

LEASING PROPOSAL REQUEST

Agency, Office Name	Department of Safety & Homeland Security (DOS)
Principal Use Office/Warehouse/Other	Office space for driver's license express center
Employee Headcount at Premises	7 employees
Transaction Number	TR# 21-09-920

	Desired	Alternates Accepted
Service Area and Boundary Requirements	<ul style="list-style-type: none"> Proposed space must be located within Williamson or Maury County. Preference given to locations within the city limits of Spring Hill. As this office provides services to the public, the preferred location should be obvious from a public road, provide ease of access preferably with a traffic signal, and have identifiable exterior signage. Preference will be given to locations served by municipal water and sewer systems, when available. Preference is for a space that is at least 50' wide and located on the ground floor (i.e. street level) 	No
Parking Requirements	<p>Preference is for a location that can provide 47 parking spaces. However, the State may consider locations with fewer parking spaces.</p> <ul style="list-style-type: none"> Free paved, well lighted, striped parking. The parking provided shall include handicap parking to meet the relevant code requirements. Parking lot should have multiple entrances and exits. 	No
Usable & Rentable Contiguous Square Footage	<p>3,300 – 3,700 USF 3,700 – 4,100 RSF</p>	No

	<ul style="list-style-type: none"> Usable square footage does not include restrooms, mechanical rooms, janitor closets, telecom closets or vestibules. Proposed space should not exceed or be less than 10% of the total estimated rentable square footage (RSF) range specified above 	
Special Buildout and Other Specifications	<ul style="list-style-type: none"> Turnkey buildout in accordance with Schedule 1, Schedule 2, and Pro Forma Lease including, Exhibit D. All State leased offices are required to obtain State Fire Marshall Office approval or waiver Building must include 24 hour access, appropriate HVAC, adequate lighting, and other applicable building mechanics as appropriate for business operation. Premises should have separate public and staff restrooms. Parking lot should have multiple entrances and exits. Premises should have multiple public entrances and exits as well as multiple staff entrances and exits. 	No
Term Length	The term recommendation is a 7-year base term with one 3-year renewal option, as negotiation permits.	Yes
Estimated Commencement Date	Within 18 months of executed lease agreement	Yes
Termination Options	Termination for Convenience: 90 day per Block 6 of Lease. Termination for Cause: see Lease - Exhibit A, Paragraph 5.	Yes
Terms and Conditions	As set forth in State of Tennessee Lease document. A copy of the State's Lease Template can be found at https://www.tn.gov/generalservices/real-estate-/redirect-stream/lease-management/document-catalog.html Lease Management → Lease Documents → Lease Template Comments to the Lease Template are required with submission of the Lease Proposal Quotation Form.	Yes
Utility, Services and Other Costs	Preference is for a FULL SERVICE Gross lease with no pass throughs; however, Proposals may be quoted as MODIFIED GROSS with Tenant paying Utilities and/or Janitorial. Utilities must be separately metered for Modified Gross consideration.	Yes

Communications:

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

Name: Ellen Mims, Commercial Lease Administrator
Phone Number: 615-961-0067
Email: lpr.coordinator@tn.gov

Submittal Deadline and Format:

The completed “Lease Proposal Form” must be submitted as follows no later than **2:00 Central Standard Time (CT) on June 20, 2024**

Submittals must be received via either:

Email: lpr.Coordinator@tn.gov
(It is recommended any email submission be sent marked “returned receipt requested” indicating the email has been received)

Or

Printed copy to:
Department of General Services/STREAM
Attn: Ellen Mims, Commercial Lease Administrator
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 24th Floor
Nashville, TN 37243
Phone: (615) 961-0067

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

Disclaimer of Subjectivity:

Proposers should understand and accept that 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.

PROJECT SPECIFIC REQUIREMENTS

The space must be professional office use and capable of meeting all of the requirements of the agency, including geographic location, square footage, parking and any special requirements identified below and in the Schedules applicable to the Agency.

Landlord shall furnish and install window blinds for all outside windows.

See the Pro Forma Lease document - Exhibit D for General Specifications and Interior Design Standards.

Attached:

- Schedule 1: DOS Preliminary Placement Summary Sheet/Space Needs Analysis
- Schedule 2: DOS Sample Space Plan
- Schedule 3: DOS Reception Windows Specifications
- Schedule 4: DOS Data Closet Specifications
- Schedule 5: DOS Carpet Tile Specifications
- Schedule 6: DOS LVP/LVT Flooring Standards
- Schedule 7: Exhibit D from Lease Agreement – Special Buildout & Other Specifications

DOS SCHEDULE 1
DOS PRELIMINARY PLACEMENT SUMMARY SHEET
(Subject to revision in final plan approved by State design team)

DOS Williamson County Summary Sheet

Drivers License Staff Count – Total Staff 7

Branch Supervisor	1
DL Examiners	5
Administration	1

Drivers License - Hard Wall Spaces – refer to sample plan attached

- Waiting Room 1 @ 800 sf seating for 40 people – will need direct access to client restrooms.
- Accessible Public Restrooms quantity determined by plumbing code requirements (Client and Staff restrooms will be separate and will not share a plumbing wall)
- Enclave 1 @ 120 sf Used by DL
- DL Branch Supervisor 1 @ 150 sf office to have an observation window with a view of the Application Process Area. Includes 30 sf closet space for safe
- Reconciliation Room 1 @ 120 sf
- Supply/Storage Room 1 @ 80 sf
- Telecom Closet 1 @ 36 sf for telephone and computer equipment. Room must be temperature controlled.
- Conference / Break Room 1 @ 240 sf seating for 8 people with base and wall cabinets, countertop with sink. Will also be used as a small conference room.

Drivers License – Open Space Plan – refer to sample plan attached

- Application Processing Area 1 @ 450 sf Application Processing Area. Includes space for 6 DL Examiner Stations (75 sf each). DL Examiners 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).
- Admin Work Station / Information Desk 1 @ 56 sf
- Hoteling Station 1 @ 15 sf Accounting / Closeout station
- Kiosk Station 1 @ 16 sf includes space for 4 stations
- Mail Area 1 @ 36 sf
- Multi Function Printer 1 @ 50 sf
- Recycle Bin 1 @ 6 sf
- Staff Locker Area 1 @ 32 sf Includes space for Locker Units used by DL Examiners.

Suggested Range: MIN MAX

Usable: 3,300 3,700

Rentable: 3,700 4,100

Space Needs Analysis Report
SNA Number: 34901-19-27

Prepared By: FMG
Checked By:

Agency: Safety & Homeland Security
County: DAVIDSON City: Nashville
Employees: 7

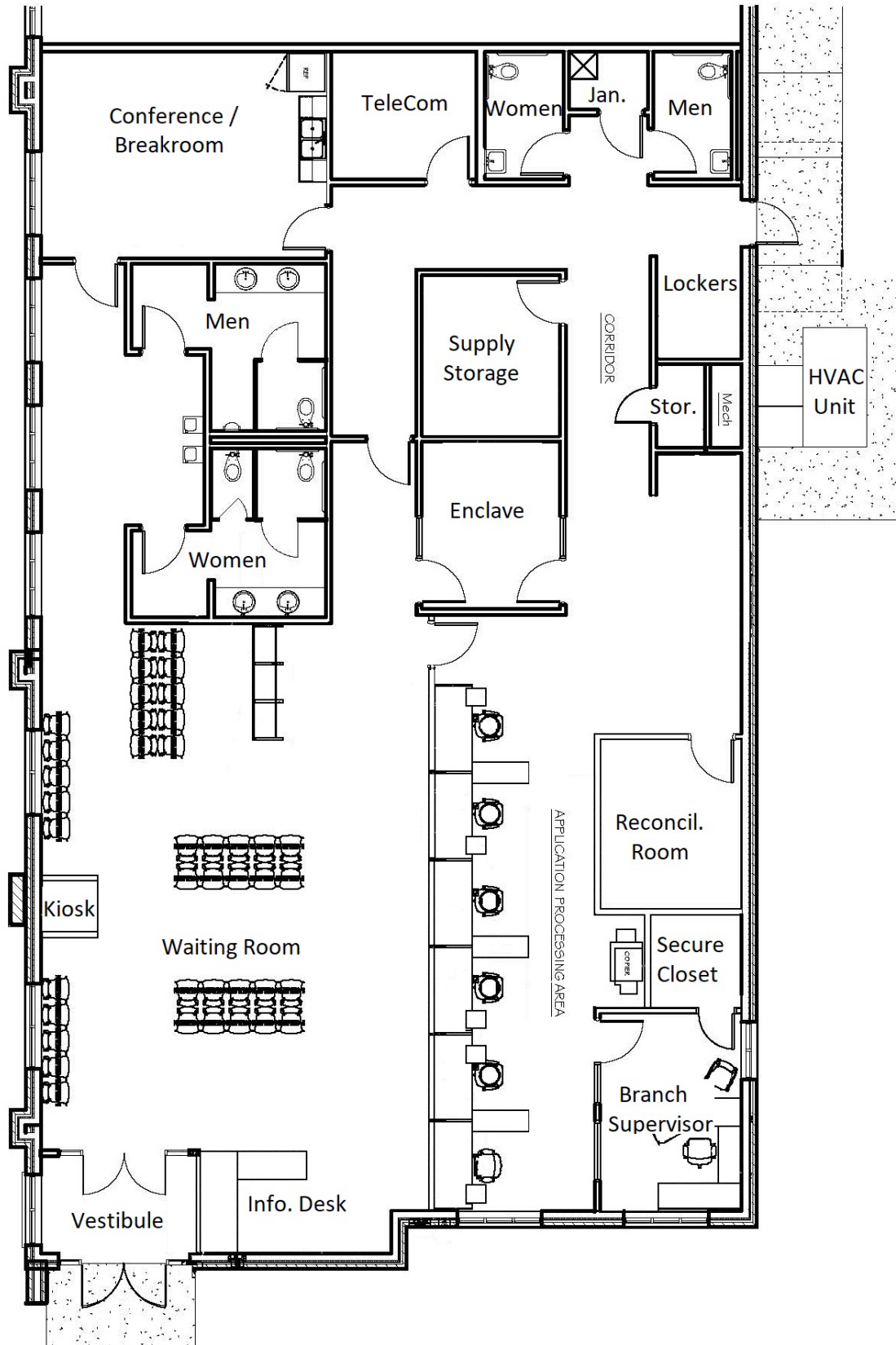
SNA Date: 09-01-2021

Area Needed: 2,207
Major Circulation: 50% 1,104
Total Net Usable Needed: 3,311

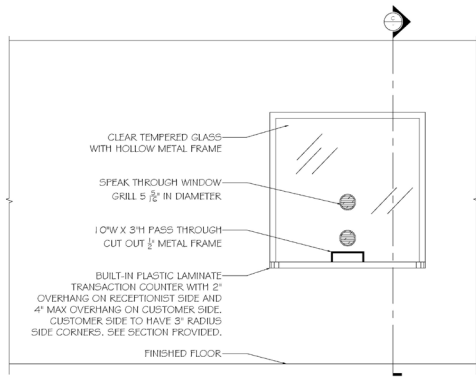
SNA Note: DL Express. Report created as per Department of Safety and Homeland Security request to duplicate the Rutherford County Express center information and use it for the Davidson County Express center SAR.

Space Type	Standard Description	Wall	Area	Count	Memo
P	00000 Administration	0	56	1	Administration Work Station. Reception information desk
P	36922 DL Branch Supervisor	H	150	1	Office to have an observation window, view of Application Processing Area. Also includes 30 sq.ft. closet space for safe.
P	36921 DL Examiner	None	0	5	Space included in Application Processing Area.
S	APA Application Processing Area	0	75	6	Application Processing Area. Includes space for 6 DL Examiner stations. DL Examiners 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).
S	CBR Conference/ Break Room	H	240	1	Seating for 8. With base and wall cabinets, countertop with sink.
S	E Enclave	H	120	1	
S	HS Hoteling Station	0	15	1	Accounting/Closeout station
S	KS Kiosk Station	0	16	1	Includes space for 4 stations.
S	MA Mail Area	0	36	1	
S	MFP Multi Function Printer	0	50	1	Includes space for mail area.
S	RR Reconciliation Room	H	120	1	
S	RB Recycle Bin	0	6	1	
S	SLA Staff Locker Area	0	32	1	Includes space for Locker Units used by DL Examiners.
S	SSR Supply/ Storage Room	H	80	1	
S	TC Telecom. Closet	H	36	1	For telephone and computer equipment. Room must be temperature controlled.

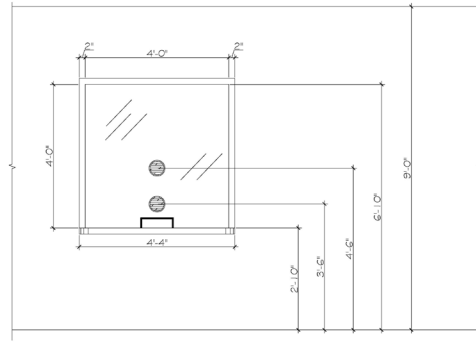
Schedule 2
DOS – SAMPLE SPACE PLAN
(floor plan showing typical rooms within each zone)
(not to be used for construction)



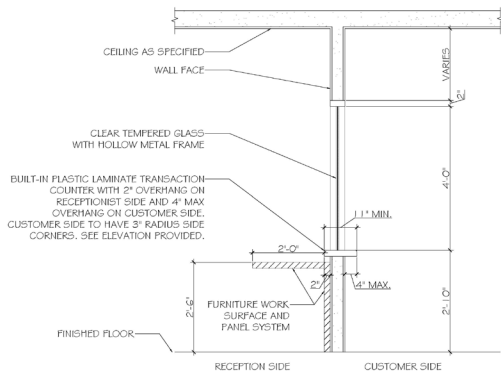
Schedule 3 DOS Reception Window Specifications



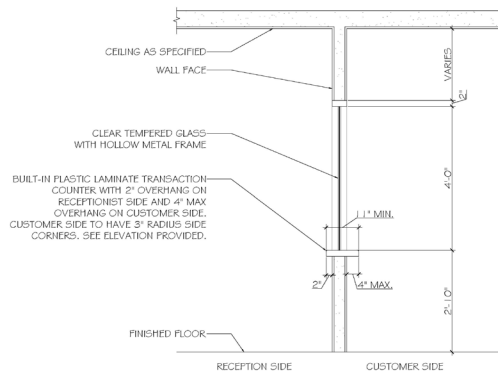
A RECEPTION WINDOW ELEVATION (TYP.)
SCALE: 1" = 1'-0"



B RECEPTION WINDOW ELEVATION (TYP.)
SCALE: 1" = 1'-0"



C RECEPTION WINDOW SECTION (TYP.)
SCALE: 1" = 1'-0"



D RECEPTION WINDOW SECTION (TYP.)
SCALE: 1" = 1'-0"

Schedule 4 DOS Data Closet Specifications

Shall provide a minimum of 2" conduits (x3) to extend to the property line. The State Service Provider needs to be consulted as they have the legal right to determine where the conduits terminate. Coordinate with state service provider and STS Cabling team.

Lighting should be a minimum of 50-foot candles on both sides of the racks.

Stand alone dedicated HVAC Unit appropriately sized according to square footage and heat load. Consult with STS Cabling Department for any questions on size and location. HVAC unit to be mounted on the wall at 8'-6" AFF. Thermostat easily accessible within the room, typically by the door. Unit needs to be operating 24 hours a day, 365 days/ year with no heat.

NOTE: Air from the HVAC unit must not blow directly at the equipment.

- CR Card reader
- T Thermostat
- ⊕ Quad outlet
- ⊖ Dual outlet

Card reader location

ROOM OVERALL:

- Telecom should be centrally located in secure staff zone
- Must be temperature controlled, cooling only (see note on HVAC)
- Room should be within 200 feet of systems furniture or IT termination point(s)

Single story buildings

- Ceiling should be open to deck except where approved by STS and DGS
- Spaces should be designed with adequate pathways or openings through walls and other obstructions into accessible ceiling space.

Multi-story buildings

- At least one telecom room per floor
- Must be stacked with the walls extending to the deck
- State will provide necessary plywood backboard
- Provide conduit infrastructure for voice/data and back-boxes
- 1" conduit stubbed up into accessible area in the open access ceiling
- Place outlets according to build out plans, include pull string and a bushing.

FLOORING TYPE: FINISHED CONCRETE
DOORS: Must be minimum of 36" wide and open out. Must remain locked at all times.

	TYPE	HARDWARE
1	Solid door with card reader	No interior thumb lock Door closer needed

WINDOW : No windows

ELECTRICAL:

- Provide (2) dedicated 120v, 20-amp quad outlets. Coordinate location of quads with rack location(s).
- Provide (2) convenience outlets, one on each wall
- Provide 1 #6AWG ground wire from the main electrical panel with 3' of slack coiled up a top of back board.

AREA:
Space requirements are 8'-0" x 10'-0" sqft. Minimum.

**STATE OF TENNESSEE
SPACE STANDARDS
DEPARTMENT OF
GENERAL SERVICES**

TYPICAL:
APPLY TO ALL
RENOVATED AND
BUILT-TO-SUIT
BUILDINGS

TELECOM ROOMS
State approved business class or commercial fiber optic connectivity must be available on the property. If deviating from any of these requirements, please consult with the STS State Cabling Department.
 Only the State of Tennessee has access to the telecom room.

TN

UPDATED
06/2023

Schedule 5 Carpet Tile Specifications

2022 Carpet Tile Specifications:

Modification Ratio: 2.1 or less

Pile Characteristic: Level-loop, Cut-and-loop pile, Shear-and-loop pile.

Density: Minimum rating of 5000

Stitches: Minimum of 9 stitches per inch

Gage: 1/12 inch minimum

Surface Pile: 15 oz per square yard or Greater

TARR Rating 3.0 Min. (Heavy to Severe Required)

Primary Backing: Non-woven synthetic

Secondary Backing: Density (ASTM D-1667): 65 min. lbs./cu ft. +/- 5%

Face yarn fully fused to secondary backing system that will not delaminate.

No delamination per ASTM D3936

Dye System: 100% Solution Dyed

Size: Minimum 24" x 24" or 9" x 36"

Applied Soil Resistance Treatment: Duratech, Protech, or equal (specify with proposal)

Antimicrobial Treatment: Manufacturers standard material according to AATCC174

Schedule 6 DOS LVT/LVP Flooring Standards

LVT STANDARD Jan. 2022 – Approved for use

- **“Lessor may use LVT/LVP for any or all areas where VCT is specified.”**
Luxury Vinyl Tile/Plank (LVT/LVP) must meet the following minimum qualifications:
 - i. Products: All manufactures to provide LVT/LVP as specified below and in addition to meeting the minimum requirements. Meet ASTM F 1700 13a and/or ISO 10582**
 - ii. Commercial Grade Luxury Vinyl Tile (LVT/LVP): Rated for at least a medium to heavy traffic with a minimum of 10 year warranty.**
 - iii. Wear Layer/Top-Coat: 20 mil (0.5mm)**
 - iv. Overall Thickness of Tile: 2.5 mm minimum**
 - v. Seaming Method: Standard
 - vi. Pattern: Pattern to be determined by Interior Design Project Manager. (Ashlar, **Monolithic, Herringbone etc.) Lessor should plan on up to 3 colors for each area**
LVT/LVP/VCT are installed with a pattern integration. Use of additional colors will depend on the materials specified.
 - vii. Width/Size of Tiles: LVP (Luxury Vinyl Planks) minimum of 6 inch width. LVT (Luxury Vinyl Tiles) at a minimum of 12 x 18.**
****Consult State’s Project Designer for appropriate size based on application for desired space if requesting use of sizes greater than 12x18 tiles. Consultant will provide design pattern for installation areas with finish plan.**
 - viii. Tile Edges: Squared**
 - ix. Installation Method: Per Manufacturer’s Recommendations. Concrete subfloors may**
require a moisture barrier and will be required if product specifies. Flooring may be floated or glued down according to project needs. Adhesives must meet industry and recommended standards per manufacture’s recommendations.

SCHEDULE 7 EXHIBIT D SPECIAL BUILDOUT AND OTHER SPECIFICATIONS

PROJECT SPECIFIC REQUIREMENTS

ADD AGENCY SPECIFIC LANGUAGE HERE

Landlord agrees to perform the following improvements to the Leased Premises while coordinating with Tenant so that the improvements are constructed with minimal impact or interruption to Tenant’s ongoing operations in the Leased Premises.

Landlord to provide Tenant written notice of the date that Leased Premises is anticipated to be substantially complete to allow sufficient time for Tenant to schedule and perform a punch list walk through. Tenant to provide a written list of any outstanding punch list items simultaneously with Exhibit C when rent is ready to commence. Landlord agrees to have all outstanding punch list items completed within 30 days of the later of rent commencement or receipt of the Tenant’s punch list. Any outstanding punch list item that is not cured within said thirty (30) day period will be considered an act of default pursuant to Section 7, Sub Section B, of this Lease.

Pursuant to Section 8 of Exhibit A of the Lease, upon the Tenant's vacating of the Leased Premises, Landlord shall provide a licensed electrician to disconnect Tenant's fixtures, furniture, and equipment ("FF&E"). Tenant shall be responsible for removing its access control systems and telecom equipment.

If all or a portion of the flooring is replaced as part of the Tenant renovations to the Leased Premises or as the result of damage to the existing flooring not caused by Tenant and Tenant's existing furniture is to remain in place, then, Landlord's vendor must supply the necessary means to lift Tenant's system furniture and equipment in coordination with, and under the direction of Tenant. The cost of lifting Tenant's existing furniture and equipment will be paid by the Landlord. If, during the Term of the Lease, Tenant elects to replace all or a portion of the existing flooring and Tenant's existing furniture and equipment are to remain in place, then Landlord's vendor must supply the necessary means to lift of Tenant's system furniture and equipment in coordination with, and under the direction of, Tenant. Under the scenario described in the immediately preceding sentence, Landlord shall invoice the Tenant , including any back-up documents reasonably requested by the Tenant, and Tenant shall promptly pay Landlord for the cost to lift Tenant's furniture & equipment.

Landlord shall construct the Lease Premises to accommodate the furniture programming needs of the agency as defined below for a turnkey buildout. All tenant improvements should adhere to the specifications below:

GENERAL SPECIFICATIONS

1. General

- a. Landlord represents and warrants to Tenant that as of the Commencement Date, the Building and the Leased Premises will comply with all current applicable local, state, and federal laws, rules, codes, and ordinances relating to the design, construction, use, and occupancy of the Leased Premises and in accordance with the provisions of the Americans with Disabilities Act (ADA) in all material respects.
- b. Landlord shall obtain a Certificate of Occupancy permit for the Leased Premises issued by the local jurisdiction or SFMO, as applicable, prior to Tenant's occupancy of the Leased Premises.
- c. Landlord, at Landlord's sole cost and expense, shall provide all of the items contained within Exhibit D of the Lease.

2. Site Work

- 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 mechanical and electrical equipment, including but not limited to distribution ductwork, HVAC boxes, electrical and voice/data conduits
- b. The building foundation and below-grade spaces shall be protected with a properly installed foundation drainage and waterproofing system.

4. Building Envelope

- a. The building envelope (including but not limited to the foundation, exterior walls 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. Prior to the Lease Commencement, the Building's entrance lobby, common corridors, restrooms, mechanical spaces, loading dock, trash removal spaces or dumpster enclosures, and other common areas will be substantially complete.
- b. Restrooms, regardless of whether they are located in the Building's common area or the Leased Premises, shall be complete with all fixtures, partitions, accessories, lavatories, lavatory tops, and mirrors. Fixtures, partitions, and accessories shall be commercial/institution grade or better, and shall be code compliant water saving type, as appropriate. If the restrooms are located in the Building's common area, then the finishes in restrooms shall be commensurate with market for comparable properties of the same property type and class as the Leased Premises. If the restrooms are located within the Leased Premises, then the Tenant shall select the finishes (i.e. ceramic or VCT tile, partitions, paint colors, and any cabinetry).

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 or applied.
- b. Landlord shall furnish and install entry and exit doors in the Common walls from the common areas into the Leased Premises.

7. Electrical

- a. Landlord shall provide a minimum of 7 watts per square foot for lighting and power or more watts per square foot depending upon Tenant's Permitted Use.
- b. Landlord shall install all main switchboards, switchgear, sub-panels, panel boards, distribution boards, transformer(s), bus 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 or within 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 its sole cost and expense, all electrical wiring and connections for all mechanical equipment furnished as part of base building. Landlord shall provide, at Landlord's expense, all electrical wiring to the life safety and fire protection systems.
- d. Landlord shall install all wiring, branch circuiting, conduit and devices for the complete electrical system to all areas within the Leased Premises per Tenant Construction plans.. Landlord shall provide, at its sole cost and expense, all electrical wiring and connections for all mechanical equipment and access control devices per Tenants construction plans, furnished as part of the Lease. Landlord shall provide, at Landlord's expense, all electrical wiring to the life safety and fire protection systems within the Leased Premises

8. Communications

- a. If the Leased Premises is a new location for the Tenant, then Landlord shall provide and install three 2" conduits for Tenant's telephone and internet service. One conduit shall be for the local provider and the other two conduits, with a pull string installed, shall be for Tenant's other service providers. Conduit and service will terminate at the D-mark in the telephone room. If the Leased Premises is a space currently occupied by Tenant, then Landlord shall fully cooperate with Tenant in granting whatever access and/or easements may be reasonably necessary for Tenant, or its vendor, to install new conduits for Tenant's telephone or internet service provider.

9. Lighting

- a. Landlord shall furnish and install lights in all common areas, including the parking lot, outside any exit doors required by code as well as any sidewalks connecting the exit doors to the parking lot. The light levels, as measured in foot-candles, shall meet or exceed the light levels recommended by the Illuminating Engineering Society (IES).
- b. Building lighting levels in the common corridors providing ingress and egress to the Leased Premises shall range between 15 to 20 foot-candles or according to the latest standards published by Illuminating Engineering Society (IES).
- c. The lighting levels within the Leased Premises for the open office area and offices shall range between 30 to 50 foot-candles at desk height. The lighting levels within the different types of spaces located within the Leased Premises (i.e. storage rooms, offices, conference rooms, breakrooms, etc.) shall meet the light levels recommended for the different types of spaces according to the latest standards published by the Illuminating Engineering Society.
- d. Landlord shall replace existing 2'x 4' light fixtures with new LED flat panels fixtures with a color temperature range of 3,000 to 4,100 Kelvin. All bulbs shall be of the same temperature color and preferably from the same manufacturer within any given room.
- e. All lighting fixtures should be cleaned and bulbs and ballasts in good working order at the commencement date.

10. Plumbing

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

11. HVAC

- a. Building common areas shall include heating, ventilation, and air conditioning systems in accordance with and in compliance with current ASHRAE standards.
- b. The HVAC system for the Leased Premises shall be designed and stamped by a mechanical engineer and comply with ASHRAE standards. Regardless of temperature range specified by ASHRAE standards, the temperature within the Leased Premises where Tenant's employees or contractors operate shall be maintained between 68 and 74 degrees with a relative humidity range of 40-55% at all times. Once the HVAC system has been installed, the system shall be tested and balanced. Landlord shall provide Tenant with a copy of the air balance test.

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 the directory and shall provide Tenant suite signage (suite entry door plaque or hall plaque, matching the Building graphics standards).
- c. If the main entrance door to Tenant's suite is a glass door, then Landlord shall provide vinyl lettering and the State logo on the glass door. Please refer to the Tenant's current signage specifications.

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 Landlord's actual 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 from the Leased Premises.
- b. Tenant may install access controls for access into the Leased Premises at suite entry locations, fire stairs with access into the Leased Premises and any interior doors within the Leased Premises. Landlord to provide necessary low voltage pathways and electrical circuits for Tenant's access control system.
- c. Tenant may install cameras or other security-related systems, pursuant to Tenant requirements for the Leased Premises. Landlord to provide necessary low voltage pathways and electrical circuits for Tenant's cameras or other security related systems-
- d. Provide heavy-duty cylindrical hardware within the Leased Premises and heavy-duty mortised lockset at the entry doors to the Leased Premises.
- e. Landlord shall provide locksets all doors located within the Leased Premises. Doors on the following rooms shall receive a lockset: offices, enclaves, communication rooms, utility rooms, storage/file rooms, network rooms. Other rooms located within the Leased Premise shall receive a passage set or classroom lockset. Tenant to specify which doors receive which type of lockset.

INTERIOR BUILDOUT SPECIFICATIONS

1. Ceiling

- a. Provided the existing ceiling tile and grid are in good and attractive condition, as reasonably determined by the Tenant and Tenant agrees to permit the Landlord to re-use, then said ceiling tiles and grid may remain. Landlord shall patch and repair the grid as needed to accommodate demolition and construction of new walls. Landlord shall replace any damaged or discolored tiles to match existing ceiling tiles and grid. Any new ceiling grid and tiles installed in the Leased Premises shall meet the Minimum Qualification Specifications set forth in Subsection "e" below.
- b. If existing fluorescent light fixtures are in good condition as reasonably determined by the Tenant and Tenant agrees to permit the Landlord to re-use the existing fixtures, then the existing light fixtures shall be cleaned and re-lamped after construction. All lamps shall be the same color temperature. The color temperature of the light shall be between 3,000 to 4,100 Kelvin.
- c. Provide 15'-20' whip at all above-ceiling junction boxes for power pole connections.
- d. Ceiling heights shall be a minimum of 8 feet. The Tenant's preference is for ceiling heights to be between 8'6" to 10' depending on the size of the room. The ceiling height in open areas should be higher than 8'.
- e. Acoustical Panel Ceiling Minimum Qualification Specifications:

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.

Acoustical Panels

- iv. Color: White.
- v. LR: Minimum of 0.83.
- vi. NRC: Minimum of 0.60, Type E-400 mounting according to ASTM E 795.
- vii. CAC: Minimum of 33.
- viii. Modular Size: 24 by 24 inches (610 by 610 mm) or 24 by 48 inches (610 by 1220 mm).

2. Electrical and Communication

- a. Landlord to provide and install conduit, conductors, pull wires, boxes, cover plates, devices, etc., for all outlets as required by the construction documents. All devices (i.e. light switches, duplex outlets, cover plates, etc.) shall be a consistent color.
- b. Landlord's contractor shall be responsible for all coordination and final electrical connections for Tenant's furniture (systems furniture, conference/training tables, etc.). Landlord shall coordinate with Tenant for specifics on wiring configurations. For general planning purposes, provide 1 circuit per every 2 standard workstations.
- c. Provide 1 voice/data per standard workstation
- d. Provide 2 duplex power outlets and 1 voice/data per standard office.
- e. Provide 2 duplex power outlets and 1 voice/data per enclave.
- f. At minimum, all enclosed rooms (such as storage and file rooms) to have (2) convenience duplex power outlets.
- g. Lighting and controls shall be properly zoned. Separate light switches for hard-wall spaces shall be provided.
- h. If existing fluorescent light fixtures are in good condition as reasonably determined by the Tenant and Tenant agrees to permit the Landlord to re-use the existing fixtures, then the existing light fixtures shall be cleaned and re-lamped after construction. All lamps shall be the same color temperature and between 3,000 to 4,100 Kelvin.
- i. Provide 15'-20' whips at every junction box above the ceiling designated for power pole connections.
- j. Install ¾" conduit with pull string for voice/data cabling in walls and 2"x4" plastic box w/ cover plate. Conduit should extend at least 4" above the partition wall or stubbed out if the wall extends to the deck above.

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 shall be constructed with 5/8" drywall and 3 5/8" metal studs with sound attenuation blankets snugly fitted inside the partition wall. Additional sound attenuation blankets shall be installed on ceiling tile
- c. Partitions around all new conference rooms, training rooms, break rooms, meeting rooms, and restrooms, shall extend 18" to 24" above the ceiling grid. Sound attenuation blankets shall be snugly fitted inside the partition wall, seal all penetrations within partition walls including power/data boxes and at the connection of the partition to the deck.
- d. Landlord shall install sound attenuation blankets on the ceiling tiles in all conference rooms, training rooms, break rooms, meeting rooms, offices, and restrooms,
- e. Connections from partition to mullion will require an acoustically sealed connection.
- f. Finish partitions completely to floor.

4. Glazing

- a. All new office, enclave, break room, and conference room front walls shall have a 3'-0" wide sidelight with ¼" clear tempered glass in a 2" welded, hollow-metal frame with a solid core door, and etched film on the 3'-0" wide, full height sidelight. Framing for glass sidelights and windows shall be integral with doorframes and not separated by drywall.
- b. Doors on existing office, enclave, break rooms, and conference rooms shall be fitted with a glass window insert.

5. Doors and Frames

- a. Interior doors shall be solid core wood doors and at least seven feet (7') in height and match the building standard finish.
- b. Interior door frames in new partitions walls shall be 2" welded hollow metal steel, painted. Interior door frames in existing walls may be 2" steel, knock-down frames, painted. Door frames shall be aligned with the wall and plumb.
- c. All hardware shall match existing building standard finish. At a minimum, all door hardware shall be lever-style 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 Tenant. Provided the color and quality of the existing mini-blinds are in good condition, as reasonably determined by the Tenant and Tenant agrees to permit the Landlord to re-use the existing mini-blinds. The Landlord shall repair or replace any damaged mini-blinds, if Tenant approved them to remain. If the existing mini-blinds are NOT acceptable to the Tenant, then Landlord shall replace all the mini-blinds in the Leased Premises.

7. Finishes

- a. If approved by the Tenant, the doors, door frames, door hardware, ceiling tile, ceiling grid and light fixtures may be reused. It is understood and agreed that any damaged doors, door frames, etc. shall be replaced at Landlord's expense regardless.
- b. Carpet shall be modular tiles laid with low VOC adhesives and installed throughout the Leased Premises except for those rooms where VCT or another floor covering is specified. 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 the carpet is not replaced, then the existing carpet floors must be cleaned via commercial hot water extraction or commercial chemical dry cleaning as appropriate prior to Lease 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. Landlord shall provide 4" cove- rubber base in areas specified to receive new flooring. All cove 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. For estimating purposes, plan on one wall in each room being painted with an accent color, with a maximum of four (4) paint colors throughout the Leased Premises. Tenant may determine that only touch up is required. Door and window frames shall be painted with a semi-gloss finish. Paint for drywall ceilings shall have flat finish. All paint shall be low VOC paints. New paint may be required for short-term leases.
- f. Where a laminate finish is specified on casework, use color core laminates for exposed surfaces for doors, drawers, counter tops, and back-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 back-splashes shall be thoroughly caulked to walls and countertops using clear silicone caulk.
- g. Landlord shall install Luxury Vinyl Tile ("LVT") or Luxury Vinyl Plank ("LVP") in the those rooms/spaces where the public and the agency meet, including but not limited to, the waiting room, public restrooms, visitation rooms, multi-purpose rooms, drug testing rooms, staff restrooms, viewing rooms and vestibule. The LVT/LVP products must meet the following specifications:
- i. Meet or exceed ASTM F 1700 13a and/or ISO 10582
 - ii. Commercial Grade Luxury Vinyl Plank rated for at least a medium to heavy traffic and have a minimum of 10-year warranty.
 - iii. Wear Layer/Top-Coat: 20 mil (0.5mm)
 - iv. Overall Thickness of Tile: 3.0 mm minimum
 - v. Seaming Method: Standard
 - vi. Pattern: Installation pattern may be Ashlar, Monolithic, Herringbone, etc. as determined by State designer
 - vii. Width & Size of LVP (Luxury Vinyl Planks) minimum of 4 inch width and 36 inch Length.
 - viii. LVT (Luxury Vinyl Tiles) at a minimum of 12 x 12 for Square & 12 x 18 for Rectangular. Consult State's Project Designer for appropriate size based on application for desired space.
 - ix. Tile Edges: Squared
 - x. Installation Method: Per Manufacturer's Recommendations. Concrete subfloors may require a moisture barrier and will be required if product specifies. Flooring may be floated or glued down according to project needs. Adhesives must meet industry and recommended standards per manufacture's recommendations.

- xi. Landlord to provide overstock of a minimum of 100 square feet of carpet tiles, VCT tiles, and LVT/LVP to be stored onsite for Tenant's later use.

8. Break Rooms

- a. Finishes: LVT/LVP or VCT floor tile. IF VCT is installed, then the floor pattern shall contain 3 different colors. New VCT floor tile must be waxed and sealed prior to Commencement. Upon Tenant's determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement. Landlord to provide base and wall cabinets made of wood or plastic laminate.
- b. Provide double bowl, 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 floor tile in a floor pattern using 3 different colors, New VCT floor tile must be waxed and sealed prior to Lease Commencement. Upon State determination, if existing floor tile is not replaced, existing floor tile must be waxed and sealed prior to Lease Commencement. Plastic laminate base and wall cabinets, plastic laminate countertop. Cabinetry shall be sufficient to meet the needs of the Tenant at its sole discretion.
- 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 VCT floor tile must be waxed and sealed prior to Commencement. Upon Tenant's determination, if existing VCT floor tile is not replaced, existing floor tile must be waxed and sealed prior to Commencement.
- b. Walls around the Telecom Room shall extend to deck; no lay-in ceiling unless approved by Tenant's IT department and Facilities Management.
- c. A minimum of a one-ton (10,000 BTU's) of cooling for coverage of Tenant's IT equipment is required. A stand-alone mechanical unit is preferred. If a stand-alone mechanical unit is not possible, then the Telecom Room should be removed from the HVAC system serving the Leased Premises and Landlord shall suggest an alternate method of cooling Tenant's Telecom Room that is acceptable to Tenant. Landlord shall be responsible for providing and paying for the alternate method of cooling Tenant's Telecom Room..
- d. Provide at least three 2" conduits 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 STS Also installing a hand hole on right away.
- 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 and each Telecom Room shall have two 4" conduits penetrating the wall.
- 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. In addition to normal service Landlord shall provide at least (2) dedicated quad outlets each with 120 volt, 20 amp circuits.
- h. The Tenant's cabling contractor, at Tenant's expense, shall install a grounding bus bar and place correctly-sized conductor back to the main panel for Landlord to connect.

- i. Telecom rooms do not include space for Landlord owned systems such as building energy management systems, life safety controls, or security, audio, or CC/CATV systems. The Telecom Room is strictly for the Tenant's equipment and use.

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 floor tile in a floor pattern using 3 different colors, 4" rubber base. New VCT floor tile must be waxed and sealed prior to Commencement. Upon Tenant's 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: (i) liquid soap dispensers and mirrors, (ii) either paper towel dispensers or electric hand blow dryers, (iii) toilet paper dispensers, and (iv) toilet seat cover dispensers. Feminine hygiene disposal receptacles shall be provided in unisex and women's restrooms.
- c. Landlord shall provide a floor drain in each restroom unless Tenant reasonably determines otherwise.

13. Janitor Closet

- a. Finishes: VCT, 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. Janitor's closet shall contain at least 25 square feet of floor area in order to provide storage for equipment, materials, and supplies.
- c. Landlord shall provide service/mop sink with hot and cold water and a floor drain, unless Tenant reasonably determines otherwise.

14. Building Interior

- a. Landlord to provide accessible chilled drinking fountains as required per code. If existing water fountains do not meet accessibility codes or additional drinking fountains need to be added, the water fountains shall be able to accommodate a water bottle refill component.
- b. Landlord shall provide evacuation maps and other interior signage as required by code (i.e. restroom signage, etc.) Coordinate locations with Tenant.

15. Building Exterior

- a. Landlord shall provide exterior canopies and lighting at those building entrances and exits which are required to meet code. Landlord shall provide a vestibule or airlock at all public entrance into the Leased Premises.
- b. Landlord shall provide up to two (2) exterior signs depending upon the visibility of the Leased Premises from the road, as determined by the Tenant. In addition, Landlord shall provide vinyl lettering on Tenant's main entrance door. The exterior sign(s) and vinyl lettering shall comply with the Tenant's current signage standards.

- c. Landlord shall maintain, repair and/or replace exterior sign(s) to Tenant's current sign standards during the term of the Lease and any amendments or extension thereof.
- d. Landlord shall provide access to a dumpster or trash receptacles for Tenant's trash. Tenant preference is for the dumpster or trash receptables be enclosed.
- e. Hard-surface exterior walkways (aka sidewalks) shall be provided to connect all Building entrances and exits which are required to meet code to on-site parking lots or other hard-surfaced areas.