulnerable to crime due to age or physical or mental disability regularly congregates; specifically, _____

ALL DISTANCES SHALL BE MEASURED FROM THE MAIN ENTRANCE OF THE PROPOSED SITE TO THE CLOSEST ENTRANCE OF THE FACILITY. THIS MUST BE A DIRECT MEASUREMENT USING THE SHORTEST DISTANCE. THE DEPARTMENT WILL VERIFY ALL DISTANCES.

Location of the Proposed Space within the building or buildings:

Address of the Proposed Space is: _____

LEASE COMMENCEMENT DATE

The Proposed Space is to be made available on **July 1, 2009**. Should the successful Offeror fail to make the space available by the date specified in the Reply, the amount of **\$150.00** will be charged for each additional day until the Proposed Space is made available. Unforeseen circumstances, beyond the control of the Offeror/Lessor (such as acts of God), which delay completion may be cause for the Offeror/Lessor to request an extension (in writing) from the Agency. If the delay is greater than **60 days**, the Agency shall have the right to terminate the lease.

TERM AND RENEWAL OPTIONS

The term of this requirement will be **eight (8)** years from occupancy. The State requires a minimum of **two (2)** renewal options for **four (4)** years each. Verify that you will be able to provide the State with this term and these renewal options.

FULL SERVICE (GROSS) RENTAL RATE

The Offeror/Lessor shall provide the Agency with a Full Service (gross) lease structure. Therefore, the lease rate must include base rent, taxes, all operating expenses (including, but not limited to, janitorial services and supplies, utilities, insurance, interior and exterior maintenance, recycling services, garbage disposal, security, etc.), and any amortization of required tenant improvements to the proposed space. There shall be no pass through of additional expenses.

PERMITTED USE BY THE STATE

The State’s permitted use for the location will include general office purposes as well as appropriate appurtenant uses such as cafeteria, training areas, vending, computer rooms, etc.

TENANT IMPROVEMENTS

The State requires a “turn-key” build-out by the Landlord. Therefore, Offeror shall assume all cost risks associated with delivery in accordance with the required space program specifications detailed in Attachment A.

ENERGY STAR COMPLIANCE

Pursuant to Executive Order 07-126 effective the 13th day of July, 2007 all new lease agreements for office space must meet Energy Star building standards.

LEASE

Attachment "C" to this Quote Submittal Packet is the form lease agreement (and related addenda) which contains the general terms and conditions required by the State of Florida. Other terms and conditions may be required by the State of Florida in order to consummate a transaction. Each Offeror should review this form in its entirety.

ANTENNA ROOF RIGHTS

At all times during the Lease Term and during subsequent renewal terms, the State shall have the sole and exclusive right to place one or more antennas on the roof of the Building(s) and/or grounds and site area without additional charge or cost, subject only to the reasonable approval of the Lessor for issues related and limited to the structural integrity of the Building, and all required governmental authorities.

ATTACHMENTS

Anyone interested in participating in the solicitation process for this Quote Submittal **must** be familiar and comply with the requirements of the Attachments listed below. The required Attachments are available online at: <http://www.dc.state.fl.us/business/ls/index.html>; and entitled "Required Documentation for ITN Solicitation Re: ITN #700:1042".

Attachment A Agency Specifications – provided as a construction cost guide for Offerors.

Attachment B Boundaries – details the boundaries within which all Proposed Space must be.

Attachment C Lease Agreement – This State Form Lease is provided to give the Offeror a general understanding of some of the terms and conditions required by the State should a lease be consummated. This is only a basic standard lease form. Other terms and conditions may be required by the State in order for a lease to be consummated.

Attachment D Disclosure Statement – Each Offeror **must** complete and return this form with the Reply.

Attachment E State Fire Marshal – This attachment provides general directives with regard to the Offeror's compliance with the requirements of the State Fire Marshal.

Attachment F Energy Performance Index

Attachment G Business References

Attachment H General P&P Office Layout

Each Offeror should read and understand each Attachment in its entirety prior to completion of the Reply.

Additionally, should an Offeror's Proposed Space be selected, the Offeror will, to the extent applicable, be required to adhere to the terms and conditions contained in all Attachments and/or shall be required to complete/provide the information required in any such Attachment.

REQUIREMENTS FOR OFFERORS TO SUBMIT PROPOSALS

All Offerors shall submit documentation with this proposal evidencing compliance with all zoning requirements, regulations, ordinances, and local and state zoning laws for the intended use.

The Offeror agrees that its proposal shall remain valid for a period of sixty (60) days from the date specified upon the Notice of Award. Any offer submitted to the Agency, pursuant to this QUOTE SUBMITTAL PACKET, must be held open and valid in all respects for this sixty (60) day period, at any time during which the Agency may accept the offer and the Offeror agrees to enter into the attached Lease Agreement **700:1042**, which includes this Attachment, (Attachment A), Attachment C and all other attachments as referenced within the attached Lease Agreement.

The prospective Offeror must be an equal opportunity employer. Minority participation is strongly encouraged in all proposals.

VISUAL MATERIAL

One set of clear photographs (4 inches x 6 inches) or architect’s renderings showing exterior front, sides and rear of the proposed facility (color preferred).

SERVICES

The successful Offeror shall furnish all services. Services provided by the Offeror shall include all necessary build-out and cleanup and shall provide the Agency with a clean, ready to operate space. Services shall also include payment of utilities, trash removal, storm water fees, recycling service, interior, common area and exterior maintenance, janitorial services, monthly pest control, and other services as provided for in the QUOTE SUBMITTAL PACKAGE and the Standard Lease Agreement.

The successful Offeror will provide the lease space to the Agency (Lessee) for its exclusive use 24 hours per day, 7 days per week, during the lease term. The space to be leased by the Agency will be fully occupied during normal working hours from 7:30 a.m. to 5:30 p.m., Monday through Friday, excluding state holidays, Saturdays and Sundays, and may be fully or partially occupied during all other periods of time as necessary or as required at the sole discretion of the Agency. Services are to be provided during all normal business hours of occupancy at no additional cost to the Agency (Lessee).

PUBLIC TRANSPORTATION

Specify availability of present public transportation to the Offeror’s proposed facility.

Offeror Response:

_____ Taxi
_____ Bus: Frequency of Bus Service: _____
_____ Other: Specify Other Transportation: _____

PARKING

A minimum number of parking spaces is required; more, if required by local zoning provisions. This parking is to be under the control of Offeror, off-street, suitably paved, lined, and identified for exclusive DOC use. Parking is to be provided as part of the lease cost to the Agency.

Offeror shall submit with this proposal:

A notarized statement from the Offeror certifying the availability and agreement to provide: **fifteen (15)** exclusive Department of Corrections on-site parking spaces, including a statement indicating the number of parking spaces per net rentable square feet of space as required by the local zoning jurisdiction.

If facility has other tenants, the number of parking spaces obligated to each tenant based on their lease agreement.

A site plan and four (4) copies of the parking lot identifying the parking spaces that will be provided to the Agency for its exclusive use and the parking spaces assigned to specific other tenants.

Preference will be given to those proposals, which provide on-site exclusive parking spaces.

A minimum of **one (1)** of the total required spaces must meet the standards of the Accessibility Requirements Manual published by the Department of Community Affairs (DCA), latest edition. (Your local building official has a copy.) These parking spaces must be located adjacent to the proposed building.

RECYCLING PROGRAM

Section 403.714, Florida Statutes, mandates that each agency shall have a resource recovery (recycling) program in effect for all space occupied, including private sector space. The state is required by law to collect all high-grade office paper, aluminum and corrugated paper. The Offeror will be responsible for this program.

SALES TAX

The Offeror will not be exempted from the state sales tax on materials to be used in construction. The Offeror is solely responsible for the payment of all applicable taxes, permits and certificates required.

FEDERAL, STATE AND THE LOCAL REQUIREMENTS

The building owner shall comply with all of the applicable provisions of the Federal Occupational Safety and Health Act, the Federal Communications Act, the National Electrical Code, and all other applicable laws, regulations, codes, ordinances and rules of any governmental entities that have jurisdiction. The Offeror agrees to reimburse, Hold Harmless And Indemnify, the Agency for any and all losses, expenses, and damages, including but not limited to attorneys fees and costs, arising from the violation of any laws, regulations, codes, ordinances and rules.

OCCUPANCY AND PAYMENT

- Occupancy of the premises and remittance of the lease payments are contingent upon the following:
 - The delivery of an issued Certificate of Occupancy to the Agency.
 - A final acceptance issued by the State Fire Marshal.
 - That all installations are operational and complete to the satisfaction of the Agency.
 - Completion of the Pre-Occupancy Inspection Checklist performed by a designated Department staff member.
 - DMS approval of lease agreement.

FIRE PREVENTION

Offeror shall conform to all requirements of the State Fire Marshal and shall obtain pre-occupancy inspection and annual inspections by the State Fire Marshal as required by Section 633.085, Florida Statutes

HEATING, VENTILATION AND AIR CONDITIONING

Provide sufficient climate control units with adequate ductwork, registers and grills sufficient to uniformly cool and heat the entire leased area. Unit(s) shall be equipped with automatic thermostat(s). Temperatures will be maintained to achieve an average zone temperature of 75 degrees Fahrenheit. Control thermostats will be located in areas to achieve proper zone temperature.

VAV zone boxes shall maintain a minimum air flow (circulation) of a least 25% after the zone temperature reaches its set point (if applicable). Outside fresh air intake vents, dampers, automatic controls, and power driven systems for fresh air (if applicable) shall be fully operational according to design specifications. Carbon dioxide monitors (if applicable) shall be calibrated every five (5) years at a minimum.

The entire air conveyance system shall be inspected, calibrated, tested and balanced by an HVAC contractor or engineer, just prior to occupancy, and every five (5) years thereafter. The scope of work shall include all the items listed above, and include operating controls, sensors and controls that must be calibrated, inspection of air handlers, pumps, valves, condensate drain lines, condensate pans, coils, ductwork, dampers, VAV boxes, cooling towers, or anything that has a relationship to the air conveyance or operating control system. The test and balance firm shall provide a report in writing to the Offeror that the above listed items and specifics have been inspected, and are in proper operating order. A copy of this report shall be provided to the Lessee prior to occupancy and after each five (5) year re-inspection.

Buildings or spaces older than 25 years, where ductwork has not been retrofitted, with ridged air conveyance ductwork (lined or non-lined on the air side), turning vanes, operational control systems on the air side and air handlers that are to remain in place, shall be thoroughly inspected for excessive buildup of dust and contaminants (i.e., mildew, mold fungi, etc.) by the firm performing the test and balance of the space or building. If excessive buildup of dust, dirt or contaminants is present, the Offeror shall contract, at his expense, with a licensed mechanical firm to have the ductwork, all interior control surfaces, turning vanes, registers, grills and the interior of the air handlers cleaned properly.

The Offeror shall inspect all air handler coils (all layers), condensate drain pans, condensate drain pipes, cooling towers (if applicable), gaskets, or couplings for microbial growth and buildup, due to normal operating conditions or standing water caused by clogs, leaks, etc., on a monthly basis and document any discrepancies. Offeror shall immediately correct any and all problems to current standards of care with due diligence to prevent possible health problems related to the HVAC system and its operation. Fresh air intake vents shall be inspected for any microbial buildup and thoroughly cleaned, if necessary. Filters (if applicable) on fresh air intake vents shall be cleaned or replaced monthly. A monthly service record shall be maintained by the Offeror and available to the Agency upon request.

INDOOR AIR QUALITY TESTING

Offeror shall provide fresh air intake of 20 or more cubic feet per minute per person, as recommended by ASHRAE (the American Society of Heating, Refrigerating and Air Conditioning Engineers). Interior humidity within any part of the leased premises shall not exceed 60% relative humidity.

The building envelope shall be maintained to prevent moisture intrusion that may result in microbiological and fungal growth on surfaces, furnishings or interstitial spaces.

In the event a suspected air quality problem arises, the Lessee reserves the right to have the indoor air quality tested, at its own expense, by a certified industrial hygienist to determine the cause of the problem. After assessment, if test results indicate conclusively that a problem exists, the Offeror shall take immediate corrective action to remedy the situation and reimburse the agency for the costs of conducting such test(s).

Painting and construction shall be conducted under ventilating and occupancy conditions that will not result in indoor air quality complaints.

MAINTENANCE AND REPAIR

A quarterly maintenance inspection will be conducted by the Agency's representative to review the condition of the building interior, exterior and site. Any discrepancies will be noted and a date of correction completion established. If emergency maintenance or repair items do not receive attention within twenty four (24) hours, or if recurring problems do not receive attention within three (3) working days after notification is given to the Offeror, the Lessee will have the right to complete the work, by a contractor of the Lessee's choice, and send the invoice to the Offeror for payment.

Non-responsiveness shall be deemed a breach of the Lease Agreement. Failure by the Offeror to correct or repair documented interior problems within sixty (60) days after written notification by the Lessee shall

result in further legal action to obtain compliance. If the Lessee is successful in court, the Offeror agrees to pay any and all attorney's fees of the Lessee, as well as impact costs due to decreased productivity.

The Offeror, at a minimum, shall change filters for HVAC every ninety (90) days and more often as conditions or manufacturer's recommendations warrant.

The Lessor shall provide for interior maintenance and repairs in accordance with generally accepted good practices, including repainting, the replacement of worn or damaged floor covering and repairs or replacement of interior equipment as may be necessary due to normal usage. The Lessee shall, during the term of this lease, keep the interior of the demised premises in as good a state of repair as it is at the time of the commencement of this lease, reasonable wear and tear and unavoidable casualties excepted.

The Lessor shall maintain and keep in repair the exterior of the demised premises during the term of this lease and shall be responsible for the replacement of all windows broken or damaged in the demised premises, except such breakage or damage caused to the exterior of the demised premises by the Lessee, its officers, agents or employees.

The Lessor shall maintain the interior and exterior of the demised premises including grounds and parking area so as to conform to all applicable health and safety laws, ordinances and codes which are presently in effect and which may subsequently be enacted during the term of this lease and any renewal periods.

The Lessor agrees to furnish pest control services for the leased premises during the term of the lease at the expense of the Lessor.

EMERGENCY REPAIRS

Upon occupancy, the Offeror will furnish the name(s) of contact person(s) who will be available 24 hours a day for notices to service or repair glass, plumbing, HVAC, roofing, hardware (locks), electrical, etc.

FLOOR PLANS

Final floor plans will be a joint effort of the Agency staff and the successful Offeror. The final floor plan is subject to the Agency and State Fire Marshal review and approval. Attached hereto as Attachment E and by reference made a part hereof are the approval requirements of the State Fire Marshal. It is and shall be the sole responsibility of the Offeror to insure that these requirements are current and up to date.

Upon approval, one copy of the State Fire Marshal final approved floor plans will be submitted to the issuing officer at the address indicated in the initial paragraph of this Quote Submittal package.

PROVISIONS

As to each of the provisions and/or conditions of this proposal Time is of the Essence.

The parties agree and stipulate that this **Quote Submittal Packet** and the executed lease with any and all attachments to this lease, upon execution by each of the parties shall constitute the entire agreement between the parties. No prior agreement, whether written or oral, and no subsequent agreement shall be valid or binding upon the parties unless each of the parties executes a written agreement reflecting the terms and/or conditions to be added or modified to the lease/contract. Both parties expressly state that the terms and conditions contained herein, with the terms and conditions set forth within the attachments, constitute the complete and total terms of the agreement.

In the event of any litigation, the parties agree and stipulate that venue shall be in **Leon, County, Florida**.

PUBLIC ENTITY CRIME STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

The offeror agrees that its proposal shall remain valid for a period of sixty (60) days from the date specified upon the Notice of Award. Any offer submitted to the Agency, pursuant to this quote submittal, must be held open and valid in all respects for this sixty (60) day period, at any time during which the Agency may accept the offer and the offeror agrees to enter into the attached Lease agreement **700:1042**, which includes all attachments referenced within the attached Lease Agreement.

The successful offeror agrees to enter into a lease agreement on the Department of Management Services' Standard Lease Agreement Form FM 4054 [Attachment C - Do not complete]. Offeror should read this lease agreement carefully and be familiar with all aspects of its content. Special attention should be made to Section III (Heating, Air Conditioning and Janitorial Services), Section V (Maintenance & Repairs), Section VI (Utilities), Section VII (Accessibility Standards and Alterations), Section IX (Fire and Other Hazards) and all addendums.

Successful offeror also agrees to provide a Disclosure of Ownership using the Department of Management Services' Form 4114 (Attachment D) when the lease agreement is executed.

Pursuant to Section 287.057(26), Florida Statutes, Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

THE SPACE BELOW IS INTENTIONALLY LEFT BLANK.

PROPOSED RENTAL RATES

The following proposed net square foot per year rental rates includes all necessary remodeling, renovations and/or construction. It also includes payment of utility, water, sewage, trash removal and dumpster, pest control, interior and exterior maintenance, parking facilities and other services as provided in the Standard Lease Agreement. The Department reserves the right to further negotiate with the proposal that is in the best interest of the state. The present value discount rate to be used in evaluating the base term of the proposals received is **(3.60%)**.

	Rate per Square Foot	Net Square Feet	Total Annual Rental
BASIC LEASE TERM			
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
First Renewal Option			
Year 1			
Year 2			
Year 3			
Year 4			
Second Renewal Option			
Year 1			
Year 2			
Year 3			
Year 4			

CERTIFICATION

I hereby certify as owner, officer or authorized agent that I have read the Quote Submittal and agree to abide by all requirements and conditions contained therein. I further certify that this Quote Submittal constitutes my formal proposal in its entirety.

Submitting Offeror's Name

Prospective lessor's Name

FEID or SS number of prospective lessor, whichever is applicable:

Address of prospective Lessor:

Phone Number of prospective Lessor:

Fax Number of prospective Lessor:

(Authorized Signature)

Witness

(Print or type name)

Witness

(Print or type title)

Relationship to Owner
(If other than owner, a Special Power of Attorney Form, must be completed and submitted for the quote to be valid)

ATTACHMENT A - BUILD-OUT SPECIFICATIONS

1. GENERAL BUILDING REQUIREMENTS

- A. The proposed space **must** be in an **existing building**. To be considered existing, the proposed space must be enclosed with a roof system and exterior walls in place.
- B. Any renovations required must comply with the Fire Safety Standards of the State Building Code before renovations commence as required by Section 255.25(5), Florida Statutes (NFPA 101). If renovations are required, successful offeror must submit five (5) sets of plans to the Issuing Officer to be submitted to the State Fire Marshal for certification as outlined in Attachment E (Plans Review Fees, Procedures and Requirements for Submittal to State Fire Marshal, January, 1998). Building codes adopted by local jurisdictions shall be applicable to all lease construction. The property must comply with the Florida Accessibility Code for Building Construction published by the Florida Department of Community Affairs.
- C. Licensed contractors shall perform all construction. The cost of construction, permits, inspections, permits and fees shall be borne by the Lessor. A construction schedule will be provided by the owner to achieve the required occupancy date upon plan approval by the Department. Offeror agrees to provide all builder and subcontractor license information upon request to the Department of Corrections

2. SECURITY REQUIREMENTS

- A. All outside doors shall be equipped with dead-bolt or dead-latch locks and panic hardware.
- B. Locks or bars on all outside windows.
- C. Interior night lights throughout the leased area, for security when main lights are off.
- D. Night illumination is required at all outside doors and all parking areas. Minimum lighting levels for the parking areas will be maintained at the exterior light level of 1.0 foot candles.
- E. Up to **four (4)** locksets to be provided and installed at locations indicated by the Department as requested. Locksets must be of a commercial grade and in compliance with the Florida Accessibility Code for Building Construction Standards. One (1) double cabinet in the drug testing room shall contain locks. Provide **two (2)** keys per interior lock.
- F. Keys to all locksets shall be provided in accordance with a master keying system acceptable to the Agency. Provide **fourteen (14)** entrance keys.
- G. A security alarm system equipped with a passive infra-red motion detector shall be provided. Door contacts, glass-break detectors and/or motion detectors to be installed at all exterior points of entry. Access keypad installed at employee entrance. Phone lines required for alarm system to be monitored twenty-four (24) hours per day. (Security alarm system may be a stand alone panel or a combination U/L listed panel, if U/L listed for that purpose). All costs associated with the security alarm system, including installation, monitoring, set-up and payment of dedicated phone line for monitoring, registration fees or other associated costs shall be the responsibility of the Lessor.

- H. A fire alarm system that complies with the current adopted National Fire Protection Association (NFPA) pamphlet 72, Fire Alarm Code Standards. Fire Alarm System plans must be submitted to the State Fire Marshal for review and approval prior to installation. (See QUOTE SUBMITTAL PACKET Attachment E – Division of State Fire Marshall Plans Review Fees, Procedures and Requirements for plan submission requirements). Phone lines required for fire alarm system/panel to be monitored twenty four (24) hours per day. (Fire alarm system may be a stand alone panel or a combination U/L listed panel, if U/L listed for that purpose). All costs associated with the fire alarm system, including installation, monitoring, set-up and payment of dedicated phone line for monitoring, registration fees or other associated costs shall be the responsibility of the Lessor.

3. SPACE REQUIREMENTS

Office and Room Sizes

Space to be designed to accommodate the approximate size and number of offices and work spaces listed below.

#	Description	Sq. Ft. of Each Space	Net Square Footage
11	Offices (10x10)	100	1,100
1	Clerical Areas	80	80
1	LTER (Telecommunications)	80	80
1	Drug Testing Room	200	200
1	Reception/Lobby Area	250	250
1	Mail/Copy Area	100	100
1	Storage Room	100	100
1	Pantry/Conference Room	200	200
1	Photo ID/Fingerprint Room	100	100
	Total Circulation Space		854
	Total Square Feet		3,064

4. REST ROOMS

In conformity with code requirements, Offeror is required to provide for the Agency's exclusive use, a minimum of:

One (1) Unisex Restrooms– One (1) unisex restroom located in the waiting room.

One (1) Women's Staff Restrooms – One (1) women's restroom for staff use.

One (1) Men's Staff Restrooms – One (1) men's restroom for staff use.

One (1) Unisex Drug Testing Restrooms – One (1) unisex drug testing restroom.

Each is to be equipped as follows:

Type	P & P OFFICE			
	STAFF		Unisex Public use	Unisex Drug Testing
	Men's	Women's		
Water Closets	1	2	1	1
Urinals	1	0	0	0
Lavatories w/Mirrors	1	2	1	1
Trash Receptacles	1	1	1	1
Sanitary Napkin Receptacles	0	2	1	0
Forced Air Hand Dryers	0	0	1	0
Paper Towel Dispensers	1	2	0	1
Soap Dispensers	1	1	1	1

All sinks shall be supplied with warm and cold water.

Note: Must meet requirements of DCA/ADA Accessibility Requirements Manual.

5. SIGNS

- A. **Interior identification** - Lessor shall provide an interior main directory showing location of all programs, conference rooms, mechanical rooms, etc., and provide directional signs as required. Lessor shall provide signs to identify all rest rooms, (handicap symbol on handicap rest rooms) conference rooms, mechanical equipment, etc. All rooms and/or offices shall be numbered consecutively and approved by the Department. Each room shall have a room number sign (2 inches x 5 inches) provided on the wall, not more than fifty-four (54) inches above the floor located immediately to the right of the door.
- B. **Exterior identification** -The Department shall require Department signage on the building exterior to be provided by the Lessor either at the top of the building or at the entrance.
- C. **ADA compliance:** Raised letter signs with Braille shall be provided to identify all rest rooms (international symbol of accessibility on rest rooms for person with disabilities), conference rooms, mechanical equipment, and other special use rooms. Offeror agrees to comply, prior to leasing the demised premises, with all ADA requirements and specifications.

Note: All signs must meet requirements of the Florida Accessibility Code for Building Construction, and are to be maintained by the Lessor.

6. REFRIGERATED DRINKING FOUNTAINS

- A. A minimum of **two (2)** refrigerated drinking fountains (Hi/Low) shall be provided. **One (1)** refrigerated drinking fountain station immediately adjacent to the staff rest rooms and **one (1)** station next to each of the unisex restrooms in each reception area.

Note: Offeror must comply with and meet all the applicable requirements of ADA/ANSI Standard A117.11980, Specifications for Making Buildings and Facilities Accessible to and Usable by Physically Handicapped People.

- B. **Lead and copper in drinking water:** Prior to occupancy, the Offeror shall provide to the Agency representative test results, of water from every drinking fountain and from at least two (2) sinks per floor (if applicable). These results shall be completed by an authorized and a certified laboratory performing tests that are standard in the industry. The conditions of these tests shall include that the water shall be first-draw, with a minimum of six (6) hours of settling without use, preferably the first-thing-in-the-morning. (For information regarding locating a laboratory see "Laboratories—Testing" in the yellow pages. Offeror must verify certification of laboratory)

If the test results show the plumbing system or water cooler contributes more than .015 milligrams per liter net lead level, or more than 1.3 milligrams per liter net copper level, the Agency may require, prior to occupancy, the plumbing and/or cooler to be repaired or replaced immediately, at the Offeror's sole expense. These limits are specified in Chapter 17-550 of the Florida Administrative Code and are subject to revision. The Offeror should be responsible to comply with updated rules and regulations.

7. FLOOR COVERINGS:

- A. Carpet** - New carpet shall be installed prior to acceptance of the building, unless the Department accepts the carpeting as is, in writing. All individual office spaces, hallways, main corridors and conference rooms shall have at least 28 oz. weight, 20-26 face weight loop commercial grade anti-soil carpeting to benefit acoustics, comfort and minimum maintenance in cleaning. Carpeting shall have UM-44D, ASTM D 3674-81/UM-44D, fire and 3.5 kilovolts electrostatic conductivity rating. All carpet shall be of a color and made by a manufacturer acceptable to the Department, which will choose from an assortment of at least three (3) samples provided by the Lessor. Carpeting shall be treated to reduce staining. Carpeting shall be replaced in conjunction with the renewal option, which is every **four (4)** years, or as needed due to normal wear. Carpets shall be professionally cleaned every **six (6)** months by the Lessor.
- B. Tile** - New ceramic tile or non-slip commercial vinyl sheet flooring in the break room, drug testing room, reception/lobby and restroom areas shall be installed prior to acceptance of the building, unless the Department accepts the flooring as is, in writing. All tile or vinyl shall be of a color and made by a manufacturer acceptable to the Department, which will choose from an assortment of at least three (3) samples provided by the Lessor. Ceramic tile and vinyl will be replaced as needed due to normal wear.

8. PAINT

All painted surfaces shall be freshly painted before occupancy at the commencement of the lease, and at least once every **four (4)** years thereafter, during the lease term and any renewals thereof. All painted surfaces shall be painted with a Semi-Gloss, washable paint for easy cleaning. Touch-up painting shall be done as needed. The Department will be provided samples from which to choose colors. High traffic areas shall be repainted annually when requested by the Department.

9. WINDOW COVERING

Exterior windows shall have blinds or shades to facilitate sunlight and energy control. Windows receiving direct sunlight shall be tinted or covered with energy saving film.

10. LIGHTING

All leased space shall have fluorescent lighting to provide a minimum lighting level of:

- 10 footcandles - halls and corridors, etc.
- 30 footcandles - other public areas
- 50 footcandles - offices, classrooms, conference rooms, etc.
- 50 footcandles - computer rooms
- Exterior light level of 1.0 footcandles for parking lot areas.

(Measured with a General Electric type 214 Light Meter or equivalent – Offeror to provide)

- A.** Interior lighting must include emergency lighting for security and safety. All emergency lights shall have battery packs and be tested monthly.
- B.** If multi-story building, stairwells to be equipped with battery pack emergency lighting. Such lighting shall be in compliance with the industry standards and any and all applicable Federal, State and Local codes and ordinances.

- C. Parking lot will be lighted to assure complete illumination of the parking areas. Minimum lighting levels for the parking areas will be maintained at the exterior light level of 1.0 foot candles. Such lighting shall be in compliance with the industry standards and any and all applicable Federal, State and Local codes and ordinances.

11. ELECTRICAL REQUIREMENTS

Lessor shall provide at a minimum, the following:

- A. Three (3) duplex electrical outlets, per office (maximum four (4) offices per circuit), including adequate additional outlets in each open clerical/file area.
- B. Three (3) dedicated circuits for each break room.
- C. Class "B" surge protection on all 120/208 circuit break panels.
- D. 20 amp dedicated circuits for the File/Storage Room.
- E. Housekeeping circuits separate from office circuitry.
- F. Building must comply with National Electric Code latest edition at the time of occupancy.
- G. 20 amp dedicated circuits for each Telecommunications Room (LTER).

12. TELEPHONE AND COMPUTER REQUIREMENTS

The following five sections (A-E) provide the data cabling that is category 5e/6 compliant plenum rated and that will handle 10BASE-T Ethernet, 100BASE-T Ethernet, 1GBASE-T-Ethernet, Token Ring, and in the future, will meet CDDI requirements. The telephone cabling will handle current key system and **PBX** needs and, with a simple connector change in each work area, ISDN can be accommodated.

- A. Specifications - These specifications are based on the EIA/TIA-568A Commercial Building Wiring Standard which should be used as a guide in their implementation.
 - 1) **Work Area** - The work area is a location in a building where end-user computer equipment requiring any type of network connection may be located. Although the work area is often an office, it may be any area in a building.
 - 2) **Faceplate Quantity** - Each work area shall have a minimum of one (1) faceplate with its associated connectors to provide network connections; some work areas may require more than one such faceplate. If a work area has more than one (1) faceplate, all such faceplates shall meet the requirements herein.
 - 3) **Provision for Additional Faceplate** - All work areas having only one (1) faceplate with its associated connectors installed shall also have installed an additional electrical box, mud ring, and conduit stub-out as herein described located adjacent to the faceplate and covered with a standard blank plate.
 - 4) **Faceplate Placement** - Each faceplate with its associated connectors shall be placed on a centrally located wall of the user equipment location and at a height such that the lower edge of the faceplate shall be 12 inches above finished floor level. Faceplates will normally be installed on the wall opposite to an entrance door.
 - 5) **Electrical Box and Extension Ring** - Each faceplate shall be attached to a standard double-gang electrical box fitted with an extension ring which shall reduce the box opening to single-gang size.

- 6) **Conduit Installation** - Each electrical box shall be stubbed out to the space above the ceiling with a 3/4-inch inside-diameter conduit for all new installations, 3/4 inch conduits for data/voice communications that run continuously from work area to termination are also acceptable. Stub-out shall NOT be to space beneath the work area.
 - 7) **Faceplate Type** - Each faceplate shall be a light-almond single-gang plastic faceplate with at least four (4) openings to accept 110-connect modular jacks. The faceplate shall be an AMP 558088-1 or equivalent.
 - 8) **Connector Complement** - Each work area shall be provided with a single faceplate containing three (3) data connectors (jacks) and one (1) telephone connector (jack). Even a work area intended for a single printer shall be provided with this configuration to facilitate future addition of other printers and/or a help line telephone.
 - 9) **Data Connector** - Each data connector shall be a light-almond 110-connect unshielded 8-position modular jack internally configured for EIA/TIA-568A wiring and meeting EIA/TIA-568 Category 5e/6 specifications at minimum. The data connector shall be AMP 569012-2 or equivalent.
 - 10) **Telephone Connector** - Each telephone connector shall be an unshielded, 6-position modular jack, internally wired. The telephone connector shall be a black 110-connect unshielded configured for USOC RJ-11, and shall be AMP 406375-1 or equivalent.
 - 11) **Connector Labeling** - Each connector shall be labeled with the cable identification number of the attached cable. The label shall be an adhesive type, easily readable, and shall be placed on the faceplate immediately above the connector. A master list shall be provided to the Agency which includes the room number and location of each cable identification number. The list shall illustrate the cable ID number for each faceplate in each work area.
 - 12) **Connector Wiring** - All connectors shall be wired as EIA/TIA 568A.
 - 13) **Office Cable** - The office cable is the cable from the faceplate to the end-user computer equipment, and will be provided by Lessee.
 - 14) **Wiring Transpositions** - If needed, wiring transpositions shall be accomplished in the work area, not in the telecommunications equipment room (LTER).
- B. Horizontal Wiring** - Horizontal wiring connects the work area to the nearest telecommunication equipment room (LTER).
- 1) **Data Cable Type** - The cable jacket used for horizontal data wiring shall be rated for the installation environment. It shall be plenum-rated where used in a plenum space, and PVC coated where non-plenum is required or conduit from end-to-end is used. It shall be 24-AWG unshielded 4-twisted-pair cable using standard blue-orange-green-brown color-coded conductors, and shall meet EIA/TIA-568 category 5e/6 specifications.

- 2) **Telephone Cable Type** - The cable jacket used for horizontal telephone wiring shall be rated for the installation environment. It shall be plenum-rated where used in a plenum space, and PVC coated where non-plenum is required or conduit from end-to-end is used. It shall be 24-AWG unshielded 3-twisted-pair cable using standard blue-orange-green color-coded conductors, and shall meet ANSI/TIA/EIA-568 category 5e/6 specifications at minimum.
- 3) **Cable Length** - Cable length from work area faceplate to either patch panel or 110 cross-connect terminal block shall not exceed 90 meters.
- 4) **No Underground Cabling** - Cables shall not be run underground or through concrete slab resting on the ground.
- 5) **Cable Routing** - Cable shall be routed so as to minimize proximity to other electrical conductors and electrical equipment, including but not limited to electrical power conductors, circuit breaker panels, switches, lighting fixtures, ballasts, transformers, motors, cable television conductors and equipment, and radio communication conductors and equipment. Cabling will be suspended from overhead and not laid or rest on ceiling tiles.
- 6) **Cable Identification Number** - Each cable run to a work area shall be assigned an identification number. Each data cable run to a work area shall be marked with a three (3) digit number. The numbers used for identification purposes for each data cable at a work area shall be in consecutive order at the work area faceplate. For example, if the first of three (3) data cables are installed at a work area, its number may be 110. The next two numbers shall be 111, and 112 respectively. Any subsequent data cable installed will bear the identification number of the next available (unused) number that terminates in the wiring closet. Labeling at the patch panel shall start from left to right, top to bottom, and shall consist of consecutive numbering, beginning with 001, 002, etc., through the end of the cabled connectors. Any new cable added to a work area, not part of the original installation, shall bear the number of the last unused, available number on the patch panel.
- 7) **Cable Labeling** - Each cable shall be labeled with its cable identification number at both the work area and patch panel ends. Cable labels shall be of a type specifically manufactured for such purpose and shall encircle the cable; other label types are prohibited. At the work area end, the cable label shall be visible upon removal of the faceplate from the electrical box and the label shall be no closer than 2 inches to the end of the cable jacket. At the patch panel end, the cable label shall be visible from the rear of the patch panel and the label shall be 12 inches from the end of the cable jacket.
- 8) **Data Wiring** - Data circuits shall be wired straight through from the faceplate data connector to the patch panel data connector in accordance with EIA/TIA 568A wiring practices.
- 9) **Telephone Wiring** - Telephone circuits shall be wired from the faceplate telephone connector to the 110 cross-connect terminal block in accordance with EIA/TIA 568A wiring practices.

- 10) **Local Telecommunications Equipment Room (LTER)** - The local telecommunications equipment room (LTER) is the room containing the telecommunications distribution equipment, both data and voice, serving the nearby work areas. It is the horizontal wiring hub for a given group of work areas. In the event that the telephone and data equipment cannot be co-located, a minimum two-inch conduit will be provided to interconnect the two (2) rooms. In a large single-building environment there will be one or more LTERs.

C. Local Telecommunications Equipment Room (LTER)/Computer Room

- 1) **Location** - The LTER/computer room shall be located such that each cable run from a work area faceplate to either the LTER patch panel or 110 cross-connect shall not exceed 90 meters.
- 2) **Size** - The LTER/computer room shall be large enough to accommodate telecommunications/data distribution equipment and computer equipment, and shall provide adequate access room to equipment for maintenance and upgrade. The room shall be secured either by door or manufactured cage or cabinet, space should not be shared as working space for staff. The dimensions of the LTER/computer room shall be 10 feet by 15 feet (150 sq. ft minimum). Where it is necessary to have separate telephone and data rooms, the data room shall be no smaller than 10 feet by 10 feet to accommodate rack-mounted data and data communications equipment and the telephone room shall be no smaller than 10 feet by 5 feet.
- 3) **Air Conditioning**- The LTER/computer room requires a minimum two (2) tons of air conditioning. A drip pan with runoff is required. The unit is to be a **separate** 2 ton minimum A/C unit to supply the **LTER/computer room only**. The temperature control (thermostat) for the area, which includes the LTER/computer room, shall be located in the LTER/computer room. The temperature control (thermostat) shall be mounted in a visible and easily accessible location on the wall of the room. The operating temperature for the room shall be maintained at 70-75 degrees Fahrenheit with relative humidity at fifty-five percent (55%) with equipment in operation. Temperature and humidity requirements are on a 24-hour, 7-day-a-week basis.
- 4) **Water Piping** - Pipes containing hot, cold, gray or waste water or steam shall not run through the room.
- 5) **Emergency Lighting** - The room shall have battery-operated emergency lighting which is automatically activated upon loss of A/C utility power.
- 6) **Electromagnetic Fields** - The building shall be designed so as to minimize fields in the room. No building electrical transformer shall be located in this room or on opposite side of any wall of this room.
- 7) **Backboards** - The room shall have 3/4-inch-thick plywood sheets mounted on walls where equipment will be mounted, to a height of 8 feet to serve as backboards. The plywood shall be painted on all sides and edges with a local-code-compliant fire-resistant gray latex paint. The plywood shall be affixed in such a manner that it shall adequately support the weight of the cables, terminals, and other equipment that shall be attached to it.
- 8) **LTER Regarded as Work Area** - The room shall be regarded as a work area and shall be provided with all telephone and data connections, faceplate, etc. This is to

provide a convenient connection point for a telephone instrument and data terminals. The faceplate shall be located on the data side of the room.

- 9) **Telephone Service and Instrument** - The room shall be provided with telephone service for voice communication.
- 10) **Electrical** - There shall be four (4) electrical receptacles located in each LTER. Each electrical outlet located in the room shall be a dedicated 20 amp, 120 volt duplex receptacle. A three phase, 208 volt power will be required for an Uninterruptible Power Supply (UPS). The UPS shall require a locking receptacle. The electrical circuit will support the UPS only. At least 8 duplex, 110-volt receptacles 20 amp shall be specified by the O.I.T Project Manager or located at or near the location of the rack or as which is to be bolted to the floor. All electrical circuits in the computer room shall be on an isolated ground.
- 11) **Security**- A computer room lock with a changeable combination will be required on the door to the LTER/computer room. An audible alarm is also required on the door to the LTER/computer room.
- 12) **Fire Safety** - Fire protection apparatus including fire extinguisher (not harmful to electronics), conformity to all requirements to the State Fire Marshal. Pre-occupancy inspection and annual inspections by the State Fire Marshal as required by 633.085 Florida Statutes.
- 13) **Patch Panel Components** - The patch panel shall be a minimum of 48 ports RJ45 connectors, wired for EIA/TIA 568A configuration, wire management panel(s), and a rack enclosure.
- 14) **Patch Panel Layout** - One or more patch panels will be needed to accommodate the patch panel connectors. The first (or only) discrete panel shall be mounted at the top of the rack enclosure; if additional discrete panels are required, they shall be separated from one another by a single wire management panel. A single wire management panel shall be mounted beneath the last (or only) discrete panel.
- 15) **Patch Panel Rack Enclosure** - The rack enclosure shall be a standard 19-inch FIA equipment rack of gray painted metal, 7 feet in height, with side panels and without top panel, mounted on the floor and not on casters. Rack enclosure shall include a minimum of two (2) mounted shelves for non rack mountable computer equipment (example shown below).



- 16) **Patch Panel Labeling** - Each patch panel connector shall be labeled with the cable identification number of the attached cable. The label shall be an adhesive type, easily readable, and shall be placed on the patch panel immediately above the connector.

17) Computer Rack Specifications - Rack Cabinet conforms to industry standards for full height racks. It is designed to accommodate 19-inch wide rack-mount components and can bear a full 2000 lbs. of internal components. Fully 1000mm deep, it provides ample room for cable management in the rear of the cabinet without interfering with optimal airflow. Features:

Labeled U Positions

<2M Height

Rapid Rail[®] / Cable Management Arm Mounting Kits

Easily Removed Door Hinges

Locking doors and side panels

Light weight (35lb.) Side Panels

Built in side panel handles

Split Rear Doors

Leveling Feet

Bolt Down Stabilization Bracket

1000mm Depth

Perforated front and rear doors

Heavy duty – Solid Casters

2,000 lb capacity

Cable Holes in Roof

Cable Management through Rear Door

Open bottom

D. Fiber Optic Cabling

- 1) **Cable and Fiber Count** - If more than one LTER is required, fiber optic cabling shall be installed between LTERs. One fiber-optic cable containing a minimum of 12 fibers (6 pairs) shall interconnect LTERs.
- 2) **General Fiber-Optic Cable Specifications** - All fiber-optic cables and individual fibers shall meet or exceed the following specifications. Fiber optic cables shall have an all-dielectric aramid strength member, a tensile load rating of 259 kg (550 lb), and bend radius of 9 cm. All fibers in the cable shall be FDDL-compatible, multimode or Singlemode depending on distance, graded-index, 62.5/125-micron diameter, with 850 and 1300 nm light-source windows, 0.275 numerical aperture, 160/500 MHz-km dual-window bandwidth, 3.75/1.50 dB/km maximum attenuation over the -40C to 70C temperature range and shall have color-coded, fire-retardant, oil-resistant thermoplastic jacketing. Important note on distances and fiber: for distances over 715 feet, single mode 9/125 micron diameter (core/cladding) diameter, 1310 nm, low metal content, single mode

fiber-optic cables, complying with the ITU-T G.652 and ISO/IEC 793-2 Type B1 standards using LC gigabit connectivity maybe necessary. Using Multi Mode cable and SC connectors will only allow distances of 1700' with specially purchased mode conditioning patch cables.

- 3) **Outdoor/Underground Fiber-Optic Cable Specifications** - Fiber-optic cable used for data vertical wiring running between buildings and/or buried (underground or in-slab) shall have a PB jacket and water block gel or similar water-resistant buffer.
- 4) **Indoor Fiber-Optic Cable Specifications** - Fiber-optic cable used for data vertical wiring within a building shall, be plenum-rated, if required by code, otherwise PVC.
- 5) **Underground Fiber-Optic Cable Conduit** - Fiber-optic cable used for data vertical wiring running between buildings and/or buried (underground or in-slab) shall be enclosed in Schedule 40 PVC conduit conforming to NEMA standard TC10, suitable for concrete encasement. Prefabricated fittings shall be used except where sharp bends or turns prevent their use, in which case joint boxes or pull boxes shall be used. Conduit and fitting joints must be watertight and shall be made using PVC solvent cement. Underground conduit containing a fiber-optic cable as herein specified shall NOT contain any other cable type, fiber-optic or otherwise.
- 6) **Above-Ground Fiber-Optic Cable Conduit** - Fiber-optic cable used for data vertical wiring running between buildings and above ground shall be enclosed in steel pipe conduit. All fittings used at PVC/steel conduit transitions must be suitable for connection to PVC conduit. All such steel pipe conduits shall be grounded to the building grounding electrode system. Above-ground conduit containing a fiber-optic cable as herein specified shall NOT contain any other cable type, fiber-optic or otherwise.
- 7) **Fiber-Optic Cable Conduit Size** - All conduits in which fiber-optic cable is run shall have a minimum inside diameter of 2 inches.
- 8) **Fiber-Optic Cable Termination Enclosure** - Each fiber-optic cable together with its associated fibers shall be terminated in a separate termination enclosure. The fiber-optic termination enclosure (WIC/LIU) shall accommodate minimum 24 fibers (12 pair), use SC-type connectors, be completely enclosed with left and right hinged doors, and shall have either a lock or lock hasp. The enclosure shall be Champion CFD Series 20 or equivalent.
- 9) **Fiber-Optic Cable Termination Enclosure Labeling** - Each termination enclosure shall be labeled with the cable identification number of the attached cable. The label shall be an adhesive type, easily readable, and shall be placed on the left door of the enclosure facing outward. Each individual-fiber SC connector in the enclosure shall be labeled with the fiber identification number. The label shall be an adhesive type, easily readable, and shall be placed on the connector panel **above the connector**.
- 10) **Fiber-Optic Cable Termination Enclosure Location** - The termination enclosure in each LTER shall be located on the backboard of the data side of the room with the bottom of the enclosure at a height of 4 feet AFFL. The left side of the enclosure shall be even with the right side of the patch panel rack enclosure.

E. Post-Installation Cable Testing

Qualifications of Tester - An experienced computer networking consultant or subcontractor shall be employed by the Offeror to conduct the following tests. This is complex work of a highly technical nature requiring significant expertise and sophisticated testing equipment.

Proof of consultant's/subcontractor's ability and experience with regard to conducting these tests shall be provided to and shall be subject to the Agency's approval. All tests shall be conducted and satisfactory results obtained prior to the Agency's occupation of the proposed location.

- 1) **Twisted-Pair Data Cable** - Each copper, category 5e/6 twisted-pair data cable shall be tested for compliance to 100\1000MBs. Test results shall be documented on a per-cable basis and all documentation shall be turned over to the Agency prior to the Agency's acceptance of the cabling. Cables failing the test shall be repaired by the Offeror prior to acceptance by the Agency. The Agency will be provided the cable testing results and a cabling diagram of the location of all cables by cable number and by room numbers.
- 2) **Fiber-Optic Cable** - Each fiber-optic termination shall be tested end-to-end and must pass light in compliance with manufacturer's specifications.

13. MISCELLANEOUS REQUIREMENTS

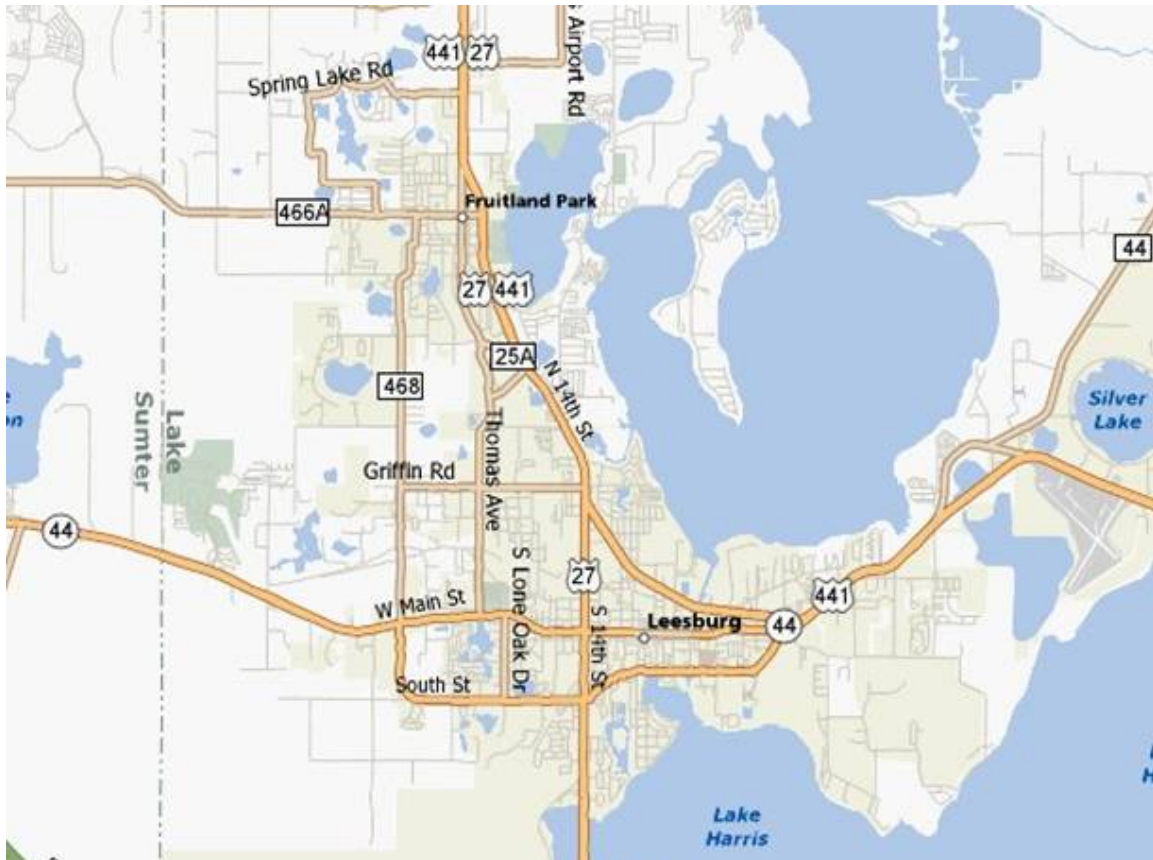
- B. Lessor shall provide floor-to-ceiling shelving in designated storage area(s), said shelving being built on all walls as specified by the Department. Shelving shall receive two coats of stain/sealer.
- C. Lessor shall provide Formica covered counters 28 inches to 34 inches above floor level and 19 inches deep to run the length of the wall under the pass through windows in the waiting room and 19 inches deep in the clerical room.
- D. The public reception area shall be separated from the clerical personnel by a wall (floor to ceiling) with two (2) 3/8 inch thick, Lexan windows, set no higher than 28 inches to 34 inches from the floor. Each window will be 4 ft. high x 4 ft. wide. One (1) pass-through port (of a sufficient size to accommodate 8 1/2 inches X 14 inches documents) will be cut concave into the counter below each window, or a pass-through port cut out in each window of 9 inches X 1 1/2 inches. A two-way intercom system between the waiting room and the clerical office and convex mirrors will be installed to allow staff to communicate with the public and observe the entire waiting area. One (1) unisex rest room for public use will be accessible from the public waiting room. This restroom shall contain a commode, lavatory with mirror, soap dispenser and a Forced Air Hand Dryer. A refrigerated drinking fountain shall be located in the waiting area for public use. This restroom must meet the ADA requirements for public restrooms.
- E. The traffic flow pattern used by the public shall not go through the main clerical area.
- F. Lessor shall provide electrically operated locks between the waiting room and the access-way leading to the individual offices. An automatic closure shall be installed on door. One additional door with electrically operated lock to be supplied if requested. These electrically controlled pass through doors shall be controlled from within the clerical area by two separate control buttons at each of two control stations. The doorframes shall be hollow metal.
- G. Chair rails shall be installed in the conference room and the waiting room. The waiting room walls will include plastic nail-down splashguard below the rail.
- H. Corner guards shall be installed on all hallway and heavy traffic corners.
- I. All doors shall be equipped with floor mount door-stops.

- J. A suggested single line floor plan shall be prepared and submitted to the Issuing Officer within 10 days of the Notice of Award. Complete A/E plans shall be submitted within 3 weeks (21 days) after approval of a single line plan, failure to comply may result in withdrawal of quote award.
- K. A service counter, covered with plastic laminate (i.e. Formica) will be affixed to a waiting room wall. Dimensions will be 6 feet long, 42 inches in height, 19 inches top surface with a 6 inches back-splash.
- L. Mail Distribution Center: Mill work shall include **fifteen (15)** individual mail boxes, each mail box to be 12 inches wide, 15 inches deep, and 8 inches high; finish to be Formica or equivalent. Placed directly below the distribution boxes, a full length cabinet will run the length of the distribution boxes fully enclosed with doors and also finished in Formica. This item to be located in the mail/copy room or recessed in a wall as designated by the Department.
- M. Successful offeror shall provide a commercial-grade Ash/Trash receptacle at each entrance.
- N. Drug testing room shall be divided into two (2) rooms with floor-to-ceiling walls, a work area and a rest room. Work area shall have a built in work counter and lockable kitchen style cabinets above and below the counter. Both cabinet and counter to be approximately 8' long and covered with Formica. This room shall be furnished with a small stainless steel sink (free standing), water (hot and cold), soap dispenser (soap dispenser shall be no higher than 48 inches) and paper towel dispenser. Two duplex 110-volt electrical outlets (GFCI) located over the counter are to be provided. These outlets are in addition to the electrical requirements on page 6 of these specifications. The rest room area shall include a commode, soap dispenser, lavatory & paper towel dispenser. This restroom must meet the Florida Accessibility Code for Building Construction requirements for public restrooms. Door to drug lab shall be equipped with a dead bolt lock.
- O. Provide a mail drop in the wall between the waiting room and the clerical area. This drop will be equipped with a lockable receiving box mounted on the inside (non-public) wall.
- P. The break room shall include a kitchen size stainless steel sink with 8 foot cabinets above and below, finished with laminated plastic (Formica) or equivalent. Two duplex 110 volt electrical outlets (GFCI) located over the counter shall be provided. Provide water to the sink (hot and cold), a soap dispenser and a paper towel dispenser. Hot water pipes must be insulated as required by Florida Accessibility Code for Building Construction.
- Q. Lessor shall take good and protective measures against damage or loss of building contents due to high velocity winds and/or flooding/water damage.
- R. Lessor shall provide door mats at all entrances to protect floor coverings. These door mats shall be cleaned daily by janitorial staff.
- S. If a back door exists in the facility, a peep hole shall be installed.

ATTACHMENT B

BOUNDARIES

The boundaries for this office include all of Lake County with preference contained in the following area:



- ~ Starting at the 441 and SR 44 (W. Dixie Avenue) interchange, travel west on SR44, cross Highway 27.
- ~ SR 44 becomes South St, continue to 468
- ~ Proceed on 468 to Griffin Road
- ~ Turn right on Griffin Road, proceed to Highway 27
- ~ Merge on to 14th Street
- ~ Travel to the point of origin

ATTACHMENT C

LEASE AGREEMENT

Seventeen (17) pages including Addenda A-J



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
LEASE AGREEMENT

LEASE NO.:

THIS LEASE AGREEMENT, entered into this ___ day of ___, 20__ between ___ party of the first part, hereinafter called the Lessor whose Federal Identification Number (F.E.I.D. or S.S.) is ___ and the

State of Florida Department of
Division of
Bureau of

party of the second part, hereinafter called the Lessee,

WITNESSETH:

That the Lessor, for and in consideration of the covenants and agreements hereinafter mentioned to be kept and performed by the Lessee, has demised and leased to the Lessee, for the term and under the conditions hereinafter set out, those certain premises in the

(Name of Building) (City) (Zip Code) (County)

Florida, described as follows:

which shall constitute an aggregate area of ___ square feet of net rentable space measured in accordance with the Department of Management Services' Standard Method of Space Measurement, and which comprises approximately ___% of the ___ net square feet in the building at the rate of \$ ___ per square foot per year. The Lessor shall also provide ___ parking spaces for the non-exclusive use of the Lessee as part of this lease agreement.

I TERM

TO HAVE AND TO HOLD the above described premises for a term commencing on the ___ day of ___, 20__ to and including the ___ day of ___, 20__.

II RENTALS

The Lessor hereby leases to the Lessee and the Lessee hereby leases from the Lessor the above described premises for the term set out in this lease and the Lessee agrees to pay the Lessor the sum of (\$___) per month for the rental period described in Article I of this lease. The rent for any fractional part of the first month shall be prorated. The rent shall be payable the month following the month of occupancy in accordance with Section 215.422, Florida Statutes. The rentals shall be paid to the Lessor at

(Address) (City) (Zip Code)

III HEATING, AIR CONDITIONING AND JANITORIAL SERVICES

1.a. The Lessor agrees to furnish to the Lessee heating and air conditioning equipment and maintain same in satisfactory operating condition at all times for the leased premises during the term of the lease at the expense of the Lessor.

b. The Lessor agrees to maintain thermostats in the demised premises to achieve an average zone temperature of 75 degrees Fahrenheit during the heating and cooling seasons and certifies that boilers herein have been calibrated to permit the most efficient operation.

*2. The Lessor agrees to furnish janitorial services and all necessary janitorial supplies including the provision of recycling trash disposal for the leased premises during the term of the lease at the expense of the Lessor.

3. All services required above shall be provided during the Lessee's normal working hours, which are normally from 7:30 a.m. to 5:30 p.m., Monday through Friday excluding state holidays.

IV LIGHT FIXTURES

1.a. The Lessor agrees to install in the demised premises light fixtures for the use of the Lessee.

*b. The Lessor shall be responsible for replacement of all bulbs, lamps, tubes and starters used in such fixtures for the purpose of furnishing light.

2. The Lessor certifies that the lighting levels within the demised premises are maintained at and do not exceed the following levels: 10 foot-candles in halls and corridors; 30 foot-candles in other public areas; a minimum of 50 foot-candles in office, conference rooms, and other levels as set forth in the State Energy Management Plan, Volume II, Section F.

V MAINTENANCE AND REPAIRS

1. The Lessor shall provide for interior maintenance and repairs in accordance with generally accepted good practices, including repainting, the replacement of worn or damaged floor covering and repairs or replacement of interior equipment as may be necessary due to normal usage. The Lessee shall, during the term of this lease, keep the interior of the demised premises in as good a state of repair as it is at the time of the commencement of this lease, reasonable wear and tear and unavoidable casualties excepted.

2. The Lessor shall maintain and keep in repair the exterior of the demised premises during the term of this lease and shall be responsible for the replacement of all windows broken or damaged in the demised premises, except such breakage or damage caused to the exterior of the demised premises by the Lessee, its officers, agents or employees.

3. The Lessor shall maintain the interior and exterior of the demised premises including grounds and parking area so as to conform to all applicable health and safety laws, ordinances and codes which are presently in effect and which may subsequently be enacted during the term of this lease and any renewal periods.

4. The Lessor agrees to furnish pest control services for the leased premises during the term of the lease at the expense of the Lessor.

***VI UTILITIES**

That the Lessor will promptly pay all gas, water, sewer, solid waste, power and electric light rates or charges which may become payable during the term of this lease for the gas, water, sewer and electricity used and disposal of solid waste generated by the Lessee on the premises; and if the lease is for 5,000 square feet or greater, separately metered for all energy and fuels which may be consumed by Lessee, alone, Lessor will provide Lessee, in a form and manner agreed upon, timely and accurate data on Lessee's monthly consumption or use of electricity, natural gas, LP gas and/or fuel oil, as appropriate, pursuant to Section 255.257, Florida Statutes.

* These are the only Articles in which the word "Lessor" can be changed to "Lessee" by the Lessee without authorization from the Division of Facilities Management. (Rule 60H-1.003 Florida Administrative Code)

VII ACCESSIBILITY STANDARDS AND ALTERATIONS

1. The Lessor agrees that the demised premises now conform, or that, prior to Lessee's occupancy, said premises shall, at Lessor's expense, be brought into conformance with the requirements of the Florida Americans With Disabilities Accessibility Implementation Act, Section 553.501 - 553.513, Florida Statutes, and the current Florida Disability Code for Building Construction, providing requirements for persons with disabilities and with the requirement of Public Law 101-336, enacted July 26, 1990, effective January 26, 1992, Section 28 CFR Part 35 and Appendix to Section 36 CFR Part 1191, Known as the "Americans with Disabilities Act of 1990."

2. That the Lessee shall have the right to make any alterations in and to the demised premises during the term of this lease upon first having obtained the written consent thereto of the Lessor. The Lessor shall not capriciously withhold the consent to any such alterations.

VIII INJURY OR DAMAGE TO PROPERTY ON PREMISES

All property of any kind that may be on the premises during the continuance of this lease shall be at the sole risk of the Lessee, and except for any negligence of the Lessor, the Lessor shall not be liable to the Lessee for loss or damage to the property.

IX FIRE AND OTHER HAZARDS

1. In the event that the demised premises, or the major part thereof, are destroyed by fire, lightning, storm or other casualty, the Lessor at its option may forthwith repair the damage to such demised premises at its own cost and expense. The rental thereon shall cease until the completion of such repairs and the Lessor will immediately refund the pro rata part of any rentals paid in advance by the Lessee prior to such destruction; should the premises be only partly destroyed, so that the major part thereof is usable by the Lessee, then the rental shall abate to the extent that the injured or damaged part bears to the whole of such premises and such injury or damage shall be restored by the Lessor as speedily as is practicable and upon the completion of such repairs, the full rental shall commence and the lease shall then continue the balance of the term.

2. The Lessor shall provide for fire protection during the term of this lease in accordance with the fire safety standards of the State Fire Marshal. The Lessor shall be responsible for maintenance and repair of all fire protection equipment necessary to conform to the requirements of the State Fire Marshal. The Lessor agrees that the demised premises shall be available for inspection by the State Fire Marshal, prior to occupancy by the Lessee, and at any reasonable time thereafter.

3. The Lessor certifies that no asbestos was used in the construction of the demised premises or that if asbestos was used, actions have been completed to correct the hazards caused by the use of asbestos.

4. The Lessor certifies that if any radon is present, it is at a measurement level less than 4 PCI/L.

X EXPIRATION OF TERM

At the expiration of the term, the Lessee will peaceably yield up to the Lessor the demised premises in good and tenantable repair. It is understood and agreed between the parties that the Lessee shall have the right to remove from the premises all personal property of the Lessee and all fixtures, machinery, equipment, appurtenances and appliances placed or installed on the premises by it, provided the Lessee restores the premises to as good a state of repair as they were prior to the removal.

XI SUBLETTING AND ASSIGNMENT

The Lessee upon obtaining written consent of the Lessor, which written consent shall not capriciously be withheld, shall have the right to sublet all or any part of the demised premises or to assign all or any part of the demised premises.

XII NOT CONSENT TO SUE

The provisions, terms or conditions of this lease shall not be construed as a consent of the State of Florida to be sued because of said lease hold.

XIII WAIVER OF DEFAULTS

The waiver by the Lessee of any breach of this lease by the Lessor shall not be construed as a waiver of any subsequent breach of any duty or covenant imposed by this lease.

XIV RIGHT OF LESSOR TO INSPECT

The Lessor, at all reasonable times, may enter into and upon the demised premises for the purpose of viewing the same and for the purpose of making any such repairs as they are required to make under the terms of this lease.

XV BREACH OF COVENANT

These presents are upon this condition, that, except as provided in this lease, if the Lessee shall neglect or fail to perform or observe any covenant herein contained, which on the Lessee's part is to be performed, and such default shall continue for a period of thirty (30) days after receipt of written notice thereof from the Lessor to the Lessee, then the Lessor lawfully may, immediately, or at any time thereafter, and without further notice or demand, enter into and upon the demised premises, or any part thereof, and repossess the same as of their former estate and expel the Lessee and remove its effects forcefully, if necessary, without being taken or deemed to be guilty of any manner of trespass and thereupon this demise shall terminate but without prejudice to any remedy which might otherwise be used by the Lessor for arrears of rent or for any breach of the Lessee's covenants herein contained.

XVI ACKNOWLEDGMENT OF ASSIGNMENT

That the Lessee upon the request of the Lessor shall execute such acknowledgment or acknowledgments, or any assignment, or assignments, of rentals and profits made by the Lessor to any third person, firm or corporation, provided that the Lessor will not make such request unless required to do so by the Mortgagee under a mortgage, or mortgages executed by the Lessor.

XVII TAXES AND INSURANCE

1. Lessor shall pay all real estate taxes and fire insurance premiums on the demised premises. Lessor shall not be liable to carry fire insurance on the person or property of the Lessee or any other person or property which may now or hereafter be placed in the demised premises.

XVIII AVAILABILITY OF FUNDS

The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. F.S. 255.2502.

XIX USE OF PREMISES

The Lessee will not make or suffer any unlawful, improper or offensive use of the premises or any use or occupancy thereof contrary to the laws of the State of Florida or to such Ordinances of the City and/or County in which the demised premises are located, now or hereinafter made, as may be applicable to the Lessee.

XX RENEWAL

The Lessee is hereby granted the option to renew this lease for an additional _____ years(s) upon the same terms and conditions or as specified on attached addendum. If the Lessee desires to renew this lease under the provisions of this Article, it shall give the Lessor written notice thereof not more than six months nor less than three months prior to the expiration of the term provided in Article I of this Lease or any applicable renewal period.

XXI RIGHT TO TERMINATE

The Lessee shall have the right to terminate, without penalty, this lease in the event a State owned building becomes available to the Lessee for occupancy upon giving six (6) months advance written notice to the Lessor by Certified Mail, Return Receipt Requested.

XXII NOTICES AND INVOICES

All notices required to be served upon the Lessor shall be served by Registered or Certified Mail, Return Receipt Requested, at

(Street) (City) (Zip Code)

and all notices required to be served upon the Lessee shall be served by Registered or Certified Mail, Return Receipt Requested, at the address of the Lessee at

(Street) (City) (Zip Code)

Invoices, in triplicate, shall be submitted monthly to: _____

XXIII DEFINITION OF TERMS

(a) The terms "lease," "lease agreement," or "agreement" shall be inclusive of each other and shall also include any renewals, extensions or modifications of this lease.

(b) The terms "Lessor" and "Lessee" shall include the successors and assigns for the parties hereto.

(c) The singular shall include the plural and the plural shall include the singular whenever the context so requires or permits.

XXIV ADDITIONAL TERMS

(Check One)

_____ All additional covenants or conditions appear on attached Addendum(s) _____.

_____ No additional covenants or conditions form a part of this lease.

Lease No. _____

IN WITNESS WHEREOF, the parties hereto have hereunto executed this instrument for the purpose herein expressed, the day and year above written.

ANY LEASE AGREEMENT SHALL NOT BECOME LEGALLY EFFECTIVE UNTIL APPROVED/ACCEPTED BY THE DEPARTMENT OF MANAGEMENT SERVICES.

ORIGINAL SIGNATURES REQUESTED ON ALL COPIES

Signed, sealed and delivered in the presence of: _____ Witness Signature _____ Print or Type Name of Witness _____ Witness Signature _____ Print or Type Name of Witness AS TO LESSOR	LESSOR, IF INDIVIDUAL (S): _____ (SEAL) _____ Print or Type Name _____ (SEAL) _____ Print or Type Name	
Signed, sealed and delivered in the presence of: _____ Witness Signature _____ Print or Type Name of Witness _____ Witness Signature _____ Print or Type Name of Witness As to President, General Partner, Trustee	Name of Corporation, Partnership, Trust, etc.: _____ By: _____ (SEAL) Its President, General Partnership, Trustee ATTEST: _____ (SEAL) Its Secretary	
Signed, sealed and delivered in the presence of: _____ Witness Signature _____ Print or Type Name of Witness _____ Witness Signature _____ Print or Type Name of Witness AS TO LESSEE	LESSEE: STATE OF FLORIDA DEPARTMENT OF CORRECTIONS By: _____ _____ Print or Type Name _____ Print or Type Title	
APPROVED AS TO CONDITIONS AND NEED THEREFORE DEPARTMENT OF MANAGEMENT SERVICES _____ CHIEF, REAL PROPERTY ADMINISTRATOR, DIVISION OF REAL ESTATE DEVELOPMENT AND MANAGEMENT _____ DIRECTOR DIVISION OF REAL ESTATE DEVELOPMENT AND MANAGEMENT APPROVAL DATE: _____	APPROVED AS TO FORM AND LEGALITY, SUBJECT ONLY TO FULL AND PROPER EXECUTION BY THE PARTIES GENERAL COUNSEL DEPARTMENT OF MANAGEMENT SERVICES By: _____ _____ Print or Type Name APPROVAL DATE: _____	APPROVED AS TO FORM AND LEGALITY, SUBJECT ONLY TO FULL AND PROPER EXECUTION BY THE PARTIES GENERAL COUNSEL DEPARTMENT OF CORRECTIONS By: _____ _____ Print or Type Name APPROVAL DATE: _____



**STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
SAMPLE MONTHLY RENTAL RATE SCHEDULE**

ADDENDUM A

LEASE NUMBER _____

Rental Rate Schedule
Effective 05/01/93

<u>TERM</u>	<u>AMOUNT PER SQ.FT.</u>	<u>MONTHLY RENTAL</u>
First Year 09/01/07 - 08/31/08	\$13.50	\$21,682.13 Twenty-one thousand six Hundred eighty-two dollars and thirteen cents
Second Year 09/01/08 - 08/31/09	\$14.18	\$22,774.26 Twenty-two thousand seven Hundred seventy-four dollars and twenty-six cents
Third Year 09/01/09 - 08/31/10	\$14.89	\$23,914.58 Twenty-three thousand nine Hundred fourteen dollars and fifty-eight cents
Fourth Year 09/01/10 - 08/31/11	\$15.63	\$25,103.08 Twenty-five thousand one Hundred three dollars and eight cents
Fifth Year 09/01/11 - 08/31/12	\$16.41	\$26,355.83 Twenty-six thousand three hundred fifty-five dollars and eighty-three cents
Sixth Year 09/01/12 - 08/31/13	\$16.41	\$26,355.83 Twenty-six thousand three hundred fifty-five dollars and eighty-three cents
Seventh Year 09/01/13 - 08/31/14	\$16.41	\$26,355.83 Twenty-six thousand three hundred fifty-five dollars and eighty-three cents
Eighth Year 09/01/14 - 08/31/15	\$16.41	\$26,355.83 Twenty-six thousand three hundred fifty-five dollars and eighty-three cents

**LESSEE:
DEPARTMENT OF CORRECTIONS**

LESSOR:

Lessee Signature

Lessor Signature

(SEAL)

Date: _____

Date: _____



**STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES**

RENTAL COMMENCEMENT

ADDENDUM B

LEASE NUMBER _____

NOTWITHSTANDING the provisions of Articles **“I TERM”** and **“II RENTALS”** of this lease, term shall not commence until date of completion of the renovations of the demised premises to Lessee’s satisfaction and thereby made ready for occupancy by lessee. At the time of occupancy, the rent for any fractional part of the first month of occupancy shall be prorated.

**LESSEE:
DEPARTMENT OF CORRECTIONS**

LESSOR:

Lessee Signature

_____ **(SEAL)**
Lessor Signature

Date: _____

Date: _____



**STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES**

FAILURE TO COMPLY

ADDENDUM NUMBER D

LEASE NUMBER: _____

In the event that Lessor fails to comply with any term or provision of this Lease after written notice, Lessee reserves the option to 1) setoff and deduct from the rental amount due Lessor under this lease such sums as Lessee determines are required to remedy the default of Lessor; 2) do whatever Lessor is obligated to do under the terms of this Lease; and Lessor agrees to reimburse Lessee on demand for any reasonable expenses which Lessee may incur in thus effecting compliance with Lessor's obligation under this Lease; and Lessee hereby covenants and agrees to use its best efforts to mitigate damages caused thereby; 3) terminate this Lease and vacate the premises, but without prejudice to any remedy which might otherwise be used by the Lessee for any breach of the Lessor's covenants contained herein; and/or 4) bring suit for damages against Lessor for any expense (including reasonable attorney's fees) Lessee may incur by reason of a delay in the Commencement Date of this Lease, except for any such delay caused solely by any delay, default or omission of Lessee.

Lessee is required to give Lessor written notice setting forth in reasonable detail the nature and extent of such failure and Lessor will be given thirty (30) days to cure such failure. If such failure cannot reasonably be cured within such thirty (30) day period, the length of such period shall be extended for the period reasonably required therefore, if Lessor commences curing such failure within such thirty (30) day period and continues the curing thereof with reasonable diligence and continuity. Reason for setoff of amounts due under this Lease shall include, but are not limited to, remedying heating and air conditioning equipment and roofing deficiencies. Each occasion of setoff of rental amounts due under this Lease shall be contingent upon the prior approval of Lessee's legal counsel.

**LESSEE:
DEPARTMENT OF CORRECTIONS**

LESSOR:

_____ **(SEAL)**

Lessee Signature

Lessor Signature

Date: _____

Date: _____



**STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES**

JANITORIAL SERVICES

ADDENDUM E

LEASE NUMBER: _____

Lessor Staff Conduct: The Lessor shall not permit any individual to provide janitorial services under this lease who is under the supervision or jurisdiction of any parole, probation or corrections authority. The objective of this provision is to ensure that no subcontractor, employee or agent of the lessor under any such legal constraint, has contact with or access to any records of the Florida Department of Corrections and it shall be the Lessor's obligation and duty to insure that no subcontractor, employee or agent of the Lessor under such legal constraint shall have such access.

Background/Criminal Records Check: The Lessor's staff assigned to provide janitorial services under this lease shall be subject, at the Department's discretion and expense, to a Florida Department of Law Enforcement (FDLE) Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) background/criminal records check. This background check will be coordinated and/or conducted by the Department's Parole and Probation Office staff located at the Lease location and may occur or re-occur at any time during the Lease period. The Department has full discretion to require the Lessor to disqualify, prevent, or remove any staff or subcontractor staff from any work under the lease. The Department is under no obligation to inform the Lessor or the staff member of the records check findings or criteria for disqualification or removal.

The Lessor shall ensure that the Parole and Probation Office Supervisor is provided the information needed to have the NCIC/FCIC background check conducted prior to any staff being hired or assigned to work under the Lease. In order to carry out this records check, the Lessor shall provide the following data for any individual: Full Name, Race, Gender, Date of Birth, Social Security Number, Driver's License Number and State of Issue. Upon additional request of the Department, the Lessor's staff or subcontractor staff shall submit to fingerprinting by the Department of Corrections, for submission to the Federal Bureau of Investigation (FBI).

Failure to Comply with this requirement may result in termination of the lease agreement.

Janitorial/Cleaning Services: The Lessor agrees to furnish janitorial and cleaning services as part of this lease agreement. This includes furnishing all cleaning/maintenance equipment and cleaning supplies as required, including but not limited to, drinking cups at water fountains, bathroom tissues, paper towels, trash receptacle liners, hand soap (preferably liquid) and doormats at entrances to the facility. All supplies are to be of good quality acceptable in the janitorial profession and of satisfactory quality suitable to the needs of personnel.

The lessor agrees to furnish janitorial and cleaning services as part of this lease agreement. This includes furnishing all cleaning/maintenance equipment and cleaning supplies as required, including but not limited to, drinking cups at water fountains, bathroom tissues, paper towels, trash receptacle liners, hand soap (preferably liquid) and doormats at entrances to the facility. All supplies are to be of good quality acceptable in the janitorial profession and of satisfactory quality suitable to the needs of personnel.

Cleaning of the facility shall be accomplished in accord with the following schedule:

FLOORS	
DAILY:	Carpeted Areas – Vacuum Non-carpeted Areas – Dust mop Remove gum and other materials. Spot damp mop and to remove stains or spots.
WEEKLY:	Non-Carpeted Areas – Damp mop and spray buff.
SEMI-ANNUALLY:	Machine clean carpets in hallways. Other areas to be cleaned if their condition so dictates.
	Strip, reseal and wax all normally waxed floors.
ANNUALLY:	Machine clean all carpets throughout the facility.
WALLS, CEILINGS, INTERIOR DOORS, LEDGES, ETC.	
WEEKLY:	Spot Clean Clean light switch plates and surrounding wall areas. Dust windowsills, ledges, fixtures, etc.
MONTHLY:	Dust or vacuum HVAC registers.
ANNUALLY:	Clean all light fixture diffuses and dust light bulbs.
WINDOWS AND GLASS	
DAILY:	Spot clean entrances and vicinity glass both in and outside. Spot clean directory and internal glass or windows.
SEMI-ANNUALLY:	Clean inside of external windows.
WATER FOUNTAINS	
DAILY:	Clean and sanitize. Replenish supply of disposable cups (if applicable).
FURNISHINGS	
AS NEEDED, BUT AT LEAST WEEKLY:	Dust tables, chairs, desks, credenzas, file cabinets, bookcases, etc. Do not disturb any papers lying on desks or cabinets Dust and clean all ornamental wall decorations, picture, charts, chalkboards, etc. Dust draperies, venetian blinds, or curtains.
SEMI-ANNUALLY:	Vacuum all drapes, venetian blinds, or curtains.
TRASH AND REFUSE	
DAILY:	Empty and clean all trash receptacles. Receptacle liners are to be used. Change as necessary. Remove all collected trash to external dumpsters or trash containers. In conference rooms, reception areas, etc., remove accumulated trash, i.e. paper cups, soda cans, etc.
CIGARETTE URNS AND ASHTRAYS	
DAILY:	Empty and clean all cigarette urns. Empty and damp wipe all ashtrays.
ELEVATORS – (If Applicable)	
DAILY:	If carpeted, vacuum. If not carpeted, dust mop, remove gum and other materials, spot damp mop to remove stains or spots. Clean hardware and control panels.

WEEKLY:	Vacuum door tracks. Damp mop floors and spray buff if not carpeted.
STAIRWELLS (If Applicable)	
DAILY:	Remove accumulated trash. Spot sweep as required.
WEEKLY:	Sweep. Dust mop to remove stains. Dust handrails, ledges, etc. Spot clean walls and doors.
RESTROOMS	
DAILY:	Maintain in a clean and sanitary condition: floors, walls, doors, stalls, partitions, shelves, sinks, commodes, urinals, bath facilities, soap and towel dispensers Clean and polish mirrors. Empty and sanitize trash and sanitary napkin receptacles. Replenish supplies of tissue, towels, and soap. Check and replace, as necessary, deodorizer bars/room air freshener units.
MONTHLY:	Clean ceramic tile surfaces with a strong cleaner or bleach so that tile and grout have a uniform color.
LOUNGE AND KITCHEN AREAS (If Applicable)	
DAILY:	Clean and sanitize sinks and counter areas.
EXTERIOR	
DAILY:	Sweep outside area immediately adjacent to building entrances. Keep parking lot and surrounding grass areas free of trash.
WEEKLY:	Sweep all exterior access areas, i.e. sidewalks, porches, verandas, etc.

MAINTENANCE SERVICES

In reference to Articles III and V of the lease agreement:

1. Filters for HVAC shall be changed every 90 days at a minimum and more often as conditions warrant.
2. All painted surfaces in the facility shall be freshly painted at the commencement of this lease, if needed, and at least once every five (5) years thereafter during the lease term and any renewals thereof. Touch up painting to be done as needed.
3. Perform such other services as are necessary to keep the facility clean and in a sanitary condition.

In providing any or all of the before mentioned services:

1. Janitorial staff is to only use necessary lighting in the areas in which they are actually working and turn off unnecessary lighting. Air conditioning equipment is not to be turned on for the exclusive use of the janitorial staff.
2. Only actual employees of the janitorial contractor are to be admitted to the premises.
3. During after hours cleaning, all outside doors are to be locked and janitorial staff is not to provide access into the facility to anyone.
4. Janitorial staff is to check exterior doors and windows to ensure the facility is secure at the time of leaving the facility.

LESSEE:
DEPARTMENT OF CORRECTIONS

LESSOR:

Lessee Signature

(SEAL)
Lessor Signature

Date: _____

Date: _____



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES

PUBLIC ENTITY CRIME STATEMENT

REQUIRED ADDENDUM F

LEASE NUMBER: _____

Public Entity Crime Statement: Section 287.133, Florida Statutes, places the following restrictions on the ability of persons convicted of public entity crimes to transact business with the department:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

SAMPLE

Lessor Signature (SEAL)

Date



**STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES**

PUBLIC HURRICANE EVACUATION SHELTER

ADDENDUM G

LEASE NUMBER: _____

Pursuant to Section 252.385 (4)(b), F.S., facilities that are solely occupied by state agencies and have at least 2,000 square feet of net rentable space in a single room or a combination of rooms each having a minimum of 400 square feet may be required to serve as a public hurricane evacuation shelter at the request of the local emergency management agencies.

It is hereby agreed and understood that in the event the facility being leased is selected for use as an emergency shelter the lessor, upon receiving notice from the Emergency Management Center, shall make the building available as a public hurricane evacuation shelter.

**LESSEE:
DEPARTMENT OF CORRECTIONS**

LESSOR:

Lessee Signature

Lessor Signature **(SEAL)**

Date: _____

Date: _____



**STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES**

DISCRIMINATION

REQUIRED ADDENDUM **H**

LEASE NUMBER: _____

An entity who has been placed on the Discriminatory Vendor List may not submit a bid or proposal to provide goods or services to a public entity, may not submit a bid or proposal with a public entity for the construction or repair of a public building or public work, may not submit bids or proposals on leases of real property to a public entity, may not perform work as a contractor, supplier subcontractor or consultant under contract with any public entity and may not transact business with any public entity.

**LESSEE:
DEPARTMENT OF CORRECTIONS**

LESSOR:

Lessee Signature

_____ **(SEAL)**
Lessor Signature

Date: _____

Date: _____



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES

ADDENDUM I

LEASE NUMBER _____

ADDITIONAL LEASE TERMS

INDOOR AIR QUALITY: Lessor shall provide fresh air intake of 20 or more cubic feet per minute per person or as recommended by ASHRAE (the American Society of Heating, Refrigerating and Air Conditioning Engineers). Interior humidity's shall average 60% relative humidity. The building envelope shall be maintained to prevent moisture intrusion that may result in microbiological and fungal growth on surfaces, furnishings or interstitial spaces.

In the event a suspected air quality problem arises, the Lessee reserves the right to have the indoor air quality tested, at its own expense, by a certified industrial hygienist to determine the cause of the problem. After assessment, if test results indicate conclusively that a problem exists, the Lessor shall take immediate corrective action to remedy the situation and reimburse the agency for the costs of conducting such test(s). Any painting and construction shall be conducted under ventilating and occupancy conditions that will not result in indoor air quality complaints.

HOURS OF OPERATION: The space to be leased by the Department will be fully occupied during normal working hours from 7:30 a.m. to 5:30 p.m. Monday through Friday, excluding state holidays, Saturdays and Sundays, and may be fully or partially occupied during all other periods of time as necessary or as required at the sole discretion of the Department.

LESSEE:
DEPARTMENT OF CORRECTIONS

LESSOR:

Lessee Signature

Lessor Signature (SEAL)

Date: _____

Date: _____

ATTACHMENT D
DISCLOSURE STATEMENT



STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
DISCLOSURE STATEMENT

Lease No: 700:1042

Authority: Paragraphs 255.249(4)(h)(i), 255.01 F.S.

Check One: Privately Owned Entity Holding Title Publicly Owned

Name of Entity: _____

Name of Facility: _____

Facility Location: _____

City: _____ County: _____ Zip: _____

Total Net Rentable Square Footage in Building _____

Federal Identification No. (F.I.N. or S.S.N.) _____

**PUBLICLY OWNED FACILITIES COMPLETE THIS AND SIGNATURE PORTION ONLY:
 IS THIS FACILITY FINANCED WITH LOCAL GOVERNMENT OBLIGATIONS OF ANY TYPE?**

YES NO

This is to certify that the following individual(s) or entity holds 4% or more interest and/or the following public official(s), agent(s) or employee(s) holds any interest in the property or in the entity holding title to the property being leased to the State.

This is to certify that all beneficial interest is represented by stock in a corporation registered with the Securities and Exchange Commission or is registered pursuant to Chapter 517, Florida Statutes, which stock is for sale to the general public. Yes No

If entity is a Corporation (not registered with the Securities and Exchange Commission), provide information for any individual holding 4% or more interest in the Corporation. If no one holds more than 4% then so state.

Name: _____

Home Address: _____

Principal Occupation: _____

Occupational Address: _____

Percent of Interest: _____

Name: _____

Home Address: _____

Principal Occupation: _____

Occupational Address: _____

Percent of Interest: _____

(Attach additional pages if necessary)

Lease No.: 700:1042

The equity of all others holding interest in the above named property totals: _____.

If a public official, agent or employee provide:

Name of individual: _____

Name of public agency: _____

Position held: _____

If Owner(s) is an Individual:

(Print or Type)

(Manual Signature)

(Print or Type)

(Manual Signature)

Date Signed: _____

**If Owner(s) is Corporation,
Partnership, Trust, etc:**

Print or Type Name Corporation, Partnership,
Trust, etc.

SEAL

Authorized Signature

This is to certify that I, _____, as _____,
(Print or Type Name) **(Print or Type Title)**

am authorized to sign for the required information thereon.

Date Signed: _____

Disclosure Statement

Additional Page

Lease No. 700:1042:

Name _____

Home Address: _____

Principal Occupation: _____

Occupational Address: _____

Percent of Interest: _____

Name _____

Home Address: _____

Principal Occupation: _____

Occupational Address: _____

Percent of Interest: _____

Name _____

Home Address: _____

Principal Occupation: _____

Occupational Address: _____

Percent of Interest: _____

Name _____

Home Address: _____

Principal Occupation: _____

Occupational Address: _____

Percent of Interest: _____

Name _____

Home Address: _____

Principal Occupation: _____

Occupational Address: _____

Percent of Interest: _____

ATTACHMENT E

DIVISION OF STATE FIRE MARSHAL PLANS REVIEW FEES, PROCEDURES AND REQUIREMENTS DIVISION OF STATE FIRE MARSHAL

Plans Review Fees, Procedures and Requirements

The plans for all construction of any new state owned or state lease building and renovation or alteration of any existing state owned or state leased building are subject to review and approval of the Division of State Fire Marshal for compliance with the Uniform Fire Safety Standards prior to commencement of construction or change of occupancy. The Division of State Fire Marshal may inspect state owned and state leased spaces as necessary prior to occupancy or during construction, renovation, or alteration to ascertain compliance with the uniform fire safety standards as per Florida Statutes 633.085 and 69A-52, Florida Administrative Code.

69A-3.009 (12), FAC, defines a state owned building as:

(a) "State-owned building," as used in Chapter 633, F.S., and any rule adopted by the State Fire Marshal, except as provided in paragraph (b) of this subsection, means any structure used or intended for supporting or sheltering any use or occupancy of which the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the record owner of the legal title to such structure.

(b) "State-owned building" does not mean or include a pole barn, a picnic shelter, a lift station, an animal pen, an animal feeder, a pump house, a one-family private residence, a two-family private residence, a forestry fire tower or other fire tower, a radio tower, a building no longer in use, an empty building, or a greenhouse.

DESIGN CRITERIA

The Life Safety portion of the plans shall be designed in accordance with the National Fire Protection Association (NFPA) 101, Life Safety Code; NFPA 1, Fire Prevention Code; and adopted NFPA Standards. See Florida Administrative Code 69A-3.012 for the adopted edition of NFPA 101 & 1 and a list of adopted NFPA Standards.
(<http://fac.dos.state.fl.us/>)

PLANS REVIEW FEES

The fee for plans review is determined by multiplying the estimated construction/ renovation cost of the building, by the constant 0.0025. The minimum fee is \$100.00. This does not include the cost of the land, site improvements, civil work or furniture & equipment.

Example:

\$1,000,000.00 Construction Cost x .0025 = 2,500.00 Fee

METHOD OF PAYMENT

After plans are received an invoice will be prepared and sent at which time payment can be made by personal check, money order or, if a state agency is paying, a SAMAS – Journal Transfer. Please make check or money order payable to the Department of Financial Services. Fill in the memo portion with “SFM Plans Review fee” and return payment with invoice.

COVER LETTER

Please include a cover letter with the following information:

1. Is this a state-owned or state-leased building? (see definition on page 1)
2. Project description and project number
3. Building name, address and county, and building number
4. Site name and address.
5. Project square footage.
6. Occupancy type, construction type, and building height (feet and stories).
7. Is this a change in occupancy?
8. Estimated construction cost of the building or renovation. This does not include the cost of land, site improvements, civil work or furniture and equipment.
9. Architect’s name and address.
10. Who (name and address) is responsible for paying the fee?
11. Where (name and address) should the plans be sent after the review?
12. Agency name, and state agency contact person (name and phone #) for this project.
13. Name and phone # of the local fire authority.
14. If this is state lease (either private sector lease or Department of Management Services facility), please provide the facility’s name, lease number, state agency occupying the lease, and send copies of the cover letter to:

Randall C. Baker
Division of Real Estate Development
and Management
4050 Esplanade Way, Suite 315
Tallahassee, FL 32399-0950

Dan Hedrick
Division of Real Estate Development
and Management
4050 Esplanade Way, Suite 315
Tallahassee, FL 32399-0950

WHAT TO SUBMIT

Submit cover letter and two sets of contract documents (signed and sealed) and one signed and sealed set of specifications to:

If Sending By Regular Mail

Division of State Fire Marshal
Plans Review Section
200 East Gaines Street
Tallahassee, Florida 32399-0342

If Sending By Overnight Service

Division of State Fire Marshal
Plans Review Section
325 John Knox Road, Atrium Building
Tallahassee, Florida 32303

PLANS SUBMISSION

The Division of State Fire Marshal will require the submitter to furnish two sets of contract documents (signed and sealed) and one set of signed and sealed specifications for review to the Plans Review Section. The submitter may, however, submit plans at an earlier stage, i.e., design review, in which case only one unsigned set needs to be submitted. **Only one design review will be allowed per project.** When the documents are approved for construction, the signed and sealed set will be stamped "APPROVED" and returned to the submitter. The stamped set of plans must be kept on the job site for the fire safety inspector's use at the time of inspection. It shall be the responsibility of the submitter to see that the "approved" set of plans is on the construction site before work begins and remains there until final inspection and approval has been issued. Plan approval is good for one year from the date of issue. The construction contract must be let within this period or the approval will expire and the plans must be re-submitted with another review fee. The editions of the pertinent codes that will apply to your project will be those that are adopted at the date of your first submittal, regardless of phase, i.e. 50% or final, and will not change even if a newer edition is adopted during the review process.

Any change orders or redesign during construction that affect life safety shall be submitted for review with the State Fire Marshal's file number indicated. There is no additional fee required for changes.

The review process allows 30 calendar days for review of all state-owned property and 10 working days for review of state leased property.

If there are any special circumstances or hazards that require further clarification, the reviewer will attempt to contact you; therefore, please include the name and telephone number of a contact person with your plan submission. Please remember that if you are called and asked for additional information or clarification, the reviewer needs this information in writing before he can approve the project. If the statutory time (10 working days on a lease or 30 calendar days on state owned) expires he must disapprove the project and a re-submittal process may add further delay to the project.

PLAN INFORMATION

The following items are areas where we must have your assistance. Please ensure that all submittals address these necessary items where applicable and help us prevent lost time due to disapprovals based on lack of information.

- **Renovation or Alteration** - Any alteration or any installation of new equipment shall be installed under the requirement of new construction. The scope of work shall be identified clearly. Show the number of floors in the building and the location of the project under consideration in comparison to the entire floor and building.
- **Equivalency Concepts** - Any requirement of the code that a designer wishes to modify by alternative arrangements shall in no case afford less safety to life than the code presently requires. Any request to use equivalency concepts will only be considered when technical documentation is submitted.
- **Classification of Occupancy** - Plans shall indicate the type of occupancy based on N.F.P.A. 101, Chapter 6.
- **Change of Occupancy** - The designer shall identify the existing type of occupancy and clearly identify the new occupancy use and areas.
- **Floor Area** - The gross square footage of the building shall be indicated on the plans. All assembly rooms shall indicate the net floor area.
- **High Hazard Area** - Any areas of a building, structure, or parts thereof, containing highly combustible, flammable, explosive products or materials which are likely to burn rapidly shall be identified on the submittal. The designer shall identify amounts and types of hazardous materials used throughout the facility.
- **Means of Egress** - All three components of the means of egress (exit access, exit and exit discharge) shall be clearly identified. Travel distance to exits shall be detailed.
- **Occupant Load** - The occupant load for each floor and calculations showing how the load was obtained shall be shown. All assembly rooms, spaces, or areas shall be identified and calculated with calculations shown on plans.
- **Construction Type** - The type of construction shall be identified as per N.F.P.A. 220.
- **Atrium** - Any building in which the designer has incorporated an atrium shall have the atrium area clearly defined on the contract document. Atrium shall be in accordance with NFPA 101, 8.2.5.6.
- **Penetration of Smoke or Fire Barriers** - Passage of pipes, conduits, bus ducts, cables, wires, air ducts, pneumatic ducts and similar service equipment through smoke and/or fire barriers shall be detailed on the contract documents.

- **Fire Detection, Alarm and Communication Systems** - All existing or new systems shall be clearly identified on the plans. The type of system and the appropriate N.F.P.A. standard that was used for the design and installation shall be indicated on the plans and signed and sealed by the Engineer of Record.
- **Automatic Sprinkler System, Standpipes and Fire Pumps** - All existing or new systems shall be clearly identified on the plans. The type of system and appropriate N.F.P.A. standard, which was used for the design and installation, shall be indicated on the plans and signed and sealed by the Engineer of Record. Hydraulic calculations, also signed and sealed by the Engineer of Record, shall accompany the plans where applicable.
- **Correction Facilities** - The use condition of the area shall be clearly indicated as per NFPA 101, Chapter 22.
- **Lease Spaces** - If the leased space is on a floor located above the level of exit discharge (LED) a plan of the LED is required to be submitted to ensure proper exiting from the building.
- The plan shall have the correct name of the facility: Building Number, Office/Complex Name, Street Address, and City, County, and Zip Code, and any assigned lease number noted on the document.
- Include site plan to scale showing project, distances to nearby buildings, fences, parking, and location of hazardous features such as fuel storage or incinerators, and fire lanes if required by NFPA 1.
- Include floor plan(s) drawn to scale showing walls and partitions, openings, door swings, built-in features, changes in elevation such as steps or ramps, dimensions, and notes to indicate what is shown and the use (room name) of each space.
- Schedules for doors, windows and hardware.
- Drawings of HVAC systems.
- Show the following on plans, if applicable: exit markings, emergency lighting (type and location), fire extinguisher(s) (type and location), nationally tested wall assembly details for rated walls, stair and handrail details, interior finishes and their flame spread ratings.
- Show any special fire extinguishing systems such as dry chemical hood systems.

CONSTRUCTION INSPECTIONS

The review fee will cover plans review and up to three (3) construction site inspections. (1) an underground fire main inspection (if applicable); (2) an intermediate inspection at approximately 65% completion (before covering walls and ceilings); (3) and a final inspection prior to occupancy. The intermediate (65%) inspection is optional at our discretion, and depends upon the size and complexity of the construction project. The purpose of construction site inspections is to ensure that the project is in fact constructed in accordance with the approved construction documents.

Any re-inspection required as a result of deficiencies found during the final occupancy inspection shall result in additional fees billed to the Contractor for re-inspection at a rate of \$65.00 per hour, per Inspector, portal to portal, plus expenses. With this in mind, the contractor should have completed his own systems testing and inspection punch list and made the corrections necessary in order to eliminate re-inspections as much as possible.

HOW TO REQUEST AN INSPECTION

The following inspections must be considered:

1. Underground: **REQUIRED** if an underground fire main is installed. This inspection must be performed before cover-up.
2. Intermediate: **REQUIRED** if so indicated on the approval letter, or required by the SFM inspector during the initial on-site meeting.
3. Final: **REQUIRED.**

The construction documents must be approved prior to commencing construction of the project. Any request for the use of an alternative system, or change made to the approved plans must be approved by the Plans Review Section prior to its installation. Throughout the various construction phases, ALL requests for inspection shall be made at least five (5) working days in advance using the enclosed DFS Form DI4-1528. The request may be forwarded by mail or facsimile to the Plans Review Section (see form for fax # and address).

The Plans Review Section will route the request to the appropriate field office where the local field inspector will then contact the requestor to make final arrangements for the inspection.

This request form has to be completed in its entirety, otherwise, the request for inspection will not be granted. Additionally, if the plans are found to be disapproved or rejected by this office, the inspection will not be performed and a stop work order may be issued until the plans are submitted, approved, and the plans review fee is paid in full. Should you have any questions, please notify the Plans Review Section (850) 413-3733 prior to mailing this request form.

Should the project not pass inspection due to various deficiencies, a re-inspection within 30 days should be scheduled with the Inspector at that time. If the corrections cannot be made within that required time frame, it is the responsibility of the agency or requesting party to complete the attached inspection request form (DI4-1528) and submit it to Plans Review Section in Tallahassee, noting the date in which the project will be ready for re-inspection in order for him to reschedule the site for a re-inspection.

The following checklists have been provided for your use in preparing plans that contain sprinkler and fire alarm systems.

FIRE ALARM CHECKLIST

1. The fire alarm contractor shall be licensed for the scope of work submitted.
2. Provide contractor's names, address, phone and license number.
3. Provide job site address, occupancy type, design criteria (NFPA standard)

4. General description of how the system will operate. What will activate the system; will it go into general alarm or ring by zone; will it annunciate; will it be monitored by a central station; will the air handling system be shut down, elevator recall, etc.
5. Itemized list of equipment to be used showing quantity, manufacturer, model number, type of device, and CFM number.
6. Calculations to be complete. Indicate all electric current required in supervision and alarm conditions. Provide calculations on battery manufacturer's standard form.
7. Denote capacity of battery, and confirm adequate size when operating under the full-calculated load.
8. Voltage drop calculations showing that voltage drop does not exceed 5% drop.
9. Cut sheets for each type of device being installed.
10. Drawing showing location of devices, wire runs, number of conductors, zones, end-of-line resistors, and typical wiring method used on the devices.
11. If fire alarm work is resultant from an inspection (State Fire Marshal, fire department, etc.) provide copy of report.
12. Submittal must be complete. Examples: Candela ratings of strobes shall be identified. Ceiling heights shall be indicated when ceiling mounted strobes are used. Reflected ceilings are to be clearly denoted. Include light fixture types/locations, HVAC opening types/locations, and all architectural features (joist, beams, coffers, furr, etc.) extending more than 4 inches from the ceiling plane. Rooms, spaces and areas shall be identified.
13. Differentiate between all existing and proposed components. If system or portion is existing, indicate date of existing system installation, or date of prior substantial system renovation.

SPRINKLER SYSTEM CHECKLIST

1. Occupancy class of each area or room identified.
2. All sprinklers identified by make, type, orifice size, temperature rating, thermal sensitivity, including all existing heads affecting the scope of work.
3. For large storage areas, provide storage height, method of storage, description of commodities, etc. If project is specialized storage design (NFPA 231, 231C, etc.) provide complete design statement denoting methodology for arriving at project area/densities.
4. All piping identified by size, type, inside diameter, and schedule, including all existing piping affecting the scope of work.
5. All ceiling information: heights, types, architectural profiles (vaults, coffers, furr, etc.), construction assembly (combustible ceiling or framing? significant combustibles in ceiling cavity, etc.)
6. Sprinkler obstructions denoted (suspended light fixtures, dust work, architectural items, etc.)
7. H.V.A.C. openings shown
8. Method of maintaining sprinkler system at or above 40 degrees F identified. Describe all unheated areas and explain methodology of all types, sizes, locations, etc. of freeze protection devices.
9. Graphically highlight each hydraulic area, title each area on the plans, with matching title on each calculation set.
10. Location and rating of firewalls, unprotected vertical openings, and other assemblies affecting sprinkler design.
11. Size of city main at street, denoting dead end or circulating (or denote private supply)
12. Total area protected by each system on each floor.
13. Location, type, and listing of hangers.

14. Underground pipe size, length, location, type, point of connection to city main, bury depth, thrust blocks, and all appurtenances (valve types, water meters, valve pits, backflow preventers, etc.)
15. All hydraulic name plate information.
16. Setting for pressure reducing valve denoted.

HYDRAULIC CALCULATIONS FOR SPRINKLER SYSTEMS

17. Verify the water supply, test location, date (must be 12 months current) peak demand time (or calculated adjustment), and account for test elevation at calculations.
18. Verify hazard classification (light, ordinary, special occupancy, etc.).
19. Verify the design criteria (density/sq. ft. over the hydraulic design area).
20. Verify the location of the area calculated (most hydraulically demanding is not always the most physically remote)
21. Verify the dimensions of the area calculated (design area shall not extend beyond designated area served by each sprinkler). Sufficient length parallel to the branch lines or cross-mains, as required.
22. Verify the densities (sprinklers flowing at or above minimum required flow rate).
23. Verify the pipe sizes, lengths, equivalent lengths of fittings, and flow paths (account for all pressure losses).
24. Verify the hose demand.
25. Confirm that the system demand is at or less than the available water supply (include demand vs. supply graph)

MATERIAL CUT SHEETS FOR SPRINKLER SYSTEMS

26. Sprinklers, pipes, valves, pressure-reducing devices, flow switches, backflow preventers, water meters (all system devices effecting hydraulic design, whether existing or proposed).
27. Fire pump type, size, and design curves (provide current pump test for existing pump)



ATTACHMENT F
 Department of Financial Services
Division of State Fire Marshal – Bureau of Fire Prevention

**REQUEST FOR BUILDING SITE INSPECTION
 PLANS AND REVIEW SECTION**

GENERAL INFORMATION

REQUESTOR'S NAME: _____
 PHONE NUMBER: _____
 EMAIL ADDRESS: _____
 STATE AGENCY: _____

TYPE OF INSPECTION (CIRCLE APPROPRIATE ONE)

- | | |
|--|---|
| <input type="checkbox"/> FINAL | <input type="checkbox"/> SPRINKLER SYSTEM (ABOVE or BELOW GROUND) |
| <input type="checkbox"/> INTERMEDIATE | <input type="checkbox"/> LEASE, PRE-OCCUPANCY |
| <input type="checkbox"/> FIRE ALARM SYSTEM | <input type="checkbox"/> LEASE, RENEWAL |
| <input type="checkbox"/> HOOD SYSTEM | <input type="checkbox"/> OTHER (SPECIFY): _____ |

NAME, STREET ADDRESS OR EXACT LOCATION OF FACILITY:

INSPECTION DATE: _____

(Provide this office with a **MINIMUM** of five (5) working days notice prior to requested date of inspection. The SFM inspector for this facility will contact you for final scheduling)

STATE FIRE MARSHAL'S FILE #: _____

(Without this file #, your request will **not** be granted. Contact this office should you need assistance)

OCCUPANCY CLASSIFICATION: _____

(BUSINESS, ASSEMBLY, ETC.)

SQUARE FOOTAGE & HEIGHT OF BUILDING: _____

LIST THE FACILITY'S LIFE SAFETY FEATURES: _____

(Sprinkler, Standpipe, Fire Alarm, Smoke Control, other)

TYPE OF BLDG. CONSTRUCTION: _____

E-MAIL ALL REQUESTS TO: Mark.healey@fldfs.com

[or]

MAIL: Bureau of Fire Prevention - Plans Review Section
 200 East Gaines Street

Tallahassee, Florida 32399-0342

COURIER: 325 John Knox Road, Atrium Bldg 3rd Floor
 Tallahassee, Florida

PHONE: (850) 413-3171 FAX: (850) 922-2553

DFS-K3-1528 REV05/07

ATTACHMENT G
ENERGY PERFORMANCE INDEX

ENERGY PERFORMANCE INDEX

Florida Energy Modeling Program (FEMP): A computerized program for evaluating a building's energy use, utilizing the normal systems design and evaluation block load programs. These are run as part of the mechanical design and / or evaluation for three scenarios on new or one scenario of existing buildings. All Offerors to an Invitation to Negotiate of 20,000 square feet or more will be responsible for contracting an engineering firm to review the building and / or lease space and a run a block load program on any of the following systems: TRANE TRACE, CARRIER HAP or ELITE. The completed form, the output sheets from the system block examination and diskette must be forwarded to Department of Management Services with a cashier's check for \$200 for each building reviewed prior to Invitation to Negotiate award to the attention of:

Mr. Gene McCampbell
Department of Management Services
4050 Esplanade Way, Suite: 335G
Tallahassee, Florida 32399-0950

Full Service Lease Exception: (Leases where energy costs are included in the lease amount.) For existing office facilities only: a full actual year of utility bills, a total annual cost from the bills, the Energy Performance Index and Annual Cost Per Square Foot (Attachment _____) may be submitted for the comparisons needed to evaluate the building performance accompanied by a cashier's check for \$200 for each building reviewed.

The lease number must be identified on each packet of information submitted, including the diskette, if applicable. The engineer must identify the system used and shall stamp and seal the document set.

If documentation has not been returned from **Department of Management Services** at the time of the **Invitation to Negotiate** Submission, submit documentation (Priority Mail, Return Receipt or letter of receipt from **Department of Management Services**) that shows it was sent to the department **prior** to the **Invitation to Negotiate** award. **NOTE:** should the Offeror submit two or more buildings, the FEMP analysis is required for any building which exceeds 20,000 square feet or for all building which are serviced by the same HVAC system. The submitted data must reflect the status of the building at the time of occupancy. The physical data (e.g., net square footage, lighting, air conditioning, etc.) of the building itself shall be based on what the lessor will provide at the time of occupancy.

Copy of the FEMP analysis for Energy Performance Index for the facility is included with this submittal.

Energy Performance Index:(Required for property not needing a FEMP)

- 1) The lessor agrees that the property will be modified, if necessary, at the Lessor's expense to meet an Energy Performance Index, based on 11 hours daily, 5 days weekly, utilization as a typical office, not exceeding the limits shown.
- 2) To calculate the Energy Performance Index, See Attachment _____.
- 3) The successful Offeror will be required to document the building design as part of the renovation plan submittal process.

Acceptable maximum Energy Performance Index for a proposed property is 91,000 BTU's per square foot per year.

ATTACHMENT H
BUSINESS REFERENCES

BUSINESS REFERENCE CHECKLIST

The following checklist will be utilized to perform a reference check on your organization.

References For:	
Company Name:	
Name of Person Providing Reference:	
Title of Person Providing Reference:	
Office Telephone Number:	
Current Tenant:	Yes or No

How long have you or were you a tenant with the above Lessor?

Is the Lessor responsive to maintenance problems in a timely manner? How would you rate the responsiveness on a scale of 1 to 4, with 1 = poor, 2 = needs improvement, 3 = acceptable, 4 = exceeds?

Does the Lessor provide janitorial services in your leased space? How would you rate the service on a scale of 1 to 4, with 1 = poor, 2 = needs improvement, 3 = acceptable, 4 = exceeds?

Were the outside grounds and parking area of the facility maintained in a clean and orderly manner? How would you rate the maintenance on a scale of 1 to 4, with 1 = poor, 2 = needs improvement, 3 = acceptable, 4 = exceeds?

Would you lease from this Lessor again?

Other Comments:

ATTACHMENT I

GENERAL LAYOUT OF PROBATION & PAROLE OFFICE

