

**LEASING PROPOSAL REQUEST**

<b>Agency, Office Name</b>	Department of Safety & Homeland Security Driver Service Center and Commercial Driver Testing Pad in Eastern Tennessee
<b>Principal Use Office/Warehouse/Other</b>	Office space for the Driver Service Center (DSC) and Commercial Driver's License Testing Pad (CDL)
<b>Employee Headcount at Premises</b>	14
<b>Transaction Number</b>	17-10-900

	<b>Desired</b>	<b>Alternates Accepted</b>
<b>Service Area and Boundary Requirements</b>	<p>The DSC and CDL pad must be located together within any of the following counties: Washington, Greene, Hawkins or Johnson.</p> <p>As this DSC office provides services to the public, the preferred location should be visible and accessible from a public road, which includes ease of access, parking and identifiable exterior signage.</p> <p>The CDL requirement is a testing pad for commercial drivers. The preferred location should be visible and accessible from a public road, include identifiable exterior signage. The location requires appropriate turning radius for tractor trailers upon ingress/egress. The property must be located no more than 5 miles from an interstate or 4-lane highway, with a preference to nearest proximity of major thoroughfares.</p> <p>The area of the site and the layout of the facility will allow for future expansion. The area of the site will be approximately 5 acres. The State reserves the right to assess each and every proposed site to determine functionality for DOS.</p>	<b>NO</b>
<b>Usable &amp; Rentable Contiguous Square Footage for Office Space</b>	<p>Usable SF: 4,500 – 5,000*</p> <p>Rentable SF: 5,000 – 5,500</p> <p>*Usable square footage does not include restrooms, mechanical rooms, janitorial closets, telecom closets or vestibules.</p>	NO

	<p>The State intends “contiguous” to mean space that is adjacent space on the ground floor. The actual square footage will be determined by programming and space planning.</p> <p><b>Proposals with square footages having a 10% deviation (up or down) will be considered an alternate, however, the deviation on useable square footage must not fall below the minimum useable square footage range.</b></p>	
<b>Parking Requirements for Office Space</b>	Free, paved, well lit, striped parking for approximately 90 parking spaces (15 for Staff and 75 for Visitors). Preference may be given to locations that can provide additional parking spaces; however, fewer spaces will be given consideration. The parking provided shall include handicap parking to meet the relevant code requirements.	YES
<b>Special Buildout and Other Specifications</b>	<p>Building must include 24 hour access, appropriate HVAC, and other applicable building mechanics as appropriate for business operation.</p> <p>Schedule 1: DOS Special Buildout Specifications  Schedule 2: DOS Zone Placement Summary Sheet  Schedule 3: DOS Space Needs Analysis (SNA)  Schedule 4: DOS Driver Service Center (DSC) Concept Plan (not for construction)  Schedule 5: CDL Pad Requirements  Schedule 6: Truck Canopy Requirements  Schedule 7: DOS Lease Exhibit D</p>	YES
<b>Commercial Drivers License Testing Pad (CDL)</b>	<p>The specifications for the CDL pad are provided in Exhibit 5</p> <p>A structural canopy is preferred according to the specifications provided in Schedule 6, to be priced separately and detailed in your proposal quotation.</p>	YES
<b>Term Length</b>	Ten (10) Years with additional Five (5) year renewal option. Any proposed tenant improvement costs should be amortized across the initial ten (10) year term.	NO
<b>Estimated Commencement Date</b>	Commencement estimated to be within 24 months of lease execution, pursuant to Pro Forma Lease, Sections 19 and 20.	YES

<b>Termination Options</b>	Termination for Convenience: 90 day per Block 6 of the Lease Termination for Cause: see Lease – Exhibit A, Paragraph 5.	YES
<b>Terms and Conditions</b>	As set forth in Pro Forma Lease. A copy of the Pro Forma Lease form can be found by visiting: <a href="http://www.tnlpr.gov">www.tnlpr.gov</a>  <b>Comments to the Lease Template are required with submission of the Lease Proposal Quotation Form.</b>	YES
<b>Utility, Services and Other Costs</b>	Proposals can be quoted as either FULL SERVICE with no pass throughs or MODIFIED GROSS basis with Tenant responsible for payment of utilities and janitorial only.	YES

Communications:

Interested parties must direct all communications regarding this procurement to Cristina Johnstone, Leasing Coordinator, who is the State’s official point of contact. Email is the preferred form of communication.

Name: Cristina Johnstone

Phone Number: (615) 939-3108

Email: rfp.coordinator@tn.gov

Submittal Deadline and Format:

The completed “Lease Proposal Form” must be submitted as follows no later than **2:00 pm Central Standard Time (CST) on Wednesday, October 14, 2020.**

Submittals must be received via either:

Email: RFP.Coordinator@tn.gov

(It is recommended that any email submission be sent “returned receipt requested” and confirm email is received)

Or

Printed copy to:

Department of General Services/STREAM

Attn: Stephen J. Lusk, Esq., Assistant Director of Compliance

William R. Snodgrass Tennessee Tower 24<sup>th</sup> Floor

312 Rosa L. Parks Avenue, Nashville, TN 37243

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal evaluation method, by using the following link:

[https://www.tn.gov/content/dam/tn/generalservices/documents/stream/leasing/Section\\_IV-STREAM\\_LeaseProposalPackage-Evaluation\\_Method.pdf](https://www.tn.gov/content/dam/tn/generalservices/documents/stream/leasing/Section_IV-STREAM_LeaseProposalPackage-Evaluation_Method.pdf)

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

## **SCHEDULE 1: DOS Special Buildout Specifications**

The space must be professional office use and capable of meeting all the requirements of the agency, including geographic location, square footage, parking, commercial driver testing pad and any special requirements identified below and in the following schedules:

Facility should have separate public and staff restrooms

Building should have multiple public entrance/exits

Building should have multiple staff entrance/exits

Parking lot should have multiple entrances/exits

Two (2) of the 90 parking spaces must be “designated and reserved” with signage as the Driver’s license testing parking area.

A viewing window measuring a minimum of 45” x 45” (final measurements depending on site selected) will be installed between the DL testing area and the DL examiners area. This will also apply to the wall in the branch manager’s office as well.

# SCHEDULE 2 : DOS Zone Placement Space Summary Sheet

State of Tennessee Real Estate and Asset  
Department of General Services

Prepared for The Department of Safety  
Driver Services

Number of Customers: 125 \*Peak Day is 150

### Work Station Area Needs

Title/Name	Size	Quantity of Spaces	Total Area	Comments
Check Stations	75	10	750	5 Examiners; 2 CDL Examiners; 3 Part-Time Staff
Admin Work Station	56	1	56	
Kiosk Station	4	4	16	Quantity of 4 based on 125 customer estimate
Hotelling Station	15	1	15	Accounting/Checkouts station
THP Hotelling Station	15	0	0	THP is not present at this specific location
THP Copy/Print Station	30	0	0	THP is not present at this specific location

### Office Space Needs

Title/Name	Size	Quantity of Spaces	Total Area	Comments
District Manager Office	120	1	120	see attached position spreadsheet
Branch Manager Office	150	1	150	120sf + 30sf secure storage within the office for the state
Headquarters Office	120	1	120	see attached position spreadsheet
THP Liaison Office	120	0	120	THP is not present at this specific location
THP Security Office	120	0	120	THP is not present at this specific location

### Support Space Needs

Title/Name	Size	Quantity of Spaces	Total Area	Comments
Copy/Print Room	50	1	50	
Waiting Area	10	75	750	Seats 75 customers
Enclosure - Zone 2	110	1	110	A second space is given if 150 or more customers are served
Enclosure - Zone 2	110	1	110	Providing 2nd enclosure for Headquarter Room
Reconciliation Room + Storage	120	1	120	
Break Room/Conference Room	160	1	160	
Storage	70	1	70	Size is 70 based on 125 customer estimate
Driver Testing - Computer Stations	25	8	200	
Driver Testing - Paper Stations	25	4	100	
Lockers - Full	2	10	20	One locker per clerk station
Telecom Room	48	1	48	
THP Collaboration Area	100	0	0	THP is not present at this specific location
THP Lockers - Full	2	0	0	THP is not present at this specific location
THP File Cabinets	5	0	0	THP is not present at this specific location
THP General Supplies Storage	60	0	0	THP is not present at this specific location
THP Secure Storage	60	0	0	THP is not present at this specific location
THP Interview Room	120	0	0	THP is not present at this specific location

- \*\*\* Facility should have separate public and staff restrooms
- \*\*\* Building should have multiple public entrance/exits
- \*\*\* Building should have multiple staff entrance/exits
- \*\*\* Parking lots should have multiple entrance/exits
- \*\*\* Facility would prefer to stay in city of Johnson City
- \*\*\* CDL skills test pad is needed for this facility.

# Schedule 3: DOS Space Needs Analysis

Space Needs Analysis Report

SNA Number: 34901-90-01

Prepared By: FMG

Agency: Safety & Homeland Security

Checked By:

County: WASHINGTON City: Johnson City

Employees: 14

SNA Date: 06-18-2019

Area Needed: 2,965  
 Major Circulation: 50% 1,483  
 Total Net Usable Needed: 4,448

SNA Note: DL with CDL test pad.

Space Type	Standard	Description	Wall	Area	Count	Memo
P	00000	Administrative Assistant	0	56	1	
P	00000	District Supervisor	H	120	1	
P	36922	DL Branch Supervisor	H	120	1	Office to have an observation window, view of Application Processing Area.
P	36921	DL Examiner	0	75	10	Application Processing Area. DL Examiner will serve the public in this area. Also includes space for shared equipment (camera, eye machine, photo digitizer and printer) placed between examiners. Each Examiner will have a computer terminal with cash drawer (mounted below work surface).
P	00000	Hearing Officer	H	120	1	
S	BR	Break Room	H	160	1	With base and wall cabinets, countertop with sink. Also will be used as a small conference room.
S	E	Enclave	H	110	2	One room will be used for hearings.
S	HS	Hoteling Station	0	15	1	
S	KS	Kiosk Station	0	16	1	Includes space for 4 stations.
S	MFP	Multi Function Printer	0	50	1	
S	RR	Reconciliation Room	H	120	1	
S	SSC	Secure Storage Closet	H	30	1	Used by DL Branch Supervisor to store safe, personnel files and cash register drawers. Access to closet will be through Branch Supervisor office.
S	SLA	Staff Locker Area	0	20	1	
S	SSR	Supply/ Storage Room	H	70	1	
S	TC	Telecom. Closet	H	48	1	For telephone and computer equipment. Room must be temperature controlled.

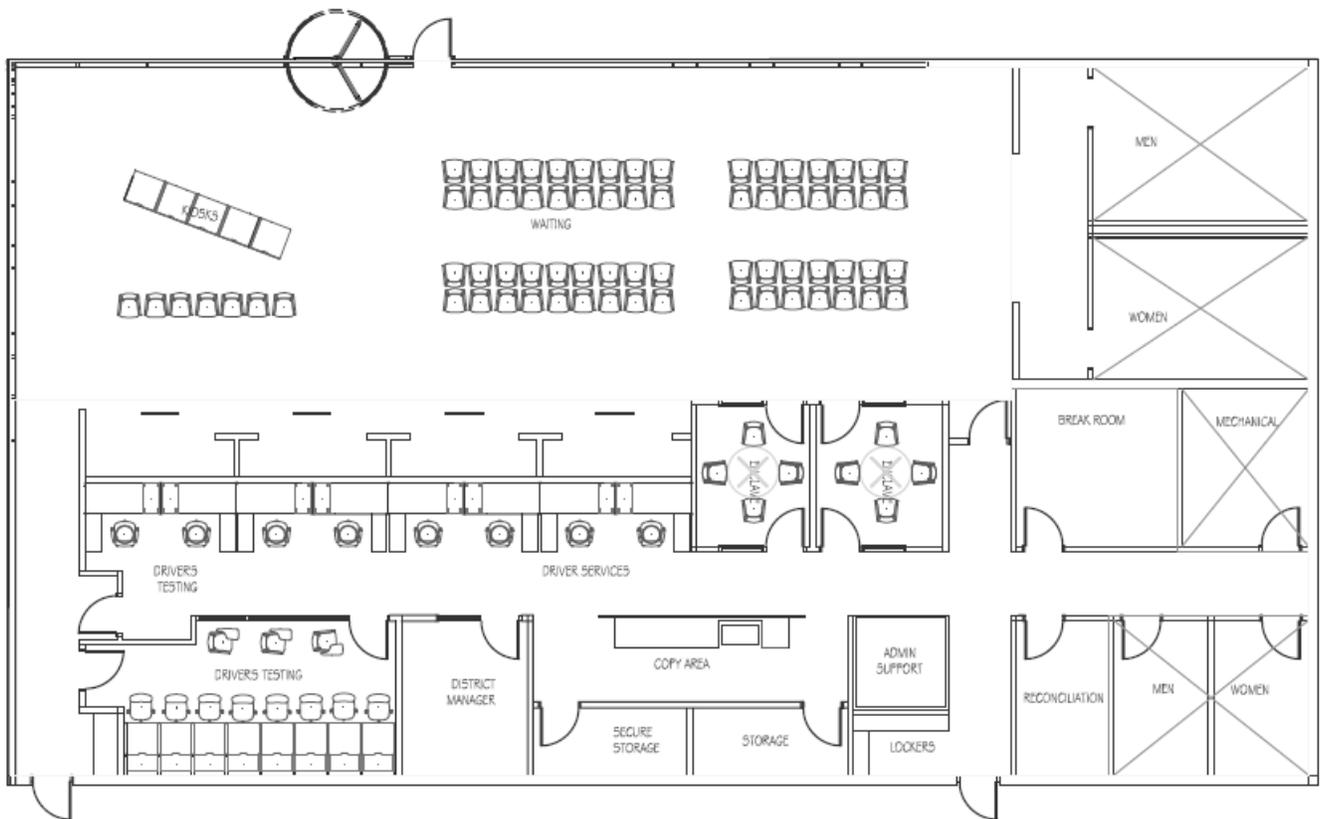
SNA Number: 34901-90-01

Space Type	Standard	Description	Wall	Area	Count	Memo
S	TR	Testing Room	H	300	1	With observation window to Application Processing Area. Includes space for 8 - computer testing machines and 4 - tablet arm chairs. Less or to provide a minimum of 4 - 120V/20amp. dedicated circuits with isolated neutrals for agency supplied testing machines.
S	WA	Waiting Area	0	750	1	Seating for 75. Will need direct access to client restrooms. Client and staff restrooms will be separate and will not share the same plumbing wall.

Suggested Ranges:  
 Usable: Min. 4,500 Max. 5,000  
 Rentable: 5,000 5,500

# Schedule 4: DOS Driver Service Center (DSC) Concept Plan

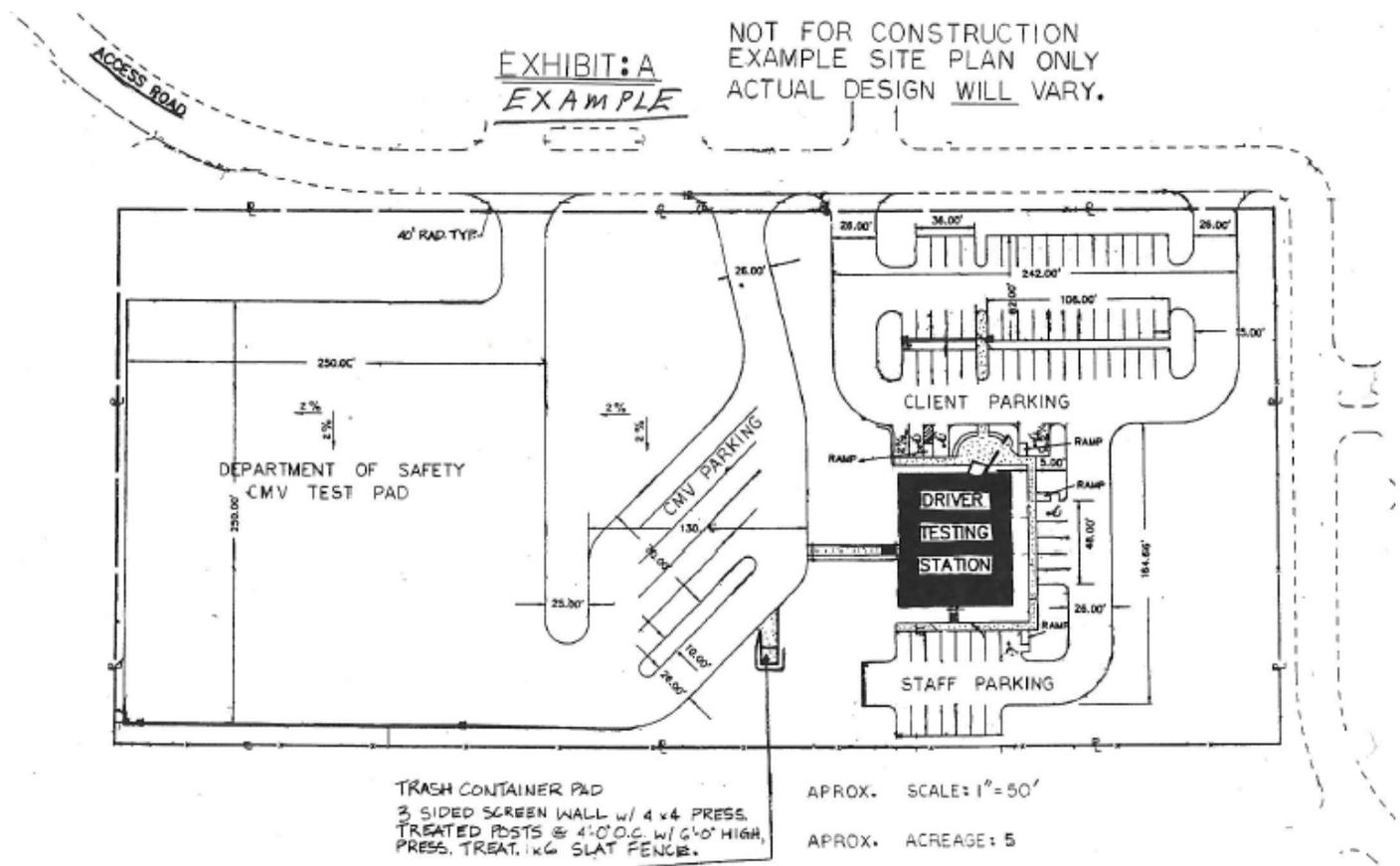
This is a concept plan to illustrate the function of how the DSC department operates in a typical office environment. It should NOT be used to price construction but only to provide a “concept” of how the DSC conducts business in the space. Each office requirement differs for each county across Tennessee and the State reserves the right to layout the space to best fit the needs of DOS in the following counties: Washington, Greene, Hawkins and Johnson. Per Paragraph #19 (Landlord buildout) of the Lease Agreement, the State must approve the final design and construction plans.



## Schedule 5: Commercial Testing Pad (CDL)

Pad is to be constructed adjacent to the DSC building. The minimum material specification for parking areas and test pad are listed below:

- CDL requires two semi-trucks for testing at same time (testing is conducted underneath the canopy which is to be priced separately).
- Striped parking for a minimum of four (4) semi-trucks on the CDL pad
- Compacted subgrade
- Crushed stone subbase installed to a compacted thickness of not less than 8" thick
- Bituminous Heavey-Duty Type 1 binder compacted to not less than 3" thick
- Tack coat installed on top of the binder course
- Bituminous surface course compacted to not less than 1 ½ thick
- Requires appropriate turning radius from street for tractor trailers upon ingress/egress to the pad
- Although specifications were submitted for the CDL pad to be 350' x 250', a minimum size of 240' x 240' will be considered. State will consider size variations proposed based on site plans provided and reviewed by DOS.



## Schedule 6: Truck Canopy

A structural canopy located on the test pad is preferred and shall accommodate two semi-trucks at the same time:  
Minimum requirements for the structural canopy:

- Designed to meet local building codes.
- Minimum canopy size is 46'-0" wide x 70'-0" long with a 15'-0" clear height above the pavement.
- Truck lanes need to be a minimum of 15'-0" wide between the concrete islands.
- Reinforced concrete foundations.
- Structural steel support system.
- Raised concrete islands (6" above pavement) along the length of the canopy at the column lines and between the truck lanes.
- Four (4) each 6" steel concrete filled bollards at each column (minimum 5'-0" projection). Painted a florescent safety color.
- Roof can be conventional or metal.
- Gutters, scuppers and downspouts.
- Vertical metal fascia system around the canopy system to hide the roof line. Panels and trim to be pre-finished.
- Suspended metal soffit system under the canopy. Panels and trim to be pre-finished.

## **Schedule 7: Exhibit D**

### **State Specifications for DOS**

#### **GENERAL SPECIFICATIONS**

##### **1. General**

- a. The Leased Premises, including all common areas and points of ingress and egress, shall be designed and maintained to meet all applicable code requirements for commercial office building construction, including the requirements of the Americans with Disabilities Act.
- b. The Leased Premises shall have a current occupancy permit issued by the local jurisdiction at the time of Tenant's occupancy.

##### **2. Site**

- a. The site shall be fully graded, landscaped and maintained in a manner commensurate with market for comparable properties of the same property type and class as the Leased Premises.

##### **3. Structure**

- a. Space above ceilings must allow sufficient clearance for ease of installation of Tenant's mechanical and electrical equipment, including but not limited to distribution ductwork, HVAC boxes, lighting and conduit.
- b. The building foundation and below-grade spaces shall be protected with a properly installed foundation drainage and waterproofing system.

##### **4. Building Skin and Roof**

- a. The building skin and roof will be complete and weather-tight including all exterior finish materials, cladding, sealants, glass and glazing including vision and spandrel glass, store front glass, exterior doors and hardware, membrane or built-up roofing, ballast, flashing, and other elements required to make the building weather-tight.

##### **5. Building Common Areas**

- a. The building entrance lobby, common corridors, restrooms, mechanical spaces, loading dock, trash removal spaces, and other common areas will be substantially complete.
- b. Restrooms shall be complete with all fixtures, partitions, accessories, lavatories, lavatory tops, and mirrors. Fixtures, partitions, and accessories shall be institution grade or better, and shall be water saving type, as appropriate. The finishes in restrooms shall be commensurate with market for comparable properties of the same property type and class as the Leased Premises.

##### **6. Common Walls**

- a. Common walls shall include slab-to-slab gypsum wallboard on the public side of all demising walls, corridors, stairwells, and other walls not interior to the Tenant space. All common walls shall be taped, blocked, finished and sanded. Landlord will install sound attenuation insulation on Tenant side of Common Walls and demising walls prior to Tenant finishes being installed.
- b. Common walls shall include entry and exit doors from common areas furnished and installed by Landlord. Doors and hardware shall be building standard or better.

##### **7. Electrical**

- a. Landlord shall provide a minimum of 7 watts per square foot for lighting and power.

- b. Landlord shall install all main switchboards, panel boards, distribution boards, transformer, bus duct, feeders and other equipment to completely distribute power to electrical closets on each floor in the Leased Premises. Landlord shall locate an electrical service panel in the electrical closet in the Common Area on the same floor as the Leased Premises. Installation of electrical service up to and including the Tenant's service panel(s) shall be a base building cost.
- c. Landlord shall install all wiring, branch circuiting, conduit and devices for the complete electrical system to all public and common areas. Landlord shall provide at Landlord's expense all power wiring and connection for all mechanical equipment furnished as part of base building. Landlord shall provide at Landlord's expense all power wiring to life safety and fire protection systems.

#### **8. Communications**

- a. Landlord shall bring BUSINESS data/telephone service, as provided by the local data/telephone operating company, to the building Main Telephone Room.

#### **9. Lighting**

- a. Landlord shall furnish and install lights in all common areas.
- b. Building lighting levels must meet a minimum of 30 foot-candles at the desk and 20 foot-candles in corridors providing ingress and egress to the Leased Premises. Base building shall include a lighting level of at least 10 foot-candles or minimum levels to insure safety in other interior areas as set by the current version of the Illuminating Engineering Society of North America (IESNA). All lighting fixtures should be cleaned at commencement and bulbs and ballasts in working order.

#### **10. Plumbing**

- a. Plumbing tie-ins shall be provided for State's use for break room or other functions required by the Permitted Use.

#### **11. HVAC**

- a. Building common areas shall include heating, ventilation, and air conditioning systems in accordance compliance with current ASHRAE standards.
- b. All HVAC for the Leased Premises shall be installed with complete distribution to ceiling mounted diffusers and perimeter slot diffusers for exterior zones and distribution to VAV boxes for interior zones.

#### **12. Building Directory**

- a. If the Building has multiple tenants, Landlord shall provide a directory in the lobby of the Building.
- b. Landlord shall add Tenant's name to directory, and shall provide Tenant suite signage (suite entry door plaque or hall plaque, matching building graphics standards).

#### **13. Keys**

- a. Landlord shall supply Tenant with five (5) sets of keys at no cost. Additional keys shall be provided at Tenant's request at a reasonable cost. Keys should allow access to the Leased Premises, parking areas and other common areas of the Property.

#### **14. Access Control**

- a. Landlord shall provide new locks on all exterior doors and doors into common areas.
- b. Tenant may install card access to the Leased Premises at suite entry locations, fire stairs with access into the Leased Premises and interior doors within the Leased Premises compatible with the base building security system. Landlord to provide required infrastructure (ie electricity for system).
- c. Tenant may install keypad, pursuant to Tenant requirements, to the Leased Premises at approved entry and exit of Leased Premises. Landlord to provide required infrastructure (ie electricity for system). Landlord is required to purchase keypad system, but provide backup invoices for Tenant reimbursement.
- d. Tenant may install cameras or other security-related systems, pursuant to Tenant requirements, for the Leased Premises. Landlord to provide required infrastructure (ie electricity for system).
- e. Provide heavy-duty cylindrical hardware within suite and heavy duty mortised lockset at suite entry doors.
- f. Provide locksets on the following doors: offices, enclaves, communication rooms, utility rooms, storage/file rooms, network rooms.

## **INTERIOR BUILDOUT SPECIFICATIONS**

### **1. Ceiling**

- a. Existing ceiling tile and grid shall remain if these materials meet the Minimum Qualification Specification (Section e below) and are in good and attractive condition. Patch and repair grid as needed to accommodate demolition of walls. Replace any damaged or discolored tiles to match existing.
- b. Existing lighting shall be cleaned and re-lamped after construction. All lamps shall be the same color temperature. Coordinate the appropriate lamp color with the State.
- c. Provide 15'-20' whip at all above-ceiling junction boxes for power pole connections.
- d. Minimum ceiling heights shall be a minimum of 8 feet and be proportionate to the open area floor plate size.
- e. Acoustical Panel Ceiling Minimum Qualification Specifications:
- f. General Ceiling
  - i. Acoustical Panel Standard: Comply with ASTM E 1264.
  - ii. Metal Suspension System Standard: Comply with ASTM C 635.
  - iii. Attachment Devices: Size for five times the design load indicated in ASTM C 635, Table 1, "Direct Hung," Comply with seismic design requirements.
- g. Acoustical Panels
  - i. Color: White.
  - ii. LR: Minimum of 0.83.
  - iii. NRC: Minimum of 0.60, Type E-400 mounting according to ASTM E 795.
  - iv. CAC: Minimum of 33.
  - v. Modular Size: 24 by 24 inches (610 by 610 mm) or 24 by 48 inches (610 by 1220 mm).

### **2. Electrical and Communication**

- a. Provide and install conduit, conductors, pull wires, boxes, cover plates, devices, etc., for all outlets as required by the Build Out Plans. All devices shall be a consistent color.
- b. Contractor shall be responsible for all coordination and final electrical connections for furniture (systems furniture, conference/training tables, etc.). Coordinate with State for specifics on wiring configurations. For general planning purposes, provide 1 circuit per every 2 standard workstations as required by the Build Out Plans.
- c. Provide 1 voice/data per standard workstation as required by the Build Out Plans.
- d. Provide 2 duplex power outlets and 1 voice/data per standard office as required by the Build Out Plans.
- e. Provide 2 duplex power outlets and 1 voice/data per enclave as required by the Build Out Plans.
- f. At minimum, all enclosed rooms (such as storage and file rooms) to have (2) convenience duplex power outlets as required by the Build Out Plans.
- g. Lighting and controls shall be properly zoned. Separate light switches for hardwall spaces shall be provided as required by the Build Out Plans.

### **3. Partitions**

- a. All existing perimeter sill walls and core walls throughout space shall be freshly painted in an eggshell or satin paint finish.
- b. All new partitions to be 5/8" drywall and 3 5/8" metal studs with sound attenuation blankets inside the partition. Additional sound blankets to be provided above partitions on ceiling tile, 2'-0" on either side of all new or existing partitions not extending to the deck.
- c. Partitions around all new conference rooms, training rooms, break rooms, meeting rooms, and restrooms, shall extend to the deck. Sound attenuation blankets shall be provided inside the partition, seal all penetrations within partitions including power/data boxes and at the connection of the partition to the deck.
- d. Connections from partition to mullion will require an acoustically sealed connection.
- e. Finish partitions completely to floor.

### **4. Glazing**

- a. All office, enclave, break room, and conference room front walls shall have a 3'-0" wide sidelite with ¼" clear tempered glass in 2" welded hollow metal frame with a solid core door (match building standard), and etched film on 3'-0" w full height sidelights. Framing for glass sidelights and windows shall be integral with doorframes and not separated by drywall.

**5. Doors and Frames**

- a. Interior doors shall match building standard height and finish; at a minimum, all doors shall be solid core, 7'-0" in height.
- b. Interior doorframes shall be 2" welded hollow metal steel, painted.
- c. All hardware shall match existing building standard finish. At a minimum, all hardware shall be lever handle. All doors shall include the following: doorstops, silencers, lever hardware, mortised ball bearing hinges. All office doors shall include a coat hook. In addition, pairs of doors shall include the following as determined by function: dummy trim, closer coordinators, flush bolts, dust proof strikes, ball catch (as required).
- d. All main entrance public access doors shall be metal frame glass storefront entrance type with double-pane glass. Exterior exit doors shall be metal framed with insulated flush type metal door. All exterior doors must be equipped with commercial grade closers and hardware.

**6. Window Treatments**

- a. All exterior windows shall be equipped with inside mount aluminum horizontal mini-blinds of color and quality acceptable to the State. State may determine that repair or replacement, in part or entirety, of existing blinds is acceptable.

**7. Finishes**

- a. Doors, frames, hardware, ceiling tile and grid and lights shall be reused if approved by the State.
- b. Carpet shall be modular tiles laid with low VOC adhesives. Carpet shall generally be laid in a monolithic, ashlar or brick laid pattern. Carpet shall not be laid in a quarter turn pattern unless noted specifically. If not replaced, existing floors must be cleaned as appropriate prior to Commencement.
- c. Carpet must meet the following minimum qualification specifications:
  - i. Products: All manufacturers to provide modular tile products as specified below and in addition to meeting the minimum requirements.
  - ii. Commercial Face Fibers: High performance premium branded Nylon required to be third party certified post-consumer recyclable and defined as a commercial grade nylon fiber from a carpet or fiber manufacturer nationally recognized by the flooring industry; the nylon fiber shall have a documented five (5) year minimum successful testing period; Note: OLEFIN FIBER IS NOT ACCEPTABLE.
  - iii. Pile Characteristic: Level-loop, Cut-and-loop pile, Shear-and-loop pile.
  - iv. Density: Minimum rating of 5,000 or higher.
  - v. Stitches: Minimum of 9 stitches per inch.
  - vi. Gage: 1/12 inch minimum.
  - vii. Surface Pile Weight: Minimum 20 oz. per square yard.
  - viii. Dye System: Minimum of 50% solution dyed or yarn dyed (Type 6, Type 6,6 or proven equal).
  - ix. Backing System: Provide applicable backing system based on carpet type/brand selected.
    - x. Size: 24 by 24 inches (610 by 610 mm) or larger.
    - xi. Applied Soil-Resistance Treatment: Duratech, Protech, or equal (specify with proposal).
    - xii. Antimicrobial Treatment: Manufacturer's standard material according to AATCC174.
- d. Provide 4" coved rubber base in areas specified to receive new flooring. All base shall be continuous roll base (not 4' segments).
- e. All walls to have one prime coat and 2 finish coats of eggshell or satin finish. Door and window frames shall have semi-gloss finish. Drywall ceilings shall have flat finish. State may determine that only touch up is required. New paint may be required for short-term leases.
- f. Where identified as laminate finish on casework, use color core laminates for exposed surfaces for doors, drawers, counter tops and splashes. The underside of all vertical laminate panels in wet areas shall receive a laminate or pvc edge to prevent water from wicking up through laminate panel substrates. Counters and splashes shall be thoroughly caulked to walls and countertops using clear silicone caulk.

**8. Break Rooms**

- a. Finishes: VCT floor tile in a floor pattern using 3 different colors, plastic laminate base and wall cabinets. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Provide double bowl, under mount stainless steel sink with hot/cold water.
- c. Provide dedicated outlets for refrigerators, microwaves, and (2) coffee makers. Provide (3) standard wall duplex outlets at 42" AFF in kitchen area. Provide (2) additional wall outlets at other walls for convenience purposes.

**9. Copy Rooms / Areas**

- a. Finishes: VCT flooring, plastic laminate base and wall cabinets, plastic laminate countertop. Cabinetry shall be sufficient to meet the needs of the Tenant at its sole discretion. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Provide (2) wall duplex outlets (one circuit) and (2) voice/data outlets at 42" AFF in work area.

#### 10. Telecom Rooms

- a. Finishes: VCT flooring, 4" rubber base. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Walls shall extend to deck; no lay-in ceiling.
- c. A minimum of a half-ton (5,000 BTU's) of cooling for coverage of equipment is required. Stand-alone mechanical unit is preferred. If stand-alone is not possible, then the space should be removed from the EMS and have VAV-type controls.
- d. Provide at least a 3" conduit from the interior telecom room or non-common space to an exterior right of way or utility easement for new service provider connection. Coordinate with service provider.
- e. Each telecom room should be a minimum of 8' x 10' in size, with one room per 15,000 square feet of usable space. Telecom rooms shall align vertically if in a multiple-floor facility.
- f. Doors to telecom rooms shall open out into the corridor, if possible. If this is not possible, then locate the door in an area with minimal clearance impact.
- g. Provide at least (2) dedicated quad outlets, 110 volt, 20 amp circuits, in addition to the normal service outlets.
- h. The State cabling contractor, at State's expense, shall install a grounding bus bar and place correctly-sized conductor back to the main panel for facility personnel to connect.
- i. Telecom rooms do not include space for building/energy automation/management, life safety controls, or security, audio, or CC/CATV systems.

#### 11. Conference Rooms

- a. All conference rooms that seat (8) people or more shall have (2) power and voice/data outlets. Larger Conference rooms of greater than (18) people shall have (4) power and (2) voice/data outlets.
- b. Lighting switching shall provide flexibility for a variety of scene configurations for different presentations and meetings. Fixtures shall provide both ambient lighting to the table as well as accent wall wash lighting at the perimeter of the room.
- c. Coordinate placement of switches, AV screens, furniture, & doors so as to avoid conflicts when components are in use.

#### 12. Restrooms

- a. Finishes: VCT flooring, 4" rubber base. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. All restrooms shall be equipped with liquid soap dispensers and mirrors, and either paper towel dispensers or hand blow dryers.
- c. Provide a floor drain in each restroom.

#### 13. Janitor Closet

- a. Finishes: VCT flooring, 4" rubber base. New floor tile must be waxed and sealed prior to Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Provide storage for equipment, materials, and supplies, in a minimum 25 sf room.
- c. Provide service sink with hot and cold water and a floor drain.

#### 14. Building Interior

- a. Provide (accessible) chilled drinking fountains as per code requirements. If it is deemed necessary to replace existing or incorporate additional drinking fountains, equipment shall be able to accommodate a water bottle refill component.
- b. Provide evacuation maps and other interior signage as required and requested by the State. Coordinate locations with the State. May be required for short-term leases.

#### 15. Building Exterior

- a. Provide exterior canopies at all building entrances and exits, as well as a vestibule/airlock at all public entrances.
- b. Provide exterior signage and dumpster access. May be required for short-term leases.
- c. Hard-surface exterior walkways shall be provided to connect all Building entrances and exits to on-site parking lots or other hard-surfaced areas